

The Rhodora J. Donahue Academy
of Ave Maria
Family Handbook

(Revised 11/17/11)



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Mission Statement

Motto

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

Mission

The Donahue Academy offers a Catholic classical education where students encounter Christ and pursue excellence in all things. Our students will deepen their love of God, each other, and the truth. They will 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.

Catholic Education Beliefs

Catholic education first and foremost is about assisting our student to 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

Classical Education Beliefs

Classical Education seeks to form students in and through a curriculum and culture which:

- Introduces students to transcendent realities reflecting **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**.
- Assists the students to become self-motivated and self-correcting learners.
- 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.

We invite all families of good will 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

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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. Signs of such a lack of support may include (but are not limited to): significant public and disparaging statements about the school, its program, teachers or administrators; a lack of good will or good faith in interactions with the school; or actions deemed by the school to have a negative impact on its mission and reputation. The administration of the school reserves the right to interpret and apply the policies it presents and to act on matters not specifically addressed in this handbook.

Admissions

Admission Requirements:

- For kindergarten, the child must be five years of age by September 1st;
- For first grade, the child must meet the 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.

The Academy 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, sex, national or ethnic origin in administration of its educational policies, scholarship 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. The Academy 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.

Admission to the Academy is a privilege and not a right that is afforded qualified applicants. All students are accepted on a probationary basis through the first marking period of attendance at the school, and then 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.donahueacademy.org (click on "Admissions")
2. Send to the school a copy of the student's:
 - Most recent report card (if transferring from another school or homeschool)
 - Most recent standardized test scores (if any)
3. The Admissions Director and staff review the submitted information. If a student appears to be qualified and an opening is available, the school notifies the parents and schedules an appointment for the applicant to take an entrance exam.
4. After review of the exam, the school will notify the parents regarding placement of the student.
5. Upon acceptance, the family must submit the following before the student may begin taking classes:
 - Family Information Sheet
 - Family Medical Form
 - Statement of Acceptance
 - State of Florida School Entry Health Exam ("Yellow Form")
 - Florida Certification of Immunization ("Blue Form")

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- Copy of birth certificate
- Copy of Social Security card
- Copy of baptismal certificate
- Copy of certificate of First Holy Communion
- \$200 non-refundable enrollment deposit per child
(please make check payable to "Donahue Academy")

New applicants are considered according to the following priority:

1. Children with siblings currently enrolled
2. Children of parents employed full-time by the Academy or by Ave Maria University
3. Children in Catholic families who regularly attend and contribute to the Oratory quasi-parish 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

Dual Enrollment

Rising juniors and seniors must notify the Headmaster by August 3rd if they wish to pursue dual enrollment with Ave Maria University. They will also need to begin the enrollment process with 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.

Classes are normally taken at the Academy and taught by Academy faculty. Approved juniors can substitute the following AMU classes for those at the Academy:

- any foreign language class

Approved seniors can substitute the following AMU classes for those at the Academy:

- any foreign language, math, science or theology class.

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.

AMU's Dual Enrollment Policy:

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Participating students must be at least 16 years of age and 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 University’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 admission department’s 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.

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 and expectations can be met.

If the parents request that their child skip a grade, either to move a student who has 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 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. 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.

Arrival and Dismissal Procedures, Car Line, Bikes

The school day begins at 7:55am and ends at 3:20pm. Students are not allowed on campus before 7:40 am, and must be out of the building by 3:35pm unless under the care of a specifically-designated supervising adult. Younger students may not remain unsupervised in the building while waiting for older siblings to finish with their activities.

We operate a car line during arrival and dismissal of the students. Parents should drop off students in the car line, or park in the parent parking lot and walk their child to the building. Do not try to pick up your students in the parking lot while the car line is in operation. Students should only enter and exit the car on the passenger (sidewalk) side of the vehicle in the car line. Please do not leave your car unattended in the car line. Parents should not engage in unscheduled meetings with the teachers during the arrival and

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dismissal processes as the teachers have supervision duties and other obligations which demand their attention at that time.

Parents should arrive for car line pickup by 3:23, parking 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. After three minutes the school doors will close, and no adults or students may exit the doors. A staff member will signal when it is safe to move the cars. If the line is moving and you are still waiting for students, please circle around the outside of the parking lot (do not cut through the lot) and get in line again to repeat the process.

Students who ride bicycles to school 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.

Attendance: Absent and Tardy

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.

Absences may be excused or unexcused. Excused absences occur when the student misses class with parent and school approval. Parents are asked to call the school office between 7:45am and 9:00am if a student will be absent that day. The family must demonstrate that circumstances beyond the control of the student or family are responsible for the absence. The fact that parents may write a note acknowledging responsibility does not automatically qualify a student for an excused absence. Other excused absences are due to school-sponsored events.

In the case of excused absences, 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. Students usually receive a one-day grace period per day missed to turn in work assigned during an absence. Tests must be made up within two 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.

An absence is unexcused when no communication has been received from the family regarding a student's absence. Truancy occurs when a student is absent without notice to the school or parental permission.

Families of students with continued and excessive absences without serious reason shall be contacted 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 grade school student who exceeds thirty days of absence for the year, in any combination of excused or unexcused, may be denied promotion to the next grade unless homebound teaching or summer school at an approved facility has been approved by the administration. Any high school student who exceeds seven absences in any quarter, whether excused or unexcused may receive an administrative failure for the course(s) for that quarter unless homebound teaching has been approved by the administration.

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A pattern of missing or showing up late on days when there is a test or project due (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. Skipping a final is grounds for a failing grade on the final.

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 parents do take a vacation during the school year, the student must do the following:

- 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
- Complete all missed schoolwork within a reasonable time at the teachers' convenience when the student returns.

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

Students who are absent for a partial day must sign in or out in the school office. 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. Please do not go directly to the classroom to pick up the student.

Students who miss three or more hours in a day may not participate in extra-curricular activities that day.

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 three warnings in a quarter for tardies (whether excused or unexcused) after which detentions or other sanctions will be issued. Students with twelve or more tardies per year will not receive any future warnings or grace periods.

Communication - Home and School

Communication between the home and school is greatly encouraged, and it is our intention to keep everyone informed about events that happen at the school. It is very important, for emergency and administrative reasons, that every family maintains up-to-date contact information. Please notify the school immediately if you have a change of phone number, email address or mailing address during the school year.

The main communication sources utilized are the Monday Mailer (our weekly newsletter), Holy Family Association meetings (our home and school association), parent/teacher conferences (at the end of first quarter), one-on-one meetings between families and teachers on an as-needed basis, and our website.

The **Monday Mailer** is our primary communication vehicle, and is e-mailed home every Monday while school is in session. If you do not have e-mail or wish to receive it in Spanish, please contact the office to arrange this. The newsletter includes a calendar of events, and any school-wide communications, and it is essential that parents take the time to read through this mailer as it contains important information regarding school activities and procedures.

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The **Holy Family Association** is a home and school group acting under the direction of the Headmaster which meets periodically to discuss ways in which the parents can further the mission of the school. 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.
- To arrange for 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 Academy. 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 association. The families of the Academy 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. All fundraising must be approved in advance by the school administration. All raised funds must be submitted to the office, with checks made out to the Donahue Academy.

Association meetings take place at school after the school day ends or in the evening. Attendance is warmly encouraged. Watch the Monday Mailer for meeting dates and times.

One mandatory **parent/teacher conference** is held per year in the fall during which parents can meet with their child's teacher(s). Sign-ups will be announced in the Monday Mailer. Parents are requested not to bring students or siblings with them to parent/teacher conferences.

Parents are also welcome to schedule **meetings** as needed with the teachers throughout the year by either calling or emailing the teacher. We ask, though, 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. Teachers should not be called at their homes unless this has been arranged in advance with the teacher.

Please visit our website, www.donahueacademy.org for valuable information about all aspects of the school.

We encourage you to come to us with your concerns about specific teachers or the school in general. Please contact the office, and the teacher will get in touch with you. 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 school. 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.

Christ commands that we forgive and love each other and live in accord. As a Christian school, the Academy strives to create a positive and forgiving environment. If personal hurts and dislikes occur, it is expected that the parties will attempt to reconcile and forgive each other, and that in all interactions charity, common courtesy, and civility will be maintained, especially in public. As reconciliation is being

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pursued the general population should not be aware through words or actions (or lack thereof) that there is animosity and discord between the parties.

Parents are particularly cautioned NOT to share their own concerns about a teacher or staff member directly with their children. Once a student senses that a parent does not support the school or a teacher, it can be very difficult to reestablish the proper teacher/student relationship necessary for successful academic and classroom management. If a student voices a concern or a perceived injustice, often a simple, “You seem upset (or confused) by this; I will contact the school to look into it more” is the best general response while you gather more information and contact the teacher.

Displays of Affection

Romantic hugging, kissing, holding hands, or inappropriate touching is never permitted at school or school events. There should be no indication of romantic interest or involvement in how students conduct themselves while at school or school events. Couples are not to sit together in classes, nor are they to separate themselves from the general social group.

Electronic Devices and Other Student Property

Our goal is to provide a social environment of shared conversation and interaction. Therefore iPods, music recording or playback devices, video games and other electronic entertainment devices are not allowed to be used at any time on campus before, during or after school, at practices or on school field trips. They are to be out of sight at all times. (An exception to this policy is during travel to away sports events where there may be a designated private music time.)

Cell phones and smart phones are highly discouraged at school, and may never be turned on or in use in the building between 7:30am and 4:00pm. A student who wishes to use a cell phone between 3:20pm and 4:00pm must leave the building to use the device. After 4:00pm cell phones may be on and carried in the school but may not be used to access the internet, play games or listen to music in the school or at a school event.

During school hours or on school fieldtrips there is always someone in the office or on the trip to receive your call, and there is a phone for your student to call you in an emergency. 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. Students may carry a cell phone (for emergency purposes only) on a fieldtrip or athletic trip, but they may not turn them on or use them without specific permission from the trip moderator.

If for security reasons your child must have a cell phone, it must be registered with the school. Simply e-mail the office with the student’s name and cell phone number. Grade 6 and below must check their phones in with their homeroom teacher daily. Grades 7-12 phones must be kept completely off and in the student’s upper locker in plain sight. Prep school students may rent a school lock for \$10 a year. Only school locks may be used on lockers. For additional security we recommend that all students use the locking or security measures present on most cell phones to discourage theft. Students may also stow phones in the office if they like. The school assumes no responsibility for missing or stolen property of any kind.

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Lockers of students with registered phones will occasionally be checked to ensure the phones are stowed and off. Students may be asked to empty their pockets or bags. Phones confiscated due to use in school, or which may have been used to violate school policy, may be searched including text history, pictures and video to ensure the phone has not been used illicitly.

Having a registered phone on one's person during school hours will result in these fines:

- Students carrying a phone during school with no evidence of use during school hours will receive a \$10 fine.
- Phone use by students during school hours (including calling, texting, checking messages, checking the time, taking or sharing pictures or videos, use as a calculator or music device, checking the internet, etc.) warrants a \$25 fine.
- Students in possession of an unregistered phone will receive a \$50 fine.
- Increased fines and/or other disciplinary sanctions will result for repeat offences.

Student'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 uniform articles will be placed in the cabinet in the office, and other types of articles will be placed in the lost and found cart in the gym. Lost uniform items without names will be sold. All other articles not claimed will be given to an appropriate charity or discarded.

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.

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

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

Grades and Report Cards

The Academy uses the grading system described below to report student progress. The instructor determines the final grade of a student in each course. Report cards are issued four times a year. Tuition and fees must be current to receive the report card.

K - 2nd grade:

E=excellent

G=good

S =satisfactory

I=improvement needed

U=unsatisfactory

Space is also provided for teacher comments

3rd - 12th grade:

Score	Grade	Unweighted Grade Points	Weighted Grade Points
99 – 100	A+	4.0	4.5
98 – 92	A	4.0	4.5
91 – 90	A-	3.7	4.2

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89 – 88	B+	3.3	3.8
87 - 82	B	3.0	3.5
81 – 80	B-	2.7	3.2
79 – 78	C+	2.3	2.8
77 – 72	C	2.0	2.5
71 – 70	C-	1.7	2.2
69 – 68	D+	1.3	1.8
67 – 62	D	1.0	1.5
61 – 60	D-	0.7	1.2
59 and below	F	0.0	0.0

Other grades which may be used are as follows:

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 GPA computation

NR - Not Reported

T - Transfer Credit accepted by the Academy

A student's academic standing at the Academy is measured by the Quality Grade Point Average (QGPA). To calculate the QGPA (unweighted), multiply the number of credit hours attempted for each class by the numerical value of the grade earned (grade points) (A=4.0, B=3.0, etc.). The total of these is the student's total quality points. Divide the total quality points by the total number of credit hours attempted to obtain the quality grade point average. Some courses are designated as honors courses, and can be given a higher weighting to allow a calculation of a weighted QGPA. In this case, use the figures from the Weighted Grade Point column above, rather than the Unweighted Grade Point column.

Cumulative GPA is calculated on all high school courses attempted at the Academy and all transfer credits accepted by the school.

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. Although a weighted and an unweighted GPA are stored on our system for each student, only the weighted GPA appears on the transcript. Printed transcripts are available to high school students by request by filling out a Transcript Request form and submitting to the office.

The Academy recognizes academic achievement each term using the following Honor Roll levels (based on weighted GPA):

Dignitate Prima - 4.03 and above

Dignitate Secunda - 3.88 to 4.029

Dignitate Tertia - 3.73 to 3.879

The Academy awards diplomas with honors for graduates with distinguished achievement according to the following system (based on cumulative high school GPA) :

Summa cum laude - 4.03 and above

Magna cum laude - 3.88 to 4.029

Cum laude - 3.73 to 3.879

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The academic progress of all students, K-12, will be reviewed at least at the 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 two (2) or more classes in a year is subject to any of the following: required summer study, required approved tutoring, repeating 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.

Students in grades 3-12 earning a quarter or semester F, must develop a recovery plan with the teacher and parent and have that on file in RenWeb, having sent a copy to the academic dean. Interventions include turning in major papers or projects early for advanced feedback before the formal due date, study guides, tutoring etc.

Students in grades 9-12 who fail a course for the semester should immediately meet with the administration in order to determine their 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.

The Academy has a specifically-defined curriculum as reflected in our curriculum matrix. Students are required to follow this scope and sequence, with any deviations approved in advance by the administration. Regular courses earn .5 credit per semester.

Completion of this sequence will more than satisfy the minimum graduation requirements to meet accreditation standards, which are:

English- 4 credits

Theology - 4 credits*

Mathematics - 4 credits

Science - 3 credits

Social Studies - 3 credits

World Languages - 2 credits

Health/Personal Fitness - 1 credit

Fine/Practical Arts - 1 credit

2 general credits from required courses in the curriculum matrix.

Total Required Credits - 24 (min. GPA of 2.00)

*Transfer students need only take theology from the point of entering the Academy.

Homework

Homework is planned to meet the needs of students. Homework is assigned in an effort to:

- reinforce concepts and skills that have been presented in class
- foster the student's creativity and discipline through enrichment projects or research
- train the students to work independently and to accept responsibility for completing a task.

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The Academy 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 ten (10) minutes of homework a day, while a fourth-grade student would have forty (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 a student 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.

Zeros may be given for cheating, small daily assignments not turned in, or work not turned in at all after notice. Lowered grades may be given for late work or assignments.

Students who fail to complete a homework assignment may be assigned a mandatory lunch study hall. They will remain in lunch study hall until the assignment is complete. There will still be an academic penalty for work completed during mandatory study hall.

In case of an illness, requests for homework may be made after the second day of an absence. Such requests should be made to the office by 10:00am to insure the availability of the homework by dismissal time. Please indicate who will be picking up homework when making the request for homework. Teachers should not be interrupted while teaching or performing other responsibilities to provide homework.

Image Authorization

The Academy asks parents to agree in writing (signified by the signing of the Statement of Acceptance form when the child is first enrolled) to the following rights of the Academy regarding student images:

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, or fundraising 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 website. 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;

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5. The right to copyright, in its own name, works that contain the image of your child;
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.

Lunch

Each student must bring a lunch to school, and milk may be purchased at the beginning of each semester for the semester using the Milk and Pizza Order Form available in the office or on RenWeb under "Newsletter & Downloads". 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 should not bring it for them. Instead, other students are given an opportunity to share their lunches with the child.

Mass, Confession, Prayer, and Chapel

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 with God takes place within the Catholic culture especially through the Holy Sacrifice of the Mass, confession, regular prayer time, adoration of the Blessed Sacrament, and seasonal devotions.

The Holy Sacrifice of the Mass is offered daily, and all students have the privilege of attending. Mass attendance is a requirement. 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 at home 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 attend the daily Mass. Please be cognizant that students sit with their classes in assigned areas, and have precedence regarding seating. Because the acoustics in the gym are poor, crying or disruptive younger children should be removed from the gym area, so that the student body is not distracted. Our tradition is to observe silence both before and after Mass. Adults are asked to assist in this effort. If you would like to speak to your child, please meet them in the school hallway after Mass.

The sacrament of Confession is available to students on a regular basis, and students are encouraged to make regular visits to the chapel with their classes, at lunch, or before or after school.

Our chapel is open to students and families alike for private prayer during school hours.

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Medical/Health Issues

Upon enrollment in the school, every student is required to submit a Florida School Entry Health Exam Form DH3040 (“Yellow Form”) and a Florida Certification of Immunization Form DH680 (“Blue Form”), as well as current emergency contact information.

If your child will be missing school for a medical reason, please be sure to contact the office to report his/her absence, and if due to a communicable disease, please inform the office of that also. For the well-being of the child and out of concern for classmates, the sick child should be fever-free, vomit-free and diarrhea-free for a 24-hour period before returning to school. When the student returns to school, he/she is required to bring a written note from parent/guardian.

When a child develops a rash, such as impetigo, ringworm, pink eye, etc. during the school day, 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.

Every reasonable effort and precaution is 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 is injured or involved in an accident must report his/her injury to the teacher and/or the office. Depending on the seriousness of the accident the office will notify the child's parents.

Although the office stocks many standard over-the-counter medications, a parents may choose to send in to the office medicine for their children 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. A Medication 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), or they may be stowed in the office for safekeeping.

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 office which, in turn, will give the student a written excuse.

The Academy is a smoke-free environment.

Office Operations

The school office is open from 7:30am – 4:00pm Monday through Friday when school is in session. The phone number for the front desk is 239-280-2450 and the fax number is 239-304-7033. Please call the office to report any absences or leave messages for teachers or students. Teachers and students, however, may not be called out of class or to the telephone except in the case of an emergency, as unnecessary classroom interruptions disturb instructional momentum. Forgotten items such as lunches or PE uniforms may be dropped off in the Drop Zone, but will not be delivered to the student-- the student must come to the office to pick it up. Late homework will be placed in the teacher's office mailbox with a note.

The office does not offer printing or copying services for the students.

All required student paperwork is to be delivered to the office where it is stored. 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

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parent or legal guardian has the right to inspect the student's official record in the presence of the Headmaster or his 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.

In the interests of school security all visitors, including parents, must check in at the office. Please always enter through the main doors near the school office.

Parent Volunteering: Lunch Duty, Field Trips, Scrip

The Academy considers its parent volunteers as a very special resource. 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. Parents are encouraged to help in a variety of ways. Your student'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, for example: lunchroom helper, driver for special activities, liturgy helper, field trip chaperone, classroom assistant, helping run special events, school repair or cleaning projects, computer support, or fundraising.

Over the course of a year, each family is expected to put in **30 hours of service**. Volunteer hours are to be logged in RenWeb (click on Parent Service Hours). Any hours that are not fulfilled will be billed at \$25.00 per hour. Failure to pay this debt will be treated in the same manner as tuition debt and may also affect a family's eligibility for financial aid.

Volunteers and visitors, including parents, must check in at the office when they enter the building, and check out when they leave. Volunteers who will be working unsupervised with students will need to obtain security clearance including fingerprinting.

Lunch Duty

All families are required to help with **three lunch duties per semester**. (This is in addition to the 30 hours of general volunteer help described above.) There is a \$25 per lunch duty donation for those parents who are unable to assist at lunch duty. If you know that you will be unable to perform these duties, please contact the office to make other arrangements. If you are on lunch duty, please be prompt, arriving at 11:35am. Lunch duty ends after cleanup, about 12:45pm. If you are not able to attend on a day for which you have signed up, you are responsible to find a replacement. If you have tried to find a replacement and cannot, please call the school.

Lunch is conducted in two shifts, with grades K-6 eating from 11:45 - 12:05, then 7th-12th grades eating from 12:10 - 12:30. Three volunteers work per day-- all three help supervise the younger children while they are eating, then one adult stays in the gym, while the other two go outside to monitor the blacktop and the K-1st play area.

Setup begins at 11:35 with the parent volunteers arranging the tables and setting out the milk (and pizza on pizza days). Children begin arriving at 11:45. When the first lunch shift is over at 12:05, the parent volunteers wipe down the tables and benches for the second shift and set out the milk for the 7th-12th grade students.

At 12:30, the younger children come in from recess, and the 7th-12th grade class assigned for cleanup that week begins cleanup of the eating area with the parent supervising. Students wipe down tables and benches, stack the folded tables by the stage, and sweep the eating area. The second shift bell rings at 11:42, at which time the student workers have to be done with the cleaning and put away all the

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equipment (brooms, buckets, and rags). If necessary the adult volunteer may need to spot mop any spills or particularly dirty areas. Please only use vinegar and water. Do not use soap or cleaning products on the gym floor. On Fridays the students mop the eating area. Class starts up at 12:45 for the 7th-12th grade students.

General Rules for Students at Lunch and Recess:

- No running when the tables are dismissed
- Students must sit flat on the benches, not on their feet
- No throwing of any objects
- Students must raise their hands if they need anything
- They do not get up to throw away trash until excused at the end of lunch
- During eating time, they do not use the restroom unless it is an emergency
- Students must wait to be dismissed, then pick up all table trash
- No students in the main hall during lunch (even if they forget a book)
- No balls in the gym during lunch/recess
- No “hanging out” or eating in the bathrooms
- High school students can congregate in the hallway outside the office and the Don Bosco room off of the gym
- The chapel is open
- No dangerous horseplay or uncharitable words or behavior.
- Only outside balls (usually blue or marked blue) may be used outside. Please bring all balls in at the end of lunch.
- No playing in water or puddles.
- No outside recess when lightning is present. Please bring them into the gym.
- When in the gym for rain or lightning, there is to be no chasing games, no balls, and no horseplay.
- Respect each other and adults on duty. Disrespect in speech or action is to be reported to the Headmaster.
- If you run into someone by accident, stop and excuse yourself before going on to play.
- Play only in the assigned area.
- 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.
- No fighting, wrestling, tackle-play or tackle-football.
- No fence or tree climbing or playing in standing water or ponds.
- When the bell rings to come in, stop playing and talking immediately and line up in front of your teacher.
- Teasing of students will not be tolerated under any circumstances and will be dealt with in a very strict manner.
- All equipment is to be respected and used for its proper purpose (e.g., jump ropes are for jumping rope, basketballs are not for punting, etc.), and all balls, skipping ropes, etc., are to be brought into the school building when done.

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.

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Field Trips

Field trips at the Academy 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 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.

Parents may be asked to serve as chaperones for field trips. We truly appreciate your generosity in offering to help with these 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 in your car.
- You may not make any unscheduled stops going to or from the trip. In the event of an emergency, please notify the staff member in charge of your situation and follow their guidance.
- 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.
- You will have the same students going to and from the event unless specifically notified by the staff member in charge.
- If you must bring younger siblings, please make prior arrangements with the teacher.
- Movies, videos, and electronic games may not be played in vehicles during the trip. If music is played, content must not be contrary to Christian morals and values
- 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 parent's driver's license and insurance policy must be on file at the school office, as well as a completed and signed Driver Certification Form (available in the office).
- Students are held to the same standards on field trips as at school. Please notify the staff member in charge of any concerns related to student conduct.
- No one may accompany a class on a field trip without clearance from the school.

Scrip

Scrip is a fundraising program for our school whereby families can purchase gift cards for national retailers (stores, restaurants, hotels, etc.) through the school. For each purchase, the school receives a percentage off the top (from 2% upwards to more than 10% for some retailers). Every family that receives financial aid is expected to participate in this program and **earn at least \$125 profit**. Please contact the office for more information about this program.

Safety Issues

School Closing

The Academy 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

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television and radio stations for announcements. We also have an emergency phone tree to assist in communication if necessary.

Fire and Tornado Drills

When the fire alarm sounds or when instructed, all people in the building are to leave the facility in single file via the designated routes in complete silence. Instructors will lead the class to the assembly area and bring with them their emergency clipboards and attendance. Instructors should be prepared to follow the alternate route to the assembly area if their primary route is blocked. Designated instructor will check the various bathrooms before leading their classes outside.

The Headmaster and Assistant Head of School for Students will remain in the building and check each room to ensure it has been evacuated. The Office Manager will head to the assembly area to coordinate attendance and bring with her the attendance rosters, the megaphone and the mobile office phone. The Academic Dean will have overall responsibility for the assembly area.

Students are to assemble in straight lines and in silence in their designated spots on the blacktop behind the school. Teachers will take roll call verbally. If their class is in order they will display the green card on their clipboard. If any student is missing or any problem needs to be addresses they will display the red card and the Office Manager will investigate.

Students are not to reenter the building or leave the property in the event of a fire without explicit permission from the Headmaster. After a drill, grades K-6 will return to the building in silence. Afterward the prep school will return, quiet talking permitted.

Mistreatment/Abuse of Children

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.

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.

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.

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 Headmaster directly suspects a case of child abuse, the Headmaster will make his/her own report. All reports will be made orally by telephone. The Headmaster 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.

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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/>.

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.

Weapons Policy

Weapons, including firearms, are prohibited on school property, in attendance at a school function or on any school-sponsored transportation. 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 firearms or other weapons such as knives or any other items which can be used as a weapon is grounds for disciplinary action, including expulsion.

Search and Seizure

Because the teacher or Headmaster has a legitimate interest in the 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. The Headmaster and teachers may make reasonable searches of persons, cars, clothing, lockers, desks and books or book bags in any effort to uphold school guidelines or basic classroom rules.

AMU Security

AMU Security provides for the security needs of the school building. The school administration consults with AMU security as appropriate. Security officers are to be treated with the same respect and response as Donahue Academy Faculty and Staff.

Special Events and 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. Please do not bring in treats for any holiday or celebration unless specifically asked by a teacher in advance to do so.

Substance Abuse Policy

The use or possession of illegal drugs, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student is forbidden and will result in disciplinary action which may include expulsion.

Because the well-being of our students is of primary concern, suspicion of substance abuse may be addressed by the Academy in order to assist students in need of treatment for harmful and potentially addictive behavior. Drug use is also gravely harmful to human health and community (CCC 2291). As such, the Academy will remove those who either repeatedly or gravely expose the community to illegal or illicit drugs. This includes use or possession of drugs outside of school hours or off of Academy property.

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As we are a part of the Ave Maria University community, use of drugs on AMU property will constitute actions “on campus.”

The Academy may implement drug testing or drug searches, including vehicles and including the use of dogs or other detection devices, at its discretion with or without cause. The Academy can administer its own testing or require testing at a certified drug testing facility. The results must be sent directly to the Academy. If a student wishes to self-report substance abuse, testing will not be required, but we will proceed as if a positive test result were delivered.

A positive test will normally result in the following consequences. The student:

- will be suspended for five days out of school.
- will lose his or her position on any sports teams, clubs, or extracurricular organizations.
- must enroll in and complete an approved substance abuse treatment program.
- will need to undergo random drug testing at the Academy’s discretion and at student expense for the remainder of his or her Academy career.
- any subsequent drug or alcohol incident or positive drug test will result in expulsion.

Arrest for drug use, possession, or sale is cause for dismissal from school. Sale or distribution on school or AMU property or at an AMU or Academy event will result in immediate expulsion and possible criminal prosecution. Students and parents are warned that Florida state law is strict on drug use and sale. Specifically, any sale or delivery occurring within 1,000 feet of a school, college, public park, public housing, daycare center, or church is punishable by up to 15 years in prison and a fine of \$10,000.

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. This includes sporting events, extracurricular activities, holiday programs, fine arts performances, etc.

Taking Care of School Property: Books, Lockers, Etc.

Students are required to treat all school property with respect, and to pay for all damages done to school property for which they are at fault. All desks and storage areas provided for students on school premises remain the property of the school. Students must assume responsibility in caring for the books assigned to them. All hardbound books must be covered. All lost books must be replaced at the publisher’s price. Payment to replace lost or damaged books must be made before final report cards are issued.

Lockers are school property and may with permission be used by students. Students may not open a locker which has not been assigned to them. Lockers must be free from trash, loose or crumpled papers, and non-school related items. Books and binders should be placed vertically, and backpack tails should be tucked in so that locker doors can be completely shut. Oversized materials may not be left in the hallways. Repeated violations will result in loss of locker privileges.

Students shall help keep the classrooms, hallways, and outside areas of the school clean at all times. Students should help with the room cleanup at the end of each class hour or as designated by the classroom teacher. Prep school students are also required to assist in cleaning up after lunch according to the schedule posted in the lunch area.

Technology Use Agreement

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

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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 working on the computer, 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 near the computers.

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 external storage device. 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, chat lines, or social media sites for personal use. In addition, I will not reveal my personal information, home address, or phone number or 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 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.

Tuition and Fees

Tuition for each year is determined by the needs of the school, and is set by the Academy's School Board, subject to change as the costs of operations increase. The current tuition rate is listed on the school's website, www.donahueacademy.org.

Tuition covers only part of the per student cost at the Academy. 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

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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 Academy 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.

Payments must be kept up-to-date. 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 and until tuition and fees are paid in full. Delinquent accounts shall subject the student to dismissal. The school will not refund monies once received. There is no refund for any tuition or fees for voluntary or involuntary withdrawal.

The tuition will be automatically withdrawn by FACTS Tuition Management from a predetermined bank account of your choice. You may elect 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) First declined payment: your child/children may continue attending school.
- b) Second declined payment: your child/children will not be permitted to attend classes until your account is paid in full.
- c) Third declined payment: if no other arrangements have been agreed to, your child/children may no longer continue at the Academy. Payment would still be due to the school.

The school will also normally collect sports fees and penalty fees via the FACTS system. A convenience charge may be assessed when paying by personal check instead.

Tuition assistance may be granted by the Academy, and is offered on a year-by-year basis; receiving aid one year does not guarantee similar assistance in the future.

Uniform and Dress Code

The Academy's dress code attempts to ensure a look that is conservative, modest, clean-cut and uniform. Students are to be modest, neat, clean, and well-groomed. The uniform is to be properly worn and respected. It is up to the school administration to interpret and determine the dress code and any exceptions or amendments necessary to address unforeseen issues. It is the responsibility of each student's parents to ensure that the dress code is followed. Any student not in the proper attire is asked to bring a note from home.

The uniform must be worn from the time the student enters the building in the morning until he or she leaves the property after school. Exceptions in the school building are after 4:00pm, or when actively changing into a sports uniform in the locker rooms. 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. Kindergarten through second grade students do not change for P.E. class. Please remember to label all clothing.

- Shirts must be tucked in.
- Skort length must be at or below the knee.

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- 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. Shoes must be non-marking. 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 are 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 9:00am -5:00pm. 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.

The uniform is as follows:

Girls K-2

Plaid uniform jumper with shorts underneath
White blouse with Peter Pan collar
White bobby socks
Black Mary Jane style shoe without decoration

Girls 3-6

Plaid uniform skort
White uniform polo shirt
White bobby socks or navy blue knee socks (no sheer)
Black Mary Jane style shoe without decoration

Girls 7-12

Khaki uniform skort
White oxford shirt
Navy blue crosstie
Navy blue or white knee socks (no sheer)
Brown Dress Flat or deck shoe
Uniform blazer

Gym Uniform Grades 3-12

School logo or Shamrock Athletics T-shirt
School logo shorts
Athletic shoes

Boys K -6

Navy blue uniform pants or shorts
White uniform polo shirt
Black belt
White crew socks
Black athletic shoe without decoration

Boys 7-12

Khaki uniform pants
White oxford shirt
Uniform tie
Brown belt
Brown or khaki dress socks or white crew socks
Brown dress shoe or deck shoe
Uniform blazer

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A navy blue uniform sweater (or identical navy blue cardigan sweater without a school logo) may be worn in place of the blazer during cooler weather, including during Mass. No sweatshirts or other outer gear may be worn in the building, but may be worn while outside.

From the second week of school until the Feast of the Holy Rosary (October 7), after the May Crowning until the end of the year, and at other times upon notification by the school, prep school students (grades 7-12) may wear the white uniform polo shirt in place of the white oxford shirt, tie, and blazer. The school reserves the right to call for the regular uniform during these times if the situation warrants.

Upon occasion, the Headmaster may allow for a free dress day. 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 and modest necklines
- Skirts and shorts should be of such a length that they extend beyond the tips of the fingers when the student's hands are at their sides
- Pants and shorts should be secured at the waist
- No sandals or open-toed shoes

Withdrawal

If parents wish to withdraw their child from the Academy, they 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 and books are returned and outstanding fees paid. No refund of tuition or fees is available.

APPENDICES

Appendix I: 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

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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 the 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 expect 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 or 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. The school administration will only meet with the parents or legal guardians of students when there is a serious problem or disagreement between the parties. The parents may not bring an outside attorney to a meeting called by the school.

Development of Student Attitudes and Conduct

The Academy's code of conduct shall include, but not be limited to, the following concepts:

- 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.
- Students shall treat each other, school employees, and guests with Christian courtesy and respect at all times, including in electronic and social media postings.
- Any disruption of the learning environment is considered an infringement on the rights of others.
- Students shall use material items with care and respect to show that they understand the necessity to be stewards of creation.
- At designated times during the school year, teachers will provide positive incentives to encourage the practice of Christian virtues and self-discipline.

Student Misconduct

The school's educational mission extends beyond academic and extracurricular programs and includes the moral behavior of students. Donahue students are therefore held accountable for off-campus conduct and behavior that in the judgment of school administrators negatively impacts the school community, is a distraction to a positive learning environment, involves the safety and well-being of other students, or threatens the positive reputation of the school. The Headmaster will determine appropriate disciplinary intervention ranging from parent conferences to expulsion in more serious circumstances or in situations when students refuse to correct the behavior. Examples of off campus conduct that may be addressed by the school include but are not limited to:

- Words or actions threatening the safety, home, or property of another student or staff member
- Harassing or offensive e-mails, text messages, social media postings, letters or notes, or phone calls
- Offensive Internet postings including words, images, and video
- Vandalism to the home or property of a student or staff member
- Unsafe driving
- Rude, obnoxious, or disrespectful behavior
- Alcohol or drug-related incidents
- Any arrests or incidents involving law enforcement

Students are capable of many serious actions worthy of disciplinary action, all of which cannot possibly be listed. The Academy 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 (including the possibility of expulsion) include, but are not limited to, the following:

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- disruption or obstruction of any lawful process or function of the school
- damage or attempted damage of school property or the property of another
- flagrantly, publicly, or repeatedly violating the integrity of the school or otherwise damaging the reputation of the school, on or off campus, including on electronic and social media
- physical, verbal, or written assaults or threats
- use of profane or vulgar language
- possession of knives, firearms, weapons, etc.
- possession of illegal drugs, controlled substances, illicit prescription drugs, or alcohol
- obscene conduct or possession of, via print or electronic media, obscene literature or pictures
- stealing, gambling, extortion
- truancy, excessive absenteeism, excessive tardiness, self-dismissal
- cheating, forgery, plagiarism
- disrespectful language or actions toward any staff member, faculty or student
- committing an act deemed to be gravely immoral or offensive to the school or church community, including arrest or other legal or moral issues off campus

Consequences for Student Misbehavior

The correction of a student may take the form of verbal reprimand, classroom penalties, a detention for minor infractions, a demerit in cases of gross disrespect, or a suspension for more serious violations. More serious offenses may result in required withdrawal or expulsion.

Detention

A detention is a disciplinary measure given to deter behavior considered unacceptable and contrary to school policy. Each detention counts as one (1) disciplinary point. Detentions are served Monday through Friday from 12:15 to 12:45 during lunch.

- 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.
- Repeated detentions (more than 3 per quarter) may result in other increased sanctions.
- The first time a student is truant from detention without permission, the student will receive a demerit (three detentions).
- Detentions are given for minor infractions such as the following:
 - Minor and isolated class disturbance
 - Failure to follow instructions
 - Dress code violation
 - Chewing gum on campus
 - Reporting late to school/class

Demerit

A demerit will be issued by the Assistant Head of School for Students or the Headmaster for infractions that are more serious or gravely disrespectful in nature. In essence, a demerit is three detentions to be served on consecutive days beginning on the day the demerit is issued. Some examples of infractions that may be considered worthy of a demerit include:

- Violation of the Honor Code or Academic Dishonesty
- Disrespectful behavior to faculty or staff
- Obscene language or conduct
- Acting in an un-Christian, inappropriate, or offensive manner
- Failure to serve an assigned detention

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-Truancy

Disciplinary Points

For administrative punishments, students receive disciplinary points to track their behavioral progress. Points parallel the number of detentions served. For an administrative detention, students receive one (1) disciplinary point. For a demerit, students receive three (3) disciplinary points. When a student receives ten (10) disciplinary points in a calendar school year, the student may be assigned to a fee-based Saturday Work detention.

Fees-Based Saturday Work Detentions and After School Detentions (Grades 5-12)

For serious violations, and for repeated violations where lunch detentions are not serving their desired effect of deterrence, fee-based after-school detentions and Saturday detentions may be required. Because of the need to hire after-hours personnel, those assigned to after-school detentions or Saturday detentions will need to pay a \$10 per hour fee. This fee will be assessed to the parent's tuition account. Failure to show up to an after-school detention will result in a Saturday work detention. Failure to show up to a Saturday work detention will result in suspension. Showing up late is the equivalent of skipping. After-school detentions will normally be served between 3:30 and 4:30. Saturday detentions will be served between 8:00am and noon. Such detentions may involve school service and cleaning. Normal progression for repeated violations: most minor infractions are handled with a lunch detention. While a single serious event at any time may result in an after-school or Saturday school detention, repeated violations of lesser disciplinary violations may also result in the following progression. Repeated after-school detentions may result in moving to Saturday detentions or suspension.

Suspensions

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 mission 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.

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

- The Headmaster may suspend.
- No suspensions are to exceed ten (10) school days.
- The Headmaster gives notice to the parents of the intention to suspend and the reasons why, unless immediate suspension is required. In this case, the parents will be notified at the earliest possible date.
- Students on suspension may not participate in extra-curricular activities.
- Students on suspension must complete all work the day it is assigned.
- In-school suspensions are served in the office. The student reports to school at 7:45 and remains in isolation until 3:45. The student must remain awake and working on school assignments, assisting with school projects or sitting quietly. The student may attend Mass remaining in the back, and is not to leave the office without permission and not during hallway passing periods or lunch.

Probation

Students may be placed on disciplinary probation by the Assistant Head of School for Students for an accumulation of disciplinary points or any serious infraction at any time during their school career. Suspension automatically places the student on disciplinary probation. Students on probation may have to satisfy additional conditions for remaining at the Academy.

Removals

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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 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 when 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.

Appendix II: Academic Honor Code (Adapted From AMU Honor Code)

I. Introduction

The Donahue Academy was founded in response to Pope John Paul II's call for greater Catholic witness in contemporary society. In its teaching, research, learning, and community life, therefore, the Academy is devoted to the formation of men and women in the intellectual and moral virtues of the Catholic faith. The Academy community of scholars recognizes that respect for moral truth cannot be separated from the pursuit of intellectual truth. As such, academic integrity and honesty is integral to the mission and life of our school community. Academic integrity requires all members of the academic community always to act honorably and responsibly. To uphold our commitment to academic excellence and integrity, the Academy possesses an Honor Code.

II. The Honor Code

By virtue of enrollment, the student is held to the Honor Code. A public recitation of the Honor Code will take place during the opening Mass each fall or at another appropriate venue. The Honor Code is stated as follows:

“On my honor, I will not lie, cheat, or steal. I will encourage others not to lie, cheat, or steal, and I will not be party to others lying, cheating, or stealing.”

Students shall sign each test, quiz and paper: **“This work is my own”**

III. Standards of Conduct

A. Student Responsibilities

1. Any student who violates the Honor Code is expected to report his violation to the instructor and/or the Academic Dean.
2. Students are to hold one another accountable to the Honor Code. If a student observes another student(s) preparing to violate the Honor Code, the student should approach the other student and encourage him not to go through with the violation. If a student observes another student(s) in violation of the Honor Code, the student is encouraged to report, as soon as practicable, the violation to the instructor and/or the Academic Dean.

B. Violations of the Honor Code

(Note: Violations shall include committing, attempting to commit, or aiding and abetting others in committing any of the offenses outlined below.)

1. Stealing

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Stealing from the school or from a fellow student is a clear violation of this code. Stealing from Ave Maria University shall be considered the same as stealing from the school.

2. Truthfulness

Students are expected to tell the truth. Lying, the forging of signatures or falsification of any home-school communications (verbal or written) is prohibited. Falsely claiming work was turned in when in fact it was not or altering grades in any way are violations of truthfulness and the honor code.

3. Cheating on Exams

Cheating is dishonest and is the equivalent of lying. Cheating may entail, but is not limited to, using “cheat sheets”, notes, or other 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. During examinations, violations of the Honor Code shall include referring to information not specifically condoned by the instructor. It shall further include aiding another student without explicit permission from the instructor, or receiving information from a fellow student or another unauthorized source.

4. Cheating on Assignments

Regarding academic assignments, violations of the Honor Code shall include representing another’s work or any part thereof, be it published or unpublished, as one’s own. It includes copying an answer on an assignment that was intended for individual completion (or knowingly allowing another to copy one’s work or answers); it shall also include presenting or submitting any academic work in a manner that impairs the instructor’s ability to assess the student’s academic performance. Deliberately misgrading or altering another student’s quiz or homework is a violation of the code.

Plagiarism is the act of passing off as one’s own the ideas or writings of another. It can include quoting, paraphrasing, summarizing, or utilizing the published or unpublished work of others without proper acknowledgement (e.g., failure to use quotation marks or other conventional markings around material quoted from any source, or failure to cite paraphrased ideas). Most frequently it involves the unacknowledged use of books or articles in periodicals, magazines, newspapers, or on the internet. However, any unacknowledged use of another’s ideas constitutes plagiarism; this includes the use of, among other things, papers written by other students, interviews, radio or TV broadcasts, any published or unpublished materials (e.g., letters, pamphlets, leaflets, notes, or documents). Neither common knowledge nor an instructor’s remarks need be cited as sources.

5. Unauthorized Use of Exams

Violations of the Honor Code shall include obtaining, distributing, or referring to a copy of an examination which the instructor has not authorized to be made available for such purpose.

6. Assisting Others to Violate the Honor Code

Violations of the Honor Code shall include asking another student to help one cheat or assisting, attempting to assist, or conspiring to assist another student in committing the offenses as outlined above.

7. Failure to Report Violations

Failure to report serious violations of the Honor Code may constitute a violation of the Honor Code.

C. Faculty Responsibilities

1. When an instructor has reason to believe that a student has committed a violation of the Academic Honor Code in one of his or her classes, he should discuss the matter with the student in order to determine whether the violation has taken place and, if so, the degree of intent.
2. If, after talking with the student and with the student’s accusers (if any), the instructor finds credible evidence of a significant and intentional violation of the Honor Code, the instructor will report all evidence of the violation to the Academic Dean.
3. If the Academic Dean, after consulting with the student(s) involved and consulting closely with the instructor, deems that there is credible evidence of a significant violation of the Honor Code, he will recommend a sanction to the Headmaster.

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VII. Academic Penalties for Violations

- A. First offense: the usual sanction is a failure of the assignment or test.
- B. Repeated violations: possible sanctions include a failing grade for the course, suspension or expulsion.
- C. Nothing in this code shall preclude the imposition of other reasonable sanctions or a combination of sanctions within the authority and discretion of the Headmaster.

Appendix III: 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. Use "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. Do not leave Mass unless there is a medical emergency.
- 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. Keep hands and feet to yourself.
- 2. Listen and participate in class.
- 3. Be 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 "First Class"!

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Every day, at all times, be a SAINT!

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