



The Dominican

COMMUNITY *of* SCHOOLS

Kindergarten-6th Grade

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 are fostered.
- Acknowledges that teachers and parents bring different areas of expertise to the relationship. Each teacher contributes professional expertise about curriculum and child development and each parent brings 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 teachers 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 student, 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, Twitter, 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

Academic Review is intended as a positive effort to help a student who is making a C- or below, an N or a U to make progress toward successful completion of classwork. 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. This is a collaborative process involving the student, parent/s, and faculty.

The Academic Review Committee consists of the Dean, Teacher, and Learning Specialist. This committee reviews a student's academic needs if she/he makes a C- or below, N or U. Notification of recommendations and requirements will be sent to the family. A conference may be required.

ACCOMMODATIONS

St. Agnes Academy-St. Dominic School provides accommodations for students with psycho-educational evaluations on file. All paperwork should be provided to the appropriate Learning Specialist and/or Counselor. A Learning Plan is created for students with paperwork on file in an effort to ensure the student's 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

ARRIVAL

Times/Locations for morning drop-off are as follows:

SDS Grades K – 6: after 7:30 a.m. at the front of St. Dominic (Avon Rd.)

SAA Grades K – 6: after 7:30 a.m. at the front of St. Agnes (Walnut Grove)

Early Arrivals and Early Morning Care

- Early morning care begins at 7:00.
- Students who arrive before the designated arrival times are to report to the Dining Hall.
- Registration forms must be submitted for Early Morning Care along with a registration fee. Students arrive prior to 7:30a must register for Early Morning Care.

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

Both parents and students should be aware of the strong relationship between good attendance and success in school. Particular attention should be paid to the list of holidays and vacation periods found in the school calendar. St. Agnes Academy – St. Dominic School expects that students and their families will honor these dates.

Whenever a student is absent from school, a parent or guardian should call the office by 9:00 A.M. to inform the school of the reason for his/her absence. If a parent does not contact the school by 9:00 A.M., the school will contact the parent.

Unless prior arrangements have been made with the appropriate Dean by 9:00 A.M. of the day of absence, students who miss school for part of a day are not allowed to participate in any after school activity scheduled for that day.

EARLY DISMISSAL

Written requests for early dismissal should be submitted to and approved by the Dean prior to the dismissal.

TARDIES

Students arriving after 8:00 A.M. will be considered tardy. If a pattern of tardiness develops, the school will contact the parents and student with a letter home stating the number of tardies.

BACKPACKS

All types of backpacks, rolling or shoulder, may be no larger than 11.5" wide X 10.5" deep.

BEHAVIOR

The boys and girls 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.

BULLYING, HARASSMENT, AND INTIMIDATION

St. Agnes Academy-St. Dominic School recognizes and respects the dignity of every human being. Consequences for bullying are outlined in the St. Agnes Academy-St. Dominic School Justice, Respect, and Peace Program. Reporting bullying incidents is not only the responsibility of those who are targeted but also anyone who witnesses the behavior. 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 damaging 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, or other written, oral or physical actions. "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, 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.

CASUAL DAY ATTIRE

See section for SAA and SDS UNIFORM Policy

CELL PHONES & SMARTWATCHES

Students in Grades K-6 are not to bring cellphones to school. Lower school students who need to contact a parent are to use the office phone. In exceptional cases, a parent may submit a written request to the Dean that their child be given permission to have a cell phone at school. In these cases, the child's classroom teacher will secure the cell phone during school hours.

Smartwatches with cellular capabilities are not permitted at school.

CODE OF CONDUCT

The St. Agnes Academy-St. Dominic School Code of Conduct reflects our mission to educate young people in a principle-based program. All teachers in the St. Agnes Academy-St. Dominic School community will aid students in developing behaviors based on the Code of Conduct. St. Agnes Academy-St. Dominic School adheres to an Honor Code. In addition, we expect each student to:

1. Respect all individuals and both school and personal property
2. Obey classroom rules
3. Keep hands, feet, and objects to herself/himself.
4. Refrain from hurtful or vulgar language and obscene gestures
5. Come dressed according to the guidelines set by the school
6. Report to class on time with all designated materials

All students are to conduct themselves in accordance with the Code of Conduct at all extra-curricular activities and activities sponsored by the school. Conduct outside of school that reflects unfavorably on the school may result in appropriate disciplinary action.

CONSEQUENCES

Students will be subject to consequences established by their classroom teachers. After school detention may be necessary for discipline in grades 5-6. A detention may be issued at the discretion of the Dean and/or teacher for serious infractions such as insubordination, stealing, or repeated disregard of behavior standards. The Dean and faculty determine detention times.

COMMUNICATION

Our school website, saa-sds.org, is the primary communication tool for the St. Agnes Academy-St. Dominic School community. Email 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.

Schoology is our personal information system and is accessible on the web. Schoology provides all information about grades and progress for students in Grades 1-6. Passwords are distributed at the start of each school year and parents are advised to check their child's grades often.

The St. Agnes Academy-St. Dominic School K-6 home-school communication tool is the Wednesday Wire. The Wednesday Wire is emailed to parent addresses and posted on the Parent Portal every Wednesday.

Other forms of communication include:

- Classroom newsletters
- SeeSaw
- Facebook and Instagram

COUNSELING SERVICES

SAA K-8 School Counselor:

Mrs. Britney Dedmon

bdedmon@saa-sds.org

(901)435-5806

SDS K-8 School Counselor:

Mrs. Rosa Tutor

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

CURRICULUM

For more detailed curriculum information, please select by school:

St. Dominic: <https://www.saa-sds.org/St-Dominic-K-6>

St. Agnes: <https://www.saa-sds.org/St-Agnes-K-6>

DINING HALL

Lunch periods provide an opportunity to gather for food and fellowship. To make the lunch periods pleasant and relaxing, the following courtesies should be observed:

- Good table manners are expected of every student
- Students should not be wasteful of food
- The tables are to be left clean. All trays, trash and food should be in the proper place.
- No more than eight chairs are to be at each table
- Each student must clean up after her/himself
- No food or drink may be taken from the Dining Hall
- Students must be polite and speak in a conversational tone

DISMISSAL

Dismissal procedures are designed to ensure the safety of all children and must be followed at all times.

Dismissal Times

Grades K-6: 3:00 p.m. all days except Wednesday; 2:15 p.m. dismissal on Wednesdays

ALL students in grades K- 6 who are not picked up by the end of dismissal need to be under adult supervision.

Students in Grades K – 6 who remain beyond the stated dismissal times will be escorted to **Extended Day Activities (EDA)** which is located in the Dining Hall. Parents **must** register for this program. EDA closes at 6 p.m. Contact Mary Harmeier at mharmeier@saa-sds.org or (901) 435-5817 for information about this service.

Carline Name Cards

To ensure a smooth flow of traffic, all families will be issued carpool cards. Carline name cards are issued on Back-to-School Night and **MUST BE VISIBLE** at **ALL times** while going through the line. We recommend that the cards be attached to the right-hand visor or in the top right corner of the windshield.

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

Locations for dismissal are as follows:

- St. Dominic front patio SDS Grades K – 6 and siblings
- St. Agnes front patio SAA Grades K – 6 and siblings

Students are NOT to be picked up in any other areas of the school such as, at Siena Hall unless prior arrangements are made with the appropriate Dean. Students who do not have a Dean's permission to be picked up in a place other than the four approved areas will be directed by the adults on duty to go to their designated pick up area.

Parking at Dismissal

If a parent/guardian wishes to come into the building to pick up their child they must park in a designated VISITOR space, NOT along the CURBS. Parking in a fire lane is prohibited at all times.

ELECTRONIC DEVICES

Additional electronic devices such as Kindles, personal iPads, and laptops are not to be brought to school unless being used for a project that has been approved by the classroom teacher. iPad carts are in each K-3 classroom. iPads are given to students in grades 4-6 and can be brought home each night.

GRADING PERIODS for 2022-2023:

Kindergarten:

Trimester 1 October 27, 2022

Trimester 2 February 16, 2023

Trimester 3 May 25, 2023

Grades 1-6:

Q1 Oct 4, 2022

Q2 Dec 16, 2022

Q3 March 10, 2023

Q4 May 25, 2023

GRADING SYSTEM:

Students in Grades 1 – 6 are graded as follows:

A+	98- 100	E	Excellent
A	94 – 97	G	Good
A-	90 – 93	S	Satisfactory
B+	87 - 89	N	Needs Improvement
B	83 - 86	U	Unsatisfactory
B-	80 - 82		
C+	77 - 79		
C	73 - 76		
C-	70 - 72		
D+	69		
D	66 – 68		
D-	65		
F	Below 65		

Grades for students in Grades 1 – 6 are posted in Schoology, our school's learning and parent information system. Schoology is accessible on the web and should be checked regularly.

Print report cards are issued to children in Kindergarten at the end of each Trimester period and mailed to students in grades 1-6 at the end of the school year.

HEALTH AND WELLNESS

School Nurse:

Nina Gardner

(901) 435-5835

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 the 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 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
- Temperature of 100.4 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 an 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.

IMMUNIZATIONS

For the health and safety of our students and faculty, St. Agnes Academy-St. Dominic School (SAA-SDS) adheres to the Tennessee State Department of Health (TDH) requirements that each student have a health history form and a Tennessee Certificate of Immunization on file prior to the student's first day of school. Health history forms must be completed annually with the SAA-SDS registration forms. Each student must have his/her own health history form filled out each school year, regardless of siblings.

SAA-SDS will only accept immunization waivers submitted in compliance with Tenn. Code Ann. § 49-6-5001 (c)(2) and (3). SAA-SDS does not accept religious-based vaccination waivers for new families. Religious exemptions will be honored for all current families who have previously claimed exemptions and have a *State of Tennessee, Religious Exemption from Vaccinations* form on file prior to the school year. For any new or existing student with an immunization waiver, religious or medical, SAA-SDS requires a Tennessee Certificate of Immunization indicating a health examination was performed by the child's health care provider. In the event of a communicable disease outbreak reported by the Shelby County Health Department (SCHD), students that are not vaccinated will be excluded from school until the outbreak has subsided per SCHD recommendations and policies.

All immunizations must be up-to-date and verified by the school prior to the student's first day of class. Immunization requirements generally require updating prior to enrollment in school for the first time, in kindergarten, and in seventh grade.

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 and stealing are all infractions of the Honor System and will be treated as serious offenses.

Cheating is defined as taking credit for work other than your own or assisting another in deception such as, permitting another student to copy your homework. All incidences of cheating will be reported to the Dean.

Consequences for Honor Code violations vary based upon grade level and are at the discretion of the Dean. They may include the following:

- Automatic detention
- Ineligibility for Honor Roll (grade 6) during the grading period of the infraction
- Verbal and written notification to parents
- Conference with Dean
- A "U" in conduct
- In-school or out-of-school suspension

Students will be instructed about the Honor Code at the beginning of each year. Students are often asked to sign the Honor Pledge on all class quizzes, tests, and papers/projects.

The Honor Pledge is: VERITAS – "I pledge, on my honor, I have neither given nor received information on this assignment."

HONOR ROLL

Each quarter, students in Grades 6 are recognized for their academic performance based on the following criteria:

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

Honor Roll students receive award ribbons, and their names are posted on the Honor Roll bulletin board.

Students who have an “N” or “U” in conduct in any subject are ineligible for the Honor Roll in that Quarter. Students who have violated the Honor Code are ineligible for the Honor Roll in that Quarter.

JUSTICE, RESPECT, AND PEACE (JRP)

St. Agnes Academy-St. Dominic School recognizes and respects the dignity of every human being. Justice, Respect, and Peace (JRP) is our student-faculty program with the goal of creating a culture of kindness. 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 damaging 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. 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.

iPADS

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 iPad privileges. Students are to report any known violations of this policy to appropriate administrative staff members.

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

- **iPad Rules**

- iPads are to be brought to school by the student.
- iPads may not be delivered to the front desk for pickup if left in the car or at home by the student.
- iPads must be attended at all times.
- Loaner iPads are not provided for iPads left at home.
- Screensavers and/or backgrounds must be appropriate.
- Emails are not to be sent during school hours unless a teacher has given the student permission.
- Email avatars must be appropriate.
- Online chatting is not permitted.
- iPads must be handled with care.
- iPads are an educational tool and may not be used for game playing at school.

*For a complete guide on the use of iPads, see the Responsible Use Policy on the website.

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

Note: Damaged or stolen iPads 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.

MAKE-UP WORK

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent for three or more days, the necessary work will be provided to students upon return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test day.

PROGRESS REPORTS

Progress Reports are posted on Schoology at mid-quarter
2022-2023 dates for Progress Reports are:

September 9
November 11
February 3
April 14

SOCIAL NETWORKING

Social networking sites (Facebook, TikTok, Twitter, Instagram, 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.

UNIFORM DRESS CODES

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.