

# Donahue Academy

## of Ave Maria

# Family Handbook

### Our Mission:

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.



# Donahue Academy Family Handbook

## Table of Contents

<b>Mission Statement.....</b>	<b>3</b>
<b>Admissions.....</b>	<b>4</b>
<b>Arrival and Dismissal Procedures, Car Line, Bikes.....</b>	<b>6</b>
<b>Attendance: Absent and Tardy.....</b>	<b>7</b>
<b>Communication - Home and School.....</b>	<b>9</b>
<b>Displays of Affection.....</b>	<b>11</b>
<b>Dual Enrollment.....</b>	<b>11</b>
<b>Electronic Devices and Other Student Property.....</b>	<b>11</b>
<b>Grades and Report Cards.....</b>	<b>12</b>
<b>Homework.....</b>	<b>15</b>
<b>Lunch.....</b>	<b>17</b>
<b>Mass, Confession, Prayer, and Chapel.....</b>	<b>17</b>
<b>Medical/Health Issues.....</b>	<b>18</b>
<b>Office Operations.....</b>	<b>18</b>
<b>Parent Responsibilities for Service and Fundraising.....</b>	<b>19</b>
<b>Safety Issues.....</b>	<b>20</b>
<b>Skipping a Grade Level.....</b>	<b>22</b>
<b>Special Events and Parties.....</b>	<b>22</b>
<b>Substance Abuse Policy.....</b>	<b>23</b>
<b>Taking Care of School Property: Books, Lockers, Etc.....</b>	<b>25</b>
<b>Technology Use.....</b>	<b>25</b>
<b>Tuition and Fees.....</b>	<b>26</b>
<b>Uniform and Dress Code.....</b>	<b>27</b>

## Appendices

<b>Appendix I: Student Code of Conduct.....</b>	<b>32</b>
<b>Appendix II: Academic Honor Code.....</b>	<b>38</b>
<b>Appendix III: Lunch Recess Rules.....</b>	<b>40</b>

# Donahue Academy Family Handbook

## Mission Statement

### Motto

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

## Mission

Donahue Academy (hereafter known also as the “school”) 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.

# Donahue Academy Family Handbook

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.

## **Mission Integrity**

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church*. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school. Cooperation and acceptance of the mission and goals of the school is a condition of enrollment. The education of a student is a partnership between the parents and the school. Just as the parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken or an appropriate level of parental support is lacking. 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 pre-k, the child must be four years of age by September 1<sup>st</sup>;
- For kindergarten, the child must be five years of age by September 1<sup>st</sup>;
- For first grade, the child must meet the reading readiness requirements of our school, and must be six years of age by September 1<sup>st</sup>;
- For other grades, students must meet readiness requirements at the grade level for which they seek entry

Donahue 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.

## Donahue Academy Family Handbook

Admission may be denied if the student does not meet the school's standards of achievement and behavior. It is the right and duty of the school to decline the application of students who require professional competency beyond staff training. In general, the school is best equipped to instruct students who are at or above grade level. Donahue 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 any learning or behavioral exceptionalities or disabilities prior to admission.

Admission to the school is a privilege and not a right that is afforded qualified applicants. All students are accepted on a probationary basis through the first semester at the school and may be asked to leave the school with or without cause; enrollment then is granted on a year-by-year basis at the discretion of the Principal.

Students admitted to pre-K are not automatically accepted into the K-12 program. A separate admissions process happens for all applicants to Kindergarten.

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

1. Register online via the school's website at [www.donahueacademy.org](http://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 if necessary (all incoming K, 6, and 9-12 students as well as all homeschool students are required 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")
  - Copy of birth certificate
  - Copy of Social Security card
  - Copy of baptismal certificate
  - Copy of certificate of First Holy Communion
  - Non-refundable enrollment deposit of \$200 per child or \$500 max per family  
(Make check payable to "Donahue Academy")

Note: Purchasing a house in Ave Maria does not guarantee admission to the school. Some grades may be full and have waiting lists or evaluation may determine there is not a good fit. Advance promises of admission are not made. All admission decisions follow a formal process which

## Donahue Academy Family Handbook

includes written notification from the school and requires a deposit. Parents should not make assumptions of admissions outside of this process.

New applicants are considered according to the following priority:

1. Children with siblings currently enrolled
2. Children in Catholic families who regularly attend and contribute to the parish in Ave Maria
3. Children transferring from a Catholic school
4. Children of parents who are registered in a Catholic parish who personally and financially contribute to their parish
5. 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

### **Arrival and Dismissal Procedures, Car Line, Bikes**

The school day begins at 8:00am and ends at 3:10pm for grades K-5 and at 3:17 for grades 6-12. Parents are responsible for their children until 7:45am when the students may enter. Students grades PK-6 will proceed to the gymnasium and sit in class lines until their homeroom teacher retrieves them at 7:55. Grade 7-12 students proceed upstairs to their lockers at 7:45 and are expected in their 1<sup>st</sup> period classes before 8:00. Students 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. Students who are consistently picked up late may be subject to a supervision fee or to disciplinary action.

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

Parents should arrive for K-5 car line pickup by 3:07, parking in double rows in front of the school. At 3:10 the K-5 students exit the building on the west end and walk up the sidewalk adjacent to the building to load the cars. Students who do not get in their parent's car will then re-enter the building at the east entrance. 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. 6-12 students will be dismissed at 3:17 and will find their respective cars or transport themselves home.

## Donahue Academy Family Handbook

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.

When Lightning Strikes in the Immediate Vicinity- Dismissal will be suspended until the lightning has passed. We will bring all students inside. We will announce that the line is suspended and move the line. You may then park in the lot and come inside to wait it out or you may come in and retrieve your child under your own care and leave at your discretion. You may also drive around and reform the carline and wait it out in your own vehicle. Please do not abandon your vehicle in the car-line lanes.

### **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. Moreover, state requirements and grants such as Step Up for Students put high emphasis on the importance of student attendance.

Parents are required to inform the school office between 7:40am and 9:00am if a student will be absent that day. The preferred method of contact is via email using [Attendance.K12@avemaria.edu](mailto:Attendance.K12@avemaria.edu); phone calls to the main office work as well.

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.

Truancy occurs when a student is absent without school or parental permission.

Families of students with continued and excessive absences without serious reason shall be contacted for a conference with the Principal. 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 any reason for the year 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 for any reason in any quarter may receive an administrative failure for the course(s) for that quarter unless homebound teaching has been approved by the administration.

## Donahue Academy Family Handbook

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. High school students are required to send in (via proxy or electronically) projects or papers when due, even if they are absent that day. Skipping an exam is grounds for a failing grade on the exam.

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 Principal 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 or the parent must approve the student leaving on their own. Please do not go directly to the classroom to pick up the student.

Students who miss two or more hours in a day may not participate in extra-curricular activities, including athletic practices and contests that day.

**Tardies:** Students arriving after the first morning tardy bell should report to the front office for a tardy slip. Usually a student will receive two warnings a semester for tardies. Because there are no “excused” tardies, these two grace tardies are meant to account for unforeseen incidents.

At the reception of the third tardy, students will have a mandatory morning make-up served on the next school morning at 7:05 am. After the 6<sup>th</sup> morning tardy in a semester, each subsequent morning tardy for the rest of the semester merits a detention. Students who have history (during the year or year after year) or pattern of tardies may be subject to alternate sanctions enhanced to address the situation until such point as the negative behavior pattern is broken.

# Donahue Academy Family Handbook

## **Communication - Home and School**

Donahue Academy seeks to support parents in their role as primary educators by regular communication regarding their child's academic progress, overall conduct and their advancement in overall student and faith formation.

Specific information about school activities and your student's class are available on School Speak, which is our primary communication vehicle and it is essential that parents take the time to read through their notices as they contain important information regarding school activities and procedures. The school will email a weekly summary of information posted on School Speak each Monday afternoon.

**Grades, Progress Reports & Report Cards** will be provided in the following ways:

- K-2 Progress report – middle of quarter for each quarter (with the exception of Kindergarten first quarter); Report Cards – each quarter, paper and electronically; updates more frequently if necessary.
  
- 3-8 Grade updates (Summary form) to Parents every other Friday electronically; Progress report – middle of quarter for each quarter electronically; Report Cards – each quarter, paper and electronically.
  
- 9-12 Grade updates (Summary form) to Parents every other Friday electronically; Progress report – middle of quarter for each quarter electronically; Report Cards – each quarter, paper and electronically.

The classroom teacher will provide the parents with his/her grading procedures and general policies regarding make-up work, missed work, etc. Teachers will communicate directly to parents as appropriate with any concerns. While the posting of grades is a means of providing feedback on a child's progress, there must also be reasonable expectations as to timing of grades being posted.

For emergency and administrative reasons, that every family maintains up-to-date contact information. This is done through a "profile update" in School Speak. Please update your School Speak profile immediately if you have a change of phone number, email address or mailing address during the school year.

### **Teacher to Parent Communication**

Teachers will post tests, quizzes and project due dates on the grade-level calendar on School Speak. Daily homework will not be posted online since an essential goal of our mission in educating students is to create autonomous learners who take responsibility for their own work. Grades are also posted on School Speak, but the frequency and speed of posting varies considerably by teacher, grade and subject area.

# Donahue Academy Family Handbook

Each K-8 student receives a planner in which to record their daily assignments as well as long-term assignments. The use of this tool is critical in the formation of a student's academic virtues.

## Parent to Teacher Communication

- **Conferences: Whenever necessary** parents may schedule a meeting with the teacher to discuss their child's progress. Please do not engage in unscheduled conferences in the halls or at events as teachers have assigned responsibilities and duties to attend to. Their attentiveness to your needs is enhanced by the chance to prepare and focus.
- **E-mail:** This is a great way to communicate with your teacher to Request for a meeting or share information about your child with the teacher. If your student is unclear about an assignment or anything else that normally falls under his or her responsibility, please check with a peer for clarification rather than email the teacher for clarification.
- **Phone and Text:** Please use the school general phone line to speak to school employees or leave voice messages. Please do not use employee's personal cell numbers for school business calls or texts unless they specifically request this.

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 Principal if you feel that further discussion is needed.

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, Donahue 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 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.

**Student to Student Communication-** in both written and spoken form is always expected to be respectful and charitable. To enhance community formation, all communication (outside of foreign language classes) is to be only in English.

# Donahue Academy Family Handbook

## **Displays of Affection**

Romantic hugging, kissing, holding hands, or inappropriate touching is never permitted at school or school events. Chaste behavior is expected at all times. 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.

## **Dual Enrollment**

Rising juniors and seniors must notify the Principal if they wish to pursue dual enrollment with Ave Maria University. Time conflicts may make some dual enrollment classes unavailable. The student may petition the Principal for permission to substitute a pre-approved AMU class for a Donahue required class. The student must continue to pay his or her full school tuition plus whatever fees are charged by AMU. A semester-long approved college course usually transfers in as 1 credit.

## **Electronic Devices and Other Student Property**

Our goal is to provide a social environment of shared conversation and interaction. Therefore, smart phones, smart watches, smart wearables, cell phones, iPods, music recording or playback devices, video games and other electronic entertainment devices are not allowed to be used at any time on campus during school hours (7:45-3:20)

During school hours or on school field trips there is always someone in the office or on the trip to receive your call, and there is a school phone for your student to call you in an emergency. Students may carry a cell phone if the activity takes place after school hours (long trips, sporting events) but may use them only with permission from the trip moderator.

If your child brings a cell phone or a smart watch/wearable to school Grade 6 and below must check their phones in with their homeroom teacher daily. Grades 7-12 phones or smart devices must be kept completely off and in the student's locker. Students may rent a school lock for \$10 a year. Only school locks may be used on lockers. Students may also stow phones in the office if they like. The school assumes no responsibility for missing or stolen property of any kind.

Smart devices or phones confiscated due to violation of the policy above may be searched including text history, pictures and video to ensure the phone has not been used illicitly.

Electronic device violations result in immediate confiscation and holding in the office until the end of the school day. They are returned once the following fines are paid:

- Students carrying a phone during school with no evidence of use during school hours will receive a first time \$10 fine.

# Donahue Academy Family Handbook

- Students using a phone 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.) will receive a \$25 fine for the first offence, increasing by \$25 for each violation, and subject to additional penalties.

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 Items with a label will be held for one week and then donated or discarded. They will be kept in a lost and found box in the gym. Items without a label will be donated or discarded immediately.

The school does not accept responsibility for lost or stolen money or valuables.

Skating and skateboarding are not allowed on campus.

Gum is not allowed at the school at any time or place during the school day.

## **Facilities Use Policy**

Chaste behavior and modesty in dress and deportment is expected at all times by all those on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

## **Grades and Report Cards**

Report Cards are sent electronically at the end of each quarter.

Transcripts and hard copies of report cards are available on request.

Tuition and fees must be current to receive grade reports and transcripts.

### **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
-------	-------	----------------------------	--------------------------

## Donahue Academy Family Handbook

99 – 100	A+	4.0	4.5
98 – 92	A	4.0	4.5
91 – 90	A-	3.7	4.2
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 school 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 school 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):

# Donahue Academy Family Handbook

*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

The high school valedictorian is voted upon by the high school faculty. Following common practice, the award is primarily influenced by GPA, but other criteria are considered in assessing the top GPA candidates who have been in attendance at least two years, including SAT/ACT scores and advancement of the school's mission. For purposes of valedictorian candidate comparison, transfer honors credit is only calculated if the Academy offers honors credit for the equivalent class.

The academic progress of all students, PreK-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 any quarter F, must develop a recovery plan with the teacher, the Vice Principal, and parent and have that on file. Interventions include turning in major papers or projects early for advanced feedback before the formal due date, study guides, tutoring etc.

In particular, 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.

# Donahue Academy Family Handbook

Per the guidelines of the Florida High School Athletic Association, a student must maintain a cumulative GPA of at least a 2.0 on a 4.0 unweighted scale for each semester in order to be eligible to participate in athletics for the next semester.

Donahue 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 0.5 credit per semester.

Completion of this complete and mandatory sequence will more than satisfy the minimum graduation set by the diocese 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 with a minimum GPA of 2.00.

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

## **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

Donahue Academy follows the "Zero guide" for determining general homework patterns. 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 daily homework.

This general pattern does not include long-range assignments/projects, tests, etc. which may make some days longer than the norm. It may also be affected by variation in ability level in students. Parents are encouraged to provide conditions at home that are conducive to the formation of good study habits and good work. If you feel your child is receiving too little or 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.

# Donahue Academy Family Handbook

Students have student planners to help organize assignments and keep track of due dates. Parents are to check them every evening. Parents may 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.

6<sup>th</sup>-12<sup>th</sup> grade 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.

## **Human Sexuality**

The school will interact with students according to their biological sex as based upon physical differences at birth. Students are only eligible to participate on our school's sport teams consistent with their biological sex.

All members of this Catholic school community are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious.

Because the Catholic Church teaches that same-sex attraction is inherently disordered and that sexual activity is only appropriate for the purposes of love and life within a marriage considered valid by the Church, those students experiencing this disordered inclination may not advocate for it or express it in the context of our Catholic school classes, activities, or events. The Church encourages individuals experiencing same-sex attraction to pursue the virtues of chastity, self-mastery, and friendship instead of acting upon those inclinations romantically or sexually.

A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the reality deeply inscribed within. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same. In order to maintain dignity, modesty, and respect for forms of physical contact between members of the opposite sex, at no time will members of the opposite sex wrestle each other in intra-school or inter-school activities.

# Donahue Academy Family Handbook

## **Lunch**

Each student must bring a lunch to school. The school also accepts deliveries from Ave Maria restaurants. However, if the restaurant makes an error or fails to deliver, the school cannot follow-up. The student will not be allowed to miss class or eat lunch in class if delivery is after the lunch period ends. The school has small snack items available if an occasional lunch is missed. If a student forgets a lunch, parents may drop it off in the office, but it is up to the student to come to the office to look for a lunch once he or she realizes it is missing. The office will not seek out or deliver the lunch.

## **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. While students up to 8<sup>th</sup> grade are required to attend daily Mass, and it is the expected norm that 9<sup>th</sup>-12<sup>th</sup> grade students attend daily Mass, parents of high school students can request an exemption beginning the second week of each school year. Students not attending daily Mass will be directed to the chapel where they will have five minutes of silence before the Blessed Sacrament. After that time, they will self-dismiss to a quiet study hall near the chapel. They must remain awake and alert and may only work individually during this silent study-hall. Reverence and attention are expected at Mass or other times of prayer. Catholic students are expected to follow those rubrics outlined in the *General Instructions on the Roman Missal*. Non-Catholics are invited to participate to the extent possible in standing and sitting, and are invited, but not required to kneel. Per Church guidance non-Catholics are not able to receive the Eucharist.

In order for the students to embody fully the richness of the Sacraments, parents need to witness in their lives an authentic love for Christ and His 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 encouraged to attend the daily Mass at the school. Please sit in the parent area, not with the students. Students normally sit with their classes. 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 greet your child, please meet him/her in the school hallway after Mass.

The sacrament of Confession is available to students on a regular basis. Students are encouraged to make regular visits to the chapel with their classes, at lunch, or before or after school. During the school day parents may make a quick visit to the Chapel, but should use the Oratory Church for extended or regular prayer times.

# Donahue Academy Family Handbook

## **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.

The school requires students to be immunized and does not accept religious exemption forms.

If your child will be missing school for a medical reason, please be sure to contact the office to report his/her absence. If the absence is 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, a child must 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, pinkeye, 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.

The office stocks a minimal selection of standard over-the-counter medications which can only be administered with parental permission. Parents may choose to send 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.

The Academy is a smoke-free environment.

## **Office Operations**

The school office is open from 7:45am – 3:30pm when school is in session. The phone number for the front desk is 239-842-3241. 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

# Donahue Academy Family Handbook

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.

The student's parent or legal guardian has the right to inspect the student's official record in the presence of the Principal 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 and communications as the custodial parent unless the school is provided with a court order restricting access.

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 Responsibilities for Service and Fundraising**

### **Required Service Hours**

Over the course of a year, each family is expected to contribute 15 hours of service and to track these hours on School Speak. Any hours that are not fulfilled will be billed at \$15.00 per hour in the same manner as tuition debt and may also affect a family's eligibility for financial aid.

### **Fundraising**

There will be various opportunities to participate in fundraisers for the school throughout the year. All fundraising for the school must be approved in advance by the school administration. Each family will be charged a \$350 fundraising fee which includes 4 tickets to our annual fundraiser.

### **Field Days, Retreat Days and Days of Celebration**

Because developing a sense of community is critical to our school's mission and well-being, days of play, celebration and prayer are an integral and required part of our formation program. As such students are required to be in attendance on such days, and may be required to provide a doctor's note in the event of absence.

### **Field Trips**

Field trips are planned with the purpose of supplementing and enriching the curriculum. Because such trips are a part of the academic and social goals of the school, all student are expected to attend field trips. A student who is absent on the day of a field trip must present a doctor's note upon return. A student who does not go on a field trip due to a lack of permission slip or a reason approved in advance by the

# Donahue Academy Family Handbook

administration is expected to remain in the school building and complete academic assignments. 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.

We require the following:

- Each student must be in a seat belt at all times when riding in a car;
- No unscheduled stops going to or from official destination. In the event of an emergency, please notify the staff member in charge of the situation and follow their guidance.
- Each vehicle and chaperone is responsible for the same students going to and from the event unless specifically notified by the staff member in charge.
- Movies, videos, and electronic games may not be played in vehicles during the trip. If music is played over the car stereo, 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.
- 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.

## **Safety Issues**

### **See Something, Say Something**

The Academy encourages the “See Something, Say Something” approach to security. Students, parents and staff are all encouraged to report anything at all that is of concern, seems out of place, or otherwise might benefit from closer scrutiny by our security team. This would include possible bullying, possible instability in a community member, dangerous behavior, online threats, a potential dangerous situation, or anything that might possibly impact school safety. Concern can be addressed to any faculty or staff member who will report that information to the security team for investigation and follow-up.

### **Lock Down Status:**

In the event the school is in full or partial security lockdown no one is allowed in the school and no students can be released, even to the parents, until the situation is safe for everyone. This may cause stress in a crisis, but standard practice if for all schools to completely lockdown until the authorities provide us

# Donahue Academy Family Handbook

with an all clear. Please stay away from the facility until any potentially dangerous situation is resolved. If you come to the door during a lockdown we will not be able to answer the door or open it. Please monitor your emails and school communications for updates. We have strict protocols and extensive training to deal with serious events.

## **School Closing**

Donahue Academy follows the decisions reached by the Collier County Public Schools regarding closing due to a weather event, such as an approaching hurricane. We may re-open sooner than CCPS after a weather event so monitor School Speak for updates.

## **Employee Misconduct**

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student. Parents should notify the Principal immediately of any misconduct which affects the health safety and well-being of a student. If the Principal is guilty of misconduct which affects the health safety or well-being of a student, the Pastor of Ave Maria Parish should be notified.

Concerns of Child Abuse should be reported directly to the Florida Department of Children and Families online at <https://reportabuse.dcf.state.fl.us/> or by calling 1-800-962-2873.

## **Corporal Punishment**

The school prohibits all corporal punishment, including parents corporally punishing their own students at school or school events.

## **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**

Student property such as cars, purses, school bags, athletic bags, and clothing on school or church grounds can be searched by school administrators with or without cause. Searches will also likely occur when there is concern that the student may be in possession of a substance or item that is illegal, forbidden by school policy, or a threat the safety and well-being of any members of the school community. Searches may include the use of trained security animals or other detection devices.

# Donahue Academy Family Handbook

Lockers are school property and may be searched or inspected by administrators at any time, with or without cause.

Items carried on a student's person, placed in his/her bag or purse, stored in his/her vehicle, or kept on school property assigned to their use such as lockers will be presumed to be in possession of that student. Students are responsible for items in their possession on school or church property or at school events. Students and parents are advised that holding an unknown item for someone else, keeping lockers or vehicles unlocked, or claiming ignorance of an item discovered will not suffice as an excuse.

## **Security Cameras**

The school is equipped with cameras to assist us in ensuring the safety of our students, the quality of the instructional environment, and the enforcement of school policies. Cameras may be present both inside and outside the building and in the classrooms, gym, office and hallways.

## **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 Principal in writing, and well in advance of the start of the next school year. The Principal will consult with the Vice Principal 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.

## **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 Principal 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.

# Donahue Academy Family Handbook

## **Substance Abuse Policy**

The following policies are designed to maintain a drug and alcohol-free environment, promote health and well-being, and address students at risk. In accordance with diocesan school policy, the Academy has implemented a comprehensive drug, alcohol, and tobacco policy. Student use or possession of illegal drugs, alcoholic beverages, mood-altering substances, drug related paraphernalia, prescription or non-prescription drugs not registered with the school nurse are all prohibited. Tobacco and any other controlled substances, including but not limited to e-cigarettes, hookah, are forbidden. Vaping (Juul etc.) of any substance is prohibited.

Because the well-being of the student is of primary concern, suspicion of drug and/or alcohol abuse will be addressed with parents in order to assist the student in the recognition and treatment of harmful and potentially addictive behavior. It is the policy of the Diocese of Venice and the Academy to assist students suffering from substance abuse when possible. Students and parents demonstrating a willingness to modify and change behavior in response to a minor offense may be allowed to continue enrollment at the school if they follow a substance abuse follow-up plan outlined by the school; a major offense such as the sale or attempted distribution of drugs or refusal to work with the school to address substance abuse issues will result in expulsion.

Upon suspicion of student drug or alcohol use, the school may take the following measures:

- Unannounced drug or alcohol testing on-site using saliva or hair samples, or required testing of other means at an outside laboratory.
- Notification of parents or guardians of the students, and consultation with school administrators.
- Assessment by a certified substance abuse counselor.
- Enrollment in and successful completion of a treatment program by the student.
- Drug/Alcohol testing during remaining time as a student at the Academy at the sole and ongoing expense of the student.
- Suspension or expulsion, if necessary.

### **Drug and Alcohol Testing.**

The school may ask a student to submit to a drug or alcohol test at any time, with or without cause. This may be done at random or it may be based on behaviors reported or observed by teachers, administrators, peers, or parents. Tests may also be required of students with a pattern of disciplinary infractions or whose behaviors suggest a pattern of harmful choices. Testing may occur on site or at a school-approved testing facility. Refusal to take a test will result in expulsion. The student's account will be billed for the cost of the test if it comes back positive, and all subsequent testing expenses will be borne by the student.

### **On-Campus Substance Abuse**

If a student is suspected of being under the influence of illegal or illicit substances or alcohol on campus or at school events off campus, the school will attempt to notify the parents of the situation. The safety of the student and others is of primary concern. Law enforcement, first responders or others may be notified,

## Donahue Academy Family Handbook

particularly if the student is perceived to be a threat to himself or others. If possible, the school will test on the spot for drugs or alcohol using oral fluid or hair sample testing.

A positive drug or alcohol test suggesting the student is/was under the influence while on campus or at a school event will result in an external suspension (min. of 2 full days) as well as 2 Saturday school detentions. A substance abuse follow-up plan will also be applied.

### **Off Campus Arrest/Conviction for a Drug related incident**

A possible result of the incident may be mandatory withdrawal of student. If allowed to remain, the student will be subject at a minimum to the same consequences associated with a positive drug test given at school.

### **Selling Drugs**

Selling or attempting to distribute illegal/illicit drugs or drug paraphernalia is a crime. On or off campus activity of this nature will result in expulsion. If the crime committed on or near campus, the police will be notified.

### **Positive Drug Test**

A positive drug test result not immediately connected with on-campus behavior will trigger the implementation of the school's substance abuse follow-up plan.

### **Substance Abuse Follow Up Plan**

- Ongoing meetings with the student, parents, and administration will be scheduled.
- Athletes will be banned from dressing out and/or participating in preseason games and 20% of that season's games, including playoffs or the next season's games if incident occurred out of season- including the summer. (May practice at discretion of Principal).
- Penalties for participation in clubs and elected offices will be as directed by the Principal and club policies.
- Participation in drug/alcohol counseling on or off campus will be required.
- Submission to ongoing/unannounced drug testing for remainder of their school career at the sole expense of the student will occur.
- Any subsequent alcohol OR drug incident OR positive drug or alcohol test may result in mandatory withdrawal of student.

On matters regarding student drug use, the privacy of the student and his/her family will be respected. Visible punishments (removal from elected office, being suspended from athletic participation) are explained to relevant teachers or coaches as an administrative disciplinary decision.

### **Tobacco or other controlled substances.**

Use of tobacco, portable vaporizers or other controlled substances is forbidden on campus. Any student possessing, smoking, or chewing tobacco or possessing or using a vaporizer and/or controlled substance on campus or at a school event will be suspended for the first offense.

# Donahue Academy Family Handbook

The Academy is committed to preventing student use of drugs, alcohol, and tobacco. However, the use of these substances almost always occurs off school property and outside school hours. A student using drugs, alcohol, or tobacco off campus or on the weekends still brings the influence of those substances with him/her to school. Therefore, cooperation between parents and administrators is vital to promoting a drug and alcohol free lifestyle in our school. While many parents are rightly concerned about illegal drug use among young people, attention must also be given to prescription medications kept in the home. Because alcohol is not an illegal substance, greater acceptance may be attached to its use in some circles, but it is illegal to serve alcohol to minors and the drinking age in the State of Florida is 21. Parents have an obligation to communicate honestly with one another and work together to address the problem of teenage drinking and drug use.

## **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. Students are also required to assist in cleaning up after lunch according to the schedule posted in the lunch area.

## **Technology Use**

**Students may only use school technology resources for academic purposes.**

Students using technology in the school may NOT

1. Use the school's technology resources for non-academic purposes.
2. Use school technology for games, films, or entertainment other than those explicitly required by the instructor for school purposes.

## Donahue Academy Family Handbook

3. Send personal e-mail, texts or other communications or reveal personal information.
4. Use technology in any way that negatively impacts the learning environment including negative or hurtful comments about the school, staff, parents, or students
5. Access, send or receive any obscene, threatening or non-academic material.
6. Seek or use other's passwords or accounts.
7. Disrupt or seek to gain unauthorized access or to any school systems or equipment (including but not limited to: changing passwords; physically altering or damaging equipment; changing settings; deleting, adding or downloading programs; or the on or off campus attempt to access restricted school records, databases, internet, control or communication systems.)
8. Use or sell unauthorized copies of software or violate copyright laws.
9. Store data on school computers. (There is no expectation of privacy when using any school equipment)
10. Student must immediately notify the faculty whenever they encounter a device which seems to have been altered or used in violation of any polices above.

### **Tuition and Fees**

Tuition for each year is determined by the needs of the school and is subject to change as the costs of operations increase. The current tuition rate is listed on the school's website, [www.donahueacademy.org](http://www.donahueacademy.org). Tuition assistance may be granted by the school, and is offered on a year-by-year basis; receiving aid one year does not guarantee similar assistance in the future.

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.

Those families receiving scholarship checks requiring parental signatures from outside sources (e.g., Step Up for Students/McKay), must sign those checks within 5 days of notice or receive a fine. If not signed after 10 days, the student will not be allowed admission until tuition due is paid by signing the check.

All families are required to have a FACTS tuition account to track tuition payments.

# Donahue Academy Family Handbook

All monthly or quarterly payments must be via automatically withdraw 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.

Ancillary school fees and payments (sports fees, food fees, field trip fees) are normally made via the FACTS system. Those who do not have a FACTS account connected to an active bank account allowing for such withdraws will need to pay an annual \$100 service fee to facilitate onsite payments and tracking.

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 Donahue Academy. Payment would still be due to the school.

If parents wish to withdraw their child from the school, 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.

## Withdraw Date

### Amount Due

Prior to June 1

Deposit and new registration fees forfeited

Between June 1 and Sept. 1

Deposit, new registration and book fees forfeited

Between Sept. 2 and Oct. 31

35% of annual tuition due plus all fees

Between Nov. 1 and Jan 31

60% of annual tuition due plus all fees

Between Feb. 1 and March 31

85% of annual tuition due plus all fees

After April 1

100% of all tuition due plus all fees

## **Uniform and Dress Code**

Donahue 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.

## Donahue Academy Family Handbook

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. Pre-K through fifth grade students do not change for P.E. class. Please remember to label all clothing.

- Shirts must be tucked in.
- 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. No black, brown, blue or decorated nail polish may be worn.
- Hair must be neat, clean, and conservative and remain out of the eyes. No extreme haircuts or styles. Artificial hair coloring must be a natural color. No 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 5th and younger permitted one watch, one bracelet, one religious medal, one ring, and one set of small earrings.
  - - Girls 6th and up permitted one watch, one bracelet, two necklaces, two rings and two sets of earrings.
- All clothing items needed can be ordered at Land's End ([www.landsend.com](http://www.landsend.com)) using the school code 900156647.
- For all items except for skirts that don't require a logo (e.g. dress shirts, khaki pants, and navy pants), any item that has the same color and classic-fit as the Lands' End item listed (which you can see in person in the school office) is allowed.

The uniform is as follows:

### *Grammar Stage Grades*

#### PreK-5 Girls Uniform

- White shirt with Peter-pan collar (Long sleeve Optional)
- Plaid (Hunter / Classic Navy) Jumper with Logo with any navy shorts worn (hidden) under the jumper.
- White ankle sock or navy tights (no leggings)
- Solid white (non-marking) athletic shoe
- (No PE uniform for PreK-5)

# Donahue Academy Family Handbook

## PreK-5 Boys Uniform

- Mesh or Interlock Evergreen Polo with Logo (Long sleeve Optional)
- Flat front or Pleated front navy shorts or pants with a black belt
- White crew or ankle sock
- Solid black (non-marking) athletic shoe
- (No PE uniform for PreK-5)

We encourage all students (except 9-12 boys, who have blazers) to purchase a navy cardigan with Logo, which can be worn any time. Other sweaters, jackets, hoodies, etc. are not

## *Logic Stage Grades*

### *Girls 6-8*

- White knit shirt with Peter-pan collar (long sleeve optional) with “Church” logo
- Pleated or A-line plaid (Hunter / Classic Navy) skirt
- Girls *may opt* to wear a navy sweater vest with logo at any time throughout the year.
- White ankle sock or navy tights (no leggings)
- Brown flat shoe (ex: Sperry, or Topsider - no tennis shoes)

### *Boys 6-8*

- Short or long sleeve No-Iron Pinpoint or Oxford with school tie
- Navy pants with brown belt
- Navy or brown solid dress socks or white crew socks
- Brown flat shoe (ex: Sperry, or Topsider - no tennis shoes)

Boys 6-8 Hot Weather Uniform: White polo with logo (2nd week of school to Oct. 1 and after May 1.)

We encourage all students (except 9-12 boys, who have blazers) to purchase a navy cardigan with Logo, which can be worn any time. Other sweaters, jackets, hoodies, etc. are not

## *Rhetoric Stage Grades*

### *Girls 9-12*

- White polo with logo worn with Navy Performance or Drifter sweater vest with logo  
OR

## Donahue Academy Family Handbook

- Long sleeve white Oxford blouse (which need only be worn with a sweater vest and/or navy cardigan with Logo during all school Mass)
- Khaki Uniform Solid Box Pleat Skirt with logo (Rising 10-12 grade girls may wear any previously approved school skirt.)  
The end of the skirt must be no shorter than the point that is halfway between the end of the student's fingertips and her knee (when her hands are extended at her sides).
- Socks: Navy knee-highs OR white ankle socks OR navy tights (no "no-shows", mid-calf, or crew socks; no leggings)
- Brown flat shoe (ex: Sperry, or Topsider - no tennis shoes)

### *Boys 9-12*

Short or long sleeve No-Iron Pinpoint or Oxford with school tie

Navy blazer with Logo

Flat front or pleated front khakis with a brown belt

Dark dress socks

Brown flat shoe (ex: Sperry, or Topsider - no tennis shoes)

Boys 9-12 Hot Weather Uniform: White or Navy Polo with Logo (2nd week of school to Oct. 1 and after May 1.)

### *Gym Uniform Grades 6-12*

- Donahue Spirit Wear T-shirt
- Solid blue mesh shorts
- (Must be longer than end of the student's fingertips when her hands are extended at her sides)
- Athletic shoes

No sweatshirts or other outer gear may be worn in the building, but may be worn while outside. The only approved sweater is the navy cardigan with Logo, which can be worn any time.

Upon occasion, the Principal 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 Principal 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 sagging, not skin tight (e.g., no yoga pants), without rips or patches, should not reveal undergarments or midsections; dresses and tops should have sleeves and modest necklines.

## Donahue Academy Family Handbook

- Skirts and shorts should be of such a length that they extend beyond the tips of the fingers when the students' hands are at their sides
- Pants and shorts should be secured at the waist
- No sandals or open-toed shoes

# Donahue Academy Family Handbook

## 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 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**

Donahue 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.

# Donahue Academy Family Handbook

- 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.

## Unacceptable Conduct

Students of the Diocese of Venice are prohibited from engaging in behavior that may endanger or threaten to endanger the safety of others, that may damage property, or that may impede the orderly conduct of the school program. The following offenses are prohibited by this policy whenever they occur on school grounds, on school buses, during school-sponsored field trips, in connection with school related events and activities whenever held, when directed against students en route to or from school, or when done with intent to disrupt or impede the orderly conduct of any school activity. Student actions directed against any persons, whether adult or minor, on school property or at any location where a school related event or activity is held, may be disciplined in the same manner as if the action had been directed against school staff or students. These offenses fall into two categories: Illegal and Prohibited Behavior.

## Illegal Behavior

1. Threats of Violence: Words or actions that may threaten injury or bodily harm to another person or may intimidate another person through fear for his/her safety. No actual bodily contact is necessary. 2. Battery: The unlawful intentional touching or application of force to another person, done in rude, insolent or angry manner. 3. Possession of Weapons or Other Dangerous Objects: Carrying, using or storing weapons or other dangerous objects (e.g. explosives or firecrackers) in a school building or on school grounds, or during school-sponsored activities. Weapons are identified in two categories: a. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples include but are not limited to firearms, knuckles, knives, chains, and clubs. b. Articles designed for other purposes that could be easily used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils, files and compasses, toy guns and the like. Students acting in an aggressive or belligerent manner with any such article may be adjudged to be in possession of a weapon. 4. Sale, Use, Possession or Distribution of Illegal Drugs, Materials or Substances, or Alcoholic Beverages: Selling, attempting to distribute, using, possessing illegal drugs, materials, substances or alcoholic beverages on school property or at school functions, including bringing such items into the school for another person or having such items on one's person or placing them in a locker or any hiding place. 5. Burglary, Theft, Robbery, and Larceny: Stealing money or being in possession of stolen goods. 6. Arson: The willful and malicious burning, or attempting to burn any part of any building of any property belonging to, rented by or on loan to the school, or property of persons employed by the school or in attendance at the school. 7. Extortion, Coercion, and Blackmail: Obtaining money or property from an unwilling person or forcing an individual to act by either physical force, intimidation or threat. 8. Vandalism or Malicious Destruction of Property: Destruction of or defacing of property belonging to,

# Donahue Academy Family Handbook

rented by, or on loan to the school or property of persons employed by the school or in attendance at the school. 9. Interference with or Intimidation of School Personnel: Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats, violence or harassment. 10. False Alarms: Activating the fire alarm system in any school building or on school property and/or reporting a fire or bomb when none exists. 11. Interference with the Movement of Pupils in and Around the School, or Between Home and School: An action that prevents or delays scheduled transportation of pupils to and from school that prevents pupils from entering or leaving schools at scheduled hours, or that causes fear or jeopardy to students while walking to and from school. 12. Other Criminal Conduct: Any and all conduct that constitutes an offense under city, state or federal laws.

## **Prohibited Behavior**

1. Insubordination: Refusal to respond to or to carry out reasonable and lawful direction of authorized school personnel. 2. Verbal Abuse: Name-calling, racial or ethnic slurs or derogatory statements addressed to others designed to precipitate disruption, incite violence or impede the school program. 3. Loitering/Trespassing: Being in school or on school property during school hours at a site other than where the student is enrolled without having properly secured authorization from the school office. 4. Smoking, Vaping or Using Chewing Tobacco: In school, on school property, or during school functions. 5. Gambling: Participating in games of chance or skill for money. 6. Student Demonstrations: Any form of student protest or demonstration that results in disruption of the normal educational process, supports any activity contrary to Church teaching or that is conducted in a manner that violates legal restraints. 7. School Pranks: School pranks or deliberate inappropriate actions taken by a student(s) against another student(s) and/or school personnel without the knowledge and authorization of the administration both on school property and at school related functions including sporting events, field trips, etc. 8. Disruptive or Other Misconduct: Other misconduct, not listed above, that disrupts or interferes with the educational process.

Students are expected to conduct themselves, at all times, in a manner contributing to the best interest of the school environment and not infringe upon the rights of others. With this in mind, all school rules apply whether the conduct takes place on the school grounds, off the school grounds at a school activity, function, or event, or on route to and from school related activities.

## **Sexual Misconduct**

Sexual advances, requests for sexual favors or inappropriate spoken, written or physical contact or conduct of a sexual nature, on or off campus, may result in out of school suspension until further notice and be considered for expulsion. An incident report may be filed with the Collier County Sheriff's office.

## **Anti-Bullying Policy**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy

## Donahue Academy Family Handbook

prohibits any unwelcome verbal or written, including items posted via means of social communication, conduct or gestures directed at a student by another student that has the effect of: 1. physically, emotionally, or mentally harming a student 2. Damaging, extorting or taking a student's personal property 3. Placing a student in reasonable fear of damage to or loss of personal property 4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school. Each student and parent has the duty to report bullying to the school immediately. The school will initiate further inquiry and action as deemed appropriate. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include removal from the classroom, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

### **Off Campus Behavior**

Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the educational process or the reputation of the school, or is in conflict with the moral teachings of the Catholic Church. Examples of such conduct include, but are not limited to, illegal activity; alcohol consumption; possession, use, attempted distribution or sale of drugs; inappropriate internet activity; harassment or bullying; pornography; fighting; illegal use of firearms; theft; arson, and sexually inappropriate behavior. Students may be subject to different disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution. The student may also be removed from extracurricular activities and sporting events, as well as field trips, dances and graduation ceremonies.

### **Out of School Arrest**

Students arrested outside of school tarnish the reputation of Donahue Academy as well as their own reputation. Therefore, any student arrested outside of school activities may automatically be placed on emergency suspension until further notice.

### **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.

# Donahue Academy Family Handbook

## **Detention**

A detention is a disciplinary measure given to deter behavior considered unacceptable and contrary to school policy. Detentions are served Tuesday through Friday mornings from 7:05 am to 7:50 am.

- Students may not be tardy to detention.
- Detentions are required school events that take precedence over all other student obligations and commitments.
- Detentions issued are served the following morning.
- 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

3 detentions in a semester warrant a Saturday work detention

6 detentions in a year warrant a Saturday work detention and a parent conference

9 detentions in a year warrant a 3 day out of school suspension and the development of a school disciplinary plan.

Note: Students who have history (during the year or year after year) or pattern of detentions may be subject to increased sanctions other than those above and which are enhanced to address their situation until such point as the negative behavior pattern is broken. E.g., if a student has already been suspended for 9 detentions they do not just “start the count over.”

### **Fees-Based Saturday Work Detentions (Grades 6-12)**

For serious violations, and for repeated violations where detentions are not serving their desired effect of deterrence, fee-based Saturday detentions may be required. Because of the need to hire after-hours personnel, those assigned to 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 a morning 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. Saturday detentions will be served between 8:00am and noon. Such detentions may involve school service and cleaning.

# Donahue Academy Family Handbook

## **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 Principal may suspend
- No suspensions are to exceed ten (10) school days
- The Principal 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 am and remains in isolation until 3:45 pm. 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 administration 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 school.

## **Removals**

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

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

# Donahue Academy Family Handbook

## **Expulsion**

A student is subject to expulsion from school when his/her conduct has shown repeated disregard for school policies, or the rights and/or property of others, or when a serious offense has been committed, or when a student on attendance or disciplinary probation fails to show satisfactory improvement. Students expelled or asked to withdraw may not attend school functions, including dances, on or off campus. Only the principal, in consultation with the Diocese of Venice, is empowered to expel a student or request a student to withdraw from school. The following offenses can subject a student to expulsion: 1. The student participates in the use, possession, sale, or exchange of controlled substances or alcoholic beverages. 2. The student has caused or attempted to cause damage to school property, including graffiti. The parent/guardian shall be liable for damages caused. 3. The student has caused, attempted to cause, or threatened to cause physical injury to another person. 4. The student has possessed, sold, or otherwise furnished any firearm, explosive, or danger object. 5. The student has been involved in stealing. 6. The student has disrupted school activities or otherwise willfully defied administrator or other school personnel. 7. The student has engaged in repeated disregard or willful disobedience of school regulations. This is a list of examples only and is non-exhaustive of other reasons a student might be expelled.

## **Disciplinary Appeals Procedure**

If a student receives more than a three-day suspension or if a student is required to withdraw, the student may appeal the decision. An appeal must be made in writing no more than 24 hours after the sanction is announced. The appeal will be considered by a committee of three faculty or staff members appointed by the administration. No committee member shall be a direct party to the incident under review. The student and/or his/her parent(s) may make a presentation at the appeal committee's meeting. Parents are not allowed to bring legal representation, or any other parties to the appeal meeting.

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

### **I. Introduction**

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 school is devoted to the formation of men and women in the intellectual and moral virtues of the Catholic faith. The school 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 school possesses an Honor Code.

# Donahue Academy Family Handbook

## 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.”**

## 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 Vice Principal.
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 Vice Principal.

### 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**  
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.

# Donahue Academy Family Handbook

**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 Vice Principal.
3. If the Vice Principal, 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 Principal.

## 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 Principal.

## Appendix III: Lunch Recess Rules

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

## Donahue Academy Family Handbook

- 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 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 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 Principal
- If you run into someone by accident, stop and excuse yourself before going on to play
- Play only in the assigned area
- 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