



# KCHS

## Parent/Student Handbook

2024-2025

Knoxville Catholic High School

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Knoxville, TN 37923

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## *Vision*

*To be a cornerstone of Catholic school education, inspiring young people through the ministry of Christ*

## *Mission Statement*

*Knoxville Catholic High School, in partnership with parents and supporting parishes, is dedicated to teaching the Gospel, igniting love for learning, and nurturing individual growth in body, mind, and spirit, as students are prepared to be Disciples of Christ who influence a constantly changing world.*

## *Goals*

### *Teaching the Gospel*

- *Develop knowledge of the faith that leads to a deeper relationship with Christ and service to others*
- *Develop an abiding sense of Christ's presence in self and others*
- *Promote an active faith community*
- *Model Gospel Values*

### *Igniting Love of Learning*

- *Provide a curriculum that meets a broad range of abilities and interests*
- *Create an environment that opens minds to learning*
- *Provide the opportunity to acquire skills and knowledge for continued educational development*

### *Nurturing Individual Growth*

- *Promote respect for self and others*
- *Develop self-discipline, self-esteem, and self-confidence*
- *Foster wellness and wholeness*
- *Encourage fulfillment of individual potential*

## **Non-Discrimination Policy**

Knoxville Catholic High School admits students of any race, color, national origin and ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national origin or ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic and other school-administered programs.

This policy does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## **POLICY CHANGES/ADDITIONS/POINTS OF EMPHASIS 2024-2025 PARENT/STUDENT HANDBOOK**

- p. 17 Typical Course of Study** - To receive the extra ½ credit of PE required for graduation, a student may take an additional Lifetime Wellness PE class (e.g., weight training, basketball fundamentals, speed & agility, dance, or flexibility & movement), or participate in a school sanctioned activity (e.g., lacrosse, rugby).
- p. 18 KCHS Graduation Requirements** -Dual Enrollment students are required to take English 1010 and 1020, or other English courses that must be approved by the Dual Enrollment Coordinator.
- p. 21 Course Overrides** - Due to staffing and master scheduling constraints, course overrides are due before the end of the drop/add period.
- p. 21 Summer School** - Students failing math or English will be required to complete the credit via the online program provided to return to KCHS the following year. Students who fail any core course besides English or math may elect to complete the credit through the online program available or repeat the class the following academic year.
- p. 25 Tournament Play** – Students in any grade level who have semester exams that conflict with school sponsored tournament play or school-sanctioned travel associated with tournament play may be exempt from the exam(s) if they have maintained an average of 75 or above for the semester and met all other criteria outlined in the exam exemptions for seniors bullet points.
- p. 27 Student Assistance Program** - The Student Assistance Program (SAP) provides a confidential setting for students to meet with a licensed professional to address concerns. If a student or parent would like to learn more about SAP services and how to schedule an appointment, they should contact their School Counselor.
- p. 29 Selection for Student Council** – Rising 10<sup>th</sup> – 12<sup>th</sup> graders are elected late in the second semester for the upcoming school year. Rising freshmen will be elected in the fall.
- p. 30 Mu Alpha Theta** – Current members and new members must serve as tutors during two designated lunch or class sessions in Ms. Mesmer’s room. If a student chooses to do more than two sessions, these may count towards service hours.
- p. 30 National Art Honor Society** - National Art Honor Society is a club focused on forwarding the arts in our school and community. NAHS Membership Requirements:
- Attend and participate in 75% of all in-school meetings.
  - Attend and participate in a minimum of 3 outreach or fundraising events.
  - Maintain a B average in all art classes with no grades lower than a C.
  - Completion of two visual art classes.
  - Participation in one juried art show (East Tennessee Student Art Show, Scholastic Art, or Dogwood Arts Student Show).

- p. 31 National Honor Society** – Students must have earned a cumulative WEIGHTED GPA of 3.95 at the end of the 1<sup>st</sup> semester of the junior year to be included in the spring induction to the National Honor Society. Juniors who missed the spring induction ceremony have a final opportunity to be reconsidered for NHS eligibility at the end of the 1<sup>st</sup> semester of Senior year.
- p. 32 Seal of Biliteracy** – Seniors who are enrolled in AP or 4 Honors Spanish and meet the requirements in both English and Spanish will be invited to apply for the Volunteer State Seal of Biliteracy.
- p. 39 KCHS Dress Code and Grooming Guidelines** – Repeated failure to comply with skirt length requirements will result in loss of the privilege of wearing the skirt for a predetermined timeline by the disciplinarian. Only canvas shoes that have shoelaces; No slip-on or house shoe style shoes. Hoodies are not permitted.
- p. 40 Jewelry and Makeup** - Girls are allowed to have only ear piercings (of a conservative amount) and no other visible piercings i.e., nose piercings.
- p. 40 Tattoos** - Students are not permitted to have tattoos that are visible when the school uniform is worn, nor on Fridays when it's Catholic t-shirt day.
- p. 41 Outerwear** - KCHS outerwear is permitted: fleece, nylon jackets, vests, sweaters, sweatshirts, and coats.
- p. 52 Extenuating Circumstances** – Students are allowed up to 3 absences per semester for extenuating circumstances.
- Students are allowed up to 5 absences per semester for chronic extenuating circumstances with the following prerequisites:
- Submission of an EC application at the beginning of the school year (Aug. 16 deadline) or upon onset of the extenuating circumstance that impedes academic achievement.
  - Note from a specialist (NOT a pediatrician/family practitioner) delineating the chronic condition and the necessity for the student to miss school for a specified amount of time over a specified time period.
  - A meeting with the Vice President of Academics and the designated School Counselor.
- p. 53 Attendance Probation** - Students with chronic excessive absences including absences due to exceptional circumstances may be placed on attendance probation for a predetermined period designated by the Vice President of Academic Affairs until attendance improves. If no improvement is shown, the student may be dismissed from KCHS.
- p. 56 Acceptable Use of Technology** – KCHS requires a Microsoft Windows 10 v22H2 or later or macOS Monterey v12.2 or later device for the BYOD initiative. Use of a VPN, Proxy Server, or any other means to bypass KCHS network security is strictly prohibited.
- p. 63 Announcements** - Announcement forms are available in the office and must be submitted by 8:00 am.
- p. 65 Medication** - A completed and signed Medical Release Form for every student must be kept on file in the front office. Medical Release Forms and Condition Forms are available on Schoology in the Student Resources Course under FORMS.



## DAILY SCHEDULES

Students will have the opportunity to attend All School Mass (ASM) once a week, usually on Wednesdays. Individual religion class masses are offered on a rotating basis according to priest availability in Holy Trinity Chapel and afford opportunities for the sacrament of reconciliation.

Each semester a student takes eight classes named A-H. Except on All School Mass (ASM) days and late arrival Wednesdays, six periods per day meet on a rotating basis. A Block is locked into the first period of the day on MTHF. Updated copies of the rotation schedule are posted on Schoology/Student Resources every six to nine weeks.

Students may eat lunch in the cafeteria, commons area, or gym. Freshmen and sophomores eat in the gym and are called by groups to enter the cafeteria after seniors and juniors have gone through the serving line. It is a senior privilege to eat lunch outdoors in areas designated by the Vice President of Student Affairs.

Students are encouraged to use the extended lunch time to arrange meetings with teachers. Various clubs are encouraged to meet during lunch.

<b>Monday, Tuesday, Thursday Friday With No ASM</b>	
1 <sup>st</sup> Bell	8:25
Period 1	8:30-9:20
Period 2	9:25-10:20
Period 3	10:25-11:20
Lunch	11:20-12:15
Period 4	12:20-1:15
Period 5	1:20-2:15
Period 6	2:20-3:15

<b>Wednesday - Late Arrival ASM</b>	
1 <sup>st</sup> Bell	8:55
Period 1	9:00-9:50
Period 2	9:55-10:45
Mass	10:50-11:45
Lunch	11:45-12:45
Period 4	12:50-1:35
Period 5	1:40-2:25
Period 6	2:30-3:15

## Sample Rotation

Week 2	Monday 8/15/2023	Tuesday 8/16/2023	Wednesday 8/17/2023 <i>Late Arrival</i>	Thursday 8/18/2023	Friday 8/19/2023
8:30-9:20	A	A	E 9:00-9:50	A	A
9:25-10:20	B	G	F 9:55-10:45	C	H
10:25-11:20	C	H	MASS 10:50-11:45	D	B
11:20-12:15	<i>LUNCH</i>	<i>LUNCH</i>	LUNCH 11:45-12:45	<i>LUNCH</i>	<i>LUNCH</i>
12:20-1:15	D	B	G 12:50-1:35	E	C
1:20- 2:15	E	C	H 1:40-2:25	F	D
2:20-3:15	F	D	B 2:30-3:15	G	E

Week 3	Monday 8/22/2023	Tuesday 8/23/2023	Wednesday 8/24/2023 <i>Late Arrival</i>	Thursday 8/25/2023	Friday 8/26/2023
8:30-9:20	A	A	B 9:00-9:50	A	A
9:25-10:20	F	D	C 9:55-10:45	G	E
10:25-11:20	G	E	MASS 10:50-11:45	H	F
11:20-12:15	<i>LUNCH</i>	<i>LUNCH</i>	LUNCH 11:45-12:45	<i>LUNCH</i>	<i>LUNCH</i>
12:20-1:15	H	F	D 12:50-1:35	B	G
1:20- 2:15	B	G	E 1:40-2:25	C	H
2:20-3:15	C	H	F 2:30-3:15	D	B

# Knoxville Catholic High School 2024-25 Calendar

## 1<sup>st</sup> Semester

July 29-30	New Teacher Orientation
August 1, Thursday	Teachers return/Teacher In-Service
August 2, 5-6	Teacher In-Service/Administrative Days
August 7, Wednesday	First Day of School for Grades 10-12/Students in uniform Class meetings, photos, schedule walk-through, Boot Camp (Sr)
August 7, Wednesday	New Family Information Night and Picnic 6:00 p.m. Gym
August 8, Thursday	First Day of School for Grade 9/Students in uniform Class meetings, photos, class schedule walk-through, technology training
August 9, Friday	All students report to school
August 23, Friday	<b>1:20 student dismissal due to Faculty PLC</b>
<b>August 30, Friday</b>	<b>Faculty Retreat – Student Holiday</b>
<b>September 2, Monday</b>	<b>Labor Day Holiday - No School</b>
September 17, Tuesday	KCHS Open House 6:00 p.m. Gym
September 26, Thursday	College Fair 1:45-3 pm
September 29-October 4	Spirit Week
October 4, Friday	First Quarter Ends; Homecoming and Community Tailgate
<b>October 7-11</b>	<b>Fall Break</b>
October 22, Tuesday	All School Retreat
October 25, Friday	<b>11:20 Student dismissal</b> 12-1:15 Faculty Inservice 1:20-3:15 Parent/Teacher Conferences
<b>October 30, Wednesday</b>	<b>PSAT Test Day - No Seniors on Campus</b> <b>12:30 dismissal (dependent on testing completion time)</b>
November 7, Thursday	Student Assembly – time TBD
<b>November 11, Monday</b>	<b>Faculty Inservice – Student Holiday</b>
<b>November 27-29</b>	<b>Thanksgiving Holidays - No School</b>
December 13, Friday	Second Quarter Ends
December 16-20	Semester Exams
December 23, Monday	Christmas Holidays Begin



## 2<sup>nd</sup> Semester

January 6, Monday	Teachers Return - In-Service/Staff Development
January 7, Tuesday	Students return
<b>January 20, Monday</b>	<b>Martin Luther King Holiday - No School</b>
January 23-25	March for Life
January 26-February 1	Catholic Schools Week
February 1, Saturday	Winter Formal (WIFO)
February 2, Sunday	Admission's Open House
<b>February 14, Friday</b>	<b>Archbishop's Holiday - No School</b>
<b>February 17, Monday</b>	<b>President's Day - No School</b>
<b>February 18, Tuesday</b>	<b>Diocesan In-service - No School for Students</b>
February 20-27	Course Selection Days
March 5, Wednesday	Ash Wednesday/Lent begins
March 7, Friday	Third Quarter Ends
<b>March 17-21</b>	<b>Spring Break - No School</b>
March 27-28	Lenten Penance Services
April 6, Sunday	NHS Inductions 2:00 p.m. Auditorium/Honors Week Begins
April 10, Thursday	Senior Retreat
April 11, Friday	No Seniors on Campus
April 15, Tuesday	Student Assembly - Live Stations of the Cross
<b>April 17, Thursday</b>	<b>Holy Thursday - Early Dismissal for All Grades</b>
	Pre-ACT Test for Sophomores
	<b>Noon Dismissal (dependent on testing completion time)</b>
<b>April 18, Friday</b>	<b>Good Friday - No School</b>
<b>April 21, Monday</b>	<b>Easter Monday - No School</b>
April 25, Friday	Prom - <b>11:20 Dismissal</b>
May 5-16	AP Exams
May 8-13	Senior Exams
May 15, Thursday	Baccalaureate 5:00 p.m., Sacred Heart Cathedral
May 16, Friday	Graduation Ceremony 8:00 p.m., Blaine Stadium
May 16, Friday	Fourth Quarter Ends for Grades 9 <sup>th</sup> - 11 <sup>th</sup>
May 19-23	Semester Exams for Grades 9 <sup>th</sup> - 11 <sup>th</sup>
<b>May 26, Monday</b>	<b>Memorial Day Holiday</b>
May 27-29	Teacher In-Service/Administrative Days

## All School Mass Schedule 2024-2025 - 10:50 - 11:45

August 15	Thursday, Assumption/Opening School Mass (time – 10:25 – 11:20)
August 21	Wednesday
August 28	Wednesday
September 4	Wednesday
September 11	Wednesday
September 18	Wednesday
September 25	Wednesday
October 2	Wednesday, Spirit Week
October 16	Wednesday
October 22	Tuesday, All School Retreat (time – 10:25 – 11:20)
November 1	Friday, All Saints Day (time– 10:25 – 11:20)
November 6	Wednesday
November 13	Wednesday
November 20	Wednesday
December 4	Wednesday
December 5	Thursday, Lessons and Carols (time – 10:25 – 11:20)
December 9	Monday, Immaculate Conception (time – 10:25 – 11:20)
January 8	Wednesday
January 15	Wednesday
January 22	Wednesday
January 29	Wednesday, Catholic Schools Week
February 5	Wednesday
February 12	Wednesday
February 19	Wednesday
February 26	Wednesday
March 5	Wednesday, Ash Wednesday
March 12	Wednesday
March 25	Tuesday, Anunciation (celebrated) – (time – 10:25 – 11:20)
March 27	Thursday, Penance Service – Juniors and Seniors (time – 10:25 – 11:20)
March 28	Friday, Penance Service – Freshman and Sophomores (time – 10:25 – 11:20)
April 2	Wednesday
April 9	Wednesday
April 16	Wednesday
April 23	Wednesday
April 30	Wednesday, May Crowning/Senior Farewell

## **SPIRITUAL LIFE**

*“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics.” -The Religious Dimension of Education in a Catholic School*

The religious dimensions of the Catholic school are the primary reason for our existence. In light of that, we strive to instill in our students a knowledge of faith that promotes living the Gospel message.

**CHAPLAIN:** The Chaplain is accountable for the liturgical life of the school. This includes the daily celebration of the Eucharist, all-school Masses, and penance services. With the Religion Department, he provides the opportunity for spiritual direction, and opportunities for retreats for students and faculty.

**SPIRITUAL ACTIVITIES:** KCHS is committed to the individual spiritual development of each student. The following are several of the elements which foster this growth:

1. Each class begins with a prayer, brief scripture reading, or meditation led by teacher or student. Each school day begins and ends with a school-wide prayer.
2. All School Mass (ASM) is celebrated weekly at All Saints Parish. Individual religion class masses, coupled with opportunities for the sacrament of reconciliation, are offered on a rotating basis according to priest availability in Holy Trinity Chapel. Communion Services will be available on selected First Fridays per priest and deacon availability. Parents are welcome to attend KCHS ASM celebrations.
3. Numerous opportunities for communal prayer are available throughout the school year. Any student may attend with teacher permission.
4. A school-wide retreat is offered annually for all classes. Retreat experiences, a fundamental part of the overall program, are not optional. Absences will be unexcused and make-up activities will be required.
5. The Sacrament of Penance is celebrated communally at Lent, monthly through Religion classes, and by individual appointments with the Chaplain.
6. KCHS students are required to participate respectfully in the liturgy and other spiritual functions, and to complete assignments in religion class, whether they share the Catholic faith. Assignments including, but not limited to, reading, memorization, and recitation of Scripture, the Catechism, or other texts will not be waived on religious grounds, but will be treated as academic exercises for those who do not believe. Knoxville Catholic has a moral obligation to provide her students who are Catholic, as their right, and those who may yet believe, with instruction in the doctrine and practice of the Catholic faith.
7. Students are expected to attend spiritual functions at KCHS, including retreats, daily and all-school Masses, and Penance Services. Late arrivals, early dismissals or absences must not conflict with scheduled KCHS spiritual functions.

## KCHS Service Program

*In keeping with her mission, Knoxville Catholic High School seeks to partner with parents, surrounding parishes, and the greater Knoxville community to prepare our students to be disciples of Christ who influence a constantly changing world. Service to others is an integral part of Catholic identity. The Catechism of the Catholic Church states: "The duty to make oneself a neighbor to others and actively serving them becomes even more urgent when it involves the disadvantaged, in whatever area this may be. 'As you did it to one of the least of these, my brothers, you did it to me.'" (Catholic Church 1932)*

**CORPORAL WORKS OF MERCY:** The KCHS Service Program **requires that hours incorporate** The Corporal Works of Mercy: feeding the hungry, giving drink to the thirsty, sheltering the homeless, visiting the sick, visiting the prisoners, and burying the dead.

**REQUIREMENTS AND TYPES OF SERVICE:** In the **2024-25 school year**, all students are required to complete **10 hours of service**, either Indirect (10) OR Direct (5) or any combination thereof.

One direct service hour is equal to two indirect service hours, so any combination of indirect and direct hours to equal 10 total hours per year is acceptable.

*Direct Service* must involve face-to-face interactions with those who will benefit from the service.

*Indirect Service* indirectly helps another. When giving indirect service, students are not personally interacting with those who are receiving the service.

Examples:       A student who works at a soup kitchen *servng* meals performs direct service.  
                      A student who collects canned food to donate to a soup kitchen performs indirect service.

### **TOTAL SERVICE HOUR GRADUATION REQUIRMENTS PER GRADE LEVEL:**

<b>Grade Level</b>	<b>Grad Year</b>	<b>Hours due 24-25</b>	<b>Graduation Total</b>
Freshmen	2028	10	40 hrs.
Sophomores	2027		40 hrs.
Juniors	2026		40 hrs.
Seniors*	2025		30 hrs.

\* Due to COVID protocols, the KCHS Service program was suspended. Therefore, these students have a reduced hour requirement.

**TRACKING:** Online tracking is provided by MobileServe. Students receive instructions for signing up in the fall. **Students who are not yet signed up, but who have performed service hours over the summer are required to keep a paper log and supervisor contact information.** Visit <http://volunteertn.org> for service possibilities. Each family is expected to vet the appropriateness of individual opportunities.

Contact information: Suzanne Judd at [suzanne.judd@knoxvillecatholic.com](mailto:suzanne.judd@knoxvillecatholic.com)

## SERVICE EXAMPLES

- Cook/Serve meals at a shelter or temporary residence (i.e., Family Promise)
- Deliver meals to poor or shut-ins (Mobile Meals)
- Hand out food at a food pantry (i.e., FISH pantry)
- Habitat for Humanity
- Volunteer with therapy programs (i.e., STAR)
- Participate in Mission trips
- Teach Vacation Bible School or other religious education classes
- Tutor underprivileged children
- Volunteer as a camp counselor for disabled/underprivileged children
- Attend Catholic Heart Work Camp or other similar activities
- Care Cuts (haircuts for the poor)
- Ronald McDonald House (working with families)
- Nursing homes such as Arbor Terrace
- Big Brothers Big Sisters
- Parish activities (cleaning, maintenance, fundraisers)  
Please note, serving, cantoring, ushering, etc. at liturgies DO NOT COUNT (the exception is for wedding or funeral liturgies or if helping at multiple masses – the mass fulfilling a student’s Sunday obligation does not count.
- Pre-Approved “Campus Pride” work at KCHS or feeder school (hour limit: 3)
- Packing meals for poor or shelving items at a food pantry
- Volunteering at fundraisers for the poor or ill
- Any work for Catholic Charities or the Ladies of Charity
- Volunteering at a Crisis Pregnancy Center
- Volunteering at the headquarters of a charity organization
- Help at fundraisers for charity
- Sort/organize gifts for the poor

## SUGGESTED AGENCIES

- KARM
- Boy’s & Girl’s Club
- Ronald McDonald House
- FISH Hospitality Pantry
- Mobile Meals
- STAR
- Nursing homes
- Vacation Bible School
- Religious Education classes
- Love Kitchen
- Special Spaces
- American Red Cross
- Catholic Charities
- Water Angels
- Columbus Home
- Lost Sheep Ministries
- Ladies of Charity
- Emerald Youth Foundation
- YMCA
- Habitat for Humanity
- Salvation Army
- Second Harvest Food Bank
- Volunteer Ministry Center

## PRESIDENTIAL SERVICE AWARDS

Every spring at the Academic Awards Ceremony, KCHS awards “The President’s Service Awards.” These awards are granted to those students who have gone above and beyond in their commitment to serve the wider community. *The governing institution, as opposed to KCHS, sets the requirements for this award.* Award requirements include, but are not necessarily limited to, completing at least 100+ hours of service. The student is responsible for keeping track of his own hours and making sure that KCHS is aware that he qualifies for this award. **Completed hours and descriptions of the work must be emailed to [sedonna.prater@knoxvillecatholic.com](mailto:sedonna.prater@knoxvillecatholic.com) by the first school day of February.** Hours given in service for The President’s Volunteer Service Awards must take place during the current school year (June-January).

# COURSE OFFERINGS

Unless otherwise designated all classes are CP. Classes are offered according to student interest. Not all classes are offered every year.

## **BUSINESS/OTHER**

Business Leadership  
Graphic Design 1  
Java 1, 2H  
Personal Finance  
Psychology  
Social Media & Marketing  
Yearbook Production, Editing H

## **ENGLISH**

English I, II, III, IV  
English IH, IIH, IIIH, IVH  
English III AP Language & Composition  
English 10 AP Seminar  
English IV AP Literature & Composition  
English IV Dual Enrollment  
Book Love  
Public Speaking

## **FINE ARTS**

2-D AP; 3-D AP 3-D Art & Design  
Art & Design: Intro to 2D, 3D; 2D H, 2D AP, 3D AP  
2-D, AP Studio Graphic Design  
Ceramics 1H, 2H  
Drawing: Intro, H, AP  
Painting: Intro, H, AP  
Digital Media 1CP, 2H 3H, LID H  
Digital Photography H  
Advanced Dance H  
Dance Fundamentals  
Dance Hip-Hop  
Band H  
Concert Choir  
Men's Chorus; Women's Chorus  
KCHS Singers H  
Black Cinema  
Film, Art, & Literature  
Theater I  
Scene Study (Acting)/(Directing H)  
Advanced Production H  
Stage Tech  
Voice Acting

## **MATHEMATICS**

Algebra I, II; Algebra IH, IIH  
Geometry  
Geometry H  
College Algebra  
Finite Math  
Pre-Calculus, Pre-Calculus H  
Calculus H,  
Calculus AB AP,  
Calculus BC AP  
Statistics, Statistics H, AP

## **PHYSICAL EDUCATION**

Intro Sports Management  
Lifetime Wellness Health/PE  
Weight Training; WT Football; WT Baseball,  
Beginning WT (G & B), Advanced WT  
Applied Sports Nutrition  
Sports Nutrition  
Basketball Fundamentals  
Speed & Agility Training  
Flexibility & Movement

## **RELIGION**

Religion I Introduction to Catholicism  
Religion I Catholic Christianity  
Religion II Morality, Sacraments, & Spiritual Life  
Religion III Sacred Scripture  
Religion IV Christian Vocation  
Religion IV Apologetics  
Christian Pilgrimage CP

## **SCIENCE**

Biology I, Biology IH; Biology AP  
Physical Science  
Chemistry I  
Chemistry IH, II H  
Chemistry IIAP  
Physiology, Physiology H  
Physics: CP, H, Electricity & Magnetism  
Physics 1 Algebra-Based AP  
Physics C: Mechanics AP  
Ecology H  
Engineering and Technology (Robotics)  
Environmental Science  
Forensics  
Oceanography  
Sports Medicine

## **SOCIAL STUDIES**

Comparative Government & Politics AP  
Human Geography AP  
World History, World History H  
World History: Modern AP  
US History, US History H, US History AP  
Economics  
U.S. Government, U.S. Government H  
U.S. Government AP  
Deep Dive into History: Knoxville H

## **WORLD LANGUAGE**

French I, II, III  
French IH, IIH, IIIH, IVH IVAP/CLEP  
Spanish I, II, III, IV  
Spanish IH, IIH, IIIH, IVH, AP  
Spanish for Heritage Speakers 2H, 3H

## Grading Scale and Calculation of Grade Point Average

Letter Grade	Percentage Grade	Quality Pts.	Honors Quality Pts.	AP Quality Pts.
A	90 – 100	4.0	4.5	5.0
B	80 – 89	3.0	3.5	4.0
C	70 – 79	2.0	2.5	3.0
D	60 – 69	1.0	1.5	2.0
F	0 – 59	0.0	0.0	0.0

**GRADE POINT AVERAGE:** Though weighted and unweighted grade point averages are calculated for each student; the official transcript lists only the weighted GPA. Each course taken earns quality points depending on the grade earned in that course and the level of difficulty of the course. Only those courses designated as Honors or AP level receive *additional* quality points. Honors courses (designated H) receive ½ additional quality point. Advanced Placement courses (designated AP) receive 1 additional quality point.

- **The Unweighted Grade Point Average (UGPA)** is cumulative and computed each semester by dividing the total unweighted quality points earned by the total number of courses attempted for the semester. Exceptions to this calculation method are Pass/Fail courses, which do not calculate into the UGPA or GPA.
- **The Weighted Grade Point Average (GPA)** is also cumulative and computed each semester by dividing the total weighted quality points earned by the total number of courses attempted for the semester. Exceptions to this calculation method are Pass/Fail courses, which do not calculate into the UGPA or GPA. The GPA takes into account the level of difficulty of courses as outlined above.

<b>Example Calculation of Weighted GPA (Quarter or Semester)</b>			
Religion 1 CP	98/A	4.0	quality pts
English 1H	88/B	3.5	
Algebra 1 H	95/A	4.5	
Biology 1 CP	90/A	4.0	
Spanish 2H	77/C	2.5	
HumGeo AP	81/B	4.0	
LW PE CP	100/A	4.0	
Stdy Hall	P	0.0	
Total quality pts 26.5 Total classes 7 Weighted GPA 3.79 (Quarter or Semester)			

**Semester averages are calculated as follows: Quarter 1 (or 3) = 42.5%; Quarter 2 (or 4) = 42.5%; Semester Exam = 15%.**

Quarter and Semester grades automatically convert to the closest whole number. For purposes of semester calculation, only whole numbers are used.

**CLASS RANK:** Class rank is **not** released nor is it published on individual transcripts. Class rank is kept internally for purposes of determining selected Junior and Senior level honors. A general description indicating low, middle and high range GPAs of the graduating class's rank is sent to colleges via the KCHS profile.

**HONOR ROLL:**

Honor Roll is designated on a quarterly basis. Two Honor Rolls are recognized at KCHS:

President's List: All A's for the quarter

First Honors: 3.5 – and above Weighted GPA

Students who have incompletes are not listed on the published Honor Rolls, but, if eligible, are added to the internal Honor Rolls after incompletes are resolved.

**TRANSCRIPTS:** Each student has a transcript that contains each course attempted and number grade earned beginning with grade 9. Any failed course is noted on the transcript and is not removed if the student repeats the course. Transfer students who received greater than a 100 average at a former school, will be assigned an average of 100 when the grade is transferred to the KCHS transcript.

Only the weighted GPA is included on the transcript. Standardized test scores are the sole property of the student and are not printed on the transcript. It is the student's responsibility to have test scores sent directly from the testing agency to the institution(s) of his choice.

A transcript is mailed upon request from the parent (if the student is under eighteen years of age) or student (if over eighteen years old) to colleges or employers. Requests for transcripts of currently enrolled students may be made through the Guidance office. Transcripts for alumni are sent through the main office.

**Senior transcripts** listing scheduled courses for the senior year are sent in the fall **after schedules are finalized**. Final transcripts will be sent after graduation to the college the student designates. **DSP #1440 & #1460**.

**The student's name in FACTS/RenWeb, on the transcript, and on the diploma must match the name on the birth certificate.**

**Transcripts for International Students** who enter KCHS past the freshman year: KCHS does not absorb or translate international courses to the KCHS transcript. International transfer students are responsible for providing subsequent educational institutions with copies of their international transcripts. International transfer students who arrive at KCHS after freshman year may not be eligible for inclusion in the top five and 10 percent honoree/designation status.

**The State Board of Education Uniform Grading Policy Grade Point Average:** (SBE UGP GPA) is used exclusively for submission of student grades to the Tennessee Student Assistance Corporation (TSAC) for state scholarship funding consideration upon the completion of high school graduation. TSAC uses this GPA for the sole purpose of awarding the HOPE Scholarship and other state-funded awards. This GPA is cumulative and computed each semester by internally adding points to each semester average (3 points to all Honors courses, 4 points to all dual enrollment courses, and 5 points to all AP courses). Exceptions to this calculation method are Pass/Fail courses, which do not calculate into the SBE UGP GPA. Under TSAC guidelines, the SBE UGP GPA will never exceed 4.0.



**REPORT CARDS/RENWEB UPDATES:** Grades are updated weekly on FACTS/RenWeb. Late work should be graded and entered in FACTS/RenWeb within one week of student submittal. Notification of failing grades will be posted on FACTS/RenWeb through weekly updates. It is the student's and parent's responsibility to check FACTS/RenWeb for low grades. Parents who experience problems with grade updates from individual teachers should contact the teacher directly or the Vice President of Academic Affairs at 865-560-0522.

## TYPICAL COURSE OF STUDY

<b>Freshmen</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
Religion I	Religion II	Religion III	Religion IV
English I	English II	English III	English IV
Math	Math	Math	Math
Biology	Chemistry	Science	
World Language	World Language		
	World History	U. S. History	Government
			Economics
Lifetime Wellness/PE			Personal Finance
1.5 Electives	2 Electives	3 Electives	3-4 Electives
(Fine Art advised)	(Fine Art advised)	(World Language	(Science & World
Study Hall (Mandatory)		advised)	Language advised)

To meet graduation requirements, the Personal Finance class may be taken during any high school year but is most beneficial to the student if taken during junior or senior year.

To receive the extra ½ credit of PE required for graduation, a student may take an additional Lifetime Wellness PE class (e.g., weight training, basketball fundamentals, speed & agility, dance, or flexibility & movement), or participate in a school sanctioned activity (e.g., lacrosse, rugby). Students may also receive credit for 65 hours of physical activity outside of the school system during one academic year (e.g., rowing, dance). ALL students earning this credit outside of a KCHS sponsored sport or outside of KCHS PE or weight training courses are required to submit an Athletic Participation Verification Form (obtainable from a School Counselor).

Example: A student playing KCHS Basketball would not have to submit an Athletic Participation Verification Form, but a student playing club basketball would submit the form.

The Athletic Participation Verification Form must be submitted to the School Counselor by the first day of 2<sup>nd</sup> semester exams. Transcripts will be updated with a grade of 'Pass' to reflect the ½ credit.

**DIPLOMAS:** The student name on the diploma must match the name on the birth certificate. Names listed in RenWeb must match names on the birth certificate. Given the fact that KCHS does not modify its curriculum, all KCHS graduates receive the same diploma. Alternate diplomas are not issued.

**EARLY GRADUATION:** Students with exceptional academic or athletic opportunities may be considered as candidates for early graduation. The student:

- Must contact the School Counselor regarding possible early graduation during Course Selection week of junior year
- Must complete an application for early graduation before April 1<sup>st</sup> of the junior year
- Must submit a letter of intent from the college destination
- Must have attended KCHS the entire junior year
- Must qualify for Dual Enrollment
- Must have completed required Dual Enrollment courses by the first day of fall semester of the senior year. If the student fails the Dual Enrollment course, he will be ineligible for early graduation and will be scheduled into the appropriate KCHS classes to facilitate a regular May graduation.
- May not leave campus for additional tutoring

## KCHS GRADUATION REQUIREMENTS

Religion	4 Refer to Graduation Policy Regarding Senior Religion Courses. The total number of credits required is reduced for transfer students from a non-Catholic high school.
English	4 One course each semester for 8 semesters. Dual Enrollment students are required to take English 1010 and 1020, or other English courses that must be approved by the Dual Enrollment Coordinator.
Math	4 Minimum of one course each year
Science	3 Must include Biology & Chemistry (4 recommended)
U.S. History	1
World or European History	1
Economics	.5
Government	.5
World Language	2 Must be the same language
Fine Arts	1 One-half (.5) minimum credit to be obtained in a Performing/Production Art
Lifetime Wellness/PE	1.5 Must include .5 credit of Health, .5 credit of PE, and .5 additional as outlined on the preceding page
Personal Finance	.5
Electives	3 Electives

26 Total Credit Hours Required
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## **GRADUATION POLICY REGARDING SENIOR RELIGION**

Senior Religion courses are separate semester courses. The semester courses are NOT averaged together to produce a final yearly average. (A Senior who fails 1<sup>st</sup> semester may NOT bring up his yearly average with a higher 2<sup>nd</sup> semester grade.)

A Senior who fails *any* Senior Religion course will NOT be allowed to participate in graduation ceremonies (“walk”) unless he/she has completed remedial course work. To be eligible to participate in graduation ceremonies, the remedial course work for a 1<sup>st</sup> semester failure must be completed and returned to the assigning teacher by the last day of the 3<sup>rd</sup> quarter.

A Senior who fails a 2<sup>nd</sup> semester Religion course will NOT be allowed to participate in graduation ceremonies and will receive his diploma only after remedial course work is completed over the summer. Summer course work must be completed and returned to the main office by July 1<sup>st</sup>. The student’s name along with the appropriate teacher’s name should be printed on the packet. The teacher will review the work to determine if the student has earned a passing grade. A diploma will be awarded once the student has passed the course.

## **ACADEMIC POLICIES**

**RELIGION CURRICULUM:** KCHS students are required to participate respectfully in the liturgy, and to complete assignments in religion class, whether they share the Catholic faith. Assignments including, but not limited to, reading, memorization, and recitation of Scripture, the Catechism, or other texts will not be waived on religious grounds, but will be treated as academic exercises for those who do not believe. Knoxville Catholic has a moral obligation to provide her students who are Catholic, as their right, and those who may yet believe with instruction in the doctrine and practice of the Catholic faith.

**CURRICULAR MATERIALS:** The Catholic Catechism serves as the foundational document that guides overarching curriculum aspects. KCHS teachers stress above all the dignity of the human person as the cornerstone in all curriculum materials. To help formulate mission-based arguments that support well-informed beliefs, KCHS teachers strive to introduce students, in a highly supported atmosphere, to a variety of increasingly complex concepts that they will face beyond the walls of the school.

**FACTS/RENWEB/SCHOOLGY REQUIREMENTS:** FACTS/RenWeb, the school information system (SIS), is the official depository and source for grades, attendance records, disciplinary records, and class schedules. Schoology, the KCHS learning management system (LMS), is used to deliver course content such as homework, lesson plans, course content, and quizzes to students. Teachers are required to post lesson plans for the upcoming week on Schoology by Sunday at 8:00 p.m.

Faculty members are required to post graded assignments on a weekly basis, though projects and longer writing assignments may take longer to post.

**SCHOOLGY REQUIREMENTS AND SCHOOL CLOSURE:** Teachers will use Schoology throughout the course to post assignments. Regardless of closure event (e.g., illness, weather), it is the student’s responsibility to complete the teacher’s clearly posted assignments on time.

Parents who experience problems with updates from individual teachers should contact the teacher directly or the Vice President of Academic Affairs if the problem persists.

**MAKE-UP WORK:** Each teacher informs students (via the course syllabus) of policies regarding make-up work due to absences. Personal responsibility and self-discipline are an integral part of every maturing person's life. Consistently late or incomplete work may reflect a misunderstanding of responsibility and maturity. It is the responsibility of the student to contact the teacher to obtain all work missed. When students have approved absences, teachers will provide remedial help.

### **GRADE CHANGES**

- No grade may ever be assigned to a student by any teacher except the teacher who has the student in that specific class in that specific subject.
- No grade may ever be changed or re-evaluated by any teacher except the one who has the student in that specific class in that specific subject.
- Requests for grade changes and/or re-evaluation of the academic performance of a student may be submitted in writing to the Vice President of Academic Affairs for consideration.

### **GRADEBOOK CODES**

Teachers use the following codes in gradebooks:

A = Absent = 0. Student may make-up work per teacher's policies.

E = Work has been excused and will not be calculated into quarter average.

M = Work is missing. Student can still turn in work (calculates as zero in RW until teacher adds graded work)

0 = Work is missing. Student receives zero credit **and can no longer turn in work.**

P = Student has submitted work and teacher is in the process of grading it. Grade will be calculated when teacher enters grade.

'I' is not a valid KCHS gradebook code.

**COURSE SELECTION SHEETS/SCHEDULE CHANGES:** KCHS teachers, school counselors, and administrators go to great lengths to properly place students in each core subject area for the coming school year. Requests to drop courses are rarely granted. If a student has listed a course on his course selection sheet, the course is considered 'fair game' to assign to the student. All elective courses requested by the student at the time of course selection will be scheduled, in their order of preference, as the master schedule allows. Students should choose these courses very carefully. Listing an elective on the course selection form indicates that the student is willing to take the course.

Students may request changes by the end of May. The first two weeks of school are used as an Academic Evaluation Period. During this time School Counselors and Administrators review parent, teacher, and student concerns about the academic fit in classes. A student who drops an AP course is not automatically placed in an Honors level course. If a student withdraws from a class (passing or failing) after the first two weeks of school, this is recorded on the student's permanent record (W).

Examples of acceptable reasons for schedule changes:

- The teacher or school counselor feels that the student is misplaced academically.
- The student must choose an alternative course because of scheduling conflicts.

Once a student commits to a replacement course, he will be required to remain in the course.

Examples of unacceptable reasons for schedule changes:

- The student wishes to withdraw from a class due to GPA considerations.
- The student does not like the teacher or class.
- The class interferes with a job or extracurricular activity.
- The student wishes to change classes to be with friends.

**KCHS reserves the right to hold schedules for the upcoming year if balances remain from the previous school year.**

**Course Level Overrides:** Though it is not recommended, it is possible for students and parents to override a teacher recommendation. Data collected from KCHS students who have chosen to override a teacher recommendation shows that overriding a course is not advantageous to the GPA of most students. This is particularly true in mathematics courses. Due to staffing and master scheduling constraints, course overrides are due before school counselors leave for the summer. Staffing restrictions may limit overrides.

When overriding a course, the family must meet with the appropriate School Counselor. At that time the family acknowledges in writing that they agree to seek, if necessary, additional resources, including tutoring, to help the student through the course. If the student is on the KCHS Census (a list of students who receive special accommodations per an individual Student Support Plan), the family acknowledges that no additional accommodations will be provided beyond what is already on the current Student Support Plan (SSP).

Requests for course level overrides generally take place in the last week of school and no later than the day before students receive their yearly schedule and are dependent on class size. The administration reserves the right to make the final decision in cases where an override happens in consecutive years. For example, a sophomore who overrides from Algebra 2CP into Algebra 2H, scores poorly, and in his junior year wants to override into Geometry H, may be denied.

Overrides to take double math in freshman or sophomore year are not granted.

Overrides from one *course* to another are not permitted (e.g., Alg1H to Alg2H; Span1H to Span2H).

Overrides into AP courses are not granted. If a student overrides into English 1 Honors, he will not be offered Human Geography AP.

**SEMESTER FAILURES:** If the first semester grade average is below 60 and the second semester average raises the yearly average to 60, then the student passes for both semesters; however, if the first semester average is 60 or above and the student fails the second semester, the second semester grade remains a failure, and no credit is given for the course. The failure is noted on the transcript and is not removed if the student repeats the course. First and second semester grades are changed by the Administration to appropriately reflect pass/fail status for the entire year.

**SUMMER SCHOOL:** No summer classes are offered by KCHS, however, an online program is coordinated to retain course credit. Students failing math or English will be required to complete the credit via the online program provided to return to KCHS the following year. Students who fail any core course besides English or math may elect to complete the credit through the online program available or repeat the class the following academic year. The online program coordinated by KCHS Summer School Coordinator consists of online assignments in addition to approximately three progress tests. All progress tests must be taken at KCHS with the Summer School Coordinator according to the schedule provided. Courses must be completed by the stated deadline. Students and

parent/guardian must attend the registration which typically falls on the day after exams are completed. Families must bear all associated costs including program fees, required textbooks, and proctoring fees. The online program is NCAA approved. Parents and students must contact school counselors for more detailed information.

Seniors failing Religion courses must review policy on remedial work and graduation (see previously outlined policy on Graduation Policy regarding Senior Religion). Underclassmen failing Religion courses must complete a make-up packet designed by the teacher of the course. The teacher sets the due dates for packet completion.

**ON-LINE COURSES:** Courses are offered as enrichment to the KCHS curriculum and may not be used to replace or substitute for a KCHS course. A course may not be taken as a steppingstone to a course offered at KCHS but may be taken as a course beyond what is offered. These courses do NOT count toward KCHS credit or the KCHS GPA and are not generally listed on the KCHS transcript. Any student considering an online course must meet with his/her counselor in the preceding spring to discuss the situation. It is the responsibility of the student to check with individual colleges to ensure that they will accept the specific on-line course credit.

**PROBATION:** A student failing any one course will be subject to review by the Student Review Committee which is comprised of Administrators, School Counselors, and Disciplinarians. This committee meets in early June each year and in early January to examine overall trends in a student's academic performance. The committee may opt to put a student on Academic Probation for the upcoming semester. Parents of students on Academic Probation will receive a letter from the Vice President of Academic Affairs in June or in January depending on the date the student is placed on probation.

For Academic Probation to be lifted, a student may not fail more than one course at the end of his probationary year. Failing more than one class at the end of the year while on Academic Probation will result in immediate dismissal from Knoxville Catholic High School.

A student who has not been on Academic Probation but fails more than two courses in one year is in grave danger of not returning to KCHS.

**PLACEMENT OF STUDENTS IN CURRICULUM LEVELS:** The Admissions Department administers a standardized placement test to determine the proper academic placement for each incoming freshman. Additional content-specific placement tests in Math and Foreign Language may be administered, and foundation school students complete a timed writing prompt under the direction of a KCHS English teacher. Previous grades and recommendations from former teachers, together with the test results and application essays, are used for placement. Courses other than Honors and Advanced Placement are taught at the regular academic level with teacher supervision and some degree of independent study. Honors courses are taught with minimal supervision and require more independent study. Advanced Placement courses offer an opportunity for college credit with minimal supervision and an emphasis on independent study. KCHS faculty members recommend students for the next year's

placement based on demonstrated abilities that include, but are not limited to, standardized test scores, work ethic, maturity, and past performance.

### **AP APPLICATION PROCESS**

This process is designed to allow students the opportunity to apply for a variety of classes and to gain experience in the general process used for college applications. Guidelines and applications are available on Schoology/Student Resources. Applications are generally due in late January or early February. AP teachers consider the following when recommending placement in AP courses: grades to date, standardized test scores, teacher evaluations, and the application essay, if required. Individual AP teachers, under the direction of the President, have the final say in determining class rosters for those courses. Course overrides are not allowed into AP courses. Juniors and Seniors are limited to five (5) AP courses per year, with study hall strongly advised. Sophomores are advised to take only three (3) AP courses, though they may discuss an option for a 3<sup>rd</sup> class with their counselors. Freshmen are limited to one (1) AP course.

## **EXAMS**

Exams for every class are given at the end of each semester. Exams count fifteen percent (15%) of the semester average, and each quarter's work counts 42.5% of the semester grade. Quarter and Semester grades automatically convert to the closest whole number. For purposes of semester calculation, only whole numbers are used. Except for exam conflicts due to KCHS tournament playoffs, exams are given only on DESIGNATED EXAM DAYS. A written request for exceptions must be submitted to the Vice President of Academic Affairs **at least one month prior to the scheduled exam.**

### **EXAM DAYS:**

1. Students must be in uniform unless otherwise permitted by the Administration.
2. Students must have a fully charged, fully functional computer in classes in which the exam will be given via computer. Failure to comply will result in academic consequence of the teacher's discretion to the exam grade.
3. Students may not go to their lockers or be in the halls during the scheduled exams.
4. Students will not be released from class before the end of the scheduled exam period.
5. Seniors who have only one exam scheduled may adjust arrival and departure times as needed but may not leave an exam period early.

**EXAMS FOR ADVANCED PLACEMENT (AP) COURSES:** All AP students are required to take the 1<sup>st</sup> semester exam *and are also required to take the AP Exam*. No student may use an exemption opportunity (e.g., raffle sales exemption) for an AP exam. Students who do not take the regularly scheduled AP Exam are expected to be present for the make-up exam session (scheduled by the College Board). Students are not required to attend any other classes on the day their AP exam is scheduled.

**ATTENDANCE AFTER AP TESTING:** The completion of the AP exam signals the end of academic instruction for the students in that course. A student who has an AP class that falls at the beginning or end of the day's rotation is not required to attend the class, and he may choose to arrive late or check out early to accommodate the missed period(s). If a student chooses to remain on campus for one of these sanctioned late arrival or early dismissal days, he is required to be in the AP classroom or in the area designated by the Administration.

**AP Exams - Late Testing:** Late testing is an option only under specific circumstances that are set by College Board (listed below). Additional fees will apply. There is a \$75 proctor's fee for all late tests. Some of the reasons for late testing listed below will incur an additional \$45 fee per exam.

If a student must test late due to "serious injury" or "illness", a detailed physician note must be presented the day of the test. Details must include diagnosis and date of visit. Please note that "under a doctor's care" will not be sufficient. The student must schedule a late test by emailing the AP Coordinator as soon as the student knows there is an allowable conflict. If the student is sick the day of the exam, he must inform the front office by phone before the exam begins. Eligibility for late-testing will be determined on a case-by-case basis.

Acceptable reasons as controlled by College Board to warrant late testing and waive \$45 exam procurement fee (Depending on the number of students affected, the \$75 proctoring fee may still remain in place):

- Disabilities accommodation issue
- Emergency: bomb scare or fire alarm
- Emergency: serious injury, illness, or family tragedy
- Language lab scheduling conflict
- Religious holiday/observance
- School closing: election, national holiday, or natural disaster
- Strike/labor conflict
- Three or more AP Exams on same date
- Two AP Exams on same date and time

Students who miss an exam for the following reasons will be charged an additional \$45 fee per exam and will also incur the \$75 proctoring fee:

- Academic contest/event
- Athletic contest/event
- Conflict with non-AP and non-IB exam
- Family commitment
- Ordering error
- Other school event
- School closing (local decision, non-emergency)

A student must make plans to take the current year's AP exam, or he receives a zero in the place of the second semester exam grade (15% of the semester 2 average). Regardless of attendance or grades, no second semester exams are given in an AP class.

Students who wish to take an AP exam in a course that is *not offered at KCHS* may do so but will not receive any KCHS credit for the course. Because AP exams are ordered early in the school year, students interested in pursuing this option must contact Melinda Kirk in writing in the fall prior to taking the exam in the spring. Students are not allowed to take an AP exam for a course offered at KCHS unless they have been enrolled in the course. (For example, a student who has not been enrolled in Biology AP but decides he would like to 'try' the exam without taking the course, will not be allowed to do so.)

Fees for the exams are billed on the KCHS monthly FACTS statement at a rate of \$110 per exam. Students taking multiple AP exams incur significant fees. Parents may contact a School Counselor, the Family Accounts Manager, or the Vice President of Academic Affairs regarding financial hardship.



Parents may opt to pay fees all at once at the beginning of the year or may opt to have payments spread out over the course of the academic year. All fees are due by the end of April.

**MAKE-UP EXAMS IN NON-AP COURSES:**

- The Administration may allow make-up exams for students with extenuating circumstances who have submitted requests to the Vice President of Academic Affairs at least *one month in advance*.
- **Make-up exams due to non-school related circumstances are usually taken after the regularly scheduled exams.**
- In general, it is the responsibility of students who are ill, or who have been previously excused by the Administration, to make arrangements with teachers to make up their exams.
  - 1<sup>st</sup> semester make-up exams are given by the teacher within the first week of the second semester.
  - 2<sup>nd</sup> semester make-up exams are given by the teacher no later than the first two days after school is dismissed for the year.
- Any incomplete quarter grades must be complete within two (2) weeks of the beginning of the next quarter.
- An incomplete may not be given the second semester unless approved by the Administration.

**EXEMPTIONS FOR SENIORS:** All Seniors in year-long courses must take exams at the end of 1<sup>st</sup> semester, but may, if qualified, be exempt from 2<sup>nd</sup> semester exams in year-long courses. Seniors in semester-long courses may earn exemption regardless of the semester. Semester exam exemptions from 2<sup>nd</sup> semester year-long courses may be granted at the discretion of the teacher to Seniors who have met the following criteria:

- maintained an average of 95 or above for the semester.
- incurred no more than 5 days absent and/or tardy per class, per semester.
- exemplified conduct that has been entirely satisfactory.
- incurred no suspension in the current semester. (A student suspended 1<sup>st</sup> semester may not be exempted from a 1<sup>st</sup> semester exam, but if conduct has improved and no other suspensions are recorded in 2<sup>nd</sup> semester, he may be exempted from a 2<sup>nd</sup> semester exam.)
- met other exemption standards as outlined from the beginning of the semester by the teacher's class syllabus.

**TOURNAMENT PLAY:** Students in any grade level who have semester exams that conflict with school sponsored tournament play or school-sanctioned travel associated with tournament play may be exempt from the exam(s) if they have maintained an average of 75 or above for the semester and met all other criteria outlined in the above exemptions for seniors bullet points. Students who have not met the criteria for exemption may arrange mutually convenient times with the teacher to take finals early or late. Exam exemptions are not approved for students involved in club-sponsored tournament play and travel.

**BOY'S STATE AND GIRL'S STATE DELEGATES:** Boy's State and Girl's state delegates whose quarter 3 and quarter 4 average is a 95 or above, and who have met attendance requirements in the class, may be exempt from a Semester 2 exam if the exam conflicts with the event date.

## **GUIDANCE DEPARTMENT**

The KCHS Guidance Department offers a full range of academic, college, social, and career counseling services for students throughout high school. This office also manages scheduling and student records. The KCHS website ([www.knoxvillecatholic.com](http://www.knoxvillecatholic.com)) has a full description of services offered.

School Counselors schedule individual appointments with students at least once per year. Students are encouraged to make additional appointments as needed. Students may make appointments in one of two ways:

1. Come by the Guidance Suite. If the School Counselor is unavailable, leave a note on the door notepad, or leave word with the Guidance Assistant that an appointment is needed.
2. Email or send a Schoology message to the School Counselor.

School Counselors are available for parent meetings by appointment.

## **THE LEARNING CENTER**

The Learning Center, located in the Guidance Suite, works to serve the needs of students with Student Support Plans (SSP's) (504 accommodations) who may require alternative or additional help with tests and assignments. The Learning Center is staffed by the Coordinator and an assistant. Students are typically sent to The Learning Center by the classroom teacher to test in a small group or private setting or to work on particularly challenging assignments. Students may be considered as candidates for a Directed Study Hall class upon recommendation by the Learning Center Coordinator. This course is designed to help students with study habits, organization, and self-advocacy.

The Learning Center also collaborates with parents to keep paperwork and evaluations up to date. Parents who believe their student might be experiencing learning problems beyond the norm, may contact the school for more information on learning assessment services which are contracted out through a private agency.

KCHS has developed a resource program that includes students of varying abilities; however, all students are fully included in the classroom and must be able to function with supports that do not require a one-to-one student/teacher ratio for implementation. KCHS does not offer a comprehensive developmental program and is not equipped to manage severe learning disabilities, behavioral/emotional disorders, or other conditions that require a modified curriculum or intensive behavioral support.

### **Requesting Accommodations for ACT or College Board (SAT, AP) Exams**

The Knoxville Catholic High School Learning Center will process requests for accommodations on ACT or College Board exams if the student meets all the following requirements:

1. KCHS has been provided current evidence from a qualified diagnostician that the student has a disability that falls under the guidelines of the Diagnostic and Statistical Manual of Mental

Disorders, 4<sup>th</sup> or 5<sup>th</sup> edition (DSM-IV or DSM 5) of the American Psychiatric Association, *and* which rises to the level of a disability under the ADA.

2. KCHS has been provided with evidence that the impairment meets the ADA requirements that the diagnosed disability *substantially* limits one or more major life activity, such as caring for oneself, walking, talking, hearing, seeing, speaking, or thinking.
3. The student has had an official accommodation plan (SSP) in place at KCHS for at least one full calendar year.
4. The student regularly uses the requested accommodations for the *majority* of their tests at KCHS.

All requests for accommodations on summer exams must be made at least one week prior to the close of the school year.

## **BRIDGE PROGRAM**

The Bridge Program, a branch of the Guidance Department/Learning Center, serves students who have been identified as academically at-risk by our placement committee, but who **do not** have an identified disability and are **not** eligible for accommodations through an individualized Student Support Plan (in lieu of a 504 accommodations). The Bridge Program Coordinator will work with students assigned to the Bridge Program in small study hall settings during their freshman year to build a strong foundation of academic, organizational, and self-advocacy skills that will help the student achieve success at KCHS.

## **STUDENT ASSISTANCE PROGRAM**

In keeping with the school mission statement, KCHS offers counseling services to any student who, either through words or actions, exhibits a need or desire for services. The Student Assistance Program (SAP) provides a confidential setting for students to meet with a licensed professional to address concerns. SAP services take place during the academic year and during school hours. Any student, teacher, or staff member can recommend a student for these services. If a student or parent would like to learn more about SAP services and how to schedule an appointment, they should contact their School Counselor. **Per Tennessee Law (33-8-202), students who are aged sixteen or over may be seen without parental consent.**

## **Family, Faith, and Circle of Grace Curriculum**

Out of concern for all God's people and in response to the United States Conference of Catholic Bishops' Charter for the Protection of Children and Young People, KCHS has adopted the Circle of Grace program, a safe environment education program for students that is supported and mandated by the Diocese of Knoxville. KCHS cooperates with parents, civil authorities, educators, and community organizations in this endeavor. KCHS is committed to standards of conduct for clergy, school personnel, and other persons in positions of trust with regard to sexual abuse.

The Circle of Grace curriculum is taught through the student's religion class and is meant to complement and be integrated into the curricula for the formation of students. Circle of Grace goes beyond protection by helping young people understand the sacredness of who they are and how to seek help through their relationships with trusted adults.

*(From COG Intro – 6 January 2022)*

## CLUBS AND ORGANIZATIONS

A Club Fair, which introduces students to the various active organizations on campus, is held early each fall. Below is a partial club listing. Check [www.knoxvillecatholic.com](http://www.knoxvillecatholic.com) for descriptions and updates concerning Clubs and Organizations. Depending on moderator preference, students enrolled in specific clubs may also receive correspondence regarding upcoming activities via RenWeb.

Angelico Art Club  
Bible Babes  
Book Club  
Chess Club  
Committee for  
Cultural Inclusion  
Dungeons &  
Dragons  
Extraordinary

Ministers of  
Holy Communion  
French Club  
Irish Fighting  
For Life  
Interact  
Irish Ambassadors  
Mock Trial  
Model U.N.

Robotics  
Scholars' Bowl  
Spanish Club  
Student Council  
Theater Club  
Young Men's Bible  
Study

All student activities and clubs associated with KCHS must have the approval of **an administrator** and be conducted under the supervision of an authorized moderator. Activities and clubs may be added or deleted based on student interest or participation. All new and returning clubs must be approved on a yearly basis. All must have active student leaders, a willing moderator, a completed application submitted to **Administration** by the TBD deadline, and **final approval**. This process helps ensure accountability and follow-through from the club leaders.

**CLUB MEETINGS:** All on-campus club meetings held during school hours must have a school-sanctioned moderator present at the meetings. School-sanctioned moderators are not required to attend off-campus club meetings outside of school hours. Parents are responsible for checking with hosting adults regarding venue and supervision plans for off-campus club meetings.

**CLUB OFFICERS' ELECTIONS:** Elections or appointments for the offices of other major clubs are the responsibility of each Club Moderator. Club Moderators also set the standards for holding offices within the club. Students may also be elected or appointed for membership in Mu Alpha Theta and National Honor Society.

**SELECTION FOR STUDENT COUNCIL:** The Student Council, representing the KCHS student body, is comprised of representatives from each grade level. Rising 10<sup>th</sup> – 12<sup>th</sup> graders are elected late in the second semester for the upcoming school year. Rising freshmen will be elected in the fall. Election results are comprised of a percentage of student and teacher votes. Student Council members serve a one-year term. Members are eligible to run for re-election if they have upheld the high standards of the Student Council with regards to attendance, discipline, academics, and the clearly outlined expectations of moderators.

Student Council will meet once per month at minimum, and some months will have a heavier time commitment (for example, the month in which Spirit Weeks falls). All Student Council meetings and activities are mandatory. Missing two or more meetings or events is cause for dismissal from Student Council. Elected members are expected to prioritize Student Council meetings and

activities as part of a commitment to student government.

Interested students must complete an application, obtainable via schoolwide email from moderators. Requirements include:

- An attendance report that demonstrates few tardies and absences.
- An honor code report that demonstrates no major violations and no more than 4 demerits in the previous calendar year. Freshmen and transfer students' attendance and honor code reports will be based on their first few weeks at KCHS
- A brief written statement from the student explaining a desire to serve on Student Council and outlining goals for Student Council.

Once all applications are submitted, applicants are subject to a student (majority percentage) and teacher vote (minority percentage). The moderators and Vice President of Student Affairs review results and consider aspects such as classroom behavior, effective leadership qualities, maturity, timeliness, interactions with peers and adults, and teacher recommendations.

**MU ALPHA THETA:** The Mu Alpha Theta Honor Society is open to all students at KCHS who meet the requirements set by the Mathematical Association of America and the National Council of Teachers of Mathematics. The criteria are as follows:

- Must have completed at least **five (5)** semesters of math courses in the high school setting.
- Must be enrolled in or have completed a **sixth** semester math course.
- If the student tested out of Algebra 2 as an incoming freshman, he must have completed at least **three (3)** semesters of math courses in the high school setting and be enrolled in or have completed a **fourth** semester math course.
- Must have no semester grade lower than  
90 in a CP math class,  
88 in an Honors math class, or  
85 in an AP math class.
- Must have a UGPA of 3.50 grade point average for all classes.
- Must have no gross or repeated disciplinary offenses.
- Any violation of the KCHS Honor Code may jeopardize induction to or current membership in MU Alpha Theta.
- Current members and new members must serve as tutors during at designated lunch or class sessions in Ms. Mesmer's room. Sessions will be arranged during the school year as needed. Tutoring sessions will count as a service component to Mu Alpha Theta, but do not count as service hour requirement in the KCHS service program. If a student chooses to do more than two sessions, these may count towards service hours.

**NATIONAL ART HONOR SOCIETY:** National Art Honor Society is a club focused on forwarding the arts in our school and community. This goal is met through raising awareness of the art importance and impact on us and our community through advocating for the arts, volunteering, and fundraising. Student members will determine how the group will advocate, volunteer, and fundraise throughout the year, and all members are required to participate in all three areas.

NAHS Membership Requirements:

- Attend and participate in 75% of all in-school meetings.
- Attend and participate in a minimum of 3 outreach or fundraising events.

- Maintain a B average in all art classes with no grades lower than a C.
- Completion of two visual art classes.
- Participation in one juried art show (East Tennessee Student Art Show, Scholastic Art, or Dogwood Arts Student Show).
- \$15 fee, which covers national fee, letter, pin and other materials.

**NATIONAL FRENCH HONOR SOCIETY (Société Honoraire de Français):** Requirements for induction are as follows:

- Must be enrolled in French 3 or higher.
- Must have maintained a 3.5 minimum weighted GPA for French classes for the previous 3 semesters.
- Any violation of the KCHS Honor Code may jeopardize induction to or current membership in the Société Honoraire de Français.
- Students must participate in the induction ceremony.
- To wear the honor cords at Baccalaureate Mass and graduation, the student must have taken the maximum amount of French during his time at KCHS (usually four [4] years).

The minimum grades for induction must be maintained for every additional semester to remain a member of the SHF.

Student dues will be \$5.00 for Sophomores and Juniors and \$20.00 for Seniors. This money will be due to either French teacher by the given deadline before the induction ceremony and covers the cost of national dues, certificates, diploma seals and graduation cords.

**NATIONAL HONOR SOCIETY:** The Pacelli Chapter of the National Honor Society inducts members from the junior and senior classes each year. To be eligible for membership, the following criteria must be met:

- Students must have earned a cumulative WEIGHTED GPA of 3.95 at the end of the 1<sup>st</sup> semester of the junior year to be included in the spring induction to the National Honor Society.
- Juniors who missed the spring induction ceremony have a final opportunity to be reconsidered for NHS eligibility at the end of the 1<sup>st</sup> semester of Senior year. Regardless of the year of induction, *to wear the NHS stole at graduation, the 3.95 WEIGHTED GPA must be maintained through the student's 8<sup>th</sup> semester.*
- Probationary Period: If at the end of the student's junior year or the fall semester of his senior year, his weighted GPA falls below 3.95, he is granted probationary status and has until the end of his senior year to raise his GPA.
- A transfer student inducted with lower criteria at a previous school may petition the Vice President of Academic Affairs for admission to the Pacelli Chapter.
- Current members of the National Honor Society, as well as those petitioning for membership, must be committed to the stated principles and values of KCHS. During membership or the three-semester period prior to induction, these students may not have had any serious disciplinary infractions including, but not limited to, fighting, cheating, stealing, dishonesty,

alcohol and/or other drug-related infractions. *Any violation of the KCHS Honor Code may jeopardize induction to or current membership in the National Honor Society.*

- Applicants to the National Honor Society must be current on KCHS required service hours. *Failure to perform KCHS service hours or forgery of documentation of religion service hours jeopardizes induction to or current membership to the National Honor Society.*
- A student must be active in at least two approved extracurricular organizations. These do not have to be sponsored by the school but are subject to approval by the NHS Moderator.
- Selection for membership in NHS is reviewed by the faculty upon receipt of a student's petition for membership.
- NHS dues are \$20 and paid during the induction year only.

**NATIONAL SPANISH HONOR SOCIETY:** Each year the Antonio Machado chapter of the National Spanish Honor Society of Knoxville Catholic High School inducts eligible members using the following criteria:

The student must be in a level three course or higher and have maintained an eligible average for at least the last 3 consecutive semesters to be inducted.

1. The student must maintain a 93 or above average in Spanish 3CP, or 90 or above in Spanish H or AP classes, for the last 3 consecutive semesters. Students must maintain this average throughout the course of their membership. Failure to do so results in dismissal from the Society.
2. Students must participate in the induction ceremony. No exceptions.
3. New members must pay \$10.00 dues. Seniors who would like to wear the Honor Cord at graduation will purchase those for \$15.00 additional.
4. Prior to induction, students will be vetted by Spanish teachers in regard to discipline, attendance, and character.
5. Any violation of the KCHS Honor Code may jeopardize induction to or current membership in the National Spanish Honor Society.
6. To wear the honor cords at Baccalaureate Mass and graduation, the student must have taken the maximum amount of Spanish during his time at KCHS (usually through Spanish 4 or Spanish 5AP depending on where the student started as a freshman) and must have maintained the minimum grade requirements throughout membership.

**SEAL OF BILITERACY:** The State Seal of Biliteracy is awarded to students who demonstrate excellence in English and another world language. Seniors who are enrolled in AP or 4 Honors Spanish and meet the requirements in both English and Spanish will be invited to apply for the Volunteer State Seal of Biliteracy. Students will take the AAPPL test at a cost of \$20. Awards will be presented after AAPPL scores are received, and a seal will be added to their diploma.



## STUDENT ACTIVITIES

### FALL

**SPIRIT WEEK AND HOMECOMING:** In anticipation of the Homecoming Football game, a week during the football season is designated as Spirit Week. Activities during the week include election of the Homecoming Court, Color Wars Day, Theme Day, Spirit Week T-Shirt Day, Green and Gold Day, a canned food drive, Boy's Dance, and after school decoration of designated portions of the hallways according to a central theme chosen by the Student Council. The competition is between grade levels and the winning class is announced at the Homecoming football game.

The week culminates with a homecoming football game on Friday and possibly a dance after the football game. During the halftime ceremonies of the football game, the Homecoming Court and the candidates for Homecoming Queen are presented, and the Queen is crowned. The senior class elects five candidates for Queen, all seniors. The Court consists of four members: two junior girls elected by the junior class, one sophomore girl elected by the sophomore class and one freshman girl elected by the freshman class. Girls who do not wish to participate in Homecoming Court for any reason may inform the Student Council Moderators and be removed from the ballot. After the candidates are elected, the seniors are presented to the student body for the election of the Queen. The Moderators of the Student Council counts the votes. The Student Council is responsible for the presentation at the football game.

### WINTER

**CATHOLIC SCHOOLS WEEK:** During the last week of January in conjunction with the National Catholic Education Association, KCHS honors all who are committed to achieving excellence in Catholic education. Activities may include special recognition of pastors and parish communities who support KCHS, recognition of faculty, staff and students, a school-wide talent show, special student activities, and an all-school Mass.

**WINTER FORMAL:** This semi-formal dance is generally held on a Saturday night in late January or early February in conjunction with Catholic Schools Week. The Sophomore Class Moderators are responsible for helping students organize the dance. Out-of-School Date Forms must be submitted.

### SPRING

**HONORS WEEK:** Usually held during late March or early April, KCHS sets aside this week to honor the scholastic achievements of KCHS students, their leadership and service to the school and community, and their commitment to clubs and athletics. The Induction Ceremony of National Honor Society members takes place on Sunday afternoon. (Invitations to the NHS Induction Ceremony are mailed to the parents of students who have completed applications and are being inducted. Dressy attire is encouraged.) President's List students are invited to brunch with the President during a school day during Honors Week. The Academic Awards Ceremony is held early in the week during the school day. Awards presented may include, but are not limited to:

**BOYS' STATE/GIRLS' STATE:** The American Legion, in cooperation with other civic organizations, sponsors a school of experience in state and local government known as Boys' State and Girls' State. Under supervision, the students set up a model government, selecting their own "state" and "local" officials and making their own laws. Sports and other recreational facilities are provided. Four Boys' State candidates, selected annually from the upper academic third of the junior class, are sent to represent KCHS. The American Legion determines qualifications and selection procedures.

**DEPARTMENTAL AWARDS:** Each department selects outstanding students in each discipline.

**DINWIDDIE-McCOLLUM SCHOLARSHIP AWARD:** This award, chosen by the swim coaches and presented at the team's spring banquet, is given to a senior for his overall accomplishments throughout his high school career. The award recognizes the athlete's leadership, positive impact on others, his contributions to swimming and diving, and his contributions to KCHS.

The award is dedicated to Anita Dinwiddie and in memory of Rachel McCollum for their many years of service to Knoxville Catholic High School and to the swim team. Mrs. Dinwiddie served as the KCHS swim coach for 25 years while Rachel also spent many years in service to the team and swimmers. Anita and Rachel impacted everyone they encountered and deeply cared for and encouraged every swimmer to be his best in the pool and in life.

**THE FRED WARING CHORAL AWARD:** This award recognizes the talent and enthusiasm of outstanding choral members. Fred Waring was one of the leading choral directors of the 20<sup>th</sup> century. He composed and arranged music, and was a mentor to Robert Shaw, another great choral director of the 20<sup>th</sup> century.

**THE GEORGE WILLARD AWARD:** The Athletic Director confers this award upon the athlete who embodies team building skills and outstanding character.

**HUGH O'BRIEN YOUTH FOUNDATION OUTSTANDING SOPHOMORE AWARD:** Sophomores are eligible for this award. A faculty committee makes the final selection.

**JOHN PHILLIP SOUSA AWARD:** This prestigious award has been given to band students across the country since 1954 and recognizes outstanding musicians.

**JOHNNY MAUER (KIL) AWARD:** The Optimist Club of Knoxville presents this award to a senior athlete for outstanding academic and athletic achievement. The coaching staff makes the final selection.

**THE LOUISE WYMAN MUSIC APPRECIATION AWARD:** Louise Wyman is an accomplished musician in the Knoxville community who has been recognized for her numerous musical contributions to the symphony and the Diocese of Knoxville. This award, given in her honor, recognizes the senior or seniors who have exemplified a love of music in school, parish, and community activities.

**THE MIKE AND MILLY TARRICONE BOOK SCHOLARSHIP:** Mike and Milly Tarricone were life-long Catholics with a strong devotion to education as is evidenced by the fact that all six (6) of their children earned college degrees. Members of St. Mary's in Oak Ridge, they supported the school with prayer and treasure. As their grandchildren began attending college, Mike and Milly enjoyed bestowing an annual check that they referred to as 'book money'.

As a tribute to their parents and grandparents, the extended Tarricone family offers a one-time \$500 cash scholarship to a senior at KCHS who attended St. Mary's School in Oak Ridge or whose family is a member of St. Mary's Church in Oak Ridge.

Qualified applicants submit a 250–500-word essay with proof of the St. Mary's affiliation to the Tarricone family ([TarriconeScholarship@gmail.com](mailto:TarriconeScholarship@gmail.com)) at least two weeks prior to the KCHS Honors Ceremony discussing a personally impactful book. The Tarricone family vets the candidates and chooses the annual recipient. The recipient is honored at the spring Honors Ceremony. This scholarship will be awarded yearly to a new recipient through 2038.

**NATIONAL FOOTBALL FOUNDATION HALL OF FAME SCHOLAR/ATHLETE AWARD:** Recognizes outstanding scholar/athletes.

**NATIONAL MERIT SCHOLARSHIP AWARDS:** Each year over a million high school juniors in the United States take the Preliminary Scholastic Aptitude Test (PSAT). This test is also the qualifying test for determining the top students in the country. The top 50,000 students are given special recognition and are invited to participate in a program which encourages direct communication with colleges and universities. Of these 50,000 students, 16,000 are named semi-finalists and can continue in competition for about 8,000 Merit Scholarship awards. The other 34,000 students are named Commended Scholars and are in the top five percent of the more than one million students who take the exam each year.

**THE PRESIDENT'S VOLUNTEER SERVICE AWARD:** This national honor is offered in recognition of sustained volunteer service. Awards are given at the bronze, silver, and gold levels. Students must inform the Vice President of Academic Affairs by the first school day of February if they wish to be considered for this award.

**THE PRESIDENT'S AWARD:** This award is presented to the most improved student in each department.

**SCHOLAR ATHLETE RECOGNITION:** Students who have participated in KCHS athletic programs while maintaining a weighted GPA of at least 3.75 are recognized.

**SEDES SAPIENTIAE AWARD:** The Sedes Sapientiae Award is the highest honor that Knoxville Catholic High School confers on its graduating seniors. This award, voted on by the Faculty and the Administration, is presented to two seniors who best epitomize loyalty, service, scholarship, and authentic Christian leadership.

The award is announced at the Honors Ceremony and plaques are presented at Graduation. Sedes Sapientiae Award recipients speak at the Graduation ceremony.

**SERVICE ACADEMY PRESENTATIONS:** Appointments to military service academies are formally recognized.

**THE SENIOR MATH AWARD/THE SENIOR SCIENCE AWARD:** These awards are presented to the senior who, in the estimation of the respective departments, has demonstrated outstanding performance in math or science throughout four years of high school.

**SISTER LOUISE LOVEJOY AWARD:** This award is presented to a student who, in the estimation of the Social Studies Department, has exhibited discipline, honesty, integrity and independence of thought.

**SISTER MARY DE LELLIS ALLISON AWARD:** This award is presented to a student who has taken at least three years of French and who, in the estimation of the French Department, has exhibited outstanding scholarship and genuine regard for the French language and culture.

**ST. GENESIUS AWARD FOR THEATER:** This award is presented to a member of the graduating class who has demonstrated leadership, creativity, and passion for the arts through his involvement in the KCHS Theater Club and Company.

**ST. JOHN PAUL II SENIOR AWARD FOR EXCELLENCE IN THE SOCIAL SCIENCES:** This award is presented to a senior student for outstanding academic achievement in the advanced study of geography, history, economics, and political science.

**UNITED STATES ARMY RESERVE NATIONAL SCHOLAR-ATHLETE AWARD:** This award is presented to a senior female and male who have demonstrated outstanding achievement in a varsity or comparable sport while maintaining superior academic credentials. The students must have at least a "B" cumulative grade point average to be considered. The Athletic Director makes the selection.

**SENIOR RETREAT:** The senior retreat takes place off-campus on a Thursday in the spring. Dates are posted in June the year prior. Spiritual and physical activities are designed to draw the class together one last time before graduation in thanksgiving for the bonds that have been formed and to allow students to look ahead to the role their spirituality will play in post-KCHS experiences.

Except for conflicting school-sponsored activities (e.g., tournament play), attendance is mandatory.

Failure to complete retreat make-up work may result in delay in releasing diploma and transcripts to the student and his college of choice.

**ACADEMIC 'FULL-RIDE' SIGNING DAY:** This day honors those students who have been offered an academic 'full ride' (full tuition) scholarship to the school that they plan to attend. The list of full tuition honorees is compiled from data students submit on or near May 1<sup>st</sup>.

**GRADUATION:** Commencement exercises are held in May each year. The President, with the Superintendent of Catholic Schools and the Bishop of the Diocese of Knoxville, presides over the ceremony. Participation in commencement exercises is a privilege for graduating students. Permission to participate may be withheld for an infraction of school rules during the last few weeks of school. (Please refer to information under the Discipline section or this handbook.) To participate

in graduation ceremonies, all academic credits and service hour requirements from clubs or sports teams must be earned and all financial obligations to the school must be satisfied.

During the ceremony, National Merit Scholars are recognized. In addition, the following awards are presented.

**ASHE/BONNYMAN SCHOLARSHIP AWARD:** This award is presented to the senior, who in the estimation of the faculty, has shown exceptional consistency in academics, leadership, and citizenship.

**IRISH ACHIEVEMENT AWARD:** This award is presented to two seniors who have taken full advantage of the high school experience at KCHS, demonstrating tremendous growth in leadership, spirituality, and academic excellence.

**HELEN J. KENNEDY AND JOE KENNEDY ('02) MEMORIAL SCHOLARSHIP AWARD:** This award is presented in memory of Helen Kennedy, an avid volunteer, and in memory of her son Joe. The award is given to a senior who has excelled in service-oriented activities.

**THE MONSIGNOR FRANCIS D. GRADY AWARD:** This award is presented to that senior who, in the estimation of the faculty, best epitomizes the spirit of community, responsibility, and leadership in church and community affairs.

**IPN SCHOLARSHIPS:** The Irish Parent Network awards scholarships to two seniors. Criteria considered in the selection of recipients are contribution to KCHS, service, and academic performance.

**SEDES SAPIENTIAE AWARD:** The Sedes Sapientiae Award is the highest honor that Knoxville Catholic High School confers on its graduating seniors. This award, voted on by the Faculty and the Administration, is presented to two seniors who best epitomize loyalty, service, scholarship, and authentic Christian leadership.

The award is announced at the Honors Ceremony and plaques are presented at Graduation. Sedes Sapientiae Award recipients are the featured speakers at the Graduation ceremony.

**SHEA SCHOLARSHIPS:** Shea Scholarships are awarded to seniors from the James McDonald Shea and Blanche and Claire Shea Scholarship Fund. Shea Scholars are named based on a completed application and the following criteria:

- Actively Practicing Catholic
- Overall Positive Performance and Contribution to KCHS and the Community as shown through school involvement and completion of service hour requirements
- Academic Potential

Financial need is considered, but all students who meet the above criteria are strongly encouraged to apply. Shea Scholarship Recipients are announced at the Graduation Ceremony. Scholarship Letters, with instructions for award distribution towards college

expenses, are included in the packet received by each graduate at the end of the ceremony.

**TOP 10% AND TOP 5%:** Recognition is given to students whose WEIGHTED GPA at the end of eight (8) semesters of high school falls among the top 10% and the top 5% of all students in the class. International transfer students who arrive at KCHS after freshman year may not be eligible for inclusion in the top five and 10 percent honoree/designation status.

## 2024-2025 KCHS DRESS CODE and GROOMING GUIDELINES

***KCHS Students are expected to wear the uniform and groom themselves in a way that promotes the KCHS image while acknowledging that what is good for one, might not be good for another.***

ITEM	DESCRIPTION	LOGO
<b>Shirts (for all)</b>	White (only) oxford cloth, button-down collar shirts, poly/cotton blend, short or long sleeves. Hunter green or white, short sleeve pique and interlock polos. So that belts may be visible, shirts must be always tucked in. Blouses with ¾-sleeves do not have to be tucked. <b><u>A uniform shirt collar must always be visible, including when wearing under outerwear.</u></b> Official KCHS or IRISH t-shirts of a school sponsored team or club may be worn on <b><u>Fridays only.</u></b>	Yes
<b>Bow Ties &amp; Ties</b>	Boys may wear either, but neither can have any type of inappropriate branding or logos.	No
<b>Pants (for all)</b>	Any khaki or navy-blue <b><u>chino style dress pants</u></b> are permitted. <b><u>No cargo or parachute style pants; No skinny/jeggings, or jean-style pants</u></b> are permitted. <b><u>No shorts or sweatpants</u></b> permitted unless previously approved due to medical condition.	No
<b>Skirt:</b>	Khaki, navy, or plaid. Hem must fall at the top of the kneecap. Repeated failure to comply with length requirements will result in loss of the privilege of wearing the skirt for a predetermined timeline by the disciplinarian.	Optional
<b>Belts (for all)</b>	Solid, neutral color dress belt, (i.e., navy blue, black, brown, grey, beige/khaki/taupe).	No
<b>Socks (for all)</b>	Solid navy blue, black, brown, grey, beige/khaki/taupe, white socks. <b><u>Socks must be worn and visible at all times. No bright colors.</u></b>	No
<b>Shoes (for all)</b>	Suede or leather dress shoes in brown, black, or tan <i>i.e., Dirty Bucks, Wallabies, Sperry's, or Loafers</i> ). No backless or toeless shoes. Heel height cannot exceed 2-inches. Only canvas shoes <u>that have shoelaces</u> ; <b><u>No boots or tennis shoes of any type</u></b> ; No suede or leather type tennis shoes; No moccasins or fleece-lined shoes with soft sole; No slip-on or house shoe style shoes. Shoelaces must be neatly tied at all times.	No
<b>Outerwear (for all)</b>	<b><u>All outerwear must have a KCHS logo of some kind.</u></b> <b><u>Approved colors:</u></b> navy blue, black, grey, white, evergreen, and gold. KCHS approved outerwear: Fleece, nylon jackets, vests, sweaters, sweatshirts, and coats are permitted. Note: <b><u>Hoodies are not permitted.</u></b> Tee shirts over the school uniform shirt are not permitted.	Yes
<b><u>Not Permitted</u></b>	Hoodies, ski jackets, denim jackets, suspenders, bandanas, hats, toboggans, scarves, and sunglasses, or anything else deemed inappropriate.	
<b>Grooming</b>	<b><u>All:</u></b> No visible tattoos. No ear gages. <b><u>Hair must be neatly groomed at all times.</u></b> <b><u>Boys:</u></b> No extreme non-natural colored hair or hairstyles, or facial hair. Sideburns must end at the earlobe and be neatly trimmed. No shaved heads, mohawks, or buzz cut haircuts; <b><u>No earrings or band-aid coverings.</u></b> <b><u>Girls:</u></b> No nontraditional hair coloring; No brightly colored bras visible under uniform clothing; Tights must be a neutral color without patterns; earrings in ears only; no other visible piercings.	

***Clothing in compliance with the KCHS dress code may be purchased locally from MyAPlus Uniforms and Tommy Hilfiger online. The Irish Spirit Shop offers KCHS apparel and fan gear for Irish friends. The Spirit Shop is in the school's bookstore.***

***KCHS Dress Code and Grooming Guidelines set forth in this publication may be altered and amended as determined appropriate by the Vice President of Student Affairs.***

## DRESS AND GROOMING EXPECTATIONS

**Jewelry and Makeup:** Use of jewelry and makeup must be moderate. Excessive accessories are not considered acceptable. Boys are not allowed to wear earrings or have any other visible piercings (i.e., nose piercings). Girls are allowed to have only ear piercings (of a conservative amount) and no other visible piercings i.e.: nose piercings. Boys may not wear nail polish.

**Tattoos:** Students are not permitted to have tattoos that are visible when the school uniform is worn, nor on Fridays when it's Catholic t-shirt day.

**Grooming:** Boys and girls are required to be well groomed at all times with hair remaining off the face and not covering the eyes. No haircuts of unusual design (i.e., numbers, initials, or patterns), no shaved heads, or Mohawks are permitted. Braided hair must be well-groomed. Burr haircut clipper settings must not be set to any low setting. Students and sports teams are not allowed to cut patterns in their hair, nor color their hair, as part of being a member of a sports team. No facial hair is permitted. Sideburns must end at the earlobe and must be neatly groomed.

Hair color for both boys and girls must not be of an extreme non-natural color (i.g., blue, pink, purple, red, orange).

**Out of Uniform Days:** Skirts must be of modest length; No shorts, yoga pants, or pajama bottoms; Leggings must be accompanied by shorts or a long enough t-shirt or outerwear to completely cover your bottom; No bedroom slippers, flip flops, or backless shoes; No sleeveless shirts or shirts with spaghetti straps; No ripped jeans that expose the skin; No hats or bandanas. All logos and artwork on t-shirts, shirts, or sweatshirts must be appropriate and reflect the values of KCHS.

**Uniform Infractions:** Uniform infractions incur one demerit for the first offense and additional demerits for subsequent offenses.

## DRESS CODE ENFORCEMENT STANDARDS

The KCHS expectation is that students are dressed for success. All uniform items must be neat and clean, must fit properly, and must not be frayed or torn. Students are expected to arrive to their first class in uniform. Shirts must be buttoned up to the second button and tucked in; ties, if worn, must be tied. Proper uniform is always expected during school hours. Repeated offenses will result in disciplinary action.

### **Pants:**

1. Pant legs are to be hemmed, not rolled up or hanging over the top of the shoe.
2. Pants should fit appropriately at the waist and should not sag or be overly baggy.
3. Underwear should never show.
4. Belts are required.

### **Skirts:**

Hems should fall at the top of the kneecap. Skirts may not be rolled up. Female students who have received repeated referrals due to skirt length issues will lose the privilege of wearing the uniform skirt for a predetermined timeframe established by the disciplinarian i.e.: one week, two weeks, semester, etc.).



**Shirts:**

1. Shirts (except  $\frac{3}{4}$  length blouses) should always be tucked in so that the uniform belt is visible. Predominately white t-shirts with no writing or logo may be worn under shirts and blouses.
2. Girls should not wear colored bras under blouses.
3. All students must always wear a uniform shirt during school hours.
4. Uniform shirts must be long enough to tuck in and remain tucked in. Only KCHS uniform shirts with KCHS logo are permitted.
5. Shirts may not be “oversized” or “undersized”.
6. Boys and girls may have only the top button of the shirt unbuttoned.
7. Boys should have top button fastened if they opt to wear the tie.

**Outerwear:**

1. All outerwear **must have a KCHS logo of some kind.**
2. **Approved colors:** navy blue, black, grey, white, evergreen, and gold.
3. KCHS outerwear is permitted: fleece, nylon jackets, vests, sweaters, sweatshirts, and coats.
4. Hats, bandanas, sunglasses, and hoodies covering the head are **not permitted** inside the building at any point.

**Any teacher or other KCHS staff member may reserve the right to take unapproved outerwear from a student and store it until the end of the day.**

**Special out-of-uniform considerations for medical conditions: Students prescribed to wear an injury boot, arm cast or sling must present to the front office a copy of the prescription indicating the length of time the boot, cast, or sling is to be worn.** A student suffering the aftereffects of an injury must wear the appropriate articles of the school uniform whenever possible. Upon rare occasions, the Registrar and Vice President of Student Affairs may approve non-uniform wear such as sweatpants or loose-fitting tops to accommodate the injury. Please note that shirts must be tucked in whenever possible.

Students who have been given permission to wear out-of-uniform items must also wear (for each day out of uniform) a stickered note (obtainable from the Registrar) indicating the length of time the non-uniform wear is in effect.

## DISCIPLINE

The discipline policies of Knoxville Catholic High School foster an environment that promotes the total Catholic education of the student. With the cooperation of parents, students, and faculty, the discipline system serves as a positive element in providing such an environment.

**DISCIPLINARY REFERRALS:** Teachers who believe that a student has demonstrated inappropriate behavior will submit a disciplinary referral to the appropriate Class Disciplinarian. The Class Disciplinarian will determine the consequences. Class Disciplinarians are:

9 <sup>th</sup> Grade	Mrs. Missey Mains
10 <sup>th</sup> Grade	Mrs. Missey Mains
11 <sup>th</sup> Grade	Mr. Phil Holloway
12 <sup>th</sup> Grade	Mr. Ore Pumariega

**DEMERITS:** The school's rules will be enforced by a demerit system administered by the Vice President of Student Affairs. Demerits typically carry at least one detention. The number of demerits assigned as a consequence for inappropriate behavior is subject to the judgment of the Class Disciplinarian or the Vice President of Student Affairs. For each month in which a student receives no disciplinary referrals, one demerit will be dropped.

**GUIDELINES FOR SPECIFIC INFRACTIONS:** The Dean of Students or Class Disciplinarians can use discretion in assigning consequences for inappropriate behavior. Although the following list is not exhaustive, it does provide guidelines that are considered when making such decisions:

- Dress code violation (includes issues regarding jewelry and make-up nonconformity) 1 demerit 1<sup>st</sup> offense; 2+ demerits subsequent offenses.
- Gum chewing during church-related activities - 1 demerit.
- Consuming food or drink in a non-designated area - 1 demerit.
- Failure to report to a staff member - 3 demerits.
- Skipping detention - 1 additional demerit/detention.
- Lying/deceit – subject to 10 demerits and suspension.
- Presence in a non-authorized campus area - 5 demerits.
- Leaving school grounds without permission - 10 demerits.
- Accessing a car on campus without prior permission - 3 demerits.
- Having cell phone out during class time or during church-related activities.

### 1<sup>st</sup> offense

Teacher confiscates phone and gives to the appropriate disciplinarian for the remainder of the school day or subsequent days.

Phone is subject to search by an administrator or disciplinarian.

2 demerits

### Subsequent offenses

Teacher confiscates phone and gives to the appropriate disciplinarian for 1 week during school hours.

Phone is subject to search by an administrator or disciplinarian.

5 demerits

- Unauthorized haircuts - subject to 5 demerits.
- Parking/Speeding/Driving violation – subject to 5 demerits and/or suspension of privileges.
- Disturbance, major – subject to 5 demerits and suspension.

- Inappropriate Public Display of Affection (PDA) – demerit issued at the discretion of the Vice President of Student Affairs.
- Lewd language, gestures, or behavior – 5 demerits.
- Forging signatures – subject to 5 demerits and/or suspension.
- Possession of obscene materials – subject to 5 demerits and/or suspension.
- Absences or Tardies to Study Hall, Directed Study Hall, Bridge Study Hall, or TA classes – 1 demerit, 1 detention beginning at 6 absences or tardies (in any combination); subsequent demerits and detentions at 8,10,12, etc., as tardies/absences increase.
- Tardies to academic classes - 1 demerit/1 detention beginning at 6 tardies in any combination of classes (e.g., 2T in Algebra, 1T in Religion, 3T in Chemistry = 6T =1 demerit/1 detention); subsequent demerits and detentions at 8,10,12, etc., as tardies increase.
- Skipping a class or a school sanctioned event – 5 demerits, second offense – suspension  
Unlike days missed for suspension where teachers do allow students to make up missed work, students who choose to skip a class receive a zero (0) for missed work.
- Skipping daily or all-school Mass – 5 demerits, second offense – suspension.
- Skipping a day of school – 10 demerits and suspension, second offense – subject to expulsion.
- Disrespect to teachers, staff, or peer by word, gesture, social media post, or action – subject to 10 demerits, suspension or expulsion.
- Possession of tobacco or related products – subject to 10 demerits or suspension.
- Fighting – 10 demerits and potential suspension or expulsion.
- Bullying, harassment or hazing of another student - subject to 10 demerits, suspension, or expulsion.
- Defacing school property – subject to 10 demerits and suspension or expulsion.
- Possession of a weapon - subject to expulsion and notification of law enforcement officials.
- Stealing – subject to 10 demerits, suspension, or expulsion, and notifying law enforcement.
- Alcohol and other drug use on campus subject to 10 demerits (see additional details under the Substance Abuse section of this handbook).
- Distribution or sale of drugs or alcohol will result in expulsion (see additional details under the Substance Abuse section of this handbook).
- Inappropriate computer use including bypassing filters (i.e., ‘tunneling’) – 5 demerits.
- Unauthorized use of the KCHS name or the names of faculty and staff – subject to 10 demerits, suspension, or expulsion.

**DETENTION:** The appropriate class disciplinarian assigns detentions upon receipt of a school discipline referral. When scheduling detention days, disciplinarians make every effort to accommodate student commitments such as work schedules, doctor’s appointments, and extra-curriculars. Detention takes place for one hour (3:30-4:30 p.m.) after school in room B206. Detention takes precedence over all non-academic activities. Students who forget or skip detention are subject to additional demerits and detentions. Students must complete their detentions in a timely manner. Students who owe detention time at the end of the school year must make up the time by working at the school during the summer.

**SUSPENSION:** Students may be suspended for any act that, in the judgment of the administration, detracts from the learning environment prescribed by the mission of the school. Additionally, any student who accumulates **20** demerits will be suspended for 1 day and placed on disciplinary probation for the remainder of the current year and through the following year. The Administration will determine the conditions of the probation.

The Vice President of Academic Affairs will deduct two (2) points from the quarter average in each of the student’s courses for the first day of suspension. Therefore, even if the student did not miss a

particular class on the day he served the suspension, he is still docked the points. A student who is suspended on two separate occasions within a school year will incur at least a two-point deduction for each event. The student will be held responsible for all academic content covered. The student **can** make up and receive grades for any work or tests missed. Students with borderline grades need take special notice that a suspension may cause a failing quarter grade. (i.e., a student with a 61 average for the quarter will fail the course with a 59 if he has been suspended for 1 day.) Point deductions for subsequent days of suspension will be determined at the discretion of the Vice President of Student Affairs.

A student suspended 1<sup>st</sup> semester may not be exempted from a 1<sup>st</sup> semester exam, but if conduct has improved and no other suspensions are recorded in 2<sup>nd</sup> semester, he may be exempted from a 2<sup>nd</sup> semester exam.

During the period of suspension, students are not allowed to attend or participate in any co-curricular activities. Students who are suspended will not be allowed to return to school until a parent/guardian has met or directly spoken with a school administrator.

**DISCIPLINARY PROBATION:** Students who are experiencing discipline difficulties are subject to review at the year's end by the Student Review Committee. This committee, consisting of the Administration, Disciplinarians, and Counselors, determines if the student will be placed on disciplinary probation for the upcoming school year or be asked not to return. Failure to comply with the strict guidelines established by the probation will, at the discretion of the President, result in dismissal from school. Students may be placed on probation as the result of one serious violation or an excessive number of demerits. The school considers the implementation of disciplinary probation for any student who receives an excessive number of demerits during the year, or who, in the estimation of the committee, is a student who would benefit from the probation in order to curve certain behavior that has been exhibited during the year. The Administration will determine the terms of the probation.

**EXPULSION:** Students who accumulate 30 demerits during a single academic year or demonstrate behavior that is judged to be detrimental to the school community will be asked to leave Knoxville Catholic High School. If a student is expelled or asked to leave the school for disciplinary reasons, he or she may not participate in or attend any school-sponsored activities (i.e., home sporting events, Coffee House, choral concerts, robotics events, etc.) without the President's or Vice President of Student Affairs' permission.

**HARASSMENT, BULLYING, HAZING:** In keeping with our mission of fostering a faith community characterized by the Gospel message of mutual respect, the following are considered to be serious violations: physical fighting, hazing, personal harassment, inappropriate social media posts or texts, etc. Where reasonable doubt exists as to the aggressor, all of those involved may be subject to the same penalty.

**Hazing** is defined as "an abusive, often humiliating form of initiation into or affiliation with a group, including:

1. Any willful action taken, or situation created which recklessly or intentionally endangers the mental or physical health of another.
2. Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim, or

3. to do or seriously offer, threaten or attempt to do physical violence to another made for the purpose of committing any of the acts.
4. The term hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.”

(<https://definitions.uslegal.com/h/hazing/> ). Hazing is associated with initiation rituals and often includes harassment.

**Harassment**, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile or offensive environment; or substantially interferes with the student’s academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Harassment is often, but not always carried out via social networking sites.

**Bullying**, in general terms, is an unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Potential types of bullying include verbal bullying, social bullying, and physical bullying.

**PUBLIC DISPLAYS OF AFFECTION (PDA’S)** – A public display of affection (PDA) is the physical demonstration of affection for another person while in the view of others. Holding hands, sitting on one another’s laps, hugging, or kissing in public are common forms of public displays of affection.

While such demonstrative gestures are not necessarily objectionable actions unto themselves, students are urged to consider the correct time, place, and degree of such public behavior so that they may show respect for themselves and others. The KCHS campus is a public environment. A PDA becomes objectionable when it leads students away from God’s desire of sanctity and holiness for them, and when it distracts and/or offends others. Students engaging in offensive PDA’s will be warned about the behavior, and if subsequent offensive PDA’s occur, they will be subject to disciplinary action.

**NON-SCHOOL SANCTIONED EVENTS:** KCHS will not be responsible for any event that is not officially sanctioned by the Administration.

**SENIOR PRANKS:** An unacceptable senior prank is any act carried out by a class or an individual that causes damage to the physical plant, that causes damage to the reputation of KCHS, or that is negative toward any person associated with KCHS. Consequences for senior pranks may include, but are not limited to the following:

- Attendance at Baccalaureate denied.
- Attendance at Graduation denied.
- Financial obligations for damages incurred to school or property.

- Detention time doubled and served after all students have finished for the year.
- Detention time to include manual labor to better school facilities.
- Transcripts and diploma held until all conditions have been met to the satisfaction of the Administration.
- A letter will be sent to the college of record describing the incident.

**SOCIAL NETWORKING:** In Accordance with the KCHS Acceptable Use Policy, defamatory comments, posts, videos, or messages about the school, its employees, or students made by parents, family members, employees, or members of our student body on social networking sites is a breach of the parent-student/school partnership and may be grounds for a student being dismissed from the school. Use of the school's name, acronym, or school logos in establishing social networking pages or groups requires approval from the administration.

**TOBACCO PRODUCTS:** Students are not to be in possession (including in one's car) of any tobacco or vaping products or related paraphernalia while on campus or at any school-sponsored activity. Students in possession of tobacco or related products are subject to 10 demerits and suspension.

**LEAVING CAMPUS:** Once a student arrives on campus, whether he/she is dropped off or whether he/she drove, walked, or biked to school, he/she is not permitted to leave campus for any reason during school hours unless previously arranged with a school administrator, resource officer, and/or the Registrar.

**CAMPUS ACCESSIBILITY:** In the interest of safety, KCHS does not allow **any curbside drop-off of any item** (lunch, books, medicine, etc.) All visitors to campus, including family members, are asked to park in a visitor's space on the flagpole side of campus and check in at the main office to drop off items.

**ACCESS TO STUDENT CARS:** In general students are not permitted access to their cars during the day. Students must obtain permission from an Administrator, personnel in the front office, or the school resource officer before accessing a car during the school day.

## **SUBSTANCE ABUSE**

As part of her ongoing mission, KCHS seeks to have a safe and drug free environment. **All students are required to participate in the KCHS random drug testing program.** By signing the Parent/Student Handbook signature page, the student agrees to participate in the testing program. If a student or family is reluctant to participate for any reason, the student is subject to either an outside source testing program or dismissal from KCHS.

KCHS employs an outside agency which tests for drugs using the hair or fingernail follicle testing method. The hair sample is cut close to the scalp and 80 to 120 strands of hair are needed for the test. Fingernails can also be clipped and sent out for testing.

A 'positive' test result entails that a student's parents be called and that a Care Plan be devised. The Care Plan includes a referral to an outside drug and alcohol counselor for assessment. **The cost of the**

**assessment, as well as the cost of any additional testing required by the school, will be the family's responsibility. A second offense or positive drug test will result in dismissal from KCHS.** The KCHS Administration is committed to the confidentiality of the results of any student tested, regardless of the outcome of the test.

*The Athletic Department sets additional drug offense policies and other non-athletically affiliated clubs, or groups may choose to do the same.* In general, a student-athlete in violation of the Drug and Alcohol Policy (i.e., a positive drug test or possession of alcohol) is suspended for 10% of his playing time. For example, a baseball player would miss 1 week of practice and suffer a 2-game suspension. A football player would miss 1 week of practice and suffer a 1-game suspension. If the student incurs a violation of the Drug and Alcohol Policy outside of his athletic season (for example, in February for a football player), his penalty will take place in the next season.

For a student who is not involved in athletics, club participation may be curtailed, but may not be curtailed in events like Chorus or Band, where a grade is dependent on participation. A student who is involved in athletics *and* a club may not be doubly penalized by curtailing participation in *both* events.

Additionally, in her absolute commitment to the safety and well-being of each student, KCHS strives to offer an educational component concerning substance use and abuse. Counseling Services are offered through the KCHS Student Assistance Program (SAP).

The possession or use of any quantity of illegal drugs, drug paraphernalia, or vaping products is unacceptable on school premises, in vehicles parked on school property or off-site at school-sponsored activities. School discipline will be enforced, including possible dismissal, with notification of state law enforcement officials. **(DSP # 3090)**. Knoxville Catholic High School reserves the right to perform probable cause testing on any student in attendance.

**SCHOOL-RELATED INCIDENTS:** The use of or possession of alcohol, drugs, vaping products, and/or paraphernalia by a Knoxville Catholic student on school property or at any school event is strictly forbidden and is a violation of the school's alcohol and drug policy. Conveying information to other students about the sale and/or distribution of alcohol, drugs, or vaping products could be a violation of this policy. When a student has violated this policy, but is not expelled from school, he/she must strictly adhere to the school guidelines to remain a member of the student body. Depending upon the nature of the offense, any combination of the following conditions may be applied:

- The student will receive demerits and be suspended from school.
- The student may not return to school until a Care Plan has been signed by the Parent/Guardian. The plan must be signed for the student to remain enrolled at KCHS.
- The student must complete a professional assessment, including a drug test. The results of the assessment must be provided to the school along with a report of any recommendations for follow-up counseling or rehabilitation activities.
- To remain enrolled, the student must adhere to these recommendations.
- For any second offense or second positive test prior to graduation, the student will be forced to withdraw from school.

**Any student involved in the sale or distribution of alcohol, other drugs, or vaping products will be immediately expelled. The administration reserves the right to search any person, cell phone, book bag, locker, or vehicle when the presence of any of these items is suspected.**

**OTHER:** Any synthetic substance (e.g., K2, Spice) or chemical that mimics the effects of drugs will be treated as an illegal substance. Students in possession of such substances or under the influence of these substances, will be considered in violation of the KCHS Substance Abuse Policy and will be subject to assessment and possible disciplinary actions as outlined above.



# **THE DIOCESE OF KNOXVILLE CATHOLIC SCHOOLS HEALTH AND WELL-BEING POLICIES**

**Promulgated August 2022**

## **General Health & Well-Being Policies Health Examination & 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).

## **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).

## **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).

## **Attendance**

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

## **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

## **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.

## **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.

## **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)

**Hygiene and Sanitation**

- The school will adhere to safe cleaning and disinfecting protocols with EPA-approved products for use against viruses, including the virus that causes COVID-19 throughout the school according to the CDC recommendations. • 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.

**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.

## ATTENDANCE KCHS POLICIES

*Click here for [Attendance FAQ's](#) for quick reference.*

Tennessee state law requires the attendance of each student on all days and hours that school is in session. In the opinion of the KCHS Administration and Faculty, **more than 5 days absent** in a class per semester impedes the ability to succeed in that class. ***At the fifth absence in each class, parents automatically receive an email notice from FACTS/RenWeb. On the sixth and subsequent class sessions missed per semester for any given class, the Attendance Committee will deduct two (2) points from the student's ongoing quarter grade with no limit to the amount of point deductions a student may incur. In order that parents and students may have a clear indication of where a grade stands in relation to absences, deductions for absences will be taken no later than one week after receiving notification from the Attendance Committee to deduct points. Parents are strongly encouraged to check email settings in FACTS/RenWeb.***

**Example:** A student with a 94 for his 3<sup>rd</sup> quarter average for a given class, who has missed 6 days of class, will receive a 92 quarter average. If he has missed seven (7) days, he will receive a 90, eight (8) days, an 88, etc. The same student will continue to accrue two-point deductions for additional absences accrued during 4<sup>th</sup> quarter.

### ***Frequently Referenced Information***

- √ *On each day absent, tardy, or leaving early, a parent must leave a phone message with the Attendance Secretary or send a note or an email by 9:00 a.m. 865-560-0503, [front.office@knoxvillecatholic.com](mailto:front.office@knoxvillecatholic.com)*
- √ *Each student is granted five (5) absences total per semester in each class.*
- √ *Two point deductions are incurred to the quarter grade for each absence after five (5) in each class.*
- √ *Extenuating Circumstances Applications (Schoology/Student Resources) for serious illness, such as a positive COVID 19 diagnosis, a mandated quarantine, strep, or flu, must be submitted with supporting documentation within one week after the student's return to school.*
- √ ***Exceptional Growth Opportunity applications (Schoology/Student Resources) for out-of-school activities must be submitted six (6) weeks prior to the activity taking place.***
- √ ***Absences and/or Tardies to Study Hall, Directed Study Hall, Bridge Study Hall, or TA classes**  
*1 demerit, 1 detention beginning at 6 absences and/or tardies (in any combination);**
- √ ***Tardies to academic classes**  
*1 demerit/1 detention beginning at 6 tardies in any combination of classes (e.g., 2T in Algebra, 1T in Religion, 3T in Chemistry = 6T = 1 demerit/1 detention); subsequent demerits and detentions at 8,10,12, etc., as tardies increase.**

**Any absence counts as part of the five (5) available absences students are allowed in each class.** This includes absences due to orthodontic visits, check-ups, illness, one or two-day absences not associated with an extenuating circumstance, etc. If a student has physical therapy, mental health therapy, or frequent doctor's appointments, the attendance committee strongly recommends scheduling these appointments so that a student does not miss the same class for every appointment.

If a student has surgery, an ongoing medical condition, or other extended illness, he/she must complete an application for extenuating circumstances to have that absence reviewed by the attendance committee.

**Excluding those listed below, all absences count toward the total number of allowed absences per semester.**

- (1) school related absences (SRA) (e.g., KCHS sporting events, field trips)
- (2) absences that have been granted Extenuating Circumstances status (EC)
- (3) *preapproved absences* for Exceptional Growth opportunities (EG)
- (4) *preapproved* College Visit absences (CV) - Must be approved a day in advance by the Registrar
- (5) bereavement (ZABE) - Must notify Registrar upon return to school

**EXTENUATING CIRCUMSTANCES:** In cases of extended illness, **an application for extenuating circumstances must be submitted to the Registrar within one week of the student's return to school.** That application is accessible on Schoology/Student Resources. **Documentation of doctor's visits including the doctor's 'return to school' release must also be included with the extenuating circumstances form.** Both the extenuating circumstances form AND the doctor's notes including 'return to school dates' are necessary for the Attendance Committee to thoroughly review each case. Extenuating circumstances include bereavement, brain tumor, concussion, covid, flu, mono, pneumonia, surgery, family hardship (immigration issues, transportation issues). Students are allowed **up to 3 absences per semester** for extenuating circumstances.

If a student has an on-going chronic illness (e.g., Crohn's Disease, migraines, on-going mental health issues), please send the Attendance Committee the medical specialist's (NOT a family practitioner) letter stating reasonable expectations for attendance. Students are allowed **up to 5 absences per semester** for chronic extenuating circumstances **with the following prerequisites:**

- Submission of an EC application at the beginning of the school year (Aug. 16 deadline) or upon onset of the extenuating circumstance that impedes academic achievement.
- Note from a specialist (NOT a pediatrician/family practitioner) delineating the chronic condition and the necessity for the student to miss school for a specified amount of time over a specified time period.
- A meeting with the Vice President of Academics and the designated School Counselor.

If a student has a circumstance not listed, s/he must submit a letter of explanation with an EC application to the Attendance Committee in accordance with the above guidelines.

Applications for extenuating circumstances will generally be reviewed by the Attendance Committee on the third Tuesday of each month. **EC forms submitted in 2<sup>nd</sup> or 4<sup>th</sup> quarters for absences incurred in 1<sup>st</sup> or 3<sup>rd</sup> quarters are generally not accepted for review.** Students and parents will be notified of the status of their application after the committee meeting each month. **If parents or students would like to appeal the decision, they must notify the Attendance Committee before the following month's meeting.** Past that point, extenuating circumstance status for that case will not be further reviewed.

**EXCEPTIONAL PERSONAL GROWTH OPPORTUNITIES:** **There is a separate application for exceptional personal growth opportunities.** These events are **typically organized by an outside agency (as opposed to family vacations)** whose schedule conflicts with that of the academic school year, and therefore the opportunity is unavailable at any other time. This application **must be submitted a minimum of six (6) weeks in advance of the requested absence.** The Attendance Committee will review the application on the third Thursday of the month, and the parents will be notified of the status the week following the committee meeting. A student's overall attendance

record will be reviewed when making decisions to grant exceptional growth absences. The application is available on **Schoology/Student Resources** and should be returned to the Registrar. Students are allowed up to four (4) exceptional personal growth opportunity absences per semester.

**ATTENDANCE PROBATION:** Students with chronic excessive absences including absences due to exceptional circumstances may be placed on attendance probation for a predetermined period designated by the Vice President of Academic Affairs until attendance improves. If no improvement is shown, the student may be dismissed from KCHS.

**TEMPORARY HEALTH EMERGENCY PROTOCOL:** KCHS understands the seriousness of emergency health issues (e.g., **concussions**) and seeks to support the student per the stipulations outlined by his healthcare provider. After the student meets with his doctor, the student will meet with his school counselor to fill out a **Temporary Academic Accommodations Plan** to document special accommodations allowed for assignment completion. This plan cannot be crafted unless the counselor has the doctor's recommendations which include the expected length of recovery time and/or a recheck date.

**DOCTOR'S NOTES:** Doctor's notes and/or parent's notes, and notes from affiliated organizations or colleges, are required under the following circumstances:

1. when filling out Extenuating Circumstances forms
2. when filling out Exceptional Growth Opportunities forms
3. when checking a student out early
4. when a student comes late to school
5. when verifying a college visit day

**CALLING THE FRONT OFFICE TO REPORT ABSENCE:** A parent **is obligated to call the Registrar before 9:00 a.m. at 865-560-0503 each day the student is absent or tardy.**

**EARLY DISMISSAL:** **If the student needs to be excused before the end of the school day, a note or email to that effect should be presented for approval to the Registrar by 9 a.m. the morning of the early dismissal. Early dismissal notes may be submitted as early as one month in advance. Failure to comply with early dismissal standards will forfeit the opportunity to make up any missed work for credit.** The student's name will be added to the Early Dismissal portion of the Daily Absentee list. It is the student's responsibility to report to the office at his early dismissal time. Calls will NOT be made to the classroom. The office will verify appointments as it deems necessary. Parents are asked to make every effort to schedule appointments outside of school hours and to make use of the additional time provided by late arrival on Wednesdays and early release dates set throughout the year.

**TOTALING OF ABSENCES:** A student missing three (3) periods in one day will be considered absent ½ day, with two such days' equivalent to one full day absent. Students attending a school-sponsored or school sanctioned activity will not be counted as absent from school.

**SIGNING OUT:** After arriving on campus, students are not to be excused from classes or to leave the school building/grounds for any activity without permission from the office. This includes going to the parking lot to retrieve forgotten items. Students leaving campus must have written permission to leave, must go to the office and sign out when leaving, and must sign in upon returning.

**ATHLETIC PARTICIPATION:** On the day of a sporting event (practice or game), a student must be in classes at least half of that day in order to participate in the event. If a student misses over  $\frac{1}{2}$  of the instructional period in a day, he is not eligible to participate in the event scheduled for that day. Final determination of a student athlete's participation rests with the Administration.

**COLLEGE VISIT DAYS:** In addition to the five (5) absences per class, per semester, Juniors and Seniors only are allowed two (2) properly documented college visit days per year. Sophomores are allowed one (1) such day. For absences due to college visits to be considered, students must:

- notify the Registrar and the classroom teacher at least one day in advance of the visit; (Please note that the Registrar, as opposed to the Attendance Committee, processes all requests for College Visit Days.)
- submit to the Registrar 'Proof of Visit' documentation from the Admissions department of the college upon the day the student returns to school;
- take days before May 1<sup>st</sup>.

**SKIPPING CLASS:** A student who 'skips' or 'cuts' class (the student has missed class and has not told his teacher or the front office where he is) will not be allowed to make up any work missed that day for credit. He will receive zeros for any work missed and demerits and detentions will be issued.

**TARDY POLICY:** **Very rarely is there sufficient reason for repeated tardiness to school or to a specific class.**

If a student who is already on campus (i.e., has reported to classes) is late to class due to circumstances beyond his control (e.g., meeting with his school counselor or another staff member) his teacher marks him 'excused late to class' (ELTC). If a student is late to class any time of the day due to other factors, his teacher, or the registrar if 1<sup>st</sup> class of the day, marks him 'tardy' (T).

- Absences or Tardies to Study Hall, Directed Study Hall, Bridge Study Hall, or TA classes - 1 demerit, 1 detention beginning at 6 absences or tardies (in any combination); subsequent demerits and detentions at 8,10,12, etc., as tardies/absences increase.
- Tardies to academic classes - 1 demerit/1 detention beginning at 6 tardies in any combination of classes (e.g., 2T in Algebra, 1T in Religion, 3T in Chemistry = 6T = 1 demerit/1 detention); subsequent demerits and detentions at 8,10,12, etc., as tardies increase.

Students' attendance totals begin afresh at zero at the start of each semester. Attendance records do not accrue from one semester to the next.

Students who arrive more than 15 minutes late through a class are marked as absent. Therefore, a student who checks in at 8:46 or later on MTHF is counted *absent* for his A-Block class, rather than *tardy*. On Wednesdays, students who arrive at 9:16 or later are counted absent rather than tardy.

Every student who is tardy must sign in with the Registrar before he reports to class. No student is admitted to his first class of the day (no matter what period of the day he arrives) without a tardy form from the Registrar. The teacher uses the form to ensure the student has signed in with the Registrar and returns the form to the student.

The Administration reserves the right to waive all student responsibilities in the case of tardies resulting from an unusual amount of inclement weather, a major traffic problem, etc., that unexpectedly delays/halts normal travel.

**MISSED WORK DUE TO FORESEEN ABSENCE:** In accordance with expectations outlined via course guidelines, it is the responsibility of the student to contact the teacher in advance of a foreseen absence concerning all work that will be missed, and to plan for completing the work. Failure to comply with this standard in its entirety may forfeit the opportunity to make up all work missed during the absence.

**MISSED WORK DUE TO UNFORESEEN ABSENCE:** At a minimum, students will have one (1) class day to make up work assigned on the day they were absent. A teacher may set a maximum time allowable to make up work for his class per his syllabus.

Work *assigned* on the day a student was absent is NOT due the day the student returns **unless** the assignment was given in advance of the student's absence. Work *due* on the day the student was absent should be handed in the day the student returns to that class.

Any illness or accident, which will keep a student out of school for an extended period, should be reported to the Registrar as early as possible and parents should pursue filling out an extenuating circumstance application.

**ILLNESS:** At the present time there is no one on duty in the clinic on a daily basis. Therefore, if a student is feeling ill, the teacher may send that student to the office. Upon determining the seriousness of the illness, the Receptionist may call the parent to arrange the student dismissal. Students will wait in the front office vicinity under the supervision of the receptionist for their parents.

In case of early dismissal during regular school hours due to unforeseen illness, the President, Vice President of Academic Affairs, Vice President of Student Affairs, or Registrar must speak with the parent by phone or in person and receive an email for dismissal for the student to be dismissed early.

**Students who become ill at school may use the office phone to contact parents, They may use a cell phone during break, lunch or between classes or with permission of the classroom teacher.**

**SCHOOL SPONSORED OUTINGS:** When going off campus as a member of a school group, the student must return a permission form signed by a parent or guardian. Students who do not return signed permission forms will not be allowed to participate in the off-campus activity. The privilege to participate in school sponsored outings is based on academic and disciplinary performance as well as satisfactory attendance.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

Today's culture relies upon and demands fluency in the digital world. In support of our mission and goals, Knoxville Catholic High School (KCHS) recognizes the opportunity to utilize technology to enhance Catholic school education and to ensure students are effective and responsible digital citizens. To prepare our students to thrive in constantly evolving technological landscapes, KCHS has implemented a Bring Your Own Device (BYOD) program. The integration of technology to support the educational process will facilitate catholicity, communication, creativity, critical thinking, and collaboration.

In support of the technology initiative, KCHS provides network access and Internet connectivity. Use of the network should support Catholic school education and be consistent with the mission of the school. To safeguard the privilege of computer use, the values of good judgment and Christian responsibility are expected of all KCHS computer users.

**USE OF NETWORK AND PERSONAL DEVICES:** Students are granted the limited right to use their personally owned technology resources at Knoxville Catholic High School upon return of the signature form from the Parent and Student Handbook, which contains the Acceptable Use Policy for Technology. Students using personal devices must follow KCHS policies while on school property, attending any school-sponsored activity, accessing KCHS resources, using the KCHS network, or while interacting with KCHS community members. Students understand that KCHS personnel may monitor and access any equipment connected to Knoxville Catholic High School network resources as well as student computer activity. Students must provide login credentials to access the personal device upon request by the President or his designee.

KCHS requires a Microsoft Windows 10 v22H2 or later or macOS Monterey v12.2 or later device for the BYOD initiative.

### **GENERAL GUIDELINES FOR USE OF KCHS COMPUTING RESOURCES/PERSONAL DEVICES:**

Students will be responsible for the condition of any device brought to school, including updates, antivirus software, configuration, and any other normal maintenance.

Authorized personal devices should be charged outside of school unless specific permission is granted by a staff member. Students should bring laptop power cords to school in case emergency charging is necessary.

Student personal devices should connect to the KCHS network ONLY through the KCHS-Secure wireless network. Students should refrain from use of the KCHS-Guest wireless network due to restrictions in place for guest network usage.

Knoxville Catholic High School is not liable for any loss/damage/theft of a personally owned device or a borrowed one.

Knoxville Catholic High School will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person



operating the device accepts personal responsibility for any content obtained via the Internet or other electronic sources and for his/her actions on the Internet.

No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from KCHS, except for approved projects with the express permission of the teacher. Devices may not be used to slander, bully, or denigrate any student, visitor, staff member, faculty member, administrator, on or off campus at any time.

Computer users may not associate a website, account, app, or other entity with the KCHS name or the names of faculty or staff members without proper authorization. Computer users may not represent the school by name, logo, or identity in a formal or informal publication, document, or program without prior approval. Users may not provide information about, or lists of, staff, students, or parents/guardians to parties outside the school.

Club or athletic social media accounts and/or websites must be registered with KCHS Marketing and Communications. <https://www.knoxvillecatholic.com/social-media-registry/>

Connection of any unapproved devices on the KCHS network is prohibited.

All network communication must be polite, kind, and free from inappropriate language. Users may not engage in personal attacks, harassment, or knowingly post private or defamatory information about another person.

Use of devices for entertainment or recreational use may be limited by KCHS IT staff based on the level of distraction and/or network resources used.

In the classroom, the teacher is the determiner of appropriate use of technology. It is unacceptable to attempt to use technology in ways that are inappropriate, not indicated by the instructor, or that run counter to the educational purpose of the class.

Students are responsible for having a fully functioning computer in each class. If the student's computer is not functional, the responsibility rests with parents and students to make alternate arrangements while the computer is being serviced. Students who do not make alternative arrangements risk academic point deductions at the discretion of the assigning teacher. Student work must be submitted using school provided software as directed by teachers.

Students are responsible for all activities conducted when using devices and accounts and must take all reasonable precautions to prevent others from being able to use their accounts.

Students must use secured means, such as locked classroom or supervised backpack, to store devices when not in use, and should not leave devices unattended.

Students will not attempt to gain unauthorized access to KCHS network resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students must take precautions to avoid the spread of computer viruses.

Students will not use KCHS network resources to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people, or to engage in any illegal act. If a student accidentally accesses this type of information, he or she should immediately notify a member of the faculty.

Use of a VPN, Proxy Server, or any other means to bypass KCHS network security is strictly prohibited.

Students will not install software on any KCHS computer or the KCHS network or alter hardware or software setups on any KCHS computer resources.

**INTERNET SAFETY GUIDELINES:** Students are expected to adhere to the following safety guidelines:

- Never post name, address, phone number, financial information, social security number, or other personal information electronically without the permission of a parent AND teacher AND administration.
- Never agree to meet in person with anyone they have met online without approval of a parent or guardian.
- Notify a member of the faculty or administration immediately if they receive a message that may be inappropriate.

**FILTERING AND MONITORING:** KCHS will make every reasonable effort to protect Internet users from unacceptable content with means such as filter, supervision, and education, but students may find ways to access unacceptable material. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites. All Internet filtering methods and system restraints are to be respected. Electronic activity will be monitored.

**COPYRIGHT AND OWNERSHIP OF WORK:** Students will respect copyright laws and licensing agreements pertaining to materials entered into and obtained through the Internet or other electronic sources.

Students are required to give proper credit to all Internet sources used in academic assignments. This includes all forms of media, such as graphics, movies, music, and text.

**SCHOOL-PROVIDED SOFTWARE/EMAIL:** The content of all school-assigned email accounts and associated applications is the property of KCHS and is subject to search at any time for any reason without prior notification or consent of the assignee.

Students are required to utilize the email account provided by KCHS for school related correspondence. The KCHS email account should be regularly monitored and used only for the exchange of appropriate information. School email addresses are not to be given to any websites, companies, or other third parties without the explicit permission of school staff. Only school related attachments may be sent through the school email system.

Access to school provided email and associated applications (e.g., Office 365, OneDrive) is available only while the student is enrolled at KCHS.

Students should utilize the offline Office 365 applications in the event of Internet connectivity issues.

**DISCIPLINARY ACTION:** Lack of good judgment and/or Christian responsibility in the use of technology will be just cause for serious disciplinary action which will include, but not be limited to, any of the following actions: Referral to Honor Code Committee, temporary suspension of technology use privileges, detention, suspension, expulsion, or other action deemed appropriate by the President or designee.

## **DIOCESE OF KNOXVILLE CATHOLIC SCHOOLS SOCIAL MEDIA POLICY FOR STUDENTS**

To establish guidelines for students' use of social media, the Diocese of Knoxville Catholic Schools Office promulgates the following policy. The intent is to ensure that students' use of social media is consistent with the purpose and mission of Catholic school education.

This policy does not attempt to articulate all required or proscribed behavior by students. **Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.**

Class social networking accounts (e.g., Facebook) are not endorsed or encouraged by diocesan schools. In accordance with the school's Acceptable Use Policy, defamatory comments about the school, its employees, or students made by parents or students at any time on social networking sites are a breach of the parent-student/school partnership and may be grounds for a student's dismissal from the school. Use of the school name, teacher name, student name, and/or school logo in establishing such groups is not permitted. (*per Diocese of Knoxville*)

### **Guidelines for the use of social media by Catholic school students:**

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.
2. Students are expected to be respectful toward school personnel and other adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.
3. Students should not request school personnel to "friend" them on a social networking sites.
4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all? Jesus replied, "The most important one is this: 'Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second most important commandment is this: Love your neighbor as you love yourself.' There is no other commandment more important than these two." (Mark 12.28-29) The Catholic schools of the Diocese of

Knoxville are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

## HONOR CODE

Students and staff at KCHS strive to create a Christian environment wherein all work to uphold human dignity. It is the right, privilege, and responsibility of each student and staff member to create an atmosphere of honor, integrity, and trust.

Knoxville Catholic High School defines Academic Dishonesty as giving or receiving information or assistance on any work that is assumed to be an example of individual effort. This includes unauthorized use of Artificial Intelligence (AI) aids such as ChatGPT.

Each classroom teacher sets his own policies about the ethical and responsible use of AI aids on individual learning. Teachers may choose to allow student use of AI to *support* assignments and projects in ways that ultimately foster individual and creative thought.

Academic Dishonesty includes, but is not limited to,  
using unauthorized AI means per individual teacher instructions to complete an assignment including failure to properly cite use of AI aids;  
giving *or* receiving homework to be copied;  
giving *or* receiving aid on a test or attempting to do so;  
plagiarism;  
forgery.

*Violations of Academic Dishonesty are cumulative over a student's career at KCHS. A student's Honor File is transferred each succeeding year of attendance at KCHS.*

*Any violation of the KCHS Honor Code may jeopardize a student's ability to run for and hold a position in student government, may jeopardize admission to or membership status in The National Honor Society, and may jeopardize admission to or membership status in subject-specific honor societies).*

*Colleges frequently request information about a student's integrity. School Counselors are required to report trends of academic dishonesty if a college requests this information.*

**Collaboration vs. Plagiarism:** Collaboration entails active participation and discussion of ideas, and then using one's own ideas to flesh the answer to a question. In a setting that was originally intended to be one of collaboration, a student crosses the line into plagiarism when he simply writes down the answers that others produce or that AI aids primarily produce.

In the event of Plagiarism on a group project, individual group members will be separately evaluated as to their participation.

### **First Infraction of the Honor Code:**

- The teacher involved will personally speak with the student and email the parents or guardians to inform them of the alleged violation.
- The teacher will record a failing grade for the assignment and will include an accompanying note in RenWeb referencing that the student had an infraction of the Honor Code.
- The teacher will email the Honor Committee Chair so that the infraction may be listed in the student's Honor File.

### **Second Infraction of the Honor Code:**

- The first three steps of the First Infraction of the Honor Code will be implemented.
- The Honor Committee Chair will speak with the student and parent to outline consequences for future infractions.
- A Second Infraction will be recorded in the student's Honor File.

### **Third Infraction of the Honor Code:**

- The first three steps of the First Infraction of the Honor Code will be implemented.
- The Honor Committee Chair will review the student's Honor File and make recommendations to the President.
- Upon recommendation of the Honor Committee Chair and approval of the President, the student is suspended until the student and his/her parent(s) attend a meeting with the President or designee. At this time, the seriousness of the student's actions and possible dismissal will be discussed. All present at the meeting will sign a letter documenting the student's offenses and sanctions to date.
- A Third Infraction will be recorded in the student's Honor File.

### **Fourth Infraction of the Honor Code:**

- The first three steps of the First Infraction of the Honor Code will be implemented.
- The student and parents or guardians will meet with the President and/or the Vice President of Academic Affairs to discuss the student's dismissal from Knoxville Catholic High School. At this time the student's entire school record will be reviewed.

### **VOLUNTARY ADMISSION OF GUILT**

The KCHS Honor Committee would like to recognize students who are forthcoming in admitting guilt involving Honor Code incidents while at the same time helping the student learn to take responsibility for his actions.

A freshman or sophomore student accused of a first infraction of the Honor Code, who voluntarily and promptly admits guilt to his teacher or the Honor Committee Chair, will be given the opportunity to perform community service under the direction of the Honor Committee Chair and the supervision of his/her parents. In return for documented successful completion of the community service as per the signed contract, the first infraction will be reduced to a warning. The student will still receive a failing grade on the work in question. A student who says nothing when first approached is denied the community service option. **Juniors and Seniors are not eligible for a community service option.**

A student who works off a first infraction with community service and later receives another infraction at any time in his KCHS career, will have the first infraction reinstated and will be issued a second infraction.

Only first infractions may be considered for community service work. In addition, it must be noted that *any violation of the KCHS Honor Code may jeopardize a student's admission to or membership status in The National Honor Society and subject-specific honor societies.*

## GENERAL INFORMATION

**ANNOUNCEMENTS:** School announcements are made at the beginning of the school day. Morning announcements are emailed to the community. A sponsoring faculty member must either approve a student spokesperson or sign any announcement made pertaining to an activity. Announcement forms are available in the office and must be submitted by 8:00 am. No student may make an announcement over the intercom without the permission of the Administration.

**BOOKBAGS:** Students may choose any type of bookbag for personal use. All logos and artwork must reflect the values of KCHS. Bookbags and equipment bags may not be left in the hallways or the bathrooms during school hours. Students must always keep their bags with them.

**BUILDING HOURS:** Faculty or Administrative supervision is provided each school day from 7:00 a.m., when the main building opens, until 4:00 p.m., when the school closes. No student is to be in the building or on the campus before or after these hours without assigned faculty supervision. Faculty members working with a student or group of students outside these hours must remain with the students until the last student leaves the premises.

**CAFETERIA/DINING:** The cafeteria offers lunch daily with a variety of hot and cold lunch choices. Service is 'pay as you go' or via My School Bucks Account.

Upon entering individual student ID numbers, student lunches are automatically charged to student MySchoolBucks accounts. Cafeteria personnel accept cash or checks made out to Creative Dining to load onto a student's MySchoolBucks account. A student's MySchoolBucks account operates on a declining balance account (no debit or credit cards) which allows parents to deposit funds, creating a credit the student can use to purchase lunch items. When the account balance becomes low, parents are notified via email (negative balances are not allowed). A start up deposit of \$75.00 to \$100.00 is recommended. Account balances are carried from semester to semester and year to year. Parents may go to <https://www.myschoolbucks.com/ver2/login/postlogin.action> to make deposits into their student's school meal account and to set preferences.

Students, clubs, or sports teams are not to sell food for special benefits without permission from the Administration.

Students have multiple areas where they may eat lunch safely, including the cafeteria, the commons, the gym and when feasible, outside for seniors only.

**CELL PHONES:** Students may use cell phones before school, at lunch, and in between classes. Students may NOT have cell phones out for any purpose during church-related activities. Cell phone usage in class is determined by the individual teacher. Unless otherwise instructed by the teacher, cell phones should be turned off and out of sight while in the classroom. The majority of classrooms are equipped with phone pockets where cell phones may be stored per individual teacher classroom protocol for the duration of the class. The Administration reserves the right to search the contents of confiscated phones. For further details, see the guidelines for specific disciplinary infractions listed in this handbook.

**COURSE EVALUATIONS:** At the completion of year-long and semester-long courses, teachers give the student an opportunity to give anonymous feedback on the quality of instruction and course content.

Evaluations are administered online. Evaluation results are returned to the teacher after semester exams.

**DANCES INCLUDING PROM:** KCHS generally hosts three (3) dances, Homecoming, Winter Formal, and Prom. Students who wish to bring a non-KCHS student to a dance must obtain an out-of-school date form from the front office.

In general, out-of-School dates must be in 9<sup>th</sup> grade at a minimum, and under the age of 21 at a maximum. With special permission from the Dean of Students, freshmen may request to bring an eighth-grade date. An out-of-school date processing fee is due with the submission of the required out-of-school date form. The out-of-school date form and fee must be submitted to the front office at least 1 week in advance of Prom.

Students who do not adhere to these deadlines risk having their request denied at the last minute. Students on active suspension or students who have been asked to leave KCHS may not attend a dance without the express permission of the President. Expelled students may not attend a KCHS dance.

No same-sex dates are allowed for dances. Per Diocesan Policy, for special events such as Winter Formal (WIFO), Prom, Graduation and other special school events, the following attire expectations are stipulated:

**Gentlemen:** Young men are expected to wear formal evening attire that would include a tuxedo, suit with a tie, or sport coat and slacks with a tie, and dress shoes. For graduation events, young men are not required to wear a full suit or sport coat, but instead may choose to wear slacks with a tie and dress shoes. Bow ties are also acceptable in lieu of a tie.

**Ladies:** Young ladies are expected to wear formal evening attire that would include a formal evening gown, cocktail dress, or other similar dresses or formal ladies' slacks with formal ladies' blouse or sweater. Formal evening attire should be modest. Clothing which has 'see through' material or exposes undergarments in the areas from the knees the upper chest is not acceptable. Formal evening attire may not expose a bare midriff. The dress shall not be conspicuous or indecent while sitting, standing, or ascending stairs and must extend no further than 4 inches above the knee (no exception). Slits in dresses may not go further than 4 inches above the knee. The neckline must be appropriately modest covering that which should be covered. Young ladies should be able to move (ascending stairs, etc.) comfortably without the possibility of revealing their undergarments. Young ladies may not wear tuxedos, men's suits, or any suit coats, nor may they wear a tie.

Students who leave a dance or Prom early are not permitted reentry. Parents and students are responsible for establishing communication regarding the student's ability to leave a dance or Prom early.

### **DUAL ENROLLMENT**

Students in Dual Enrollment Class who choose to be on campus during A block should observe the following guidelines:

- Report to the Registrar for attendance and remain in the library for the duration of A block.
- Adhere to school policies during this time: be in uniform and refrain from cell phone use or bringing food and drink into the library.

KCHS is not responsible for injuries incurred in off-campus Dual Enrollment locations.



**EMAIL:** Because academic, attendance, and disciplinary records are maintained electronically and communicated officially via email, all students and staff are required to utilize the email account provided by KCHS. The account should be regularly monitored and used for all school correspondence.

**FORGOTTEN ITEMS:** In an effort to build personal responsibility, KCHS administration asks that parents not bring money, forgotten lunches, or homework to school for their student.

**LIBRARY:** The library is open Monday - Friday 8:00 a.m. - 4:00 p.m. (except on those Wednesdays when there may be faculty meetings until 9:00 a.m.). Students may utilize the library for research and study on an individual basis or through attendance with a class.

- Materials may be checked out for a period of three weeks and renewed as needed if the item is not on hold. The cost of lost or damaged materials will be the price of the item plus a \$3.00 service charge to cover shipping and processing of replacement materials.
- The library may be closed to general use if it is scheduled for a special activity.

**LOCKERS:** Students are issued optional lockers and locks at registration. School locks must be used as intended. Students are responsible for keeping the locker and its contents in order and locked. One school padlock is issued on the student's first day of registration freshman year. This lock should be kept for all four years at KCHS. Replacement locks may be purchased for \$10 from the Vice President of Student Affairs. The school is not responsible for items missing from a student's locker. Food and drink, except for the current day's lunch, may not be kept in the locker at any time. Posters, notes, and messages are not to be placed on the outside of lockers unless specific permission has been granted for Spirit Week, birthdays, or sporting events. Stickers and marking pens are not to be used on lockers at any time. Students are required to keep lockers locked at all times.

**MEDICATION:** All student medication, prescription and non-prescription must be kept in the office. KCHS will not administer any medications for students, oral or topical, **unless authorized and provided by the parent.** A completed and signed Medical Release Form for every student must be kept on file in the front office. If needed, "condition" forms, (asthma, diabetes, etc.) will be kept in the front office. Medical Release Forms and Condition Forms are available on Schoology in the Student Resources Course under FORMS. All prescription medications in the original container, instructions for use, and parental permission notes are to be brought and kept in the office. The student **is not** to have any prescription and/or over-the-counter medications on them or in their locker. It is the student's responsibility to remember to come to the office to take medication. **Students prescribed Epi pens and inhalers should talk to the administration and individual teachers about carrying these during the day.**

**MESSAGES:** A class will not be interrupted for messages to students except in case of emergency. Because delivery of afterschool messages is met with limited success and takes valuable staff time away from required duties, parents and students should communicate carpool information, appointments, and other such information to one another outside of school hours. Please **leave messages with the Receptionist only in times of emergency.** Every effort will be made to relay emergency information.

**PARKING:** Student drivers wishing to park on KCHS property must have a legal driver's license and a KCHS parking permit. The parking permit, which indicates a specific parking lot and parking space for the vehicle, should always be displayed on the rearview mirror while the vehicle is on campus. A fee of \$70.00 will be assessed for any student wishing to park on KCHS property. (Beginning 2<sup>nd</sup> semester, the fee will be reduced to \$35.00.) Parking spaces are limited and are granted on a first come, first-serve

basis with upper classmen getting priority as spaces are issued. No one can double park or park next to the building or in fire/emergency lanes, or visitor spaces, and students are not allowed to park in staff spaces. Students are not permitted to linger in parked cars after arriving at school, anytime during the school day, or immediately after school dismissal. Students may not go to their cars without the permission of an Administrator or the school Resource Officer. All drivers on the KCHS campus are expected to observe a 15-mph speed limit. Failure to obtain a parking permit, violation of the KCHS parking policy, or failure to observe the campus speed limit may result in a fine, disciplinary action, or the loss of on-site parking and driving privileges. **Parking in the All Saints Parking Lot is not permitted.**

**PERMISSION SLIPS:** Any off-campus event sponsored by the school shall require a Field Trip Permission form signed by the parent or guardian. This form must be filed in the office the day before the scheduled event. No phone calls or faxed permissions will be accepted on the day of the event unless there are extenuating circumstances. Permission forms are provided by the school and must be returned to the event moderator. No student will be permitted to leave school without following the above procedure. No student will be permitted to drive his/her personal vehicle for a field trip without prior approval from the President and parent or guardian.

**PHOTOS:** KCHS reserves the right to use pictures of any KCHS student on the school's website, social media pages, or in any publication. If parents do not want their child's picture to be used for these purposes, they must express this in writing to the President.

**Students are not allowed to record (video and/or audio) a teacher or activity within the classroom without the permission of the teacher.**

**Teachers are authorized to use video to deliver live or recorded classroom content.**

Senior composite photo: Female students may choose between the traditional drape provided by the photography company, or they may choose to wear a black, gender-neutral, button up shirt.

**PREGNANCY:** The administration, faculty, and staff of Knoxville Catholic High School strive to work with parents and student to choose life. Chastity and commitment to the sanctity of human life are positively promoted. If a female student is pregnant, or a male student fathers the child of a KCHS student, the parents/guardians or the involved students must contact the administration to inform the school of the situation. As circumstances widely differ, the administration, parents and student(s) will meet to determine what course of action will best respect the life of the unborn child, the good of the mother and father and the mission of the school. Female students who become pregnant, or male students who father the child of a KCHS student will not be asked to withdraw from school; however, the school does reserve the right to explore alternative educational arrangements that guarantee alignment with the mission of KCHS and meet the needs of the students.

**FACTS/RENWEB AND SCHOOLOGY:** RenWeb, the school information system (SIS), is the official depository and source for grades, attendance records, disciplinary records, and class schedules. Schoology is a learning management system (LMS) used to deliver course content such as homework, lesson plans, and quizzes to students. Teachers are required to post lesson plans for the upcoming week on Schoology by Sunday at 8:00 p.m.

Faculty members are required to post grades on a weekly basis, though projects and longer writing assignments may take longer to post.

To notify FACTS/RenWeb of a change of an email address or personal information:

- Log onto your RenWeb account and under 'Family', click on 'Family Demographic Form'.
- Click on the tab for the person whose information will be edited.
- Update all information as needed and click on "Save".

Changes to the 'Family Information' may only be completed via a parent FACTS/RenWeb account.

**SCHOOLY REQUIREMENTS AND SCHOOL CLOSURE:** Teachers will use Schoology throughout the course to post assignments during the school year. Regardless of closure event (e.g., illness/weather), it is the student's responsibility to complete the teacher's clearly posted assignments on time.

Parents who experience problems with updates from individual teachers should contact the teacher directly or the Vice President of Academic Affairs if the problem persists.

**SEARCHES:** The school has the right to search lockers. In concern for safety, KCHS also reserves the right to search all vehicles, belongings, and backpacks. Random locker searches are conducted on a routine basis. At the request of the President or the Dean of Students, law enforcement officials may be asked to conduct random searches of school property and grounds.

**SNOW DAY POLICY:** In cases of inclement weather, **KCHS will NOT follow Knox County.** Parents will be notified about school closings and delayed opening via email. If inclement weather arrives when school is already in session for the day, parents will be notified through email. Parents are kindly asked not to call the school.

A one hour delayed opening on Wednesdays means that classes will start at 9:55 after 1<sup>st</sup> Block.

**MONSIGNOR THONI AWARDS:** Knoxville Catholic High School is pleased to recognize students throughout the school year who excel in the eyes of the faculty and staff. The criteria for selecting students include specific actions that promote the values set forth in our school motto: *Ut Christum Feram* (That I May Bear Christ). These values may include, but are not limited to, spirituality, character, attitude, work ethic, service, spirit, or a random act of kindness or demonstrated concern for others by a student. This is not an academic award, and in fact, excelling in academics may not enter into the final decision at all. Students may not win in consecutive academic years. Students are nominated by members of the faculty and staff, and winners are announced at All School Mass.

Ordained in 1949, Monsignor Thoni had assignments in parishes and schools across Tennessee for more than six decades. From 1952 through 1956, he was a teacher, basketball coach, and eventual athletic director at KCHS. Monsignor Thoni was one of the most beloved faculty members in the school's nearly 80-year history, and long after his departure he was often seen at athletic events and as a celebrant for reunion Masses.

In 1967 Father Thoni began his military career as a chaplain in the United States Army. He completed two tours in Vietnam and retired as Lieutenant Colonel in 1989, having won the Bronze Star and the Commendation Medal for "exceptionally meritorious service." In 1991, the Army called him back to active duty in Operation Desert Storm. Monsignor Thoni saw the world as a priest and helped many come to know the love of Jesus Christ.

**TAILGATING:** Student tailgating before sporting events is allowed; however, open fires for grilling are not allowed. Students may not reserve spaces and must park appropriately (no sideways parking). To preserve the privilege to tailgate, students are responsible for cleaning up any litter

associated with the festivities. All body painting or painting of banners must be done on a grassy area. Any presence or consumption of alcohol while on school grounds is a violation of school policy and will result in disciplinary action.

**TEXTBOOKS:** As part of the Book Rental Program, all textbooks will be issued to students at the beginning of the course. Any associated workbooks or manuals will also be issued. The student should put his name on the inside front cover. No other writing is allowed in textbooks. In the event of lost or damaged books, replacement books will be issued from the KCHS bookstore and payment will be required for the lost or damaged book. The fee charged will be the full price for replacement plus shipping and handling charges. Textbooks must be returned to the course instructor or KCHS bookstore at the end of the course.

Second sets of textbooks are available for a fee to students with Student Support Plans (SSP). Limited numbers of textbooks are available for a fee for students who do not have an SSP but would like a second book in select classes.

**TUITION:** Every KCHS family must have a FACTS payment account for billing purposes. KCHS contracts with FACTS Management Co. to offer 4 payment options for payment of KCHS Tuition. The Student Fee and Book Rental Fee are also included in the FACTS payment. New families will be responsible for creating their on-line account with FACTS. Currently enrolled families will automatically be re-enrolled on FACTS each year. Tuition accounts must be kept current and paid in full by the end of each school year.

**KCHS reserves the right to hold schedules for the upcoming year if balances remain unpaid from the previous school year.**

The options for payment are listed below:

1. **Monthly Payment Plan:** This option allows the responsible party to budget payments over 10 months beginning in July and ending in April. You may select the 5<sup>th</sup> or 20<sup>th</sup> for your payment withdrawal date. FACTS will collect a one-time annual nominal charge for this service.
2. **Quarterly Payment Plan:** This option allows the responsible party to budget payments to be withdrawn on the 5<sup>th</sup> or 20<sup>th</sup> of July, October, January, and April. FACTS will collect a one-time annual nominal charge for this service.
3. **Semi Annual Payment Plan:** This option allows the responsible party to budget payments to be withdrawn on the 5<sup>th</sup> or 20<sup>th</sup> of July and January. FACTS will collect a one-time annual nominal charge for this service.
4. **Annual Payment Plan:** This option allows the responsible party to budget one annual payment to be withdrawn on the 5<sup>th</sup> or 20<sup>th</sup> of July. **There is a one-time annual nominal charge for this service.**

**FACTS:**

Parents will select the option to make FACTS payments by electronic bank draft from a checking or savings account, or they may select to make FACTS payments by credit card.

\*\*A convenience fee will be assessed on each credit card payment.

\*\*Note that a debit card is treated as a credit card.

Parents may also choose to make a down payment directly to the school before FACTS payments begin to reduce the amount of monthly payments. Information about the FACTS payment plan is available in the KCHS Business Office or by contacting the FACTS Parent Help Line at 1-866-441-4637.

**KCHS Credit Card Policy:**

**Any payment made directly to KCHS by credit card will incur a convenience fee.**

**SUPPLEMENTAL TUITION SUPPORT**

Supplemental tuition support for Catholic families may be available from the Knoxville Regional Catholic Schools Fund based on financial need. Knoxville Regional Catholic Schools Fund, through their evaluators, review the online applications and manage the money available, with the assistance of each Parish Pastor. It is the family's responsibility to apply for Tuition support through the FACTS on-line "Grant and Aid" system by the given deadline. KCHS will announce the deadline information with an all-school email in late Fall. **Knoxville Regional Catholic Schools Fund must receive the completed online application by the deadline.** Instructions for supplemental tuition support are located at [www.knoxvillecatholic.com](http://www.knoxvillecatholic.com) under 'Admissions/Tuition'.

Non-Catholic families may apply for tuition support by going to the [www.knoxvillecatholic.com](http://www.knoxvillecatholic.com) website and following instructions located under Admissions/Tuition or by contacting Jill Gilbertson, Director of Accounts, at 865-560-0507.

(\*The online process is also available in Spanish, and there are also evaluators who are fluent in Spanish to assist you in the process.)

**CONTINUOUS ENROLLMENT AND WITHDRAWAL POLICY:** Students will be automatically re-enrolled each school year until graduation or until the parent submits a written notification of withdrawal no later than May 31<sup>st</sup>. **Notification of withdrawal after May 31<sup>st</sup> but before the beginning of the 1<sup>st</sup> day of the new school year will require a payment of a \$1,500.00 withdrawal fee due on the date of withdrawal notification.** If Withdrawal notification is received on the 1<sup>st</sup> day of school or after, the family will be responsible for tuition charges from the beginning of the year through the remainder of the semester which will be due and payable on the date of withdrawal.

Student Fees and Book Rental Fees are not refundable or pro-rated and are also due on the date of withdrawal.

Accounts must be paid in full to release transcripts.

(This policy is necessary because budgets are driven by enrollment and are finalized for the full year by June 30<sup>th</sup> of each year.)

**SENIOR CLEARANCE FOR GRADUATION POLICY:** The KCHS Business Office will review each family account prior to graduation to ensure all balances are Paid in Full. The Business office must sign-off on each Senior Student's clearance form, for the student to participate in graduation, receive their diploma, and receive final transcripts.

**VISITORS:** All visitors to the KCHS campus are required to report to the main office and sign in upon entering the building. All visitors must park on the flagpole side of the campus in the designated

“visitor” parking spaces. Approved visitors include parents, grandparents, guardians, siblings, and relatives. KCHS reserves the right to grant final approval for any outside visitors.

**Important:** Students are not permitted to invite students from other schools to visit during school hours.

## **ATHLETICS**

KCHS athletics provide a visible reminder of our identity as a Catholic community through an abiding sense of Christ's presence in self and others. The virtues of respect, courtesy, discipline and responsibility are required of coaches, athletes and fans.

KCHS is committed to providing the best possible athletic program. The KCHS athletic programs promote community within the school, reinforce self-discipline, self-esteem, and confidence, promote both high team and high personal standards, and encourage fulfillment of team and individual potential.

### **TSSAA FINANCIAL ASSISTANCE**

Tuition must be paid by a parent, bona fide guardian, or other family member. If a parent, guardian, or other family member secures a loan for payment of tuition, it must remain an obligation of the parents, guardian or other family member to repay the principle and interest in full with no exceptions. Any loan program, grant program, educational foundation or similar program that is established and/or administered, in whole or in part, by a school or official of a school is considered financial aid. Financial aid will be allowed under the following conditions:

1. Children of full-time faculty members may be given financial aid.
2. Financial aid may be awarded based on need, but proof of such need must be filed in the TSSAA office on forms approved by the Executive Director. In order to determine the basis for need, all schools awarding financial aid shall use one of the following services: FACTS Grant and Aid Assessment (FACTS), Financial Aid for School Tuition (FAST), School and Student Scholastic Service for Financial Aid (SSS), Family Financial Needs Assessment (FFNA), Private School Aid Services, Smart Tuition Aid, or Tuition Aid Data Services (TADS). Schools must choose one of the companies for all student-athletes.

The TSSAA Board of Control shall have authority to reject the basis of need for students when, in its opinion, the amount of need stated by the financial service cannot be justified.

Schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue. All records pertaining to financial aid or tuition assistance shall be open to TSSAA upon its request. Each school shall be responsible for securing necessary authorization to allow TSSAA to review or audit such records.

### **ACADEMIC REQUIREMENTS FOR PARTICIPATION/ATHLETIC PROBATION**

KCHS is a member of TSSAA. TSSAA regulations govern eligibility in athletics. According to TSSAA policy, a student must pass five subjects the semester prior to participation. Students on KCHS Academic Probation are eligible to participate in athletics.

### **ATTENDANCE REQUIREMENTS FOR PARTICIPATION**

On the day of a sporting event (practice or game), a student must be in classes at least half of that day to participate in the event. If a student misses over  $\frac{1}{2}$  of the instructional period in a day, he is not eligible to participate in the event scheduled for that day. Final determination of a student athlete's participation rests with the Administration.

**DRUG AND ALCOHOL POLICY:** Please refer to the KCHS Substance Abuse Policy in this publication for information regarding athletic participation due to policy violations.

### **FEES AND LOST EQUIPMENT**

KCHS athletes incur the following expenses:

1. Participation Fee (\$400): Established for any student that plays at least one sport. This fee helps to cover the expenses of operating the program.
2. Individual Sport Fees: Due to the rising cost of athletics including equipment, uniforms, and transportation, many of KCHS athletic teams will charge an additional fee to help defray the costs.
3. Other Out-of-Pocket Costs: Other out-of-pocket costs may include, but are not limited to:
  - a. Out-of-town Tournament Play
  - b. Play-off/State Tournament Expense
  - c. Fundraising (See fundraising in this section)

### **COMMUNICATIONS**

Communication students and parents should expect from the coach:

- Philosophy of the coach
- Expectations the coach has for individual players and the team
- Locations and times of all practices and contests
- Team requirements for special equipment or out-of-season conditioning
- Procedure to be followed by parents and student in case of injury
- Discipline that may result in denial of participation privileges

### **Appropriate concerns for Students and Parent to discuss with Coaches:**

- Athlete's mental and physical treatment
- Suggestions for the athlete's improvement
- Concerns about the athlete's behavior.

### **Issues not appropriate to discuss with Coaches:**

- Playing time
- Team strategy
- Play calling
- Other student athletes

There are situations that may require a conference between the coach and the parent. Attempts to confront a coach before or after a game or practice can be emotional for the athlete, the parent and coach. Meetings under these circumstances do not promote resolution.

The Athletic Director will address any unusual or mitigating circumstances that may arise and any situation that may not be covered in the handbook.

### **TSSAA RULES ON RECRUITMENT**

Knoxville Catholic High School competes in the TSSAA which has rules regarding recruitment. While we know that our parents are our greatest advocates in terms of promoting the total Catholic High



experience to other families in the community, it is important to remember the following items about promoting KCHS to others:

**Article 17 - TSSAA By laws:** *Athletic recruiting is prohibited. Athletic recruiting is the use of influence on a student or the parents or guardians of a student, by any person(s) directly or indirectly associated with the school, to secure or retain a student for athletic purposes.* In other words, as a parent it is okay to promote the total educational experience of KCHS to a prospective family in the community. However, if undue influence is used to secure a student or family for athletic purposes solely, then this is a violation. Please keep this in mind as you promote KCHS to others.

## **FUNDRAISING**

School Policy 1.03.04 states the standard policies and procedures for fundraising are as follows:

### **Policy:**

1. Fundraising\* on behalf of any organization, group, team, etc. for Knoxville Catholic High School or any fundraising using the KCHS name, logo or anything associated with KCHS must have the permission of the President.
2. All expenses and proceeds must be recorded in approved school accounts.
3. All athletic expenditures, income, proceeds from sales, etc. must be processed through the Athletic Director to be recorded or deposited in appropriate school accounts.
4. All monies collected on KCHS property should be deposited with appropriate school personnel and not removed from the school grounds.
5. No individual or group may maintain their own accounts or handle monies on a personal basis.

### **Procedure:**

1. Obtain a KCHS Fund Raising Form from the Main Office.
2. When complete submit to the Athletic Director. The form will be forwarded to the Development Office and then to the President for final approval.
3. Notification of the President's decision will be made in writing to the requestor. Please allow two weeks for processing.

The President has the exclusive authority to determine those activities that are considered to be fundraising.

\*Fundraising includes, but is not limited to soliciting funds or soliciting, procuring, or purchasing goods or services on behalf of or in the name of Knoxville Catholic High School.

## **MEDICAL INSURANCE**

Knoxville Catholic High School provides insurance for all athletes while practicing for, competing in, or traveling to and from athletic contests as a representative of KCHS. The school insurance is **supplemental** or **secondary** insurance with payments made only after the primary carrier makes payment. This policy is for medical bills resulting from accidents and is subject to specific limitations and exclusions. Accidents must be reported within twenty days (20) to the school.

For the supplemental insurance to take effect, the insured athlete must be treated within sixty (60) days of the accident and parents must first file a claim with their own insurance program and file a supplemental claim within ninety (90) days after the treatment ends. Only expenses incurred within fifty-two (52) weeks of the date of the original accident are considered.

The Business Office will assist in the filing of claim forms, but the ultimate responsibility of filing and receiving payments of claims rests with the parents. (Claim forms can be obtained in the Business Office.)

### **NCAA ELIGIBILITY FACTS**

Any student athlete interested in participating in college athletics should see his/her school counselor during junior year to determine his/ her GPA status and to begin NCAA Clearinghouse requirements. Any questions concerning NCAA requirements can be directed to the student athlete's school counselor and/or the Athletic Director. Students must sign a permission form to authorize school counselors to submit a transcript.

### **SPORTS PHYSICALS**

Diocesan Policy 3001 states that students wishing to try out for any school-sanctioned athletic activity must provide written documentation of a recent physical examination. Sports physicals must be dated after May 1 for the following school year. Sport physical forms can be obtained in the school office or from the athletic trainer.

No athlete will be allowed to participate in any athletic program at KCHS without a current sports physical on file in the athletic trainer's office.

### **SPORTS OFFERED AT KCHS**

#### **FALL**

Cheerleading  
Cross Country  
Dance Team  
Football  
Golf  
Girls' Soccer  
Volleyball  
Bowling

#### **WINTER**

Basketball  
Cheerleading  
Dance Team  
Boys' Wrestling  
Girls' Wrestling  
Swimming/Diving

#### **SPRING**

Baseball  
Boys' Lacrosse  
Girls' Lacrosse  
Boys' Soccer  
Softball  
Tennis  
Track and Field

### **TRANSPORTATION POLICY**

Transportation will be provided at the discretion of the coach based on the budget, nature of the event and size of the team; otherwise, it is the responsibility of the parent to transport the athlete to and from the competition. When a bus is provided as a means of transportation to the competition site, an athlete may ride home with his/her parents after the competition with the coach's permission. Students who drive themselves and other students to a practice or event site do so at their own risk.

### **TRYOUTS**

Participation in athletics at Knoxville Catholic High School is an interscholastic rather than intramural endeavor. Roster spots on teams are earned through hard work, dedication, and ability. One of the most difficult tasks for coaches is that of team selection. In many cases, the number of student athletes who desire to participate is greater than the number of spots available on our teams. Each coach will hold at least two tryout sessions.

## **UNIFORMS**

Uniforms are issued to athletes when available. Please follow the cleaning instructions on the label. Athletes are expected to return them clean and in good condition. Parents may be expected to pay for the replacement of the uniform if it is returned in disrepair or if it is not returned at all.

*Rules and Regulations set forth in this publication may be altered and amended as determined appropriate by the President. Any student with behavior on **or off campus** that does not uphold the high standards of Knoxville Catholic High School may be subject to disciplinary action or dismissal.*



## SIGNATURE PAGE

Please sign where indicated below and return this page to the student's **A Block** teacher **by Friday, August 16, 2024**. Failure to return this properly signed form on time may result in one demerit.

**I have read and agree to abide by the policies outlined in the 2024-2025 Student/Parent Handbook.**

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

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

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian signature

My A Block Teacher: \_\_\_\_\_

Date: \_\_\_\_\_