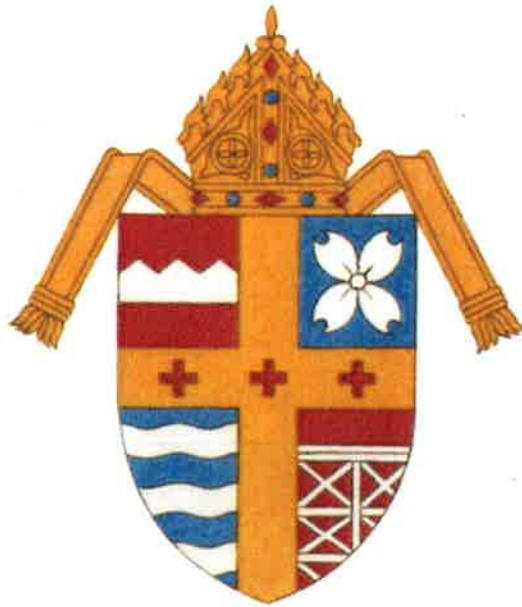


CATHOLIC SCHOOLS POLICY AND PROCEDURE MANUAL



DIOCESE OF KNOXVILLE

Diocese of Knoxville



CATHOLIC SCHOOLS POLICY AND PROCEDURE MANUAL

The Diocese of Knoxville Catholic Schools Office has compiled this Policy and Procedure Manual to direct all school administrators, personnel and students in the proper procedures set forth in this document promulgated on September 7, 2016.

Promulgated By:

Most Reverend Richard F. Stika
Bishop of Knoxville

9/7/16
Date

Approved By:

Sister Mary Marta Abbott, R.S.M.
Superintendent of Catholic Schools

9-7-2016
Date

Attested By:

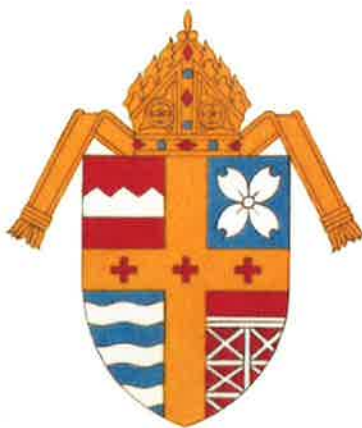
Deacon Sean K. Smith
Chancellor

09-07-2016
Date



**DIOCESE OF KNOXVILLE
CATHOLIC SCHOOLS**

POLICY STATEMENTS



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Acknowledgements

Acknowledgement is given for the work of numerous teachers, consultants, and administrators who have worked on this handbook since 1995. The most recent revision began in the spring of 2015. The current version of this document was revised and promulgated in September 2016.

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1000

SOCIAL NETWORKING SITES

Number: 1000
Section: ADMINISTRATION

Date Written: June 2, 2016
Date Promulgated: September 7, 2016

PURPOSE: To foster unity between home and school with regards to social network sites.

POLICY: Homeroom social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by the Diocese of Knoxville. In accordance with the Diocesan's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

STUDENTS' USE OF SOCIAL NETWORKING SITES

Number: 1001
Section: ADMINISTRATION

Date Written: June 2, 2016
Date Promulgated: September 7, 2016

PURPOSE: To establish guidelines for students' use of social media

POLICY: In order 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.

Policy: 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 to "friend" school personnel 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.

ACCREDITATION: SCHOOL

Number: 1002
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To ensure the credibility of diocesan schools and their compliance with accrediting standards.

POLICY: All schools shall be state accredited through the Catholic Schools Office of the Diocese of Knoxville.

All schools shall be actively engaged in accreditation by the AdvancED Southern Association of Colleges and Schools by the year 2015.

PROCEDURE:

1. The State of Tennessee Department of Education Certification is conducted and granted by the Catholic Schools Office of Knoxville as the approving agency for the state.
2. All schools holding AdvancED accreditation shall be approved by the association on a five (5) and ten (10) year basis.

ADMISSION POLICY

Number: 1010
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
March 27, 2002
January 2010
January 2015

PURPOSE: To define the admission policy and to ensure that all schools prioritize the acceptance of Catholic and Non-Catholic students according to Diocesan policy.

POLICY: Admissions policies and Admissions literature should include the following statement:
It is the parents' responsibility to provide all files for the student prior to acceptance. Failure to do so may result in the student being denied acceptance. If it is discovered that records were withheld after the student has been admitted, the student may be asked to withdraw.

PROCEDURE:

- A copy of the admission policy should accompany student application information.
- A copy of the admission policy should be on file in the Diocesan Schools Office.
- A review of the student's records shall be done prior to acceptance.

AGE OF ADMISSION

Number: 1020
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
January 2010
January 2015

PURPOSE: To comply with state requirements for admission of school-age children.

POLICY: KINDERGARTEN applicants shall be five (5) years old on or before August 15th of the school year in which they apply.
KINDERGARTEN IS COMPULSORY IN THE STATE OF TENNESSEE.

FIRST GRADE applicants shall be six (6) years of age on or before August 15th of the school year in which they apply.

Schools with Pre-K/Four (4) year old programs shall follow state regulations for entry level requirements.

It is recommended that Pre-K/four (4) year old applicants be four (4) years of age on or before August 15th of the school year in which they apply.

If a student comes from an area where Kindergarten is NOT required the student may enter FIRST (1st) Grade if he/she meets the age requirement for the State of Tennessee. Placement testing is appropriate and must be done to assure a proper placement.

ATTENDANCE

Number: 1030
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 20, 1999
April 10, 2002
June 2010
November 2011
September 2013
January 2015

PURPOSE: To define attendance expectations.

POLICY: School attendance is required by state law; therefore, schools must keep accurate and complete attendance records on each student.

Since class participation comprises a significant portion of the grade, in the event a student has been absent for more than one-third ($1/3$) of a grading period, the principal/president in consultation with the teacher may determine whether or not a grade is assigned for that grading period.

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

PROCEDURE: Frequent absences impede the learning process. After five (5) unexcused absences the Superintendent will be notified as stated in Tennessee Code Annotated #49-6-3007. In addition, the local school district must be notified.

When a student is withdrawn from the school, the school should complete Diocesan Policy #1030A and fax to the Catholic Schools Office. In addition, notify the student's local LEA.

1030A

DIOCESAN POLICY #1030A

Please complete the following information when a student withdraws from your school and fax to the schools office at 865-584-4319.

Date: _____

Name of School: _____

Student's Name: _____

Student's Address: _____

Date of Withdrawal: _____

How long was the student enrolled in your school? _____

Reason for Withdrawal:

Academic ____ **If yes, please explain:**

Financial ____

Moving ____

Personal ____

Other, Please explain:

Comments:

Principal/President Signature: _____

Date: _____

AVAILABILITY OF CATHOLIC EDUCATION

Number: 1040
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: June 2010

PURPOSE: To assure that no Catholic Child in the Diocese of Knoxville shall be denied a Catholic education based on inability to pay tuition.

POLICY: No Catholic child shall be denied a Catholic education because of inability to pay tuition.

PROCEDURE: The family will be referred to the Catholic Education Trust fund or a regional tuition assistance plan as may be appropriate.

Families may seek advice and counsel from both principal/president and pastor as needed.

CHANGE IN PHYSICAL CUSTODY OF CHILD
Schools or Day Care Centers

Number: 1050
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015

PURPOSE: To guarantee compliance with changes in court ordered physical custody of a child.

PROCEDURE: Schools are to follow all directives regarding the custody of a child as documented on Court Orders that parents provide to the school.

REPORTING CHILD ABUSE

Number: 1060
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: December 11, 2003
January 2010

PURPOSE: The purpose of this policy is to protect all children from acts of brutality, abuse and neglect. Further, the purpose of this policy is to instruct all personnel of the appropriate action to take when brutality, abuse or neglect of a child is suspected. Lastly, the purpose of this policy is to abide by the state law of Tennessee, the canon law of the Catholic Church and the Diocese of Knoxville, and the moral law of God.

TCA 37-1-403 (a) (1)

“Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or that on the basis of available information reasonably appears to have been caused by brutality, abuse or neglect.”

TCA 37-1-403 (3)

“If any person knows or has reasonable cause to suspect that a child has been sexually abused, the person shall report such information in accordance with TCA 37-1-605 . . . regardless of whether a person knows or believes that a child has sustained any apparent injury as a result of such abuse.”

POLICY: All school personnel shall immediately report suspected cases of brutality, abuse, neglect, or child sexual abuse to Child Protective Services or one of the following: a judge having jurisdiction over the child, the sheriff of the county where the child resides, a chief law enforcement official of the municipality where the child resides.

The person reporting shall document the nature of the suspected abuse and the time it is noticed, and the date, time of the report, along with the name of the person and agency to whom the case was reported. This documentation shall be submitted to the principal/president and the pastor immediately, and the principal/president shall send a copy to the superintendent within three working days of the report.

The Superintendent shall immediately confer with the bishop or his representative to determine whether the Diocese of Knoxville Policy and Procedure on Sexual Misconduct is applicable to the situation.

ACTIVITY

TIMELINE

- | | |
|---|-----------------------|
| 1. Person suspecting abuse according to Tennessee State law makes an oral report to Child Protective Services or one of the following: judge having jurisdiction over the child, sheriff of the county where the child resides, chief law enforcement official of the municipality where the child resides. | Immediately |
| 2. Document (with dates when possible) all relevant conversations, recollections, and observations related to the case. | Immediately |
| 3. Person reporting submits documentation to the principal/president and pastor. | Immediately |
| 4. Principal/President copies documentation to the superintendent. | Within 3 working days |
| 5. Follow-up for the child and the family to be determined by the case consultation team on a case-by-case basis. | On-going |

1060A

Report Form for Child Abuse Form

This form is to be used by school faculty or staff members who report suspected abuse or neglect to appropriate county officials. The report serves as the documentation of the report and is to be given to the school principal/president and pastor. The principal/president is responsible for having the report filed in the superintendent's office within three working days of the initial report by the teacher. The form may be sent electronically, faxed to (865)-584-4319 or sent by U.S. mail.

Please print or type clearly:

Name of Child: _____ Birth date: _____

Address: _____

Social Security number (if available): _____

Race: _____

Sex: _____

Grade: _____

School: _____

Parent/ Guardian name and address: _____

Phone number with area code: _____

Date of birth (if available): _____

Married

Separated

Divorced

Summary of Report:

Name of person and agency to whom the report was given:

Phone number with area code: _____

Date and time of the report: _____

Name of the person making the report: _____

Position: _____

Contact Information: _____

PERMANENT SCHOOL CLOSURE

Number: 1070
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To provide a consultative process to determine the necessity for permanently closing a school.

POLICY: When a parochial school is faced with difficulties which, in the opinion of the pastor, may lead to the closure of the school, the pastor is directed to notify the bishop and to:

1. Consult with the Catholic Schools Office in order to initiate the proper study with appropriate school/parish stakeholders to determine the facts involved.
2. Acquaint the local School Committee and/or Board as to the nature of the problem and attempt to solve the difficulty at this level.
(Note: In the case of closure of a diocesan high school, the bishop and superintendent will consult with the School Board, faculty, and school community).
3. Acquaint the parents of the school children as to the nature of the problem and seek input from the parents for solving the difficulty.
4. Consult the Parish Council for resolutions to the difficulty.
5. Acquaint the parish membership, at a general meeting, with the nature of the difficulty and seek methods of solution.
6. If in the opinion of the pastor the school remains faced with "closure," the pastor is directed to consult with the bishop.

The Bishop may:

1. Consult with the superintendent and chancellor.
2. Consult with the community and Parish Council.
(In the case of a diocesan high school, the bishop will consult with the School Board, faculty, and school community).
3. If the bishop's opinion is that the school must close, he will notify the Diocesan and Parish offices and all stakeholders.

**CONFIDENTIALITY OF STUDENT RECORDS:
EDUCATIONAL RESEARCH**

Number: 1080
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: June 2010

PURPOSE: To assure confidentiality of records.

POLICY: Records may not be opened to persons for educational research.

CONTRACTS: PRINCIPAL/PRESIDENT

Number: 1090
Section: ADMINISTRATION

Date Written: March 1, 2001
Date Promulgated: January 2, 2002
Date Revised: June 2010

POLICY: Diocesan approved elementary and secondary principal/president contracts shall be available for use by all principals/presidents in the Diocese of Knoxville. The contract is a one (1) year contract which grants no expectation of continuing employment.

PROCEDURE: It is recommended that contracts for employees be offered in early May or as soon as openings are determined.

The Diocese of Knoxville does not grant tenure.

CRISIS MANAGEMENT

Number: 1100
Section: ADMINISTRATION

Date Written: December 17, 1998
Date Promulgated: January 1, 1999
Date Revised: July 30, 2010

POLICY: All schools shall have a Crisis Management Plan and review it every September.

PURPOSE:

It is suggested that the Crisis Management Plan address:

1. Potential crisis situations, such as, natural disasters, carrying of weapons, budget crisis, fire, illegal entry, program issues, serious injuries, theft, etc.
2. Safety of faculty, staff, students, and visitors
 - Ensuring safety of faculty, staff, students, and visitors
 - Acting responsibly
 - Maintaining credibility
3. Communication to all the above (#2) and other stakeholders
 - Communication to stakeholders and media
 - Internal communications
 - External communications
4. Annual Review (who does what)
5. On file in Schools Office

The Faculty/Personnel Handbook should note this policy.

A copy of the Crisis Management Plan and subsequent revisions shall be on file in the superintendent's office. Revisions must be submitted by October 1st of each year.

CUMULATIVE RECORDS Students

Number: 1110
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015

PURPOSE: To insure cumulative records are kept.

POLICY: The following records shall be kept in each student file:

1. Official academic records including achievement test results
2. Baptismal records (Entering Pre-K/K, 1, 2)
3. Birth certificate (Entering Pre-K/K, 1)
4. Immunization record
5. Custodial records (in case of divorce); court order

PROCEDURE: Where applicable, schools shall request records from previous school where student attended.

A cumulative record shall be permanently maintained on each student.
A copy of the cumulative record shall follow each student during his/her school career.
Information placed in this record includes accurate recording of attendance and academic achievement. Cumulative records are available to parents upon written request and may only be released to others with written consent of the parents of the child whose records are being requested.

DEFINITION OF "CATHOLIC CHILD"

Number: 1120
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To define the meaning of "Catholic Child" for both elementary and high school students.

POLICY: A Catholic Child is defined as a child who has been baptized, is Catholic, and whose family regularly attends Sunday Mass and actively supports the parish via time, talent, and treasure.

DEFINITION OF "CATHOLIC SCHOOL"

Number: 1130
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To define "Catholic School."

POLICY: A school is considered to be Catholic by virtue of ecclesiastical authority (Bishop of the Diocese of Knoxville) recognized as such by means of a written document (Cf. CODE OF CANON LAW, Can. 803 -- 1).

DEVELOPMENT DIRECTOR

Number: 1140
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To ensure the future growth and stability of the school.

POLICY: All schools shall have a Development Director and Program.

EDUCATION TRIPS DEFINED

Number: 1150
Section: ADMINISTRATION

Date Written: June 23, 2010
Date Promulgated: June 30, 2010
Date Revised: January 2015

POLICY: Education trips are defined as learning experiences that occur off the school campus/grounds. All such trip requests must be submitted to the principal/president at least two (2) weeks prior to the planned trip date. Principals/Presidents must assure that plans for the trip include learning objectives, timelines, safety precautions, and plans to obtain parent permission.

1150A

EDUCATIONAL TRIP REQUEST FORM
(Teacher Request for Permission to Take the Trip)

Number: 1150A
Section: ADMINISTRATION

Date and Time Beginning: _____

Date and Time Ending: _____

Place: _____

Learning Objective: _____

Teachers: _____

Number of Students: _____

Number of Chaperones: _____ Minimum Number: 1 per 3 children in K-3
1 per 5 children in 4-8
1 per 10 children in High School

Transportation: _____

Parent permission: _____

Principal/President Approval: _____ Date: _____

Signature

EDUCATIONAL TRIPS/OUTINGS Risk Management Procedure

Number: 1160
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 9, 2000
January 2015

PURPOSE: To ensure that educational trips/outings are prepared for and executed in an appropriate manner.

To assure that care and consideration is given in providing for the proper mode of transportation.

To minimize the exposures created by participation in educational trips/outings by use of a Diocesan Educational Trips/Outings Risk Management Procedure.

POLICY: Commercial carrier or contracted transportation is the most desirable method to be used for educational trips/outings and, whenever possible, this method of transportation should be provided.

When commercial carrier or contracted transportation is not possible, the method to be used for educational trips/outings, the Diocesan Educational Trips/Outings Risk Management Procedure shall be followed.

A copy of each student's Health Information Form must accompany the driver of each vehicle. In the case of buses, the Health Information Form must accompany the individual(s) in charge of the bus in which the particular student is assigned. Students taking prescribed medication during school hours must take these medications while on field trips.

PROCEDURE: Follow the Diocesan Educational Trips/Outings Risk Management Procedure as outlined in #1180.

EDUCATIONAL TRIPS/OUTINGS
Arrival and Departure

Number: 1170
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 9, 2000
January 2015

PURPOSE: To ensure accountability for all students during the course of a field trip.

POLICY: Students on Field Trips are only to go to the destinations as stated on the Permission Slip. Students are to be picked up at school and returned to school whether they are transferred via bus or car. No side trips are allowed.

Parents who wish to take their child home from a field trip, instead of returning to the school, must provide this in writing prior to the field trip.

If a parent wishes his/her child to go home with another parent ("escort"), both parents must express this in writing prior to the field trip. The parent driving ("escort") must authorize his/her willingness to drive said child to a destination other than school and the parent of the child desiring to have the child dropped off at a destination other than the school must provide authorization for his/her child to be dropped off at a location other than the school by the named parent.

In the absence of written communication from both of the parties, the child returns to school with the other students.

NB "written communication" does not include texts, emails, or faxes.

1170A

**PARENT/LEGAL GUARDIAN PERMISSION SLIP
FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity which requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from _____ School.

A brief description of the activity follows:

Grades/Classes to attend: _____

The educational purpose/curriculum goal of this trip is to: _____

Destination (Place/Event): _____

Designated supervisor of activity: _____

Date of Educational Trip/Outing: _____

Date/Time to Depart From School: _____ A.M. _____ P.M.

Date/Time of Estimated Return to School: _____ A.M. _____ P.M.

Mode of Transportation to and from event:

_____ Students will be transported by bus.

_____ Students will be transported by automobile. **SEAT BELTS ARE REQUIRED FOR EACH NGR.**

Students will walk: "Neighbor" destinations ONLY.

ONE CHAPERONE PER EVERY FIVE (5) STUDENTS REQUIRED (Grades 4-8)

ONE CHAPERONE PER EVERY THREE (3) STUDENTS REQUIRED (Grades 1-3)

It is recommended that Grades Pre-K and K not walk.

Chaperone: (All chaperones must be Virtus trained or will be ineligible)

_____ I would like to chaperone this field trip.

If automobiles are used: I can transport _____ students with seat belts.

Student cost: _____

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I/We hereby release, save harmless and defend _____ School/Parish and any and all of its employees, chaperones or representatives associated with this event, from any and all liability for any and all harm arising to my/our child as a result of this trip, or in connection with any illness or injury of cost of medical treatment in connection therewith, and I agree to compensate the school/parish, its directors and agents, and the Diocese of Knoxville, chaperones, or representatives associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

Signature: _____ Emergency Phone _____

The health and safety of every child is very important to us all. Educational trips/outings are privileges afforded to students; no student has an absolute right to a field trip. Therefore, any child who abuses his or her privilege by inappropriate behavior may be denied the opportunity to participate in future Educational Trips/Outings. We appreciate your support and hope to have an enjoyable time with your child.

PLEASE COMPLETE AND RETURN TO SCHOOL

EDUCATIONAL TRIPS/OUTINGS: TRANSPORTATION

Number: 1180
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 9, 2000
January 2015

Commercial carrier or contracted transportation is the most desirable method to be used for Educational Trips/Outings and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the school/parish and the Diocese of Knoxville. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$500,000 Combined Single Limit (CSL).

Leased Vehicles

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or your local agent. If automobile coverage is provided through Catholic Mutual, contact should be made with your Account Services Representative. **COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.**

Private Passenger Vehicles

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question (See Appropriate Forms).

The driver must:

- be 21 years of age or older.
- have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.

The vehicle must:

- have a valid and current registration and valid and current license plates.
- be insured for the following minimum limits: \$100,000 per person / \$300,000 per occurrence.

A SIGNED DRIVER INFORMATION SHEET ON EACH VEHICLE USED MUST BE OBTAINED PRIOR TO THE EDUCATIONAL TRIP/OUTING.

Each driver and/or chaperone should be given a copy of the itinerary including the route to be followed and a summary of his/her responsibilities.

1180A

EDUCATIONAL TRIPS/OUTINGS: VOLUNTEER DRIVER INFORMATION

Information for Each Vehicle Used - DRIVER: Must be 21 years of age or older.

Name _____
Address _____

Date of Birth _____
Social Security Number _____
Phone Number _____
Driver's License # _____
Expires on _____

VEHICLE THAT WILL BE USED

Name of Owner _____
Address (If different) _____

Year Make & Model of Vehicle _____

License Plate # _____
Date of Expiration _____
Registration Expiration Date _____

INSURANCE INFORMATION

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy # _____ Date of Policy Expiration _____

*Liability Limits of Policy _____

**Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.*

In order to provide for the safety of our students or other members of the school/parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last five (5) years:

Please be aware that as a volunteer driver, your insurance is primary. There is a policy in the Diocese of Knoxville that would offer additional liability protection should a claim exceed the limits of your policy.

CERTIFICATION

I certify that the information given is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport participants of the event.

Signature of Volunteer Driver

Please Print Name

Date

Signature of School Administrator/Designee

Date

1180B

**EDUCATIONAL TRIPS/OUTINGS
LIABILITY WAIVER (ADULT)**

Number: 1180B
Section: ADMINISTRATION (NC)

For Chaperones
Release of Liability

I, _____, agree on behalf of myself, assigns, executors, and
(Full Name)
personal representatives, to hold harmless and defend _____,
(School/Parish)

The Diocese of Knoxville, its officers, directors, agents, employees, or representatives associated with the Educational Trip/Outing from any and all liability claims, loss of damage arising from or in connection with my participation in the Educational Trip/Outing.

Print Name

Signature

Date

EDUCATIONAL TRIPS/OUTINGS
Overnight Accommodations

Number: 1190
Section: ADMINISTRATION

Date Written: January 2015
Date Promulgated: September 7, 2016

PURPOSE: To follow Virtus regulations on overnight field trips.

POLICY: When sponsoring an overnight event off parish grounds, every attempt should be made to secure rooms that enter and exit into interior halls. The house rules should apply for the number of persons per room or cabin. Under no circumstances should an adult be housed in the same hotel/motel room with a youth under the age of 18, unless that youth is the child or ward of said adult. In cabin settings, every attempt should be made to house adults in separate quarters than the youth. When this is not possible, adults should be housed together (for example: in a group by the doorway) away from the youth participants. Guidelines for volunteer checklists and all chaperone policies apply. [Note well: young adults between the ages of 18 and 20 who are not considered chaperons must be housed apart from youth participants when feasible.]

Diocese of Knoxville
Code of Conduct for Field Trips

1. The use of drugs, tobacco, alcohol, fireworks, matches, cigarette lighters, or items that would endanger people, pets, wildlife, or property are strictly prohibited.
2. The dress code, uniform or out of uniform, as contained in the student handbook is to be followed. Any participant whose attire is deemed inappropriate will be asked to change. Refusal could lead to dismissal from the trip.
3. Language and behavior should exemplify Christian values.
4. Public displays of affection will be addressed when deemed inappropriate.
5. Participants are expected to respect the rights and property of others. Neither vandalism nor stealing will be tolerated. Financial obligations that result from such behavior will be the sole responsibility of the student and his/her family.
6. Male and female students are not to be in each other's sleeping areas.
7. If applicable, students must wear their event identification at all times.
8. No participants are permitted to leave the premises without the expressed permission of the trip coordinator.
9. Digital devices are highly discouraged due to the inherent likelihood they will distract from the event, be damaged, lost or stolen. The student is solely responsible for appropriate use and possession of personal digital devices.
10. No students are allowed to ride in a car with another student from or during an event unless expressed written permission has been given by a parent/guardian to the trip coordinator.
11. Each student is expected to participate in all activities.
12. Students are to abide by specific regulations pertaining to individual events not mentioned above.

The trip coordinators take every precaution to provide a safe environment for field trips. The coordinator cannot be held responsible for the willful misconduct of a young person.

Code of Conduct: I agree that my child is expected to abide by all rules and regulations as outlined in the Code of Conduct. I agree that if my child fails to abide by this Code or engages in any infraction that is deemed by the coordinator to be inappropriate, he/she will be dismissed from this activity and sent home at my expense with no right of reimbursement.

Parent/Guardian: Printed Name _____
Signature _____
Date _____

I have read and understand the Code of Conduct and will abide by them, In addition, I will abide by all directions given me by the coordinator and adult chaperones. I understand and agree that my parents or guardians will be notified at the time of any infraction requiring my dismissal from the event, and that I will be sent home at the expense of my parents or guardians. I also understand that being in possession of any tobacco product, alcoholic beverage, or drug is cause for automatic dismissal from this trip.

Participant: Printed Name _____
Signature _____
Date _____

1200

**DIOCESAN HIGH SCHOOL:
ASSESSMENT TO PARISHES**

Number: 1200
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: June 2010
January 2015

PURPOSE: To provide financial assistance for diocesan high schools.

POLICY: An assessment shall be paid by each parish with students enrolled in a diocesan high school.

1210

DIOCESAN IN-SERVICE/PROFESSIONAL DEVELOPMENT/STAFF DEVELOPMENT

Number: 1210
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015
June 2, 2016

PURPOSE: To ensure Diocesan In-Service/Professional Development opportunities for professional growth for all school personnel.

POLICY: Diocesan In-Service/Professional Development/Staff Development opportunities shall be provided annually.
FIVE IN-SERVICE/PROFESSIONAL DEVELOPMENT/STAFF DEVELOPMENT DAYS ARE REQUIRED for state accreditation:

- One (1) is a DIOCESAN IN-SERVICE/PROFESSIONAL DEVELOPMENT/STAFF DEVELOPMENT,
- One (1) is FAITH FORMATION, CATECHETICAL TRAINING, or RETREAT provided by either the Diocese or the local school
- Three(3) others must be provided by the local school.

All teaching and appropriate staff personnel of schools within the diocese are REQUIRED TO ATTEND ALL IN-SERVICE/PROFESSIONAL DEVELOPMENT/STAFF DEVELOPMENT DAYS.

Permission to be absent from attendance at Diocesan In-Service/Professional Development/Staff Development functions must be requested of the superintendent in writing, prior to the date of the in-service.*
Permission to be absent from attendance at School In-Service functions must be requested from the principal/president.*

PROCEDURE:

*All schools will maintain records of in-service activities and submit them to the superintendent by June 15 of each year on forms provided - #1210A Professional Development Documentation-Personnel, #1210B Professional Development Plan, and #1210C Professional Development Documentation Sign-in Sheet.

All educators must earn professional development points (PDPs) to advance or renew a teacher license, including teacher licenses, occupational licenses, and professional school services personnel licenses. Advancement from the practitioner to the professional license requires the accrual of 30 PDPs. To renew the professional license, an educator must accrue 60 PDPs. Professional personnel must meet state requirements for participation in professional development activities necessary to maintain certification, or earn at least (6) six semester hours of credit, or the equivalent during each 5 years of employment. Six semester hours of credit is equivalent to 60 PDPs of participation in professional development activities (e.g. workshops, seminars, conferences, and professional learning communities).

1210A

**PROFESSIONAL DEVELOPMENT
Documentation**

Number: 1210A
Section: ADMINISTRATION/PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: March 1, 2001
August 15, 2016

PURPOSE: To assure the continuing professional development of teachers.

POLICY: Teachers will participate in a minimum of ten (10) clock hours of professional development activities each year. The ten (10) professional development hours exceed the regularly scheduled school and/or Diocesan In-Service opportunities.

PROCEDURE: The ten (10) professional development clock hours may be attained in various ways, for example:

- Training at academies/institutes/conferences/workshops/seminars
- Participation in ongoing religious education opportunities in local or area Church communities
- Professional research/reading/college/university coursework
- Video/audio educational enrichment tapes
- Trips of an educational nature
- Conducting workshops, faculty meetings; participation in school sponsored meetings, etc.

A completed Professional Development Update (Form: Policy 1210A) should be submitted to the Principal/President each year.

Personnel Note: It is the responsibility of the teacher to furnish the list of professional development activities each year. The form should be submitted prior to the last day of school.

1210A

PROFESSIONAL DEVELOPMENT DOCUMENTATION
Form 1210A

Number: 1210A Form Page 1 of 2
Section: ADMINISTRATION-PERSONNEL

ACADEMIC YEAR: _____ ~ _____
(For professional development, an academic year includes the calendar timeframe from July 1-June 30.)

SCHOOL: _____

PERSONNEL NAME: _____

COLLEGE/UNIVERSITY COURSES COMPLETED DURING THE YEAR

(Please include courses taken for enrichment, regardless of content area. 1 semester hour = 10 PDPs):

COURSE TITLE	INSTITUTION	DEGREE ADVANCEMENT YES/NO	HOURS (PDPs) AWARDED

WORKSHOPS/SEMINARS/CONFERENCES/INSTITUTES AND/OR PROFESSIONAL MEETINGS ATTENDED

CONFERENCE/PD TITLE	TOPIC/PRESENTER	DATE & LOCATION	PDPs AWARDED

LISTING OF SELECTED PROFESSIONAL READING/PROFESSIONAL VIEWING

TITLE/AUTHOR	TOPIC/DESCRIPTION	DATE	PDPs AWARDED

1210A

PROFESSIONAL DEVELOPMENT DOCUMENTATION
Form 1210A page 2

Number: 1210A Form page 2
Section: ADMINISTRATION-PERSONNEL

ACADEMIC YEAR: _____ - _____

SCHOOL: _____

PERSONNEL NAME: _____

PUBLICATIONS, WORKSHOPS, PRESENTATIONS, EDUCATIONAL TRIPS, ETC. FOR WHICH YOU HAVE BEEN RESPONSIBLE OR SHARED IN THE RESPONSIBILITY

TITLE	DESCRIPTION	DATE & LOCATION	PDPS AWARDED OR HOURS ACCRUAL (1 clock hour= 1 PDP)

DESCRIBE ANY OTHER PROFESSIONAL INVOLVEMENT FOR THIS YEAR

AWARDS/HONORS

PROFESSIONAL ASSOCIATIONS OF WHICH YOU ARE A MEMBER

TOTAL PROFESSIONAL DEVELOPMENT POINTS ACCRUED

1210B

PROFESSIONAL DEVELOPMENT PLAN

Number: 1210B
Section: ADMINISTRATION

Date Written: June 2, 2016
Date Promulgated: September 7, 2016

PURPOSE: To ensure all faculty meet diocesan, school, and accreditation standards for professional development.

POLICY: All schools shall develop an annual professional development plan for addressing professional development goals. The professional development plan should be based on a comprehensive needs assessment, strategic improvement plans, and personnel performance goals. This plan should be provided to the Catholic Schools' Office annually.

1210C

**PROFESSIONAL DEVELOPMENT DOCUMENTATION
Teacher Sign-in Sheet**

Number: 1210C
Section: ADMINISTRATION

Date Written: June 2, 2016
Date Promulgated: September 7, 2016

PURPOSE: To ensure all faculty meet diocesan, school, and accreditation standards for professional development.

POLICY: All schools shall provide a professional development sign in sheet for documentation of PD activities. These sign in sheets should include employees signatures of those in attendance, the topic presented, the date, and PD hours completed or PDPs earned.

1220

DIOCESAN POLICY MANUAL

Number: 1220
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To provide awareness of Diocesan School Policies.

POLICY: All parents shall have access to the DIOCESAN POLICY MANUAL.

PROCEDURE: Principals/Presidents shall communicate to parents the accessibility of the Policy Manual.

DISCIPLINE POLICY: SCHOOL AND CLASSROOM

Number: 1230
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 22, 1999
January 2010

PURPOSE: To assure that student discipline is handled in a Christian manner.
To affirm that corporal punishment is not allowed.
To define disciplinary code within the school.

POLICY:

- Christian discipline is an important goal of Catholic schools.
- Each school shall establish a policy for positive and non-humiliating disciplinary action and its administration. There shall be no corporal punishment of students.
- Each school shall establish guidelines for the development of Christian character. The guidelines should include, but not be limited to the following: orderliness, self-control, good conduct, moral development and respect for persons and things.
- Parents must accept the responsibility for helping their children develop self-control.
- Each school will establish guidelines to aid teachers in the development of Christian classroom discipline.
- Teachers will use such guidelines in the establishment of their daily classroom discipline procedures.

PROCEDURE: Maximum effort should be made to explain to the student why the behavior in question was not considered appropriate. The person handling the discipline should counsel the student as to possible appropriate alternative behaviors.

The following disciplinary actions may be considered by the principal/president:

- | | |
|--|--|
| • Student Conference | • Detention |
| • Parent Conference | • Restitution (in cases of theft, etc.) |
| • Removal from extracurricular activities | • Suspension (Cf. Policy #3070) |
| • Reassignment to another class (on same campus) | • Expulsion (superintendent and pastor must be consulted prior to expulsion) |

SMOKE-FREE ENVIRONMENT

Number: 1240
Section: ADMINISTRATION

Date Written: December 17, 1996
Date Promulgated: March 17, 1997
Date Revised: January 2010

PURPOSE: To provide for a Smoke-Free Environment.

POLICY: No smoking or use of tobacco products is allowed in school buildings at any time.

*Where children/students are not present, smoking or the use of tobacco products is allowed outside on school property. An outside smoking area may be designated.

No smoking is allowed on school field trips where children are present (before, during, or after school hours).

PROCEDURE: The Faculty and Student/Parent Handbooks should note this policy.

1250

POLICY ON ALCOHOL

Number: 1250
Section: ADMINISTRATION

Date Written: January 2, 2010
Date Promulgated: January 2, 2010

POLICY: The schools will assure that the Diocesan Policy #23.1.1 will be observed at all school events.

PROCEDURE: The Diocese of Knoxville Policy on the following pages will be read and implemented as may be appropriate.

23.1.1

Diocese of Knoxville



A. POLICY ON ALCOHOL AT DIOCESAN AND PARISH FACILITIES

The Diocese and the Bishop of Knoxville have an interest in the safety and welfare of all individuals on diocesan property. Some social events have traditionally served alcoholic beverages. Social customs and legal penalties for drunk driving have challenged past attitudes about the "necessity" and advisability of serving alcohol at family and parish celebrations.

The Church opposes excessive alcohol consumption because it disrespects one's own health and the well being of others. If alcohol is served on parish property, it must be done responsibly and in moderation and in compliance with Tennessee law. This will reduce the risk of an alcohol-related death or injury, and lessen the risk of damage to facilities and property.

THE POLICY: *Pastors, in consultation with parish pastoral councils, are free to determine whether alcohol may be consumed on parish property, or to limit the events at which it may be served. The pastor should know and approve of the presence and consumption of alcohol prior to an event. If alcohol is served on parish or diocesan property, Tennessee law must be observed. The following guidelines should also serve as education and safety elements.*

B. TENNESSEE LAW

1. Alcohol shall never be served to, served by, nor consumed by an individual who is under the age of 21 years. Positive proof of age through identification shall be requested of anyone who appears younger than 26 years of age.
2. If alcohol is being sold at an event on church property, a temporary permit/license is required. The event's planner should contact the Tennessee Alcoholic Beverage Commission.
3. Alcohol served at an event on parish property must remain on parish property where the event is taking place. Guests are not permitted to carry alcohol away from the event's premises.
4. No one who is intoxicated may be served alcohol. Slurred speech, staggering, stumbling behavior, or poor motor skills are clear indicators of alcohol intoxication.

C. GUIDELINES FOR THE PROPER USE AND SERVING OF ALCOHOL IN HARMONY WITH TENNESSEE STATE LAW

1. Alcohol shall never be served, available or otherwise consumed at a youth event. This includes celebrations of the sacraments bestowed on those under the legal drinking age (including marriage), or any event associated with the parish school, a diocesan high school, or a parish youth group.
2. If alcohol will be served at a non-youth event and individuals under the age of 21 will be present, the pastor shall ensure that young adults present their driver's license for age determination and that such individuals receive and wear a bracelet (as seen below) or are marked with some other identifier (hand stamp).



The bracelet above can be purchased at:

<http://www.cheapwristbands.com/buy-drinking-age-wristbands.htm>

1. If alcohol is served at an event where an open invitation has been issued, at least one security person per 100 guests shall be present throughout the event. "Open invitation" means that non-parishioners have been invited, and include wedding receptions. A security person is defined as a person who agrees not to drink during the event and who also accepts the responsibility to observe guests for intoxication and/or unruly behavior. The security person may be a parishioner serving on a volunteer basis or he/she may be a hired security guard.

Guests should not be allowed to bring their own alcohol onto parish property without the prior approval of the pastor.

2. Only one alcoholic beverage should be served to a guest at a time. The bartenders should be trained and instructed to serve no more than 1 ounce of whisky in a mixed drink, no more than 12 ounces of beer per serving, and no more than 6 ounces of wine per serving.
3. When alcohol is served at an event on parish property, it should be dispensed only by an individual or

individuals who are of mature demeanor, and who are at least 21 years old. Such persons should abstain from drinking alcohol during the events.

4. *Food, coffee, and non-alcoholic beverages (pop, tea, water, and juice) should be served constantly throughout an event where alcohol is served. Food should be readily available throughout the event. The bar should be closed at a reasonable period of time before the event ends.*
5. *If a guest appears intoxicated and has transported himself or herself to the event, the event's planner should provide, or otherwise arrange, alternative transportation for the guest. The determination of intoxication may be made through personal observation: slurred speech, staggering, or poor motor skills coordination.*

23.1.1
Alcohol Policy and Serving Guidelines
January 2010

D. SUGGESTIONS BY THE DIOCESE AND CATHOLIC MUTUAL GROUP

1. Alcohol related liability could financially ruin the event's planner. Many insurance companies offer a "rider" on a homeowner's insurance policy for an event planned by the insured. It is strongly suggested that the event's planner obtain such a rider.

Promulgated By: _____

Most Reverend Richard F. Stika
Bishop of Knoxville

Date

January 2, 2010

Attested By: _____

Deacon Sean K. Smith
Chancellor

Date

JANUARY 2, 2010



EMERGENCY INFORMATION

Number: 1260
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015

PURPOSE: To define procedure for an emergency involving a student.

POLICY: The parent/guardian shall be notified immediately of any emergency involving their child.

PROCEDURE:

1. Emergency information shall be kept in the school office.

Teachers shall have access to emergency information for safety purposes.
2. Emergency information should be updated at least annually.
3. Any changes in emergency information should be reported to the school immediately. The Student/Parent Handbook should note that current emergency information is critically important for the health and safety of students.
4. A copy of each student's emergency information must accompany the driver of the vehicle in which the particular student is assigned. In the case of buses, the emergency information must accompany the individual(s) in charge of the bus in which the particular student is assigned (Cf. Educational Trips/Outings, Number 1160).

1270

FACULTY HANDBOOK

Number: 1270
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To provide written guidelines, rules, regulations, and procedures for faculty/staff.

POLICY: Principals/Presidents shall provide a Handbook for each faculty/staff member. The Handbook shall contain guidelines, rules, regulations, and procedures affecting school personnel.

Each faculty/staff member should sign an agreement that he/she has read and agrees to be governed by the guidelines, rules, regulations, and procedures of the Faculty Handbook.

PROCEDURE:

Handbooks shall be provided on or before the beginning date for the opening of school. Subsequent revisions shall be made available to all members.

Signed agreement statements should be kept in the personnel files.

Note: A copy of the Faculty Handbook and subsequent revisions shall be sent to the Superintendent.

1280

FACULTY MEETINGS

Number: 1280
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To provide for regularly scheduled faculty meetings.

POLICY: The principal/president shall provide for regularly scheduled faculty meetings. All faculty members should be present.

PROCEDURE: It is suggested that copies of the agenda and meetings be kept on file. It is recommended that attendance/absence of personnel be noted.

1290

FUND RAISING

Number: 1290
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To define fund-raising policies and to protect the safety of students engaged in such activity.

POLICY: All school organizations desiring to engage in fund-raising must receive the permission of the pastor and principal/president in accordance with local Parish Council and School Board policy.

Students shall not engage in door-to-door solicitation.

PROCEDURE: Parishes and/or schools should develop a procedure to be followed for fund-raising purposes.

A copy of this procedure shall be available on request to all.

1300

GRADUATION: ELEMENTARY

Number: 1300
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015

PURPOSE: To define graduation expectations for elementary schools.

POLICY: Graduation at the elementary school level (including any grades from pre-k – 8th) shall be kept simple. A special Liturgy for the graduates is encouraged.

1310

GRADUATION: SECONDARY

Number: 1310
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To define graduation expectations for secondary schools.

POLICY: High school graduation dates will be scheduled by the schools in cooperation with the superintendent of schools and the bishop of the Diocese of Knoxville. Dates should be set at least one year in advance. The bishop will finalize the date.

It is the responsibility of the school administrator to submit dates to the superintendent and bishop for approval.

1320

HEALTH EXAMINATIONS & VACCINATIONS

Number: 1320
Section: ADMINISTRATION

Date Written: June 30, 2010
Date Promulgated: June 30, 2010
Date Revised: January 2015

PURPOSE: To ensure that all students have up-to-date health exams and vaccinations.

POLICY: 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.

Parents who choose not to have their child/children vaccinated, must provide the school with the immunization form completed by the health care provider indicating their decision to decline vaccination for their children and provide a statement to this effect to the school. The statement must be signed by the parents.

1330

**HEALTH REQUIREMENTS:
EMPLOYEES AND STUDENTS**

Number: 1330
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015

PURPOSE: To ensure that all students and employees in the Diocese of Knoxville conform to local county health department regulations.

POLICY: Principals/Presidents shall keep on file a copy of the local county health department regulations concerning students and employees.

HEALTH SCREENING GUIDELINES: VISION, HEARING, ETC., TIMELINE

Number: 1340
Section: ADMINISTRATION

Date Written: August 2, 2000
Date Promulgated: March 10, 2000
Date Revised: January 2010

PURPOSE: To ensure that every child has proper health screening in order to enhance student learning.

POLICY: The General Screening Timeline recommended by the state of Tennessee shall be used.

GENERAL SCREENING TIMELINE

Required Screening Components are to be administered once during the designated time frame.

Components	Pre-school -- Primary	Intermediate 3 - 4 - 5	Middle 6 - 7 - 8	Secondary 9 - 12
Medical Immunization	Required	Required	Required	Required
Physical Examination	Required for school entrance	Referrals	Referrals	Referrals
Vision	Required	Referrals	Intervals	Required
Hearing	Required	Referrals	Intervals	Required
Development				
Visual Perceptual	Required (K Screening)	Referrals	N. A.	N. A.
Auditory Perception	Required (K Screening)	Referrals	N. A.	N. A.
Gross Motor	Required (K Screening)	Referrals	N. A.	N. A.
Fine Motor	Required (K Screening)	Referrals	N. A.	N. A.
Speech & Language Readiness and/or Achievement	Required (K Screening)	Referrals	Referrals	Referrals

1350

HEALTH & WELLNESS CURRICULUM

Number: 1350
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To ensure the teaching of Health & Wellness Curriculum

POLICY: Each school shall have a Health & Wellness Curriculum and follow the Keeping Kids Safe Program. The curriculum shall be in keeping with Church teaching and approved by the superintendent.

PROCEDURE: Instruction in grades K-12 in issues of current concerns, such as, environmental education, family life education, substance use and abuse, AIDS education, sexual abuse prevention, cardio-pulmonary resuscitation, and safety shall be incorporated in appropriate subject areas and grade levels.

HOMEWORK

Number: 1360
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To define and promote the enrichment of classroom concepts and skills taught.

POLICY: Each school shall have homework rules and standards. These will be explained to students and their parents in the student handbook. Teachers may assign homework to be completed to support instruction delivered in the classroom. It is the responsibility of the student to make up assignments missed.

PROCEDURE: Homework strengthens and reinforces a school's educational program and is essential for maximum learning. Homework expectations should be defined in the Student/Parent Handbook. Students shall be encouraged to accept personal responsibility for homework assignments.

1370

INCLEMENT WEATHER AND EMERGENCY CLOSINGS

Number: 1370
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
January 2010
January 2015

PURPOSE: To ensure transmission of information regarding school closings.

POLICY: Each school shall have on file a procedure for the efficient communication of emergency school closings to teachers, parents, and news media.

PROCEDURE: The procedure for school closings shall be made a part of the Student/Parent Handbook and the Faculty Handbook.

Schools shall inform the superintendent of school closings as soon as possible.

1380

INSTRUCTION IN CATHOLIC FAITH

Number: 1380
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To provide for the official teaching of the Church.

POLICY: All religious instruction in Catholic Schools shall be consistent with the teachings of the Church. Each school shall insure that accurate Church teaching is presented. All employees must complete the prescribed Catechetical Formation. All teachers who teach religion as a subject must be a practicing Catholic and maintain annual Catechetical Formation as set forth by the Catholic Schools Office.

MEDICATION: ADMINISTERING TO STUDENTS

Number: 1390
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
June 2, 2016

PURPOSE: To assure the proper administration of medication to students.

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

PROCEDURE:

Medicine must always be administered by a staff person/or person designated by the administration of the school.

The parent must provide a written/signed request indicating:

- name of student
- name of medication
- time and manner in which the medicine is to be administered.

Physician prescribed medications should be provided to the school in the original container.

A MEDICAL LOG should be kept indicating:

- name of student
- date
- time medication is administered
- initials/name of person witnessing the administration of Medication

2016-2017

_____ SCHOOL

***REQUEST FOR SELF-ADMINISTRATION OF
OVER THE COUNTER MEDICATION***

Parents/Guardians, you supply the medicine you are allowing your child to take. The medication must be in the original container, with your child's name written on it. It will be kept in the school office.

Students Name(s) _____ *Grade* _____
_____ *Grade* _____
_____ *Grade* _____

Name(s) of Over the Counter Medication(s) to be self-administered:

Specific times and dose to be given at school:

Are there any restrictions? ____ *Yes* ____ *No*

If yes, please specify:

I, _____, request that the child/children listed above receive the medication(s) as described and directed above.

Parent(s)/Guardian(s) Signature: _____

Daytime phone number: _____

Date: _____

Form 1390A

MEDICATION AND PRESCRIPTION DRUG AUTHORIZATION

Name of the School/Address/Telephone Number

Prescription medication and over the counter medications that are taken on a regular basis should be administered by a parent or guardian whenever possible. However, there may be times when it is necessary for the school to assist in that process. Medications will only be administered by designated school personnel/school nurse with properly signed authorization form.

Please read the following information carefully.

The school will not administer any medications for students, oral or topical, unless authorized and provided by the parent. We do not keep any type of medication on hand.

All medications must be kept in the office/clinic, including cough drops, Neosporin, etc. No student is allowed to have medications on their person at any time. All medication must be brought to the office by the parent and can only be picked up by the parent.

All medications must be in the original container and clearly labeled. If it is not in the original container it will NOT be accepted.

All medications must have the form below filled out and signed by the parent/guardian or by the child's physician if it is a prescription.

If your child has asthma, allergies, seizures or other medical conditions, please request the appropriate form to be filled out for our records.

Parents may come to the school and administer medications to their child if needed.

Child's Name _____
Last First Middle

Date of Birth: _____ (mm/dd/year)

*****NON PRESCRIPTION MEDICATIONS*****

Name of Medication _____ Dosage _____ Type of Medication _____

Purpose _____ Time to be administered _____ Duration _____

Special instructions _____

I hereby authorize approved school personnel /nurse to administer the above over the counter medication to my child as per my instructions.

Parent Signature

Date

Phone Number

*****PRESCRIPTION MEDICATIONS*****

Name of Medication _____ Dosage _____ Type of Medication _____

Purpose _____ Time to be administered _____ Duration _____

Name of Medication _____ Dosage _____ Type of Medication _____

Purpose _____ Time to be administered _____ Duration _____

Are there any restrictions, such as physical activity? _____

Name of Physician _____ Physician Signature _____ Date _____
(PLEASE PRINT) Physician's Phone Number _____

I hereby authorize approved school personnel/nurse to administer the above prescription to my child as per the doctor's Instructions. Printed Parent Name: _____

Parent Signature _____ Date _____ Phone Number _____

*****Permission to Treat in an Emergency (if unable to contact the responsible party):*****

Many hospitals and doctors will not treat a child without the parent's consent unless it is a life threatening situation. If your child requires emergency treatment, the school needs the following information and your consent to treat an injury or illness.

Insured party's name _____ Relationship _____

Employer Address _____ Insurance Company _____

Policy # _____ Group # _____ CONSENT FOR EMERGENCY MEDICAL TREATMENT: **I HEREBY AUTHORIZE AND PROVIDE MY CONSENT FOR EMERGENCY MEDICAL TREATMENT IF REQUIRED AND I AM UNAVAILABLE

Print Parent/Guardian Name

Signature

Date

1390B

MEDICAL LOG

SCHOOL _____

Number: 1390B

Section: ADMINISTRATION

DATE	NAME OF STUDENT	TIME OF MEDICATION	TYPE OF MEDICATION & DOSAGE	INITIALS OF PERSON Administering Medication	COMMENTS

NONDISCRIMINATORY POLICY

Number: 1400
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To comply with Title XI and the Civil Rights statutes.

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

PROCEDURE: A NON-DISCRIMINATORY POLICY shall be stated in all Handbooks, job advertisements, and official publications.

Note: If, with reasonable accommodation on the part of the School, handicapped persons could be accommodated, it should be stated as such in the Non-Discriminatory Policy.

PARENTAL APPEAL

Number: 1410
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
January 2010

PURPOSE: The Diocese of Knoxville recognizes the right of parents to appeal school decisions affecting their children. In keeping with the Catholic Church's principle of subsidiarity, problems and concerns should be solved at the lowest level whenever possible.

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

Elementary Schools:

- In the case of a teacher, parents should first consult with the teacher before conferring with the Principal.
- In the case of a Principal, parents should first consult with the Principal and then the Pastor.
- When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the Superintendent.

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

**PARENT/LEGAL GUARDIAN RESPONSIBILITY FOR
PROVIDING STUDENT INFORMATION**

Number: 1420
Section: ADMINISTRATION

Date Written: December 17, 1997
Date Promulgated: March 17, 1998
Date Revised: January 2010

PURPOSE: To provide for a safe learning environment for all students.

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

PROCEDURE: Complete the Diocesan Admissions application with corresponding school admissions requirements.

The Student/Parent Handbook should note this policy.

PERMISSION TO RELEASE RECORDS

Number: 1430
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997

PURPOSE: To ensure confidentiality of school and non-school agency records.

POLICY: Information contained in the school records gathered by the school and/or a non-school agency, e.g. report card, cumulative record, social worker's report, psychological report, and/or other records of a sensitive nature, shall be released in accordance with diocesan procedure.

PROCEDURE:

Student records shall be available upon written parental permission, judicial order or subpoena to schools outside the Catholic Diocese of Knoxville.

Student records may be released to Catholic schools within the Diocese of Knoxville, without written parental permission when application has been made by the parent/guardian. The purpose of the release must be for consideration for application to the school requesting the records.

1440

RELEASING INFORMATION TO THE PUBLIC THROUGH MEDIA

Number: 1440
Section: ADMINISTRATION

Date Written: June 28, 2010
Date Promulgated: June 30, 2015
Date Revised: May 2015

PURPOSE: To ensure compliance with diocesan procedure regarding the giving of information to the media.

POLICY: The Chancellor is the spokesperson for the diocese. In his absence the Moderator of the Curia is the official spokesperson.

PROCEDURE:

Requests for information or interviews regarding an emergency or scandal, are to be forwarded to the Chancellor and/or the Moderator of the Curia.

Requests for information or interviews regarding non-emergency or scandals, may be handled by the principal/president or his/her designee.

RELEASE OF STUDENTS DURING THE DAY

Number: 1450
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To define the procedure for a student's release during the school day.

POLICY: No child may be released from school without written permission of the parent or legal guardian.

Persons picking up a child must be known to the school or be able to show proof of identity.

PROCEDURE: In case of divorce, custodial records shall be kept on file. A parent/ guardian shall send a written notice to the school asking early release of the student. In the absence of a written note, a parent/guardian must request in person the release of the student.

RELIGION CLASS: PARTICIPATION

Number: 1460
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: October 25, 2002
January 2010

PURPOSE: To require Religious education of all students attending Catholic schools.

POLICY: All students shall participate in the regular religion curriculum established in the school and diocesan curriculum.

Catholic doctrine should be presented with charity as well as with due firmness. The religious freedom of others should be respected. Words and methods of explaining doctrine that could "lead separated brethren or anyone else into error regarding the true doctrine of the Church" should be avoided (Vatican II, Lumen Gentium, 67).

All religion classes will receive equal priority with time allocated for class as relates to other core classes.

RETENTION: ELEMENTARY

Number: 1470
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: December 17, 1998
June 2010
May 2015

PURPOSE: To provide for notification to parent/guardian of a student's possible retention.

POLICY: The determination of a student's retention is made by the principal.

PROCEDURE: Retention should only be recommended when it is believed that the student will have a successful experience. The following is required before a student is retained.

1. Teacher/Principal consultation.
2. Teacher/Parent/Guardian consultation.
3. Appropriate screening, tests, examinations, and other educational information.

Students shall not be retained more than once. Retention should occur only in the primary grades and should not occur in middle school or above.
The retention timetable should be followed as closely as possible.

I. Timetable

a. **FIRST SEMESTER**

One or more parent/teacher conferences should be held for the student who is having difficulty. Parents should be given specific suggestions for study habits and work at home.

b. **JANUARY 31**

By this date teachers should give to the principal the name(s) of any student(s) who may need to be retained. A close evaluation of the student's progress should be made by the teacher, principal, and other appropriate personnel. After such an evaluation parents should be notified by letter of the possibility of retention. (A SAMPLE LETTER IS ATTACHED TO THIS POLICY). A conference should be scheduled for February. A recommendation may be made to initiate a referral to the support team if it is deemed appropriate and has not already been initiated.

c. **FEBRUARY 28**

By this date a parent/teacher(s) conference should be held. It is important to involve the psychologist (counselor) if the student is being referred for services. Specific areas of the student's strengths and weaknesses should be identified and the possibility of retention discussed. A plan should be identified and approved by the principal for working with the student the remainder of the school year.

d. **MAY 15**

The teacher should make a recommendation for retention to the principal. The teacher should make a recommendation for retention to the parent. An attempt should be made to ensure parental support of the student in this process. A letter indicating the school's decision for retention should be sent by the principal to the parent. A copy of this letter should be kept on file in the student's permanent record. (It is suggested that a "certified, return receipt requested" letter be sent to the parents).

II. * **Alternative Plan**

Should a student experience difficulty after the retention guideline date(s) have expired, the principal should develop an alternative plan for the student.

*An alternative Plan could be used in the event that a student experiences difficulty due to:

- a) a move to a new school
- b) psychological trauma
- c) other appropriate causes deemed "just" by the principal and teacher(s) for a specific student's situation

1470A

**RETENTION: ELEMENTARY GUIDELINES
SAMPLE LETTER**

Number: 1470A
Section: ADMINISTRATION

SAMPLE LETTER

Notification of POSSIBLE Retention – January 31

Dear _____:

From time to time students are given a second year in the same grade for the purpose of allowing them additional time to gain more skills and to mature.

It is too early to make a final decision to give your child a second year in the present grade; however, we are considering retention as a possibility.

It is crucial that you work closely with the teacher(s) and other school personnel for the good of your child. A conference has been scheduled for _____ (date and time). Please call the school to confirm this date and time.

Sincerely,

Principal

1480

REQUEST BY NON-CUSTODIAL PARENT FOR SCHOOL RECORDS

Number: 1480
Section: ADMINISTRATION

Date Written: February 28, 2003
Date Promulgated: March 2004
Date Revised: January 2010
January 2015

PURPOSE: To ensure that non-custodial parent requests are handled appropriately.

POLICY: Student records may be given to non-custodial parents, court order notwithstanding. (FERPA)

The school must require proper identification from the person who is receiving the records and retain a copy of such identifier. Appropriate picture IDs include a driver's license or passport.

1490

SOLICITATION WITHIN THE SCHOOL

Number: 1490
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: September 1996
Date Revised: January 2010
January 2015

PURPOSE: To ensure against the improper use of position by faculty and staff as related to solicitation.

POLICY: No faculty or staff member shall use his or her position to influence parents, students, or other school personnel to purchase goods or services.

PROCEDURE: The principal/president, with the approval of the pastor, has the right to approve the sale of goods or services within the school.

SPECIAL SERVICES FOR STUDENTS WITH EXCEPTIONALITIES

Number: 1500
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: June 2000, 2003, 2010
September 2013
May 2015

PURPOSE: To provide guidelines for the education of students with exceptionalities in the elementary and secondary schools with resource/special education personnel.

POLICY: All schools with resource/special education programs and faculty are required to use the **SPECIAL SERVICES HANDBOOK FOR STUDENTS WITH EXCEPTIONALITIES** for the Diocese of Knoxville (revised March 2013, K-8; originated 9-12, September 2013).

The Diocese of Knoxville welcomes the opportunity to serve students with disabilities in Pre-K through 8th grade who, with appropriate accommodations and modifications, are able to be successful in making progress towards readiness for participation in a full-time, college preparatory curriculum in high school.

Beginning no later than the start of 6th grade for students with identified disabilities, the student learning support team will develop a transition plan that articulates realistic goals for placement and participation in a high school program. Where applicable, the transition plan should include plans for reducing the need for modifications.

The Diocese of Knoxville welcomes the opportunity to serve high school students with disabilities who, with appropriate accommodations, are able to be successful in a full-time, college preparatory regular education setting and are also able to meet the state of Tennessee's graduation requirements for a Regular Diploma.

Key Definitions

Accommodation: a support or service that is provided to help a student fully access the regular education curriculum or subject matter. Students with impaired spelling or handwriting skills, for example, may be accommodated by a note-taker or permission to take notes on a laptop computer. An accommodation does not change the content of what is being taught or the expectation that the student meets a performance standard applied for all students.

Modification: a change to the general education curriculum or other material being taught which alters the standards or expectations for students with disabilities. As an example, a student not required to answer the same number or difficulty level of questions as the other students.

1510

STANDARDIZED TESTING

Number: 1510
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To provide for a system-wide program of standardized testing.

POLICY: All schools, elementary and secondary, shall participate in a program of standardized testing, approved by the superintendent, which affords the opportunity of student skill assessment.

1530

STUDENT/PARENT HANDBOOK

Number: 1530
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To provide for the promulgation of policies, rules, and procedures for students.

POLICY: All schools shall provide parents a handbook containing school policies, rules, and procedures.

PROCEDURE: Each parent shall be given a handbook of school policies, rules, and procedures at Registration. It is suggested that parents/guardians sign a statement indicating receipt and support of the provisions of the handbook.

Note: A copy of the Student/Parent Handbook and subsequent revisions shall be sent to the superintendent.

SUNDAY ACTIVITIES AND SPORTS AT SCHOOL

Number: 1540
Section: ADMINISTRATION

Date Written: February 17, 1998
Date Promulgated: March 17, 1998
Date Revised: January 2010

PURPOSE: The mission of the Catholic Church is to promote participation in the Eucharistic celebration on Sunday and holy days of obligation.

POLICY: School activities should not be scheduled before 1:00 P.M. on Sundays.

In addition, no activities should be scheduled during the Triduum of Holy Week. (Holy Thursday, Good Friday, Holy Saturday)

PROCEDURE: The Faculty and Student/Parent Handbooks should note this policy.

SUPERVISION OF PERSONNEL

Number: 1550
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To insure that the principal/president or his/her designee provide the opportunity for supervision of personnel.
To provide the opportunity for summative and/or formative observation.
To verify quality teaching.

POLICY: The principal/president or his/her designee reserves the right to observe classes at scheduled and/or unscheduled times.

PROCEDURE:

Teachers should be notified of scheduled observations prior to the scheduled dates. When possible and appropriate, it is recommended that unscheduled observations be held within a noted period of time. Teachers should be made aware of how they will be observed (instrument used, etc.).

It is recommended that Faculty Handbooks note:

- when observations are formally scheduled
- how teachers will be evaluated
- who will see the evaluations
- whether the evaluations are part of the teacher's permanent file

Formal evaluations should be signed and dated by the faculty/staff member and the administrator. Copies of the evaluations should become part of the personnel file.

SUPERVISION OF STUDENTS

Number: 1560
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010

PURPOSE: To ensure that all students are supervised.

POLICY: Students must be supervised while at school and/or school-sponsored activities. Those who supervise students must be free of other distractions.

PROCEDURE:

Supervision must be provided as follows:

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

If an unsupervised student is discovered by any school staff member, the staff member must:

- Take charge of the student until that student can be turned over to the person responsible for his/her supervision.

The principal/president must address any failure to supervise students with the appropriate personnel.

TARDINESS: ELEMENTARY SCHOOLS

Number: 1570
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 20, 1999
May 16, 2000
March 1, 2001
April 10, 2002
January 2010

PURPOSE: To define procedure for a student who is tardy.

POLICY: A student who arrives after the fixed school-class starting time is tardy.

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

PROCEDURE:

Parents of students who arrive late to school must be required to sign the student in at the Office before the student may report to his/her classroom.

It is the principal's discretion as to what constitutes an unexcused tardy.

Student/Parent Handbook should note this policy.

TARDINESS: SECONDARY SCHOOLS

Number: 1580
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 20, 1999
May 16, 2000
April 10, 2002
January 2010

PURPOSE: To define procedure for a student who is tardy.

POLICY: A student who arrives after the fixed school-class starting time is tardy.

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

PROCEDURE:

A student arriving late to school must report to the Office before reporting to class.

It is the principal/president's discretion as to what constitutes an unexcused tardy.

Student/Parent Handbook should note this policy.

TEXTBOOKS

Number: 1590
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: June 2010
January 2015

PURPOSE: To define the procedure for textbook adoption and utilization.

POLICY: Textbooks used in the Diocese of Knoxville must come from the approved textbook listing developed by the Textbook Committee and approved by the superintendent.

Religion Texts must be on the USCCB approved Catechetical Listing of Textbooks.

PROCEDURE:

Schools in the diocese shall choose textbooks from a listing developed by the Textbook Committee and approved by the superintendent. Such listing must meet the minimum standards and objectives outlined in the Diocesan Curriculum Guides. High School texts must meet standards for the course guidelines which will be submitted to the superintendent of schools annually or whenever courses change or are replaced.

If an exception is needed, it must be requested in writing from the superintendent no later than March 15 of the preceding year in which the text will be used.

1600

**STUDENT TRANSFER WITHIN THE CATHOLIC SCHOOLS
SYSTEM DURING THE SCHOOL YEAR**

Number: 1600
Section: ADMINISTRATION

Date Written: December 17, 1996
Date Promulgated: March 17, 1997
Date Revised: January 2010
January 2015

PURPOSE: To ensure stability within the student population of the school.

POLICY: If a student wishes to transfer to an area Catholic school, the principals/presidents should communicate with one another before admission.

PROCEDURE: The above policy shall be waived if a family has changed location. All efforts will be made to accommodate a family who has moved into another school area.

TRANSFER OF SCHOOL RECORDS

Number: 1610
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 2, 2000
January 2010

PURPOSE: To assure a school's efficient access to educational records.

POLICY: Official records are transferred from school to school by the school administration.

TUITION AGREEMENT

Number: 1620
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015

PURPOSE: To provide a contract between parents/guardian and the school for educational services.

POLICY: All schools shall enter into a contractual agreement with parents/guardian for educational services.

VISITORS

Number: 1630
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 2010
January 2015

PURPOSE: To define the policy for visitors on school grounds.

POLICY: All visitors shall report to the school office upon arrival at the school. This procedure shall be clearly communicated and prominently posted.

“Visitors” is defined as anyone not employed by the school, nor enrolled in the school.

PROCEDURE: Signs shall be prominently posted at all entrances to the school.

****This policy should be included in the Student/Parent Handbook.****

CIVIC OBSERVANCES

Number: 1640
Section: ADMINISTRATION

Date Written: June 30, 2010
Date Promulgated: June 30, 2010
Date Revised: January 2015

PURPOSE: To ensure the teaching of patriotism and observance of civic observances.

POLICY: Catholic schools shall give recognition to civic observances that are regarded as significant by the community.

Catholic schools shall display the United States flag on, near, or in school buildings and in every classroom during the school day.

“A Christian education must promote respect for the State and its representatives, the observance of just laws, and a search for the common good.” (RDECS, Religious Dimensions of Education in a Catholic School, 1988)

2000

**ALLEGED SEXUAL MISCONDUCT
DIOCESAN POLICY
PERSONNEL AND REGULAR VOLUNTEERS**

Number: 2000
Section: PERSONNEL

Date Written: December 17, 1997
Date Promulgated: January 1, 1999
Revised: July 30, 2010
January 2015

PURPOSE: The diocese has a particular responsibility to take steps to ensure that, as far as possible, those who serve and those who are served have a safe and healthy environment in which they may live, work, play, and pray.

POLICY: Personnel and regular volunteers who work with children must comply with the "Diocese of Knoxville Policy and Procedure Relating to Sexual Misconduct."

PROCEDURE: Clergy, religious, employees, ministers, independent contractors and regular volunteers must be instructed on the "Diocese of Knoxville Policy and Procedure Relating to Sexual Misconduct." Personnel and regular volunteers must complete all required forms.

All employees and volunteers must receive training in VIRTUS and have background checks completed and on record.

Faculty Handbooks and Student Handbooks should include this policy.

2010

SEXUAL HARASSMENT

Number: 2010
Section: PERSONNEL

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

POLICY: Sexual Harassment will not be allowed in any school. Harassment in the workplace, based on a person's race, sex, national origin, age or disability, will not be tolerated in any Catholic School toward employees or applicants for employment.

Examples of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. No supervisor or other employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances, or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Any harassment must be reported, in writing or in person, to the principal/president, pastor (if a parish school), and superintendent. These persons must investigate.

2030

CONTRACTS

Number: 2030
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: March 17, 1998
July 30, 2010
January 2015

PURPOSE: To state the position of the Diocese of Knoxville regarding contracts.

POLICY: Diocesan approved elementary and secondary school contracts are used when hiring all classroom professional personnel in the Diocese of Knoxville. The contract is a one (1) year contract which grants no expectation of continuing employment. The Diocese of Knoxville does not grant tenure.

Non-teaching personnel may be offered letters of appointment.

NON-INSTRUCTIONAL PERSONNEL

Number: 2040
Section: PERSONNEL

Date Written: June 30, 2010
Date Promulgated: September 7, 2016

POLICY: Each Catholic school shall have clerical, custodial, cafeteria, and maintenance personnel to meet the needs of the school community.

Any person employed, other than professionally licensed staff, shall be classified as non-instructional personnel and considered "at will" employees.

Any non-instructional personnel accused of a serious wrong may be suspended with pay pending the outcome of an investigation.

Non-instructional personnel do not work under contract. These employees must be provided a job description. The job description shall be updated regularly. Non-instructional personnel benefits and rights shall be written in the school's personnel policies for non-instructional employees.

All non-instructional personnel shall have background checks and VIRTUS training.

GRIEVANCE PROCEDURE FOR STAFF

Number: 2050
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
March 17, 1998
July 30, 2010

PURPOSE: The Diocese of Knoxville recognizes the right to appeal school decisions. In keeping with the Catholic Church's principle of subsidiarity, problems and concerns should be solved at the lowest level whenever possible.

POLICY: Before initiating a formal appeal, the person is encouraged to dialogue with the individual against whom they hold a grievance.

- In the case of a teacher, the person should consult with the teacher.
- If the grievance is against the Principal/President, the case should first be discussed with him/her.

Conflicts should be discussed in attitudes of mutual Christian respect.

When attempts at dialogue do not result in a resolution, the case may be formally appealed to the Principal/President, Pastor, and Superintendent, in said order.

For diocesan high schools, appeal may be made to the Principal/President, Superintendent, and the Bishop, in said order.

2060

GUIDANCE COUNSELOR

Number: 2060
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010
January 2015

PURPOSE: To ensure that elementary and secondary Guidance Counselors have the proper level of endorsement/state certification.

POLICY: Schools providing counseling must use only professionals who have the proper level of endorsement/state certification, or be eligible for certification in accord with appropriate standards within a period of two (2) years. (T.C.A. 49-6-303)

2070

GUIDANCE PROGRAM

Number: 2070
Section: PERSONNEL

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Revised: January 2015

POLICY: Each secondary school shall develop a Guidance Program designed to assist students in self-assessment, goal-setting, educational adjustment, college placement and career opportunities.

2080

LIBRARY PERSONNEL

Number: 2080
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010

PURPOSE: To define recommendations regarding school library personnel.

POLICY: Each Principal/President will follow State recommendations regarding school library personnel.

Schools accredited by AdvancED shall meet requirements concerning Library personnel.

PROCEDURE:

1. Schools with more than 400 students shall have a full-time Librarian or Library Media Specialist.
2. A faculty member designated by the Principal/President shall serve as Library Media Coordinator in a school with fewer than 400 students. It is recommended that a person be hired for part-time or full-time employment as Librarian or Library Media Specialist.

2090

MEDICAL BENEFITS

Number: 2090
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010
January 2015

PURPOSE: To note and make available information on employee benefits.

POLICY: Principal/Presidents shall notify all school personnel of the availability of any diocesan benefit plans.

2100

WORKER'S COMPENSATION

Number: 2100
Section: PERSONNEL

Date Written: June 30, 2010
Date Promulgated: September 7, 2016

POLICY: Catholic School employees are covered by Worker's Compensation Insurance. Any job- related injury must be reported to the Principal/President and Diocesan Human Resources officer so that the proper claim may be filed. Copies of the report must be submitted to the Superintendent of Schools.

OBSERVATION/EVALUATION PROCEDURE

Number: 2110
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010
January 2015

PURPOSE: To provide for fair, objective administrative observation, evaluation, and decision-making for personnel.

To provide for a cooperative and continuing process for improving the quality of instruction.

POLICY: Principal/Presidents/Administrators in Catholic schools in the Diocese of Knoxville hope to enrich the quality of education being provided in the schools through continuous professional growth and accountability for those persons responsible for the implementation of school programs.

Principal/Presidents will be trained and implement the state model for evaluation. Catholic identity measures may be added as appropriate.

**PRINCIPAL/PRESIDENT AND CATHOLIC SCHOOL
LEADERSHIP**

Number: 2120
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010

PURPOSE: To ensure the Catholic identity of the principal/presidents in the Diocese of Knoxville as school leaders.

POLICY: All Principal/Presidents hired in the Diocese of Knoxville shall be practicing Catholics.

“Practicing Catholic” may be defined as one who “exhibits the grace of Baptism and Confirmation in all dimensions of his/her personal, family, social, and ecclesial life, and so fulfills the call to holiness addressed to all the baptized.” (Cf. *Catechism of the Catholic Church*, 941)

The Principal/President shall present a letter from the Pastor of the appropriate Church affirming that the principal/president is a member of the parish.

EVALUATION OF SCHOOL LEADERS

Number: 2130
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010
June 2, 2016

PURPOSE: To assure that each school leader is given feedback on his/her performance for future professional growth.

POLICY: The superintendent annually evaluates all school leaders. Results are shared with the school leader and pastors of elementary schools.

PRINCIPAL/PRESIDENT RECORDS

Number: 2160
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010
January 2015

PURPOSE: To ensure that current professional information is kept on each Principal/President.

POLICY: The Superintendent shall keep an up-to-date file on each Principal/President.

PROCEDURE:

Each file shall include the following:

1. Completed Application
 - Documentation: VIRTUS training and background check
2. Certification Information
3. Official Transcript(s) of College/University and Postgraduate Credits
4. Contract(s): signed contracts must be kept by either the Pastor or Principal/President. (Exception: Religious Community Contract with the Bishop of the Diocese of Knoxville).
5. Professional Development Update (Diocesan Form)
6. Record of Employment Dates
7. Other information requested by the Bishop or Superintendent

Principal/President files shall be maintained in the Superintendent's office indefinitely.

TEACHER AND PRINCIPAL/PRESIDENT RECORDS

Number: 2170
Section: PERSONNEL

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

POLICY: Catholic schools shall keep personnel records for each teacher. These records shall be kept in locked fire-resistant files.

Records to be kept on file at the local school shall be:

1. Application form
2. Record of transcripts
3. Licensure Record
4. Letters of recommendation
5. Copy of contracts
6. Copy of signed Teacher Evaluation Forms
7. Record of days absent and tardy
8. Professional Development Plan
9. Termination record

Nothing shall be kept in a teacher's file that he/she has not seen. Only personnel designated by the principal/president and/or pastor may access employee records.

Sensitive medical records, background security checks and other confidential information shall be kept in a separate file.

RECRUITING PERSONNEL

Number: 2180
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010

PURPOSE: To promote the employment of qualified Catholic administrative and teaching personnel in all schools in the Diocese of Knoxville

POLICY: Qualified Catholics shall be actively recruited for administrative and teaching positions.

2190

SALARY: RELIGIOUS

Number: 2190
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010

PURPOSE: To state the position of the Diocese of Knoxville on the salary for religious working in schools.

POLICY: The salary of all religious assigned to schools will be set through a process of consultation determined by the Bishop.

2200

SECRETARIAL ASSISTANCE

Number: 2200
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010

PURPOSE: To provide qualified secretarial support.

POLICY: The Principal/President shall have access to a qualified secretary. This secretary must have a background check and be VIRTUS trained.

2210

**SPECIAL SERVICES: TEACHER
(ELEMENTARY AND SECONDARY)**

Number: 2210
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: July 30, 2010

PURPOSE: To provide for the qualification of special education teachers.

POLICY: All Special Services teachers are required to meet the professional standards and certification of the State of Tennessee for special education or be eligible for certification within a two (2) year period.

All Special Services teachers are required to use the "Special Services Handbook for Exceptional Children" for the Diocese of Knoxville (2015).

PROCEDURE: Special Services teachers must provide the appropriate education for the students admitted to the instructional program of the school.

2220

SUBSTITUTE TEACHERS

Number: 2220
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17 1996
Date Revised: August 17, 2005

PURPOSE: To set consistent minimum standards for substitute teachers

POLICY: All teaching substitutes shall have:

- A minimum high school diploma
- Completed "Virtus" (Protecting God's Children) training
- Read and signed the "Diocese of Knoxville Policy and Procedures Relating to Sexual Misconduct"
- Successfully completed a background check

PROCEDURE:

1. Each principal/president will verify the above requirements have been met.
2. Each principal/president shall maintain a list of available substitute teachers.
3. The substitute list should be verified and updated annually.
4. The faculty handbook should specify the manner in which a substitute teacher is obtained.

2230

TERMINATION AND/OR CONTRACT OFFERING

Number: 2230
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: March 17, 1998
April 29, 2011
January 2015

PURPOSE: To ensure that the Pastor and Diocesan Superintendent of Schools are consulted about possible terminations.

POLICY: The Principal/President shall consult with the Pastor, Diocesan Superintendent of Schools, and Diocesan Human Resource Office about all teacher terminations.

PROCEDURE: All consultation shall be done prior to termination. After consultation, such information shall be put in writing to the Superintendent and Pastor.

2240

CELLULAR PHONES AND PAGERS: PERSONNEL

Number: 2240
Section: PERSONNEL

Date Written: December 17, 1996
Date Promulgated: March 17, 1997
Date Revised: June 25, 2005

PURPOSE: To eliminate interruptions during instructional time.

POLICY: Personnel may not use cell phones or pagers during instructional time nor during any time that students are being supervised except in case of a clear and serious emergency.

PROCEDURE: Personnel in violation of this policy shall be subject to disciplinary action.

2250

PREGNANCY

Number: 2250
Section: PERSONNEL

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: June 25, 2005
January 2015

PURPOSE: To treat pregnancy as any other medical condition.

POLICY: The Diocese of Knoxville will comply with all state and federal laws related to pregnancy.

PROCEDURE: The diocese will follow the provisions of the Family & Medical Leave Act of 1993 (FMLA) and any amendments.

To qualify for FMLA leave, employees must meet the eligibility requirements of the act.

Under the FMLA, leave does not have to be paid. However, employees are expected to substitute all accrued paid leave prior to unpaid leave.

2260

SCHOOL RELATIONSHIP TO PARENTS

Number: 2260
Section: PERSONNEL

Date Written: June 30, 2010
Date Promulgated: September 7, 2016

POLICY: The Catholic School shall respect the rights of parents as the primary educators of their children (Vatican II) and the laws of the State of Tennessee.

3000

ATHLETIC INSURANCE

Number: 3000
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 13, 2010
January 2015

PURPOSE: To provide for the availability of student insurance coverage for all athletes.

POLICY: Parents are financially liable for medical expenses resulting from accidents. Student athletes should have insurance coverage in order to be eligible to participate in sports/extracurricular activities. In the event that a parent does not have insurance coverage for his/her child, the parent must submit a statement to that effect.

Written evidence of adequate insurance coverage must be submitted ten days prior to practice/try-outs.

PROCEDURE:

Any insurance company, broker, or agency which sells student accident insurance with the help of a Catholic school must:

- assume full responsibility for collecting the premiums which the students may bring to school in sealed envelopes signed by the parent/guardian;
- send by mail directly to the parents a receipt indicating that the premium has been paid;
- send to the school a list of all students covered under the Insurance Program.

3010

**ATHLETICS: EXAMINATION
TRYOUTS AND/OR TEAMS**

Number: 3010
Section: STUDENTS

Date Written: December 17, 1996
Date Promulgated: March 17, 1997
Date Revised: August 13, 2010

PURPOSE: To insure the physical safety for students who try out for school athletic teams.

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

3020

ALLEGED MISCONDUCT OF STUDENTS

Number: 3020
Section: STUDENTS

Date Written: December 17, 1997
Date Promulgated: March 17, 1998
Date Revised: August 13, 2010
January 2015

PURPOSE: The school has a moral and legal responsibility to provide a safe learning environment for all students.

POLICY: The principal/president must assure a safe learning environment and communicate appropriate descriptive policies via website and school's Student/Parent Handbook.

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

3030

CELL PHONES AND OTHER ELECTRONIC DEVICES: STUDENTS

Number: 3030
Section: STUDENTS

Date Written: December 17, 1996
Date Promulgated: March 17, 1997
Date Revised: August 17, 2005
August 13, 2010
January 2015

PURPOSE: To regulate the use of personal and school owned technology.

POLICY: Each school should have an Acceptable Use Policy regulating use of both personal and school-owned technology. Cell phones and other electronic devices should be used in accordance with the schools Acceptable Use Policy.

Students in violation of this policy shall be subject to disciplinary action.

3040

COMMUNICABLE DISEASES: STUDENT

Number: 3040
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 13, 2010
January 2015

PURPOSE: To define the procedure for dealing with a student identified as having a communicable disease.

POLICY & PROCEDURE:

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

3050

DISHONOR TO SCHOOL: PUBLIC SCANDAL

Number: 3050
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
August 13, 2010
January 2015

PURPOSE: To ensure Christian example and deportment while in attendance at school, extracurricular, and non-school related events or activities.

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

3060

DRESS AND GROOMING

Number: 3060
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 13, 2010
January 2015

PURPOSE: To assure appropriate dress, neatness, cleanliness and Christian behavior of students.

POLICY: Each school within the diocese will develop its own Dress Code in accordance with diocesan guidelines. Students must follow the Dress Code and grooming guidelines for the school.

PROCEDURE: Specific regulations pertaining to dress and/or uniforms are the responsibility of the principal/president and pastor, in consultation with the recommendations of the local School Board.

3070

SUSPENSION

Number: 3070
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
April 20, 1999
August 13, 2010
January 2015

PURPOSE: To define authority for suspension.

POLICY: ELEMENTARY SCHOOLS

The principal, in consultation with the pastor, shall make the final decision whether or not a student will be suspended.

SECONDARY SCHOOLS

The principal/president shall determine whether or not a student will be suspended and will determine the number of days based on the gravity of the offense.

Any suspension over ten (10) days must be approved by the superintendent.

Records of suspensions should be maintained at the school.

3080

EXPULSION

Number: 3080
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: May 16, 2000
August 13, 2010
March 24, 2014
January 2015

PURPOSE: To define authority for expulsion.

POLICY: ELEMENTARY SCHOOLS

The principal, in consultation with the pastor, shall make the final decision as to whether a student will be expelled. If the student is a parishioner of a parish other than the school parish, the principal, as a courtesy, shall notify the student's pastor prior to the expulsion.

The principal shall consult with the superintendent PRIOR to the expulsion and then submit the appropriate form.

SECONDARY SCHOOLS

The principal/president shall determine whether a student will be expelled. The principal/president, as a courtesy, shall notify the student's pastor prior to the expulsion.

The principal/president shall consult with the superintendent PRIOR to the expulsion and then submit the appropriate form.

PROCEDURE:

Policy Form #3081 (elementary) or Policy Form #3082 (secondary) shall be used for purposes of reporting an expulsion. The Policy Form report should be received in the Catholic Schools Office within five (5) days of the expulsion. See Form #3080A or #3080B.

3080A

**SUSPENSION/EXPULSION REPORT
ELEMENTARY SCHOOL**

Form 3080A

TO: Superintendent

The following student has been suspended or expelled:

Name of Student

Grade (x) Pre-K K 1 2 3 4 5 6 7 8

School

Date

Reason for suspension or expulsion: _____

ADDITIONAL COMMENTS:

Signature of Principal

Signature of Parent

Date

Date

3080B

**SUSPENSION/EXPULSION REPORT
SECONDARY SCHOOL**

Form 3080B

TO: Superintendent

The following student has been suspended or expelled:

Name of Student

Grade (x) Freshman Sophomore Junior Senior

High School

Date

Reason(s) for suspension or expulsion:

ADDITIONAL COMMENTS:

Signature of Principal/President

Signature of Parent

Date

Date

3090

ADMISSION OF STUDENTS WHO HAVE BEEN EXPELLED/SUSPENDED

Number: 3090
Section: ADMINISTRATION

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: June 2010
June 2016

POLICY: Students suspended and/or expelled from other schools (public, private or Church-related) shall be considered for admission on a case-by-case basis.

Students expelled or suspended from a school in the diocese may be restricted from attending any school function or being on any school property.

3100

SCHOOL REQUEST FOR NON-RETURN OF STUDENT

Number: 3100
Section: STUDENTS

Date Written: October 4, 2000
Date Promulgated: October 4, 2000
Date Revised: August 13, 2010
January 2015

PURPOSE: To define authority for school request for non-return of a student.

POLICY:

ELEMENTARY SCHOOLS

The principal, in consultation with the pastor, shall make the final decision as to the non-return of a student. If the student is a parishioner of a parish other than the school parish, the principal, as a courtesy, shall notify the student's pastor prior to the notification of the parents and the student of the impending decision.

The principal shall consult with the superintendent PRIOR to the notification of the parents and student of the impending decision.

SECONDARY SCHOOLS

The principal/president shall determine whether a student will be asked not to return. The principal/president, as a courtesy, shall notify the student's pastor prior to the notification of the parents and student.

The principal/president shall consult with the superintendent PRIOR to the notification of the parents and student of the impending decision.

GRIEVANCE PROCEDURE: PARENT/STUDENT

Number: 3110
Section: STUDENTS

Date Written: December 17, 1996
Date Promulgated: March 17, 1997
Date Revised: August 13, 2010

PURPOSE: The Diocese of Knoxville recognizes the right of parents to appeal school decisions affecting their children. In keeping with the Catholic Church's principle of subsidiarity, problems and concerns should be solved at the lowest level whenever possible.

POLICY: Before initiating a formal appeal, the person is encouraged to dialogue with the individual against whom they hold a grievance. Failure to comply with this policy could result in delay of the resolution of the grievance.

ELEMENTARY SCHOOLS

- In the case of a teacher, the person must first consult with the teacher before conferring with the principal.
- In the case of a principal, the person should first consult with the principal.
- When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the pastor and superintendent, in said order.

SECONDARY SCHOOLS

- In the case of a teacher, the person should first consult with the teacher before conferring with the principal/president.
- In the case of a principal/president, the person should first consult with the principal/president.
- When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the superintendent.

HEALTH REQUIREMENTS: STUDENTS

Number: 3120
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 13, 2010
January 2015

PURPOSE: To ensure that all students in the Diocese of Knoxville conform to local county health department regulations.

POLICY: Principals/Presidents shall keep on file a copy of the local county health department regulations concerning students. This information should be verified at least annually to ensure that the information is current. Electronic files may be kept.

3130

MARRIED STUDENTS

Number: 3130
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 13, 2010

PURPOSE: To assure fair and just treatment of married students.

POLICY: Marriage shall not be considered a reason for automatic expulsion nor shall it be a reason for non-admittance.

PROCEDURE: The principal/president in consultation with the pastor and superintendent shall make the final judgment as to whether or not a married student may be enrolled or maintained in student status.

STUDENTS WITH CHILDREN

Number: 3140
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: January 8, 2002
August 13, 2010
January 2015

PURPOSE: To assure fair and just treatment of students with children and to maintain the integrity of the educational environment.

POLICY: A student-mother and/or student-father shall not be arbitrarily excluded from the educational process.

PROCEDURE:

Genuine compassion should be exercised with regard for the responsibility to maintain an atmosphere of Christian morality in the schools. Care should be taken to protect other students from confusion or doubt regarding the validity of the traditional moral teaching of the Church and to minimize public scandal. The school will make every effort to continue the formal educational process:

The following conditions must be taken into consideration:

- Student's health – the student must provide a physician's clearance to attend school at the time the pregnancy becomes known. In addition, regular communication from the physician at an interval determined by the school must be provided.
- The school and the family will meet to agree upon a timeframe for entering an alternative educational process (recommend this take place no later than 28 weeks in utero). These alternatives include but are not limited to:
 - Homebound tutoring
 - Independent study
 - Any other alternatives considered appropriate
- Prior to and after the birth of the child, a student-mother or student-father must maintain the spiritual, attendance, discipline, and academic requirements of the school.

3150

**SPECIAL SERVICES: STUDENTS
(ELEMENTARY AND SECONDARY)**

Number: 3150
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: August 13, 2010
January 2015

PURPOSE: To provide for the education of students with special needs.

POLICY: Schools are to use the Special Services Handbook for Students with Exceptionalities, which should be available to parents upon request.

Modified grades should be noted on the report card and permanent record/transcript of students with special needs.

3160

**SUBSTANCE USE, ABUSE, AND/OR POSSESSION
WITH INTENT TO SELL**

Number: 3160
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
August 2, 2000
August 13, 2010
January 2015

PURPOSE: To provide for the health, safety, and welfare of students.

POLICY: The Student/Parent Handbook shall state the policy concerning substance use, abuse, or possession and must include the following: A student shall not possess, receive, buy, transmit, sell, or be under the influence of any drug/medication without a legitimate health reason or prescription. This applies to all on campus and off campus school events. Use of a drug, authorized by a registered physician and in accordance with his/her instructions, is not in violation of this rule. However, such drugs are administered to students through the school's office under supervision.

A student shall not possess, receive, buy, transmit, sell, or be under the influence of any illegal or counterfeit controlled substance. This applies to all on campus and off campus school events

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

PROCEDURE: All violations must be reported to the Superintendent's Office by fax, email, or in person within 24 hours of discovery.

3170

THREATS BY STUDENTS

Number: 3170
Section: STUDENTS

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

PURPOSE: To ensure the safety of all in the school.

POLICY: Any threat or misrepresentation by words or actions which may be construed as a “threat” to another (person or group of persons), or may be perceived to be cause for harm to anyone in the educational setting can be reason for suspension from school. The principal/president shall judge the level of severity of the threat be it expressed in words or actions.

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

PROCEDURE: The principal/president shall promptly investigate allegations.

WEAPONS

Number: 3180
Section: STUDENTS

Date Written: September 8, 1995
Date Promulgated: March 17, 1996
Date Revised: April 15, 1997
August 13, 2010
January 2015

PURPOSE: To provide for the health, safety, and welfare of all.

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

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

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

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

PROCEDURE: The Student/Parent Handbook shall state policy concerning weapons/dangerous objects.

FACILITIES & RISK MANAGEMENT

Number: 4000
Section: FACILITIES

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

PURPOSE: To provide a safe environment.

POLICY: Schools in the Diocese of Knoxville will operate their facilities in accordance with generally accepted safe standards. Care will be given to reduce risk to the facilities and all who enter them.

PROCEDURE:

The following procedures are to be adhered to as minimums:

1. Each school shall have a long-range plan for inspecting and repairing the facilities. The plan should look at least five years ahead. The plan should be on file in the superintendent's office. Pastors and presidents/principals should review the plan every year.
2. Preventive maintenance should be practiced.
3. Schools shall reasonably protect equipment from power surges and spikes.
4. Schools shall have a plan to provide for protection during freezing weather in the event of an extended power failure.
5. Schools shall have updated site plans that include location of utilities.
6. To provide for increased fire safety, schools shall:
 - a. Maintain neat and orderly storage.
 - b. Store gasoline and gasoline powered equipment in a separate building or a very well-protected area.
 - c. Assure that storage will be at least three feet from any electrical panels, transformers, or water heaters.
 - d. Maintain clear access to doors, hallways, and stairwells.
 - e. Maintain all exit doors in working order.
 - f. Maintain fire extinguishers appropriately with their locations noted on floor plans.
 - g. Maintain fire alarm systems and train teachers and students about procedures to be used during a fire or a fire drill.
 - h. Conduct fire drills regularly while students are present.
7. Electrical systems and lighting shall be maintained.
 - a. Inspections inside and outside the building should be conducted monthly.
 - b. Electrical panels shall be labeled.
 - c. Electrical maintenance and repairs shall be performed by qualified personnel and meet applicable building codes.
 - d. Electrical circuits, outlets, extension cords, and other devices shall not be overloaded. (If a circuit breaker is tripped, an overload could be the cause).

8. Hazards that could lead to someone falling should be avoided.
 - a. Maintain surfaces such that they do not become slick.
 - b. Maintain surfaces so that clutter is not present.
 - c. Heavy equipment for A-V should be strapped onto carts and moved slowly and carefully by adults only.
9. Equipment with safety devices, such as safety guards, shall not be altered in such a way as to remove them. All personnel should be instructed to use such guards appropriately.
 - a. All equipment shall be used under the supervision of trained individuals. This includes, but is not limited to, kitchen equipment, lawn care equipment, sports equipment such as bleachers, audio-visual equipment, and other types of technology.
 - b. Access to mechanical rooms and roofs shall be locked at all times and used only by authorized and trained personnel.
10. Playground equipment shall be inspected regularly and repairs or replacement done immediately. Removing defective equipment should occur when necessary.
11. All hazardous materials must be safely stored and labeled.
12. All schools shall comply with State laws and Federal regulations for Schools.
13. Conduct all safety drills in accordance with federal and state laws.

VEHICLE USE

Policy: 4010
Section: FACILITIES

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

PURPOSE: To ensure safety for drivers and passengers during any school-sponsored travel.

POLICY: 1. The school will maintain a list including the name, address, license numbers, state (if not TN), and date of birth of all drivers of parish/school owned vehicles.

This list should be updated annually or as changes are made.

2. Every school/parish owned vehicle shall be maintained on a scheduled program, and inspected on a scheduled safety program.
3. Only authorized and properly licensed drivers shall use school/parish owned vehicles.

This is reasonably attained by having a system that controls access to keys. The individual authorized to give keys should also have a list of "authorized" drivers.

4. Every authorized driver of a school/parish owned vehicle shall be appropriately licensed to drive the respective vehicle.

Tennessee state law requires a Commercial Driver's License with varying restrictions and endorsements for vehicles other than standard passenger vehicles. The level of license for each vehicle should be determined, and only those individuals holding the appropriate license should be authorized to drive the vehicle.

5. No driver shall be authorized to drive a school/parish owned vehicle, who, within one year, has caused an accident, is involved in more than one accident, or is cited for a moving violation unless that driver has attended a defensive driver's course.
6. No driver shall be authorized to drive a school/parish owned vehicle, who has any of the following citations or convictions:
 - Driving under the influence of alcohol or drugs.
 - Hit and run.
 - Failure to report an accident.
 - Negligent homicide arising out of the use of a motor vehicle.
 - Operating a vehicle during a period of suspension or revocation.
 - Using a motor vehicle for the commission of a felony.

- Operating a motor vehicle without owner's authority (grand theft).
- Permitting an unlicensed person to drive.
- Reckless driving.

The intended compliance procedure for this policy is that employees should be made aware of this policy and ensure self-compliance. In the event that an employee does not self-comply, the annual list submission for driver's report should act as compliance.

7. Only volunteer drivers who have been cleared through the DMV and have been through Virtus training will be permitted to drive for field trips. See Policy 1180. All drivers must be approved by the president/principal.
8. No volunteer driver shall be authorized to carry passengers for the school who has any of the following citations or convictions:
 - Driving under the influence of alcohol or drugs.
 - Hit and run.
 - Failure to report an accident.
 - Negligent homicide arising out of the use of a motor vehicle.
 - Operating a vehicle during a period of suspension or revocation.
 - Using a motor vehicle for the commission of a felony.
 - Operating a motor vehicle without owner's authority (grand theft).
 - Permitting an unlicensed person to drive.
 - Reckless driving.
9. Contracted transportation services should provide evidence of adequate insurance and systematic employee screening.

Compliance with this policy can be established by asking the contracted transportation provider for a certificate of insurance as well as a statement assuring that they systematically screen their employees.

FOOD SAFETY

Policy: 4020
Section: FACILITIES

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

POLICY: All schools that serve food must follow the local health department regulations.

TRAFFIC CONTROL

Policy: 4030
Section: FACILITIES

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

POLICY: To ensure safety and to assist the flow of traffic in respect for all who use the campus.

1. There should be a school arrival and dismissal plan that provides for safe arrival and departure, and this plan should be effectively communicated.

This plan should include details of vehicular and pedestrian ingress and egress, crosswalks, parking areas, speed limits. It should also include provisions for visitors, guests and others who are not privy to written plans disseminated at the beginning of the year.

2. There should be a traffic flow plan for events and times other than arrival and dismissal, and this plan should be effectively communicated.

Effective communication of traffic flow during these times is typically limited to signs and pavement markings. Often schools can utilize cones or barricades to protect certain pedestrian areas during the school day.

GROUPS AND EVENTS

Number: 4040
Section: FACILITIES

Date Written: July 30, 2010
Date Promulgated: September 7, 2016
Date Revised: January 2015

POLICY: Only groups or events with expressed authorization from the president/principal and/or pastor should be allowed use of the school facilities or the school name.

The school name and the facilities, are considered valuable assets that should be protected. This statement is intended to help protect these assets. "Expressed authorization" at the onset of a relationship should also include a statement that authority to use the facilities, and more particularly, to use the name of the school, has been granted.