



The Dominican
COMMUNITY *of* SCHOOLS

Kindergarten-6th Grade Parent-Student Handbook

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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). Both parents and students must sign the acknowledgement form at the end of this handbook.

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.

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

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

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.

ACADEMICS

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.

We encourage families to schedule medical appointments at times and on dates when students miss the least amount of school. A good time for these appointments is Wednesday afternoon, since the school has early dismissal for faculty meetings.

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.

ABSENCE

- If your child is sick, please contact the school office and email your child's homeroom teacher by 9:00 am.
 - SAA office: Mrs. Brooks, tbrooks@saa-sds.org or 435-5800
 - SDS office: Mrs. Pirozzi, dmpirozzi@saa-sds.org or 435-5801
- 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 a 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.
- 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.
- Excessive absences require a parent conference. A student cannot miss more than thirty (30) days in order to pass for the year. After 5 consecutive absences, documentation from a primary physician is required. Documentation must include diagnosis, treatment, and 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 class, resulting in academic consequence.

TARDINESS

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

- If a student is late for school, he/she must immediately report to school office (Mrs. Brooks or Mrs. Pirozzi) for an admit slip.
- In the case of excessive tardies, the school will contact the parent.

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 return to school.

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>

GRADING PERIODS

Kindergarten:

Trimester 1 October 26, 2023

Trimester 2 February 15, 2024

Trimester 3 May 23, 2024

Grades 1-6:

Q1 Oct 10, 2023

Q2 Dec 15, 2023

Q3 March 8, 2024

Q4 May 23, 2024

PROGRESS REPORTS

Progress Reports are posted on Schoology at mid-quarter.
2023-2024 dates for Progress Reports are:

September 8
November 10
February 2
April 12

GRADING SCALE

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 online and should be checked regularly.

Print report cards are issued to children in Kindergarten at the end of each Trimester. Report cards are printed and sent home with students in grades 1-6 after quarters 1-3, and printed report cards are mailed to students in grades 1-6 at the end of the school year.

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

HONOR ROLL

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

GPA

3.95 and above

3.45 – 3.94

2.95 – 3.44

Recognition

President's Honor Roll

Dean's Honor Roll

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 semester. Students who have violated the Honor Code are ineligible for the Honor Roll in that semester.

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 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.

ACADEMIC RESOURCES

ACOMMODATIONS

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

TUTORING

- St. Agnes educators provide extra help for their students who are experiencing academic difficulty.
- St. Agnes 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.
- St. Agnes educators may tutor students they do not currently teach for pay outside of school hours.

COUNSELING SERVICES

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.

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.

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.

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 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.

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 SAA-SDS 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

Interactions between students and staff in and outside of the classroom should be respectful. Our students should exhibit kindness and compassion to one another. This involves not only helping each other but also advocating for their classmates.

Of course, there will be 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 Disciplinary Action 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.

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, 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 vary based upon grade level and are at the discretion of the Dean. They may include the following:

- A zero on the assignment
- An apology to the offended party
- Verbal/written notification to parents
- A detention, suspension, or expulsion depending on the severity
- Ineligibility for Honor Roll (grade 6) during the grading period of the infraction
- Conference with Dean
- A “U” in conduct

DISCIPLINARY ACTION

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, may result in appropriate disciplinary action as given by a classroom teacher or by the Dean.

Students will be subject to consequences established by their classroom teachers. After school detention may be issued at the discretion of the Dean and/or teacher for serious infractions such as disrespect toward teachers, stealing, or repeated disregard of behavior standards.

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

JRP: THE VIRTUES IN ME

Students who live the Four Pillars of the Dominican Tradition in their daily lives are given “JRP: The Virtues in Me” awards. These students are recognized at assemblies to celebrate the positive influence they have in creating a culture of justice, respect, and peace in our school community.

UNIFORM DRESS CODES

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

CASUAL DRESS DAYS

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.

TECHNOLOGY

iPADS

iPad carts are in each K-3 classroom. iPads are given to students in grades 4-6 and can be brought home each night. 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.

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.

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.

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.

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, which must be submitted to the IT department before a loaner is issued.

SOCIAL NETWORKING

Social networking sites (Facebook, TikTok, Twitter, Instagram, Snapchat, etc.) are blocked on the iPads 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 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 are not permitted at school.

DINING HALL PROTOCOL

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.
- 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

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 illness.

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 both at the start of the school year and as they warrant necessary.

An Authorization for Medication Administration Form must be completed yearly by a parent/guardian for administration during school hours of both prescribed and non-prescribed medications. A Prescription Medication Form and an Over-the-Counter Form can be found on the SAA-SDS website at <https://www.saa-sds.org/health-services>. A physician's signature is required the Prescription Medication Form. 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. We make all efforts to uphold physician recommendations; however, there are instances in which we cannot.

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, signed by the Dean, is required if it is necessary for a female student to wear the optional all-white leather sneaker as described in the SAA Uniform Dress Code.

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
- 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, 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 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.
- Children with allergies to foods, medications, insect bites, etc. 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-6 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. See [Health Plan](#) for any exceptions to this rule.
- 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 [Physician Authorization 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. All medication must go through 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 online at <https://www.saa-sds.org/health-services>
- 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.

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, in seventh grade, and at any other time an immunization is given.

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

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.

Tardy

- 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.
- Excessive tardiness may lead to academic consequences.

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. Dismissal on Wednesdays is at 2:15 p.m.

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. EDA is offered for a fee. It takes place in the Dining Hall after school on Monday-Friday until 6:00 p.m. This is a supervised time for students to complete homework and to play. Parents **must** register for EDA. Contact Mary Harmeyer at mharmeyer@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

For families with children in both SAA and SDS Lower Schools, older siblings will dismiss from their younger sibling's school.

Students are NOT to be picked up in any other areas of the school, such as 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.

Early Dismissal

Written requests for early dismissal should be submitted to and approved by the Dean prior to the dismissal, and students must be signed out at the front desk.

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.

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.

Parent Signature

Date