St. John Neumann Catholic School
625 St. John Court
Knoxville, TN 37934

Phone (865)777-0077
Fax (865)777-0087
www.sjncs-knox.org
Office Hours: Monday – Friday 7:45 AM – 3:45 PM

SY 2016-2017

INTRODUCTION

School Accreditation
St. John Neumann Catholic School (SJNCS) is a parochial school fully accredited by the State of Tennessee through the Schools Office of the Diocese of Knoxville and by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of AdvancEd.

General Information
A partnership of faculty, family, church, and community, guided by the Holy Spirit, provides a foundation that supports the growth and development of faith in our students. A commitment to academic excellence and the development of each student to his/her full potential is central to our curriculum. Prayer, sacramental life, and Gospel values are at the heart of our school program. Our curriculum fosters curiosity, creativity, cooperation, and responsibility. All this is accomplished in an environment of love, trust, and understanding.

It is important to note that our Catholic school's academic endeavors flow from our mission of teaching the Gospel through our Catholic faith and tradition. This is what distinguishes a Catholic school from other schools. We are first a faith community, intent on bringing students to Jesus. All other activities flow from this reality.

Vision Statement
St. John Neumann Catholic School, in union with the Catholic faith community, is dedicated to forming Disciples of Christ who live their faith and pursue academic excellence. We encourage students to seek greater knowledge, awareness, and expression of their gifts to glorify God. Guided by the Holy Spirit, we provide an exceptional education and foster the Christian virtues of faith, hope, and love.

Mission Statement
The mission of St. John Neumann Catholic School is to

Serve God with loving hearts
Joyfully embrace our Catholic faith
Nurture individual and academic excellence

Belief Statements
St. John Neumann Catholic School believes that

- Each child is created in the image of God with unique physical, social, emotional, and intellectual gifts.
- Schools should strive to do the very best in all endeavors. We prepare, support, and assist our students to glorify God and to be successful members of society.
- All students learn in different ways and need to apply their learning in meaningful contexts.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between priests, staff, and students.
- Curriculum and instructional practices should incorporate a variety of activities to promote academic excellence.

ADMISSIONS

St. John Neumann Catholic School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. SJNCS does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school administered programs.

Admission Priority
Catholic students will be admitted to SJNCS in the following order:
Active members of St. John Neumann parish
Active members of Knoxville-area parishes **without** schools
Active members of Knoxville-area parishes **with** schools

These admission priorities are the same as other Catholic schools in the Diocese of Knoxville.

Age Requirement
According to the laws of Tennessee, a child must be five (5) years old by August 15th of the year entering kindergarten unless transferring from an accredited school in another state whose age requirements differ. Children ages 3 and 4 must also be *of that age* by this date to be enrolled in the SJNCS preschool program.

TUITION

Please contact the business office for all financial matters.

Method of Payment
St. John Neumann Catholic School operates on a balanced budget and must collect tuition in a timely manner to do so. All student records are held at year-end for any outstanding balances. Report cards may be held at the end of each grading period on delinquent accounts.

Supplemental Tuition Support
All supplemental tuition support comes from the Diocese of Knoxville Regional Catholic Schools Operating Fund, funded primarily by regional parishes. Families who feel they cannot afford to pay the net Catholic tuition should request supplemental tuition support. Tuition evaluation packets are available from the school business office. All requests are handled confidentially. The application process is time sensitive. Failure to meet the deadline may hinder the opportunity to receive supplemental tuition support. Please contact the school business office for further information about tuition support.

ATTENDANCE

Absences
Students must be in attendance for five hours or more to be marked present for a full school day. A note from the parent must accompany absences. The office must receive this written notification within five days of the student's absence. Absences will be considered excused for the following:

- Personal illness of the student
- Medical and dental examination and/or treatment of the student
- Death in the family

If a student misses more than ½ day of school or has experienced a fever, vomiting and/or diarrhea, he/she will not be permitted to participate in school sponsored after-school activities (i.e. sports, performances, etc.). Students need a physician's note to be excused from physical education classes due to injuries, recovering from illnesses, etc.

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. Since class participation comprises a significant portion of the grade, in the event a student has been absent for more than one-third of a grading period, the principal, in consultation with the teacher, will determine if a grade is assigned for that grading period.

Furthermore, in the event a student has thirty absences (excused or unexcused) during a school year, the principal will determine if the student will be retained in the same grade.

Each student's attendance record is noted on his/her report card. At the end of the year, these totals become part of the child's permanent record.

Tardies
It is the responsibility of parents to ensure that students arrive at school on time. Students not in their classrooms by the 8:00 AM bell will be marked tardy. After 8:00 AM, preschool students and students in grades K-4 must be escorted into the office by their parents. Students in grades 5-8 may sign in by themselves.

The following guidelines apply to tardies:

- 6 Tardies: Parents will be mailed a letter of concern. The bottom portion of the letter must be signed and returned to the office.
- 12 Tardies: Parents will be mailed a letter of concern. The parent will be contacted by the office to schedule a conference with the principal or assistant principal.
- 18 Tardies: Parents will be mailed a certified letter of notification that tardiness can impact academic progress. The Pastor and the Superintendent of Schools will be notified. A conference with the principal to discuss academic concerns relative to continued tardiness will be scheduled.

Check Outs
Students will be released from school only to their parents or to persons authorized by parents as identified on the "Authorization/Pick-up Form", which is kept on file in the school office. SJNCS reserves the right to request a picture ID before releasing a child from school.

Parents must send a note to school in these circumstances:

- Someone other than those listed on the "Authorization/Pick-up Form" is to pick up their child
- A child needs to check out of school at a time other than the normal dismissal time

Parents are encouraged to schedule all appointments for their children outside school hours.

Excellence in Attendance
Each quarter students who have been present in school every day with no tardies and no more than two check-outs will be recognized for excellence in attendance.

ARRIVAL AND DISMISSAL PROCEDURES

The school day begins at 8:00 AM and ends at 2:45 PM (Pre-K), 3:00 PM (K-4) and 3:20 PM (5-8).

Arrival Procedure for Pre-K
Parents must park and walk preschool children to the classrooms using the outside classroom doors. Pre-K students should be signed-in with the teacher.

Arrival Procedure for K-8
Vehicles should follow single file along the route in front of the church and school and pull up as close to the cafeteria doors as possible. Drivers should not exceed 10 mph in the school parking lot and are to respond to the directions of the faculty on duty.
Students should follow the procedures below based on when they arrive at school:

- 7:00 - 7:30 AM – check into the Before and After Care Program (BAC)
- 7:30 - 7:45 AM – report to the cafeteria (Students will be supervised in the cafeteria until the 7:45 AM bell rings.)
- 7:45 - 8:00 AM – report directly to the classroom
- After 8:00 AM – parents of students in grades Pre-K through grade 4 must come into the office to sign their child(ren) in to school. Students in grades 5-8 may sign themselves in at the office.

Please allow your children to walk to the classrooms by themselves. This promotes self-confidence and independence. Teachers are on duty and cannot have conferences with parents during arrival (7:45-8:00 AM). Please send a note, email, or leave a message at the front office if you need to contact the teacher.

Dismissal Procedure for Pre-K3 and Pre-K4 – 2:45 PM

- Pre-K students must be signed-out by a parent/guardian. (ID may be required)
- Parents should park in the lot behind the church or in the pick-up line (if additional children are being picked up) and enter the outside doors to the classrooms.

Dismissal Procedure for Grades K-4 – 3:00 PM

- All families will be given a window tag to display. This tag must be visible to the staff on duty for safe, efficient dismissals.
- Students will be released only to the car displaying their names unless prior arrangements have been made through the office. Staff may ask for driver's license identification as needed.
- Students will remain in their homeroom classes where the teacher will monitor them and dismiss them when their names have been called.
- Any student carpooling with a middle school student will be escorted to the exit at 3:15 PM.
- Staff members will direct students to the vehicles.
- When in the loading areas, all parents must remain in their vehicles to ensure the safety of the students and to expedite the flow of traffic. Please do not leave children unattended in any loading area.
- Students who have not been picked up 15 minutes after their scheduled dismissal time will be sent to the Before and After Care Program. (Please see the BAC section of the handbook.)

Dismissal Procedure for Grades 5-8 – 3:20 PM

- All families will be given a window tag to display. This tag must be visible to teachers on duty for safe, efficient dismissals.
- Students will be released only to the car displaying their names unless prior arrangements have been made through the office. Staff may ask for driver's license identification as needed.
- At 3:20 PM, middle school students and their siblings/carpoolers will be dismissed from the exit.
- Students are required to stand on the sidewalk behind the yellow line until they are directed by a staff member to go to their vehicles.
- When in the loading areas, all parents must remain in their vehicles to ensure the safety of the students and to expedite the flow of traffic. Please do not leave children unattended in any loading area.
- Students who have not been picked up 15 minutes after their scheduled dismissal time will be sent to the Before and After Care Program. (Please see the BAC section of the handbook.)

The last row (the one closest to the parking lot exit) should only be used to pick up a child who is leaving school early for a doctor's appointment, to attend a school sponsored athletic/extra-curricular event, or for an unforeseen emergency. Parents should not park in this lot and walk to the sidewalk to pick up their children on a daily basis.

Rainy Day Dismissal

Pre-K students should be picked up in the lobby outside the school office. Pre-K students must be signed out by a parent/guardian. (ID may be required)

Students in grades K-4 will be sent to their eldest siblings' classroom (if applicable) and will be dismissed as names are called. Middle school students will dismiss from their own classrooms. During heavy rainfall, all students are picked up at the main entrance to the school where the awning provides more shelter. Please follow the directions of the faculty and staff on duty.

Bicycle Riders and Walkers

Bicycle riders and walkers must have written permission from parents on file in the office. These students will be dismissed from their classrooms by their teachers at the normal dismissal time.

COMMUNICATION

Our Communication to the School Community

- RenWeb, our main source of communication, is updated regularly with pertinent school information. Parents can also monitor student progress using RenWeb.
- A *School Reminders* email is sent out weekly to communicate general announcements and upcoming events.

- The school maintains a Facebook page and school web site (www.sjncs-knox.org).
- Friday Folders containing time-sensitive information will be sent home weekly with each student.
- Parent-Teacher Conference dates are scheduled for late October or early November. Additional conference times may be scheduled with your child's teacher as needed.

Your Communication to Faculty/Staff

- Send a note with a specific request or concern in a sealed envelope addressed to whom it is to be delivered.
- Call the school and leave a message for the person with whom you wish to speak.
- E-mail teachers/staff members regarding any concerns or questions you may have. Faculty and staff email accounts are organized as follows: first initial, last name@sjncs-knox.org (i.e. bderbyshire@sjncs-knox.org).

If your address, phone number, or personal information changes, please notify the front office immediately.

In the event of an emergency, a message from you may be delivered to your child. Every effort will be made to deliver that message in a timely manner without disruption to the classroom.

Your Communication on Social Media Sites

Social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by St. John Neumann Catholic School. In accordance with our school'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 being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

Parent Communication Chain of Command

Should a question or concern arise**, the parent should first contact the teacher or staff member involved**. Diocesan Policy #1420 defines the process to be used. The following steps outline the resolution process:

Parent → Teacher/Staff
↓
Assistant Principal
↓
Principal
↓
Pastor
↓
Superintendent

CAFETERIA

Children may not bring carbonated beverages in lunches brought from home.

St. John Neumann Catholic School offers a hot lunch and salad bar daily. The cost for a student lunch is $3.80. Family members and visitors are welcome to eat with the children (at the same rate). You may enjoy lunch with your child in the cafeteria or at the tables provided in the hallway outside the cafeteria and gym. **Cafeteria menus are posted on RenWeb monthly.** All student lunches include milk or fruit juice.

SJNCS uses a DEBIT system for the purchase of school lunches. Parents must load money into their family cafeteria account which their children may then use to purchase lunch at school. Please send a check to the school business office designating "lunches" or "cafeteria" in the memo line.

Each child has a bar-coded card to use when going through the lunch line. The cards are passed out by the teacher prior to lunch each day and collected by the cashier as the child goes through the lunch line. Cards that are lost or damaged by the child must be replaced. A $2.00 replacement fee will be assessed to the family account for lost or damaged cards.

When the card is scanned, a debit is made from the family account to cover the lunch purchase. Parents should regularly monitor their child's lunch purchases on RenWeb and send in additional funds as needed**.** If there are no funds in the family account to cover the cost of a child's lunch, the child will not be served the lunch menu items for the day. Of course, no child will be left to go hungry. Students without money to purchase a school lunch will be allowed to charge a peanut butter or cheese sandwich and milk.

It is the responsibility of the parent to monitor the purchases of your child. Lunch purchases are itemized and can be viewed on RenWeb under Family Information/Family Billing/Cafeteria Details. Please consult with your child about the food choices they make. Cafeteria staff cannot monitor the individual choices of each student purchasing lunch.

Preschool students may either buy their lunch from the cafeteria (monthly menus will be sent home), or they may bring their lunches from home. Preschool lunch will be held in the classroom. We encourage "healthy" choices and the avoidance of high sugar items.

HEALTH AND SAFETY

Communicable Disease
If a teacher is concerned that a student may be feverish or contagious, the child will be sent to the clinic for evaluation. If needed, the clinic will follow up with the parent and ask that they comply with school guidelines to pick up the child to avoid possible contagion of others. Children who have vomited while at school, have a temperature of 100.3 degrees or above, or if symptoms necessitate, need to be picked up as soon as possible.

The Diocese of Knoxville, in accordance with state law, requires that a child be free of contagion (vomiting or diarrhea) and/or fever (100.3 degrees or above) without aid of fever-reducing medications, such as ibuprofen and/or acetaminophen for a *minimum* of twenty-four hours before attending school.

When a communicable disease or condition is suspected, such as but not limited to, streptococcal infection (including scarlet fever), influenza, conjunctivitis ("pink eye"), hepatitis, impetigo, chicken pox, measles, mumps, scabies, or head lice, the parent will be contacted and asked to pick up their child immediately. The student will be required to have a note from the physician stating that they have been treated or do not have the disease upon returning to school.

If a child has head lice they must be completely lice AND nit free before returning to school. Upon arrival to school, the student and parent must check in at the front office where a member of the office staff will check the child. If any lice or nits are found, the child must return home for complete removal and be checked again upon the next return to school. The purpose of this policy is to minimize the spread of head lice to other students.

If your child is diagnosed with a communicable disease or condition please notify the school clinic or office as soon as possible. In the event that the school administration is concerned about the spread of a communicable disease or condition, communication regarding the illness will be sent out to parents.

Medication
Prescription 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 (with the properly signed authorization forms) will only be administered by designated school personnel.

Diocesan guidelines regarding medication administration are as follows:

- All medications must have the official Medication and Prescription Drug Authorization form completely filled out with specific dosage and frequency instructions and be signed by the parent/guardian AND the prescribing physician for prescription medication. This Diocesan authorization form may be found on RenWeb or picked up in the office.
- The school will not administer any medication for students, oral or topical, unless authorized and provided by the parent. We do not keep ANY type of medication on hand to dispense.
- All medication must be kept in the clinic/office, including cough drops, Neosporin, etc. No student is allowed to have medications on his/her person at any time.
- All medication must be brought to the office/clinic by the parent and can only be picked up from the office/clinic by the parent. No medication will be sent home in student backpacks.
- All medication must be in the original container and clearly labeled. If it is not in the original container, it will NOT be accepted. Expired medication or medication in a container that is labeled expired will not be accepted.
- Parents may come to the school to administer medications to their child if needed.

Food Allergies
It is certain that every school population will include students with significant or life-threatening food allergies. To ensure the health and safety of affected students please review the following school guidelines:

- No outside food item shall be dispensed to any student without the permission of the teacher or supervising school staff. This includes candy, items sent in to share for birthdays and class celebrations, treat bags for parties, food items used for special activities, crafts, etc.
- Please notify your child's teacher if sending in items known to contain peanuts or any other tree nuts, fish, or shellfish.
- Students are not to share or trade lunch or snack items or utensils in the cafeteria. This is to avoid accidental ingestion of allergen containing foods.
- Observe the tables marked "Peanut Free" when visiting for lunch or volunteering for lunch duty in the cafeteria. No food items containing peanuts or other nuts may be eaten at these tables. These tables must be wiped down with a separate bleach & water sanitizer to avoid cross contamination.
- Please wash hands thoroughly after coming in contact with items containing peanuts/peanut butter, tree nuts, fish or shellfish, and egg and milk based items.

Emergency Forms
Emergency information is maintained in the school clinic for each student. Parents must inform the office of any changes in information during the school year. Classroom teachers are to review their students' "Emergency Forms" to be aware of medical restrictions and/or needs. A copy of each student's emergency information must accompany the driver of a vehicle used for an educational outing.

Immunization Requirements
Documented proof of required immunizations mandated by the Tennessee Department of Health is required before students may be admitted to school**. Documentation of the required immunizations must be on the official Tennessee Department of Health Immunization form, which your physician's office or Health Department can provide.**

A summary of the Tennessee Immunization Requirements for Child Care and School are as follows:

Note that there are two new requirements for children entering 7th grade: Tetanus-diptheria-pertussis booster ("Tdap") and verification of immunity to varicella (2 doses of the vaccine or documented history of disease).

Immunization Requirement Summary: Tennessee Department of Health Rule 1200-14-1-.29
(New Requirements Underlined, Effective Dates Italicized in Parentheses)

Children enrolling in child care facilities, pre-school, pre-Kindergarten:
Infants entering child care facilities must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due by 18 months of age.
• Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
• Poliomyelitis (IPV or OPV)
• Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
• Varicella (1 dose or history of disease)
• *Haemophilus influenzae* type B (Hib): age younger than 5 years only *(this requirement is resumed immediately, following suspension during a national Hib vaccine shortage 2008-2009)*
• Hepatitis B (HBV) *(July 1, 2010)*
• Pneumococcal conjugate vaccine (PCV): age younger than 5 years only *(July 1, 2010)*
• Hepatitis A: 1 dose, required by 18 months of age or older *(July 1, 2010)*

Children enrolling in Kindergarten:
• Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
• Hepatitis B (HBV)
• Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
• Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
• Varicella (2 doses or history of disease): previously only one dose was required *(July 1, 2010)*
• Hepatitis A: total of 2 doses, spaced at least 6 months apart (*July 1, **2011***)

All children entering 7th grade (including currently enrolled students):

• Tetanus-diphtheria-pertussis booster ("Tdap"): not required if a Td booster dose given less than 5 years before 7th grade entry is recorded on the DTaP/Td line *(no later than October 1, 2010)*

• Verification of immunity to varicella: 2 doses or history of disease *(July 1, 2010)*

Children who are new enrollees in a TN school in grades *other* than Kindergarten or 7th:

• Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)

• Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)

• Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required

• Varicella (2 doses or history of disease): previously only one dose was required

• Hepatitis B (HBV): previously only for Kindergarten, 7th grade entry

Children with medical or religious exemption to requirements:

• **Medical**: Physician or health department authorized to indicate specific vaccines medically exempted (because of risk of harm) on new form. Other vaccines remain required.

• **Religious**: Requires only a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If documentation of a health examination is required by the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption.

MISCELLANEOUS

Inclement Weather

The Diocese of Knoxville Catholic Schools will not necessarily follow the public schools early release or closings due to inclement weather, but will consider it carefully. Each school will communicate with the other schools in its area and with the diocesan superintendent before posting an announcement. Each school will contact its families via email and/or text alerts, and notify local TV stations.

Please determine the safety of your own travel. Contact the school office if you have made the determination that travel is unsafe. This will be considered an excused absence.

Lost and Found

All children's items should be clearly marked including lunch boxes and backpacks. Misplaced items not having the child's name will be forwarded to the school's "Lost and Found", which is located outside the clinic for elementary school and outside the teaching assistant's workroom for middle school. On a quarterly basis, the unclaimed items located in "Lost and Found" are reviewed, and unmarked/unclaimed items are recycled through the uniform closet or given to local mission organizations.

Parties

Classroom parties are scheduled by the teacher. Invitations to *private* parties may not be distributed at school unless all students (or all students of the same gender) within a homeroom are invited.

Any child in grades K-8 celebrating a birthday may bring a small treat to share with classmates. Food treats are given out during lunch period. Our school nutritional guidelines recommend healthy snacks be sent in. Parents bringing special snacks to school should bring them to the cafeteria after reporting to the office to sign in. **Please speak to the teacher about any food allergies students in the homeroom may have.**

Parents of Pre-K students should contact the teacher to schedule a day to bring in special birthday treats. These treats will be given out during afternoon snack.

Volunteers and Visitors

All parents, volunteers, and visitors are required to enter through the main school entrance and report directly to the school office (Diocesan Policy #1650). Visitors will be given a visitor's badge to wear and asked to sign a volunteer/visitor log. Due to safety and security concerns, parents and other adults are not permitted on the playground during school hours when students are present. All SJNCS volunteers must be VIRTUS trained.

Smoking

In accordance with Tennessee law, St. John Neumann Catholic School observes a smoke-free environment.

INSTRUCTION

Religion
Religion is taught for a minimum of 30 minutes each day.

School Masses are Monday (grades 5-8), Tuesday (grades K-4), and Thursday (all school). Pre-K students will attend Mass at the discretion of the teacher. Students are expected to actively and reverently participate in Mass. Students may take a leadership role in Mass such as serving as a reader, altar server, gift bearer, or singing in the choir. Parents are welcome to join us for Mass; however, students are required to sit with their teachers and classmates.

Sharing Jesus Now Award (SJN)
The "Sharing Jesus Now" award is a special way of recognizing students in grades 1–8 who exemplify Catholic virtues and model holiness.

Two students from each class in grades 1-4 and up to four students from each grade level in grades 5-8 may receive the award each quarter. No student may receive the award twice in one year. The following guidelines serve as the criteria for the selection of recipients at each grade level:

In Grades 1-8:
The recipients should…

- Place the needs of others before their own.
- Be kind, helpful, compassionate, humble, respectful, and honest.
- Put forth their best effort, follow school rules, and actively and respectfully participate in the classroom and at Mass.

In Grades 3-8:
The recipients must also ….

- Achieve a conduct grade of 90% or better for the quarter, demonstrate responsible behavior, and exhibit exemplary class citizenship.

In Grades 5-8:
The students must additionally ….

- Complete and document service to others outside of school.

Pre-K/Kindergarten Progress Report
Kindergarten issues a quarterly report on the achievement of each child. This skills-based report indicates whether the child exceeds the standards, meets the standards, is approaching the standards, or is making little or no progress. Preschool students are assessed on an ongoing basis and meetings are held with parents bi-annually to report progress.

Grades 1-8 Report Cards
Report cards are posted quarterly (approximately every nine weeks). Grades are based on daily work, class participation, homework assignments, projects, tests, performances, conduct, and effort. Grades are posted on RenWeb and can be accessed by parents/guardians.

Grading Scale for Grades 1 and 2

G	95-100	S-	75-79
G-	90-94	N	70-74
S+	85-89	U	below 70
S	80-84		

Grading Scale for Grades 3 and Up

A+	99 – 100	B	88 – 90	C-	77 – 78	F	Below 70
A	95 – 98	B-	86 – 87	D+	75 – 76		
A-	93 – 94	C+	84 – 85	D	72 – 74		
B+	91 – 92	C	79 – 83	D-	70 – 71		

Academic Alert (Grades 5-8)
Each Friday, middle school students' grades are reviewed by administration. Students who have two or more grades below 77% will be placed on Academic Alert and are not permitted to participate in any school sponsored athletic or extra-curricular activity during the following week (Monday-Friday). Parents will be notified by email if their child has been placed on Academic Alert. Grades are reassessed each week.

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

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

Grade Level	Recommended Time	
K	10	Minutes
1	10-20	Minutes
2	20-40	Minutes
3	30-50	Minutes
4	40-60	Minutes

Grade Level	Recommended Time	
5	50-70	Minutes
6	60-80	Minutes
7	70-90	Minutes
8	80-100	Minutes

Homework for middle school students will be posted on RenWeb by subject area. All homework posted is subject to change. All students are required to use a daily planner to write down homework. Assignments written in the planner are the most up to date/accurate and will supersede those posted on RenWeb for the week.

Missing/Late Work
The policy for Middle School late work is as follows:

- 5th and 6th grades – after two days, missing work will receive a failing grade
- 7th and 8th grades – after one day, missing work will receive a failing grade

Students may be required to serve lunch detention to complete missing assignments. No additional time will be allowed for missing projects or long-term assignments.

Missed Work Due to Absence
Regular attendance enhances student learning. In the case of absences, it is the responsibility of the student to make up assignments missed (Diocesan Policy #1360). Upon returning to school, the student is to meet with the teacher(s) concerning missed class and homework assignments.

For excused absences, students have the number of days missed plus one to make up and turn in missed work. A parent may request homework on the **second** day of a student's absence by contacting the school office before 10:00 AM. Assignments must be picked up at the office between 3:00-4:00 PM.

Teachers are unable to provide a comprehensive list of projected class and homework assignments in advance of actual classroom instruction (i.e. requested work for upcoming travel or preplanned absences).

Standardized Tests
All Catholic schools in the Diocese of Knoxville administer a series of standardized tests as a means of assessing each child's progress and abilities.

The following standardized tests are administered at SJNCS:

- DIAL-4 – incoming Kindergarten students
- Iowa Assessments – Grades 1-8
- Cognitive Abilities Test – Grades 3, 5 & 7
- NCEA IFG:ACRE Edition (religion assessment) – Grades 5 & 8
- STAR Reading and STAR Math – Grades 1-8.

Honor Roll for Grades 5-8
The following awards are presented at the end of each quarter:

- *Principal's Award* **-** the ten students in grades 5/6 and the ten in grades 7/8 with the highest grade point average
- *High Honors* **-** students in grades 5-8 who earn all A's for the quarter
- *Honors* **-** students in grades 5-8 who earn all A's and B's for the quarter

Library
The library is a valuable source of information, offering a variety of resources to our students. Our procedures allow us to maintain a high level of availability of books and materials for our students and staff.

Lost books and books that are damaged beyond repair must be paid for before students will be allowed to check out other books. Students are responsible for the books they check out and should not loan them to other people to read. Students are responsible for any damage to library materials checked out to them whether or not they actually caused the damage themselves. Such damage includes, but is not limited to, water/liquid damage, marking or drawing on the pages, torn and torn out pages, teeth marks, broken covers/spines, and damage caused by an animal. The librarian will assess any damage and determine if the book(s) can be repaired or must be replaced.

Please report lost or damaged material(s) as soon as possible. Many splendid books are out-of-print and impossible to replace. Due to price increases set by publishers, we must charge the replacement cost of the book(s). If lost books are found and returned within the school year, a refund will be issued**. *The librarian must purchase the replacement copies.*** *Books are purchased at special library warehouses and book companies that use library bindings, and the books are processed for our library catalog.*

Technology
Technology is embedded in student learning using cross-curricular instruction in addition to weekly technology class in grades K-8. Students participate in keyboarding instruction and practice, and their learning is enhanced by the use of Mimio interactive boards, Smartboards, PCs, laptops, iPads, cell phones, and other technology tools that support the curriculum. Electronic versions of some student texts are available for student use at home. Annually, students and parents are required to sign and adhere to an Acceptable Use Policy regarding technology. Students must also abide by the Social Media Policy established by the Diocese of Knoxville (located at the back of the handbook).

e-Readers/Tablets/iPads
Students in grades 5-8 may bring e-readers/tablets to school to use for reading Accelerated Reader (AR) books they have already downloaded on their device. The students must have parental consent and must have a signed copy of the *Bring Your Own Device (B.Y.O.D.)* contract on file in the middle school. Students must adhere to all guidelines set forth in the contract to maintain this privilege.

Educational Trips
Educational trips serve as an important aspect of our school curriculum. Students who meet academic and behavioral expectations have the privilege of attending these trips.

Students in grades 3-8 must have a cumulative total of 80% in conduct to earn the privilege of attending an off-campus trip (85% for overnight trips). Any student who has served ISS or OSS has not earned the privilege of attending an overnight trip. A committee comprised of the student's teacher(s) and administrators will meet to evaluate and determine the eligibility of any student who does not meet the above criteria.

"Diocese of Knoxville, Policies and Procedures #1180-#1185 Educational Trips/Outings Risk Management Forms containing information specific to the trip must be obtained before a student will be allowed to go on a trip. A parent/guardian signature must be on the appropriate form. No student may go on a field trip without a permission slip. Verbal or faxed permission slips are not acceptable."

Due to safety and supervision concerns, only supervising parents may attend field trips. **No younger siblings may attend.** Any parent serving as a chaperone for a school-related activity must have a signed Liability Waiver. Additionally, the parent must complete VIRTUS training, a background check, and a Diocesan Sexual Policy statement. These forms will remain on file in the school office (Diocesan Policy #1180).

Human Animal Bond in Tennessee (H.A.B.I.T.)
SJNCS is partnered with the University Of Tennessee College Of Veterinary Medicine's H.A.B.I.T. program in offering animal therapy to our students. St. John Neumann is proud to have H.A.B.I.T. dogs join our faculty and staff to support our school children in the areas of reading, responsibility, and respecting God's creations. The dogs also supply plenty of affection, emotional support, and reassurance to reluctant readers and/or students affected by anxiety or other emotional stress. **Please note the consent statement on the signature page of this handbook and mark the appropriate box indicating the approval or disapproval of your child's participation in this program.**

CONDUCT

St. John Neumann Catholic School faculty and staff believe the purpose of discipline is to foster and maintain Gospel values. Students are expected to use words and actions that reflect the mission of SJNCS. They should strive to respond to Jesus' call to discipleship by choosing respectful and responsible behavior. Our goal is for each child to grow in good judgment and self-discipline with the hope of creating a faith-filled environment of learning, respect, trust, and cooperation. Examples of expected behaviors include using good manners, greeting others in the hall, working cooperatively in group activities, talking in turn, etc.

It is the right of every student at SJNCS to be in a safe environment that allows learning and development to take place. No child has the right to disrupt this environment. A disruptive child will be removed from the class, and the parent will be called. Repeated or severe disruptions may result in the child being sent home.

PRESCHOOL

Teachers will provide important correspondence and post weekly updates about classroom learning on Bloomz. Additionally, parents will be provided information *daily* regarding their child's nap time, food intake, behavior, and any bathroom "accidents" that occurred.

GRADES K-2 DISCIPLINARY PROCEDURES

A system of rules, procedures, consequences, and rewards is developed in each Kindergarten through grade 2 classroom. Each homeroom teacher will communicate this information to the students and parents.

Note: The progression of disciplinary procedures may be altered due to the severity or nature of the misbehavior (i.e. physical or psychological aggression, harassment or abusive behavior, out of control behavior).

Guidelines for Grades K-2 In-School Suspension:
The kindergarten through second grade teachers will handle discipline problems that occur by talking with the child, the child's parents, and principal/assistant principal as needed to address misbehavior. Individual behavior plans may be developed and put into place in order to support a student in making good choices. If the behavior problem continues, ISS may be warranted. Following an in-school suspension, a conference must be held with the parent(s), student, teacher, and administration prior to the child returning to class.

GRADES 3-4 DISCIPLINARY PROCEDURES

Conduct grades will be posted on RenWeb weekly. Any student falling below 75% for the week will be placed on Conduct Alert.

Students begin each week (Monday to Friday) with a conduct grade of 100%. Deductions are taken when students fail to follow the guidelines for behavior. These deductions will result in the loss of 5, 10, or 20 points as outlined below. This is not an exhaustive list. Behavior (not specifically stated below) may occur that requires disciplinary action by the school.

Level One – 5 point deductions for each infraction

A Talking out of turn
B Disrupting class
C Failure to follow instructions
D Wearing make-up or nail polish (must be removed)
E Uniform infraction or inappropriate dress

Level Two – 10 point deductions for each infraction

F Rudeness to peers, teachers, or class
G Disruption during Mass or prayer
H Failure to keep hands and feet to self
I Unauthorized eating of food or chewing gum
J Writing or passing personal notes
K Dishonesty (lying)
L Unauthorized or inappropriate use of any electronic device (additional section on cell phone policy)

Level Three – 20 point deductions for each infraction

M Inappropriate language, gestures, materials
N Aggressive physical contact
O Disrespect for teachers or staff
P Destruction of property
Q Dishonesty (stealing, cheating)
R Throwing objects or food
S Verbal or written abuse or bullying of peers on or off school grounds (includes electronic media)
T Being in an undesignated area

GRADES 3-4 CONSEQUENCES FOR CONDUCT ALERT ARE AS FOLLOWS:

- **First –** Five days of lunch detention. No extra-curricular activities including sports, music/drama performances, or any out-of-school competition for five school days. No in-school special activities, such as out-of-uniform, pep rallies, spelling bee, geography bee, for five school days. Students serving lunch detention cannot participate in a field trip that is scheduled for the time the student is on Conduct Alert.
- **Second** – All consequences remain the same as the First Alert, with the addition of recess detention.
- **Third** – All consequences remain the same as the Second Alert, and a parent conference with the teacher and principal/assistant principal will be held.
- **Fourth –** In-school suspension for one day.
- **Fifth** – Pastor and Superintendent will be consulted. Suspension or expulsion may be warranted.

Students will be given a clean slate at the beginning of the second semester.

GRADES 5-8 DISCIPLINARY PROCEDURES

Conduct grades will be posted on RenWeb weekly. Any student falling below 70% for the week will be placed on Conduct Alert.

Students begin each week (Friday to Thursday) with a conduct grade of 100%. Deductions are taken when students fail to follow the guidelines for behavior. These deductions will result in the loss of 5, 10, or 20 points as outlined below. This is not an exhaustive list. Behavior (not specifically stated below) may occur that requires disciplinary action by the school.

Level One -- 5 point deduction for each infraction

A Talking out of turn
B Disrupting class
C Failure to follow instructions
D Late for class without permission
E Uniform infraction or inappropriate dress
F Unprepared for class

Level Two --10 point deduction for each infraction

G Rudeness to peers, teachers, or class
H Disruption during Mass or prayer
I Failure to keep hands and feet to self
J Unauthorized eating of food or chewing gum
K Writing or passing personal notes
L Wearing make-up or nail polish (must be removed)
M Unauthorized or inappropriate use of any electronic device (additional section on cell phone policy)
N Throwing objects or food

Level Three -- 20 point deduction depending on circumstances for each infraction

O Inappropriate language, gestures, material
P Aggressive physical contact or rough housing
Q Disrespect for teachers or staff
R Destruction of property
S Dishonesty (lying, stealing, cheating)
T Verbal or written abuse or bullying of peers on or off school grounds (includes electronic media)
U Being in an undesignated area

GRADES 5-8 CONSEQUENCES FOR CONDUCT ALERT ARE AS FOLLOWS:

- **First** – Five days of lunch detention. No extra-curricular activities including sports, music/drama performances, or any out-of-school competition for five school days. No in-school special activities, such as out-of-uniform, pep rallies, spelling bee, geography bee, for five school days. Students serving lunch detention cannot participate in a field trip that is scheduled for the time the student is on Conduct Alert. This includes both day trips and overnight trips.
- **Second** – All consequences remain the same as the First Alert; however, it is for a ten-day period.
- **Third** – One day in-school suspension. Parent notification and conference with the principal/assistant principal.
- **Fourth –** Two days in-school suspension. Parent notification and conference with the principal/assistant principal.
- **Fifth –** Pastor and Superintendent will be consulted. Suspension or expulsion may be warranted.

Students will be given a clean slate at the beginning of the second semester.

SUSPENSIONS

In-School Suspension (grades 3-8)

- Students will report to the office as they enter school. The student cannot take part in any special school activities for that day.
- The student will be assigned work for all classes. This work is similar to the day's work in those classes and is used to reinforce skills. The student is responsible for completing all work assigned.
- The student will receive credit for the previous night's homework only if it is turned in to the ISS monitor prior to serving ISS.
- Homework assigned for that day can be done at home by the student for credit. Homework for that day will be given to the student at the end of the ISS day.
- Tests or quizzes scheduled for that day will be taken during ISS.

The parent(s) and the student must meet with the principal/assistant principal the day following the in-school suspension, prior to returning to class.

Out-of-School Suspension (grades PreK-8)

The following infractions are so serious that should they ever occur, immediate suspension or expulsion may be warranted. Students will receive a failing conduct grade for the week in which the behavior occurs. These infractions include but are not limited to the following:

- Fighting or hitting
- Leaving school grounds without permission
- Substance abuse
- Use of tobacco products
- Possession of weapons
- Vandalism
- Obscene or sexually explicit language, behavior, or material
- Threats to another person
- Possessing prescription or over-the-counter medications
- Harassment or bullying
- Dishonesty including stealing, lying, cheating, plagiarism, or forgery
- Possessing, receiving, buying, transmitting, selling, or being under the influence of any illegal drug, alcoholic beverage, controlled substance, illegal substance, mind-altering substance, inhalant, or intoxicant of any kind, or any counterfeit controlled substance (A counterfeit controlled substance is any substance that is made to look like a controlled substance or that a student believes to be a controlled substance.)

The parent(s) and the student must meet with the principal/assistant principal the day following the out-of-school suspension, prior to returning to class.

Diocesan Policies Regarding Suspension

*Diocesan Policy #3105 – Students in Catholic schools shall be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, may be reason for suspension or dismissal from school.

*Diocesan Policy #3105 – 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 shall be reason for suspension from school.

*Diocesan Policy #3110 – No student shall possess, handle, or transmit any object(s) that can be considered a weapon or other dangerous object of no reasonable use to the student at school;

- On the school grounds during or immediately before or after school hours
- On the school grounds at any 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 or activity

Harassment and Bullying
St. John Neumann Catholic School prohibits acts of harassment and bullying. A safe and respectful environment in school is necessary for students to learn, achieve, and grow. Harassment or bullying, like other disruptive or violent behaviors, interferes with a student's ability to learn and a school's ability to educate students. It is contradictory to the mission and vision of the school and will not be tolerated.

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

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

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

Consequences

Several factors will be considered in determining the appropriate response to acts of harassment or bullying.

- The developmental and maturity levels of the parties involved
- The circumstances of the event(s)
- The nature of the behavior(s)
- Past incidences or a continued pattern of behavior
- The relationship(s) between the parties involved

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

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

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

Cell Phones
Cell phones must be turned OFF and kept in backpacks or lockers at all times. When given explicit permission by a teacher, students may use a cell phone as part of a learning activity. Otherwise, cell phone use will only be permitted prior to arriving on campus and after 3:35 PM (with permission). Cell phone use is not permitted in BAC.

Some teachers may incorporate the use of student smartphones into learning. Students may use a cell phone with the permission of a teacher for use under the teacher's supervision in the classroom. This cell phone use must be directly related to student learning.

The following disciplinary measures will be applied to violations of the cell phone policy or inappropriate use of a cell phone:

<u>First offense:</u>
- 10-point minimum conduct deduction.
- Parent will be notified.
- Cell phone will be confiscated and must be checked in and out of the office (before and after school) for 5 school days.
- All cell phone memory will be reviewed.

Second offense:

- 20-point minimum conduct deduction.
- Parent will be notified.
- Cell phone will be confiscated and must be checked in and out of the office (before and after school) for 10 school days.
- 1-day ISS for grades 5-8; lunch detention for grades K-4.
- All cell phone memory will be reviewed.

Any inappropriate content found on a cell phone may result in additional disciplinary action.

UNIFORMS

Preschool Uniform
Students may wear any solid navy blue shirt and khaki bottoms (shorts, skirts, pants, etc.) Girls should wear shorts under skirts and dresses. Tights and leggings should be white or navy blue only. Students are required to wear tennis shoes and white socks every day. Please follow hair guidelines below.

K-8 Uniform

- **Please refer to the K-8 Uniform Dress Code (chart), located at the back of the handbook, for the grade-specific details of the SJNCS uniform.**

SJNCS sports' team shirts/jerseys/jackets are **not** part of the regular school uniform and should only be worn on game days. Fridays are SJNCS Spirit Days. Students may wear SJNCS Spirit Shirts with their uniform pants, shorts, skirts/skorts, or jumpers.

Personal Care/Accessories Dress Code Grades K-8

Hair:

- Hair must be neat, clean, combed, and should not hang below the eyebrows.
- Boys' hair must be off the collar and off the ears.
- Hair must be a natural color.
- Girls' hair bands, bows, and ribbons should be of conservative size and style (two inches in width or less) and should not detract from the learning environment. All hair accessories should be an SJNCS school uniform color (white, green, gold, and/or navy blue).
- Combs, picks, or brushes should be kept in backpacks or lockers and should not be shared.

Standard, conservative haircuts are appropriate in the school environment. The school reserves the right to determine what constitutes an appropriate style.

Jewelry:

- Girls may wear one set of button-type earrings no larger than one-half inch in width. Hoop or dangling earrings are not permitted at any time.
- Boys may not wear earrings.
- One religious necklace is permitted. No rope or choker-type necklace is permitted.
- One bracelet may be worn. One watch may be worn. Students may wear only one ring per hand.
- Sunglasses may not be worn in the building.
- No lapel buttons or pins may be worn on any part of the uniform.

Makeup:

- Makeup, nail polish, and artificial nails are not allowed in any grade. Clear Chap Stick may be worn (but not lip gloss).

Out-of-Uniform Dress Code Pre-K-8

Students are expected to dress appropriately on non-uniform days, maintaining the same level of modesty and neatness required on uniform days. Uniform guidelines for hair and jewelry must be followed.

The following will NOT be permitted:

- Oversized clothing or tight-fitting shirts or blouses
- Leggings, tight fitting/skinny jeans or pants (unless covered by a blouse or shirt that exceeds fingertip length in both the front and the back)
- Visible undergarments
- Shirts that have spaghetti straps, show midriff, or display inappropriate subject matter (Tank tops are not permitted in middle school.)
- Shorts/skirts/skorts shorter than 2 ½" above the kneecap
- Cut-off shirts or shorts
- Torn or patched clothing
- Inappropriate shoes (i.e. house slippers, flip flops, high heels, Crocs) - All shoes must have a closed back or strap.
  Reminder: Pre-K students are required to wear tennis shoes at all times.

Any student arriving at school wearing inappropriate attire will be required to call a parent to bring their uniform or more appropriate clothing for the student to wear.

Students who are on Conduct Alert on an out-of-uniform day must wear their school uniform.

St. John Neumann Catholic School
"Mustangs"
Athletic Program

St. John Neumann Catholic School currently participates in the Knoxville Independent School League (KISL), except when noted, and is bound by their rules regarding team sports.

Athletic Department Philosophy:

The purpose of the St. John Neumann Catholic School athletic program is to allow each participant to reach his or her full potential by providing a Christ-like atmosphere that fosters sportsmanship, commitment, self-sacrifice, honesty, and respect. We are a competitive program. While winning is not the primary goal, it is very important. We want to win!

Goals of Athletes:

- Devote every thought, word, and action to the glory of God
- Develop their individual talents to their fullest
- Do their best, regardless of the outcome of the event
- Respect and care for their bodies
- Recognize that teamwork and sportsmanship help to create a sense of community and school spirit

General Information

The policies contained within this handbook have been developed to ensure the administration and operation of an effective athletic program. It is the school's intent to provide fairness and consistency throughout the program. Therefore, parents have a responsibility to be aware of the policies that govern the athletic program. Please study the contents very carefully. These rules are considered in effect for all student athletes at all times during the school year.

SJNCS has established an athletic code that clearly defines certain behaviors as inappropriate and harmful to the student athlete and his/her athletic endeavors. Using illegal or harmful substances, exhibiting improper conduct, not maintaining proficient academic progress, or engaging in activities considered inappropriate for an SJNCS student athlete are areas that will be dealt with by suspension from athletic contests and/or from the athletic program. Additional consequences will be determined by the principal as deemed appropriate.

Athletes are expected to comply with the Parent/Student Handbook to be eligible to participate in sports.

Sportsmanship

All participants in the "Mustang" athletic program will commit themselves to good sportsmanship. Sportsmanship is defined as "honest rivalry, courteous relations, and graceful acceptance of results." All participants need to understand and accept that each opponent and each team has the right to win. Winners are not always judged by the final score but in their struggle to win, doing their best, and not giving up. Everyone involved in the athletic program is responsible for good sportsmanship.

The Player

1. Treats teammates and opponents with respect
2. Plays hard, but plays within the rules
3. Exercises self-control at all times
4. Respects officials and accepts their decisions without gesture or comment
5. Wins without boasting, loses without excuses, and never quits
6. Always remembers that it is a privilege to represent St. John Neumann Catholic School and Parish
7. Realizes the responsibilities of being a role model and acts accordingly at **all** times

Failure to comply with the guidelines above or the athlete receiving a technical foul or being ejected from a game will result in game or multiple game suspensions or removal from the team. The Athletic Director and other Administrators will make all suspension/removal decisions.

Starters play more than non-starters in most games, especially those that are close. Non-starters could see more playing time in games that are not close and/or toward the end of the game. The more players on the team, the less time non-starters will play in games. A higher number of players on teams also limit the amount of instruction that a non-starter receives at practice.

The Coach

1. Uses words and actions that encourage the athletes to reflect on living their faith through sports participation
2. Serves as a role model for good sportsmanship, fair play, honesty, and team spirit
3. Treats all players and opponents with respect
4. Inspires in the athletes a love for the game and the desire to compete fairly
5. Disciplines those on the team who display un-sportsman-like behavior
6. Respects the judgment and interpretation of the rules by the officials
7. If a coach is ejected from a game, he/she will be suspended for two games.

The Parents

The job of a parent of a student athlete is a difficult one. It takes a lot of effort to do it well.

1. Make sure your children know that win/lose, you love them, appreciate their efforts, and are not disappointed in them.
2. Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship, and actual skill level.
3. Be helpful but don't coach them; remember, that is the coach's job.
4. Don't compare your child with other team members.
5. Teach your child to enjoy competition, but avoid creating pressure on him or her.
6. Always remember that children tend to exaggerate both when praised and criticized.
7. Keep in mind that your child's playing time is at the discretion of the coach.
8. When a teacher/coach is not directly responsible for students, parents are required to supervise their children and are responsible for their behavior at all school events, including but not limited to, sporting events. Lack of parental supervision could result in the student being excluded from future events.

The Spectator

1. Attempts to understand and be informed of the rules of the game
2. Appreciates a good play no matter who makes it
3. Respects the judgment and strategy of the coach
4. Does not criticize or second-guess coaches or players for a loss
5. Does not heckle, jeer or distract players, referees, or coaches
6. Avoids use of obnoxious language or behavior
7. When attending athletic events, SJNCS students need to dress appropriately for the school environment and maintain the same level of modesty, neatness, and Christian behavior that is required throughout the school year. Conduct unbecoming a Christian student will be reason for a coach or faculty member to send a student home.

Responsibilities of Parents

- Arrange for a physical examination for your child with your child's physician. The physical form must be dated after June 1st and be on file prior to the athletic season.
- A Concussion Form must be filled out and on file prior to the athletic season. This form may be found on the athletic site at www.stjohnneumannathletics.org under Files & Links.
- Parents are required to attend a pre-season Parent Meeting for every sport in which their child participates.

- Volunteer to help with needed activities (concessions, team parents, admissions, scoring, time keeping, etc.).
- Parents are responsible for all transportation to and from games. This is not the responsibility of the coach or school.
- Parents are required to pick their children up **on time** from practices and games.
- Take care of assigned school sports' uniforms and equipment. At the end of the season the uniforms should be laundered and returned promptly in good condition.
- Academic and conduct grades must be kept within the eligibility guidelines.

Responsibilities of School Administration

- The school administration will provide practice times and areas for all sports.
- The school administration will provide proper equipment to the participants and the athletic teams.
- The administration will serve as the final authority on any dispute or conflict that occurs with a student athlete, parent, spectator, or coach.

Student Athlete Eligibility

Athletic participation is open to any sixth, seventh, or eighth grade student (boy or girl) who meets the proper academic, disciplinary, and physical requirements. In some cases, at the discretion of the athletic director, the fifth graders may have the opportunity to participate in a sport, if league requirements allow. Fifth graders who play on middle school athletic teams must meet the same requirements as students in grades 6-8. Participation on an SJNCS sports team is not guaranteed. Many sports have restrictions about the grade level of an athlete. Volleyball players, for example, must be in grades 5-8, yet Cross Country is available to students in grades 3-8. Some sports have a limited number of positions available, requiring coaches to hold tryouts and make selections.

Academic Requirements

- Students with a conduct grade lower than 70 percent will not be eligible to play or practice for a week. Any week after that will result in two weeks of suspended play. If a student athlete is suspended (ISS or OSS) eligibility for participation in sports will be determined by the school administration. Fall sports eligibility is determined by the final term grades of the prior school year.
- If a student is not allowed to participate in a sport due to consequences from conduct or grades, he or she may not sit with the team during games.
- If a student has more than one grade of 76 percent or lower (D or F) the student is off any sports team for one week.
- Students with grades of 76 percent or lower will be allowed to try out for a team, but will not be able to practice or participate in any games until the child is no longer on Academic Alert.
- If a student misses more than ½ day of school or has a fever, vomiting, or diarrhea they will not be permitted to participate in after-school sports activities.
- Students leaving school early to participate in a sporting event are responsible for making up any work that is missed.

Selection of Teams

Prior to tryouts, all coaches will send out communication to all perspective members/parents explaining expectations, rules, etc. The coaches shall select the teams. The number of players/teams selected is determined by the league and varies by sport. All tryouts are closed tryouts, with only coaches, players, and athletic committee members present. Athletic Committee members include: the pastor, principal, assistant principal, and the athletic director. The athletic director will approve multiple sport participation on an individual basis.

Financial Responsibilities

There is a $100.00 per student participation fee for each sport ($75.00 for additional sports) in which a child participates. This fee helps defray the costs of equipment, uniforms, referee payments, and facility maintenance. Other costs to the student may include special shoes, equipment (i.e. golf clubs, tennis racquets),

some team uniforms, etc. We make every effort to keep costs to a minimum. Due to periodic practice sessions with a Pro/trainer, golf and tennis fees may exceed the $100.00 participation fee.

All fees must be paid prior to receiving a uniform and/or playing in a game.

Current Sports Programs at St. John Neumann

Fall Sports (starting the 1st – 3rd weeks of school)
- *Cross Country (co-ed grades 3 – 8)
- Volleyball (girls grades 5-8)
- **Tennis (co-ed grades K-8)

Winter Sports (starting the 2nd – 3rd weeks of October)
- Basketball (boys and girls teams grades 5-8)
- Cheerleading (girls grades 5-8)

Spring Sports (starting the 2nd – 4th weeks of February)
- Soccer (co-ed grades 5-8)
- Golf (co-ed grades 6-8)

**Cross Country program is part of the Knoxville Track Club.*
***The Middle School Tennis Program is part of the Greater Knoxville Tennis Association.*

Prayer from the Sidelines

God, help me keep a cool head.
Help me remember it's my child's game, not mine.
Help me see the joy in the game: the nobility of trying your best,
And the satisfaction that comes with playing your heart out.
Help me keep my eye on the fun and off the scoreboard.
Let me cheer for all the children
And keep my comments about the Referees to myself.
Help me realize that the opposing coach is a member of the family of God,
And their best player is still a child, with feelings that hurt and a heart that can break.
Let me be a big enough sport to let my own child make blunders without my harassment.
And may I model sportsmanship and honor, no matter what others may say or do.
Amen.

St. John Neumann Catholic School
Before and After Care Program
SJNBAC

The purpose of the St. John Neumann Before and After Care Program (SJNBAC) is to provide child care for parents who need this service for their school age child(ren) enrolled in St. John Neumann Catholic School.

THE ST. JOHN NEUMANN BAC PROGRAM IS OPEN ONLY TO STUDENTS ENROLLED IN SJNCS.

Program Components
The *SJNBAC* has two components:

1. The **Before School** portion of the program begins at 7:00 AM. Children are supervised in the cafeteria until the school bell rings at 7:45 AM. Informal, self-directed play is allowed until 7:30 AM. A charge of $2.20 is assessed for Plan "D" students (every additional child in a family will be charged ½ of this cost) who arrive at school before 7:30 AM. There is no charge for students enrolled in Plan "A", "B", or "C" and no charge for children who arrive at school after 7:30 AM. Flashing red light in cafeteria window indicates the 7:30 AM no charge operating time.

   Students who arrive between 7:30 AM and 7:45 AM must report directly to the cafeteria. BAC coordinator Lynn Oravitz and staff personnel will supervise them until the 7:45 AM bell rings.

2. The **After School** portion of the program begins at 3:00 PM and ends at 6:00 PM. The schedule includes a balance of activities: active and quiet time, study time, private time to relax, large and small motor activities, group and individual activities, and time to talk with friends and staff.

Enrollment in SJNBAC
All students are required to be enrolled in the SJNBAC program. Parents will be asked to sign a parent contract and fill out an "Alternate Pick-Up Authorization Form".

Billing Information
Bills are generated from information contained in the parent contract. **Changes in enrollment plans must be made in writing on a "Change of Plan" form and submitted to the school office.** No credit is given for absences (family vacations, custody visits, illness, etc.). BAC fees are included on the monthly tuition statement. Statements will include current month charges for enrollees in Plans "A", "B", and "C" as well as any prior month charges for enrollees in Plan "D". August and September charges are included on the September statement for enrollees in Plans "A", "B" and "C".

NO MONTHS ARE PRO-RATED. This is a monthly fee based on 10 months of usage. (AUGUST – MAY)

FACTS payment plan is available for families subscribing to "A", "B" & "C" Plans only.

Payments may be turned in to the school office (checks only, please!!) or may be mailed to the school at 625 St. John Court, Knoxville 37934.

The SJNBAC is a self-supporting program wholly dependent on parent fees.

Change-of-Plan Fees
A grace period of 30 days will be offered in order for families to become adjusted to our program. After this time, a $5.00 Change-Of-Plan fee will be assessed each time plan changes are made. All Change-Of-Plan requests must be submitted on a "Change of Plan" form. Forms are available on Edline or in the School Office. "Change of Plan" will begin on the 1st day of the following month form was received.

Insufficient Funds Check
A $20.00 service charge is assessed if a check is returned due to insufficient funds. Parents must pay the entire amount due (including the service charge), in money order or certified check within two days' notice of an insufficient funds (ISF) check. Failure to do so may result in the termination of childcare services. More than two ISF checks may require future payments to be made by money order or certified check.

Late Payment Fees
Full payment is expected on or before the 20th of the month. If paying BAC charges and tuition on the same check, please make a notation.

Late Pick-Up Fees
A $10.00 per child late charge will be assessed each time a child is picked up between 6:00 PM and 6:15 PM. The rate will be $10.00 per child per fifteen minutes (or any portion of fifteen minutes) thereafter until the child is picked up. Continued late pick-up will result in a warning and may result in termination of enrollment in the SJNBAC.

Fee Schedules
After School Program Enrollment plans are based on the number of days each week parents expect their children to use the **After School** portion of the SJNBAC. One of the following four plans must be selected:

NO MONTHS ARE PRO-RATED. This is a monthly fee based on 10 months of usage. (August-May)

MONTHLY PLANS

Plan	Description	1 Child	2 Children	3 Children
"A"	Morning and after school care for all days of schedule, including early dismissal days and student holidays	$180 per month	$260 per month	$325 per month
"B"	Morning and after school care for four (4) scheduled days per week.	$150 per month	$225 per month	$260 per month
"C"	Morning and after school care for three (3) scheduled days per week.	$125 per month	$190 per month	$240 per month

ALL FAMILIES NOT ENROLLED IN ONE OF THE ABOVE PLANS, **MUST** ENROLL IN PLAN "D"

"D"	Hourly rate for after school care for two or less days per week ONLY.	$ 4.50 per hour or any portion of an hour between dismissal and 6:00 PM. Every additional child in a family will be charged $2.50 per hour.

Plan "D" is for those children who would use the program **no more than** two days per week or for unplanned events such as a forgotten early dismissal day and traffic delays. **All families are required to enroll in plan "D"**. Children not picked up at the end of their dismissal time will be escorted to the Before and After Care Program, and the family will be billed for the service. Children may not be left unattended on school property.

MORNING DROP – IN RATES

"MD"	Daily drop in rate per child for morning care Children enrolled in Plans "A", "B", and "C" are not charged for morning care.	$2.50 per morning Every additional child in a family will be charged ½ of this cost.

Non-School Days and Early Dismissal Days
Reservations are required for all students who wish to use the After School program on Non-School Days. Reservation slips will be available in the SJNBAC room and RenWeb one month prior to non-school days.

FULL DAY CHARGES are assessed on Non-School Days based on the plan that the student is enrolled in and the reservations made for that day. HOURLY RATE CHARGES are assessed on Early Dismissal Days, at a rate of $4.50 per hour or any portion of an hour. Every additional child in a family will be charged $2.50 per hour.

Full Day	Plan "A"	No charge	*Early Dismissal*	Plan "A"	No charge
	Plan "B"	$15.00 per child		Plan "B"	Hourly Rate
	Plan "C"	$20.00 per child		Plan "C"	Hourly Rate
	Plan "D"	$27.00 per child		Plan "D"	Hourly Rate

The Plan "D" "drop-in" rate of $4.50 per hour is not applicable on Non-School Days since *SJNBAC* **does not** offer ***"drop-in"*** service on these days.

Children are guaranteed space in this portion of the SJNBAC program only if the reservation form is completed and returned to BAC on or before the specified deadline. Each child must return a completed form if they plan to attend SJNBAC on a scheduled non-school day. Reservations for a minimum of eight (8) families are required for the SJNBAC program to operate on non-school days, i.e., staff development days, in-service days etc.

Children who sign up after the specified deadline will be accepted on a first-come, first-serve basis as space allows. **Space may not be available if a completed form is not returned on time**.

If a child is absent on a day that a reservation was made and if SJNBAC is not notified by 8:00 AM on the reservation date, a $10.00 fee for holding the space on the Non-School Day will be assessed. Please call Lynn Oravitz at (865) 777-0077, ext. 127 or (865) 679-1536 to cancel any reservations.

SJNBAC does not offer "drop-in" service on Non-School Days. If you do not sign up in advance your child will not be admitted to SJNBAC on these days. Please plan in advance for service on these days.

Very often we have children whose parents have forgotten it is an Early Dismissal Day. Any child not picked up by the deadline on an Early Dismissal Day will be taken to SJNBAC. Parents will be charged for the use of SJNBAC at a rate of $4.50 per hour or any portion of an hour. The second child and third child in a family will be charged $2.50 per hour.

SJNBAC Schedule
SJNBAC is open during the school year on weekdays (except as noted in the Holiday Schedule):

Before School:	7:00 – 7:30 AM
After School Care:	3:00 – 6:00 PM
Non-School Days:	7:00 AM – 6:00 PM
Early Dismissal Days:	11:30 AM, 1:00 PM – 6:00 PM

Holiday Schedule / In-Service days
The *SJNBAC* will be closed on all weekends and on the following holidays/in-service days.

Labor Day	**Monday**	**September 5, 2016**
Fall Break	**Friday, Monday, Tuesday, and Wednesday**	**October 7th – October 12th, 2016**
Thanksgiving	**Wednesday, Thursday, and Friday**	**November 23rd, 24th, and 25th, 2016**
Christmas		**December 22nd – December 31st 2016** **January 2nd, 2017**
Martin Luther King	**Monday**	**January 16th, 2017**
Winter Break	**Friday and Monday**	**February 17th and 20th, 2017**
Spring Break	**Monday – Friday**	**March 13th – 17th, 2017**
Good Friday	**Friday**	**April 14th, 2017**
Easter Monday	**Monday**	**April 17th, 2017**

***Dates are subject to change**

Meals and Snacks
One snack is served every afternoon (including Early Dismissal Days). On Non-School Days, two snacks are served. The cost of all snacks is included in the SJNBAC fee schedule. Lunches are *not* provided by SJNBAC and are the responsibility of the parents.

Communication
In order to maintain open and clear communication with parents, SJNBAC will distribute letters and/or other flyers as needed. SJNBAC will receive calls **between the hours of 7:00 – 7:45 AM and 2:30 – 6:00 PM Monday through Friday at (865) 777-0077, ext. 127** or (865) 679-1536.

State of Tennessee Hotline Numbers

Childcare Complaint Hotline:	1-800-462-8261
Child Abuse Hotline:	1-877-237-0004
State of Tennessee Abuse Registry	http://health.state.tn.us/AbuseRegistry/default.aspx

Grievances
If you have a grievance regarding the *SJNBAC* or any member of its staff:

1. Immediately set up a time to discuss the grievance with the staff person involved.
2. Schedule a meeting with the Program Coordinator if the matter is not resolved in step 1.
3. Contact the Principal if the matter is unresolved after steps 1 and 2.

All complaints must be made in writing.

Discipline
Appropriate behavior is expected from all children at all times. SJNBAC consistently practices positive reinforcement of appropriate behavior. For the first offense, "Time-out," known as "Sweet Seat" to the SJNBAC children is one form of disciplinary action, and is used for a period of five to ten minutes (with the length of time depending on the child's age). For additional offenses please see SJNCS Parent Handbook. SJNBAC is a continuation of the school day therefore the point system is also used for students in grades third through eighth.

Evaluation
If a child is experiencing difficulty in the program due to behavior or other special needs, the problem will be discussed with the child. Should the behavior continue, the parents will be notified. If the problem continues after this notice, a conference with the parents will be required. If the problem cannot be resolved, the parents may be asked to withdraw the child from the program.

Dismissal
SJNBAC reserves the right to dismiss any child if the SJNBAC staff determines that the program cannot meet the needs of the child. Failure to comply with the terms of SJNBAC policy may result in the termination of enrollment in the program. Only fees paid beyond the current month will be refunded.

Pickup
The parent or authorized person picking up a child must come into the building, make contact with a staff member, and sign the sign-out form before leaving with a child. For each child's protection, the only people authorized to pick up a child are those individuals designated by the parent/guardian on the *"Alternate Pick-Up Authorization"* form. Identification must be presented upon request in order to verify a person's identity. Students must be signed out before they are released from outside activity.
If no time is indicated on the sign-out sheet, it will be assumed the child was picked up at 6:00 PM
If a child is to be released to anyone other than persons listed on the aforementioned form, parents must send a written note *prior* to pick-up time. Telephone call authorizations are not acceptable forms of notification. Please be sure to have an adequate number of people authorized to pick your child(ren) up. ***This policy is strictly enforced.***

Late Pick-Up
Parents should have an emergency pick-up plan on file with the school to cover emergencies or unexpected delays. Conditions are sometimes beyond parents' control (inclement weather, traffic, etc.); when a late pick-up appears imminent, it is imperative that parents notify the SJNBAC staff as soon as possible and put their emergency pick-up plan into effect.

Activities Permission Slip for Students Enrolled in the BAC Program
In keeping with the policy of maintaining a safe and supervised environment, it will be required to have a completed Activities Permission Slip on file before any child is permitted to leave the SJNBAC program for any before and after school activities. This form is available in the front office, from the BAC staff, and can also be found on RenWeb under Resource Documents. Students entering the program after 3:35 PM must have a form on file in order to be signed out of or into the program by a coach/teacher that has been supervising them.

Personal Belongings
Children **should not bring toys** and personal items to SJNBAC. Expensive jewelry, toys, and games must be left at home. SJNBAC will not be responsible for the loss or damage to personal items.

Items Children May Bring To SJNBAC
On Non-School Days, children should bring a pillow and a towel or small blanket, since a rest period is incorporated into the activities planned on those days. Handheld electronics are allowed at SJNBAC on Non-School days only, however the time of use will be at the discretion of SJNBAC Staff.

School Closings Due To Weather
When St. John Neumann Catholic School is canceled prior to the 7:00 AM opening of SJNBAC, you may assume that the SJNBAC is also closed. If school is cancelled after 7:00 AM, teachers and/or SJNBAC staff will remain with any children dropped off for the SJNBAC until all children are picked up.

On days of inclement weather, please watch for St. John Neumann Catholic School information on the following television stations WATE (channel 6), WBIR (channel 10), or WVLT (channel 8).

Parents should tune in to one of the aforementioned stations to listen for school closings. **In the event school (and the SJNBAC) is closed after 7:00 AM, parents must begin to implement the emergency or alternate pick-up plan they submitted to the school.** No student can be accepted for enrollment in either the school or the childcare program unless the emergency or alternate pick-up plan is on file in the school office.

Emergency/Illness
Emergency information must be maintained in the school office for each student. Any changes in emergency contacts or telephone numbers should be promptly reported to the school office. If a child becomes ill while at SJNBAC, the child will rest in a quiet area until a parent can be contacted to pick up the child. If a parent cannot be reached, the staff will call persons listed on the "Emergency Information/Medical Release" form.

Communicable Diseases
When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, parents will be called immediately and asked to take the child home. SJNBAC will promptly notify parents of the occurrence of a communicable disease among the other children enrolled. If a child has been ill with a fever, fresh cold, sore throat, skin rash, skin eruption, or vomits, he/she should not be at SJNBAC.

Medication
Please read your SJNCS Parent/Student Handbook concerning the schools medication policies. Medications needing to be dispensed during after care hours fall under the same policy guidelines. Because the school clinic closes at 3:45 PM, you will need to discuss your medication needs with Lynn Oravitz, Coordinator.

Accidents
If a child has a MINOR INJURY while in the SJNBAC program, an illness/injury report will be filled out by a staff member and given to the parents.

If a child has a SERIOUS INJURY while in the SJNBAC program, and if that injury appears to require medical attention, the parents will be contacted immediately so that they can determine whether or not medical treatment is necessary.

In an EMERGENCY, when immediate medical attention is required, the SJNBAC staff will call 911 and then immediately contact the parents and the child's doctor. If a parent cannot be reached, the staff will contact the emergency contact person(s) listed on the emergency form on file with the school. After 911 has been called, paramedics decide on the appropriate action. If the child needs emergency treatment, the treatment will be given

at the nearest available medical facility. A staff member will accompany any child taken to the hospital. Parents are responsible for all medical charges.

Contacts at SJNBAC

Lynn Oravitz is the Coordinator of SJNBAC and is responsible for day-to-day operations, including the oversight of the SJNBAC staff. Questions concerning program activities, operating procedures, illness/injury reports, behavioral complaints, records management, reservations, etc. should be directed to Mrs. Oravitz. **Mrs. Oravitz can be reached between the hours of 7:00 – 7:45 AM and 2:30 – 6:00 PM at (865) 777-0077, ext. 127** or (865) 679-1536.

All questions concerning billing statements, plan options, fees or payments should be directed to Mrs. Oravitz, SJNBAC Coordinator at (865) 777-0077, ext. 127 or (865) 679-1536 between the hours of 7:00 – 7:45 AM and 2:30 – 6:00 PM

Diocese of Knoxville Catholic Schools

SOCIAL MEDIA POLICY FOR STUDENTS

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.

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

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.

2. Students are expected to be respectful toward school personnel and other adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.

3. Students should not request school personnel to "friend" them on a social networking sites.

4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all? Jesus replied, "The most important one is this: "Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your 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.