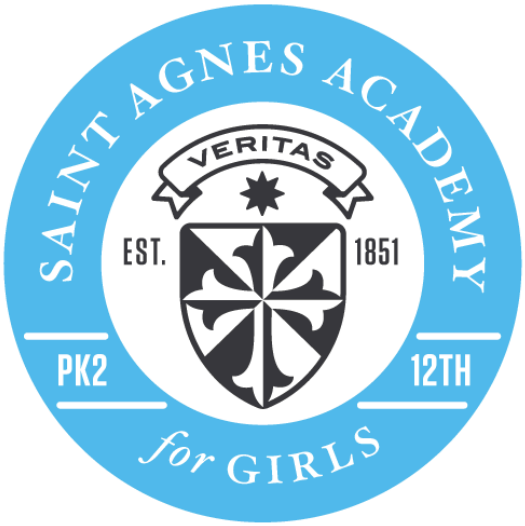


UPPER SCHOOL HANDBOOK

2026-2027

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RATIONALE

St. Agnes Academy is committed to providing a rigorous college preparatory education centered around faith, respect, and character development and rooted in the four Dominican pillars of Service, Community, Prayer, and Study. St. Agnes Academy expects its students to have a high regard for others and a sense of responsibility to school, family, and community. Therefore, it endeavors to help each student develop citizenship and concern for others, and the School expects its students to conduct themselves as honorable young women who meet the highest standards of personal, ethical, and moral conduct. Attending St. Agnes is a privilege that is extended and maintained on the condition that students and parents accept and support School policies. Therefore, the *Upper School Handbook* has been established to assist the School in fostering personal integrity and responsibility among our students. If any student or family member violates the School's conduct policies, there will be a disciplinary response by the School. St. Agnes Academy, in its sole discretion, will make the final determination of whether there has been a violation of the School's conduct policies.

AUTHORITY

The Board of Trustees has given authority for all behavioral/disciplinary matters to the President of the St. Agnes Academy. In turn, the President has delegated to the Dean and Assistant Dean the responsibility to administer and oversee discipline on a daily basis. The Dean, Assistant Dean, and Upper School educators with the consent of the President, are authorized to impose disciplinary sanctions.

CONSENT

Students and families are expected to be familiar with the School's code of conduct, policies, and procedures and to abide by them willingly. Each student along with a parent or legal guardian must sign a consent form at the start of each academic year.

Student Consent Form | **Parent/Guardian Consent Form**

ACADEMIC RESOURCES

ATTENDANCE

While St. Agnes does not award perfect attendance, parents and students should be aware that regular daily attendance in every class is necessary for academic growth.

Attendance Policy

In order to pass any course, a student cannot miss more than 10 class meetings during the semester. **After the student has been absent for 3 consecutive days, she is required to provide documentation from her primary physician to her social emotional counselor.** (Documentation must include diagnosis, treatment, medication(s) prescribed, and the date of her return to school). A conference with the counselor, family, and student is required.

Families should consult the list of holidays and vacation periods found in the school calendar before planning travel or other time away from classes. St. Agnes expects that students and their families honor these dates and not seek special vacation privileges.

Families should do their best to schedule medical appointments so as to maximize class attendance. Because of early dismissal, Wednesday afternoons are a suggested time for these appointments.

A student must be present in class for at least 50 minutes (for an 80 minute class) and 30 minutes (for a 50 minute class) to be counted as present for that class.

Truancy is absence from classes (all or part of an academic day) without the knowledge of the parents and the School. An automatic suspension results from truancy, and a mandatory parent conference is required. Repeated infractions warrant expulsion.

Students who are tardy to class receive a demerit.

Attendance Officer

Ms. Renata Novarese
rnovarese@saa-sds.org
(901) 435-5844

Absence Protocol

1. **If a student is sick**, a parent (guardian) should call or email the attendance officer, Ms. Novarese, before 8:30 A.M. Ms. Novarese will call a parent at 9:00 A.M. if she has not previously received communication.

2. **For a planned absence:** As soon as a student knows of an upcoming absence, her family must communicate that planned absence by a note signed by her parent/guardian and delivered to Ms. Novarese, or the parent must email Ms. Novarese at least 2 days in advance. This note must include the date and time of absence(s) and the expected return date. Please note, planned absences are not necessarily excused absences.

3. **For checking in late or for checking out early:** Students must have a parent's note or email when arriving late. Parent drivers should meet the student and Ms. Novarese at the Veritas entrance. Failure to comply with the check in/out policy results in a demerit.

    i. Students who need to leave campus early for medical appointments must adhere to the following guidelines:

        1. Students must return with a signed doctor's note verifying the appointment.

        2. Early departures for medical appointments will still be recorded as unexcused absences in accordance with our attendance policy.

        3. Students should schedule appointments outside of school hours whenever possible. We understand that certain medical appointments may only be available during school hours, but we encourage families to minimize academic disruptions when scheduling.

    ii. Note:

        1. Medical appointments are the only approved reason for early check-outs, except in cases of verified family emergencies.

        2. In emergency situations requiring early departure, parents/guardians must contact the school administration directly to make appropriate arrangements.

        3. For every three unexcused early dismissals, a student will receive one unexcused absence.

        4. Consistent attendance is essential for academic success, and we appreciate your cooperation in minimizing unnecessary absences.

4. **When a student becomes ill at school,** her teacher directs her to report to the School Nurse. If the illness is serious, the nurse notifies the parents.

5. **Running for Offices** - Students must have no more than 5 absences in one semester to be able to run for any office or to be appointed to an honorary position (refer to p. 26).

NOTE: Families should ensure that all emergency contact information is current.

Special Situations

- A student is **excused** from school if she is representing the school, attending a school sponsored event, or visiting a college*. The Dean rules on all extenuating circumstances on an individual basis.

- Each student receives two (2) **bereavement** days in the event of a death in her immediate family.

- Students must be present the entire school day **preceding a school dance** or will not be allowed to attend without special permission from the Dean of the Upper School. Rules for checking out mid-day still apply.

- Any student who misses more than half of the school day **preceding a sports or fine arts event** is not allowed to attend without special permission from the Dean of the Upper School.

- Attendance at **class retreats** is **REQUIRED** unless excused by the Dean of the Upper School. If a student misses her retreat, she is counted absent from all respective classes.

- Attendance at **Day of Caring** is **REQUIRED** unless excused by the Dean of the Upper School. If a student misses Day of Caring, she is counted absent from all respective classes.

- Your social emotional counselor guides students who experience **prolonged absence** due to illness or injury as they complete their make-up work.

- **Driver's Licenses and Permits:** Compulsory School Attendance Forms for Driver's Licenses and Permits must be obtained from the student's grade counselor during regular school hours when school is in session. Here are the requirements as set forth by the State of Tennessee:
    1. Students must be making satisfactory progress towards graduation (not failing more than 4 subjects) to receive a form.

    2. Students must have maintained compulsory attendance, defined as no more than 10 consecutive/15 total absences (per semester).

***Junior & Senior College Visits:** St. Agnes encourages students to visit colleges before making a final decision about where they will matriculate. Families are encouraged to visit colleges on Mondays and Fridays during school scheduled breaks and dedicated senior college visit days. *It is not advised to schedule college visits during exam review week (specifically December, April and May).* **College visits must be completed by the end of Q3**.

A student must submit the St. Agnes College Visit Form, signed by all of her teachers and a parent/guardian, to her college counselor at least two school days before absence. Additionally, within two school days following her return to campus, she must submit to her college counselor an official letter verifying her college tour. College admissions offices provide these letters upon request, and if an official letter is not submitted, the student's absence will not be considered excused.

Make-Up Work Policy

St. Agnes shares its specific make-up policies with students at the beginning of each semester. So as to facilitate learning, communication between the student and teacher is essential, either through email or in person.

- **The responsibility for making up missed work rests solely with the student. Short-term absences and/or missing class for any reason do not relieve the student of her responsibility for completed assignments and test preparation when she returns. The student must check with the teacher for all details.**
- Students returning to school after an absence will be expected to make up daily classwork and assessments according to the number of days missed. The number of days absent corresponds with the number of days allowed for submitting make-up work. A test, homework, quiz, oral examination, or paper not made up within this time frame will result in a grade of **zero**.
- When a student is absent because of a school-sponsored program or trip, she is expected to communicate with educators in advance and to submit as much work as possible preceding her absence. On the Friday preceding the absence, the sponsor of the program or trip communicates the names of students involved to all US educators. Upon return, the student is expected to have completed her assignments.
- Educators and counselors will work with the student to designate deadlines for extended absences.
- **If a student is expected to make up an assessment but does not arrive at the time and place, after she and the educator have agreed on these, the grade will be a zero**.
- Long-term projects and/or papers are **due on the day assigned** even if the student is absent.

CLASS RANK

The ranking method includes grades for all St. Agnes subjects for which a whole or a fractional unit of credit is given toward graduation. The official rank is computed on the basis of the cumulative grade point average of the 8 semesters at the end of the senior year.

Before Graduation Day, class rank is provided only to college admissions offices and scholarship program administrators. The three students who receive the designation of Valedictorian, Salutatorian, and Third Honors must have attended St. Agnes Academy all four years of high school.

COUNSELING

The vision of the Upper School Counseling Center is to guide, to support, and to empower students to meet their academic, personal, social, college, and career goals. We envision a proactive, collaborative approach among students/counselors/educators/families to prepare our graduates with the knowledge, skills, and mindset to succeed and to contribute to our diverse world.

College Counselors are actively engaged with their students in the college search process from the 9th through 12th grades. College Counselors believe the college search is an educational process and the natural culmination of a student's years at St. Agnes. College Counselors believe, too, that each student's path in this process will be unique and that the student will lead in this meaningful time of self-exploration. The College Counselors are here as a resource, and they endeavor to offer guidance, insights, and encouragement. The process is an important period of self-reflection and self-direction. When students work in conjunction with their families and College Counselors throughout the high school years, they create the most positive results in the college matriculation process.

CURRICULUM

The current *St. Agnes Course Catalog* contains course descriptions and can be accessed from the school website's Academics tab.

DEAN'S LIST

Students qualify for the Dean's List based on grades earned in all semester courses. An Upper School student earning a grade point average of 3.95 or higher attains the Summa Cum Laude designation, and one earning a grade point average of 3.45-3.94 attains the Magna Cum Laude designation. Students earning either status on the Dean's List will have their names posted in a prominent campus location and will receive recognition on Wednesday Wire.

DAILY SCHEDULE

A	Monday	B	Tuesday	A	Wednesday	B	Thursday	A	Friday
8:30 9:50	1	8:30 9:50	5	8:30 9:20	1	8:30 9:50	5	8:30 9:50	1
9:55 11:15	2	9:55 11:15	6	9:25 10:15	2	9:55 11:15	6	9:55 11:15	2
11:20 12:05	Lunch	11:20 12:05	Lunch	10:20 11:15	Dominican Hour	11:20 12:05	Lunch	11:20 12:05	Lunch
12:10 12:40	Advisory / Assembly	12:10 1:30	7	11:20 12:05	Lunch	12:10 1:30	7	12:10 12:40	Flex / HR
12:45 2:05	3	1:35 2:55	8	12:10 12:40	Flex / HR	1:35 2:55	8	12:45 2:05	3
2:10 3:30	4	3:00 3:30	Office Hours / HR	12:45 1:35	3	3:00 3:30	Flex / HR	2:10 3:30	4
				1:40 2:30	4				

B	Monday	A	Tuesday	B	Wednesday	A	Thursday	B	Friday
8:30 9:50	5	8:30 9:50	1	8:30 9:20	5	8:30 9:50	1	8:30 9:50	5
9:55 11:15	6	9:55 11:15	2	9:25 10:15	6	9:55 11:15	2	9:55 11:15	6
11:20 12:05	Lunch	11:20 12:05	Lunch	10:20 11:15	Dominican Hour	11:20 12:05	Lunch	11:20 12:05	Lunch
12:10 12:40	Advisory / Assembly	12:10 1:30	3	11:20 12:05	Lunch	12:10 1:30	3	12:10 12:40	Flex / HR
12:45 2:05	7	1:35 2:55	4	12:10 12:40	Flex / HR	1:35 2:55	4	12:45 2:05	7
2:10 3:30	8	3:00 3:30	Office Hours / HR	12:45 1:35	7	3:00 3:30	Flex / HR	2:10 3:30	8
				1:40 2:30	8				

DUAL ENROLLMENT

Through its participation in the University of Memphis HOPE Dual Enrollment Program, St. Agnes offers college credit for students who qualify in English IV, Latin III and Latin IV, Spanish III and IV. Dual enrollment details will be given to students in class and will be sent home to parents.

- Upon successful completion of each semester's academic requirements, the student may receive three hours of college credit.
- All students enrolled in the course will follow the same schedule of assignments and will be assessed with the same rigor, regardless of dual enrollment participation.

SEMESTER EXAMS

Semester 1 Exam Schedule

(subject to change at the Dean's discretion)

Exam Day 1
8:30-10:00 am Class 1
10:30-12:00 pm Class 2
Extended Time
7:45-10:00 am Class 1
10:30-12:45 pm Class 2

Exam Day 2
8:30-10:00 am Class 3
10:30-12:00 pm Class 4
Extended Time
7:45-10:00 am Class 3
10:30-12:45 pm Class 4

Exam Day 3
8:30-10:00 am Class 5
10:30-12:00 pm Class 6
Extended Time
7:45-10:00 am Class 5
10:30-12:45 pm Class 6

Exam Day 4
8:30-10:00 am Class 7
10:30-12:00 pm Class 8
Extended Time
7:45-10:00 am Class 7
10:30-12:45 pm Class 8

*extended time is proctored by counseling

Semester 2 Exam Schedule

(subject to change at the Dean's discretion)

Exam Day 1
8:30-10:00 am Class 8
10:30-12:00 pm Class 7
Extended Time
7:45-10:00 am Class 8
10:30-12:45 pm Class 7

Exam Day 2
8:30-10:00 am Class 6
10:30-12:00 pm Class 5
Extended Time
7:45-10:00 am Class 6
10:30-12:45 pm Class 5

Exam Day 3
8:30-10:00 am Class 4
10:30-12:00 pm Class 3
Extended Time
7:45-10:00 am Class 4
10:30-12:45 pm Class 3

Exam Day 4
8:30-10:00 am Class 2
10:30-12:00 pm class 1
Extended Time
7:45-10:00 am Class 2
10:30-12:45 pm Class 1

*Extended time is proctored by counseling

Note: All students enrolled in an Advanced Placement course must take the corresponding AP exam. Failure to take the AP exam and/or turn in the AP Art Portfolio will result in an F for the course grade. Students approved for accommodations by the AP College Board must have all required documentation submitted by the St. Agnes Academy SSD coordinator through SSD Online and finalized by January 30 to receive extended time on any AP exam.

Exam Exemption Policy

- Only seniors are eligible for exemptions.
- To qualify for exam exemptions, a second semester senior must meet the following criteria:
    1. Have maintained an average of 90 (A-) in the given subject.
    2. Have incurred no more than 3 absences per class during the semester.
    3. Have made up all work within the stipulated days upon returning to class.
    4. Have earned a maximum of 6 demerits (2 detentions) during the second semester of senior year.
    5. Have completed all required service hours by the announced deadline.

6. Have maintained a discipline record without suspension or guilty verdict of the Honor Council during her senior year.

ONLY STUDENTS WHO FULFILL THESE REQUIREMENTS ARE EXEMPT. THERE ARE NO EXCEPTIONS OR APPEALS.

EXTRA CREDIT POLICY

The educators at St. Agnes have planned an appropriate amount of work to illustrate the content of each course. With this in mind, they do not create extra credit opportunities based on an individual's request. When they deem appropriate, an educator may announce extra credit options projects or opportunities open to all students in the course.

GRADING PERIODS

Grades for active courses are visible on Veracross as soon as they are posted by the educator. Final grades are officially posted on Veracross at the end of each grading period and are archived for semester transcripts.

9-11 Grading Period End Dates

1st Quarter	October 2, 2026
2nd Quarter /End of 1st Semester	December 11, 2026 /December 17, 2026
3rd Quarter	March 5, 2027
4th Quarter /End of 2nd Semester	May 21, 2027/May 27, 2026

Senior Grading Period End Dates

Last Day of 4th Quarter/End of 2nd Semester	April 28, 2027/May 6, 2027
Second Semester Exams	May 3-6, 2027

Semester Exam Dates

First Semester Exams	December 14-17, 2026
Second Semester Exams	May 24-27, 2027

MID-QUARTER REVIEW

Progress Reports are posted on Veracross by noon on the Mid-Quarter Review Dates. Comments with suggestions for improvement are posted on Veracross when a student has earned an average below C-.

Mid-Quarter Review Dates

September 4, 2026
November 9, 2026
February 8, 2027
April 19, 2027 (Seniors Only - April 5, 2027)

SEMESTER GRADE CALCULATION

Each semester's grade is calculated as follows:

Quarter = 42.5%
Quarter = 42.5%
Semester Exam = 15%

GRADING SCALE

GRADE	SCORE	QUALITY POINTS
A+	98-100	4.330
A	94-97	4.000
A-	90-93	3.670
B+	87-89	3.330
B	83-86	3.000
B-	80-82	2.670
C+	77-79	2.330
C	73-76	2.000
C-	70-72	1.670
D+	69	1.330
D	66-68	1.000
D-	65	0.670
F	Below 65	0.000

Honors Courses earn one additional quality point.
AP Courses earn two additional quality points.

GRADUATION REQUIREMENTS

Academic Requirements

26 credits including the following:

English	4	credits
Fine Arts	1.5	credits
Freshman Leadership	.5	credit
Mathematics	4	credits
Physical Education and Health	1	credit
Science	3	credits
Social Sciences	3	credits
Theology	4	credits
World Language (same)	2	credits
Electives	3	credits

Additional Graduation Requirements

A. All coursework assigned by the educator must be completed.

B. A student must have a cumulative 2.0 grade point average before the school will send an official St. Agnes transcript to a college.

C. The student must take either the SAT or the ACT, depending on college admission and scholarship requirements.

D. All financial obligations must be met, including any outstanding accounts, such as library fines, dining hall bills, and tuition, as well as the return of school property, i.e., access cards, sports uniforms, laptops, etc.

E. All detentions or suspensions must be served by the end of the semester.

F. The mandatory number of service hours must be recorded with the Theology Department by the specified date.

G. The student must participate in all required graduation activities, including all practices, and the Baccalaureate and Graduation Ceremony.

If all obligations are met, the Registrar's office will send a final transcript to the graduate's college of choice during the week after the Graduation Ceremony.

Academic Promotion Requirements

Administration has the right to withhold a re-enrollment contract to a student on academic probation who is at risk for falling below a 2.0 GPA by the end of the academic year.

The family of a student whose cumulative GPA falls below a 2.0 at the end of the academic year must meet with members of administration and the Counseling Department to determine promotion to the next grade level.

Additionally, a student is not promoted to the next grade if she fails 2 concurrent semesters of either English or math within an academic year.

Depending on the course, a student may earn recovery credit for a failure by attending a summer school approved by St. Agnes. The administrator of the summer school must provide its transcript directly to the St. Agnes Registrar.

TRANSCRIPTS

A student must have a cumulative grade point average of 2.0 before St. Agnes can send an official transcript to a college or university. Transcripts are available only during school hours when classes are in session. A senior needing a transcript sent prior to graduation should make this request in writing to their College Counselor or the Registrar.

After the Graduation Ceremony, each new alumna who has met all obligations receives a packet containing her diploma and copies of her official, final transcript. During the week following graduation, the Registrar sends the final transcript to the college or university that each graduate has designated.

LEARNING LAB

Learning Lab will provide tutoring for students at all levels of math, science, English, social sciences, and world languages. The lab is monitored by a faculty member. This academic help is open to all students, and no appointment is necessary.

ACCOMMODATIONS

The Learning Specialist facilitates academic accommodations to meet the individual needs of students who qualify for extended time on tests and exams.

Definition of Extended Time

Extended time is defined as time and a half on chapter assessments and semester exams. Assessments will be limited to a maximum duration of 50 minutes in all classes, with the exception of Advanced Placement courses, where extended testing may be permitted.

Eligibility for Extended Time

Qualifying students may receive extended time on chapter or unit assessments and semester exams (not on quizzes, papers, and projects). In order to receive extended time on chapter assessments and semester exams, a student must have filed a psychological evaluation with the Upper School Counseling Department. The evaluator's diagnosis must be dated within 3 years of the accommodation request to the School. If an update is needed, a letter from the examiner will suffice.

Additional School-based Accommodations

In addition to extended time, accommodations may include receiving a copy of another student's notes in consultation with the educator and preferential seating in the classroom.

Assessment Processes

Chapter/Unit Assessments

Every attempt is made to administer the extended time assessment on the same day that the assessment is given in the classroom in order to preserve the integrity of the assessment. Faculty members proctor all extended time assessments.

Semester Exams

A student desiring extended time for semester exams completes a form, accepting or declining the use of extended time, and returns it to her grade level counselor.

Accommodations for Standardized Tests

Students have the option of using or declining the extended time accommodation on the junior-year PSAT, any AP exams, and the SAT and ACT. There is no extended time accommodation for

the Pre-ACT or PSAT in the 9th or 10th grades. A qualifying student should petition the College Board and/or ACT for accommodations at the end of the sophomore year, and there must be proof that she has used her accommodations on classroom testing. Students requesting extended time on the ACT must apply by the regular registration deadline published by ACT each year. This will allow for the processing of the request and for any time needed for an appeal if necessary.

ACT Special Testing Policy at St. Agnes
St. Agnes cannot administer Special Testing for all of the testing windows. You must coordinate with the ACT (319-337-1332 or email actaccom@act.org) to find an alternative testing location if your child wants to register for an ACT during one of the Special Testing Windows not offered at St. Agnes. St. Agnes has 4 options to host the National ACT testing on campus for Extended Time/Multiple Days accommodated students:

September (seniors only)
October
February
June

ACADEMIC PROBATION

When a student earns below a 70/C- in any subject, she is placed on academic probation. Academic Probation involves a period of review following a failure to meet expectations. During this time, educators partner with the student to ensure personal growth. Academic probation is intended as a positive effort to help a student make progress toward successful completion of coursework.

Procedures for Probation

1. The Academic Grade Counselor sends communication to the student's family, informing them of her status.
2. The parents and student may be required to meet with the Dean, Assistant Dean, Director of College Counseling, Director of Athletics, and/or educators to discuss the details of the probationary period.

Consequences of Probationary Status

A student's probationary period may include, but is not limited to, the following:

- Restricted homeroom
- Mandatory, weekly meeting with her academic counselor
- Mandatory meetings with the educator for academic support
- Limited participation in or removal from extra-curricular activities and athletic events, as well as dances and social events
- Loss of privileges appropriate to grade level
- Suspension of leadership positions

- National Honor Society members who have been placed on probation will appear before the National Honor Society committee to determine if the situation merits removal of membership, which means that the student would not wear the National Honor Society stole at the Graduation Ceremony.

Semester Failure Protocol

1. Students earn .5 credit for successful completion of a semester of a course. Graduates are required to complete 26 academic credits. **A student may recover only one credit for a course failure during her tenure at St. Agnes.** Depending on the course, a student may earn credit for a failure by:

    - retaking the course at St. Agnes, if the schedule permits, for both credit recovery and grade replacement. This policy does not apply to core courses.

    - attending a summer school approved by St. Agnes for credit recovery only. The administrator of the summer school must provide its transcript directly to the St. Agnes Registrar.

2. A student will not be promoted to the next grade if she fails 2 concurrent semesters of either English or mathematics within an academic year.

3. Credit earned at institutions other than St. Agnes is not calculated into the student's cumulative grade point average, but the credit does become part of the student's record. Transfer and summer school transcripts stand alone but are mailed with the St. Agnes transcript.

TUTORING

- St. Agnes educators provide extra help for their students who are experiencing academic difficulty.

- St. Agnes faculty may not tutor their own students for pay.

- St. Agnes faculty may tutor for pay students they do not teach (within their own department) during the school year, with approval of the Department Chair, and outside of school hours.

- Educators oversee and monitor peer tutoring during the school day, such as occurs in Learning Lab.

- All tutors are encouraged to partner with the classroom educators so as best to assist the student.

TEST AND PROJECT CALENDAR

In an effort to support time management and academic preparation, St. Agnes maintains a test and project calendar. Three important rules concerning the calendar are below:

1. Educators are required to post tests and projects on this calendar.

2. Students are not to have more than 3 tests on any given day.
3. No assessments, including tests, projects, papers, etc., can be due on the day that classes resume following these major holidays: Fall Break, Thanksgiving Break, Spring Break, and Easter Break. **Assessments may be given after the following: Labor Day, in-services, Martin Luther King Jr. Day, and President's Day**.

INFORMATION SYSTEMS

Families should access Veracross, SAA-SDS Learning Management System (LMS).

1. The **Learning Management System (Veracross)** is managed by the educators and provides current information about individual classroom activities, daily assignments, and graded content.

2. All students and educators have **Google Suite for Education** accounts with access to email, cloud storage, and document management in Google Drive. Managed by the IT Department staff, the email address for students and educators consists of the first initial of the first name, the last name, followed by @saa-sds.org. Example: thood@saa-sds.org for the President.

Code of Conduct

St. Agnes Academy recognizes and respects the dignity of every human being. The ultimate goal of our community is that its members transfer the ideals expressed in our Four Pillars, Service, Community, Prayer, and Study, into their daily lives, both on and off campus, and we seek to promote the development of strong ethical and moral values in our students.

St. Agnes Academy expects its students to have a high regard for others and a sense of responsibility to school, family, and community. Therefore, it endeavors to help each student develop citizenship, sisterhood, and concern for others, and the school expects its students to conduct themselves as honorable young women at all times. Attending St. Agnes is a privilege that is extended and maintained on the condition that students and families accept and support School policies.

SAA values its many members and upholds a high code of conduct for students, families, educators, administrators, and others participating in our community. Students and families are expected to be familiar with the School's conduct policies and to abide by them willingly. If any community member violates the School's conduct policies, the School communicates a disciplinary response.

ST. AGNES COMMUNITY CODE OF CONDUCT

A community member is always kind in both words and actions. Any words to or about a student's past, present, or future that can be taken as discriminatory or hurtful will not be tolerated.

A community member is always a representative of St. Agnes Academy in an appropriate and positive way both in person and on all social media platforms.

A community member always respects the property of St. Agnes and its other members. Any form of theft or damage to the property of St. Agnes or any of its personnel/students will be considered an infraction of our Code.

A community member is respectful in both words or actions concerning educators, staff, or administration and will not tolerate words and behavior that can be taken as inappropriate, hurtful, or discriminatory.

While St. Agnes has no direct control over and accepts no responsibility for the behavioral choices of a community member when off-campus, the School reserves the right to discipline a student for off-campus misconduct.

A community member will abide by the rules and regulations of the *St. Agnes Handbook* at all times.

PARENT RESPONSIBILITIES

By enrolling in the Dominican Community of Schools, a family enters a community of trust, respect, and goodwill. St. Agnes Academy believes that a student's growth is best supported when the adults around her work together to support a culture of responsibility, kindness, and cooperation.

Specific expectations for parents include the following:

To familiarize themselves with the resources of the SAA-SDS website, which houses important materials

To have read and have agreed to abide by the policies outlined in the St. Agnes Academy Handbook and to assist the student in abiding by its policies

To attend scheduled parent meetings

To promote student attendance by planning travel and appointments outside of class time, whenever possible

To maintain the good name of SAA in the larger community, in all public and private gatherings, by demonstrating positive behaviors, including good sportsmanship

To engage in honest, respectful, timely, and responsive communication with other community members, maintaining confidentiality and assured of appropriate confidentiality by the School. When seeking to resolve conflict, the parent should first address the person most closely involved before moving up the chain of command

To ensure adequate chaperonage of their children when away from home and to actively supervise student social gatherings in their homes or otherwise on their property

To maintain student compliance, for their children and guests of their children, with all laws concerning alcohol, cigarettes, e-cigarettes and prescription and non-prescription drugs

To communicate with the families of other students who are participating in social activities with their children to ensure a safe and healthy environment for all

For the safety of all on campus, any community member exhibiting the signs of alcohol or drugs may be questioned by Security officers and removed from campus

VERITAS

In keeping with its philosophy and mission statement, which demand absolute honesty to oneself and to others, thereby creating an atmosphere of mutual trust and respect in all campus situations, St. Agnes Academy has established an Honor System as a means of achieving this ideal. The success of the Honor System is directly proportional to each person's commitment to this ideal.

All students are expected to abide by their pledges to the system. Lying, cheating, stealing, plagiarism, and negligent behavior are all infractions of the Honor Code, and when reported to the student-led Honor

Council, are treated as serious offenses. Students sign the Honor Code book at the beginning of each year. Students are expected to sign the Honor Pledge and the Dominican motto, VERITAS, on all academic assignments.

The Honor Pledge

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

Infractions

Infractions include, but are not limited to, the following:

1. Lying
2. Sharing academic materials without the educator's permission
3. Receiving outside help, including from A.I. programs, on graded coursework without the educator's permission
4. Turning in work done by a tutor, friend, or parent using A.I. programs
5. Cutting and pasting from an online source or failure to cite a source
6. Sharing or discussing information about contents of test or quiz
7. Failure to report knowledge of an infraction

A student found guilty of an honor violation faces the possibility of dismissal from school.

EXTRAORDINARY ACTS OF KINDNESS

Educators recognize those students who exhibit extraordinary acts of kindness.

DISCIPLINARY ACTION

The President of St. Agnes Academy has delegated the responsibility to administer discipline on a daily basis to the Dean and Assistant Dean. The Dean and Assistant Dean have delegated authority to the educators to make decisions in and out of the classroom. In the spirit of learning and forgiveness, any punishment is designed to be both fair and redemptive.

Concerning the process, conversations in the Dean's or Assistant Dean's office will be documented and filed in a confidential space. Parents will be notified and action(s) will be taken when there is a pattern of repeated behavior(s).

Progressive consequences are implemented for both Code of Conduct and Honor Code infractions. Consequences for Code of Conduct violations may include, but are not limited to, one or more of the following:

a. A grade of zero or a point deduction on the assignment
b. An apology to the offended party
c. One or more demerits/detentions

d. Verbal and/or written notification to parents
e. Placement on probation
f. Suspension* or Expulsion**

* A student may serve suspension, either in or out of school. During an in-school suspension, the student will not be counted absent and will be able to receive any grades for the day's assessments. She will be given a research assignment based on her infraction. A student serving an out-of-school suspension will be counted as absent and not allowed to make up assessments in missed classes.

**A student found guilty of a Code of Conduct or Honor Code violation may be subject to dismissal from the School. Expulsion may result from a variety of offenses at the Dean's discretion, including but not limited to, repeated inappropriate misuse of social media, smoking of any substance, use of alcohol, and/or possession of illegal substances on campus or at school-sponsored events.

Searching of Person or Property

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

Demerits

Demerits are given for any breach of conduct that is not in harmony with School policies. Any inappropriate behavior may warrant a demerit, as determined by the educator.

Progressive Consequences

3 demerits	1 detention
3 detentions	Possible parent phone call and/or parent conference including student
4 detentions	In-school suspension

In lieu of demerits, other consequences may include, but are not limited to, mandatory counseling, community service, and/or completion of mini-courses to guide more appropriate behavior. The Dean and Assistant Dean will determine appropriate consequences based on the individual situation.

Detention

A student who receives a third demerit is assigned to serve detention, and notice of detention is issued electronically via email from the Detention Moderator. The email must be printed by the student, signed by the parent, and turned into the Detention Moderator on the day of the detention.

The rules for detention:

1. The Detention Moderator informs the student of the time and place of detention.
2. The student reports, at the appointed place and time, in full uniform with her detention notice signed by a parent.
3. The student serves a period of one and one-half hours, usually performing chores.

4. Any student who arrives without her detention notice signed by a parent receives a demerit that day and for each subsequent school day that the signed notice is not submitted.
5. Any unexcused absence from an assigned detention results in an additional detention.
6. Any student who has been absent from an assigned detention two or more times (whether excused or unexcused) may be required to attend an additional detention on a different date assigned by the Dean and/or the detention moderator.
7. Multiple unexcused absences from an assigned detention may result in suspension.

PROBATIONARY STATUS

Probation involves a period of review following a failure to meet expectations. During this time, educators partner with the student to ensure personal growth. Any student found guilty of an infraction of our Code of Conduct or Honor System is placed on disciplinary probation. In addition, a student with a D/F in any subject will be placed on academic probation.

Probation is a monitoring system designed to provide the student with positive guidance toward making better choices so that she can perform to her greatest potential as a contributing member of the St. Agnes community.

Consequences of Probationary Status

A student's probationary period may include, but is not limited to the following:

- Restricted homeroom
- Mandatory, weekly meeting with her academic counselor
- Mandatory meetings with the educator for academic support
- Limited participation in or removal from extra-curricular activities and athletic events, as well as dances and social events
- Loss of privileges appropriate to grade level
- Suspension of leadership positions
- National Honor Society members who have been placed on probation will appear before the National Honor Society committee to determine if the situation merits removal of membership, which means that the student would not wear the National Honor Society stole at the Graduation Ceremony.

Procedures for Probation

1. The student's parents receive communication from the school indicating her status.
2. The parents and student may be required to meet with the Dean, Assistant Dean, Director of College Counseling, Director of Athletics, and/or educators to discuss the details of the probationary period.

ILLEGAL SUBSTANCE USE AND TESTING

St. Agnes is an illegal substance and alcohol free campus. St. Agnes conducts random drug testing and use of vape detection devices as part of upholding our belief that students deserve a learning environment in which the culture of illegal drugs is neither present nor tolerated. Our hope is that drug testing will give our students a way to say "no" to drug experimentation and use. Our 2 offense policy reflects our belief in forgiveness and growth.

1. **1st offense - Consequences include** a parent conference, mandated treatment/program counseling, mandated testing 90 days + 2 weeks after offense, and future drug testing at the discretion of the Dean.
2. **2nd offense -** Consequences include expulsion from St. Agnes.

TECHNOLOGY

Because we are a Dominican Catholic school that prioritizes relationships and prepares students for their futures, we utilize technology in a manner that enhances the learning process. 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 the human faculties → there is light in all of us that must be fed and never sidelined or diminished
- 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

Artificial Intelligence

Technology and AI should be utilized to advance the growth of wisdom, virtue, and intellect of each individual in the learning process.

- Students should only use AI on an assignment with the teacher's explicit permission.
- Students should cite AI if used in accordance with the teacher's permission.
- Any students who misuses AI will be taken to the honor council and subject to disciplinary action.

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

All infractions of the Responsible Use Policy will result in limitations imposed on the student's technology usage. St. Agnes Academy-St. Dominic School takes no responsibility 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 it to IT as soon as possible.*
- *If I damage my school-issued device, I and my family are responsible for paying the deductible for necessary repairs.*
- *It is my responsibility to abide by the guidelines of this Responsible Use Policy as well as the policies listed in the Student Handbook.*

Cell Phones and Personal Electronic Devices

The use of cell phones/smartwatches/fitbits/tablets/wireless earbuds or other wireless bluetooth devices is forbidden during the academic day. Wireless earbuds should not be used during the academic day, unless an educator has permitted their use for an assignment. Phones should be turned off at the beginning of the academic day. Teachers require that students deposit their phones in the designated area in each classroom.

NOTE: If the device is seen or heard, it may be confiscated by the educator and held until the end of the academic day, and the student may automatically receive 3 (three) demerits, which constitute a detention. Students should reclaim the device from the educator or from the Dean's office at the end of the academic day.

Social Media

- Using a school email address on social networking sites is forbidden.
- No student should be wearing her uniform or any school attire in negative images or videos on social media.
- Social networking sites (including, but not limited to, Facebook, TikTok, Twitter, Instagram, Snapchat, etc.) are blocked on the laptops on campus. **No student should post to any social media site during the academic day.**
- Students who use social networking sites outside of school should exercise care with personal profile data and posted content to ensure that the information does not reflect poorly on themselves, their peers, their families, or their school. Any content that reflects unfavorably on the School is strictly prohibited. This includes vulgar language, inappropriate pictures and hateful, hurtful, or unkind references to or about anyone.
- Under no circumstances should students take any unauthorized photos of an educator or staff member, whether at school, a school function, or anywhere else. In addition, students should not actively search online for photos of faculty and staff members. These actions constitute an invasion of privacy.
- Breaking the above rules violates our Code of Conduct.

Responsible Use Violations

Consequences for laptop violations suit the infraction and are listed below.

- Unattended laptops will be taken to the IT office, where students should retrieve them. A demerit x3 will be issued for this infraction.
- Parents are informed if laptop privileges are revoked for a specified period of time. Loss of laptop privileges includes, but is not limited to, the loss of mail, browsers, and/or applications. Additionally, the computer may be locked down.
- Suspension

Note: Damaged or stolen laptops require that a parent sign and submit an incident report to the IT department before a loaner is issued.

MARRIED/PREGNANT STUDENTS

The Administration will make the final judgment as to whether or not a married, and/or pregnant student should be enrolled or retained in school. In light of compassion, mercy, and justice, each person's case will be determined individually.

STUDENT LIFE

ELECTIONS

Elected and Appointed Positions

Students must be in good standing to run for any office or to be appointed to an honorary position.*

Students must satisfy the following criteria:

1. Must be enrolled at St. Agnes for the coming academic year
2. Must have satisfied all financial obligations
3. Must have at least a 2.5 GPA upon the conclusion of the most recent semester and no D or F at the conclusion of Semester 1
4. Must not have 3 weeks of consecutive probation for any quarter
5. Must have no more than 5 absences in one semester
6. Must sign a leadership contract upon election or appointment
7. Must not be found guilty by Honor Council

Leadership Policy

In order to promote the effectiveness of each individual in a leadership role, the Student Government President and Vice-President may hold no other offices, and the President and Vice-President of a class may hold no other offices. Offices in associations, appointed positions, and those held by founding members of a club are excluded from this policy.
* Honorary positions include the following:

A. Peer Mentors
B. Retreat Leaders
C. Honor Council leadership
D. All offices of the honorary societies and associations

EXTRA-CURRICULAR ACTIVITIES

To ensure a balanced educational program, Upper School students are encouraged to participate in school-sponsored activities. The list of activities is housed with the Assistant Dean of the Upper School, who is in charge of student activities and events.

NATIONAL HONOR SOCIETY AQUINAS CHAPTER

The four components of membership in the National Honor Society are scholarship, service, leadership, and character. Prospective members are required to submit a letter to the Selection Committee explaining how they meet the characteristics of service, leadership, and character. These characteristics are defined in the National Honor Society by-laws as follows:

Scholarship
Students who meet the scholarship requirement of a 3.67 or higher cumulative grade point average at the end of the sixth semester at SAA are invited to apply for membership. The student's grade point average is based on coursework completed in the St. Agnes Academy Upper School, as school policy accepts course credit from previously attended high schools but does not combine grades in computing GPA.

Service
This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a courteous and enthusiastic spirit.

Leadership
Student leaders are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character
The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. (National Honor Society, Reston, Virginia)

Inducted members must continue to meet the selection criteria to maintain membership. Any NHS member whose cumulative grade point average falls below 3.67, who is found guilty of an Honor Council offense, or who is on Disciplinary Probation for any reason is subject to having her membership suspended.

FIELD TRIPS

Educators may schedule field trips in order to enhance course content. Students must be in good academic standing (no grades below a C-), have good attendance (no more than 5 absences), and not have any behavioral violations. Students are required to return permission forms from parents for such trips. No field trips will be scheduled for December or May.

HOMEROOM, LUNCH, AND FLEX TIME

Many activities occur during the time periods designated for homeroom, lunch, and Flex time. Some of these include assembly, club meetings, student/teacher meetings, teacher office hours, quiet study opportunities, etc. **Students must attend mandatory activities and events and must follow designated procedures for signing out of homeroom**.

FOOD & DRINK POLICY

- During lunch time, students may eat in the Dining Hall, Cyber Cafe (and patio), front lawn of SAA, Veritas patio, Math and Science Center of Excellence courtyard, or in other designated areas specified by the Deans and/or Class Lead Sponsors. Freshmen are required to eat in the dining hall during the first semester.
- Students must clean up after themselves and must avoid leaving open food/drink containers in lockers or in classrooms.
- Water bottles with a secure lid are permitted (no Stanley (or other brand) cups, coffee, or energy drinks between or during classes).
- Electronic devices are not permitted in any location during lunch (Dining Hall, Library, Math and Science Center for Excellence, Cyber Cafe, outdoors).
- Gum chewing is not permitted during the school day. This includes classrooms, hallways, assemblies, and all school-sponsored activities unless explicitly approved by a faculty member for a specific purpose.

DELIVERIES

Upper School students may not receive deliveries at any time, anywhere on campus, during school hours, or during any school related event or activity, such as a sport or theatre practice, from family, friends, and/or delivery food services. This includes, but is not limited to, flowers and gifts but also such items as food (including lunches), drinks, phones, money, laptops, keys, uniform apparel, and schoolwork. St. Agnes believes students should be responsible for bringing all needed materials to campus.

PARKING LOT

Seniors park in the east parking lot on campus, while students in grades 9 through 11 park in the designated lots of Independent Presbyterian Church. All students who drive to school must display a valid, numbered parking sticker. Any student without a parking sticker receives a demerit x 3 (detention), and she risks revocation of campus parking privileges.

Any student wishing to go to her car during the school day must receive permission both from her classroom educator and from either the Dean or Assistant Dean of the Upper School.
Any student responsible for leaving trash in either parking lot will receive 3 demerits.
A student's reckless use of her automobile will result in losing parking privileges.

SOCIAL EVENTS PROTOCOL

Students will have the opportunity to attend several school-sponsored social events throughout the year. Social events are a time for fellowship with friends. Students are expected to be respectful and mindful that they are representing the school and its mission of prayer, study, community, and service. We are thankful to gather as a community at these enjoyable events.

To ensure the enjoyment and safety of all who attend, students and their guests
- are alcohol tested*
- are subject to a check of their person and belongings

- must dress in modest attire (no large waistline cut outs or low cut dresses)
- follow school rules of proper behavior
- remain at the event until school administration dismisses attendees

Note: All St. Agnes students must attend the Dance Talk preceding the dance.

*Each student and her guest will be alcohol tested at the beginning of each dance as well as other designated school events. These tests are a condition of entry, and no one will be admitted to any St. Agnes activity if testing indicates alcohol use. If the test result warrants, chaperones contact parents, who must pick up their daughter and/or her guest. On the school day following the event, the Dean and Assistant Dean will speak with the student in a formal disciplinary meeting, which is considered an Honor Council hearing.

SENIOR PRIVILEGES

The purpose of senior privileges is to give the seniors the prestige they EARN and to provide them with opportunities to exercise mature and responsible behavior. The following rules apply:

1. No privileges are granted until mid-quarter review during the first quarter.

2. Privileges are determined each year by the Upper School Dean and the senior sponsors in consultation with the officers of the Senior Class.

3. Seniors on Academic Probation will not be granted privileges for the entire grading period. In addition, seniors with a grade below 70 in any course at the end of the third quarter will be placed on Academic Probation and must report to homeroom for study during homeroom and flex time for the remainder of the quarter.

4. Seniors on Disciplinary Probation are not granted privileges.

SERVICE HOURS

In the Dominican tradition, St. Agnes 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, all students in the Upper School are required to complete service hours.

Requirements and Expectations

- Each freshman and sophomore is required to complete at least 20 hours of service. Each junior and senior is required to complete at least 30 service hours per year. Thus, by graduation, each student will have completed a minimum of 100 hours. All hours should be completed outside of the school day (except for Day of Caring). A list of suggested service opportunities will be available for each student's reference. (**Consult the Theology Department for details concerning acceptable service hours**) Hours beyond those required yearly cannot be applied to fulfill the next year's requirement.
- Students are required to report their service activities on their MobileServe account that is set up through their theology 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 Theology Department (See School Calendar). Note: ½ of the required hours are due before Christmas break.
- Students who perform 100 or more hours during any one year will be recognized with an award. The service requirement must be met prior to exam week.
- A student will not progress to the next grade unless all hours are completed before the semester ends.

*Specific guidelines and examples are shared with students in Theology class at the beginning of the year.

EDUCATIONAL TRAVEL OPPORTUNITIES

The Upper School sponsors educational travel so that students can further their studies with first-hand knowledge and broaden their intellectual horizons. Trips may include travel to New York, Europe, March for Life in Washington D.C., Model United Nations, Youth in Government, and our Costa Rican Cultural Exchange Program.

GENERAL INFORMATION

HEALTH AND WELLNESS

St. Agnes adheres to the health 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 daughter's medical and psychological conditions, allergies, and prescription medication that the student is required to take. Peanuts are prohibited on campus.

School Nurse

Nina Gardner
schoolnurse@saa-sds.org
(901) 435-5835

Medications

An Authorization for Medication During School Hours Form must be completed yearly by a parent/guardian for administration of both prescribed and non-prescribed medications during the academic day. A physician's signature is required on this form when prescription medication is needed. The exchange of prescription drugs among students may result in serious consequences, including suspension or expulsion.

Injuries

Any type of serious injury, including a concussion, requires a doctor's release before a student is allowed to re-enter school.

A doctor's note is required if it is necessary for a student to wear tennis shoes. If a student must wear tennis shoes, she must submit the note by September 1 to the Dean or the Administrative Assistant. She must wear an athletic white tennis shoe with white shoelaces. (Converse and high-top shoes are not allowed.) **Note**: A doctor's note for tennis shoes is valid for a student's tenure.

Psychological Services

If a student is in need of psychological services, the School can require that the family seek professional evaluation as a requirement for their child's continued enrollment. The results of the evaluation and a release form from the doctor are required for re-entry into the school setting. A re-entry conference with the grade counselor and Dean is required before a student returns.

TRANSPORTATION SERVICES

Hired driving services, such as Uber, LYFT, etc., may not be used for delivery of any kind or to transport students to or from school.

UNIFORM DRESS CODES FOR UPPER SCHOOL GIRLS

Our uniform provider is Flynn O'Hara Uniforms (FOH). All items designated with FOH must be purchased from Flynn O'Hara. The St. Agnes Spirit Shop (SS) provides some school attire on campus. Items listed below without a designation of (FOH) or (SS) may be purchased anywhere.

Fall and Spring Uniform

Required Spring		Optional Spring	
Jumper	Pastel pink or blue--no shorter than 2 inches above the knee (FOH)	**Over blouse**	White with collar visible (FOH)
Polo Shirt	White only (FOH)	**T-shirt**	A solid white t-shirt may be worn under the blouse. Sleeve of the t-shirt must not be visible. No long-sleeved t-shirts are to be worn under short-sleeved shirts.
Shoes	Black and white saddle Oxfords (with white shoelaces) or white athletic tennis shoes with white shoelaces (no Converse or high top shoes).	**Turtleneck**	Solid White
Socks	White crew or tube (with no logos unless SAA logo from Spirit Shop). Socks must be visible.	**Jackets**	Rain Gear with school logo (SS)
Lanyard	Must be the school issued St. Agnes blue lanyard and pocket. Must be visible at all times..	**Sweatshirt**	St. Agnes Sweatshirts (SS) block letter pastel in pink, blue, purple, or yellow
PE Uniform	Gray t-shirt, blue shorts (FOH)		
Other Appropriate Undergarments	Colored undergarments must not show through the uniform. Light colored, solid colored shorts may be worn under uniforms.		

Winter Uniform

Required Winter		Optional Winter	
Skirt	Red, gray, and black plaid with pleats (FOH)–no shorter than 2 inches above the knee	**Over blouse**	White with collar visible (FOH)
Polo Shirt	White, red, or black(FOH)	**T-shirt**	A solid white t-shirt may be worn under the blouse. Sleeve of the t-shirt must not be visible. No long-sleeved t-shirts are to be worn under short-sleeved shirts.
Blazer	Black with school emblem – required (FOH)	**Turtleneck**	Solid White
Shoes	Black and white Saddle Oxfords (with white shoelaces) or white athletic tennis shoes with white shoelaces (no Converse or high top shoes).	**Jackets**	Rain Gear with school logo (SS)
Socks	White crew or tube (with no logos unless SAA logo from Spirit Shop). Socks must be showing.	**Sweatshirt**	SAA Sweatshirts (SS) red, black or gray. Must not be longer than the skirt.
Lanyard	Must be the school issued St. Agnes blue lanyard and pocket. Must be worn at all times and be visible.		
PE Uniform	Gray t-shirt, blue shorts (FOH)		Our newest sweatshirt addition
Other Appropriate Undergarments	Colored undergarments must not show through the uniform. Light colored, solid colored shorts may be worn under uniforms.	**Tights**	Black or gray tights may be worn with socks during times of cold weather. Tights must be plain with no pattern, no logos, or stripes.

Note: Students are required to wear the lanyard with ID and building access card a part of the uniform. These are distributed at the beginning of the academic year and collected at the conclusion of the final Spring exam. Additionally, students whose uniform violates the dress code will receive a detention.

Rules of Appropriate Dress

1. Uniforms are to be clean, pressed, and in good repair. As with all personal property, these should be labeled with the student's name.

2. **The skirt or dress should be hemmed and worn at a length no shorter than 2 inches above the knee.**

3. Shoes should be clean and in good condition. Students are not allowed to walk on the backs of their shoes, and shoelaces must be tied. Students with a doctor's note filed with the Dean may be allowed to wear white athletic shoes with white shoelaces (Converse and no high top shoes are not allowed).

4. Only school-issued outerwear should be worn between 8:30 and 3:30 (even during the cold weather months).

5. Students must wear blazers with the uniform to all Masses and to any other event that the Dean of the Upper School designates requiring the formal school uniform. Furthermore, students must wear blazers when they walk up to the altar to receive Holy Communion or a blessing. No outerwear is to be worn under the blazer.

6. No outerwear, jackets, sweatshirts, or rain gear are to be worn around a student's shoulders or tied across the front of her chest or waist.

7. School uniforms must be buttoned at all times, and the waistband of skirts should not be rolled.

8. An SAA approved shirt must be worn under an SAA approved sweatshirt.

9. The "out of uniform" uniform includes the following:

    a. Jeans (no ripped, distressed, or washed out jeans)
    b. SAA t-shirt
    c. Socks (must be visible)
    d. Lanyard around the neck (must be visible)
    e. Tennis shoes
    f. St. Agnes outerwear
    g. P.E. uniform may be worn on Field Day.
    h. Approved St. Agnes joggers sold by Key Club (when specifically allowed)

10. Special ceremony attire:

    a. No article of clothing may be too tight, too short, or too revealing. Dresses must be knee length, midi, or maxi; pants suits are acceptable.
    b. No bare midriffs, cutouts, tank tops, crop tops, tube tops, or spaghetti straps are allowed.

11. Students will be allowed to wear their team athletic shirt and/or outerwear on game days. Official athletic attire includes a St. Agnes team shirt and/or sweatshirt (depending on the weather) with the St. Agnes team uniform.

Rules of Appropriate Grooming

1. Hair
    a. A student's hair should be neat and simply styled.
    b. Hair color or style should not be a source of distraction as determined by the Dean, i.e. no trending hair colors, such as pink, orange, green, blue, purple, etc.
    c. A student may not wear faddish hair accessories such as oversized headbands, bandanas, ear warmers, or hats.

2. Jewelry
    a. Students are not permitted to wear excessive or faddish jewelry.
    b. Students are allowed to wear only
        - a watch
        - a simple chain necklace – nothing faddish or bulky
        - Earrings and bracelets should be tasteful and not distracting.
    c. Blazer lapel pins must be in good taste as deemed by the Dean.

3. Facial and body piercings and tattoos are forbidden, as is any body painting.
    a. Students are not allowed to write or mark on themselves.
    b. Students are not allowed to wear tongue bars or any type of pierced tongue jewelry.

Dress Code Infractions and Consequences

- Items that are not part of the uniform are confiscated, and demerits are issued.
- If the student is found in violation of a uniform infraction, she will be issued a detention.
- If the student is wearing unacceptable attire, the student is sent to either the office of the Dean of the Upper School or Assistant Dean, where the student's parent(s) is called and asked to bring appropriate clothing. If the student becomes a repeat offender, privileges of wearing such attire are revoked for that semester, per the Dean.
- Repeated infractions of rules that concern the uniform and matters of dress or grooming can result in suspension or expulsion.

VISITORS

For the protection of students and to avoid disruption of classes, parents and other visitors must check in at a school office and receive a visitor's badge before conducting business on campus. No one can visit with a student during school hours without permission of the Upper School Dean.

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