



The Dominican
COMMUNITY *of* SCHOOLS

Junior High

Parent-Student Handbook

Revised July 2023

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HANDBOOK PURPOSE

This handbook is provided as a guide, for both students and parents, to 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). Both parents and students must sign the acknowledgement form at the end of this handbook.

The enrollment of a student at SAA-SDS 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.

SAA-SDS 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. This partnership embodies certain principles and responsibilities for both parents and the school:

- It 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.
- It requires a willingness and expectation on both sides to work on and nurture the relationship. Mutual trust and respect are fostered.
- It 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.
- It 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.

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.

ACADEMICS

ATTENDANCE

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. Therefore, 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 for faculty meetings.

ABSENCE

- If your child is sick, please contact Mrs. Brooks, tbrooks@saa-sds.org or 435-5800 and email your child's homeroom teacher by 9:00 am.
- If you know ahead of time that you will be absent, please email Mrs. Brooks and your child's homeroom teacher.
- Students must always have parent, guardian, or parent-designated responsible person sign them out before leaving campus and sign them in before coming to campus when they are late.
- 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.
- SAA-SDS is ready to help students who are forced into prolonged absence by illness or injury to complete their make-up work. If your child needs to miss an extended period of school, please email his or her school counselor and Dean to arrange details.
- Any student who misses 3 or more periods in one school day is not allowed to participate in any school function that day. 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.
- Excessive tardiness and/or leaving school early frequently may lead to excessive absence from a particular course, resulting in academic consequence.

TARDINESS

A student is tardy if he/she is late for school or any class. Rules concerning tardiness:

- 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.

MAKE-UP WORK

Students who will be, are or have been absent should take primary responsibility to communicate with their teachers regarding a plan for completing make-up work. 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-up work for prolonged absences will be coordinated by the student's homeroom 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.

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>

GRADING PERIODS

Grades are officially posted on Schoology at the end of each Quarter.
2023-2024 dates for posting of grades are:

1st Quarter (9 weeks)	October 10
2nd Quarter (9 weeks)/End of 1st Semester	December 15
3rd Quarter (9 weeks)	March 8
4th Quarter (9 weeks)/End of 2nd Semester	Grade 7 May 23 Grade 8 May 16

1 st Semester Exams:	All JH:	December 12-14
2 nd Semester Exams:	Grade 7	May 21-23
	Grade 8	May 14-16

PROGRESS REPORTS

Progress Reports are posted on the Parent Portal at mid-quarter.
2023-2024 dates for Progress Reports are:

- September 8
- November 10
- February 2
- April 12

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.

GRADING SCALE

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.

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

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

HONOR ROLL

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

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

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.

ACADEMIC REVIEW

Students' grades are checked by his or her homeroom teacher every third and seventh week of the Quarter. All students complete a reflection sheet during this homeroom 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, teacher, 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 recess
- Assignment to Prep Studies class
- Meeting with school counselor once a week
- Limited participation in or removal from extra-curricular activities, which could include school-sponsored trips and athletics

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 suspension 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.

ACADEMIC RESOURCES

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

TUTORING

- SAA-SDS educators provide extra help for their students who are experiencing academic difficulty.
- SAA-SDS educators may not tutor their own students for pay; this includes students rising over the summer into the grade level or subjects a faculty member teaches.
- SAA-SDS educators may tutor students they do not currently teach for pay outside school hours.

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 on Schoology
- No assessments, including tests, projects, papers, etc. can be due on the day that classes resume after a holiday.

COUNSELING

SAA K-8 School Counselor:

Mrs. Britney Dedmon

bdedmon@saa-sds.org

(901)435-5806

SDS K-8 School Counselor:

Ms. Talia Sowell

tsowell@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 Talia Sowell 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.

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 Justice, Respect & Peace
 - Honor Roll Recognitions
- 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 Members

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:

- 7th Grade is required to complete a minimum of 15 hours of community service.
- 8th Grade is required to complete a minimum of 20 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).

FIELD TRIPS

Educators may schedule field trips to enhance curriculum. Students are required to return permission forms from parents for such trips. For field trips involving parent drivers, parents are not permitted to stop for snacks/refreshments on the way to the destination or on the return to school. Parent drivers are required to complete a Field Trip Driver Verification Form, which includes valid driver's license and insurance.

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

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
Volleyball

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 have good attendance and disciplinary records

CODE OF CONDUCT

Saint Agnes Academy-Saint Dominic School is an outstanding Catholic School that prioritizes relationships and prepares our students for their future. The Four Pillars of Dominican Life: Study, Prayer, Community, and Service are the framework for our educational model. SAA-SDS is dedicated to providing an excellent academic foundation, social-emotional development, and spiritual growth to mentor students to grow into responsible, respectful, and productive members of the community.

Similar to an academic class, when a student makes a mistake or is unable to meet expectations, there is an educator who comes alongside that student to offer guidance and the opportunity to improve. This is a primary purpose of our code of conduct and discipline system: to help our students respond appropriately, reflect on behavior, and improve in the future. When choosing interventions and consequences for students' behavior, teachers, administrators, and staff must balance the school's goal of eliminating school disruptions with maximizing student instructional time. Consequences paired with meaningful instruction and guidance offer students an opportunity to learn from their mistakes and contribute back to the school community. The range of interventions and responses is designed to be fair, equitable, and differentiated.

The structure of the Junior High discipline system has four primary points:

Justice, Respect, and Peace (JRP) Program
General Behavior and Expectations
Uniform Expectations
Honor Code

There are relationships between each of these, and they share several means of accountability. However, each has a particular focus.

JUSTICE, RESPECT, PEACE (JRP)

Saint Agnes Academy-Saint Dominic School recognizes and respects the dignity of every human being. Learning at SAA-SDS is not limited to academics and athletics. Our desire is to work alongside parents in the education of each student. A segment of this is offering guidance, correction, and safety when some of the more difficult and challenging aspects of maturity appear. As a community, we are committed to an environment that is free from unkind behavior, harassment, intimidation, or bullying. “Unkind behavior, 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

Unkind behavior, harassment, intimidation, or bullying can take many forms including, but not limited to, the following: slurs, rumors, jokes, innuendos, demeaning comments, drawings, intentionally isolating others, pranks, gestures, physical attacks, threats, other written, verbal, or physical actions, or social media posts on or off campus. “Intentional acts” refers to the individual’s choice and purpose to engage in the act rather than the ultimate impact of the action(s).

Reporting incidents 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 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 and off campus. Justice, Respect, and Peace (JRP) is our student-faculty program to create a culture of kindness, mutual respect, cohesion, and fellowship.

GENERAL BEHAVIOR

In line with the tenets of Justice, Respect, and Peace, the expectations for student behavior involve choices and engagements which make positive and just contributions to our school community, show respect for oneself and others, and actions that add to a peaceful and joyful environment.

Students are expected to follow all corporate and individual rules and policies given by the administration and staff. While not limited to the following, the general concept includes being on time for classes and other events, as well as being in the appropriate places on campus. Movement between classes and events should be calm and orderly. Interactions between students and students and staff in and outside of the classroom should be respectful. In addition, to maintain a respectful posture, our students should exhibit kindness and compassion to one another. This involves not only helping each other but also advocating for their classmates.

There are times when these expectations will not be met; however, most often, these incidents can be dealt with through a verbal correction by a teacher or staff. Should a behavior or incident go beyond a verbal warning, an appropriate level of consequence(s) will be given. These are listed below in the Accountability section of the Code of Conduct. The expectations for good behavior extend to both on-campus and off-campus events. Additionally, those actions in the social media sphere which impact our school community will be subject to discipline.

UNIFORM EXPECTATIONS

Students are expected to adhere to the dress code outlined in the Student Handbook. It is understandable that, occasionally, students will forget their lanyards or wear the incorrect shoes. These examples would fall under the category of a Uniform Violation (UV). When a uniform violation occurs, the student will lose his or her next recess. Should a student exhibit a consistent pattern of uniform violations, a detention may be issued in addition to the loss of recess. A consistent pattern would include ten incidents in one academic quarter or multiple violations involving the same items/area in a short time. An example of the latter would be the failure to correct the length of a skirt after multiple requests.

HONOR CODE

In keeping with our community philosophy and mission statement, Saint Agnes Academy-Saint Dominic School has established an Honor Code as a means of upholding personal and academic integrity:

“We, the students and faculty of St. Agnes Academy-St. Dominic School Hereby pledge our full support to the honor system. I pledge to be honest to myself and others in order that

the spirit and integrity of the honor system may endure. My work and my actions will reflect my commitment to be an honorable person at all times.”

The success of the Honor Code is directly proportional to each person's commitment to this desire. All students are expected to abide by their pledges to the Honor Code. Lying, cheating, stealing, and plagiarism are all infractions of the Honor Code, and when reported will be treated as serious offenses. Students will be instructed in and asked to sign the Honor Code at the beginning of each year. Students may also be asked to sign the Honor Pledge and the Dominican motto, VERITAS, on all class quizzes, tests, and papers/projects as follows:

“VERITAS: I pledge, on my honor, I have neither given nor received information on this assignment.” (Signature)

Below is a list of Honor Code infractions. While these are the most common, infractions are not limited to this list.

- “Borrowing” (stealing) of any items that belong to someone else
- Lying as an immediate response
- Sharing academic materials, such as homework, study guides, quizzes, and notes without the teacher's permission
- Plagiarism (cutting and pasting, including unauthorized use of AI/Chat GPT to complete assignments and/or claiming the work of AI as one's own, and any other uncredited source)
- Sharing/taking information about the contents of a test or quiz

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

- A zero on the assignment
- An apology to the offended party
- One or more detentions
- Verbal/written notification to parents
- A demerit, detention, suspension, or expulsion depending on the severity
- Ineligibility for Honor Roll

DISCIPLINARY ACTION

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 SAA-SDS.

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.

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.

A failure to meet expectations in the above-mentioned areas of our Code of Conduct (JRP, General Behavior, Uniform Violations, Honor Code) may result in one of the following actions.

DEMERITS, DETENTIONS, SUSPENSIONS, AND EXPULSIONS

While our rules are offered as boundaries to facilitate an orderly and enjoyable environment for our students to learn, mistakes will occur. The details below relay an escalatory process relative to behavior and responsibility.

Demerits: A student may receive a demerit for behaviors and actions that violate Junior High corporate policies as well as those expectations of individual teachers. Demerits are the second step in an escalatory process which begins with a verbal warning and progresses according to the process outlined below. The primary purpose of a demerit is to offer a next-step warning to a student that he/she needs to make adjustments or should avoid repeating certain behaviors. Students will be given a notice for each demerit issued.

While not an exhaustive list, demerits may be issued for failure to meet expectations, specifically and generally, in the following areas:

- Failure to prepare adequately for class
- Disrespectful behavior/attitudes towards students or adults
- Violation of the Responsible Use Policy (laptops)
- Deportment in the Junior High and other shared spaces on campus
- Cell phone use without permission
- Inappropriate language
- Disruptive behavior in class
- Chewing gum/Eating or drinking outside of authorized areas

In cases of egregious conduct or significant violations of Justice, Respect, and Peace expectations, students may be issued immediate detention, suspension, or expulsion.

After-School Detention: Should a student receive five demerits, the next step in the accountability process will be after-school detention. Supervised by staff, these will be held for one hour after school, and notice of the detention will be given in advance to students and parents via email.

Saturday Detention: Upon receiving a fourth detention in one academic year, a student may receive a Saturday detention. These will be arranged in advance; however, instead of one hour, Saturday detentions will cover three hours. After receiving a fourth detention, the student will have a meeting with his/her Dean to discuss an appropriate plan of action to change behavior patterns.

Actions earning a fifth detention may be after-school detention or a Saturday detention at the Dean's discretion.

Suspensions: Upon receiving a sixth detention, students may be issued an in-school suspension. During an in-school suspension, the student will not be counted absent and will be able to receive any grades for that day. The student and his/her parents will meet with his/her Dean to discuss a path forward.

Students receiving eight or more detentions are subject to out-of-school suspension. A student serving an out-of-school suspension will be counted as absent and not allowed to make up assignments in any missed class. The student and his/her parents will meet with his/her Dean.

Expulsion: Should a student's habitual or egregious behavior create a severe negative impact on our school community and our learning environment, his/her Dean, in consultation with the school president, may dismiss that student from St. Agnes Academy- St. Dominic School. This decision would never be taken lightly but remains at the sole discretion of the leadership of St. Agnes Academy- St. Dominic School.

BASIC ACCOUNTABILITY AND CONSEQUENCE PROCESS

5 Demerits = Detention

4th Detention = A Saturday Detention may be issued/Student meets with Dean.

6th Detention = Subject to In-School Suspension & parent-student conference with Dean

8+ Detentions = Subject to Out-of-School Suspension

SEARCHING OF PERSON OR PROPERTY

SAA-SDS reserves the right to inspect personal property brought onto School premises at any time, including, but not limited to, cars parked on school property, purses, backpacks, computer bags, desks, and lockers. Entry onto School premises constitutes consent to search and inspection. Refusal to consent to search or inspection shall be considered grounds for discipline or expulsion.

FORMATIVE ACTION

Saint Agnes Academy-Saint Dominic School is committed to providing a safe and orderly school environment conducive to learning. Responsible behavior by students, teachers, administration, and parents is essential to achieving this goal. We all have a right and a responsibility to be part of and contribute to a safe school environment that promotes the health and welfare of everyone in the school building.

Saint Agnes Academy-Saint Dominic School is also committed to promoting a positive school climate and culture that provides students with a supportive environment in

which to grow academically, socially, spiritually, and emotionally. Students at SAA-SDS are not only expected to build a strong academic foundation; they are also expected to demonstrate strong character to be successful. Character education is a key part of our mission at SAA-SDS, we devote time to its instruction, and we think critically about how to best align the school culture with our everyday actions.

PILLAR POINTS

Students who live the Four Pillars of the Dominican Tradition in their daily lives are awarded Pillar Points. These students are recognized and entered into a quarterly award raffle to celebrate the positive influence they have in creating a culture of justice, respect, and peace in our school community.

UNIFORM DRESS CODES FOR JUNIOR HIGH

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

CASUAL DRESS DAY

Students will be notified of special occasions designated as "Casual Days" on which the student has the option not to wear the School uniform. Typically, spirit weeks are occasions for casual days. Other special occasions will give students the opportunity to wear special clothes that are related to specific themes. The specific options will be given to students on those occasions. These days are not casual-dress days, and students who do not choose to wear the thematic clothing must wear the School uniform. The administration reserves the right to determine any item inappropriate for school.

On approved casual dress days, students must follow the guidelines for safety and modesty as specified by the Dean. These guidelines include but are not limited to wearing only closed-toe shoes, no inappropriate messaging, no tank tops/spaghetti straps/tube tops, no ripped or distressed jeans, no pajama pants. For girls, no midriff-bearing shirts, shorts other than PE shorts, and leggings may only be worn with a long tunic-style shirt or sweatshirt. Undergarments should not be exposed/visible.

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

TECHNOLOGY

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.

RESPONSIBLE USE POLICY

To act with honor, I will

- adhere to the St. Agnes Academy- St. Dominic School Honor Code
- treat others with respect at all times
- use technology for academic purposes within a classroom setting (no online shopping, social media, gaming, streaming movies, or messaging)
- use technology to connect with people in a positive way rather than to bully, to harass, or to tease others
- Refrain from using acronyms or verbiage that might be misinterpreted online
- Refrain from logging into another person's account or tampering with another person's work
- Refrain from misrepresenting myself or others while online
- Ask for permission before taking pictures or videos of others or sharing photos/videos of
 - others
- Only search for, view, or copy appropriate pictures or information
- Use copyright-free materials, or ask for permission before using media or work produced by others
- Suitably provide attribution for/cite online resources, books, and media not of my own

To practice safety, I will

- Keep personal information private, including my login information and passwords

- Notify a trusted adult if someone makes me feel uncomfortable or uses technology to hurt or to harass me
- Refrain from sending unwanted communications to those who ask me not to and from forwarding inappropriate materials

As a digital citizen, I understand

- My access to Internet resources and use of technology owned by St. Agnes Academy - St. Dominic School is not private. Educators, technology staff and administrators may review my work and activities at any time, including my personal devices used on campus or those used to access online school resources.
- Content I create and share online should represent me positively because that content has a digital footprint. It might be seen or read by anyone in the world with access to the Internet, including educators, parents and peers.
- If I lose my school-issued device, I will report it to IT as soon as possible.
- If I damage my school-issued device, I and my family are responsible for paying the deductible for necessary repairs.
- It is my responsibility to abide by the guidelines of this Responsible Use Policy as well as the policies listed in the Student Handbook.
- 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, pictures, or videos during class or on campus.
Unauthorized email or use of cameras to take pictures or videos unrelated to school activities are prohibited and are 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.

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 edit or share photos of faculty and staff members. These actions constitute an invasion of privacy. Breaking these rules risks suspension and expulsion.

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 backpack 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.

Smartwatches are not permitted.

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).

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.

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 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.

A Physician Authorization Form must be completed yearly by a parent/guardian for administration of prescription medication during school hours. A physician's signature is required on this form. The exchange of prescription drugs among students may result in serious consequences, including suspension or expulsion. The Medication Turn In Form must be completed for over-the-counter (OTC) medications.

Any type of serious injury, including concussions, requires a doctor's release before a student will be allowed to re-enter school. Please email ngardner@saa-sds.org

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.

WE do our best to honor all physician orders; however, there are instances in which we might not be able to accommodate.

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 100.4 ° or higher
- Diarrhea and/or vomiting
- Inflamed eyes with or without discharge

Students must be fever-free for at least 24 hours without the use of fever-reducing medication (acetaminophen/Tylenol, ibuprofen/Motrin/Advil) and improving symptoms 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, but not limited to

- Temperature over 100.4 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 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 Junior High 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 to school without notifying the school nurse. All medication should be in original packaging and include proper paperwork.
- 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.

GENERAL INFORMATION

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

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
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.

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**

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.

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 Harmeier at mharmeier@saa-sds.org or (901) 435-5817 for information about this service.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I hereby acknowledge that I have received a copy of the St. Agnes Academy-St. Dominic School Parent-Student Handbook. I understand it is my responsibility to familiarize myself with the contents contained therein, and I agree to comply with the policies and procedures in this Handbook.

Student Signature

Parent Signature

Date

Date