The Dominican

COMMUNITY of SCHOOLS

Grades K-6 Handbook

2026-2027

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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 educators respect each other, children thrive. St. Agnes-St. Dominic endorses a strong partnership between its educators 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 educators and parents bring different areas of expertise and experiences to the relationship. Each educator contributes professional expertise about curriculum and child development, and each parent brings personal knowledge and perspective about his/her child.
- It respects the privacy and personal boundaries of parents, educators, and students.

CONDUCT

All are expected to 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 School:

- 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 a repository for essential resources for the St. Agnes Academy-St. Dominic School community.

Veracross serves as our integrated student information system (SIS) and our learning management system (LMS). The SIS houses all student and family records kept and maintained by our school. The LMS digitally connects educators, students, and families through any of the grade-level courses we offer. It is our central platform for:

- Communicating daily lessons, assignments, and assessments
- Sharing digital course resources
- Maintaining up-to-date records of student progress

All faculty, staff, and enrolled students at the School are assigned a school email account. This is the primary means of conducting direct school communication between educators, students, and their families. Directory information can be accessed through Veracross accounts.

The Wednesday Wire is our schoolwide communication tool. The Wednesday Wire is emailed to parent addresses and posted on the Veracross Parent Portal every Wednesday.

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

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 School 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 educators at home when a problem does occur so that the child understands that the parents and educators are working together.
- Will stay current with school communications, so they will be aware of school activities, events, and general news from teachers and administrators.

Educators:

- Will openly listen to students and their families and will respond appropriately when consultation is requested.
- 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 partner with families to support students as they progress towards academic and behavioral goals.
- Will explain to parents early in the year, behavioral and academic expectations across SAA-SDS K-6.

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

St. Agnes Academy - St. Dominic School recognizes the value of regular attendance and partnership with our families. To enhance student attendance and support academic success, this policy outlines clear procedures for monitoring and addressing student absences and tardies. It recognizes that consistent attendance is paramount for individual growth and the collective well-being of the classroom community.

This policy:

- Establishes clear expectations that timely arrival to school and regular attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Assures the timely flow of information from parents to school, and from school to parents, regarding attendance.
- Provides appropriate flexibility for unavoidable or emergency absences.

Responsibility of the Parents

Parents/guardians partner with the school and faculty in assuring that their student is at school and arrives on time. If parents anticipate an absence, they are to notify the School via phone or email as soon as possible. This allows the School to prepare and provide adequate follow-up regarding student support.

School Responsibility

St. Agnes Academy - St. Dominic School will keep accurate attendance records and will communicate promptly and consistently with parents/guardians regarding attendance issues. Consistent with school policy, the teacher shall employ an appropriate and reasonable time frame for make-up work associated with the day(s) a student missed.

TARDINESS

Attendance is taken at 8:00 a.m. Students who are not present and prepared to begin their first class at 8:00 a.m. are considered tardy. Recurrent tardiness presents both a hindrance to student success and can present an unnecessary disruption to the learning environment.

In the case of repeated instances of tardiness, the following applies:

Concern	Frequency	Response
Tardiness– This refers to coming to school past 8:00 a.m. and/or arriving late to class	Five (5) incidents within a semester	Parents will be contacted by Mrs. Brooks or Mrs. Pirozzi.
	Ten (10) incidents within a semester	Communication between school and family about tardiness.
	Tardiness continuing beyond 10 incidents within a semester	Parents will be called to a meeting with the Dean. Academic and/or disciplinary consequences may be assigned as deemed appropriate by the School.

ABSENCES

Regular attendance is essential for student success and benefits the overall learning community. The School recognizes that there are legitimate and unavoidable reasons for absence. In such cases, it is the responsibility of the parent/guardian to verify a student's absence. **To verify an absence, the parent/guardian must contact the School with the reason for absence as soon as possible.**

In the case of repeated absence, the following applies:

Concern	Frequency	Response
Absenteeism– This refers to absences from school that are unrelated to school functions.	In the event of any unverified absence	Parents will be contacted by Mrs. Brooks or Mrs. Pirozzi.
	Five (5) absences within a semester	Communication between school and family about absences.
	Ten (10) or more absences within a semester	A meeting between the family and the Dean may be necessary. Academic and/or disciplinary consequences may be assigned as deemed appropriate by the School.

GENERAL ATTENDANCE POLICIES

- If your child is sick or if you know ahead of time that he/she will be absent, please contact Mrs. Brooks or Mrs. Pirozzi and email your child's homeroom teacher by 9:00 am. Reference contact information below.
- Students must always have a parent, guardian, or parent-designated responsible person sign them in before coming to campus when they are late and sign them out before leaving campus early.
- 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 understands that some students may experience prolonged absence for reasons such as illness or injury. If your child needs to miss an extended period of school, please contact his or her Dean directly. After five (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.
- Recognizing that extracurricular activities are an extension of the school day, it is expected that students be present for at least four (4) full class periods to be eligible for after-school activities. A student must be present in class for at least thirty (30) minutes to be counted as present for that class. Reasonable requests for exceptions may be submitted to the Dean.
- Excessive absences may necessitate a parent conference. Absences in excess of twenty (20) days of any year-long course may result in academic consequences including failure to receive academic course credit(s).

St. Agnes Academy K-6 & Junior High

Mrs. Tammy Brooks

Email: tbrooks@saa-sds.org

Phone: 901-435-5800

St. Dominic School K-6

Mrs. Diane Pirozzi

Email: dmpirozzi@saa-sds.org

Phone: 901-435-5801

MAKE-UP WORK

Students/families should take primary responsibility to communicate with their homeroom teachers regarding a plan for completing make-up work when a student will be, is, or has been absent. Communication between the student/family and teacher is essential.

- Short-term absences and/or missing class for any reason does not relieve a student of the responsibility for completing assignments and test preparation when he or she returns. Students/families should check Veracross for details and proactively communicate with their teachers.
- Our school policy is that students are allowed the number of class days missed to submit missing work or to reschedule missed assessments.
  For example, if a student missed two (2) class days, he/she will have two class days upon return to submit work or reschedule assessments missed as a result of the absence. Teachers may exercise discretion in extending deadlines for make-up work.
- Students should coordinate with their homeroom teachers, the school counselor, and/or learning specialist to create a plan in the event of prolonged absences.
- When a student is representing the School in an activity, he/she is expected to communicate with his/her teachers in advance and turn in as much work as possible preceding the absence. Upon return, he/she is expected to have assignments completed.

CURRICULUM

For more detailed curriculum information, please select by school:

St. Agnes Academy: https://www.saa-sds.org/St-Agnes-K-6
St. Dominic School: https://www.saa-sds.org/St-Dominic-K-6

GRADING PERIODS

Grades are officially posted through Veracross. For the 2026-2027 school year, the final dates for each of our marking periods are as follows:

Kindergarten:

Trimester 1	October 23, 2025
Trimester 2	February 12, 2026
Trimester 3	May 21, 2026

Grades 1-6:

Q1	October 3, 2025
Q2	December 19, 2025
Q3	March 6, 2026
Q4	May 21, 2026

MID-QUARTER REVIEW

For students in 1st Grade - 6th Grade, academic progress may be monitored on Veracross throughout the quarter. Regular grade checks and open communication between students/families and teachers regarding academic progress are essential throughout the school year. At mid-quarter, teachers will contact any families of students with an average below 70/C- in any subject to discuss academic progress and plans to improve performance.

Mid-Quarter Dates:

September 8, 2025
November 10, 2025
February 9, 2026
April 13, 2026

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 are posted on Veracross, our school's student information system. Veracross is accessible online and should be checked regularly. Finalized report cards are digitally posted on Veracross Student and Family Portals once each academic quarter is completed.

For Kindergarten, report cards are printed and sent home at the end of each academic trimester, and a digital copy is archived to the Veracross Student and Family Portals.

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

ACADEMIC REVIEW

It is our goal to assist students in acquiring the attitudes, knowledge, and skills that contribute to effective learning in school and in life. This is a collaborative process involving students, families, and educators. As mentioned previously in the Mid-Quarter Review section, academic progress may be monitored on Veracross throughout the quarter.

At Mid-Quarter Review and End of Term, students in Grades 1-6 who are earning below a 70/C- in any subject, and/or who have earned an "N" or "U" in conduct in any subject, will enter into an Academic Action Plan. Individualized Academic Action Plans are intended as a positive effort to support students in making progress toward successful completion of coursework. During this time, educators partner with students for a period of review to promote personal growth.

The Academic Action Plan for Grades 1-6 may include (but is not limited to) the following:

- Individual meetings with teacher(s)
- Formalized plans to complete and/or make improvement on coursework
- Meeting with School Counselor and/or Learning Specialist 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:

- Administration has the right and responsibility to withhold the re-enrollment contract of a student who demonstrates significant concerns about his or her readiness for advancement.
- A student may not be promoted to the next grade if he or she fails either English or Math for the year.
- Depending on the course, a student may earn the credit for a failed course through an approved credit recovery plan. Such a plan must be authorized by the Dean.

Extracurricular participation:

- Any student with two (2) or more failing grades at, or following, the Mid-Quarter Review will be restricted from some or all levels of participation in extracurricular activities of any kind. Exceptions may be made at the discretion of the Dean.
- An individualized Academic Action Plan will be implemented to support a student in this situation in improving grades and restoring full extracurricular participation.

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. An Individual 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
- Enrichment activities to support specific and identified learning needs

TUTORING

- Educators provide additional support as possible during the school day for students experiencing academic difficulty.
- Educators may not tutor their own students for pay; this includes students rising over the summer into the grade level or grade-level subjects a faculty member teaches.
- Educators may tutor students they do not currently teach for pay outside of school hours. Any such arrangement is outside of the purview of the School.

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.

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 Volunteer Driver Authorization Form, which includes valid driver's license and proof of 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: Prayer, Study, 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.

Respect and courtesy should be shown to all faculty, staff, administrators, and visitors, as well as to fellow students, whether in person or through other means of connection such as 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 an educator or by the Dean.

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 appropriate, fair, 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, AND PEACE (JRP)

Informed and guided by the teachings of the Catholic Church, a central aspect of the SAA-SDS community is the recognition, respect, and care for the God-given value and dignity of every human being. Learning at SAA-SDS is not limited to academics and extracurriculars. Our desire is to work alongside families in the holistic formation of each student. A segment of this is offering safety, guidance, and correction when some of the more difficult and challenging aspects of maturing and growing appear. As a community, we are committed to pursuing 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, whether subtle or overt, which:

- Harms an individual, deprives him or her of one's dignity, or damages the property, person, or reputation of another
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or negative learning 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 (in person, digitally, or otherwise) including but not limited to the following: slurs; rumors; jokes; innuendos; demeaning comments, drawings, pictures, or videos; intentionally isolating others; pranks; gestures; physical attacks; threats; other written, spoken, or physical actions. The School may address actions and situations off campus that reflect poorly upon the School and/or when necessary to uphold our standards of conduct and safeguard our school community.

"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. The expectation is that reports are made in a timely manner so that the School can respond appropriately. If such inappropriate behavior occurs, it should be reported to an appropriate staff member who will document the incident and take 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/or referral to law enforcement in the most extreme cases. False reports and/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 our Justice, Respect, and Peace program, 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 for all.

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:

- Respect all individuals and both school and personal property
- Obey classroom rules
- Keep hands, feet, and objects to herself/himself.
- Refrain from hurtful or vulgar language and obscene gestures

- Come dressed according to the guidelines set by the School
- 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, actions in the social media sphere which impact our school community will be subject to discipline.

ILLICIT SUBSTANCES

Stemming from our commitment to providing a safe, wholesome, and positive learning environment at SAA-SDS, the use, possession, solicitation, or direct knowledge of illegal or illicit substances on campus or at school events is not tolerated. Illegal or illicit substances include, but are not limited to: alcohol, illegal drugs, nicotine, vaping devices, nicotine or caffeine pouches, unauthorized or misuse of medication, etc.

The school may search and/or perform testing as part of our response to any concerns of a violation of this policy on campus or at any school event. Any infractions of the policy will be subject to immediate disciplinary and counseling responses as deemed appropriate by the School, up to and including expulsion, denial of re-enrollment, or referral to law enforcement agencies.

A note on the spirit and rationale underlying this policy: in line with the Dominican tradition of our school, we are committed to forming the whole person–mind, body, and spirit. Substances that impair judgment, harm the body, or lead to dependency are incompatible with the life we are called to live. Our efforts in support of this policy is not intended as punitive; it is a form of care for the students under our charge.

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 Kindergarten - 6th 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 items or wear the incorrect shoes. These examples would fall under the category of a Uniform Violation (UV). When a uniform violation occurs, the homeroom teacher will apply an appropriate consequence. Should a student exhibit a consistent pattern of uniform violations, loss of privileges or a detention may be issued. 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 Dress Days" on which the student has the option not to wear the school uniform. 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 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/back 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.

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 (improper usage of an uncredited source, including unauthorized use of advanced technology such as generative AI to complete assignments and/or claiming the work as one's own)
- Sharing/taking information about the contents of an assessment or assignment

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

- A grade of "zero" on the assignment
- An apology to the offended party
- Verbal/written notification to parents
- A detention, suspension, or expulsion depending on the severity
- A "U" in conduct
- Conference with the Dean

DISCIPLINARY ACTION

All students are subject to consequences in line with the behavioral standards and classroom policies established by their classroom teachers. Elevated school consequences such as detentions or suspensions may be issued at the discretion of the Dean and in consultation with the teacher for serious infractions such as disrespect toward teachers, theft, 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. The progression of accountability measures typically involves the following steps:

After-School Detention: Supervised by staff, these will be held for up to one hour after school, and notice of the detention will be given in advance to students and their parents.

Suspensions: If a student's conduct is egregious or has continued following a detention, he/she may receive a more advanced consequence. This includes in-school and out-of-school suspensions. 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.

After additional detentions or an in-school suspension, students may receive an out-of-school suspension. Out-of-school suspensions may also be utilized in situations where temporary separation from school life is deemed appropriate. A student serving an out-of-school suspension will be counted as absent and also may not be allowed to make up assignments in any missed class at the discretion of the Dean. 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.

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, up to and including 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.

TECHNOLOGY

Because we are a Dominican Catholic school that prioritizes relationships and prepares students for their futures, technology at St. Agnes-St. Dominic is intentionally utilized in ways that enhance the learning process for all individuals and advance our shared community. As stated by the Vatican, "scientific and technological advances should be directed toward serving the human person and the common good." With this in mind:

- Technology should be utilized to support and empower each person's human faculties in an ongoing pursuit of growth and truth in all its forms.
- Technology should be utilized to enhance human connections and build community in a positive way; never to replace, diminish, or harm the connections that bind us as unique and dignified children of a loving God.
- Technology should be ethically utilized to advance the growth of wisdom, virtue, and intellect of each individual in the learning process.

ARTIFICIAL INTELLIGENCE

Advanced technology such as generative artificial intelligence (AI) should be utilized to advance the growth of wisdom, virtue, and intellect of each individual in the learning process. In accordance with this philosophy:

- Students may only utilize advanced technology such as generative AI on an assignment with the teacher's explicit permission.
- Students must properly cite AI if used in accordance with the teacher's permission.
- Any student who misuses advanced technology such as generative AI may be in violation of the Honor Code and subject to disciplinary action.

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 regarding the use of any school-issued devices or any personal devices while on campus and while accessing the school's wifi on any device. Any violation of this policy will result in disciplinary action, which may include the loss of iPad privileges. Students are to report any known violations of this policy to appropriate administrative staff members.

Any infraction of the Responsible Use Policy may result in limitations imposed on the student's technology usage and/or other disciplinary actions. Because these devices are subject to personal usage, St. Agnes Academy-St. Dominic School is not responsible for violations conducted on School devices 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, 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, backgrounds, and avatars must be appropriate.
- No unauthorized email, pictures, or videos during class or on campus. Unauthorized email or use of cameras to take pictures or videos unrelated to school activities are prohibited and are a distraction to study.
- iPads must be handled with care.
- iPads are an educational tool and may not be used for 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 loaning/borrowing of another student's or teacher's laptop

Consequences for violations will fit the infraction and may include detention, loss of iPad 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 in the most extreme cases suspension or expulsion.

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 (TikTok, Instagram, Facebook, Snapchat, etc.) are blocked on the school devices on our campus. No student should post to any social media site during the academic day. 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, the names or pictures of administration, faculty, or staff in your engagement with/in social media is prohibited without permission.

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 & PERSONAL DEVICES

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.

Unauthorized student use of cell phones is forbidden while on campus and under direct 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.

Other personal digital devices such as smart watches, smart glasses, and earbuds 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 and should not be wasteful of food.
- 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.
- Proper respect must be shown to the Dining Hall staff.

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 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.

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:

- Peanuts are prohibited on campus.
- All students are allowed to carry water bottles. 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 º 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 of 100.4 º 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 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. The school does not accept religious exemptions.

GENERAL INFORMATION

MISSION STATEMENT

Because we are Dominican and Catholic, we are outstanding Schools that prioritize relationships and prepare our students for their future.

VISION STATEMENT

Guided by our Catholic and Dominican heritage, St. Agnes Academy-St. Dominic School fosters a community where relationships and lifelong learning flourish. Through the Dominican pillars of Study, Prayer, Community, and Service, we seek Truth, grow in faith, and respond with generosity to the needs of others, making 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

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

SAA Grades K – 6: after 7:30am at the front of St. Agnes (Walnut Grove Rd.)
SDS Grades K – 6: after 7:30am at the front of St. Dominic (Avon Rd.)

Students who arrive before 7:30am must be dropped off in the school-designated location for Early Morning Care, which begins at 7:00am. This location will be communicated following registration. Registration forms **must** be submitted for Early Morning Care along with a registration fee.

Tardy

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

Carline Procedures

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/Mrs. Pirozzi if you are in need of a carline name card.

In order to ensure a safe and orderly process in our carlines, please be aware of the following:

- 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.
- All drivers are to follow the directions given by the crossing guard and security guards.
- For the safety of our students and educators, the speed limit on campus is 10 MPH.
- During arrival and dismissal ALL vehicles exiting onto Mendenhall, Walnut Grove, and Avon are allowed to make RIGHT turns only.
- Parking is not allowed in fire lanes or on Avon Road at any time.

DISMISSAL

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

SAA-SDS students in Grades K-6 are dismissed at 3:00pm all days except Wednesday. Dismissal on Wednesdays is at 2:15pm.

All students in Grades K-6 who are not picked up by the end of dismissal (3:25pm, 2:25pm on Wednesdays) need to be under adult supervision and will be escorted to **Extended Day Activities (EDA),** and drop-in charges apply. EDA takes place in the Dining Hall (grades K-5) and in the library (grades 6-8) after school Monday-Friday until 6:00pm 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 dismissal are as follows:

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

Students in grades K-8 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/Mrs. Pirozzi and the classroom teacher prior to the dismissal, and students must be signed out at the front desk.

Alternate Arrival/Dismissal
Written permission must be obtained from the Dean for any student who desires to walk, bicycle, or use any other mode of transportation to and/or from school without supervision. A parent or legal guardian must submit this request to the Dean. Student use of motorized transportation is not permitted.

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. To avoid undue disruptions to the school day, it is not our practice to pull students from school day activities unless in the case of dismissal, emergency, or other approved arrangements. Visitors to campus are expected to sign out at the same School Office upon departure.

Acknowledgement 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