



The Dominican
COMMUNITY *of* SCHOOLS

**St. Agnes Academy–St. Dominic School
Junior High Handbook**

Revised July 2024

***Saint Agnes Academy–Saint Dominic School is an
outstanding Catholic School that prioritizes relationships
and prepares our students for their future.***

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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, written or oral, 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 Lower School Dean.

PowerSchool is our student information system and is accessible on the web. PowerSchool 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.

Schoology is our learning management system and is accessible on the web with student login information. Specific assignment information and resources are posted to class Schoology pages.

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.

To achieve the best possible parent-school partnership, we recommend these 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, SnapChat, Instagram, 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 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.

- 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 may necessitate 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.
- A pattern of 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 a pattern of tardiness, the school will contact the parent and a more-specific attendance agreement may need to be documented.

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, the school counselor, and/or learning specialist.

- 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 PowerSchool at the end of each Quarter. 2024-2025 dates for posting of grades are:

1st Quarter	October 4, 2024
2nd Quarter/End of 1st Semester	December 20, 2024
3rd Quarter	March 7, 2025
4th Quarter/End of 2nd Semester	Grade 7 May 22, 2025 Grade 8 May 15, 2025

1 st Semester Exams:	All JH:	December 17-19, 2024
2 nd Semester Exams:	Grade 7	May 20-22, 2025
	Grade 8	May 13-15, 2025

PROGRESS REPORTS

Progress Reports are posted on PowerSchool at mid-quarter. 2024-2025 dates for Progress Reports are:

September 6, 2024
November 8, 2024
February 7, 2025
April 11, 2025

EXAMS

Junior High students take exams at the end of Semester 1 and at the end of Semester 2. Semester averages are calculated as follows:

Semester 1

Quarter 1 (45%), Quarter 2 (45%), Semester 1 Exam (10%)

Semester 2

Quarter 3 (45%), Quarter 4 (45%), Semester 2 Exam (10%)

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

Grades are posted on PowerSchool, our school's student information system. PowerSchool is accessible online and should be checked regularly.

Report cards are printed and sent home with students after quarters 1-3, and printed report cards are mailed to students 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

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

Students who have an “N” or “U” in effort 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.

CLASS RANK

The ranking method used to recognize the Valedictorian/First Honors, 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 in life. 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(s) during Quad or recess
- Assignment to Prep Studies class
- Meeting with school counselor once a week
- Limited participation in or removal from extracurricular activities, which could include school-sponsored trips, clubs, and/or athletics

If a student fails a course:

- He or she may 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.
- Students may be restricted from trying out or participating in extracurricular activities of any kind if he/she falls below a 2.0 cumulative GPA.
- An action plan will be implemented to support students in improving grades and restoring extracurricular activities.

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 the appropriate Learning Specialist and/or School Counselor. A Learning Plan is created 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

- 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 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 SERVICES

SAA K-8 School Counselor:

Ms. Britney Dedmon

bdedmon@saa-sds.org

(901)435-5806

SDS K-8 School Counselor:

Mrs. Talia Riem

triem@saa-sds.org

(901)435-5823

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 Riem 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/HOMEROOM-ACTIVITY

Students will attend Flex Time once a week on Wednesdays, as well as Homeroom-Activity daily. During these blocks 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
- Assemblies
 - Honor Code
 - Pledge of Justice, Respect & Peace
 - Honor Roll Recognitions
 - Pep Rallies
- Guest speakers
- Guidance classes through the School Counseling Program
 - Drug and alcohol education to include vaping
 - Other relevant topics to enhance the student experience
- Club Meetings
- Snack/Break/Outdoor Time
- Study Hall proctored by Junior High faculty

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 proof of 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 <https://www.saa-sds.org/clubs-activities>.

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, the Faculty Advisory Council, 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 SAA-SDS Code of Conduct 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 maturing and growing 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, spoken, 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, spoken, 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.

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.

UNIFORM EXPECTATIONS

For current information regarding uniform policies, please visit the Quick Links page of our school website:

[SAA Kindergarten - 8th Grade Uniform Policy](#)
[SDS 7th & 8th Grade Uniform Policy](#)

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 break time. 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.

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-baring 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-grade 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

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
- Verbal/written notification to parents
- A demerit, detention, suspension, or expulsion depending on the severity
- Ineligibility for Honor Roll during the semester of the infraction
- Conference with the Dean

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, may result in disciplinary action as given by a teacher or 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)
- Department 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, the School President, in consultation with the student's Dean, 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 disciplinary action 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.

TECHNOLOGY

LAPTOPS

MacBooks and carrying cases are provided to JH students for use during the school year. 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 a 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 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 the loss to IT as soon as possible.
- If I damage my school-issued device, my family and I 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.
- Laptops are to be brought to/from school by the student.
- Laptops may not be delivered to the front desk for pickup if left in the car or at home by the student.
- Laptops must be attended at all times.
- Laptops must be handled with care.
- No laptops in the Dining Hall
- No markings or stickers on the laptop itself
- No inappropriate screensavers, backgrounds, or avatars
- No unauthorized email, pictures, or videos during class or on campus
- No game playing, chatting, shopping, and/or watching movies at school
- 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 demerits, detention, loss of laptop privileges including but not limited to the loss of email, browsers, and applications for a specified period of time, communication and/or meeting with parents, and/or in the most extreme cases suspension or expulsion.

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, 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 fellow students or faculty/staff members, whether at school, a school function, or anywhere else. In addition, students should not edit or share photos of fellow students or faculty/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. Students who need to contact a parent are to use the office phone.

Unauthorized student use of cell phones is forbidden while on campus and under SAA-SDS supervision. This includes normal school hours from 7:30am-3:15 pm, as well as before school care from 7:00-7:30am and after school during Extended Day Activities (EDA) and extracurricular activities.

The first infraction of the cell phone policy will result in a demerit. Subsequent infractions will escalate to a detention or further disciplinary action.

Smartwatches are not permitted.

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:

- 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.
- Students are expected to conduct themselves like ladies and gentlemen, 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 illness or injury.

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

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 make every effort to uphold all physician recommendations; however, there are instances in which we may not be able to accommodate specific needs.

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, dated for the current school year or specific period of time and 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 K-8 Uniform Policy.

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 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 of 100.4 ° or higher
- 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 a [Student Emergency Information 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 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

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

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

ARRIVAL

SAA-SDS Junior High students should be dropped off at the Veritas Entrance on the East side of campus between 7:30-7:55am.

Students who arrive before 7:30am must be dropped off in the Dining Hall for Early Morning Care, which begins at 7:00am. Registration forms **must** be submitted for Early Morning Care along with a registration fee.

Tardy

- Class 1 begins at 8:00am. Students arriving after 8:00am will be considered tardy and must check in with Mrs. Brooks. If a pattern of tardiness develops, the school will contact the parents and student, and a more-specific attendance agreement may need to be documented.
- Excessive tardiness may lead to academic consequences.

Carline Name Cards

To ensure a smooth flow of traffic, all cars should have a school-issued carline name card for identification purposes. Carline name cards are issued at Back-to-School Open House and **must be visible at all times** while going through the line at drop-off and pick-up. We recommend that the cards be attached to the right-hand visor or in the top right corner of the windshield. See Mrs. Brooks if you are in need of a carline name card.

Hired driving services such as Uber, Lyft, etc. cannot be used for delivery of any kind or for transportation 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.

DISMISSAL

Junior High students are dismissed from the Veritas Entrance on the East side of campus at 3:00pm all days except Wednesday. Dismissal on Wednesdays is at 2:15pm.

All students in Junior High who are not picked up by the end of dismissal need to be under adult supervision and will be escorted to **Extended Day Activities (EDA)**. EDA takes place in the Dining Hall (grades K-6) and in the library (Junior High) after school Monday-Friday until 6:00 pm for a fee. This is a supervised time for students to complete homework and to play. Parents **must** register for EDA. For more information regarding EDA, visit the [Before- and After-School EDA](#) page of our school website, or contact Liz Anglin at langlin@saa-sds.org or (901) 435-5817 for information about this service.

For families with children in both SAA and SDS Lower Schools, older siblings will dismiss from their younger sibling's school. Locations for K-6 dismissals are as follows:

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

5th - 8th Grade students who wait for their Upper School siblings to dismiss at 3:30pm may register for GapCare through EDA. There is no charge for GapCare; however, any students not picked up by their Upper School sibling at 3:30pm will be taken to EDA and drop-in charges apply. All families electing to use GapCare must register their students. Please contact Liz Anglin at langlin@saa-sds.org or (901) 435-5817 for information about GapCare.

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 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 Mrs. Brooks and the classroom teacher 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

Parent Signature

Student Signature

Date

Date

Date