



*The Dominican*  
COMMUNITY *of* SCHOOLS

# **Junior High**

## Parent-Student Handbook

*Revised July 2022*

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# **HANDBOOK PURPOSE**

This handbook is provided as a guide, for both students and parents, of the procedures and policies of St. Agnes Academy-St. Dominic School (hereafter “SAA-SDS,” “the School,” or “St. Agnes-St. Dominic”). We ask parents to carefully read all sections of the Handbook and review them with their child(ren).

The enrollment of a student at St. Agnes Academy-St. Dominic School is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including, but not limited to such procedures, regulations, and policies set forth in this Handbook.

St. Agnes Academy-St. Dominic School and administration retain the right to amend the Parent-Student Handbook. By no means is this Handbook considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

# **PARENT-SCHOOL PARTNERSHIP**

We believe that in sending your children to SAA-SDS you have entered into an exciting partnership with professional educators who are deeply committed to educating the whole child. To develop this partnership, the School relies upon parent support of our school and classroom programs. This

partnership includes supporting the Schools' policies, procedures, traditions, and decisions and/or being willing to communicate directly with appropriate school personnel whenever concerns or questions arise.

When parents and teachers respect each other, children thrive. St. Agnes-St. Dominic endorses a strong partnership between its faculty and parents with the goal of enhancing the educational experience for each child. The following are the principles and responsibilities of the partnership:

- Affirms that all communication is open, direct, and honest and conveys messages that are respectful, courteous, and constructive. Electronic communications may convey unintended meaning and must be used responsibly.
- Requires a willingness and expectation on both sides to work on and nurture the relationship.
- Mutual trust and respect is fostered.
- Acknowledges that teachers and parents bring different areas of expertise to the relationship. Each teacher contributes a professional expertise about curriculum and child development and each parent brings a personal expertise about his/her child.
- Respects the privacy and personal boundaries of parents, teachers, and students.

## **CONDUCT**

Please be respectful during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of the mission of our Dominican Community of Schools:

- Public criticism of school personnel, policies, or procedures.
- Threats of any nature toward personnel or families.
- Verbal/nonverbal acts of aggression, including raised voices, pushing, etc.
- Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer service.

## **COMMUNICATION**

To achieve the best possible parent-school partnership, we recommend guidelines for both teachers and parents:

### **Parents:**

- Will first bring concerns directly to the appropriate staff member in a timely manner.

- Will not engage in discussions with children or other parents that are disrespectful, unkind or hurtful to another child, parent, family, or staff member.
- Will keep the teachers informed of any changes at home or other information about their child that might affect their child's performance and/or behavior in school.
- Will support the teacher at home when a problem does occur so that the child understands that the parents and teacher are working together.
- Will stay current with school communication systems, so they will be aware of school activities, sports, special events, student achievements, and general news from teachers and administrators.

#### **Teachers:**

- Will listen to and elicit information about the child from the parent and will respond appropriately when a parent requests time for a consultation.
- Will be as specific as possible in giving information about a child's performance and/or behavior to a parent in a timely manner.
- Will work in concert with the parents to develop specific goals to be worked on at home and at school with regard to behavior and/or performance issues.
- Will explain to parents early in the year, the behavioral and homework expectations for the child and the role of the parent that year.

It is imperative that all members of the SAA-SDS community adhere to the above principles and responsibilities in their electronic and other communications including blogs, class group texts on GroupMe, tweets, Facebook, etc. These communications are not to include disparaging or damaging comments about individuals, the community, or the School.

## **ABOUT OUR SCHOOL**

### **Mission Statement**

St. Agnes Academy-St. Dominic School is a Catholic independent school, ecumenical by charter. The school was founded to educate young people in a principle-based program designed to prepare them for advanced formal and personal studies while deepening their faith and relationship with God.

In the Dominican tradition, the School actively encourages academic excellence and promotes spiritual and moral growth, social and ecological responsibility, leadership skills, multicultural awareness, emotional maturity, artistic expression, and physical fitness.

### **Vision Statement**

The graduate of St. Agnes Academy-St. Dominic School is spiritually and morally nourished and challenged academically with the desire to pursue excellence and life-long learning in order to provide the leadership necessary to make the world a better place.

### **St. Agnes Academy-St. Dominic School Prayer**

Loving God,  
Let Thy blessings be upon St. Agnes Academy-St. Dominic School.  
Help us to seek the truth, to stand up for the rights of  
others and to promote justice, respect, and peace  
in our school and world communities.  
Inspire with love and goodness  
both those who teach and those who learn.  
Give us the grace to walk in the footsteps of Jesus,  
loving and forgiving of others.  
We ask these gifts in Jesus' name  
through the power of the Holy Spirit.  
Amen.

### **School Motto**

Veritas-truth

### **School Addresses and Phone Numbers**

St. Agnes Academy  
4830 Walnut Grove Rd. Memphis, TN 38117  
Phone: (901) 767-1377 Fax # 901-684-2392

St. Dominic School  
30 Avon Rd. Memphis, TN 38117  
Phone: (901) 682-3011 Fax # 901-681-0047

## **ACADEMIC REVIEW**

Students' grades are checked by his or her Home teacher every third and seventh week of the Quarter. All students complete a reflection sheet during this Home meeting to review progress and set goals. A student who has a C or below must send an email notification to his or her parent, counselor, and Dean, including an action plan to improve the grade. It is our goal to assist students in acquiring the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span. Students, parents, and faculty will work together in this process.

**The Action Plan may include (but is not limited to) the following:**

- Individual meetings with teacher during Quad or Prime Time
- Attend Study Hall during Prime Time
- Meeting with school counselor once a week
- Limited participation in or removal from extra-curricular activities, which could include school-sponsored trips

**If a student fails a course:**

- He or she will have to earn the credit through an approved credit recovery program.
- This option should be discussed with the school counselor and with the Dean.
- Any credit not earned at St. Agnes-St. Dominic is not calculated into the student's cumulative grade point average, but the credit does become part of the student's record

**Extracurricular participation:**

- Falling below a 2.0 cumulative GPA at any time may result in dismissal from any activity.
- No student may be allowed to try out or participate in extracurricular activities of any kind if he/she falls below a 2.0 cumulative GPA.

## **ACCOMMODATIONS**

St. Agnes Academy-St. Dominic School provides accommodations for students with psycho-educational evaluations on file. All paperwork should be provided to appropriate Learning Specialist. The Learning Specialist creates a Learning Plan for students with paperwork on file in an effort to ensure their learning needs are being met. It is recommended that the paperwork be within 3 years of the accommodations request to the school.

Standard accommodations could include:

- Extended time on standardized testing
- The ability to test in a distraction free setting on standardized testing
- The use of technology, ex. dictation, audiobooks, etc.
- Preferential seating
- The ability to pre-read materials
- The ability to use a school recommended/approved fidget

## **ATHLETIC DEPARTMENT PHILOSOPHY**

The coaching staff of St. Agnes Academy – St. Dominic School has dedicated itself to the development of the total student athlete. Both the physical and psychological growth of each person is conscientiously considered when planning and implementing the athletic program.

The professional staff is aware of the individual needs of its youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training, excellent equipment, and good coaching to reach their maximum potential athletically if they dedicate themselves to the program.

The School's goal is to produce young people who have the capacity to be successful citizens in our highly competitive society. We are committed to achieve this goal. When students leave St. Agnes Academy – St. Dominic School, we want them to be able to say that they were proud to have been a part of St. Agnes Academy – St. Dominic School athletics.

## ATTENDANCE

**Junior High Attendance:** Mrs. Tammy Brooks  
(901) 435-5800  
[tbrooks@saa-sds.org](mailto:tbrooks@saa-sds.org)

Both parents and students should be aware of the strong relationship between good attendance and success in school. Regular daily attendance in every class is necessary for a successful academic experience. As a result of this, particular attention should be paid to the list of holidays and vacation periods found in the school calendar. We encourage families to schedule medical appointments at times and on dates when students miss the fewest number of classes. A good time for these appointments is Wednesday afternoon, since the school has early dismissal.

### What To Do If You Are Absent:

- If your child is sick, please contact Mrs. Brooks, [tbrooks@saa-sds.org](mailto:tbrooks@saa-sds.org) or 435-5800 and email your child's Home teacher by 9:00 am.
- If you know ahead of time that you will be absent, please email Mrs. Brooks and your child's Home teacher.
- If your student needs to miss an extended period of school, please email his or her school counselor and Dean to arrange details.
- Students must always have a parent sign them out before leaving campus and sign them in before coming to campus when they are late.

### Definition of Terms

- **Absences**
  - An Excused Absence is any absence, verified or excused, by the appropriate Dean. Teachers will allow for make-up work/assessments so that credit can be given for missed assignments. See information on Make-Up Work.



- An Unexcused Absence is an absence that has not received prior approval by the Dean. Teachers do not give make-up work/tests.
- Truancy is absence from school all or part of a day without the knowledge of the parents and the school. An automatic suspension will result, and a mandatory parent conference will be required. Repeated infractions will warrant expulsion.
- Concerning a Prolonged Absence, Saint Agnes Academy-St. Dominic School is ready to help students who are forced into prolonged absence by illness or injury to complete their make-up work.
- **Tardiness:** being late for school or any class. Rules concerning failure to be on time are as follows:
  - If a student is late for school, he/she must immediately report to Mrs. Brooks' desk for an admit slip.
  - In the case of excessive tardies, the school will contact the parent.
- **Other Regulations** including a student with an extended illness or serious injury:
  - Any student who misses school for even part of a day is not allowed to participate in any school function. A student must be present in class for at least thirty (30) minutes to be counted as present for that class.
  - Excessive absences require a parent conference. A student cannot miss more than thirty (30) days of any year long course in order to pass for the year. After 5 consecutive absences, documentation from the primary physician is required. Documentation must include: diagnosis, treatment, and medication(s) prescribed, along with a note allowing the student to return to school.
- **Make Up Policy**
  - Students with unexcused absences will not be allowed to submit make-up work. Students with excused absences will be allowed to submit makeup work. The student should take primary responsibility to communicate with his or her teacher regarding a plan. Communication between the student and teacher is essential either in person or through email.
    - Short-term absences and/or missing class for any reason does not relieve the student of the responsibility for completing assignments and test preparation when he or she returns. The student should check the homework page for all details. Upon the day of return, the student must see each teacher for work assigned when the student missed class.
    - When a student returns to class, he or she will be allowed the number of days missed to make up daily classwork assessments per day of absence. For example, if he/she missed two days, he/she will have two days to submit work.

- Teachers will designate deadlines for make-up work.
- No make-up will be done during class in the classroom or in the hallway.
- Make-ups work for prolonged absences will be coordinated by the student's Home Teacher and the school counselor.
- When a student is representing the school in an activity and has an excused absence, he/she is expected to communicate with the teacher in advance and turn in as much work as possible preceding the absence. Upon return, he/she is expected to have assignments completed.

## BEHAVIOR

The young women and men of St. Agnes Academy-St. Dominic School are expected to conduct themselves as people of honor. No matter where the student is, he or she represents St. Agnes Academy-St. Dominic School. Any conduct that reflects unfavorably on the school, either on campus, off campus, or through any online activities, can result in consequences given by the Dean.

## CELL PHONES & SMARTWATCHES

Students in Grades 7-8 are permitted to bring cell phones to school. During the school day, phones **must** be left in the student's locker and be turned off. Student use of cell phones is always forbidden in the school building and during the school day from 7:30 a.m. until 3:15 p.m.

The use of smartwatches with cellular capability is not allowed during the school day.

During carpool, JH students must get permission from a teacher to use their cell phone.

If there is any infraction of the cell phone policies, the cell phone will be taken up and given to the Dean. The student will need to retrieve the phone from the Dean. Multiple infractions will result in disciplinary consequences (e.g., detention).

## CLASS RANK

The ranking method used to recognize the Valedictorian, Second Honors, and Third Honors at 8th-grade graduations includes grades for all subject areas. The official rank is computed on the basis of the cumulative grade point average of the 7th and 8th grade combined. This GPA is calculated after the final 8th-grade exam.

# COUNSELING

SAA K-8 School Counselor:

Mrs. Britney Dedmon

[bdedmon@saa-sds.org](mailto:bdedmon@saa-sds.org)

(901)435-5806

SDS K-8 School Counselor:

Mrs. Rosa Tutor

[rtutor@saa-sds.org](mailto:rtutor@saa-sds.org)

(901)435-5821

The St. Agnes Academy-St. Dominic School Counseling Department plays a vital role in providing a safe, nurturing environment for our students. Together K-8 school counselors Britney Dedmon and Rosa Tutor work to enhance the academic and social experience of every student. The counselors collaborate with teachers, parents, students, and administrators in order to maximize students' academic success as well as develop students' personal and social skills needed for healthy relationships and interactions.

# COURTESY

Respect and courtesy should be shown to all faculty, staff, administrators and visitors, as well as to fellow students, whether in person or online. Students are expected to conduct themselves in a courteous and responsible manner.

# CURRICULUM

Detailed information about our Junior High curriculum may be found on our school's website at <https://www.saa-sds.org/Jr-High-Grades-7-8>

# DANCE POLICY

To enhance the Junior High experience, two dances are held yearly (fall and spring). Students may purchase tickets online. Students are expected to dress appropriately, dance appropriately, and treat others with respect. Each student receives one wristband upon entering the dance. Chaperones may remove one wristband for inappropriate behavior. If a chaperone needs to correct a student and does not have a wristband (2nd warning) the student's parents are contacted and must pick the student up from the dance.

- All parents are required to chaperone two dances.
- All SAA-SDS students attend a Dance Talk assembly preceding the dance during which all expectations are discussed.

## **DINING HALL PROTOCOL**

To make the lunch periods pleasant and relaxing, the following courtesies should be observed:

- All students must eat lunch in the Dining Hall unless they are in a meeting with a teacher who has given permission for them to eat during a meeting in a designated location.
- Good table manners are expected of every student.
- Students must clean up after themselves.
- The tables are to be left clean, and all bottles and papers are to be put in the proper place.
- Chairs should not be rearranged. No purses/bags, gym clothes, etc. should be on the tables.
- No food, drink, or paper goods may be taken from the Dining Hall.
- No laptops may be brought into the Dining Hall.
- A student is expected to conduct his/herself like a lady or gentleman, not too loud and never rude.

## **DISCIPLINE**

Students are expected to follow all school policies and rules. Demerits are given in the Junior High.

- Demerits are given for:
  - Improper behavior anywhere on campus
  - Food and or drink, other than water, in unauthorized areas
  - Chewing gum
  - Tardiness to class
  - Violation of the laptop responsible use policy
  - Uniform Infractions
- Consequences are as follows:
  - 5 demerits = 1 detention (Cell phone infraction is an automatic detention)
  - 3 detentions = Parent conference including the student arranged by the Home teacher
  - 4 detentions = Subject to in-school suspension
  - 5 + detentions = Dean's discretion
- Detention Details

- Upon receiving the fifth demerit, the student will be assigned to detention.
- Detention notifications will be issued electronically via email and Class Charts.
- Detention can be served on Fridays, during lunch, and on Saturdays. When notified the type of detention will be assigned with date and time.
- Upon receiving excessive detentions, the student may be required to attend a Saturday detention.
- **Suspension and Expulsion Details**
  - **In-School Suspension**
    - The student works at school in a designated area on schoolwork and completes the academic work for that day.
  - **Out-of-School Suspension**
    - The student remains at home and completes academic work for that day.
  - Expulsion may result from a variety of offenses, such as repeated inappropriate misuse of social media, smoking, vaping, juuling, and/or possession of illegal substances on campus and school-sponsored events.

## **DISCIPLINARY REVIEW**

Disciplinary Review is a monitoring system designed to help the student learn to follow the rules, so that we can live together in harmony and so that each person can perform to his or her greatest potential.

A student may be designated on Disciplinary Review Status for these reasons:

- A student has received a certain number of detentions or has been suspended.
- A student has violated the rules of St. Agnes Academy-St. Dominic School, which requires strong measures of discipline. Examples of these infractions are (but are not limited to): skipping assemblies or meetings; bullying; being disrespectful of other students, teachers, staff, or property; violation of Responsible Use Policy; profanity.
- A student has been found guilty of breaching the Honor Code by lying, cheating, stealing, plagiarizing, or being negligent in his/her behavior.

Procedures for Disciplinary Review:

- The student's parents will receive communication from the school indicating his/her Disciplinary Status.
- The parents and student may be required to meet with the student's counselor as well as the Dean.
- The purpose of the meeting will be to determine how to eliminate the evident disregard for the rules and how to perform in a more satisfactory manner.

Consequences of Disciplinary Review Status can range from removal from extracurricular activities to expulsion.

## **EXTENDED DAY (EDA)**

Junior High Extended Day Activities (EDA) is offered for a fee. It takes place in the DLC after school on Monday-Friday until 6:00 p.m. This is a supervised time for students to complete work. Parents must register for EDA. Contact Mary Harmeyer at [mharmeyer@saa-sds.org](mailto:mharmeyer@saa-sds.org) or (901) 435-5817 for information about this service.

## **EXAMS**

Junior High students take exams at the end of Semester 1 and at the end of Semester 2. General notes regarding exams are as follows:

- There is no extended day (EDA) for Junior High Students during exams.
- Students need to wear their uniform to all exams.
- Students should be picked up at Veritas only.
- Responsible use policy remains in effect during exams.
- All students will be allowed an additional 30 minutes per test to complete any unfinished questions. If your child is late coming to dismissal, he or she may be finishing an exam

# EXTRA-CURRICULAR ACTIVITIES

To ensure a balanced educational program, Junior High students are encouraged to participate in school-sponsored activities. For the most current listing of clubs please visit our website at [www.saa-sds.org](http://www.saa-sds.org)

### Organizations and Clubs

- Student Government Association
- Student Ambassadors
- National Beta Club
- Robotics
- Wordsmith
- Model UN
- National Math Club

### Music and Performing Arts

- Grades 5-8 School Play
- Liturgical Choir

### Sports

- Basketball, Cheerleading, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, and Volleyball

# GRADING INFORMATION

Grades are officially posted on Schoology at the end of each Quarter.  
2022-2023 dates for posting of grades are:

- |   |               |
|---|---------------|
| 1st Quarter (9 weeks)                     | October 4th   |
| 2nd Quarter (9 weeks)/End of 1st Semester | December 16th |
| 3rd Quarter (9 weeks)                     | March 10th    |
| 4th Quarter (9 weeks)/End of 2nd Semester |               |

- Grade 7 May 25th
- Grade 8 May 15

First Semester Exams: December 14-16  
Second Semester Exams: **Grade 7** May 18-21  
**Grade 8** May 8-12

# GRADE POINT AVERAGE (GPA)

All courses are graded on the unweighted scale listed below. GPA is calculated by **adding** quality points for each core subject and **dividing** by the number of courses. Co-curricular courses including PE, Art, and Performing Arts are not calculated in the GPA until the end of the year.

Grade	Numerical Grade	Quality Points
A+	98-100	4.33
A	94-97	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	69	1.33
D	66-68	1.0
D-	65	.67
F	Below 65	0.0

## HEALTH AND WELLNESS

### School Nurse:

Nina Gardner

(901) 435-5835

[ngardner@saa-sds.org](mailto:ngardner@saa-sds.org)

***Please note: The School Nurse administers medical attention to students for needs that occur during school hours. Please do not send your child to school to be evaluated by the nurse if they are presenting symptoms of being sick or injured.***

St. Agnes Academy-St. Dominic School adheres to the guidelines that were developed by the Tennessee State Department of Education, the American Academy of Pediatrics Committee and School Health, and the Memphis and Shelby County Health Department for both public and private schools, and is approved by the Tennessee Board of Nursing. The intent of the policy is to assure safe administration of medications and to help each child maintain an optimal state of health.

Parents are asked to disclose information about their child's medical and psychological conditions and prescription medication that the student is required to take.



An Authorization for Medication During School Hours Form must be completed yearly by a parent/guardian for administration during school hours of both prescribed and non-prescribed medications. A physician's signature is required on this form when prescription medication is needed. Note: The exchange of prescription drugs among students may result in serious consequences, including suspension or expulsion.

Any type of serious injury, including concussions, requires a doctor's release before a student will be allowed to re-enter school.

If a student is in need of psychological services, the school can require that the parents seek professional evaluation for their child as a requirement for continued enrollment at the school. The results of the evaluation and a release form from the doctor are required for re-entry into the school setting.

Notes:

- We are a peanut-safe campus.
- All students are allowed to carry water bottles. The containers must be clear and the tops must be securely attached.
- A doctor's note is required if it is necessary for a female student to wear tennis shoes. If a student must wear tennis shoes, she must submit a note to the Dean.

Students with any of the following symptoms should not be sent to school:

- Acute cold with yellow/green discharge
- A temperature of 100.5 ° or higher
- Diarrhea and/or vomiting
- Inflamed eyes with or without discharge
- Earache
- Headache
- Sore throat
- Swollen, painful gland/s

Students must be symptom and fever-free for at least 24 hours without the use of fever-reducing medication (acetaminophen (Tylenol), ibuprofen (Motrin, Advil) before returning to school after an absence.

The School Nurse or Administrative Assistant will contact you to pick up your child if he or she develops any of the following symptoms or illnesses:

- Temperature over 100 degrees Fahrenheit

- Pain or injury
- Persistent cough
- Conjunctivitis (Pink Eye)
- Vomiting or Diarrhea
- Head lice

#### Other Important Health Information:

- All students must have on file a copy of their birth certificate and the most recent copy of their immunization record on the Tennessee immunization certificate and signed by their pediatrician in two designated places. Each student must be vaccinated in accordance with the United States Center for Disease Control and Prevention's (CDC) Immunization Schedule. If your pediatrician does not have access to the Tennessee form, you can go to a convenience clinic inside of Kroger, CVS, Walgreens, etc., and they will transfer the immunizations to a Tennessee form for a fee.
- Each child is required to have on file an Emergency Health and Accident form complete with emergency addresses and phone numbers of at least two responsible people who have permission to pick up in the event the parent cannot be reached, and the signed Health Release information.
- Children with allergies to foods, medications, insect bites or other common substances will need to have their physician's protocol on file in the school office, nurse's office, the child's classroom, and should notify the child's teacher in advance.
- A student who becomes ill at school should request permission from his/her teacher to report to the School Nurse. If the illness is serious, the School Nurse will notify the parents. If a K-8 student must leave school during the day, the Administrative Assistant will release her/him from school to the parents, guardian, or parent-designated responsible person.
- Any student started on an antibiotic, must be on the antibiotic for 24 hours before returning to school
- Any prescribed medications sent to school, including inhalers, EpiPen, anxiety medications, ADHD medications, etc., must be brought directly to the school nurse, in the original container, and appropriately labeled by the pharmacist or prescribing healthcare provider. A medication administration form signed by the prescribing provider must also be on file in the school clinic.
- Please **DO NOT** send any medications in a plastic baggie to school without notifying a teacher or the school nurse.

- Students who carry inhalers and/or EpiPens on their person or in their backpack must have the appropriate form filled out by the prescribing provider. All forms are available from the school nurse.
- Any student with confirmed lice must be treated and re-examined by the school nurse before returning to school.

## HONOR CODE

In keeping with our philosophy and mission statement, which demands absolute honesty to one's self and to others, thereby creating an atmosphere of mutual trust and respect in all campus situations, St. Agnes Academy-St. Dominic School has established an Honor Code as a means of achieving this ideal. The success of the Honor Code is directly proportional to each person's commitment to this ideal.

All students are expected to abide by their pledges to the system. Lying, cheating, stealing, plagiarism, and negligent behavior are all infractions of the Honor Code, and when reported will be treated as serious offenses. Students will be instructed about the Honor Code at the beginning of each year. Students will be expected to sign the Honor Pledge and the Dominican motto, VERITAS, on all work submitted.

The Honor Pledge: **VERITAS** I pledge, on my honor, I have neither given nor received information on this assignment. (Signature)

Avoid these common infractions:

1. "Borrowing" (stealing) of any items that belong to someone else
2. Lying as an immediate response when it is easier, to tell the truth
3. Sharing academic materials, such as homework, study guides, quizzes, and notes without the teacher's permission
4. Cutting and pasting (plagiarism)
5. Sharing/taking information about the contents of a test or quiz

Consequences for Honor Code violations may include one or more of the following:

- a. A zero on the assignment
- b. An apology to the offended party
- c. One or more detentions
- d. Verbal/written notification to parents
- e. Placement on Disciplinary Review
- f. Suspension or Expulsion
- g. Ineligibility for Honor Roll

# HONOR ROLL

Honor Roll recognition is awarded each quarter for GPAs in the following ranges:

<b>GPA</b>	<b>Recognition</b>
3.95 and above	President's Honor Roll
3.45 – 3.94	Dean's Honor Roll
2.95 – 3.44	Teachers' Honor Roll

# INFORMATION SYSTEMS

The SAA-SDS website and Schoology (including grades) are accessible on the web and will provide vital information.

## Specifically:

1. Schoology is the primary academic resource for students and parents providing information about individual classroom activities, progress reports, grades, etc.
2. Students and parents should review periodically the SAA-SDS website at [www.saa-sds.org](http://www.saa-sds.org)
3. The email address for all faculty and staff consists of the first initial of the first name, last name, followed by @saa-sds.org. Example: jwojcik@saa-sds.org for the SAA Dean.

# JUSTICE, RESPECT AND PEACE (JRP)

St. Agnes Academy-St. Dominic School recognizes and respects the dignity of every human being. As a community we are all committed to an educational environment that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” refers to any intentional written, verbal, or physical act which:

- Physically harms a student or damages the student's property
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school or an individual classroom or event

Harassment, intimidation or bullying can take many forms including, but not limited to, the following: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, other written, verbal or physical actions or social media postings. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Reporting incidents of harassment or bullying is the responsibility of not only those who are victimized by the behavior but also anyone who witnesses the behavior. If such inappropriate behavior occurs, it should be reported to an adult who will document the incident and take appropriate action. Depending upon the frequency and severity of the conduct, an intervention will be used to remediate the impact on the victim and the educational climate. Strategies will be employed to change the behavior of the person responsible for the unacceptable behavior. The intervention may include counseling, correction, discipline, and referral to law enforcement in the most extreme cases. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

The ultimate goal is for members of the community to transfer the ideals expressed in this policy into their daily lives both on or off-campus. Justice, Respect, and Peace (JRP) is our student-faculty program with the goal of creating a culture of kindness.

### JRP Grades 5-8 Guidelines and Consequences for Student Behavior

<b>Verbal/Written:</b> Harm to someone’s self-esteem or feeling of safety	<b>Physical:</b> Purposeful harm to someone’s body or property	<b>Social/Relational:</b> Harm to someone’s group acceptance	<b>Sexual:</b> Harm of a sexual nature to someone’s feelings of safety, self esteem, body or property	<b>Procedures and Consequences</b>
<b>Level 1</b>				
Teasing Name calling Insulting remarks Verbal/written harassment	Pushing/Shoving Hitting Physical harassment/repeated annoyance	Purposeful exclusion Telling others not to be someone’s friend Gossiping Starting/spreading rumors	Automatic Level 2	<b>First Offense:</b> Student completes Reflection Sheet Teacher completes Incident Log Reporting teacher meets with students to discuss JRP policy <b>Second Offense:</b> Parent/s are notified
<b>Level 2</b>				
<b>Any level 1 behavior that has occurred three times</b> Purposeful embarrassing or humiliating another student Profanity Slander Insulting comments about intelligence, size, ability, religion, ethnicity, race, color, and/or gender	<b>Any level 1 behavior that has occurred three times</b> Biting, scratching Tripping, causing a fall Threatening gestures Threatening physical harm Damaging property Stealing, hiding or taking another’s property Kicking	<b>Any level 1 behavior that has occurred three times</b> Purposefully embarrassing or humiliating another student Teasing about relationships, socio-economic status, clothing and/or appearance	Sexual comments Leering Gestures Actions or comments related to a person’s sexual orientation Verbal sexual harassment or teasing	Student completes Reflection Sheet Teacher completes Incident Log Reporting teacher meets with students to discuss JRP policy Parent Conference with Dean Additional Consequences assigned by Dean up to and including in-school suspension
<b>Level 3</b>				
<b>Any level 1 behavior that has occurred four or more times</b> <b>Any level 2 behavior that has occurred more than once</b> Blatant verbal cruelty Blatant verbal/written threats	<b>Any level 1 behavior that has occurred four or more times</b> <b>Any level 2 behavior that has occurred more than once</b> Physical fighting; Assault Blatant destruction of property	<b>Any level 1 behavior that has occurred four or more times</b> <b>Any level 2 behavior that has occurred more than once</b> Extortion: obtaining something through force or threats. Harassing racial or religious slurs or insults	<b>Any level 2 behavior that has occurred more than once</b> Displaying sexually explicit pictures or objects Demeaning sexual harassment Any type of physical sexual harassment	Student completes Reflection Sheet Teacher completes Incident Log Reporting teacher meets with students to discuss JRP policy Parent Conference with Dean Additional Consequences assigned by Dean up to and including expulsion

# LAPTOPS

Students are required to adhere to all provisions and conditions set forth in the Responsible Use Policy. Any violation of this policy will result in disciplinary action including the loss of laptop privileges. Students are to report any known violations of this policy to appropriate administrative staff members.

All infractions of the Laptop Rules and the Responsible Use Policy will result in limitations imposed on the student's laptop use. St. Agnes-St. Dominic-St. Dominic School takes no responsibility for violations conducted on school computers and laptops and/or materials stored on computers, laptops, or the network.

- Laptop Rules
  - Always have a school-issued ID on the laptop
  - No unattended laptops
  - No laptops in the Dining Hall
  - No markings or stickers on the laptop itself
  - No inappropriate screensavers and/or backgrounds
  - No rough handling of laptops
  - No unauthorized email during class (Unauthorized email does not involve school or school-related activities and is a distraction to study.)
  - No game-playing during the school day
  - No chatting and/or Internet shopping during the school day
  - No watching movies during the school day
  - No sharing of music over the school network
  - No using proxies or hotspots to get to blocked sites
  - No using social media for cyberbullying and/or posting of remarks of a provocative nature.
  - No mass emails regarding lost personal items, book sales, personal business, uniform sales, party invitations, etc.
  - No loaning/borrowing of another student's or teacher's laptop

Consequences for laptop violations will fit the infraction and may include detention, loss of laptop privileges for a specified period of time and communication and/or meeting with parents, loss of laptop and suspension, and the loss of laptop privileges includes, but is not limited to, the loss of mail, browsers, applications, and computer may be locked down.

***Note: Damaged or stolen laptops will require an incident report signed by a parent as well as the deductible payment and submitted to the IT department before a loaner is issued.***

# PROGRESS REPORTS

Progress Reports are posted on the Parent Portal at mid-quarter.  
2022-2023 dates for Progress Reports are:

September 9  
November 11  
February 3  
April 14

## FLEX TIME

Students will attend Flex Time once a week for 25 minutes on Wednesdays. During this block of time, students participate in a variety of activities. Activities may include:

- Advisory with Homeroom Teachers
  - “Character Strong” Activities
  - 3rd and 7th-week grade checks
  - Preparation for student-led conferences
- Assemblies
  - Honor Code
  - Pledge of Non Violence
  - Honor Roll Recognitions
  - Dance Talks
- Guest speakers
- Guidance classes through the School Counseling Program
  - Drug and alcohol education to include vaping
  - Other relevant topics to enhance the student experience
- Outdoor Time
- Study Hall proctored by Junior High Team Member

## PRIVILEGES-EIGHTH GRADE

The purpose of eighth privileges is to give the students the prestige they earn and to give them the opportunity to exercise mature and responsible behavior during the school year. The following rules below apply. Other privileges may be given at the decision of the Deans in conversation with SGA and students.

- **Boys**
  - May wear their choice/accepted high school sweatshirt during the second half of the third and the fourth quarter

- **Girls**

- May wear the school approved red sweatshirt in the winter and approved pastel colored sweatshirts in the spring
- May wear school approved nail polish colors

## **SERVICE HOURS**

In the Dominican tradition, St. Agnes Academy-St. Dominic School believes that faith is lived, as well as learned. In order to help students become aware of the needs of others, to help them develop an appreciation for service to others and to introduce them to the types of community services available and the people who provide them in our community, service hours are required of all students in the Junior High.

Hour Requirements:

- Each 7th and 8th grader is required to complete a minimum of 15 hours of community service.
- All hours should be completed outside of the school day. A list of suggested service opportunities will be available for each student's reference through the religion department. Hours beyond those required yearly cannot be applied to fulfill the next year's requirement, however, year-end recognition is given to students who go "above and beyond" the required number of hours.
- Students are required to report their service activities using the digital service that is set up through their religion classes. All activities should be recorded within 2 weeks of the activity and hours accumulated during the summer should be recorded when school starts.
- All students must post service hours on or before the deadlines set forth by the Religion Department (speak with your Religion teacher).

## **SOCIAL NETWORKING**

Social networking sites (TikTok, Twitter, Instagram, Facebook, Snapchat, etc.) are blocked on the laptops on our campus. If you use social networking sites outside of school, exercise care with personal profile data and posted content to ensure that information does not reflect poorly on yourself, your peers, your family, or your school. Any content that reflects unfavorably on the school is strictly prohibited. This includes vulgar language, inappropriate pictures, and hateful, hurtful, or mean references to or about anyone. In addition, do not use the names or pictures of administration, faculty, or staff in your messages.



Using your school email address on social networking sites is forbidden. Under no circumstances should students take any unauthorized photos of a faculty or staff member, whether at school, a school function, or anywhere else. In addition, students should not actively search online for photos of faculty and staff members. These actions constitute an invasion of privacy. Breaking these rules risks suspension and expulsion.

## **STUDENT GOVERNMENT**

Students running for elected and appointed positions including SGA, student clubs, organizations, and publications must be in good standing to run for office. The criteria for good standing is as follows:

- Must be enrolled for the coming year at SAA-SDS
- Must not have any outstanding financial obligations
- Must have at minimum a 2.5 GPA
- Must not have been on Academic Review for more than 1 of the 3 quarters.
- Must not be on Disciplinary Review
- Must have a good attendance record

## **TEST CALENDAR**

In an effort to ensure academic success, teachers coordinate when they are giving tests during team meetings held weekly.

- Students are not to have more than two (2) tests on any given day.
- Teachers are required to post tests and projects.
- No assessments, including tests, projects, papers, etc. can be due on the day that classes resume after a holiday.

## **TRANSCRIPTS**

If a student needs to request a transcript, an email should be sent to his or her school counselor.

## **TRANSPORTATION**

Junior High students should be dropped off and picked up at the Veritas Entrance on the East side of campus. All cars should have a school approved carpool sign for identification purposes. See Mrs. Brooks if you are in need of a carpool sign. Hired driving services such as Uber, Lyft, etc. cannot be used for delivery of any kind or pick up of students to and

from school. ***Parents/Drivers are not to use cell phones in the carpool areas when dropping off or picking up children.***

## **UNIFORM DRESS CODES FOR JUNIOR HIGH**

For information regarding dress code, go to the school's website for details.

## **VISITORS**

For the protection of students and to avoid disruption of classes, parents and other visitors must check in at the School Office and receive a visitor's badge before conducting business on campus.