

**Family Handbook
2009-2010**

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**The Rhodora J. Donahue Academy of Ave Maria
Family Handbook 2009-2010**

Mission Statement

*Christum Novisse-Virtutem Contendere
Encountering Christ and Pursuing Excellence in All Things.*

Philosophy

Striving for a culture of excellence
Where students encounter Christ
And learn to see truths in relation to each other
So that they illuminate each other and reality
Leading to an appreciation for the unity of all truth.

Objective:

To Provide Classical Education in the Catholic Tradition.

Provide Classical Education which:

- Exposes the students to **Truth, Beauty and Goodness**.
- Is **Structured** and **integrated**, not only the transmission of knowledge but also the integration and synthesis of information.
- Focuses on the acquisition of **knowledge through reading** by focusing whenever possible on **original texts and classics**.
- Presents various academic disciplines in a sequence corresponding to a pupil's **developing ability to think abstractly**, and in an age and developmentally appropriate manner.
- Studies not simply individual academic disciplines, but also specifically essential truths that transcend the disciplines- especially those truths **emphasizing human dignity and worth**.
- Develops a sense of **Wonder** and a **love for learning**

- Trains the mind in the **tools of learning** using the **Trivium**:
 1. The **Grammar** Stage (Grades K-4) which focuses on presenting information, the broad acquisition of facts and laying the foundation of knowledge.
 2. The **Logic** Stage (Grades 5-8) which focuses on organizing information gathered in the Grammar Stage, making connections and learning to evaluate evidence.
 3. The **Rhetoric** Stage (Grades 9-12) which focuses on synthesizing and learning to express increasingly complex insights with eloquence and precision.

In the Catholic Educational Tradition which:
Creates a Catholic Academic Community Where Students
Encounter Christ

- In a personal relationship of authentic love with Jesus
- In the Sacraments- especially in daily Mass
- In the study of Scripture
- In our interactions, service and love for each other
- In our encounters with academic subjects and the truths they reveal

We invite all families of goodwill to join us in this cooperative effort. Cooperation and acceptance of the mission and goals of the school is a condition of enrollment. The education of a student is a partnership between the parents and the school. Just as the parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken or an appropriate level of parental support is lacking. The administration of the school reserves the right to act on matters not specifically addressed in this handbook and to interpret and apply the policies it presents.

Admissions

The Donahue Academy of Ave Maria admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

Admission may be denied if the student does not meet the school's standards of achievement and behavior. It is also the right and duty of the school to decline the application of students who require professional competency beyond staff training. Admission to the Donahue Academy of Ave Maria is a privilege and not a right that is afforded qualified applicants. Admission is granted on a year by year basis at the discretion of the headmaster.

Parents interested in applying for a child's admission must:

1. Register online via the school's website at www.avemariagp.org
2. Complete the online application form, and send to the school a copy of the student's:
 - Birth Certificate
 - Baptismal Certificate
 - Social Security Card
 - Most recent school records (if transferring from another school)
 - Recent standardized test scores (if any)
 - (Before the first day of school student must also submit a Record of immunizations and a recent physical exam using the Florida Department of Health form DH 680- blue)
3. The Headmaster and staff review the submitted information. If a student appears to be qualified and an opening becomes available, the school notifies the parents and schedules an appointment with the parents and applicant who will then take several entrance exams.

4. After the appointment, the school will notify the parents regarding placement of the student. Upon acceptance, a non-refundable registration fee of \$200 is due.

Student re-registration is in February each year. After the current students have registered for the coming year and have paid the registration fee new applicants are considered as follows:

1. Children with siblings currently enrolled.
2. Children of parents employed full-time by the School or by Ave Maria University.
3. Children in Catholic families who regularly attend and contribute to the Oratory Church in Ave Maria.
4. Children transferring from a Catholic school.
5. Children of parents who are registered in a Catholic parish who personally and financially contribute to their parish.
6. Non-Catholic children of families living in Ave Maria who are willing to fully support the mission and vision of the school.
7. Non-Catholic children of families who are willing to fully support the mission and vision of the school.

The Donahue Academy of Ave Maria may not be able to meet the needs of all learners, particularly those with significant learning disabilities. For this reason, parents must include complete and accurate information regarding disabilities prior to admission.

All students are accepted on a probationary basis through the first marking period of attendance at the school. All students are enrolled on a one-year basis.

Admission Requirements

- For Kindergarten, the child must be five years of age by September 1st.
- For First Grade, the child must meet reading readiness requirements of our school, and must be six years of age by September 1st.
- For other grades students must meet readiness requirements at the grade level for which they seek entry.

Accidents and Injuries

Every reasonable effort and precaution will be taken by school personnel to prevent accidents and injuries. However, there are situations where a child may be involved in an accident or be injured while at school. Any person who becomes ill, is injured, or involved in an accident must report his/her injury to the teacher and/or the office. The office depending on the seriousness of the accident will notify parents.

Arrival Process

- Students are not allowed on campus before 7:40 am.
- Parents should drop students off in the car line or park in the designated parking areas and walk their child to the building.
- Students arriving after 7:55a.m. will need a tardy slip to be admitted to the classroom.
- Parents are welcome and encouraged to attend Mass and other devotional activities with the children.
- Parents should not engage in unscheduled meetings with the teachers in the morning as the teachers have supervision duties and other obligations which demand their time and attention in the mornings.

School Schedule

School Day Begins: 7:55 am

School Day Ends: 3:20 pm

Attendance

Regular attendance at school is required and is important to ensure continuity of instruction and to develop positive habits and attitudes of responsibility in our children.

- Parents are asked to call the school office between 7:45am and 9:00am if a student will be absent.
- Excused absences occur when the student misses class with parent and school approval. The family must demonstrate that circumstances beyond the control of the student or family are responsible for the absence. (may require a doctor's note). The

fact that parents may write a note acknowledging responsibility does not automatically qualify a student for an excused absence.

- Truancy occurs when a student is absent without parent permission.
- School-related absences occur when the student is not in class because of a school sponsored event. Students must make up any missed work, and will not receive any penalty for the absence.
- Students with continued and excessive absences without serious reason shall be contacted with their parents, for a conference with the Headmaster. In the event that a lengthy absence is necessary due to a serious health reason, a plan for completion of schoolwork must be developed.
- Any elementary student who exceeds 30 days of absence for the year, in any combination of excused, unexcused, or truanies, may be denied promotion to the next grade unless homebound teaching or summer school at an approved facility has been approved by school administration.
- Any high school student who exceeds seven absences in any quarter, whether excused, unexcused, or truant, may receive an administrative failure for the course(s) for that quarter unless homebound teaching has been approved by school administration.
- In cases of excused absences (i.e., those which are unavoidable, as in the case of illness or death in the family). The teacher determines whether or not the work needs to be made up. Students are always responsible for all work missed due to absence and should consult their teacher upon their return. Contact with other students can also help to provide the student with material covered during an absence. (Please see Homework Policy.)
- When an excused absence occurs, tests must be made up within two (2) school days after the student returns. Failure to do so may result in a grade of zero for the missed test. It is the responsibility of the student to arrange a time with the teacher when the test(s) will be made up. These tests are usually to be taken before or after school.

Partial Day Absences

Students must sign in and out in the school office. Students who miss more than three or more hours may not participate in extra-curricular activities.

Absences on Test or Project Due Dates

Students should make every effort to be at school on time every day, but especially on days when testing is occurring or projects are due. A pattern of missing or showing up late on such days (even if working until late the night before) is antithetical to academic excellence and may subject the student to academic and/or disciplinary sanctions. Students may be required to send in (via proxy or electronically) projects or papers when due, even if they are absent that day.

Tardiness

Students arriving after the tardy bell at 7:55am should report to the front office for a tardy slip. A pattern of tardiness may result in a parent conference or other disciplinary action. Usually a student will receive 3 warnings in a quarter for tardies after which detentions or other sanctions will be issued.

Vacation during the School Year

Parents are discouraged from taking their children out of school for vacation purposes. Teachers cannot be expected to make long-range assignments under these circumstances. They may however, at their convenience, offer assistance in helping the child keep up with some of the work.

If it becomes necessary for a student to miss an extended period of time during the school year for non-health related reasons, missed work is expected to be made up when the student returns. The acquisition and completion of the missed work is the responsibility of the student in communication with the teacher. If parents do take a vacation during the school year, the student must do the following:

1. Submit a note signed by parents to the Headmaster at least one week in advance of the vacation, stating the reason for absence and the dates that will be missed.
2. Take the note to the teacher for filing.
3. All missed schoolwork must be completed within a reasonable time at the teachers' convenience when the children return.

Absences in Finals Weeks/End of Terms

If a family vacation occurs at the end of the term, advance permission is required (and should not be automatically assumed) and all assignments and tests must be completed in advance of the vacation at the teachers' convenience. If approved, students are responsible for ensuring all finals and final papers and assignments are completed by the required dates set by the teachers.

Absences from any or all classes during finals week require a doctor's note. Failure to provide a doctor's note will be considered truancy and an in school suspension must be served before grades will be awarded. Skipping a final is grounds for a failing grade on the final.

Bicycles

Students are required to park their bicycles in the bicycle racks immediately upon arrival at school. They may be removed from the rack only when the student is prepared to go home. The school does not assume responsibility for bicycles that are stolen; therefore, all students are urged to use a lock to avoid the possibility of theft. Students riding bikes on campus must wear a helmet and remain on the sidewalks.

Books

Each student must assume responsibility in caring for his/her books. Students will be assigned books by number and they must be covered to ensure that they have a long life. If a book is damaged or lost, payment is subject to its replacement value and must be made before final report cards are issued.

Car Line Procedures

- Between about 3:10 and 3:23 park in double rows in front of the school
- At 3:23 cones will block the rear of the line; the release bell rings and the students exit the building to load the cars.
- Please be in your car at 3:23 and all time when the kids are loading. Do not leave your car during the loading period to look for your kids or meet with teachers
- At about 3:26 the school doors will close. Adults and kids may not exit the doors at this time.
- At about 3:27 a staff member will signal when it is safe to move the cars.
- We try not to have cars and kids move at the same time. So when the line is moving we try to keep kids in the building and off the sidewalk near the line.
- If the line is moving and you are still waiting on kids, please circle around the outside of the lot and get in line again to repeat the process. (Please do not go through the parking lot itself.)

Please, we know it is tempting, but in the quest for the safety of the children **do not**:

- Load your kids when you are waiting for the next carline or anywhere but between the cones when the cars are stopped.
- Do not try to park in the parking lot and load your kids there while the car line is in operation. In general cars should not be leaving the parking lot until after 3:30.

Change of Address

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office.

Please notify the school immediately if you have a change of address during the school year.

Classroom Parties

Birthday parties are not permitted; however, a treat may be brought to the class in the morning to be distributed to the students at a time deemed appropriate by the teacher. Unless a blanket invitation is being extended to a class, private party invitations should be distributed away from school. Permission for other school parties or celebrations may be given at the discretion of the Headmaster with the teachers. Balloons, flowers, etc. should not be sent to school or placed in the lockers.

Communication

It is our intention to keep everyone informed about events that happen at the school. The main sources utilized are the Monday Mailer, the weekly newsletter, weekly progress reports, parent/teacher conferences, and general parent meetings. Any questions or concerns regarding the school and students should be brought to the attention of the Headmaster and/or the teachers. Please feel free to call or to set up an appointment and we will be more than happy to meet with you.

Monday Mailer:

The Monday newsletter is e-mailed home by the office on Mondays. If you do not have e-mail please contact the office for a hard copy of the form. On Mondays a Monday Mailer folder may also be sent home with the youngest child in the family. This folder is to be returned to the office. It may include, milk and pizza order forms, a monthly calendar of events, and any all-school communications that would occur during the school year. It is essential that both parents take the time to read through this mailer as it contains important information regarding the school. The mailer and any forms to be filled out are to be returned to school the following day.

Parent/Teacher Conferences:

There is one mandatory conferences held per year in the fall. The spring conference is optional. Parents may schedule meetings as

needed with the teachers throughout the year.

Parent meetings:

Parent meetings will be scheduled periodically throughout the school year. These meetings are designed to discuss items such as fundraisers, special events, and other school-related issues. These meetings may take place during the school day or in the evening.

Concerns

We encourage you to come to us with your concerns. Please send a note or call the office, and the teacher will get in touch with you. We feel strongly that there must be a proper procedure for communicating concerns back and forth in order to meet the needs of each child and the families. After communicating your concerns to the teacher, you may contact the Headmaster if you feel that further discussion is needed. All questions or concerns about school administration or procedure should go directly to the Headmaster.

Always go directly to the person if you have a concern, whether it is a staff member, teacher, administrator or another parent. Please be careful never to gossip, as this is contrary to Christian charity and the Spirit of our schools. Gossip is any talk that criticizes, demeans, puts down or casts a negative light on someone else in his or her absence, and is corrosive to community life.

Confidentiality of Records - see FERPA

Corporal Punishment

Corporal punishment is prohibited on campus or as a method of discipline to be used in any class or school-related activity by all staff, faculty, parents, volunteers, and administrators. Physical restraint of students may be used when the student poses a harm to himself or others.

Dental and Doctor Appointments

We request, whenever possible, that any appointments be made after school or on early dismissal days or vacation days.

Displays of affection

Romantic hugging, kissing, holding hands, or inappropriate touching is never permitted.

Dual Enrollment

Rising juniors and seniors, please notify the Headmaster by August 3rd if you wish to pursue dual enrollment. You will also need to begin the enrollment process via AMU in July. Time conflicts may make some dual enrollment classes unavailable. As this is a pilot program for us terms and conditions are subject to change.

Dual Enrollment Guidelines

- Classes are normally be taken at Academy and taught by Academy faculty.
- Approved juniors can substitute the following AMU classes for those at RJDA:
 - Any Foreign Language.
- Approved seniors can substitute the following AMU classes for those at RJDA:
 - Any Foreign Language, Math, Science, Theology.
- Upon those occasions when a junior or senior needs an Academy class required for graduation that is not on the above list, the student may petition the academic Dean and the Headmaster for permission to substitute a pre-approved AMU class.
- Qualified students at the Academy may, with the approval of the Academic Dean, enroll in after-school enrichment classes at AMU, provided they meet AMU's requirements for admission. The Academy cautions families and students to think carefully about this option so as not to short change social, spiritual and intellectual activities which may suffer as a result of overloading one's high school schedule. Remember the focus is on loving to learn and learning well. If enrichment classes will truly make you intellectually "richer" because you have excess capacity and a hunger for more, then dual enrollment may be for you.

- Students are not normally allowed to miss all or part of an Academy class so as to take an enrichment dual enrollment class at AMU.
- While dual enrolled, the student must continue to pay his or her full Academy tuition plus whatever fees are charged by AMU.
- For 2009-2010 AMU is offering a 25% dual enrollment discount for Donahue Academy Students. This is cost \$402 per unit or \$1608 per 4 unit class a savings of \$536.

AMU's Dual Enrollment Policy

The minimum age is 16 years of age. Participating students are required to have a 3.2 cumulative grade point average in high school.

A maximum of two classes per semester is permitted for dual enrollees. Dual enrollees file the standard Application for Admission and select "High School Dual Enrollment" under the special program section of the application. No application fee is charged for high school dual enrollment applicants.

To apply, high school dual enrollment applicants must submit the following:

1. A completed Ave Maria University application, with all required essays attached;
2. An official high school transcript;
3. SAT or ACT test scores, if applicable (Ave Maria's school codes are ACT: 6212 and SAT:4249); and
4. Two letters of recommendation, with at least one from an academic source. The letter of recommendation may not be from relatives.

Once a student seeking dual enrollment status has completed the admissions process, he or she will be notified of the admissions decision. Upon acceptance, the student must submit a \$150 deposit and an official class registration form. The deposit is applied toward the tuition and fees for the upcoming semester and therefore is not refundable after April 1st for the fall semester or December 1st for the spring semester. A dual-

enrolled student who intends to become a degree-seeking student must submit a new application for admission and all additional documentation needed to complete the admissions file.

Early Dismissal

A written note is required if parents wish their children to leave before dismissal time. When a child is to be dismissed during school hours, he/she will wait in the office for his/her parents or authorized person.

Electronic Devices

No item or device which disrupts a class or activity may be used during school hours. No voice or video recorders, pagers, cell phones, music players of any type, video or video game players or other recreational electronic items are to be used during school hours, including recesses, lunch and breaks. Cell phones must remain completely off and in the student locker for the entire school day. The use of picture phones or other cameras to take photos during school hours is prohibited. No member of the community may be photographed by another student without express permission. Failure to follow this policy will result in phone confiscation and repeated violations will result, among other things, in the student being forbidden to have a phone while on campus.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools

are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and

eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Field Trips

Field trips at The Donahue Academy of Ave Maria are planned with the purpose of supplementing and enriching the curriculum. No student may attend a trip without the necessary permission slip signed and applicable fee (if any) paid and returned to the teacher. The school will not accept any other form of permission slip other than the one provided by the school. Telephone calls are not accepted in lieu of the proper forms. The students are expected to maintain the same level of discipline away from school as is required at school. These trips are a privilege and may be denied to students who have not met behavior standards for the semester.

Guidelines for Parent Chaperones:

There are times throughout the school year when parents may be asked to serve as chaperones. This includes such activities as field trips or classroom activities. We truly appreciate your generosity in offering to help out on field trips and we depend upon your sense of responsibility for the safety of our children. Chaperones are expected to help supervise the students. If a parent volunteers to be with the class he/she must be aware of the responsibility. The school requires

parents to follow the same standard of dress and conduct as is required of the teachers. Parents not meeting the standards will not be permitted to act as chaperones.

We require the following:

- Each student must be in a seat belt at all times when riding in your car, therefore, only take as many children as you have seatbelts for in your car.
- Please do not make any unscheduled stops going to or from the trip.
- You are FULLY responsible for each child assigned to you. Their safety rests with you. Please give careful attention to each child as if he/she were your own.
- If you must bring younger siblings, please make prior arrangements with the teacher.
- Use the directions provided by the teacher instead of trying to follow the car in front of you.
- If cars are the means of transportation for field trips, a copy of the driver's license and insurance policy must be on file at the school office.
- Anyone working with our children in any way must be fingerprinted.
- No one may accompany a class on a field trip without clearance from the school.

Fire and Tornado Drills

In accordance with Florida State Law, fire drills will be held during the year. When students hear the signal for a fire or tornado drill, they should comply with the directions immediately. The teacher in each room has specific directions that must be heard and followed if the drill is to be carried out appropriately.

1. Move out as soon as the bell rings in a quiet, orderly manner.
2. Stay alert; follow directions.
3. Do not talk, run or push.
4. Keep calm.
5. Return to your classroom quietly when the Headmaster gives the all-clear signal.

Fundraising

The families of The Donahue Academy of Ave Maria have been the beneficiaries of generous contributions and grants. However, to be good stewards of our resources and secure financial stability, we ask that each family participate in various fundraising options in order to reach a set monetary goal.

Gum

Gum is not allowed at The Donahue Academy of Ave Maria at any time or place during the school day. Candy is only permitted at certain times, at the discretion of the teacher.

Health Issues

- All students are required to have a completed emergency card and health form on file in the office.
- The Donahue Academy of Ave Maria is a smoke-free environment.
- Physicals are required for all new students entering the school.
- Communicable Diseases must be reported to the school office immediately. When a child develops a rash, such as impetigo, ringworm, pink eye, etc., the parent will be called and the child must be picked up immediately. A doctor's note is mandatory for re-entry into the classroom.
- Head Lice
- When a student is found to have head lice, the parent will be called and the student sent home for treatment and removal of nits.
- Upon returning to school, the student will report to the Headmaster with parent/guardian to be checked for the absence or presence of nits.
- Only when the student is found to be nit-free will that student be permitted to return to class.
- When head lice is reported in a class, all students in that class shall be checked for the presence of nits.

- Parents will then be notified that head lice are present in the classroom.
- Before returning to school, for the well being of the child and in concern for classmates, the sick child should be fever-free, vomit-free and diarrhea-free for a 24-hour period. When the student returns to school, he/she is required to bring a written note from parent/guardian.

Medication

All medications must be brought to the school office in original marked containers. Aspirin, Tylenol, cough drops/syrup, decongestants, and other over-the-counter medications may be sent to the office with a letter of consent and instructions from the parent/guardian or the physician. These medications shall be safeguarded at school to avoid ingestion by the wrong student.

The prescription drug and medicine authorization form must be completed before any prescription medication will be dispensed from the office.

With proper written authorization, students may carry medications to prevent life-threatening conditions (e.g., asthma inhalers, epi-pens, insulin).

Home and School Association

The Association will be made up of school personnel, committee coordinators, committee members and service providers, under the direction of the school Headmaster. The Association's functions are as follows:

- To enable and promote a clear understanding of the mutual educational responsibilities of the parents/guardians with the school (as taught by the Catholic Church: see *Familiaris Consortio*). Together we participate in and help to coordinate many support services for the school in a spirit of self-sacrifice and charity with our Lord Jesus and His Blessed Mother as the prime examples and inspiration of all that we do. The various

functions and services that will be made available throughout the year will allow families to invest their time and talents in the school in order to enrich the children's education and to help bring down the operational cost of the school.

- Volunteers are and will continue to be vital to the daily and long-term life of The Donahue Academy of Ave Maria. With their support and assistance, we can continue to ensure a quality Catholic education for God's children.
- Fundraising is a key function of the Home and School Association. Funds raised by our parents and students throughout the year enable the school to offset some of its purchases, such as computers and technology, library books, science equipment, and more.

Homework

Homework is planned to meet the needs of students. Research shows that schools that incorporate homework into the curriculum produce better students. Homework is assigned in an effort to:

1. Reinforce concepts and skills that have been presented in class.
2. Foster the student's creativity and discipline through enrichment projects or research.
3. Train the students to work independently and to accept responsibility for completing a task.

The Donahue Academy of Ave Maria follows the "Zero Rule" for homework time allotments. A zero added to the grade level of the child indicates the amount of time the child should expect to spend on homework on a regular basis. For example, a first-grade student would have 10 minutes of homework a day, while a fourth-grade student would have 40 minutes of homework.

This "Zero Rule" is exclusive of long-range assignments/projects, tests, etc. This time allotment must be flexible, due to the variation in ability level in students. Some students may require a longer period of time to perform a task. Parents are encouraged to provide conditions at home, which are conducive to the formation of good study habits and good work. If you feel your child is receiving too much homework please keep a daily log of the time he or she is spending on each subject, please

ensure that the time recorded is focused time spent on a subject and not just time spent in a room or at a desk or computer. This will help us monitor and sequence our homework.

Students have assignment books (planners) to help organize assignments and keep track of due dates. Parents are to check them every evening. Parents should not bring in forgotten homework.

Make-up Work

A student who has been absent is responsible for making up missed assignments. Teachers should not be interrupted to provide homework. In case of an illness, requests for homework are available after the second day of an absence. Such requests should be made to the secretary by 10:00am on the second day to insure their availability by dismissal time. Please indicate who will be picking up homework when making the request for homework.

Honesty and Integrity

- Students are expected to tell the truth. Lying, the forging of signatures or falsification of any home-school communications (verbal or written) is prohibited.
- Cheating is dishonest and is the equivalent of lying. Cheating may entail, but is not limited to, “cheat sheets”, notes, or the use of prohibited devices for a test or assignment; obtaining copies of a quiz or test before it is given; looking at or copying the answers of another during a quiz or test, copying an answer on an assignment that was intended for individual completion (or knowingly allowing another to copy your work or answers); plagiarism-which is copying the text of a published work and presenting the copied words or ideas as your own without citing the source; any other means whereby the student does not make a concerted effort to complete an assigned task on his/her own in the manner as directed by the instructor.
- Students may receive a zero or “F” on any assignment, quiz, or test that involves cheating.
- Continued violations may result in further disciplinary action.

Image Authorization

The Donahue Academy asks parents to agree in writing to the following rights when signing the Statement of Acceptance:

1. To use the name, photograph, picture, portrait, voice, appearance, likeness, performance (herein after collectively known as “image”) of your child in connection with its educational, promotional, fund-raising activities, or for any other legitimate purpose;
2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of your child individually or in conjunction with other images of printed matter in the production of brochures, slides, motion pictures, broadcasts (radio and television), audio or video tape, recordings, still photography, CD-Rom and any other manner of media now known or later developed;
3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of your child individually or in conjunction with other images or printed matter on the school’s Internet web site. No names or personal information, such as, home address or phone numbers will be published;
4. The right to record, reproduce, amplify, edit, and simulate your child’s image and all sound effects produced; and
5. The right to copyright, in its own name, works that contain the image of your child; and
6. The right to assign the above-mentioned rights to third parties.

The Sisters of Mary Mother of the Eucharist are specifically entitled to use of images under these terms.

Please understand that the videotape, still photos, or other media incorporating the image of your child will become the property of the school. You hereby waive the right to inspect or approve your child’s image or any finished materials that incorporate said image. Please understand that no compensation will be provided, now or in the future, in connection with the use of your child’s image, and

nothing herein will create any obligation on the part of the school to make use of the rights or materials set forth herein.

Keeping the School Clean

Students shall help keep the classes, halls, and outside areas of the school clean at all times. Students should help with the room clean up at the end of each class hour or as designated by the classroom teacher. Older students may also be required to assist in cleaning up after lunch.

Liturgy

The Holy Sacrifice of the Mass is offered daily and all students have the privilege and are required to attend. The students can actively participate in the Mass by reading, singing, altar serving and preparing the altar. While active participation is encouraged, the primary form of worship is 'being present' and offering oneself in love to the Triune God. This is demonstrated by reverence for the Blessed Sacrament and prayerfully responding to the parts of the Mass. The students will be properly instructed according to the *General Instructions on the Roman Missal*.

In order for the students to fully embody the richness of the Sacraments, parents need to witness in their lives an authentic love for the Church. Failure to fulfill the Sunday Mass obligation will not only confuse the children but will diminish the fiber of each family's spiritual life. Families are welcome to the daily Mass at each school. Please be cognizant that each child sits with his/her class and the students have precedence regarding seating.

Lost and Found

Children's names should be placed on all personal items. These include each gym shoe, gym shorts, gym shirt, book bag, lunch box, coat, hat, sweater, etc. Lost articles will be placed in the lost and found, which is located in a designated area of the school. Lost articles can be claimed by identifying them. Articles not claimed will be given to an appropriate charity at the end of each quarter.

Lunch Time and Lunch Duty

Each student must bring a lunch to school, and milk is provided for a fee. On occasion, there will be special fundraising lunch programs. In an effort to develop responsibility and Christian charity, if a child forgets his/her lunch, parents do not bring it for them. Instead, other students are given an opportunity to share their lunches with the child.

All parents are required to participate in a series of lunch duties throughout the course of the year. The number of families registered in the school will determine the amount. If you know that you will be unable to perform these duties, please contact the office and lunchroom coordinator. There is a \$25 per lunch duty donation for those parents who are unable to assist at lunch duty. Other volunteer opportunities will be made available to you throughout the course of the year. If you are on lunch duty, please be prompt, arriving at the designated time for the school. Lunch duty ends after cleanup. If you are not able to attend, you are responsible to find a replacement. In emergencies, please call the school. Your help is greatly appreciated, as it helps us to keep our costs down. One adult should be in the gym, one adult on the blacktop outside, and one adult in the little kid's playground (Grades K-2 only)

At 12:30 Lunch cleanup begins

- The adult need only supervise the work. The pre-selected group of students will do the cleaning.
- They will wipe down all tables with a warm vinegar/water solution available in 2 buckets.
- They will then fold the tables and move them to the gym floor just in front of the stage.
- They will then sweep the blue eating area and ensure all trash and debris is cleaned up.
- If necessary the adult volunteer may need to spot mop any spills or particularly dirty areas. Please only use vinegar and water- no soap! on the floor.
- Please make sure all brooms and mops are stored, the buckets are empty, and wash rags rinsed and hung out to dry.
- Lunch ends at 12:42- the kids return from outside, put away the balls and head to class which starts at 12:45.

General Rules for Students at Lunch

- No students in the main hall during lunch (even if they forgot a book).
- No balls in the gym during lunch/recess
- No “hanging out” or eating in the bathrooms
- The chapel is open
- No running in the bleachers
- No dangerous horseplay or uncharitable words or behavior.

Mistreatment of Children

Abuse

1. School personnel who suspect any form of child abuse report such suspicions when reasonable cause is present. Those mandated to report in the school are the Headmaster, teachers, guidance counselors, psychologists, and social workers.
2. The legal definition of suspected child abuse is "any child under the age of 18 who has had physical injury or injuries which are at variance with the history given of them or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, or cruel punishment." Under this law, it is conceivable that a child who is suffering from neglect at home could be reported as being abused. Similarly children who manifest emotional disturbance which may come from maltreatment at home might also be reported. Persons mandated to report under this law must use their good judgment.
3. In the event that any staff member suspects a case of child abuse which has not been observed in the school situation, he/she would then make an individual report at his/her own discretion.
4. If any of the staff members listed above (with the exception of the Headmaster) has reason to suspect a case of child abuse, he must report the facts to the Headmaster and either party may make the report. If the school Headmaster directly suspects a case of child abuse, the Headmaster will make his/her own report. All reports

will be made orally by telephone. Headmasters and social workers can provide the telephone number of the nearest Department of Children and Youth Services. The Headmaster will insure that this oral report be followed within 72 hours by a written report on the state designated form. Reporting the incident to the Headmaster does not necessarily release the staff member. Any person who makes an "in good faith" report shall be immune from liability for such action. Concerns related to the headmaster him or herself should be directed to Board Member Mr. Paul Roney, 239-280-2514 or to the Florida Abuse Hotline below.

5. Misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student should be reported directly to the state of Florida via the **Florida Abuse Hotline: 1-800-96-ABUSE** further information is at <http://www.dcf.state.fl.us/abuse/>.

Money and Valuables

Students are requested to bring money and valuables to school only if necessary. The school cannot accept responsibility for money or valuables that are lost or stolen. If it is necessary to have them, the owner is to leave them in the office for safekeeping.

Parent/Teacher Conferences

In addition to report cards, formal Parent-Teacher Conferences are conducted twice a year. For the first set of evaluations (usually held in the fall), these fall conferences are mandatory. For the other set of evaluations (usually held in February), there may be conferences at the option of either the parent or the teacher. After-school conferences can be arranged by calling the school office. Parents are requested not to bring students or siblings with them to Parent/Teacher conferences.

We ask that teachers not be interrupted while school is in session. Please do not attempt to have a conference with a teacher prior to the school day, after Mass, at lunch or recess time, or during dismissal, unless prior arrangements have been made with the teacher. Please call the office during school hours and leave a message for the teacher and he/she will

get back to you as soon as possible. You may also communicate via the weekly progress reports, letters or email which is left to the discretion of the teacher(s). Communication between the home and school is greatly encouraged.

Parent Volunteers

The Donahue Academy of Ave Maria considers its parent volunteers as a very special resource. All parents are required to volunteer throughout the course of the year. Family involvement in the school and the education of the children is central to the philosophy of Catholic education as parents are the primary educators of their children. There are many ways in which you may volunteer at the school, including but not limited to the following:

Lunchroom helper; driver for special activities; Liturgy helper; field trip chaperone; covering books; décor/bulletin boards; classroom assistant; helping run special events; cleanup; science and technology; hospitality; computers; garden care; works of mercy; advertising; repairs and maintenance; fundraising.

Parents are encouraged to help in a variety of ways. Your child's teacher may provide you with opportunities throughout the course of the year, or you may call the office to sign up for various volunteer activities.

Physical Education

As part of the curriculum, all students are required to participate in regularly scheduled physical education classes, unless they have a written exemption from a physician for being physically unable. These exemptions are to be presented to the Headmaster who in turn will give the student a written excuse.

Students must bring the required gym uniform on days of scheduled classes. Clothing may be stored at the school until P.E. class and then taken home the same afternoon. Please label all clothing. Kindergarten through second grade students do not change for P.E. class.

Playground Rules

For his/her own personal safety, each child should use the equipment and playground in a safe, approved fashion.

1. Respect each other and adults on duty. Disrespect in speech or action is to be reported to the Headmaster.
2. If you run into someone by accident, stop and excuse yourself before going on to play.
3. Play only in the assigned area.
4. Do not stand on swings, twist them or swing sideways.
5. Only one person at a time should go down the slide, always go up by way of the stairs and no pushing on the ramp of the slide.
6. No fighting, wrestling, tackle-play or tackle-football.
7. No fence or tree climbing or playing in standing water or ponds.
8. When the bell rings to come in, stop playing and talking immediately and line up in front of your teacher.
9. Teasing of students will not be tolerated under any circumstances and will be dealt with in a very strict manner.
10. No food or drinks are to be taken outside at recess, unless supervised by the teacher.
11. Students must get permission from the teacher on duty to go inside for any reason.
12. All equipment is to be respected and all balls, skipping ropes, etc., are to be brought into the school building.

Students are expected to use playground equipment in a safe manner that will not cause injury to themselves or others and will not cause damage to the equipment. Students are expected to follow all rules and respect the authority of the playground supervisors (teachers and parents). Students are expected to show consideration and respect for the rights and possessions of other students so that recess will be a happy experience for every child. Students are encouraged to report problems to the supervising personnel when the students themselves cannot find a peaceful resolution. Since we are a Catholic school, we expect students to play in a manner appropriate for young Christians. It may be necessary to contact parents if a child is involved in a serious playground problem or continues to be uncooperative during the recess period.

Prayer

By regularly recalling the presence of God throughout the day, the students and faculty experience the inner-peace, which is a result of remaining in Christ the Vine. This encounter takes place within the Catholic culture especially through regular prayer time, adoration of the Blessed Sacrament, and seasonal devotions. The students are encouraged to make regular visits to the Chapel.

Release of Information - see FERPA

Report Cards/Reporting of the Student's Progress

Report cards are issued four times a year. Tuition must be current to receive the report card. If a student is absent fourteen days in a grading period, he/she may not receive a report card until all work is satisfactorily completed. It is the student's responsibility to ask for and complete all missed work due to absence.

Kindergarten Report Cards:

The following marking code indicates the progress of the students according to his/her own ability. The grade of (S) is for satisfactory and (U) is unsatisfactory. In an effort to assist you in understanding your child's progress there are further marks given for the student, which indicate strengths and weaknesses.

- () No mark indicates that the performance is *satisfactory*
- (+) A 'plus' mark indicates an area of *strength*
- (n) An 'n' indicates *needed growth* in this area.

The Kindergarten report card also provides a listing of social development and personal development skills. Space is provided for comments from teachers as well as parents.

1st – 2nd Grade Report Cards:

The marking code used for subjects in the early primary grades is (S) for satisfactory and (U) for unsatisfactory. In an effort to assist you in understanding your child's progress, there are further marks given for the student, which indicate strengths and weaknesses.

- (+) Area of Strength
- (-) Area needs Growth

Blank Satisfactory

3rd- 12th Grade Report Cards:

The marks for all other grades are given according to the following grading scale:

99 – 100	A+	79 – 78	C+
98 – 92	A	77 – 72	C
91 – 90	A-	71 – 70	C-
89 – 88	B+	69 – 68	D+
87 - 82	B	67 – 62	D
81 – 80	B-	61 – 60	D-

Grade Point System Grades 7-12

The grading scale of the Academy is based on a 4.0 scale. The instructor determines the final grade of a student in each course. Grades, along with points for calculating grade point average, are the following:

A 4.0

A- 3.7

B+ 3.3

B 3.0

B- 2.7

C+ 2.3

C 2.0

C- 1.7

D+ 1.3

D 1.0

D- 0.7

F 0 Failure

P Pass Not used in GPA computation

AU Audit Not used in GPA computation

(I) Incomplete—An incomplete grade on a student's transcript will become an "F" if the coursework is not completed by the date required by the instructor or the end of the semester immediately following the earning of the "I." whichever is shorter.

(CE) Credit by Exam—Not used in the computation of GPA.

(NR) Denotes a course for which a grade was not reported.

(TR) Denotes accepted transfer credit.

Quality Grade Point Average

A student's academic standing at the Academy is measured by the Quality Grade Point Average (QGPA). *To calculate the QGPA, multiply the number of credit hours attempted by the numerical value of the grade (A=4, B=3, etc.).* This total is a student's quality points. Divide the total quality points by the number of credit hours attempted to obtain the quality grade point average.

Only Semester Grades appear on the final transcript and are used to award credit and determine final GPA. Interim grades on the report cards are progress tracking grades only.

Honor Roll Levels

Dignitate Prima 3.9 and above
Dignitate Secunda 3.75-3.899
Dignitate Tertia 3.6-3.749

Graduation with Honors

The Academy awards Diplomas with honors for distinguished achievement according to the following system:

Summa cum laude cumulative GPA of 3.9 and above.
Cum laude cumulative GPA of from 3.6 to 3.749;
Magna cum laude cumulative GPA of between 3.75 and 3.899;

Satisfactory Academic Progress

The academic progress of all students, K-12, will be reviewed at least at the each end of each school year. At any time, however, students not progressing satisfactorily may: 1) be put on academic probation and be required to meet certain criteria in order to continue their enrollment, 2.) be denied promotion and forced to repeat a grade, or 3.) be required to withdraw.

All failures are reason for grave concern, but typically a student failing 2 or more classes in a year is subject to required summer study, required approved tutoring, or also may be subject to repeat the grade level or dismissal from school. Students who are required to repeat a grade level may not repeat more than one grade level during their time with us.

If a 9-12 student fails a course for the semester, the student should immediately meet with the administration in order to determine his or her options. If the necessary make-up course is not available through the school, the student must seek approval from the administration to repeat the course via a pre-approved program.

A failing grade that is received for any class remains on the student's transcript. The second attempt will also appear on the transcript. Both attempts will be computed in the student's grade-point average. Cumulative GPA is calculated on all courses attempted at RJDA and all transfer credits accepted by the school.

Credits for grades 9-12

Semester classes = .5 credit
Yearlong classes = 1 credit

High school required credits are:

Humanities (English and History)	=	8
Foreign Language (Frosh/Soph Latin)	=	4
Math	=	4
Science	=	4
Theology	=	4
PE	=	2
Music/Choir	=	2

Art	=	2
Logic	=	.5
Rhetoric	=	.5
Total	=	31

Skipping a Grade Level

In cases where a student is allowed to skip over a grade level, it is usually best and most indicative of future student success when that request is initiated by the faculty who see a gap first hand and as a group see skipping a grade as the only reasonable way to fill that gap. In advancing a student beyond his or her age level peers we look for a high probability that the student will move from the top of the class in the lower grade to the top of the class in the advanced grade and that curricular goals/expectations can be met.

If the parents request to skip a grade, either to move a student who had been previously retained up to his or her age level peers or to advance beyond grade level peers, the request should be made directly to the headmaster in writing, and well in advance of the start of the next school year. The Headmaster will consult directly with the academic dean and the faculty members working with the student. When making a decision to advance or not, we look at test scores, curriculum exposure, grades, class performance, social issues and age. When possible and appropriate we try to find a path for students to regain parity with their age-level peers. Such a path may require more than a year to implement and require summer or other extra study. Our goal is to place the student in the environment most likely to lead to overall student success and mastery of our complete curriculum.

Deficiency Notices

Deficiency notices are e-mailed home midway through each grading period. These slips inform you that your child is not

working to his/her potential or that he/she is doing below average work or exhibiting continued poor conduct or study skills. All deficiency slips are to be signed and returned to the teacher.

Right to Privacy - see FERPA

School Closing

The Donahue Academy of Ave Maria will follow the decisions reached by the Collier County Public School Board in regards to closing due to weather unless the Public Schools are being used as a shelter for residence and bad weather is not imminent. During adverse weather conditions, teachers and parents should monitor the local television and radio stations for announcements. We also have an emergency phone tree to assist in communication if necessary.

School Office/Telephone Usage

The school office is open from 7:50 a.m. – 3:50 p.m. Monday through Friday when school is in session. Teachers or students may not be called out of class or to the telephone except in the case of an emergency. Any messages or articles should be left at the office. Faculty members may be reached by calling the school office and leaving a message to return the call. Teachers should not be called at their homes unless this has been arranged in advance with the teacher.

The phones in the school office are for school business only. Students should use the phone rarely and only in the case of an emergency. Arrangements for transportation, etc., should be taken care of before the student leaves for school in the morning. Cell phones must remain fully off and stowed throughout the entire school day. No phone calls, texting, or other communication with persons outside school property is allowed during the school day.

School Property

Students are required to pay for all damages done to school property for which they are at fault. Students have the sole responsibility for all books issued to them. All lost hardbound and softbound books must be replaced

at the publisher's price. All desks and storage areas provided for students on school premises remain the property of the school.

Search

Because the teacher or Headmaster has a legitimate interest in personal safety and protection of all students within his or her care and custody, the administration reserves the right to search for and seize weapons or other dangerous or illegal objects where the teacher or Headmaster has reasonable grounds to believe that such are in the possession of a pupil, especially where the pupil has no reasonable expectation of privacy - e.g. lockers, desks and books.

In addition, the Headmaster and teachers may make reasonable searches of persons, clothing, lockers, desks and books or book bags in any effort to uphold school guidelines or basic classroom rules.

Service Hours

Thirty hours of service is required from parent each school year. Any hours that are not fulfilled will be billed at \$25.00 per hour. Failure to pay this debt will be treated just as tuition debt and may also affect a family's eligibility for financial aid.

Skateboarding

Skates, skating, skateboards and skateboarding are not allowed at any time on campus. Skateboards should remain at home and in the building or the lockers.

Student Records

Teachers, because of their legitimate educational interests, are granted access to student records. Designated clerical staff may have access to student records for the purpose of making entries or maintaining records. The student's parent or legal guardian has the right to inspect all of their child's records in the presence of the Headmaster or her delegate and with an advance request. In cases of parent separation or divorce the non-custodial parent shall have the same access rights to student records as the custodial parent unless restricted by order of the court.

Technology Use Agreement

As a school-based computer user, students agree to the following rules and code of ethics:

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I also recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non academic purposes. I will not waste or take supplies, such as, paper, printer ribbons, or diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel. All media from home must be free of viruses.
3. I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in any communications.
4. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my own floppy disk. I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. I understand that each student who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource.

6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or phone number nor those of other students, teachers, or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.

As a student, I will read and accept the Technology Use Agreement. I understand it and will abide by it. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

Testing

In order to ensure that The Donahue Academy of Ave Maria is meeting the highest possible academic standards, most students are given a standardized test on an annual basis. There is scheduled standardized testing of all students in grades three to eight. Each October all students will take the Iowa Test of Basic Skills (ITBS) standardized test. Students in the second grade will be tested using the ITBS in the spring. The results of the test are not reflected on the student's report card.

Tuition and Fees

Tuition for each year is determined by the needs of the school and is set by the Donahue Academy of Ave Maria Board. Payments must be kept

up-to-date. The school will not refund monies once received. There is no refund for any tuition or fees for voluntary or involuntary withdrawal. The tuition is established by the School Board each year and is subject to change as the costs of operations increase.

Tuition covers only part of the per student cost at The Donahue Academy of Ave Maria. Parents are reminded that the financial support of benefactors and Ave Maria University as well as the Oratory Church in Ave Maria are all very important and have not only enabled the initial construction of the school, but support its operations in direct and indirect ways. We are grateful for their ongoing support. You are all sending your children to The Donahue Academy of Ave Maria in order that they may receive a quality Catholic education. The school is dedicated to providing that education, but the school must operate on a budget and that budget is predicated on the tuition being paid in a timely manner.

Students will not be allowed to begin the new school year if there is any outstanding payment due. Report cards and school records cannot be released unless tuition and fees are paid in full. Delinquent accounts shall subject the student to dismissal

The tuition will be automatically withdrawn by FACTS Tuition Management from a predetermined bank account of your choice. Election may be made to have your automatic tuition payment withdrawn on either the 5th or 20th of the month. If the 5th or 20th of the month falls on a weekend or bank holiday, the payment will be withdrawn on the next business day.

Please see FACTS informational pages regarding declined payments. As to the school policy regarding declined payments:

- a) 1st declined payment, your child/children may continue attending school.
- b) 2nd declined payment, your child/children will not be permitted to attend classes until your account is paid in full.
- c) 3rd declined payment, if no other arrangements have been agreed to, your child/children may no longer continue at The Donahue Academy of Ave Maria. Payment would still be due to the school.

Tuition Assistance

Assistance may be granted by The Donahue Academy of Ave Maria. Tuition assistance is offered on a year by year basis, and receiving aid one year does not guarantee similar assistance in the future.

Uniform and Dress Code

The Donahue Academy of Ave Maria Dress code attempts to ensure a look that is conservative, modest, clean-cut and uniform. It is up to the school administration to interpret and determine the dress code, any exceptions or amendments necessary to address unforeseen issues. It is the responsibility of each student's parent to ensure that the dress code is followed. Any student not in the proper attire is asked to bring a note from home.

- Students are to be modest, neat, clean, and well-groomed.
- Shirts are to be neatly tucked in. Oxford shirts should be properly fitting, long or short sleeve, all white dress shirts available from any store.
- Skort length must be at or below the knee.
- All pants and shorts will be worn with a belt secured at the waist and must be properly sized for the student.
- All shoes must fit securely with the shoelaces tied. All socks must be solid and without logos.
- No visible or simulated body piercing or tattoos.
- Visible make-up of any kind is not permitted with the exception for girls 9th grade and above who may wear subtle makeup and nail polish.
- Hair must be neat, clean, and conservative and remain out of the eyes. No extreme haircuts or styles. No artificial coloring, tinting, or highlighting. Boys' hair must be above the eyebrows, ears, and collar. Boys may not have facial hair.
- Jewelry:
 - Boys only permitted one watch and one religious medal.
 - Girls 6th and younger permitted one watch, one religious medal, one ring, and one set of small earrings.

-Girls 7th and up permitted one watch and two necklaces, two rings and two sets of earrings.

- Except for oxford shirts, navy sweaters, shoes and socks, all other clothing items must be purchased from Renegades Sportswear, 11857 Metro Parkway, Ft. Myers, FL., 33912 (239)275-6720) M-F 9am-5pm. This is especially important for pants and shorts as the cut, wear, sizing, and style needs to be the same to assure a standard look.

Basic Uniform:

Girls K-2

Jumper	Plaid jumper- with shorts underneath
Blouse	White blouse with Peter Pan collar
Socks	White bobby Socks
Shoes	Black Stride Rite Jillian Mary Jane (MJ) or Molly MJ Black Jumping Jack Black Keds Mary Jane

Girls 3-6

Skort	Plaid
Shirt	School Polo
Socks	White bobby Socks or Blue knee socks (no sheer)
Shoes	Black Mary Jane

Girls 7-12

Skort	Khaki
Shirt	White oxford
Crossover tie	Solid Blue
Socks	Blue knee socks (no sheer)
Shoes	Brown Dress Shoe- honey or white sole
Blazer	School Logo

Boys K -6

Pants	Navy pants <u>or</u> shorts
Shirt	School Polo
Belt	Dark
Socks	White over the ankle cotton sock

Shoes	Black Stride Rite Austin (Tie or Velcro style) Black New Balance 622 <i>only for men's sizes</i>
<i>Boys 7-12</i>	
Pants	Khaki Pants
Shirt	White oxford
Tie	School Tie
Belt	Dark
Socks	Solid brown or khaki dress sock
Shoes	Brown Dress Shoe- honey or white sole
Blazer	School Logo

Hot Weather Uniform

For roughly the first and last month of school and at other times upon notification by the school, prep school students may wear the white school logo polo shirt in place of the white oxfords and ties. No shorts for grades 7-12.

Cooler Weather

Dark navy acrylic button front sweaters from Renegades (with logo) or identical sweaters (from other stores without a logo) or school blazers may be worn during cooler weather. No sweatshirts or other outer gear may be worn in the building, but may be worn while outside.

Gym Uniforms

- Shorts: School logo shorts
- Shirts: School logo athletic shirt
- Non-Marking Tennis shoes and white athletic socks

Dress Down Days

Upon occasion, the Headmaster may allow for a dress down day. Such a day may also require a donation. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the Headmaster for the occasion.

- All clothing must be modest and without any offensive or suggestive wording, including references to drugs, alcohol or music groups.
- Clothes should be clean, properly fitting, not reveal undergarments or midsections; dresses and tops should have sleeves.
- Skirts and shorts should be of such a length that they extend beyond the tips of the fingers when the students hands are at their sides.
- Pants and shorts should be secured at the waist.
- No sandals or open-toed shoes.

Withdrawal

Parents are asked to notify the office several days in advance of the date of withdrawal. This gives the office sufficient time to complete the proper records. School records are not released until all materials are returned, bills paid, and release signed. No refund of tuition or fees is available.

Visitor Sign-In Policy

In the interests of school security all visitors (non-students) must check in at the office. Please enter through the main doors near the school office. The staff firmly maintains that unnecessary classroom interruptions disturb instructional momentum. Accordingly, all communications to the students must go through the school office.

Volunteers

Volunteers and visitors, including parents, must sign in at the reception desk in the main lobby when they enter the building and sign out when they leave. This includes parents coming to eat lunch with students in the lunchroom. All volunteers, including parents, must complete a volunteer form and submit their fingerprints to the school office before volunteering with students. Each volunteer must be fingerprinted and complete three forms (Complete Volunteer Application Form, Code of Conduct Form, and Attestation of Good Moral Character Form.) These forms can be picked up at the school office and will only need to be completed once while your children continue through all grade levels.

Weapons Policy

Weapons are prohibited on school property, in attendance at a school function or on any school-sponsored transportation. This school adheres to the Gun-Free School Act of Title VIII. All firearms are prohibited. Firearms mean any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or destructive device. Possession of other weapons such as knives or any other item which can be used as a weapon is grounds for disciplinary action, including expulsion.

APPENDIX STUDENT CODE OF CONDUCT

Rationale

Every school has a code of conduct, a discipline plan for helping children learn to function in the society of the school and in the wider world. A discipline plan applies to the school as a whole as well as to the classroom. However, discipline is nothing more than Christian formation. It is the individual formation of each child which enables him to see himself and the world as God sees it, and to act as God would have him act at all times. The goal, then, of discipline is true cultivation of virtue, so that the child is interiorly directed away from sinful habits and toward God Himself. This means that all discipline plans must be rooted in God Himself, from whom the dignity of the human person is derived, and need to take into consideration the workings of grace and sin.

The word “discipline” comes from the same root as the word “disciple.” Therefore, discipline is seen as something essentially positive, coming from each student’s following of the precepts of Christ. The emphasis is placed on each student’s development of self-discipline and responsibility based on Christian virtue. Students are expected to conduct themselves at all times according to the highest standards of polite, respectful, Christian conduct. Actions, behaviors, or items contrary to teachings of Christ and His Church are inappropriate in our Catholic school.

The greatest obligation for teaching a child good moral conduct and self-discipline rests with the parents; the school accepts the responsibility of assisting the parents with that task. It is imperative that the student be convinced that his/her parents fully support the school and expects the student to adhere to the school’s rules. Without this understanding, the student may think that home and school bear no relation to one another. This can cause the student to behave/communicate differently at home and school. Even in situations of disagreement, it is in the best interest of the student that parents and teachers come to an understanding which will safeguard the student’s respect for parental and school authority. We can best serve the children by working together.

Development of Student Attitudes and Conduct

The Donahue Academy of Ave Maria’s Code of conduct shall include, but not be limited to, the following concepts:

1. A student is considered a student 24 hours a day, and is expected to act in a manner consistent with his/her enrollment at all times.
2. Students shall treat each other, school employees, and guests with Christian courtesy and respect at all times.
3. Any disruption of the learning environment is considered an infringement on the rights of others and handled accordingly.
4. Students shall use material items with care and respect to show that they understand the necessity to be stewards of creation.
5. At designated times during the school year; teacher provides positive incentives to encourage the practice of Christian virtues and self-discipline.

The teacher is the key person in school discipline. The teacher is expected to make every effort to handle personally the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school Headmaster, then the teacher should seek his/her assistance. Parents are expected to fully support the teachers in the implementation or their behavior modification programs. This is essential in assuring an environment of respect and order. This is necessary in order for a classroom to run in an efficient manner.

Normal disciplinary procedures in the classroom include, but shall not be limited to, the following:

- warnings, written or verbal
- loss of free time or recess
- contacting the parents
- detention scheduled by the teacher
- a visit to the Headmaster's office
- student contract

Student Misconduct

All school rules govern student behavior in the following situations:

- On the school grounds at any time
- Off the school grounds at a school activity, function, or event

Students are capable of many serious actions worthy of disciplinary action, all of which cannot possibly be listed. The Donahue Academy of Ave Maria reserves the right to judge the seriousness of the actions and the disciplinary consequences which will arise from them, including detention, suspension, or expulsion. Examples of behaviors worthy of stringent disciplinary action include, but are not limited to, the following:

Serious Misconduct

- disruption or obstruction of any lawful mission process or function of the school
- damage or attempted damage of school property or the property of another
- physical or verbal assaults
- use of profane or vulgar language
- possession of knives, firearms, weapons, etc.
- obscene conduct or possession of, via print or electronic media, obscene literature or pictures
- stealing, gambling, extortion

Other Acts of Misconduct

- truancy, excessive absenteeism, tardiness, self-dismissal
- cheating, forgery, plagiarism
- violation of uniform code
- missing or late homework assignments
- disrespectful language or actions toward any staff member, faculty or student

Substance Abuse

The use or possession of illegal drugs, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property

or while attending or participating in any school-sponsored activity is forbidden and will result in disciplinary action which may include expulsion. This school is committed to a drug- and alcohol-free environment. To accomplish this goal, schools have the right to implement a number of measures including mandatory drug testing upon enrollment, random drug testing and random drug sweeps, including searches of any possessions. Failure to comply with these procedures may result in expulsion. The school is willing to assist students suffering from substance abuse. To accomplish this, the school may take a number of measures, including conferences with parents, drug testing, assessment by a certified drug counselor, enrollment of a student in a treatment program, and random testing throughout the year.

Adults must not use or possess or be under the influence of any alcoholic beverage or illegal drugs while in the presence of minors at any school function or organizational meeting. This includes sporting events, scouting activities, holiday programs, fine arts performances, etc.

Disciplinary Forms

Serious unacceptable behavior may result in automatic suspension and ultimately, expulsion. The administration reserves the right to judge the seriousness of actions, and to resort to immediate suspension if the influence of a particular student is detrimental to the purposes of the institution or to the morale of the student body. Other acts of misconduct can result in disciplinary action. Usually these offenses would not result

in expulsion or suspension; however, repeated occurrences may result in such action.

Detentions

- Detentions will be given at the discretion of the administration and teacher. The teacher and/or the Headmaster schedule detentions.
- Students may not be tardy to detention.
- Detentions are required school events that take precedence over all other student obligations and commitments.
- Detentions issued before lunch are served the same day at lunch. Detentions issued after lunch are served at lunch on the next school day. Failure to report to a detention is a serious matter resulting in additional disciplinary action.
- Repeated detentions (more than 3 a quarter) may result in other increased sanctions.

Alternative Discipline

Alternative discipline is used for acts of misconduct not rising to the level of serious misconduct, or in conjunction with other measures taken to address serious misconduct. At the discretion of the teacher and/or Headmaster a student may be:

- assigned additional schoolwork including work after hours or an educational project
- denied the privilege of recess/break
- denied the privilege of participating in outings or educational trips.
- Any other disciplinary measure deemed appropriate by the administrator may be used.

Suspensions

In cases of suspension from school, either in-school or out-of-school, the following guidelines apply:

1. The Headmaster may suspend.
2. No suspensions are to exceed ten (10) school days.

3. The Headmaster gives written notice of intention to suspend and the reasons why to the student, unless immediate suspension is required. In this case, the parents will be notified at the earliest possible date.
4. The parent, guardian, or custodian of the student is notified of the suspension in writing.
5. Students on suspension may not participate in extra-curricular activities.
6. Students on suspension must complete all work the day it is assigned.

Removals

A teacher may judge particular behaviors of a student to constitute a disruption to the learning process or a danger to persons or property. In that case, a teacher may enact an exclusion from the class.

- A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. The Headmaster or his/her designee is to be notified immediately of such action and may make decisions concerning the student accordingly.
- The Headmaster, assistant Headmaster, or his/her designee may remove the student from the premises, curricular or extracurricular activity.

In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of, either by reinstatement, suspension, or expulsion.

Expulsion

In serious cases of misconduct where expulsion is merited, a student and his or her parents will have the right to present their explanation of relevant events surrounding the situation and respond to the specific charges before the expulsion is carried out. Only the Headmaster may expel.

RJDA Top 25 Rules to Follow in School:

Respect

1. Treat others and yourself with kindness and respect in our thoughts, words, and actions.
2. This is YOUR school! Be proud to keep it happy, holy, and clean!
3. Be a good winner and a good loser.
4. Be honest at all times.
5. A POSITIVE life is a HAPPY life!

Manners

1. Greet others: “Good morning; Good afternoon” and their name, if you know it.
2. “Please,” “Thank you,” “Excuse me” at all times.
3. Hold the door for others behind you.
4. Ask others if they need your help.
5. Always let others be first.

At Holy Mass/In the Chapel

1. REVERENT: Carry yourself in a slow, thoughtful manner.
2. ATTENTIVE: Look and listen during Holy Mass.
3. PARTICIPATING: Sing out, respond with all the prayers, and pray with your heart and mind.
4. Wait to blow your nose at appropriate times.
5. Be STILL: Do you hear God speaking?

In the Classroom/Around School

1. Hands and feet to yourself.
2. Listen and participate in class.
3. Silent in the hallways to respect other classes.
4. Keep the bathrooms clean and neat.
5. Clean up after yourself at lunch, recess, and class.

For Life

1. Be your best and you will do your best!
2. Accept that you will make mistakes.
3. Stand up for what is the “right thing to do.”
4. Aim high: go “1st Class”!

Everyday, at all times, be a SAINT!

RJDA Student Rights

I.) Right Attitude:

Cultivate the habit of being positive and proactive. Eagerly listen to others. Look for opportunities to serve.

II) Right Words

Choose to speak words of encouragement. Guard against offensive language or inappropriate topics.

III) Right Tools

Arrive prepared. Always be sure to have your paper, pen, book, etc.

IV) Right Bearing

Move with dignity. Avoid running inside the building and steer clear of all forms of “horseplay.”

V) Right Look

Be conscious of how you represent yourself and the school. Do not require others to keep you dressed properly. Wear the uniform as it is meant to be worn. You really do look sharp!

VI) Right Place

Accustom yourself to be aware of your location. Wandering off or around is seldom a good idea. Honor those places and times set aside for worship.

VII) Right Time

Make the most of your time by arriving punctually both to school in the morning and to each of your classes. PE is a better experience if everyone dresses-out quickly.

“The person who is trustworthy in very small matters is also trustworthy in great ones...” (Luke 16:10)