



APPLICATION FOR NON-PUBLIC SCHOOL ACCREDITING AGENCY

_____ **Initial Application**

_____x_____ **Renewal Application**

Instructions:

1. All applications must be typed.
2. Applying agencies may refer to a specific regulation of the Tennessee State Board of Education if the agency plans to adopt that regulation as it is written.
3. The applicant agency may use additional sheets to answer any section of this application.

Section I (Demographics)

- A. Name of Agency **Diocese of Knoxville Catholic Schools Office**
- B. Physical Address **805 S. Northshore Drive**
- C. City **Knoxville** State **Tennessee** Zip **37919**
- D. Phone Number **(865) 584-3307**
- E. Website **dioknox.org**
- F. Chief Operating Officer **Sister Mary Marta Abbott, R.S.M., Superintendent**
- G. National, regional, or professional affiliations:
 1. **AdvancEd/ SACS – Southern Association of Colleges and Schools**
 2. **NCEA – National Catholic Education Association**

Section II (Member Schools)

- A. Number of member schools at the time of this application: **10 schools**
- B. Please provide names, addresses, and telephone numbers of member schools which have at least ten (10) full-time students. Make additional copies of this page as needed.

1. Name: **Knoxville Catholic High School**

Address: **9345 Fox Lonas Road, Knoxville, TN 37923**

Phone: **(865) 560-0313**

Number of full-time students: **671**

2. Name: **Notre Dame High School**

Address: **2701 Vermont Avenue, Chattanooga, TN 37404**

Phone: **(423) 624-4618**

Number of full-time students: **382**

3. Name: **Sacred Heart Cathedral School**

Address: **711 S. Northshore Drive, Knoxville, TN 37919**

Phone **(865) 588-0415**

Number of full-time students: **606**

4. Name: **Our Lady of Perpetual Help**

Address: **505 South Moore Road, Chattanooga, TN 37412**

Phone: **(423) 622-1481**

Number of full-time students: **318**

5. Name: **St. Jude School**

Address: **930 Ashland Terrace, Chattanooga, TN 37415**

Phone: **(423) 877-6022**

Number of full-time students: **352**

6. Name: **St. Mary School**

Address: **2211 East Lakeview Drive, Johnson City, TN 37601**

Phone: **(423) 282-3397**

Number of full-time students: **183**

7. Name: **St. Dominic School**

Address: **1474 East Center Street, Kingsport, TN 37664**

Phone: **(423) 245-8491**

Number of full-time students: **59**

8. Name: **St. Mary School**

Address: **323 Vermont Avenue, Oak Ridge, TN 37830**

Phone: **(865) 483-9700**

Number of full-time students: **142**

9. Name: **St. Joseph School**

Address: **1810 Howard Road, Knoxville, TN 37918**

Phone: **(865) 689-3424**

Number of full-time students: **179**

10. Name: **St. John Neumann School**

Address: **625 St. John Court, Knoxville, TN 37934**

Phone: **(865) 777-0077**

Number of full-time students: **265**

Section III (Objectives and Philosophy)

List the administrative objectives and state the educational philosophy for your agency.

Mission

Dedicated to teaching the mission of the Catholic Church, the Diocese of Knoxville Schools are faith-centered, academic communities focused on teaching the Good News of the Gospel by fostering growth spiritually, intellectually, emotionally and physically, preparing students to serve in a changing society.

Vision

The Catholic Schools of the Diocese of Knoxville, recognizing the vital ministry of Catholic education to the future of the Church and nation, will provide a learning environment that emphasizes quality education and spiritual growth for all.

Core Values

Our Catholic schools are vital to parish ministry and essential to the evangelizing mission of the greater Church. The following core values represent our priorities and are the values that impact every aspect of our schools.

Catholic Identity- Our schools are family-centered communities where all decisions, traditions, and teachings originate from our membership in the Catholic Church and are visible as we serve, pray, encourage and support each other. We collaborate and problem solve in positive ways while respecting the views and needs of others.

Service to God and Others- Our schools serve God by placing our personal needs second to the service of others. We believe that work has dignity and contributes to the community.

Dignity of Individual Persons- Our schools believe that God created each person with dignity and love. We believe that this God-given life should be supported and cared for from conception to natural death.

Honor and Integrity- Our schools are open, honest and trustworthy. We seek to be fair and loyal to our calling, to those we serve and to those who serve us. We seek to overlook the faults of others and continue to strive to love them as our Lord has asked.

Excellence- Our schools strive to do the very best in all endeavors. While glorifying God, we prepare, support and assist our students to be successful members of society.

Leadership- Our schools nurture and develop the best in others through leadership and guidance in a collaborative and community based environment. The love of God fosters the growth of leadership.

Section IV (Agency Employment Standards)

List educational and experience qualifications for the professional personnel employed by the agency.

<u>Position</u>	<u>Qualifications</u>
1. Principal	Master's Degree and be certified by the State of Tennessee for elementary and or secondary educational administration
2. Assistant Principal	Master's Degree and be certified by the State of Tennessee for elementary and or secondary educational administration
3. Teacher	B.S. or B.A. degree and be certified by the State of Tennessee Department of Education for the area in which they teach.
4. Guidance Counselor	B.S. or Master's degree and be certified by the State of Tennessee for elementary and/or secondary school guidance or by licensed professional counselor agencies.
5. Library/Media	B.S. or B.A. degree and be certified by the State of Tennessee for elementary and/or secondary library/media specialists.

Section V (Agency Professional Employees)

List names of full-time agency professional employees, position title, and brief job description. Attach additional information as necessary.

<u>Name</u>	<u>Position/Title</u>	<u>Job Description</u>
1. <u>Deacon Sean Smith</u>	<u>Chancellor</u> <u>Chief Operating Officer</u>	<u>Oversees the entire</u> <u>educational program for the</u> <u>Diocese of Knoxville</u>
2. <u>Sister Mary Marta Abbott, R.S.M.</u>	<u>Superintendent of</u> <u>Catholic Schools</u>	<u>Oversees all aspects of the</u> <u>Diocese of Knoxville Catholic</u> <u>School System</u>
3. <u>Sedonna Prater</u>	<u>Director of Curriculum</u> <u>and Instruction</u>	<u>Oversees the curriculum,</u> <u>instruction and assessment</u> <u>in the Diocese of Knoxville</u> <u>Catholic School System</u>
4. <u>Marie Garvey</u>	<u>Administrative Assistant</u>	<u>Provides administrative</u> <u>assistance to the</u> <u>Superintendent and the</u> <u>Director of Curriculum and</u> <u>Instruction</u>

Section VI (Types of Membership)

A. Does your agency allow member schools to operate satellite home schools as defined in T.C.A. 49-6-3050(a)(2)?

Yes _____

No X _____

B. Describe the levels or types of membership granted to schools in your agency.

<u>Type of Membership</u>	<u>Description</u>
1. <u>AdvancED/SACS (Category III)</u>	<u>Fully accredited and certified</u>
2. <u>State approved (Category II)</u>	<u>Size and limited resources are barriers to AdvancED/SACS accreditation</u>

Section VII (General Policy for Accepting Member Schools)

Describe the general policy of the agency for accepting member schools. (Examples: funding source, denominational ties, meeting agency standards, etc.)

All Catholic schools in the Diocese of Knoxville are accepted as members in the Agency Approval Process. Catholic schools built in the future will be accepted automatically as participating members.

Schools are created in PreK-8 at the parish level when one or more parishes have sufficient students and resources to meet approval of our division Bishop and the Superintendent of Catholic Schools. Requirements include financial independence, meeting all state requirements for curriculum, teacher licensing and state approval.

Schools at the 9-12 level are created when the Diocese deems there are sufficient students and resources in a particular region to meet approval of our division Bishop and the Superintendent of Catholic Schools to support a Catholic high school. Requirements include financial independence, meeting all state requirements for curriculum and graduation criteria, teacher licensing and state approval.

Section VIII (Agency's Member School Approval Process)

- A. Explain the agency's school approval procedure by listing the steps in these processes.
1. Initial approval process for a member school;
 - a. An application is submitted to the Agency
 - b. The applying school studies the minimum standards and evaluates the school's compliance.
 - c. Forms are submitted to the Agency
 - i. Staff Report (TN Dept. of Education form)
 - ii. Accountability for 200 Days and Plan for In-Service (TN Dept. of Education form)
 - iii. Minimum Standards Report (attached)
 - iv. Holding in Abeyance application
 - v. Facilities Report (appropriate section of TN Dept. of Education Report (appropriate section of TN Dept. of Education Report of Analysis and Plan for Improvement Form)
 - vi. NCEA Data Bank Report
 - vii. Diocesan Faculty Report Form
 - d. On-site visit is made by Agency official every five years.
 - e. Applying school is notified by letter from Agency of its approval status
 2. Annual re-evaluation process for a member school
 - a. Reports submitted to Agency
 - i. Staff Report (TN Dept. of Education form)
 - ii. Accountability of 200 Days and Plan for In-Service (TN Dept. of Education form)
 - iii. Minimum Standards Report
 - iv. Holding in Abeyance application
 - b. Reports are evaluated and notification of approval status is made by letter.
 3. Revocation of approval/appeals procedures
Approval may be revoked if standards are not adequately met. The revocation can be appealed by submitting a plan, including a chronology for correcting deficiencies to the Superintendent of Catholic Schools.
 4. Technical assistance provided to address a member school's deficiencies
The Superintendent of Catholic Schools may grant waivers for any of these rules and Regulations without prejudice to the limitations set forth in Division 0520-7-2.03, Category II Agency Approval.
 5. Internal agency review process for school approval procedure
As part of the annual approval process, waiver shall be requested through the use of the Holding in Abeyance Application.

6. Other process as appropriate.
- B. Attach all documents which directly affect this item, including an application form and a current copy of your approval procedure.

Section IX (Course Title Approved by the Agency)

- A. List or attach a list of all subject and/or course titles which the agency approves for grades K-12 and the grade level(s) at which each course is taught.

Subject	Kindergarten	Grades 1-2	Grades 3-4	Grades 5-6	Grades 7-8
Religion	X	X	X	X	X
Reading Vocabulary	X	X	X	X	X
Language Arts/Literature	X	X	X	X	X
English/Composition	X	X	X	X	X
Spelling		X	X	X	X
Handwriting	X	X	X		
Mathematics	X	X	X	X	X
Science/Health	X	X	X		
Science				X	X
Health				X	X
Social Studies	X	X	X	X	X
Foreign Language	X	X	X	X	X
Art	X	X	X	X	X
Computer Science/Technology	X	X	X	X	X
Drama				X	X
Music/Band	X	X	X	X	X
Physical Education	X	X	X	X	X

**See attached for high school course offerings.

Section X (Licensure and Evaluation System)

A. Explain the agency's professional licensure procedures. Include:

1. The process for obtaining a license

A teacher or a principal must hold a valid Tennessee Teacher's License designated for the work assignment.

2. The educational and/or experience requirements for obtaining a license.

The Diocese of Knoxville adheres to the requirements outlined by the Tennessee State Department of Education for teacher licensure.

2. The system by which the agency maintains licensure records for all individuals licensed by the agency.

A professional file shall be maintained in the school's office for each teacher in that school. The portion of the teacher's teaching license designated for the District office will be maintained in the file.

3. Assurance that all professional personnel are properly licensed.

Files are to be reviewed annually to determine which teachers' licensing certificates need advancement or renewal within the following two years. Teachers will submit renewed certificates to ensure that licensure is current.

B. Describe the teacher evaluation system.

Apprentice teachers and those seeking licensure renewal or advancement will be observed in the classroom a minimum of three times using the Framework for Evaluation from the State of Tennessee according to the criteria established within the Framework for Evaluation for non-public schools. All other teachers will be observed using the Diocesan evaluation instrument and the instructional, planning and environment rubrics of the T.E.A. M. model. Professional licensed teachers will be observed formally in the classroom twice a year-once each semester-by the principal and/or the principal's designee such as the Academic Dean, Assistant Principal or Teacher Evaluator. The teacher will be provided a copy of any written evaluation.

Section XI (Administration)

Attach documentation that each member school meets minimum standards as stated in Rule 0520-07-2-.03 (c)

1. Curriculum

The Diocese of Knoxville follows the Curriculum standards established by the Tennessee State Department of Education. The religion curriculum standards are the standards from the Diocese of Pittsburgh. Please refer to the attached material.

2. In-service (guidelines and procedures)

See attached Guidelines

3. Administrative governance

Tennessee Rules and Regulations
Diocesan School Policy and Procedures (enclosed)

4. Assessment

- a. Iowa Assessments (Grades1-8)
- b. Iowa Cognitive Abilities Test (Grades 3, 5, 7)
- c. PLAN (Grades9-10, Notre Dame High School: Grade 10
Knoxville Catholic High School)
- d. PSAT (Grade 10 for Honor Students and Grade 11, Notre Dame
High School; Grades 9-11, Knoxville Catholic High School)
- e. ACT and SAT (Grade 12, Notre Dame High School; Grades 11-
12, Knoxville Catholic High School)

Section XII (Facilities)

Describe or provide a copy of the standards for the following:

1. Approval of plans and specifications regarding planning of new buildings and/or alterations

Meet state, county and city standards

2. Health and safety

Meet state, county and city standards

3. Classrooms

Meet state, county and city standards

4. Facilities for handicap

Meet state, county and city standards

5. Laboratories

Meet state, county and city standards

6. Library/Media

Meet state, county and city standards

7. Physical education/playground

Meet state, county and city standards

8. School fire safety codes

Meet state, county and city standards