

**STUDENT/PARENT HANDBOOK
2026-27**

St. John Neumann Catholic School
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SAINT JOHN NEUMANN
CATHOLIC SCHOOL



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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 COGNIA.

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.

CONDUCT EXPECTATIONS

- At SJNCS, we believe discipline should be directed toward fostering and maintaining Gospel values conducive to learning and teaching. Remember that discipline comes from the word disciple. We promote individual discipleship, encouraging each child to develop sound judgment and grow into a self-disciplined, contributing member the community
- Respectful cooperation is expected between families/students and the staff of SJNCS including pastor, administrators, teachers, teaching assistants, custodians, cafeteria, BAC employees, and volunteers. We must strive to work together in a professional and positive atmosphere.
- All students are held to the same behavioral expectations. Discipline is applied consistently, while supports and redirection are adjusted to meet each child's developmental needs.

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 15 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.

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. Access to 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. In addition the state of Tennessee has EFS funds that families are encouraged to apply for.

ATTENDANCE

Absences

Students must be in attendance for five hours or more to be marked present for a full school day. A note or email 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 one-half day (3.5 hrs) of school the student is not permitted to participate in after-school sponsored practices, sporting events, performances, etc. In addition, if a student has experienced a fever, vomiting and/or diarrhea during the school day, he/she will not be permitted to participate in after-school sponsored activities (i.e. sports, performances, etc.) that day. Students need a physician's note to be excused from physical education classes and recess 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.

When a student has 10 absences (excused or unexcused) families will receive an email reminding them of the importance of attendance. Disruption to the consistency of learning has shown to hurt students' overall school success. If the absences persist and academics are suffering the family will need to meet with administration to formulate a plan of action to help support the family with getting their student to school on a more consistent basis.

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 7:55 AM bell will be marked tardy. After 7:55 AM, preschool students and students in grades K-4 must be escorted into the office by their parents. Students in grades 6-8 may sign in by themselves.

- Excessive tardiness impeding academic learning, social or behavioral progress for students may result in a conference with school administrators.

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 or email 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.

ARRIVAL AND DISMISSAL PROCEDURES

The school day begins at 7:55 AM and ends at 2:45 PM (Pre-K), 3:00 PM (K-5) and 3:20 PM (6-8). On Wednesdays, the school day ends at 1:45 PM (Pre-K), 2:00 PM (K-5), and 2:20 PM (6-8).

Arrival Procedure for Pre-K

Parents must park and walk preschool children to the classrooms using the outside classroom doors. Pre-K students must sign in with the teacher. Please do not park in the drop-off line. For safety purposes, please use the crosswalk or park behind the church.

Arrival Procedure for K-8

Vehicles should follow one single file line 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 - 7:25 AM – check into the Before and After Care Program (BAC)
- 7:25 - 7:40 AM – report to the cafeteria (Students will be supervised in the cafeteria until the 7:40 AM bell rings.)
- 7:40 – 7:55 AM – report directly to the classroom
- After 7:55 AM – parents of students in grades Pre-K through grade 5 must come into the office to sign their child(ren) into school. Students in grades 6-8 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 (7:40-7:55 AM). Please send a note, email, or leave a message at the front office if you need to contact the teacher.

Recess

At St. John Neumann Catholic School, we value the importance of play, physical activity, and unstructured movement as essential components of a balanced school day. Elementary (K–5): Students receive 40 minutes or more of recess daily, which exceeds the Tennessee State Board of Education’s minimum recommendation of physical activity per day (per *Tennessee State Board Policy 4.206, Physical Activity*). Middle School (6–8): In accordance with *Policy 4.206*, students in grades 6–8 meet or exceed the minimum of 90 minutes of physical activity per week, which may include physical education classes, recess, or other structured activity break periods.

In addition to recess and physical education, our teachers incorporate short movement breaks and transitions throughout the day. These extra minutes allow students to stretch, refresh, and refocus between subjects—helping them maintain engagement and readiness for learning. While these activities are not counted as recess minutes, they contribute meaningfully to students’ overall physical, social, and emotional well-being.

Recess Toys

We know children enjoy bringing toys from home to play with during recess. To keep play safe everyone, please note the following: Students may bring toys to recess if they choose, but the school is **not responsible for lost, damaged, or broken items**. If a personal toy is destroyed during play, it will **not be replaced by the school**. If toys from home become a problem, the teacher may ask students to leave them at home.

School-Provided Equipment

The school already provides balls, jump ropes, and other recess equipment for students to use. If students mistreat school equipment, they may lose the privilege of using it for a period of time.

Recommendation

Because we have shared equipment available, **bringing toys from home is discouraged and is not necessary**.

Recess will be indoors at or below "feels like 32°F" or actual temperature of "32°F" or below. In addition, outdoor activities must be limited during extreme heat and humidity, defined as temperatures exceeding 90°F with high humidity for at least two to three days.

Dismissal Procedures

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-5 – 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 hallway area in front of the library at 3:15 p.m. to wait for their sibling to pick them up on their way out to the middle school carline.
- Staff members will direct students to the vehicles.
- When in the loading areas, all drivers should 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.
- Remove the car tag once children are loaded.
- 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 6-8 – 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 will be dismissed from their classrooms and pick up siblings from the hallway in front of the library.
- Students will remain in their homeroom classes where the teacher will monitor them and dismiss them when their names have been called.
- When in the loading areas, all drivers should 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.
- Remove your car tag once children are loaded.
- Students who have not been picked up 15 minutes after their scheduled dismissal time will be charged \$15 and sent to Before and After Care.
- In the event of a scheduled appointment, game, etc., you may park behind the church and collect your children on the sidewalk.
- Parents are expected to use the car line on a regular basis.

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.

Walker – Students who are listed as “walkers” will be released at the front exit of our building. Your child will only be released to adults listed on your pick-up authorization. (Please bring identification in the event the person working in the front office does not know you). Please make sure your list of adults approved to pick-up/check-out your child is up-to-date in FACTS. Per school board policy, we will only release your child to adults you have listed, in writing, as having permission to check-out your child.

According to the American Academy of Pediatrics (AAP), kids are not ready to walk to school alone until about fifth grade or around age 10. SJN would always prefer an adult to walk with children.

Independent Walker – You must inform us in writing if your child is allowed to walk home independently of an adult escort. Student safety is our highest priority and we do not want to release your child(ren) to walk alone if you expect them to be picked up by an adult. Please practice, with your child, walking the safest route between your home and the school entrance. Kindergarten students are not allowed to be Independent Walkers.

COMMUNICATION

Our Communication to the School Community

- FACTS, our main source of communication, is updated regularly with pertinent school information. Parents can also monitor student progress using FACTS.
- A Weekly Newsletter is emailed to communicate general announcements and upcoming events.
- The school maintains a Facebook page, Instagram, and school website (www.sjnks-knox.org).
- Friday Folders containing time-sensitive information will be sent home weekly with each elementary (primary and intermediate) student and should be returned on Monday.
- Parent-Teacher Conference dates are scheduled for late October. Additional conference times may be scheduled with your child’s teacher as needed.

Your Communication to Faculty/Staff

- 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@sjnks-knox.org (i.e. kmechelke@sjnks-knox.org).
 - Email responses will be sent within forty-eight hours.

- Faculty and staff are not required to respond to emails on weekends or holidays.
- 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.

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

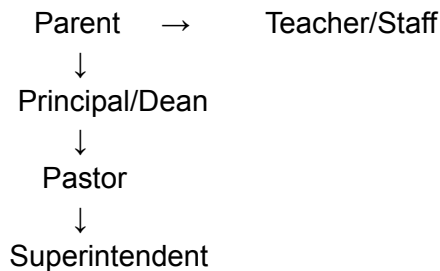
In the event of an emergency, a message from you can be delivered to your child. Every effort will be made to deliver that message in a timely manner without disruption to the classroom.

Communication on Social Media Sites

Social networking accounts—such as Facebook—created by individuals or groups outside of the school are not officially endorsed by St. John Neumann Catholic School. Our official school social media pages are the only authorized platforms for sharing the successes and joys of our school community. **Defamatory comments about the school, faculty, staff, school community members, and/or students 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.** Concerns should be addressed following the chain of command found below. Additionally, the use of the school’s 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:



Should a question or concern arise for any sport related issue, the parent should first contact the coach. If the issue isn’t resolved with the coach the next step would be to contact the athletic director, Chris Carroll. If the issue continues the parent should contact the principal/dean.

CAFETERIA

Children may not bring coffee, soda, or energy drinks in lunches brought from home. Students may not have food delivered to the school for them by a third-party vendor.

St. John Neumann Catholic School offers a hot lunch daily. Lunch for PreK-8 students is priced at **\$4.75**. For middle school students who wish to add a salad bar, the total cost will be **\$5.75**. All student lunches include milk or orange juice.

Family members are welcome to eat with their child. Lunch may be purchased for adults at the student rate or the family may bring their own food. **Families may eat with their child(ren) only.** There are tables provided in the hallway outside the cafeteria and gym for families to eat with their child(ren). Cafeteria menus are posted on FACTS monthly.

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.

Preschool students may either buy their lunch or white milk 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.

A child must be out of school and 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 (Tylenol) for one full school day before attending school.

When a communicable disease or condition is suspected, the parent will be contacted and asked to pick up their child immediately. Students are required to bring in a note from a physician stating that they have been treated or do not have the disease before returning to class.

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. The student will be checked. 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. If the school administration is concerned about the spread of a communicable disease or condition, communication regarding the illness will be sent out to parents.

Measles policy

What is measles and how does it spread?

- Measles is a highly contagious viral illness. Symptoms include rash, fever, cough, runny nose, and red, watery eyes.
- Measles spreads from person-to-person. When an infected person coughs or sneezes, the virus is released into the air and can infect another person through their nose, mouth, or throat. The virus can also live in the air and on surfaces for up to 2 hours after an infected person was in the area.
- Measles can be transmitted 4 days prior to rash onset through 4 days after rash onset.

School requirements:

- SJNCS requires proof of immunization via updated shot record. Your child must have 2 MMR doses to be considered fully vaccinated. While vaccination exemptions are accepted for admission to school, they will not prevent you from having to follow CDC guidelines for returning to school in the event of a measles exposure.

Parent responsibilities for child with positive diagnosis:

- Call and inform the school of the positive diagnosis
- Must remain out of school until 5 days **after** the appearance of rash. Students must also feel well enough to return.

School response to positive diagnosis:

- Class parents will be informed via email about exposure in class. School wide email will be sent to all parents.
- Unvaccinated students in the exposed class (those without 2 doses of MMR vaccine) will need to quarantine out of school for 21 calendar days per CDC recommendation.
- Vaccinated students in exposed class may return to school as normal.
- Unvaccinated students in other classes may be asked to quarantine per administration's discretion

School response if student is sent home from school with suspected measles:

- Class parents will be informed via email or phone call
- Class may be immediately dismissed per administration's discretion to perform deep cleaning in classroom
- Unvaccinated students may be asked to quarantine until suspected measles case is cleared or confirmed.

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. 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.

- Please wash your hands thoroughly after coming in contact with items containing peanuts/peanut butter, tree nuts, fish or shellfish, and egg and milk-based items.

Water Bottles

Students may bring water bottles to school. Water bottles may not be disposable (unless packed for lunch only) and must have a spill-proof lid. Twist top lids are not permitted. Water is the only liquid allowed in water bottles. The school has multiple water filling stations students may use throughout the day.

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 will review their students' "Emergency Forms" to be aware of medical restrictions and/or needs. A copy of each student's emergency information will 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-diphtheria-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.

Inclement Weather

The Diocese of Knoxville Catholic Schools will not automatically follow public school early releases or closings due to inclement weather, though such decisions are considered carefully. Each school will communicate with nearby Catholic schools and the diocesan superintendent before making a final decision.

Families will be notified of any weather-related closures or delays primarily through **email and text alerts**, which are the **most reliable and timely methods of communication**. Updates will also be posted on the **official St. John Neumann Facebook page**. While we will attempt to notify local television stations (WATE, WBIR, and WVLT), these outlets should be considered **secondary sources**.

For the most accurate and up-to-date information, families should rely on **email, text alerts, and the official SJN Facebook page**.

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.

Service Hours

Students in grades 6-8 are required to complete service hours yearly. Students are required to complete at least half of the hours by the end of the second quarter marking period. The other half of the hours are due by the end of the fourth quarter marking period. However, if the student completes all the service hours in the first semester that is acceptable.

6th grade- 8 hours

7th grade- 12 hours

8th grade- 16 hours

Service hours should be documented and turned into your child's religion teacher. Service hours log can be found on FACTS under "Resource Documents."

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 in the front office. 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.

Classroom Parties & Birthday Celebrations

Three Classroom parties (All Saints Day, Christmas, Valentines/Mardi Gras) dates are scheduled by the school. Middle school dances are organized and supervised by SJN staff. Students with 10 demerit points in the semester may not attend the dances. Behavior at dances may have school consequences. 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. Prek eats in their classroom. Grades K-8 the food treats are given out during the lunch period. Our school nutrition 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 CMG trained and have a background check. Online go to Knoxville.CMGconnect.org and choose St. John Neumann Catholic School-Knoxville to start completing the forms. You must complete the course and consent to a background check within this website.

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 (Middle school grades 6-8), Tuesday (Intermediate grades 3-5) Thursday (Primary grades preK-2), and Friday (all school). Students are expected to actively and reverently participate in Mass. Parents are welcome to join us for Mass; however, students are required to sit with their teachers and classmates.

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 FACTS and can be accessed by parents/guardians.

Grading Scale for Grades 1 and 2

G 95-100	S 80-84	N 70-74
G- 90-94	S- 75-79	U 69 and below
S+ 85-89		

Grading Scale for Grades 3 and Up

A+ 99-100	B 88-90	C 79-83	D 72-74
A 95-98	B- 86-87	C- 77-78	D- 70-71
A- 93-94	C+ 84-85	D+ 75-76	F 69 and below
B+ 91-92			

Academic Alert (Grades 6-8)

Each Friday, middle school students' grades are reviewed by administration. Students who have below 70% in two or more subjects due to incomplete or missing assignments will be placed on Academic Alert and are not permitted to participate in any school sponsored athletic/extracurricular activity, pep rallies, out-of-uniform, etc. until all assignments are turned in. Students are required to complete missing or late work during lunch recess and/or homeroom. 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 recommended time (Kindergarten: 10 minutes, 1st Grade: 15 minutes, 2nd Grade: 20 minutes, 3rd Grade: 30 minutes, 4th Grade: 40 minutes, 5th Grade: 50 minutes, 6th – 8th Grades: 60 minutes) 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.

All middle school students may use a daily planner to write down homework. Homework for middle school students will also be posted on Google Classroom by subject area.

Missing/Late Work

Student homework/assignments are expected to be completed and turned in on the due date. Students' grades will be penalized for turning in work after the due date. Students may be required to complete missing or late work during lunch recess, and/or homeroom. Any work submitted after five school days can earn no more than a 50%.

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). The student is to check google classroom concerning any missed work and meet with the teacher(s) during homeroom if they have any questions.

Students have the number of days missed plus one to make up and turn in missed work for full credit. If a student is absent on the day of a test; the make-up for a test will be on a case-by-case basis based on timing of the test taken and the number of days absent. Students are required to complete missing work and/or tests during lunch recess and/or homeroom.

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

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- spring before entering kindergarten
- Iowa Assessments – Grades 3-8- spring
- Cognitive Abilities Test (CogAT) – Grades K, 2, 4, 6 - spring
- ARK (assessment of religious knowledge) – Grades 2-8- winter/spring
- STAR Reading and STAR Math – Grades K-8- (Fall, Winter, Spring)

Honor Roll for Grades 6-8

The following awards are presented at the end of each quarter:

- **PRINCIPAL'S LIST**

The Principal's List is a special recognition awarded to students who demonstrate exceptional academic achievement during the quarter with the top five overall GPA per grade level. The Principal's List celebrates the hard work, focus, and commitment these students show throughout the grading period. (If there is a tie for GPA it counts as one so there may be more than five students awarded this honor.)

- **HIGH HONORS**

Students who earn High Honors have achieved all A's in their subjects, reflecting outstanding performance and consistent dedication to their studies across all subjects for the quarter.

- **HONORS**

Students who earn Honors have achieved all A's and B's, showing strong academic success across all subjects for the

quarter.

- **OUTSTANDING PERFORMANCE**

Outstanding Performance is recognized not only by a student's academic achievement but also by their consistent effort, active participation, and positive attitude. While academic achievement may be reflected in receiving an A, B, or C what truly stands out is the determination and dedication a student demonstrates in reaching those grades. Effort can be seen in many ways—pushing oneself to improve, carefully and thoughtfully completing assignments on time, or even going the extra mile by taking on extra credit opportunities. It shows a commitment to learning and growth, regardless of the starting point.

Participation is another important part of Outstanding Performance. This doesn't just mean speaking up in class; it includes being respectful, asking thoughtful questions, and seeking help when it's needed. A student who participates is engaged and involved in their learning. Equally important is a positive attitude. Even when faced with academic challenges or difficult tasks, students who stay motivated, maintain a respectful and optimistic outlook, and encourage others contribute to a positive classroom environment. Together, these qualities reflect the true spirit of Outstanding Performance.

- **MOST IMPROVED**

The Most Improved recognition is awarded to students who have shown significant growth in their academic performance over the course of the quarter. This improvement may be seen in many ways—for example, raising a grade from failing to average, or from average to above average. It is not limited to a specific starting point but instead honors the progress a student has made through increased effort, better study habits, and a stronger commitment to learning. This recognition highlights that growth and determination are just as important as final grades, and it celebrates the students who have worked hard to take meaningful steps forward in their academic journey.

Library

The library is a valuable source of information, offering a variety of resources to our students.

Lost books and books that are damaged beyond repair must be paid for. 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 including, but 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. 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.

Books checked out through the school library should be renewed/returned weekly.

Technology

Technology is embedded in student learning using cross-curricular instruction. Student learning is enhanced by the use of interactive boards, PCs, laptops, iPads, and other technology tools that support the curriculum. Electronic versions of some student texts are available for student use at home. Annually, parents are required to sign and adhere to an Acceptable Use Policy regarding technology; which is included in the enrollment packet. 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 dismissal from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted. Students must also abide by the Social Media Policy established by the Diocese of Knoxville.

DIOCESE OF KNOXVILLE CATHOLIC SCHOOLS SOCIAL MEDIA POLICY FOR STUDENTS

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

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

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

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

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

In the Gospel of Mark, Jesus is asked, “Which commandment is the most important of all? Jesus replied, “The most important one is this: ‘Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.’ The second most important commandment is this: Love your neighbor as you love yourself.’ There is no other commandment more important than these two.” (Mark 12.28-29) The Catholic schools of the Diocese of Knoxville are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment

Every middle school student has access to a Chromebook for the school year. These devices are to be used at school to assist in learning and are not allowed to be taken home. If your child needs a device to complete assignments at home, please contact the administration.

Educational Field Trips

Educational field trips serve as an important aspect of our school curriculum. Students who meet academic and behavioral expectations have the privilege of attending these trips. If your child does not attend an educational field trip they are expected to attend school. We will provide education for them during the day. If you choose to keep your child home for the day it will count as an unexcused absence.

7th and 8th graders have overnight trips. Any student who has 10 or more demerits in the second semester has not earned the privilege of spending the night on the overnight trip. A committee composed 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. These points will be calculated up to and including the day before the field trip.

“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 an educational 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 educational 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 CMG training and a background check. 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 certified H.A.B.I.T. dogs with their trained handler visit our school children during the school day. The dogs also supply plenty of affection, emotional support, and reassurance to students. If your child’s class participates in the H.A.B.I.T. program, we will send a permission slip home for parents to sign.

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.

We have a school-wide positive behavioral interventions and support (PBIS) model called L.E.A.D which stands for:

- L- Live Responsibly
- E - Exhibit Safety
- A - Act Respectfully
- D - Display Kindness

This model is discussed yearly with students the first week of school. Consistent language and modeling permeate throughout the building so that all students are well-aware of their expectations. In the event that a student is not meeting expectations, the following consequences below may take place: discussion with teachers, loss of privileges, student behavior plan/ parent contact, intervention, and/or office support. This list is not exhaustive.

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 and may warrant immediate suspension or dismissal from SJNCS. All policies are at the discretion of the Administration and the Pastor to amend or supersede when negative behavior warrants it.

More serious offenses that warrant immediate office referrals include (but are not limited to):

- dishonesty including stealing, lying, cheating, plagiarism, or forgery,
- harassment/bullying,
- fighting/hitting/punching, biting, kicking
- leaving school grounds without permission,
- possession of weapons,
- throwing furniture,
- threatening to do injury to a person or property,
- sexual behaviors, language, material,
- vandalism,
- possessing prescription or over-the-counter medications, 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.)

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

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

For the safety of all students and staff, any student who brings to school or possesses an object that could be used as a weapon—including, but not limited to, knives, razor blades, firearms, or similar items—may be subject to immediate dismissal. Additionally, the use of any object as a weapon, regardless of its original purpose, may also result in immediate dismissal. These measures are necessary to ensure a safe and secure learning environment for everyone in our school community.

Harassment, Bullying, & Cyberbullying **Harassment, Bullying, & Cyberbullying Slide Show**

St. John Neumann Catholic School prohibits acts of harassment, bullying, and cyberbullying. A safe and respectful environment in school is necessary for students to learn, achieve, and grow. Harassment, bullying, or cyberbullying 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, unwelcomed, 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.
- Cyberbullying - Bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.

Consequences for Harassment, Bullying, & Cyberbullying

Several factors will be considered in determining the appropriate response to acts of harassment, bullying, or cyberbullying: 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, and the relationship(s) between the parties involved.

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

SJN will conduct a bullying investigation. Staff will meet with your child to learn what happened. Staff will meet with anyone who witnessed the incident(s). Staff will meet with the person accused of bullying. Staff will develop a safety plan. Staff will offer counseling services and/or suggestions if appropriate. Staff will notify parents of the incident(s) and their plan to handle the situation. Staff will administer consequences as appropriate. Staff will continue to monitor adherence to the safety plan.

Complaints alleging harassment, bullying, or cyberbullying should be reported to a SJNCS faculty member. Consequences for a student found to have falsely accused another as a means of harassment, bullying, or cyberbullying may range from behavioral intervention to suspension or dismissal.

While we put every possible support and plan in place, the reality is that lasting change depends on a student and family's willingness to take ownership, responsibility, and respond to guidance. We can provide structure, interventions, and consequences, but we cannot fully control a child's choices or outside influences. If your family is dissatisfied with the progress, we may need to have a thoughtful conversation about whether our environment is able to meet your family's needs.

Tennessee Mandated Reporter Laws

Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement. The reporter can remain anonymous.

Honor Code

Students in grades 6-8 will be asked to follow the SJNCS Honor Code by signing an agreement that will be kept on file. In addition, students will recite the following [Integrity Statement](#) before taking tests:

"On my honor, I will do my own work. I understand the importance of my integrity, and I will do my personal best."

Cell Phones/Devices

Student cell phones must be turned OFF and always kept in backpacks or lockers. Smart watches and/or watches with communication capabilities may not be worn during the school day. If a student is using their watch and/or cell phone without permission, the school has the right to confiscate the device and apply necessary consequences. Cell phone/device use will only be permitted prior to arriving on campus and after 3:35 PM (with permission).

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

First offense:

- Parent will be notified.
- Cell phone/watch will be confiscated and must be checked in and out of the office (before and after school) for 5 school days.
- All cell phone/watch memory will be reviewed.

Second offense:

- Parent will be notified.
- Cell phone/watch 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 6-8; lunch detention for grades K-5.
- All cell phone/watch memory will be reviewed.

Third offenses will result in a daily check-in of cell phone/watch for the remainder of the school year as well as another ISS day for 6-8 grade students and lunch detention for grades k-5.

Any inappropriate content found on a cell phone may result in additional disciplinary action and a possible report to police.

Grades 6-8 Disciplinary Procedures

Conduct grades will be posted on FACTS quarterly. Students begin each quarter with a conduct grade of 100%. Demerits are earned Friday to Thursday when students fail to follow the guidelines for behavior. These earned demerits will result in the loss of 1, 3, or 10 points as outlined below. This is not an exhaustive list. Behavior (not specifically stated below) may occur that requires disciplinary action by the school to supersede written consequences based on severity and/or frequency of behavior.

Level One – 1 point demerits for each infraction

- A Disrupting class
- B Failure to follow instructions and/or unprepared for class
- C Late for class without permission

D Uniform infraction or inappropriate dress

Level Two - 3 point demerits for each infraction

E Rudeness to another

F Disruption during Mass or prayer

G Failure to keep hands and feet to self/rough housing

H Unauthorized or inappropriate use of any electronic device (additional section on cell phone policy)

Level Three - 10 point demerits depending on circumstances for each infraction

I Throwing objects or food

J Inappropriate language, gestures, material

K Aggressive physical contact

L Disrespect for teachers or staff

M Destruction of property

N Dishonesty (lying, stealing, cheating)

O Verbal or written abuse or bullying or harassment of peers (includes electronic media)

P Being in an undesignated area

Any student earning 5 or more demerits for the week will be placed on disciplinary Conduct Alert

- First Conduct Alert- Lunch detention the next day. No in-school activities, such as out-of-uniform and pep rallies for one school day. If the student has an athletic contest or extracurricular event on the day of the consequence, the student may attend but may not compete, or participate.
- Second Conduct Alert - Five days of lunch detention. No in-school activities, such as out-of-uniform and pep rallies for five school days. Discussion/writing about how to improve behavior. If the student has an athletic contest or extracurricular they are ineligible to participate in athletic contests or extracurricular performances/events for five school days, the student may attend but may not compete, or participate. Students may still be expected to attend practices unless otherwise directed by the coach or administration.
- Third Conduct Alert - One day in-school suspension. Ten days with no in-school activities. If the student has an athletic contest or extracurricular they are ineligible to participate in athletic contests or extracurricular performances/events for ten school days, the student may attend but may not compete, or participate. Parents will need to meet with the administration and possibly other staff to formulate a plan of action before student returns to classes. Pastor and Superintendent may be consulted. Dismissal may be warranted.

7th and 8th graders have overnight trips. Any student who has 10 or more demerits in the second semester has not earned the privilege of spending the night on the overnight trip. A committee composed 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. These points will be calculated up to and including the day before the field trip.

The last Friday of each month through-out the school year middle school students earn an extra recess by having good conduct. If the student has 5 or more demerits for the month for conduct they will miss recess to reflect, pray, and write how to improve their behavior.

DRESS CODE

K- 8 UNIFORM DRESS CODE

Boys K-5	GIRLS K-5	BOYS 6-8	GIRLS 6-8
Pants: navy blue uniform pants	Pants: navy blue uniform pants	Pants: khaki or navy uniform pants	Pants (Long or Capri length): khaki or navy uniform pants
Shorts: navy blue uniform walking shorts	Shorts/Skort: navy blue uniform walking shorts or skorts Jumper: plaid jumper	Shorts: khaki & navy uniform walking shorts	Shorts: khaki or navy uniform walking shorts Skirt: plaid, khaki, or navy skirt
Knit shirt: grey or hunter green with SJNCS logo, long or short sleeves worn tucked-in	Knit shirt: Grey or hunter green with SJNCS logo, long or short sleeves worn tucked-in Blouse: white oxford short or long sleeve button-down worn tucked-in, no logo	Knit shirt: Grey or hunter green with SJNCS logo, long or short sleeves worn tucked-in Shirt: white oxford button-down long or short sleeves worn tucked-in, no logo	Knit shirt: grey or hunter green with SJNCS logo, long or short sleeves worn tucked-in Shirt: white oxford button-down long or short sleeves; or ¾ sleeve oxford shirt worn un-tucked, no logo
Outerwear: sweater/sweatshirt/fleece jacket/fleece vest/three-quarter zip must have the SJN logo navy, hunter green, or grey	Outerwear: sweater/sweatshirt/fleece jacket/fleece vest/three-quarter zip must have the SJN logo navy, hunter green, or grey	Outerwear: sweater/sweatshirt/fleece jacket/fleece vest/three-quarter zip must have the SJN logo navy, hunter green, or grey	Outerwear: sweater/sweatshirt/fleece jacket/fleece vest/three-quarter zip must have the SJN logo navy, hunter green, or grey
Socks: solid white, grey, navy or black, must be visible. Small logo allowed.	Socks: solid white, grey, navy, or black and visible; small logo allowed; white or navy knee-hi or tights Leggings/tights: white, grey, or navy full-length leggings worn under jumpers or skirts	Socks: solid white, grey, navy, or black, must be visible. Small logo allowed.	Socks: solid white, grey, navy, or black, and visible; small logo allowed; white or navy knee-hi or tights Leggings/tights: white, grey, or navy full-length leggings worn under skirts
Shoes: athletic shoes or white, black, brown or navy dress shoes with non-marking soles, must have backs No boots No wheelies or light-up shoes.	Shoes: athletic shoes or white, black, brown or navy dress shoes with non-marking soles, must have backs No wheelies or light-up shoes. No boots.	Shoes: athletic shoes or white, black, brown or navy dress shoes with non-marking soles, must have backs No wheelies or light-up shoes. No boots.	Shoes: athletic shoes or white, black, brown or navy dress shoes with non-marking soles, must have backs No wheelies or light-up shoes. No boots.
Belt: solid black, brown, or navy (Required in grades 3-8)	Belt: solid black, brown, or navy (Required in grades 3-8)	Belt: solid black, brown, or navy (Required in grades 3-8)	Belt: solid black, brown, or navy (Required in grades 3-8)

Preschool:

Preschool students may wear any solid navy or gray shirt and khaki bottoms (shorts, skirts, pants). Shirts do not need to have the SJN logo. Shirts must be solid navy blue or solid grey. These can be purchased at any retailer. Any style sneakers may be worn with white, grey, or navy socks. White, grey, or navy tights or leggings are allowed. No wheelies or light-up shoes. Privacy shorts must be worn with skirts or jumpers.

SJNCS Uniform Guidelines:

All uniform polo shirts must be purchased through MyAplus Uniforms, Lands' End (school ID #900126608), or Tommy Hilfiger (Global Schoolwear). The $\frac{3}{4}$ sleeve oxford for girls may only be purchased at MyAplus or Tommy Hilfiger (Global Schoolwear)

Uniform bottoms may be purchased through our preferred vendors: MyAplus Uniforms, Lands' End, or Tommy Hilfiger (Global Schoolwear). You may purchase the khaki and navy bottoms from the Uniform Line at any retail store.

K-8 Additional Uniform Guidelines:

A solid white undershirt may be worn underneath uniform shirts but should not extend past the sleeves or length of the shirt.

All shorts, skirts, skorts, and jumpers for **girls** should be modest in the front and back for length (covering about $\frac{3}{4}$ of the top of the leg). All shorts, skirts, skorts, and jumpers must have privacy shorts underneath every day.

Fifth grade girls may wear the plaid jumper OR the plaid skirt.

Pants for boys should not be above the ankle. Shorts for **boys** should be modest in length (covering about $\frac{3}{4}$ of the top of the leg).

Hooded sweatshirts are not a part of our uniform.

- Exception: 8th graders will be given one hooded sweatshirt that they may wear to school. They may not wear this to Mass.
- Only current 8th graders are allowed to wear these hooded sweatshirts to school.

Hats and sunglasses are to be worn outside only. Hoodies may be worn as a jacket/outerwear to and from school and at recess; however, must be taken off inside the building.

SJNCS sports' team shirts/jerseys/jackets are not part of the regular school uniform and should only be worn on designated game days. Items purchased through team stores may be worn on Wednesdays. No hooded sweatshirts even if purchased through team stores.

Wednesdays are SJNCS Spirit Days. **Only SJNCS shirts may be worn.** Students may wear SJNCS Spirit Shirts (including sweatshirts) with their uniform pants, shorts, skirts/skort, or jumpers. No hooded sweatshirts on Wednesdays.

No shoes that have holes. (examples, Crocs, Kane/recover shoes)

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

SPECIAL MASS DAY UNIFORMS FOR SIXTH THROUGH EIGHTH GRADE STUDENTS:

Boys: white oxford button-down shirt (short or long sleeve), khaki or navy pants, tie (available at MyAplus Uniforms - may be bowtie or necktie-ask for St. John Neumann tie)

Girls: white oxford button-down shirt (short, $\frac{3}{4}$ length, or long sleeve), plaid skirt, khaki or navy pants

*8th grade hoodies may not be worn on Mass days.

*Oxfords do NOT need to have the SJN logo.

*Crewneck sweatshirts DO need to have an SJN logo (band, athletics, electives, school logo, etc.).

Personal Grooming Appearance/Personal Care/Accessories Dress Code Grades K-8

Hair:

- Hair must be conservative, neat, clean, combed, and should not hang below the eyebrows.
- Boys' hair must be off the collar, ears, above the eyebrows, and off the face.
- Hair must be a natural color.
- Girls' hair bands, wraps, beads, bows, and ribbons should be of conservative size and style and should not detract from the learning environment. Hair accessories should not be longer than the length of the person's natural hair.
- All hair accessories should be a SJNCS school uniform color (SJN plaid, white, green, and/or navy blue). Bows, scrunchies, headbands, wraps, or other decorative hair pieces do fall under the accessory portion of the dress code and should remain within approved school colors. If a hair piece is oversized, highly decorative, multi-colored, or visually distracting — particularly if it extends beyond the student's natural hair length or draws significant attention — that would not be in keeping with our guidelines.
- An elastic hair band or simple ponytail holder in a natural hair color (brown, black, tan, beige) is permitted. These are considered functional items used to secure hair and are not viewed as dress-code "accessories."

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

Jewelry:

- One modest necklace is permitted. Religious necklaces are encouraged.
- Two bracelets may be worn. Hair Bands count as bracelets. One analog or digital watch may be worn- Smart Watches or Smart Watch typed devices are not allowed to be worn during the school day. Smart Watches and Smart Watch type devices must be kept in backpacks.
- Students may wear two rings total.
- Girls may wear one set of stud/post earrings. Boys may not wear earrings.

*** Jewelry that becomes a distraction or safety concern must be removed.

Makeup:

- Girls may wear solid nail polish and all fingernails must match. (no stickers, no patterns, etc.) Fingernails should have rounded or straight shaped nail tips. The wearing of Fluorescent, or multi-colored polishes is not permitted. Ornate decoration (such as gems) or ornamentation of the fingernail polish (such as painted pictures or design) is not permitted. French nails are authorized with white tips only. Students' nails must not impede them from daily school activities and must not be distracting in the learning environment.
- Middle school (6-8th grade) girls may wear light makeup.

Standard, conservative, appropriate, natural-length, practical, and modest nails, make-up, and jewelry are appropriate in the school environment. The school reserves the right to determine what constitutes standard, conservative, appropriate, natural-length, practical, and modest nails, light make-up, and jewelry.

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

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

The following restrictions apply:

- Clothing should fit well (no oversized clothing/no tight-fitting/no revealing shirts or blouses)
- Privacy shorts should only be worn under skirts, dresses, and shorts
- Undergarments should not be visible
- No shirts that have spaghetti straps, show midriff, or display inappropriate subject matter
- Tank tops, half shirts, crop tops, and cut off shirts are not allowed.
- Display of inappropriate, controversial, or political subject matter is not allowed.
- For girls dresses/shorts/skirts/skorts should be modest with the front and back length (covering about $\frac{3}{4}$ of the top of the leg). All dresses and skirts need privacy shorts underneath.

- Shorts for boys should be modest with the length (covering about $\frac{3}{4}$ of the top of the leg).
- Cut-off shorts are not allowed.
- All shoes must have a closed back or strap. (i.e. no house slippers, flip flops, high heels, slip ons)
- Hats and sunglasses are to be worn outside only.
- Pajamas and costumes are not allowed for regular school days.

Students arriving at school wearing questionable attire will be required to call a parent to bring their uniform or different clothing for the student to wear. Students who violate the Out-of-Uniform Dress Code may be prohibited from participating in future out-of-uniform days. When the school has an out-of-uniform day students who are on Conduct Alert must wear their school uniform.

This Student/Parent Handbook policy can be amended at any time by the Pastor or Administration.

Signature Page

Dear Parents:

A copy of the 2026-2027 St. John Neumann Catholic School Parent/Student Handbook has been sent via email and is also available on FACTS under Resource Documents. You and your child(ren) should read the handbook thoroughly for a complete understanding of our policies and procedures. In addition, families have signed the code of conduct document. [Code of Conduct for parents](#)
Please complete the form below and have your child return it to the front office no later than Monday, August 10.

Sincerely,
Kelly Mechelke, PhD
Principal

(Cut along the dotted line and return the bottom portion to the school.)

Read and sign below:

We have read the 2026-2027 St. John Neumann Catholic School Parent/Student Handbook and agree to abide by all policies and procedures described therein.

Print family name: _____

Parent signature: _____

Student signature: _____ Grade: _____

Student signature: _____ Grade: _____

Student signature: _____ Grade: _____

Student signature: _____ Grade: _____

Student signature: _____ Grade: _____

Photo Release Form

On occasion, St. John Neumann Catholic School uses photos of students in school and parish publications to share information about the school. Such publications include, but are not limited to: website, press releases, yearbook, social media pages (including but not limited to Facebook and Instagram), advertisements, annual reports, posters, banners, newsletters, parish bulletins, and other public relations materials.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph and/or record our events. In all cases, St. John Neumann Catholic School will take appropriate steps to protect the identities and privacy of all students and families.

This form will remain in effect until the parent/guardian listed here requests a change in writing. NOTE: Your agreement to allow St. John Neumann Catholic School to use your student's/students' photo in the examples noted above will be assumed unless the school office receives this signed form by August 14, 2026.

Please check one of the options below and sign:

My student's photo may be published in any format including group or individual photos in any of the examples noted on this form.

My student's photo may not be published in any format including group or individual photos in any of the examples noted on this form.

Name of Student _____ Grade _____
Name of Student _____ Grade _____
Name of Student _____ Grade _____
Name of Student _____ Grade _____
Name of Student _____ Grade _____

Name of Parent/Guardian _____

_____ Date _____
Parent/Guardian Signature

Sign and return to the school office. A copy of this form will be sent home in your child's Friday Folder for your records.

A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, & Visitors

of St. John Neumann Catholic School

“Search Me, O God, and Know My Heart” -Psalm 139

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education at St. John Neumann Catholic School (SJNCS). It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education at SJNCS.

Code of Conduct for St. John Neumann Catholic Schools

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities, or in any social or professional media involving the school and/or Diocese.

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of SJNCS as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement:

The mission of St. John Neumann Catholic School is to
Serve God with loving hearts,
Joyfully embrace our Christian faith, and
Nurture individual and academic excellence.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents

- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for our school and its reputation. Be mindful of the hurt and damage social media may cause to our school culture/climate, faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers/administration/staff and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Parents must follow the instructions and directions of the teacher for all school related assignments and activities.
- As valued members of the school community attend and participate appropriately in school liturgies, extra-curricular or special events including athletics, concerts, academic and cultural events sponsored by SJNCS.

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care
- Use a valid driver's license as identification
- ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach or contact another student to address, discuss or reprimand the other student on school premises. This includes the use of digital/social media to address or air grievances
- Respect teachers' preparation and assigned supervisory time before, during, and after school by making appointments for discussions at a mutually convenient time. If you wish to speak to a teacher, please pre-arrange a meeting
- Do not discuss any grievances or perceived failings in front of any student regarding the school
- Respect the decisions made by the administration and faculty, even if you disagree with them
- Listen to your child/ren, but there may be another version of the event
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner

- Observe the school's policies, as outlined on the school webpage and/or the school's handbook in an endeavor to support those policies at home
- Cooperate with the school leaders and teachers when your child's behavior does not meet acceptable school standards and expectations, as outlined in the SJNCS Handbook, and follow specified protocol for communication with faculty/staff members
- Value the school community and its reputation especially when engaging with social media or through email
- Do not smoke/vape, use offensive language, or be intoxicated on school premises

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. Therefore, the administrative structure for addressing concerns is as follows:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Knoxville.
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance with Tennessee Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect St. John Neumann Catholic School Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Knoxville Catholic School, are accepting of this in its entirety.