



UPPER SCHOOL HANDBOOK

Revised : 6/1/2019

ACADEMIC ASSISTANCE

ARC, HOME PLACE, MATH LAB, WORLD LANGUAGES LAB, WRITERS' ROOM

- The Academic Resource Center (ARC) is available before and after school and in the middle of the day. Services include (but are not limited to) development of study skills, academic coaching, and test preparation. By appointment through teacher referrals.
- Home Place is a quiet study environment monitored by a teacher. This is not a tutoring session. All students are invited to attend free of charge. Students experiencing academic difficulties may be recommended or required to attend.
- Math Lab takes place during the middle of the day, is designed to tutor students at all levels of math, and is monitored by a math teacher. No appointment necessary.
- World Languages Lab takes place during the middle of the day and is designed to provide peer tutoring to students at all levels of French, Latin, and Spanish and is monitored by a language teacher. No appointment required.
- The Writers' Room takes place during the middle of the day, is designed to help students develop writing skills, and is conducted by an English teacher. Appointment required.

ACADEMIC REVIEW

The faculty and administration are very concerned when a student earns below a **C** in any subject. Academic Review is intended as a positive effort to help the student make progress toward successful completion of coursework. It is our goal to assist students in acquiring the attitude, knowledge, and skills that contribute to effective learning in school and across the life span.

Students, parents, and faculty will work together in this monitoring process, designed to help students who are in danger of making a **D** or an **F** in a course or courses for a nine-week period and/or a semester. Note that each semester Academic Review is cleared, and the next semester begins with a fresh start.

Process:

1. Each respective counselor reviews a student's academic progress on a weekly basis. When a student is in academic difficulty, the counselor and the student meet to discuss a plan for success.
2. The Academic Review Committee (Grade Counselor, Teacher, and/or Director of Counseling and the Dean) reviews student's academic needs when she is in danger of making a **D** or an **F** in any course. An appropriate Action Plan * will be determined to ensure the success of the student, and parents will be notified.
 - Notification of recommendations and requirements is sent to the family and a conference may be held.

*The Action Plan may include (but is not limited to) the following:

- Home Place for quiet study (see section entitled Home Place)
- Mandatory meeting with counselor once a week
- Mandatory meetings with teacher of course that is in jeopardy
- Limited participation in or removal from extra-curricular activities, which could include school-sponsored trips
- Weekly monitoring appropriate to grade level

During this period of academic monitoring, the student is "on Academic Review."
The student will repeat the course if she fails.

In case of semester failure, note the following:

1. 1.5 credits is the limit to the number of courses that may be repeated before the student will not be able to graduate from Saint Agnes Academy.
2. There are two ways a student may earn credit for a failure:
 - a. Retake the course at SAA if the schedule permits for both credit recovery and grade replacement.
 - b. Attend an SAA approved summer school for credit recovery only.
3. A student may earn a limited number of summer school credits as determined by the Academic Review Committee. (see section entitled Summer School for Credit Recovery)
4. Any credit not earned at St. Agnes Academy 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 SAA transcript.
5. Falling below a 2.0 cumulative GPA at any time may result in dismissal from any activity.
6. No student may be allowed to try out for or participate in extra-curricular activities of any kind if she falls below a 2.0 cumulative GPA. **Note:** A student will not be promoted from one grade to the next if she fails two (2) concurrent semesters of either English, math, or theology within one academic year.

ACCOMMODATIONS

Accommodations for students with psycho-educational evaluations on file with St. Agnes Academy are coordinated by the current grade counselor. A diagnosis and recommendations by the psycho-educational evaluator must be within 3 years of the accommodations request to the school. A physician's letter may be added to the file, but a complete testing battery by a psycho-educational evaluator is mandatory.

If the student qualifies, accommodations include:

- opportunity to photocopy another student's notes if supervised by the teacher
- preferential seating
- option to decline bubble answer sheets
- extended time on chapter tests and semester exams
- If a student is eligible for extended time on semester exams, the required evaluation must be submitted to the grade counselor by December 1 for first semester exams and May 1 for second semester exams.

Definition of Extended Time at SAA: Extended time refers to an extra 25 minutes per test and 45 minutes per exam. **Guidelines:** The documentation must be current, i.e., based on testing done no earlier than 3 years previous to request. **Process:** The student must ask the teacher two or more days in advance of the test/exam. **No extended time on quizzes, papers, and projects.**

Note: Extended time is an option in Advanced Placement classes or on AP exams when and if the College Board grants it. Applying for accommodations on College Board and ACT assessments at the end of the sophomore year is coordinated by Mrs. Barbara Olson, the Director of Counseling. Both testing agencies have strict deadlines.

ALCOHOL TESTING

Each Saint Agnes student and her guest(s) will be tested for alcohol at the beginning of each dance and designated events sponsored by Saint Agnes Academy. These alcohol tests are a condition of entry. No student will be admitted to these Saint Agnes Academy activities if testing indicates alcohol use. Parents will be contacted to come pick up their child.

ATTENDANCE

Attendance Officer: Ms. Renata Novarese-435-5844

Both parents and students should be aware of the strong relationship between good attendance and success in school. Regular daily attendance in every class is necessary for a successful academic experience.

As a result of this, particular attention should be paid to the list of holidays and vacation periods found in the school calendar. In addition, families should check the Upper School Test Calendar link, found on all teachers' Haiku pages. Saint Agnes Academy expects that students and their families will honor these dates and expect no special vacation privileges.

We do also hope that families will do their best to schedule medical appointments at times and on dates when students miss the fewest number of classes. A good time for these appointments is Wednesday afternoon, since the school has early dismissal.

***What To Do If You Are Absent:**

1. If you are sick, have a parent call Ms. Novarese at 435-5844 before 8:30 a.m.
2. If you know ahead of time that you will be absent, bring a note to Ms. Novarese as soon as you know.
3. Students must always sign-out before leaving campus and sign-in with a parent note when coming late.

I. Definition of Terms

A. Absences

1. An **Excused Absence** is any absence, verified or excused, by the St. Agnes Academy Attendance Office. Teachers will allow for make-up work/assessments. See information on Make-Up Work and the Make-Up Schedules.
Examples of excused absences: (a) representing the school (b) college days.
2. An **Unexcused Absence** is an absence that is not necessary but is precipitated by the choice of the parent and/or student. Teachers do not give make-up work/tests. An absence can be deemed **Unexcused** under the following categories:
 - a. An optional family trip.
 - b. Participation in activities unrelated to school during school time.
 - c. Parental decisions to keep the student out of school.
3. **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.
4. Concerning a **Prolonged Absence**, Saint Agnes Academy is ready to help students who are forced into prolonged absence by illness or injury to complete their make-up work.

B. Tardiness

Tardiness is being late for school or any class. Rules concerning failure to be on time are as follows:

1. If a student is late for school, she must immediately report to the Attendance Office for an admit slip.
2. Every time that a student is tardy to school or to class, she will receive a demerit.

II. Regulations—Regarding all rules concerning attendance, special consideration is given to a student with an extended illness or serious injury.

- A. Any student who misses school for even part of a day is not allowed to participate in any school function without special permission of the Dean of the Upper School. A student must be present in class for at least thirty (30) minutes to be counted as present for that class.
- B. Attendance at class retreats is **REQUIRED** unless excused by the Dean of the Upper School. There may be consequences, such as detention.
- C. Excessive absences will incur penalties and / or parent conferences. A student cannot miss more than fifteen (15) days of any course in order to pass for the semester. After 5 consecutive absences, documentation from the primary physician is required. Documentation must include: diagnosis, treatment, and medication(s) prescribed, along with a note allowing the students to return to school.
- D. Excessive absences (upon the 6th absence) in Advanced Placement or Honors course will require a parent-student-teacher conference.
- E. An **ATTENDANCE ALERT** from the Attendance Officer will notify students and parents of excessive absenteeism or tardiness. Also, parents and students will be notified when a pattern is seen in absenteeism or tardiness. For example, students will not be allowed to miss tests/quizzes/assignments excessively.
- F. We do not award perfect attendance. No points are given for perfect attendance. No points are deducted for absences.

G. Concerning College Days

- 1. Saint Agnes Academy encourages students to visit colleges before making a final decision about where they will matriculate.
- 2. Seniors will be granted three college days as Excused Absences. Juniors will receive one college day second semester only.
- 3. College days cannot be taken in the week preceding semester exams.
- 4. Students should not arrange dates for college visits when they have announced tests and / or projects due as listed on the Upper School Test Calendar.
- 5. Spring college visits must be taken at colleges where the student has applied in order to be excused college days. For these particular visits, the St. Agnes College Visit Form, which is obtained from the student's college counselor, must be submitted at least two days before the absence.
- 6. No college visits are allowed when there are special events, i.e. Day of Caring, Senior Retreat, Rose Ceremony, etc.

H. 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 get a form and must have compulsory attendance.
- 2. Compulsory attendance is defined as not more than 10 consecutive/15 total absences (per semester).

I. Make-Up Policy

Each department will share its specific make-up policies with the students at the beginning of each semester. Communication between the student and teacher is essential, either in person, through e-mail, or through Haiku.

- 1. The responsibility for making up work missed 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 should check

Haiku for all details. Upon the day of return, the student must see each teacher for work assigned when the student missed class.

2. When a student returns to class, she will be allowed one day to make up daily classwork assessments per day of absence. A test, homework, quizzes, orals, and papers not made up within this time frame will result in a grade of **zero**.
3. Teachers will designate deadlines for make-up work.
4. If a student **does not show up** at the time and place designated by the teacher, after she has agreed to do so, the student will receive a **zero**.
5. No make-ups will be done during class in the classroom or in the hallway.
6. Make-ups for prolonged absences will be handled among the student, her teachers, and the counselor.
7. **Note that long-term projects and/or papers are due on the day assigned even if the student is absent.**
8. When a student is representing the school in an activity and has an excused absence, she is expected to communicate with the teacher in advance and turn in as much work as possible preceding her absence. Upon return, she is expected to have her assignments completed.

Summation:

- Short-term absence: Student is absent for one to three days. On the third day of absence, the grade counselor will call the student. Student sees teacher upon return.
- Prolonged absence: Student is absent for more than three days. Student sees counselor upon return to work out a schedule for make-up work.
- **Long-term projects and/or papers are due on the day assigned regardless of absences.**
- A student who comes to class without assigned work and who has not been absent the previous day receives a zero for that assignment.

Home Place, Detention, Make-Up Testing & Extended Time Testing

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Home Place -Quiet before/after school study hall -Available to all -No charge		7:00-7:50 AM 3:30-4:30 PM	7:00-7:50 AM	7:00-7:50 AM 3:30-4:30 PM	
Detention -Work detail					3:30-5:00 PM
Make-Up Testing/ Extended Time		7:00-7:50 AM 3:30-4:30 PM (Make-up testing only-no extended time)	7:00-7:50 AM	7:00-7:50 AM 3:30-4:30 PM (Make-up testing only-no extended time)	

MAKE-UP TESTING/EXTENDED TIME: NO ADMITTANCE TO TESTING ROOM AFTER 7:10 AM

III. Procedures

A. In the event that the student must request to be absent from school, the procedure is as follows:

1. The student should bring a written note from a parent to the Attendance Office.
2. After the Attendance Officer signs the note, the student will show the note to each teacher as she goes through the school day in order to inform the teacher of the upcoming absence and to ascertain what assignments will be missed.
3. The student will then turn in the note and sign out in the Attendance Office.

B. In the event that the student is absent or tardy, the procedure is:

1. A parent or a guardian appointed by the parent must call the Attendance Officer (Ms. Novarese at 435-5844) before 8:30 a.m. in order to inform the school of the reason for the student's absence or tardiness. If a parent or guardian appointed by the parent does not call the school by 8:30 a.m., the Attendance Officer will contact a parent.
2. Upon arrival at school, the student must bring a written note signed by a parent or guardian appointed by the parent stating the reason for the absence or tardiness.
3. The student will present this note to the Attendance Officer in order to be officially admitted into school.
4. If all is in order, the student will be given an Admit Slip to class. She will show this Admit Slip to each teacher in order to be admitted to each class.

C. In the event that the student becomes ill at school:

1. She will inform her teacher who will direct her to report to the School Nurse.
2. If the illness is serious, the school will notify the parents.
3. The school will make arrangements in consultation with the parents concerning the welfare of the student.

-B-

BEHAVIOR

Young ladies of Saint Agnes Academy are to conduct themselves as people of honor. No matter where the student is, she represents St. Agnes Academy. Any conduct, which reflects unfavorably on the school, either on campus, off campus, or through any online activities, can result in expulsion.

-C-

CELL PHONES & SMART WATCHES

The use of phones/smart watches/tablets is forbidden during the school day, i.e., from 8:00 am until 3:15 p.m. on campus. Phones should be turned off during the school day and must be deposited in the appropriate receptacle at the beginning of each class. **Note:** If the device is seen or heard, it will be confiscated by the teacher until the end of the school day, and the student will automatically receive 3 (three) demerits which constitute a detention.

CLASS RANK

The ranking method includes grades for all Saint 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, and is published on the final transcript given to the student at graduation.

Rules concerning class rank are the following:

- 1) Until graduation day, class rank is only provided to collegiate offices of admissions and scholarships for academic awards.
- 2) The three students who receive the designation of Valedictorian, Salutatorian, and Third Honors must have attended Saint Agnes Academy all four years of high school.

COUNSELING

Director of Counseling and Grade 12 Counselor: Mrs. Olson 435-5841

Grade 11 Counselor: Mrs. Rice 435-5804

Grade 10 Counselor: Mrs. Kilkenny 435-5885

Grade 9 Counselor: Mrs. Smith 435-5809

Registrar: Mrs. Schifani 435-5803

The primary purpose of the Counseling Program is to help each student understand herself and her environment in order that she may be a happy, effective, and productive person. The faculty and counselors work closely together. When a student is experiencing academic difficulty, she should see her teacher first. Her counselor is available as a secondary resource.

Standardized tests are administered to assess mental ability, aptitudes, and interests. The counselors interpret the results of these tests for each student. These test results, as well as personal conferences with the counselors, are a valuable source of information in guiding each student, so that she may better realize her own potential and make educational and personal decisions accordingly.

College and career information can be found in the Elizabeth Ehrlicher Upper School Counseling Center and on each Counselor's Haiku page. Students are encouraged to use these college and career materials.

Note: The Counseling Department is closed in July.

COURTESY

Respect and courtesy should be shown to all faculty, staff, administrators and visitors, as well as to fellow students, whether in person or online. Students are expected to conduct themselves in a courteous and responsible manner, reflecting credit upon them and on Saint Agnes Academy.

CURRICULUM

Course descriptions can be found online in the current St. Agnes Academy Course Catalog. **Note:** The *MLA Handbook* is the required format for all submitted papers in all departments.

-D-

DANCE POLICY

All guests must:

- be alcohol tested
- present a picture ID
- be dressed appropriately
- follow school rules of proper behavior
- not drink alcohol or smoke any substance
- stay until school administration dismisses attendees.

Note: All SAA students must attend the Dance Talk during the assembly preceding the dance.

DEAN'S LIST

Selection for the Dean's List is based on grades related to all subjects for the semester. All students, regardless of their status as freshmen, sophomores, juniors, or seniors, will be eligible for either category of the Dean's List. The Dean's List will be categorized as follows:

Summa Cum Laude: a GPA of 3.95+

Magna Cum Laude: a GPA ranging from 3.45 – 3.94

Any student with negative comments for classroom behavior will not be on the Dean's List. Students earning either status on the Dean's List will have their names posted in a prominent location on campus, and will receive recognition at an assembly.

DELIVERIES

No deliveries are accepted at any time for any reason, anywhere on campus during school hours. **Note:** This includes such items as phones, lunches, money, laptops, keys, uniform apparel, schoolwork, flowers, etc. No flowers are ever accepted.

DINING HALL PROTOCOL

The lunch periods can be a pleasant time to meet and visit with other students. In order to ensure this, all students must follow the directives of the teacher Dining Hall Monitor. To make the lunch periods pleasant and relaxing, the following courtesies should be observed:

- All students (except seniors when they have privileges) must eat lunch in the Dining Hall unless they are in a meeting with a teacher who has given permission for them to eat during a meeting in a designated location.
- Good table manners are expected of every student.
- Students must clean up after themselves.
- The tables are to be left clean, and all bottles and papers are to be put in the proper place.
- Chairs should not be rearranged. No purses, gym clothes, etc., should be on the tables.
- No food, drink, or paper goods may be taken from the Dining Hall.
- No laptops may be brought into the Dining Hall.
- A student is expected to conduct herself like a lady, not too loud and never rude.

DISCIPLINE

- I. Demerits are given for any breach of conduct that is not in harmony with school policies. Demerits may not be given for any academic reason.
 - A. Behaviors warranting demerits are in two categories:
 1. **Minor Infractions:**
 - a. Improper behavior anywhere on campus
 - b. Food and/or drink in unauthorized areas (other than water), i.e. hallways, DLC, Hook Theatre
 - c. Chewing gum
 - d. Tardiness to class or school
 2. **Major Infractions:**
 - a. Cell phone and smart device use
 - b. Violation of the laptop acceptable use policy
 - c. Uniform Infractions
- II. Consequences
 - 3 demerits = 1 detention
 - 3 detentions = Parent conference including student arranged by the grade counselor
 - 4 detentions = Subject to in-school suspension
- III. Upon receiving the third demerit, the student will be assigned to detention. Detention notices will be issued electronically via email. They must be printed by the student, signed by the parent, and turned into the Detention Moderator on the Friday of detention.

The rules for detention:

- A. Detention is from 3:30 p.m. until 5:00 p.m. on Friday afternoons.
- B. The student will report to the location given on the Detention Notice.
- C. The student will arrive in full uniform with her detention notice signed by a parent.
- D. The student will serve the one and one-half hours, usually performing chores.
- E. Any student who arrives without her detention notice signed by a parent will receive a demerit that day and for each subsequent school day that the signed notice is not submitted.
- F. Any unexcused absence from an assigned detention will result in an additional detention.
- G. Any student who has two absences (excused or unexcused) may be required to attend detention on a Saturday.
- H. Multiple unexcused absences from an assigned detention may result in suspension.

Upon receiving excessive detentions, the student may be placed on Disciplinary Review.

- IV. Suspension and Expulsion:
 - A. There are two types of suspensions:
 1. In-School Suspension
The student works in school in a designated area on schoolwork and may receive zeroes for academic work for that day.
 2. Out-of-School Suspension
Student remains at home and receives zeroes for academic work for that day.

- B. Expulsion may result from a variety of offenses, such as repeated inappropriate misuse of social media, smoking, vaping, juuling, and/or possession of illegal substances on campus and school sponsored events.
- V. Rules relating to Consequences:
- A. A parental conference is required to clear a suspension.
 - B. Any student who is on Disciplinary Review risks losing privileges, including senior exam exemptions, attendance at dances or other social events, and the right to participate in clubs, organizations and athletic events. For example, a senior might not be able to wear the National Honor Society stole at graduation.

DISCIPLINARY REVIEW

Disciplinary Review is a monitoring system designed to help the student learn to follow the rules, so that we can live together in harmony and so that each person can perform to her greatest potential.

I. A student may be designated on Disciplinary Review Status for these reasons:

- A. She has received a certain number of detentions or has been suspended.
- B. She has violated rules of Saint Agnes Academy, which require strong measures of discipline. Examples of these infractions are (but are not limited to): skipping assemblies or meetings; bullying; being disrespectful of other students, teachers, staff, or property; violation of Responsible Use Policy; profanity.
- C. She has been found guilty of breaching the Honor Code by lying, cheating, stealing, plagiarizing, or being negligent in her behavior.

II. Consequences of Disciplinary Review Status can range from removal from extracurricular activities to not being able to wear the National Honor Society stole at graduation.

III. Procedures for Disciplinary Review:

- A. The student's parents will receive communication from the school indicating her Disciplinary Status.
- B. The parents and student may be required to meet with the student's counselor as well as the Dean of the Upper School.
- C. The purpose of the meeting will be to determine how to eliminate the evident disregard for the rules and how to perform in a more satisfactory manner.

DRUG TESTING

Saint Agnes Academy conducts random drug testing of hair as part of our commitment to give students another reason to remain drug free. Our determination is to grant our students the gift of time...time to be drug free while in our care. Our belief is that students deserve a learning environment where 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 / or use.

DUAL ENROLLMENT

St. Agnes Academy participates in the Christian Brothers University HOPE Dual Enrollment Program to offer college credit for high school students who qualify in Spanish III and IV.

- Upon successful completion of each semester, the student may receive three credit hours.

- As far as St. Agnes Academy is concerned, equal demands will be made of participants and non-participants.
- Details will be given to students in class and will be sent home to parents.

-E-

ELECTIONS

I. Elected and appointed positions for SGA, student clubs, organizations, and publications

Students must be in good standing to run for any office.

The criteria for good standing is as follows:

1. Must be enrolled for the coming year at SAA
2. Must not have any outstanding financial obligations
3. Must have at least a 2.5 GPA.
4. Must not have been on Academic Review for more than 1 of the 3 quarters.
5. Must not be on Disciplinary Review
6. Must have a good attendance record

II. In order to promote the effectiveness of each individual in a leadership role, she must follow these rules:

- A. No student may hold more than two offices total a year
- B. A student may only hold a combination of one major office and one minor office a year or two minor offices a year in different organizations.
- C. The Student Government President and Vice-President may hold no other offices.
- D. No Student Government Officer or Commissioner may hold a class office or a major club office.
- E. The office of Student Government homeroom representative and any honorary positions are not considered a major or a minor office.

III. Major offices include the following:

- A. All SGA Offices
- B. President or Vice-President of any class, club, or organization

IV. Minor offices include the following:

All other class, club, or organization offices

V. Honorary positions include the following:

- A. Peer Mentor
- B. Retreat Leaders
- C. All offices of the honorary societies
- D. Honor Council
- E. Editors of Publications

EXAMS AT SEMESTER

I. Exam Schedule

1 st Semester	
Day 1	
8:00-9:30	Class 1 Exam
10:00-11:30	Class 2 Exam
Day 2	
8:00-9:30	Class 3 Exam
10:00-11:30	Class 4 Exam
Day 3	
8:00-9:30	Class 5 Exam
10:00-11:30	Class 6 Exam
Day 4	
8:00-9:30	Class 7 exam

2 nd Semester	
Day 1	
8:00-9:30	Class 7 Exam
10:00-11:30	Class 6 Exam
Day 2	
8:00-9:30	Class 5 Exam
10:00-11:30	Class 4 Exam
Day 3	
8:00-9:30	Class 3 Exam
10:00-11:30	Class 2 Exam
Day 4	
8:00-9:30	Class 1 exam

Note: No student taking an Advanced Placement course is exempt from the AP exam. Failure to take the AP exam and/or turn in the AP Art Portfolio will result in an **F** for the course.

II. Exam Exemption Policy

- A. The only students eligible for exemptions will be second semester seniors.
- B. In order to be eligible for exam exemptions, a second semester senior must meet the following criteria:
 1. Maintain an average of 90 (A-) in the given subject.
 2. Have a maximum of 4 Excused Absences per class for the semester.
 3. Have made up all work within the stipulated days upon returning to class.
 4. Have no negative comments on her report card for the semester in the given subject, as these would indicate improvement needed in attention, attitude, make-up work, and classroom behavior.
 5. Have a maximum of 6 demerits (2 detentions) in the second semester of senior year.
 6. Have no outstanding debts, such as library or dining hall.
 7. Have returned all SAA property, i.e. athletic uniforms and library books.
 8. Service hours must be completed by the date specified in the school calendar.
 9. A student who has been suspended for any reason or found guilty by the Honor Council during the second semester of the senior year may not be eligible for exemption.
- C. **ONLY STUDENTS WHO FULFILL THESE REQUIREMENTS ARE EXEMPT. THERE ARE NO EXCEPTIONS OR APPEALS.**

EXTRA CREDIT POLICY

The teachers at St. Agnes Academy have laid out an appropriate amount of work to illustrate the content of each course. With this in mind, no teacher will create extra credit opportunities based on request. However, this does not mean that the student wishing to go farther than the planned class content cannot

seek satisfaction. Such a student can inquire about any information regarding optional work through the SEEK Independent Study Program. Many teachers add bonus questions to tests or quizzes. When extra credit options exist, they are projects or participatory opportunities announced by the teacher. It is never appropriate for a student having difficulty to ask a teacher “What can I do for extra credit?” She should already be aware of such opportunities for that course.

EXTRA-CURRICULAR ACTIVITIES

To ensure a balanced educational program, Upper School students are encouraged to participate in school-sponsored activities such as:

Organizations

Student Government Association
Facing History
Honor Council
Justice, Respect, and Peace
Peer Mentors
Retreat Leaders

National English Honor Society
National Honor Society
National Junior Classical League Latin Honor Society
Sociedad Honoraria Hispanica
Société Honoraire de Français
The Bill Cate Rho Kappa Social Sciences Honor Society

Classes

Class Offices

Publications

Aquila Yearbook
Calliope Literary Magazine

Clubs

Angels Among the Stars
Ducks Unlimited Varsity Chapter
Forever Friends
French
Girl Up
Government Club
HOSA
Key
Latin
MUSE
National Beta Club
Paws for Purpose
Pep
SADD
Spanish
STARS for Life
STEM

Musical Ensembles

Ladies First
Liturgical Choir
Starlettes

Academic Teams

Construction
Knowledge Bowl
Mathletes
Mock Trial
Model United Nations
Wordsmith
Youth in Government

TSSAA Sports

Basketball, Bowling, Cross Country, Golf, Soccer, Softball, Tennis, Track, and Volleyball.

Honoraries

International Thespian Society
Mu Alpha Theta (Math Honorary Society)

Club Sports

Lacrosse, Pom, and Swimming

-F-

FIELD TRIPS

Field trips may be scheduled in order to enhance course content. Students are required to return permission forms from parents for such trips. Lists of students going on a field trip must be distributed by the organizing teacher at least 2 weeks in advance. No field trips will be scheduled for December or May.

-G-

GRADING PERIODS

Grades are officially posted on My Backpack at the end of the Quarter. 2019-20 dates for posting of grades are:

1 st Quarter (9 weeks)	October	10
2 nd Quarter (9 weeks)/End of 1 st Semester	December	13/December 20
3 rd Quarter (9 weeks)	March	6
4 th Quarter (9 weeks)/End of 2 nd Semester	May	15/May 21 (Seniors only: May 1/May 6)

First Semester Exams: December 16-19

Second Semester Exams: May 18-21/Seniors: May 4-6

<u>GRADE</u>	<u>SCORE</u>	<u>QUALITY POINTS</u>
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

Each semester's grade will be calculated as follows:

Quarter (9 weeks) = 40%

Quarter (9 weeks) = 40%

Semester Exam = 20%

Honors Courses: add one additional quality point

AP Courses: add two additional quality points

GRADUATION REQUIREMENTS FOR THE CLASS OF 2020

I. 26.5 credits including the following:

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

See the *Saint Agnes Academy Course Catalog* for details concerning curriculum.

II. In order to graduate, the following requirements must be fulfilled:

- A. The student must earn 26.5 credits that are approved by Saint Agnes Academy.
- B. The student must take either the SAT or the ACT, depending on college and scholarship requirements.
- C. 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.
- D. All detentions or suspensions must be served by the first day of exams.
- E. The mandatory number of service hours must be recorded with the Theology Department by the specified date on the school calendar.
- F. All course requirements and class requirements as stated by the teacher and in the Course Catalog must be completed.
- G. A student must have a cumulative 2.0 Grade Point Average before the school will send an official St. Agnes Academy transcript to a college.
- H. A student must participate in all required graduation activities, including all practices, Baccalaureate, and the Graduation Ceremony.

Note: *A thru G (above) must be completed before the first day of exams.*

If all obligations are met, a final transcript will be sent to the graduate's college of choice the week following graduation.

-H-

HEALTH AND WELLNESS

School Nurse: Mrs. Miller 435-5835

Saint Agnes Academy adheres to the guidelines that were developed by the Tennessee State Department of Education, the American Academy of Pediatrics Committee and School Health, and the Memphis and Shelby County Health Department for both public and private schools, and is approved by the Tennessee Board of Nursing. The intent of the policy is to assure safe administration of medications and to help each child maintain an optimal state of health.

Parents are asked to disclose information about their daughter's medical and psychological conditions and prescription medication that the student is required to take.

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

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

If a student is in need of psychological services, the school can require that the parents seek professional evaluation for their child as a requirement for continued enrollment at the school. The results of the evaluation and a release form from the doctor are required for re-entry into the school setting.

Note:

- We are a peanut-free campus.
- All students are allowed to carry water bottles. The containers **must** be clear and the tops **must** be securely attached.
- A doctor's note is required if it is necessary for a student to wear tennis shoes. If a student must wear tennis shoes, she must submit the note by September 1 to the Dean. She must wear gray tennis shoes.

HOMEROOM AND ACTIVITY PERIOD

It is a **requirement** that homeroom and activity period be quiet study time. Students will be released for organized activities during these periods of time; however, an environment conducive to study will be maintained. At this time of day, it is recommended that students check email for school communications.

HONOR SYSTEM

In keeping with its philosophy and mission statement which demands absolute honesty to one's self and to others, thereby creating an atmosphere of mutual trust and respect in all campus situations, Saint Agnes Academy has established an Honor System as a means of achieving this ideal. The success of the Honor System is directly proportionate 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 Honor Council will be treated as serious offenses. Students will be instructed about the Honor System at the beginning of each year, during each quarter, and just prior to semester exams. Students will be expected to sign the Honor Pledge and the Dominican motto, **VERITAS**, on all work submitted.

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

Avoid these common infractions:

1. “Borrowing” (stealing) of any items that belong to someone else
2. Lying as an immediate response when it is easier to tell the truth
3. Sharing academic materials, such as homework, study guides, quizlets, and notes without the teacher’s permission
4. Cutting and pasting (plagiarism)
5. Sharing information about contents of test or quiz

Consequences for Honor System violations may include one or more of the following:

- a. A zero on the assignment
- b. An apology to the offended party
- c. One or more detentions
- d. Verbal and written notification to parents
- e. Placement on Disciplinary Review
- f. Suspension or Expulsion

-I-

INDEPENDENT STUDY PROGRAM ENTITLED SEEK

To add to the preparation of our 21st century learners, Saint Agnes Academy offers an independent study opportunity, **SEEK**. Through **SEEK** (Students Exploring and Enhancing Knowledge), the students have the opportunity to study outside the formal class structure. Such a program involves further in-depth study of a topic of interest already studied in a formal course, a topic related to the formal course, or a topic entirely new to the student. This work must be sponsored by a faculty member and approved by the appropriate department(s). The research project culminates in both a written and an oral presentation before the SEEK committee. Upon successful completion of the project, the student receives an A for a half credit that will be placed in the box entitled “Other” on the school transcript. This grade and credit will not be part of the cumulative grade point average.

INFORMATION SYSTEMS

The SAA-SDS website, the school Facebook page, and Haiku and My Backpack (including grades) are accessible on the web and will provide vital information.

Specifically:

1. Haiku is the primary academic resource for students and parents providing information about individual classroom activities.
2. My Backpack is the resource for students and parents concerning progress reports, grades, and conduct.
3. Students and parents should inspect periodically the SAA-SDS website at www.saa-sds.org.
4. The email address for all faculty and staff consists of the first initial of the first name, the last name, followed by @saa-sds.org. Example: jmaness@saa-sds.org for the Dean.

JUSTICE, RESPECT AND PEACE (JRP)

St. Agnes Academy-St. Dominic School recognizes and respects the dignity of every human being. As a community we are all committed to an educational environment that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” refers to any intentional written, verbal, or physical act which:

- Physically harms a student or damages the student’s property
- Has the effect of substantially interfering with a student’s education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school or an individual classroom or event

Harassment, intimidation or bullying can take many forms including, but not limited to, the following: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, other written, verbal or physical actions or social media postings. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Reporting incidents of harassment or bullying is the responsibility of not only those who are victimized by the behavior but also anyone who witnesses the behavior. If such inappropriate behavior occurs, it should be reported to an adult who will document the incident and take appropriate action. Depending upon the frequency and severity of the conduct, intervention will be used to remediate the impact on the victim and the educational climate. Strategies will be employed to change the behavior of the person responsible for the unacceptable behavior. The intervention may include counseling, correction, discipline and referral to law enforcement in the most extreme cases. False reports or retaliation for harassment, intimidation or bullying 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 or off campus. Justice, Respect and Peace (JRP) is our student-faculty program with the goal of creating a culture of kindness.

LAPTOPS

Students are required to adhere to all provisions and conditions set forth in the Responsible Use Policy. Any violation of this policy will result in disciplinary action including the loss of laptop privileges. Students are to report any known violations of this policy to appropriate administrative staff members.

All infractions of the Laptop Rules and the *Responsible Use Policy* will result in limitations imposed on the student’s laptop use. St. Agnes Academy-St. Dominic School takes no responsibility for violations conducted on school computers and laptops and/or materials stored on computers, laptops, or the network.

I. Laptop Rules

- No unattended laptops
- No laptops in the Dining Hall
- No laptop bag without a school-issued ID

- No laptops left in cars
- No loaner provided for issued laptops left at home
- No markings or stickers on the laptop itself
- No inappropriate screen savers and/or backgrounds
- No rough handling of laptops
- No unauthorized email during class (Unauthorized email does not involve school or school-related activities and is a distraction to study.)
- No game-playing during the school day
- No chatting and/or Internet shopping during the school day
- No watching movies during the school day
- No sharing of music over the school network
- No using proxies or hotspots to get to blocked sites
- No using social media for cyberbullying and/or posting of remarks of a provocative nature.
- No mass emails regarding lost personal items, book sales, personal business, uniform sales, party invitations, etc.
- No loaning/borrowing of another student's or teacher's laptop

II. Consequences for laptop violations will fit the infraction and are listed below.

- Unattended laptops will be taken to IT where they may be retrieved by the student. A demerit x3 will be issued for this infraction.
- Loss of laptop privileges for a specified period of time and communication with parents
- Loss of laptop privileges for a specified period of time and a meeting with the parents
- Loss of laptop and suspension
- Loss of laptop privileges includes, but is not limited to, the loss of mail, browsers, applications, and computer may be locked down.

Note: *Damaged or stolen laptops will require an incident report signed by a parent and submitted to the IT department before a loaner is issued.*

-M-

MARRIED/PREGNANT STUDENTS

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

MERITS

To show our appreciation for the many wonderful acts of kindness that our students exhibit every day, the faculty and staff recognize the students with merits. Once every semester students will be commended at an assembly for receiving merit slips.

NATIONAL HONOR SOCIETY AQUINAS CHAPTER

The four components of membership in the National Honor Society are scholarship, service, leadership, and character. Students are required to submit a letter to the Selection Committee explaining ways in which they meet the characteristics of service, leadership, and character. These characteristics are defined by 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 by the end of the sixth semester at SAA are invited to apply for membership consideration. 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. A student must have a minimum of six semesters of coursework in the St. Agnes Academy Upper School.*

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

Leadership: *Student leaders are those who 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)*

Students who meet the above criteria are inducted into the National Honor Society during the fall semester of senior year after fulfilling the residency requirement of attending SAA for 6 semesters. Inducted members must continue to meet the selection criteria to maintain membership. Any student whose cumulative grade point average falls below 3.67, who is found guilty of an Honor Council offense, or who is on Disciplinary Review for any reason is subject to having her membership suspended.

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 parking permit. Any student without a parking permit will receive a demerit x 3 (detention) and risks not being able to park on campus. Any student wishing to go to her car during the school day must receive permission both from her classroom teacher and from the Dean of the Upper School. A student's reckless use of her automobile may result in not being able to bring her car to school. Any student responsible for leaving trash in either parking lot will receive 3 demerits.

Note: Parking lot events, such as a breakfast and/or decorating of cars, must be approved by the Dean.

PROGRESS REPORTS

Progress Reports are posted on My Backpack at mid quarter.

2019-20 dates for Progress Reports are: September 9

November 11

February 3

April 20 (Seniors April 6)

-R-

RESIDENCY REQUIREMENTS

Listed below are the residency criteria that St. Agnes Academy has for two academic honors and for one organization.

- 1) A senior eligible in all other areas for consideration for the Aquinas Chapter of the National Honor Society must have been enrolled for six consecutive semesters preceding her senior year.
- 2) Seniors who are eligible for valedictorian, salutatorian, and third honors in the graduating class must have been enrolled for eight consecutive semesters at the conclusion of the senior year.
- 3) Members of the junior class must have attended FSO (Freshman Student Orientation) as a ninth Grader and have been enrolled for five consecutive semesters to be eligible to apply in their spring semester for the Peer Mentor program for senior year.

-S-

SCHEDULES

	Monday	Tuesday	Wednesday	Thursday	Friday
1 8:00- 8:50	(A) Class 1	(H) Class 7	(G) Class 6	(C) Class 3	(B) Class 2
2 8:55- 9:45	(B) Class 2	(A) Class 1	(H) Class 7	(E) Class 4	(C) Class 3
3 9:50- 10:40	(C) Class 3	(B) Class 2	MASS	(F) Class 5	(E) Class 4
10:45- 11:10	(D) 1st Lunch: Freshmen & Seniors		Homeroom: Sophomores & Juniors		
11:15- 11:40	(D) 2nd Lunch: Sophomores & Juniors		Homeroom: Freshmen & Seniors		
11:45- 12:30	(D)Activity Period	(D)Assembly	(D)Activity Period	(D)Activity Period	(D)Activity Period
4 12:35- 1:25	(E) Class 4	(C) Class 3	(A) Class 1	(G) Class 6	(F) Class 5
5 1:30- 2:20	(F) Class 5	(E) Class 4	(B) Class 2	(H) Class 7	(G) Class 6
6 2:25- 3:15	(G) Class 6	(F) Class 5	Early Dismissal	(A) Class 1	(H) Class 7

SENIOR PRIVILEGES

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

1. No privileges are granted until the end of 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.
Note: The school does not allow students any off-campus privileges.
3. Seniors on Academic Review 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 Review and must report to homeroom for study during Homeroom and Activity Period for the remainder of the quarter.
4. There will be no privileges for seniors with a poor disciplinary record.

SERVICE HOURS

In the Dominican tradition, Saint Agnes Academy believes that faith is lived as well as learned. In order to help students become aware of the needs of others, to help them develop an appreciation for service to others and to introduce them to the types of community services available and the people who provide them in our community, service hours are required of all students in the Upper School.

Hour Requirements:

- 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. At graduation, each student will have completed a minimum of 100 hours.
- Students who perform 100 or more hours during any one year will be recognized with an award.
- All hours should be completed outside of the school day. 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 x2vol.com 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.
- The importance of service hours is a part of our curriculum. The service requirement must be met prior to exam week. Hours should be reported as soon as the activity is completed.
- Failure to complete the service requirement for the year will result in grades being withheld. A student will not officially pass on to the next grade unless all hours are completed before exams begin.

SOCIAL NETWORKING

- Social networking sites (Facebook, Tumblr, Twitter, Instagram, Snapchat, etc.) are blocked on the laptops on our campus.
- If you use social networking sites outside of school, exercise care with personal profile data and posted content to ensure that information does not reflect poorly on yourself, your peers, your family, or your school. Any content that reflects unfavorably on the school is strictly prohibited. This includes no vulgar language, no inappropriate pictures, no hateful, hurtful or mean

references to or about anyone. In addition, do not use the names or pictures of administration, faculty, or staff in your messages.

- Using your school email address on social networking sites is forbidden.
- Under no circumstances should students take any unauthorized photos of a faculty or staff member, whether at school, a school function, or anywhere else. In addition, students should not actively search online for photos of faculty and staff members. These actions constitute an invasion of privacy.
- Breaking these rules risks suspension and expulsion.

SUMMER SCHOOL FOR CREDIT RECOVERY

Credit from an SAA approved summer school may be earned for no more than two semesters. Each semester is worth .5 of credit. Credit can be recovered for an F (below 65) only and is reported on the summer school transcript for college. The summer school transcript must be mailed to the SAA Registrar directly from the summer school and is not combined with the SAA transcript.

-T-

TEST AND PROJECT CALENDAR

In an effort to ensure success in academics, there is a test and project calendar that students may access. The link for the Test Calendar is on every teacher's Haiku page. Three important rules concerning the calendar are:

1. Students are not to have more than two (2) tests on any given day.
2. Teachers are required to post tests and projects on this calendar.
3. No assessments, including tests, projects, papers, etc. can be due on the day that classes resume after a holiday.

TRANSCRIPTS

A student must have a cumulative grade point average of a 2.0 before SAA can send an official St. Agnes Academy transcript to a college. Any student who wants transcripts sent should fill out a *Transcript Request Form* in the Counseling Center. A final transcript is sent to each senior's designated college the week following graduation and is given to every senior at graduation in addition to all records if all obligations are met. **Note:** Transcripts are only available during school hours when school is in session.

TRANSPORTATION

Hired driving services such as Uber, Lift, etc. cannot be used for delivery of any kind or pick up of students to and from school.

TRIPS

The Upper School sponsors trips in order to give students the opportunity to further their studies with first-hand knowledge, enabling them to broaden their intellectual horizons. Trips include travel to New York, Europe, March for Life in Washington D.C., Model United Nations, Youth in Government, the Beta Club Convention, and our Costa Rica Exchange Program.

UNIFORM DRESS CODES FOR UPPER SCHOOL GIRLS

Note: All students in grades 9-12 may wear the current fall/spring and winter uniforms through May 2020. Our uniform provider is Flynn O’Hara Uniforms (FOH). All items designated with (FOH) must be purchased from Flynn O’Hara. SAA Spirit Shop (SS) provides limited school attire. Items below without (FOH) or (SS) can be purchased anywhere.

FALL AND SPRING

Required:

Jumper	Pastel pink, blue, yellow or green (FOH)
Over blouse	White (FOH)
Shoes	Black and white Saddle Oxfords (with white shoelaces)
Socks	White crew or tube (with no logos). Socks must be showing.
Physical Education 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.

Optional:

Polo Shirt	White only (FOH)
T-shirt	A <u>solid white</u> t-shirt may be worn under the blouse. Sleeve of t-shirt must not show. No long-sleeved t-shirts are to be worn under short-sleeved shirts.
Turtleneck	Solid White
Jackets	Raingear with school logo (SS)
Sweatshirt	SAA Sweatshirts (SS) preferably matching pastel colors

WINTER

Required:

Skirt	Red, gray, and black plaid with pleats (FOH) – no shorter than 3 inches above the knee
Over blouse	White (FOH)
Blazer	Black with school emblem – required (FOH)
Shoes	Black and white Saddle Oxfords (with white shoelaces)
Socks	White crew or tube (with no logos) Socks must be showing. Black or gray tights may be worn with socks in cold weather. Tights must be plain with no pattern, no logos, or stripes.
Physical Education Uniform	Gray t-shirt, blue shorts (FOH)
Other	Appropriate undergarments Shorts may be worn under uniforms, but may not be longer than the skirt.

Optional:

Polo	White, red, black (FOH)
T-shirt	A <u>solid white</u> t-shirt may be worn under the blouse. Sleeve of t-shirt must not show. No long sleeved t-shirts are to be worn under short-sleeved shirts.
Turtleneck	Solid White
Jackets	Raingear with school logo (SS)
Sweatshirts	SAA Sweatshirts (SS) preferably white, red, black or gray Must not be longer than skirt.

Note: The lanyard with ID is required as a part of the uniform. It is distributed at registration and collected at the conclusion of the last spring exam.

Rules of Appropriate Dress

Students should be well-groomed at all times. Dress often affects behavior.

1. Uniforms are to be clean, pressed, and in good repair.
2. Uniforms and personal property should be clearly labeled, especially the blazer.
3. The skirt or dress should be hemmed no shorter than 3 inches above the knee.
4. Shoes should be clean and in good condition, or replaced.
5. Students are not allowed to walk on the backs of their shoes.
6. Shoelaces must be tied.
7. Students with a doctor's note filed with the Dean may be allowed to wear gray athletic shoes.
8. Students are not allowed to wear pajama pants or sweatpants under their uniform, even during the cold weather months between 8:00 a.m. and 3:15 p.m.
9. Uniforms must be worn on all field trips and at all events where Saint Agnes students represent the school. Blazers must be worn in the winter months.
10. Students must wear blazers with the uniform to all Masses and to any other event that is so designated by the Dean of the Upper School. Furthermore, students must wear blazers when they walk up to take communion.
11. No outerwear, jackets, sweatshirts, or raingear are to be worn around shoulders or tied across the front of the chest or the waist.
12. School uniforms must be buttoned at all times, and the waistband should not be rolled.
13. An SAA approved shirt must be worn under an SAA approved sweatshirt.
14. When students are out of uniform on specially designated days, there are rules of good taste that must be followed.
 - a. No article of clothing may be too tight, too short, or too revealing.
 - b. No bare midriffs.
 - c. No shorts unless it is a special event, such as Field Day. P.E. uniform shorts are required for Field Day.
 - d. No rompers for church events.
 - e. No pajamas or pajama pants.
 - f. No tank tops or tube tops.
 - g. No spaghetti straps unless with a cover up or shrug.
 - h. The "out of uniform" uniform includes the following:
 - Jeans (no ripped, distressed, or washed out)
 - SAA t-shirt
 - Socks (must show)
 - Tennis shoes
 - SAA outerwear
 - Approved SAA yoga pants sold by Key Club (when specifically allowed)

The "out of uniform" uniform is required attire for all casual events designated by the Dean where the traditional school day uniform is not required.

15. Students will be allowed to wear athletic attire on game days.

Athletic Attire =

 - SAA team t-shirt/SAA team sweatshirt (depending on the weather)
 - SAA regulation black pants or SAA team pants
 - Tennis shoes
 - White socks (must show)
 - SAA outerwear

16. Guidelines for appropriate and tasteful dress for ceremonies, dances, field trips, and class events:
- No more than 3 inches above the knee
 - Chest covered
 - No Sweat Shirts

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 only allowed to wear
 - 1) one ring on each hand
 - 2) a watch (no smart watches during tests)
 - 3) one bracelet on each arm
 - 4) one earring in each ear lobe. Earrings should be restricted to the earlobe area only - no cartilage piercing, no earring bars.
 - 5) a simple chain necklace – nothing faddish or bulky.
 - c. No other jewelry will be permitted.
3. Visible body piercing and tattoos are forbidden.
4. Students are not allowed to write or mark on themselves.
5. Students are not allowed to wear tongue bars or any type of pierced tongue jewelry.
6. Blazer lapel pins must be in good taste as deemed by the dean.

Consequences for Infraction of the Rules Concerning Dress

If a student does not adhere to the aforementioned rules, the following will occur:

1. Items that are not part of the uniform will be **confiscated** and demerits will be issued.
2. If the student is wearing unacceptable attire, the student will be sent to the office of the Dean of the Upper School, where the student's parent(s) will be called and asked to bring appropriate clothing. During the time that the student waits for her parents to arrive, she will be marked absent in any class(es) that she misses and given the grade of zero for all work missed. If the student becomes a repeat offender, privileges of wearing such attire will be removed for that semester per the Dean.

Repeated infractions of rules that concern the uniform and matters of dress or grooming could result in suspension or expulsion. **Note: The Dean reserves the right to enforce Upper School rules at her discretion.**

-V-

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.

OFFICERS 2019-2020

ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

Executive Body

President: Denise Geronimo
Vice-President: Mary Harkins
Treasurer: Sarah Wray
Secretary: Aubrey Bubrig
Chaplain: Anna Grace Palmer
Commissioner of Fellowship: Summer Edwards
Commissioner of Publicity: Liv Shallow
Commissioner of Service: Ruth Ellen Berry
Sponsors: Dr. Lovelace and Dr. Maness

FACING HISTORY AND OURSELVES

Sponsor: Mr. Allen

HONOR COUNCIL

Haley Andre
Olivia Berntson
Annie McDonald
Nelle Rainer
Sponsor: Dr. McIngvale

JUSTICE, RESPECT, AND PEACE

Sponsor: Mrs. Valdez

PEER MENTORS

FSO Coordinator: Lily Pietrangelo
Peer Mentor Program Coordinator:
Annie McDonald
Sponsor: Mrs. Smith

RETREAT LEADERS

Sponsor: Deacon Martin

CLASSES

Class of 2020

President: Mary Olivia Henderson
1st Vice-President: Rebecca Calderoni
2nd Vice-President: Paige Beda
Treasurer: Lauryn Mitchell
Secretary: Olivia Ashbery
Spirit Coordinators:
Madeline Forsdick and Gracie Hall
Chaplain: Apiranee Iverson
Minister of Service: Amelia Hinton
Historian: Annalise Halley
Hospitality Chairperson: Colleen Touchstone
Sergeants-at-Arms:
Kamaria Griffin and Emma Soefker

Rose Ceremony Coordinators:
Rhett Massey and Madison Meadows
Mother/Daughter Luncheon Coordinators:
Kallie Cremerius and Molly Uebelacker
Father/Daughter Dinner Coordinators:
Michaela Binkley and Hope Harrison
Baccalaureate Service Coordinators:
Alexis Grace Connor and Sarah Grace Price
Lead Sponsor: Mrs. Olson

Class of 2021

President: Molly Rump
Vice-President: Evie Grace Goode
Treasurer: Eve Davis
Secretary: Sarah McFadden
Spirit Coordinators: Della Cox
Mya Rogers
Chaplain: Emily Easley
Minister of Service: Rachel Ward
Historian: Abby Fogerty
Hospitality Chairperson: Katelyn Moreau
Sergeants-at-Arms:
Nicole Cambron and Jorja Samsel
Prom Coordinators:
Sydney Collard and Anna McLaughlin
Ring Ceremony Coordinators:
Ella Coffey and Lilly McCrary
Lead Sponsor: Mrs. Patterson

Class of 2022

President: Ginny Tavoletti
Vice-President: Stella Billups
Treasurer: Kate McClusky
Secretary: Brigi Mills
Spirit Coordinators: Corinne Emanuel
Anna Zanone
Chaplain: Larkin Stuppy
Minister of Service: Claire Hutton
Historian: McKenna Bowen
Hospitality Chairperson: Sara Israel
Sergeants-at-Arms:
Margaret Cagle and Mary Frances Cianciola
Make-a-Wish Coordinators:
Micah Cross and Jane Fracchia
Lead Sponsor: Mrs. Bergdoll

Class of 2023 (TBA)

Lead Sponsor: Mrs. Wills

CLUBS

Angels Among the Stars

President: Emily Easley
Sponsor: Dr. Lovelace

Ducks Unlimited Varsity Chapter

Chairmen: Mia Cervetti and Mary Robinson
Co-Chair: Julia Comes
Treasurer: Sophie Wingfield
Secretary: Georgia Brown
Social Media Chair: Kayla Cole
Apparel Chair:
Anna Grace Cervetti and Laura Johnston
Sponsor: Ms. Thomas

Forever Friends

President: Annie McDonald
Sponsor: Dr. Lovelace

French

President: Libbi Workman
Vice President: Haley Andre
Treasurer: Julia Plummer
Secretary: Valerie Hernandez
Sponsor: Mrs. Bonnot

Girl Up

Co-Presidents: Melody Green and Eliza White
Vice President: Celia Watson
Secretary: Kaitlyn McKinness
Sponsor: Ms. Daleke

Government Club

President: Maddy Ryan
Vice Presidents: Hazel Brady and Olivia Rouse
Treasurer: Claire Hutton
Secretary: Corinne Emanuel
Sponsor: Mr. McDonald

HOSA

President: Sarah McFadden
Vice President: Maggie Esnard
Treasurer: Elizabeth Podraza
Secretary: Eve Davis
Sponsor: Mr. Tran

Key

President: Gracie Hall
Vice President: Carolyn Barksdale
Secretary: Anna McLaughlin
Sponsor: Ms. Luttmann

Latin

President: Kourtney Pryor
Vice President: Mae Forsdick and Chanise Thompson

Treasurer/Secretary: Madison Meadows
Sponsor: Ms. Luttmann

MUSE:

President: Abby Ray
Vice President: Karen Dinh
Treasurer: Sephora Pierre-Louis
Secretary: Jade Quesnel
Sponsor: Mr. Sadler

National Beta Club

President: Caroline Baker
Vice President: Ella Hershberger
Treasurer: Lizzie Sander
Secretary: Kate McClusky
Chaplain: Sophie Spencer
Historian: Maddie Paule
Sgts-at-Arms: Micah Cross and Mary Stephen Schwalb
Sponsors: Mrs. Kilkenny and Mrs. Smith

Paws for a Purpose

President: Emma Stark
Officers: Anna Grace Cervetti, Emily Harris, and Maddie Paule
Sponsor: Ms. McEachron

Pep

Co-Presidents: Lily Pietrangelo and Colleen Touchstone
Vice Presidents: Kaitlyn Broughton and Ragan Lessley
CFA/Event Coordinator-Secretary: Della Cox
CFA Coordinator: Ella Almand
Treasurer: Mya Rogers
Sponsors: Mrs. Bergdoll and Ms. Harmeier

SADD

President: Kate Sander
Vice President: Kathleen Bula
Treasurer: Madeline Tonole
Secretary: Valerie Hernandez
Sponsor: Mrs. Olson

Spanish

President: Natalia Gomez
Vice President: Nicole Cambron
Treasurer: Rebecca Calderoni
Secretary: Sarah Reno
Sponsors: Mrs. Avery, Mrs. Barnes,
and Mr. Monserrat

STARS for Life

President: Lyles Dockery
Treasurer: Caroline Baker
Secretary: Audrey Fay
Public Relations: Mary Stephen Schwalb
Sponsor: Ms. Filopoulos

STEM

President: Veronica Thompson
Vice President: Claire Berkenstock
Treasurer: Madeline Tonole
Secretary: Addison Hardwick
Sponsor: Mr. Tran

HONOR SOCIETIES

International Thespian Society

Sponsor: Mrs. Neal

Mu Alpha Theta (Math Honorary Society)

President: Michaela Binkley
Vice President: Sarah Grace Price
Sponsor: Ms. Bugnitz

National English Honor Society

President: Annie McDonald
Vice President: Georgia Thompson
Treasurer/Secretary: Celia Watson
Sponsor: Dr. McIngvale

National Honor Society

Sponsors: Mrs. Rice and Mrs. Valdez

National Junior Classical League Latin Honor Society

President: Audra Grace Crutchfield
Vice President: Dani Craven
Secretary: Nelle Rainer
Sponsor: Ms. Luttmann

The Bill Cate Rho Kappa Social Sciences Honor Society

President: Jordan-Claire Cissell
Sponsor: Mrs. Patterson

Sociedad Honoraria Hispánica

President: Summer Edwards
Vice President: Rebecca Calderoni
Treasurer: Denise Geronimo
Secretary: Olivia Berntson
Sponsor: Mrs. Barnes

Société Honoraire de Français

President: Haley Andre
Vice-President: Olivia Henderson
Sponsor: Mrs. Bonnot

PUBLICATIONS

Aquila Yearbook

Editors: Libby Wunderlich
Asst. Editor: Paige Beda
Sponsor/Teacher: Dr. Zanone

Calliope Literary Magazine

Editor-in-Chief: Ruth Ellen Berry
Literary Editor: Sarah Grace Price
Sponsor: Mrs. Crittendon

MUSICAL ENSEMBLES

Ladies First

Sponsor: Mr. Sadler

Liturgical Choir/Cantors

Sponsor: Mr. Sadler

Starlettes

Sponsor: Mr. Sadler

ACADEMIC TEAMS

Canstruction

Sponsor: Mr. Tran

Knowledge Bowl

Sponsor: Ms. Luttmann

Mathletes

Sponsor: Mr. Burkett

Mock Trial

Sponsor: Mr. Allen

Model United Nations

Sponsor: Mr. McDonald

Wordsmith

Sponsor: Mrs. Phifer

Youth in Government

Sponsor: Mr. McDonald

Dr. Joy Maness
Dean of the Upper School
901.435.5855

Ms. Kerrie Chaliff
Administrative Assistant
to the Dean of the Upper School
901.435.5808
