



KCHS

STUDENT/PARENT HANDBOOK

2009-2010

KNOXVILLE CATHOLIC HIGH SCHOOL

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Vision

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

Mission Statement

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

Goals

Teaching the Gospel

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

Igniting Love of Learning

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

Nurturing Individual Growth

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

POLICY CHANGES IN 2009-2010 PARENT/STUDENT HANDBOOK

Daily Schedule (p.7)

On All-School Mass days only, break will follow first period rather than second period.

On Thursdays when there is no All-School Mass, the Daily Mass bell will ring at 8:35 and Daily Mass will begin at 8:40 a.m.

Due Dates for yearly Service Hour Requirements (p.12)

Seniors by May 3, 2010

Underclassmen by May 10, 2010

Service (p.15)

Trash pick-up and clearing trails will not be considered acceptable for service hour requirements.

New Courses (p.18)

Environmental Chemistry CP

Zoology CP

World History H

Probability and Statistics CP – year long course

Grading Scale and Calculation of Grade Point Average (p.19)

All negative weighting for course levels has been removed

Permanent Records/Transcripts (p.19)

Grades will be reported on transcripts as a number grade.

At the request of the student or parent, standardized test scores may be printed on the transcript.

Report Card/RenWeb Updates (p.19)

Grades are updated weekly on RenWeb.

Late work should be graded and entered in RenWeb within one week of student submittal. Notification of failing grades will be posted on RenWeb through weekly updates. It is the student and parent's responsibility to check RenWeb for low grades.

Parents who experience problems with grade updates from individual teachers should contact the Academic Dean.

Quarter and semester grade calculation (p.19)

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

Graduation Requirements (p. 20)

For the Class of 2013, a fourth math class, an extra ½ credit of PE, and Personal Finance will be required.

For the Class of 2013, Geography will not be required.

Course Selection (p. 21)

If a student has listed a course on his course selection sheet, the course is considered 'fair game' to assign to the student. Therefore, students and parents must realize that students will be required to honor any of the selections regardless of the order of preference.

Correspondence Courses (p.22)

Fine Arts credit requirements must be fulfilled at KCHS

Exams for Advanced Placement (AP) Courses (p.23)

Students are not allowed to take an AP exam for a course offered at KCHS unless they have been enrolled in the course. (For example, a student who has not been enrolled in French AP, but decides he would like to ‘try’ the exam without taking the course, will not be allowed to do so.)

Guidance – scheduling appointments (p.24)

Students may schedule appointments through the Guidance Assistant/Receptionist, by signing up on the sheets listed on the school counselor’s door, by leaving a note with the Guidance Assistant, or by sending an email to the school counselor.

School counselors are available for parent meetings by appointment.

Dress Code (p.31)

Any official KCHS or IRISH t-shirt of a school sponsored team or club may be worn on Fridays. Skirt hem lengths must fall at the top of the kneecap.

Hooded sweatshirts are not allowed.

Student prescribed to wear an injury boot must present the front office with a copy of the prescription indicating the length of time the boot is to be worn. The student must wear school uniform pants or sweat pants. No shorts are allowed. A uniform shirt must be worn.

Point Deductions for Absences (p.37)

On the sixth and subsequent class sessions missed per semester for any given class, the individual class teacher will deduct 2 points from the student’s ongoing quarter grade with no limit to the amount of point deductions a student may incur.

In order that parents and students may have a clear indication of where a grade stands in relation to absences, deductions for absences will be taken by the individual classroom teacher no later than at the individual quarter’s interim and the quarter’s end.

Teachers must submit written documentation to the Academic Dean at the time of the deduction. See p. 35 for an example.

The administration may review this policy in cases of excessive absence due to emergency circumstances. Students who have emergency circumstances are expected to initiate contact with the Registrar or the Academic Dean regarding the situation within one week of the absence to register a petition to receive extenuating circumstance status.

It is the responsibility of each individual parent and student to check RenWeb for absences and possible point deductions. Teacher gradebook records will serve as parent notification of absences.

College Visit Days (p.38)

Juniors and Seniors only will be allow two properly documented college visit days per year. See p. 36 for requirements for documentation.

School Detentions (p.40)

School detentions are assigned by the appropriate class disciplinarian following a school discipline referral. When scheduling detention days, disciplinarians make every effort to accommodate student commitments such as work schedules and doctor’s appointments.

Detention is held for one hour (3:20-4:20 p.m.) after school in room B102, on Monday through Thursday of each week beginning the second week of the school year. Students who forget or cut detention will receive additional demerits and detentions

Suspension (p.40-41)

Suspensions incur a two points per day academic penalty from the quarter average in each of the students seven class. Students with borderline grades need to take special notice that a suspension may cause a failing quarter grade.

Guidelines for specific infractions (p.41-42)

No food or drink allowed in the classroom.

Lying/deceit – subject to 10 demerits

Cell Phone confiscation times increased to 2 weeks for 1st offense and 4 weeks for 2nd offense.

Inappropriate computer use including bypassing filters (i.e. ‘tunneling’) – 5 demerits

Unauthorized use of KCHS name or the names of the faculty and staff – subject to 10 demerits, suspension, or expulsion.

Substance Abuse/Care Plan (p.43)

Following a substance abuse incident, the student may not return to school until a Care Plan has been signed by the Parent/Guardian. The plan must be signed in order for the student to remain enrolled at KCHS.

Computer Use Policy (p.44-45)

Computer users will not be allowed to use others’ assigned accounts, nor will they be allowed to let others use their assigned accounts.

Students who bypass KCHS filters to access restricted sites are subject to demerits as outlined in the Discipline portion of this handbook.

Computer users may not use the KCHS name or the names of Faculty or Staff members to create unauthorized sites.

Parking (p.47)

Beginning 2nd semester, parking fees for new drivers in the current school year are reduced from \$50.00 to \$25.00.

Tuition (p.48)

Accounts are viewable through the Parents Web feature of RenWeb.

Automatic payments made be set up through PayEasy. Minimal additional charges apply if monthly automatic drafts are used. Heftier chargers apply for those using a credit card to pay tuition. (see p 46).

Perforated Parent Signature Page (p.53)

Due Friday, August 28, 2009 to the A-Block Teacher. The teacher or Academic Dean may choose to assign one demerit/one detention for late receipt of this page.

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Abbreviations used throughout this document:

CCC: Catechism of the Catholic Church
DSP: Diocesan School Policy

DAILY SCHEDULES

Daily Mass is offered for the school community. Each semester a student takes seven classes and one enrichment class. Classes are named A-G and Enrichment. Six periods meet on a rotating basis. Due to late arrival on Wednesdays and All-School Mass or Enrichment on Thursdays, only five regular classes meet on these days. Students receive a copy of the rotation schedule every six to nine weeks.

Monday, Tuesday, Friday Schedule

Arrival Time	7:45	Students gather in the Lobby of the A Building. (No student is permitted in the B Building before 7:45).
	8:00	First bell rings
	Period 1	8:05-9:05
	Period 2	9:10-10:10
	Daily Mass	9:45
	Break	10:10-10:25
	Period 3	10:30-11:25
	Period 4	11:30-1:00

1ST LUNCH		2ND LUNCH		3RD LUNCH	
Lunch	11:30-12:00	Period 4	11:30-12:00	Period 4	11:30-12:30
Period 4	12:05-1:00	Lunch	12:00-12:30	Lunch	12:30-1:00
		Period 4, cont.	12:30-1:00		

Period 5	1:05-2:00
Period 6	2:05-3:05
Dismissal	3:05

Wednesday Late Arrival

There is one less class period on Wednesdays. Follow the Regular Schedule, with 1st Period beginning at 9:10.

Thursday All-School Mass/Enrichment, Daily Mass

There is one less class period on Thursdays. **On All-School Mass days only, Break will follow first period rather than second period.** On Thursdays when there is no All-School Mass, the Daily Mass bell will ring at 8:35 and Daily Mass will begin at 8:40 a.m.

All-School Mass Schedule		Daily Mass Thursdays		Enrichment Schedule	
Period 1	8:05-9:05	Period 1	8:05-9:05	Period 1	8:05-9:05
Break	9:05-9:20	D/Mass	8:35	Period 2	9:10-10:10
Period 2	9:25-10:25	Period 2	9:10-10:10	Daily Mass	9:40-10:10
A/S Mass	10:30-11:25	Break	10:15-10:25	Break	10:15-10:25
Resume w/regular schedule		Resume w/regular schedule		Resume w/regular schedule	

Lunch

A student’s lunch period varies according to the location of his fourth period class.

1 st Lunch	Rooms A10-A16 C11,13,15,17,19 Art Wing
2 nd Lunch	Downstairs of B Building Library C10,12,14,16,18
3 rd Lunch	Upstairs of B Building Gym, All Sports Complex

It is a senior privilege to eat lunch outside in the designated area alongside the Fine Arts hallway. All other classes must eat either in the cafeteria or the commons area.

Activity Schedule

Period 1	8:05-9:00
Period 2	9:05-10:00
Daily Mass	9:45
Break	10:00-10:15
Period 3	10:20-11:10
Period 4	11:15-12:45
1 st Lunch	11:15-11:45
2 nd Lunch	11:45-12:15
3 rd Lunch	12:15-12:45
Period 5	12:50-1:35
Period 6	1:40-2:30
Activity	2:35-3:05
Dismissal	3:05

SAMPLE SCHEDULE

Monday		Tuesday		Wednesday		Thursday		Friday	
Period	Class	Period	Class	Period	Class	Period	Class	Period	Class
1	A	1	A	Late arrival		1	A	1	A
2	B	2	G	1	F	Break		2	C
Break		Break		Break		2	E	Break	
3	C	3	B	2	G	All School Mass		3	D
4	D	4	C	3	B	3	F	4	E
5	E	5	D	4	C	4	G	5	F
6	F	6	E	5	D	5	B	6	G

**Knoxville Catholic High School
2009-2010 Calendar**

**Except where noted, Wednesdays will be late arrival days,
and the tardy bell for first period will ring at 9:10 a.m.**

1st Semester

August 13, Thursday	Administrative Day (teachers return) New Teacher Orientation 8 a.m.-3 p.m. (library)
August 14, Friday	Administrative Day
August 17, Monday	Staff Development
August 18, Tuesday	Teacher In-Service
August 19, Wednesday	Freshman/New Parent Meeting (7 p.m. gym) Teacher In-Service
August 20, Thursday	Registration Day for Grades 10-12 Class meetings, photos, shortened classes, students in uniform
August 21, Friday	Registration Day for Grade 9 Orientation, class meeting, photos, shortened classes, students in uniform
August 24, Monday	Students Report—First Full Day of Classes
September 7, Monday	Labor Day Holiday
September 17, Thursday	First Quarter Interim IPN Open House 7 p.m.
October 2, Friday	Diocesan In-Service (Student Holiday)
October 5, Monday	Fall Break Day—No School
October 9, Friday	All School Retreat
October 12-16	Spirit Week
October 14, Wednesday	PSAT Test Day (no late arrival) Noon dismissal
October 21, Wednesday	First Quarter Ends
October 30, Friday	Parent/Teacher Conferences 12:50 dismissal
November 13, Friday	Second Quarter Interim
November 25, Wednesday	11:30 Dismissal (no late arrival)
November 26-27	Thanksgiving Holidays
December 1-2	Advent Penance Services
December 10, Thursday	Fine Arts Celebration 7-9 p.m.
December 16, Wednesday	Second Quarter Ends
December 17, Thursday	Semester Exams A & B 11:30 Dismissal
December 18, Friday	Semester Exams C & D 11:30 Dismissal
December 21, Monday	Semester Exams E & F 11:30 Dismissal
December 22, Tuesday	Semester Exams G & Make-ups/Semester Ends 9:30 & 11:30 Dismissal for Christmas Holidays
December 23-January 6	Christmas Holidays

2nd Semester

January 6, Wednesday	Teachers Return – Staff Development
January 7, Thursday	Students return
January 18, Monday	Martin Luther King Holiday
January 31 – February 5	Catholic Schools Week
February 5, Friday	Third Quarter Interim
February 8, Monday	PLAN Test 12:00 Dismissal for Sophomores
February 12, Friday	Winter Break Day—No School
February 15, Monday	President’s Day—No School
February 17, Wednesday	Ash Wednesday
March 8-9	Lenten Penance Services
March 12, Friday	Third Quarter Ends
March 26, Friday	Parent/Teacher Conferences – 12:50 Dismissal
April 1, Thursday	Holy Thursday—11:30 Dismissal
April 2, Friday	Good Friday Holiday
April 5-9	Spring Break
April 21, Wednesday	Fourth Quarter Interim
April 23, Friday	11:30 Dismissal, Prom
May 3-7, 10-13	AP Exams
May 10-13	Senior Exams
May 20, Thursday	Fourth Quarter Ends
May 21, Friday	Baccalaureate & Graduation Practice
	Baccalaureate 7:30 p.m.
	Semester Exams G & F 11:30 Dismissal
May 22, Saturday	Graduation Ceremony, 10 a.m.
May 24, Monday	Semester Exams E & D 11:30 Dismissal
May 25, Tuesday	Semester Exams C & B 11:30 Dismissal
May 26, Wednesday	Semester Exams A & Make-up Exams (no late arrival)
	Last Day for Students 9:30 & 11:30 Dismissal
May 27, Thursday	Staff Development
May 28, Friday	Teacher In-Service
May 31, Monday	Memorial Day Holiday
June 1-4	Administrative Days

SPIRITUAL LIFE

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

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

CHAPLAIN(S): The Chaplain is accountable for the liturgical life of the school. This includes the daily celebration of the Eucharist, all-school Masses, and penance services. With the Director of Campus Ministry and Religion Department, he provides the opportunity for spiritual direction, group and individual counseling and opportunities for retreats for students and faculty. The Chaplain provides the administration, faculty and parents with opportunities to understand and support the Catholic Christian dimension of the school.

DIRECTOR OF CAMPUS MINISTRY: The Director of Campus Ministry’s first duty is to implement departmental vision and goals in developing a broad campus ministry program. Working closely with the Religion Department and the Chaplain, the Director of Campus Ministry seeks to establish solid relationships of trust with students, parents, teachers, and administration and to advance the faith through facilitating real encounters with Jesus Christ. The Director of Campus Ministry welcomes helping all those in the KCHS family as they seek a deeper relationship with Jesus Christ. The Director of Campus Ministry seeks to provide and facilitate challenging retreat options, field trips of faith, and service opportunities to enable young people to identify and positively respond to God’s call. In addition, he coordinates opportunities for prayer, catechesis, developing leaders, peer ministry and spiritual direction. By witnessing to the primacy of the Faith in daily life, the Director of Campus Ministry hopes to encourage students to walk daily with Christ and live the Catholic Faith with integrity, holiness, and zeal.

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

1. Each class begins with a prayer, brief scripture reading, or meditation led by teacher or student. Each school day begins and ends with prayer.
2. Counseling and/or spiritual direction are offered to students to assist them in their efforts to grow in their faith in God and to apply this faith to their daily lives.
3. Mass is celebrated each weekday in the Holy Trinity Chapel and frequently for the entire school.
4. Numerous opportunities for communal prayer are available throughout the school year. Any student may attend with teacher permission.
5. Retreats are conducted annually for the school as a whole or for individual classes. Retreat experiences, a fundamental part of the overall program, are not optional. Absences will be unexcused and make-up activities will be required.
6. The Sacrament of Penance is celebrated communally at appropriate liturgical times, monthly through Religion classes, and by individual appointments with one of the priests.

CHRISTIAN SERVICE

“Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.” –Matthew 25:40

With these words, Jesus charges His disciples to show their love for Him by assisting the poor. Echoing His teaching and imitating His example, the Church has always made “those who are oppressed by poverty...the object of a preferential love” (CCC 2448). This preferential love “extends not only to material poverty but also to the many forms of cultural and religious poverty” (CCC 2444).

For these reasons, the KCHS Christian Service program offers students the opportunity to perform the corporal and spiritual works of mercy, “by which we come to the aid of our neighbor in his spiritual and bodily necessities” (CCC 2447). The requirements of this program are designed to teach students to fulfill this Christian duty and, perhaps more importantly, offer them the possibility of personal enrichment that comes from giving of oneself to those in need.

DIRECT/INDIRECT SERVICE

Direct service involves direct face to face contact with those being served, the real poor such as (but not exclusively) single pregnant women, homeless, children from economically disadvantaged backgrounds, and elderly **outside** the family.

Indirect service is working to benefit the poor but with no person-to-person contact with the poor. (see examples listed)

GENERAL REQUIREMENTS

1. Each work of service must be a work of mercy.
2. Each work of service must be done for the poor – whether materially, physically, emotionally, or spiritually poor. (Note: not all non-profit organizations serve the poor.)
3. Each work of service must be verifiable.
4. Each work of service must be performed outside of school hours.

HOUR REQUIREMENTS

1. **For returning students, service hours must be performed between the last day of spring semester exams of one academic year and the first of May the following academic year.** For seniors, records of service must be submitted to the service coordinator no later than May 3, 2010 for credit to be applied. For underclassmen, records of service must be submitted no later than May 10, 2010.
2. **Freshmen and new students** are required to give a minimum of 20 hours for the year, with a **minimum** 10 of those hours being given **directly** to those who are poor. Hours are counted for applicable service performed **beginning with the start of school. (Credit for rising freshmen and new students is not given during the summer prior to actual classes at KCHS.)**
3. Sophomores are required to give a minimum of 30 hours for the year, with a **minimum** 10 of those hours being given **directly** to those who are poor.
4. Juniors and Seniors are required to give a minimum of 30 hours for the year, with a **minimum** 15 of those hours being given **directly** to those who are poor.

5. Underclassmen failing to complete the required service hours will not be allowed to return to KCHS the following academic year.
6. Seniors who fail to complete the required service hours will not receive their KCHS diploma until the requirement is satisfied.

Proposal forms are required in advance for a summer project of 10 or more hours or one during any quarter of 5 or more hours. These forms are also necessary for the limited service activities listed. Any student may, and is encouraged to submit a proposal for anticipated service activities, especially if not specifically listed in the list of acceptable service. Service proposal forms may be obtained from Ms. Roberts, Mrs. Chittenden or printed from RenWeb.

THE WORKS OF MERCY (with examples included)

The Corporal Works of Mercy

1. Feed the hungry
 - a. Work in a soup kitchen
 - b. Collect food for a food pantry (except during Spirit Week)
 - c. Cook meals for shut ins
 - d. Deliver food with F.I.S.H. or similar organizations
2. Give drink to the thirsty
 - a. Handing out water at a race benefiting the poor
3. Clothe the Naked
 - a. Deliver clothes to Ladies of Charity or other charitable thrift store
 - b. Make clothes for the poor
4. Shelter the homeless
 - a. Build a Habitat house
 - b. Work at a homeless shelter
5. Care for the sick
 - a. Volunteer at a local hospital
 - b. Visit patients in a hospital
6. Visit the imprisoned
 - a. Work with prison ministry
 - b. Do errands for the homebound
 - c. Visit elderly at a nursing home, assisted living facility, or a Hospice facility
7. Give alms to the poor
 - a. Work for a charity organization
 - b. Shop and deliver food to a food pantry
 - c. Clean your church

The Spiritual Works of Mercy

1. Admonish Sinners

2. Instruct the Ignorant
 - a. Teach Religious Education at your church
 - b. Tutor an underprivileged child
 - c. Be a summer aide in a program for disadvantaged children
 - d. Speak to RCIA about the Sacrament of Penance
3. Counsel the doubtful
 - a. Teach Religious Education at your church
4. Bear wrongs patiently – not applicable, unverifiable
5. Forgive wrongs – not applicable, unverifiable
6. Comfort the sorrowing
 - a. Must be a public setting – attend a funeral or visitation service
7. Pray for the living and the dead
 - a. Must be a public setting – pray in front of the abortion clinic
 - b. Attend the March for Life

DIRECT SERVICE EXAMPLES

Cook/Serve meals at a shelter or temporary residence like Ronald McDonald house
 Deliver meals to poor or shut-ins
 Hand out food at a food pantry or for the Empty Stocking Fund
 Build a house with Habitat for Humanity or repair homes in rural Appalachia with the owners present
 Volunteer with Therapy programs like S.T.A.R.
 Visit the patients at nursing homes or hospitals
 Volunteer at hospitals and have direct contact with the patients
 Visit prisoners
 Take a mission trip to Haiti or other underprivileged area
 Host a student with the Ulster Project
 Teach Vacation Bible School or other religious education to elementary students
 Tutor underprivileged children
 Teach English as a second language in parish programs
 Attend funerals/visitations for those known to you
 Volunteer at schools for the underprivileged/disabled helping the children
 Volunteer with Special Olympics as a hugger, cheerer, etc.
 Volunteer with Remote Area Medical mission trips (except veterinary trips)
 Volunteer as a camp counselor for disabled/underprivileged children
 Volunteer at the Boys/Girls Club
 Pray in front of the abortion clinic
 Volunteer to lead retreats as approved by the Service Coordinator

INDIRECT SERVICE EXAMPLES

Parish activities (cleaning, maintenance, fundraisers, nursery choir practice, serving, cantoring, etc. at liturgies other than those fulfilling your Sunday/Holy day obligations (See limited service)
 Pack meals for poor/shelve items at a food pantry
 Volunteer with Recording for the Blind and Dyslexic

Volunteer at fundraisers for the poor or ill
ANYTHING FOR CATHOLIC CHARITIES WITH NO DIRECT CONTACT WITH THE POOR
Volunteer at a Crisis Pregnancy Center
Run errands for the homebound
Help at fundraisers for charity
Attend the March for Life
Volunteer at the headquarters of a charity organization
Attend Catholic Day on the Hill
Make over a room with Special Spaces
Serve/set up/clean up activities that benefit the poor (example: Right to Life Dinner)
Volunteer at the public library
Volunteer for the Public Broadcasting System telethon
Sort/organize gifts for the poor (example: Angel Tree)
Cooking for the homeless shelter/shut ins
Make clothes for the poor
Work at hospital that does not involve patient contact (office work, maintenance, etc.)
Collect items for charity thrift shops

LIMITED OPPORTUNITIES

The following indirect service opportunities may be considered for **up to** 5 hours a **year** with prior approval from the service coordinator and performed under supervision.

Help the KCHS bookstore
Help with KCHS fall registration
Help with freshmen orientation
Serving, singing, ushering, etc. during Sunday/Holy Day obligation (note: time logged should be the actual minutes you are performing the particular service, not necessarily the entire Mass.)

UNACCEPTABLE

The following are **unacceptable** for consideration as service:

Babysitting
Yard work
Trash Pick-up, Clearing Trails
Sports (coaching, tournament help, etc) Exceptions: working with organizations such as Special Olympics, Boys/Girls Club, tournaments for which all the proceeds are for charity
Things done for relatives (parents, siblings, grandparents, cousins, aunts, uncles, steps)
Teacher help
Other unapproved actions at KCHS
Work without pay or working and donating the money to charity
Anything pertaining to work with animals that is not a therapy program
Camps that are not specifically held for the disadvantaged

GRADUATION POLICY REGARDING SENIOR RELIGION

Senior Religion courses are separate semester courses. The semester courses are NOT averaged together to produce a final yearly average as in other classes. (A senior who fails 1st semester may NOT bring up his yearly average with a higher 2nd semester grade.)

A senior who fails *any* Senior Religion course will NOT be allowed to participate in graduation ceremonies (“walk”) unless he/she has completed remedial course work. In order to be eligible to

participate in graduation ceremonies, the remedial course work for a 1st semester failure must be completed and returned to the assigning teacher by the last day of the 3rd quarter. Remedial course work for either course will be provided at a cost of \$150 per course taken.

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

KEEPING KIDS SAFE

Knoxville Catholic High School, in conjunction with The Diocese of Knoxville, is committed to providing a safe environment for all who worship, work, or participate in education and formation opportunities. The problem of child sexual abuse is a serious one. While child abduction by strangers attracts dramatic media attention, the majority of abusers are family members and trusted friends.

Providing resources to parents is the first step to protecting students. Empowered parents can develop and maintain an environment of trust in the home that allows children to discuss any topic, any fear, and any experience they are having. Potential abusers will avoid children who have such an open and honest relationship with their parents because abusers depend upon secrecy to avoid suspicion.

On the other hand, perpetrators target children who are most vulnerable to their methods, such as those looking for affection or attention. As one convicted sex offender chillingly told an audience of parents, "If you won't give your kids any attention, I will." Parents must be especially alert to any older child or adult who takes a particular interest in your children, tires to spend time with them in isolation, and seems to lack healthy relationships with his or her peers.

The Diocese of Knoxville and Knoxville Catholic High School are committed to reporting to law enforcement every known or suspected instance of child abuse. When we respond through proper intervention, we provide hope for children to lead healthy and happy lives.

What to Say to Youth (through high school):

- Contracts signed by minors are not legally binding without parental consent.
- You must get our permission before you accept a job from anyone.
- Walk with confidence and purpose in public. Be alert and aware of your surroundings and who is in the vicinity.
- Dating should be a fun experience and you should never allow yourself to be coerced into doing anything that you know is wrong.
- It is okay to be rude to someone who is trying to get you to do something that is wrong.
- "Date rape" accounts for the vast majority of teenage rapes. Just because you are on a date does not mean that you cannot say, "No." When you say, "No," that response should be respected.
- Never leave an opened can of soda some place where you can't see it. Get your own drink so you know exactly what is in it. If you start to feel sick or dizzy, tell a friend to call us immediately and we will come and get you, no questions asked.
- Perpetrators rely on our tendency to avoid making scenes in public; it is okay to make a scene to stop someone from taking advantage of you.

- If you are ever in an uncomfortable situation and need a ride home, call us and we will pick you up – and you will not get in trouble.
- Never do anything with your peers that you would not do if we were present, or if you were alone. “Group think” is usually not wiser than an individual’s independent thinking.
- Never give personal information over the Internet. Never agree to meet anyone you have met through the Internet.

Best Practices for Parents:

- Make time to communicate with your children- and do not forget that the most important part of communication is listening.
- Be familiar with your children’s friends and activities. Know where they are and with whom they are spending time.
- Acquaint yourselves with the family composition of the homes where your children spend time. Is there adult supervision? Are there older brothers and/or male teenagers around: Does the single mom have a boyfriend present?
- Screen babysitters carefully; check references before entrusting your children to anyone.
- Never force children to touch, hug, or kiss someone whom they do not want to.
- Perpetrators start young; be aware of any children who violate the boundaries of other children. Older siblings perpetrating on younger siblings is a very common form of child abuse.
- Teach your children to trust their instincts and give them permission to say “No” to what they think is wrong.
- Teach your children that a good secret is one that will eventually be told, like a surprise party. Bad secrets are often used to cover up wrongdoing.
- Understand that abusers often build trust with parents for the sole purpose of gaining access to their children.
- Teach your children to tell you if anyone makes them feel uncomfortable, or touches them inappropriately – and believe them if they do.
- Be alert to your child’s expressing fear of sudden dislike of someone.
- Monitor your children’s Internet use and keep computers in a public area of the house.
- Be sensitive to changes in your children’s behavior; talk to them about the changes when you notice them.

The information above was taken from the “Keeping Kids Safe” brochure produced under the direction of the Diocese of Knoxville; Copyright 2004 by Church Service of Colorado.

