



STUDENT - PARENT HANDBOOK

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THE DONOHO SCHOOL HANDBOOK

This handbook was developed to increase understanding of school policies and provide convenient information. Communication is vital to the success of our quest for excellence.

It is important that the information in this publication be read and understood. In order to be sure that everyone has read, understands, and agrees to abide by The Donoho School policies, students are required to turn into the office a signed Policy Acknowledgement Statement during the first week of school.

HISTORY AND PURPOSE OF THE DONOHO SCHOOL

The Donoho School is an independent, non-sectarian, college preparatory day school. It is co-educational and enrolls students in preschool through grade twelve. The school is governed by a non-profit corporation administered by a self-perpetuating Board of Directors. The Donoho School is fully accredited by the Southern Association of Colleges and Schools and the Southern Association of Independent Schools.

Founded as a secondary school in 1963 and chartered under the name of The Anniston Academy, the school has enjoyed a healthy expansion to meet the growing needs of the community it serves. In 1976 the name was changed to The Donoho School in recognition of Mrs. Harriet Wallis Donoho, a founder and benefactor of the school.

The present lower school was founded as The Episcopal Day School in 1961 as an independent elementary school. Housed originally in the facilities of the Church of St. Michael and All Angels, the school moved into Grace Episcopal Church in 1967. In the summer of 1976, The Episcopal Day School merged with The Donoho School and became the lower school. In 1980, the lower and middle schools moved to a new facility constructed on the Donoho campus. In the summer of 1980, The Donoho Upper School divided to become a middle school comprised of grades seven and eight and an upper school of grade nine through twelve. In 1989 the middle school moved into a new facility constructed adjacent to the upper school.

While each of the three schools operates with its own administrative staff, faculty, and facilities, the school's philosophy and goals are carefully integrated at every level.

The Donoho School's mission is to provide a quality college preparatory education for capable, highly motivated students. The school is committed to the development of the total child by providing a challenging curriculum in an atmosphere conducive to good citizenship, personal integrity, and

devotion to religious principles. The school's academics, athletics, fine arts, and other student activities are designed to fulfill this commitment.

SCHOOL PROFILE

The student body is composed of approximately 400 students in grades pre-kindergarten through twelve who live within a fifty-mile radius of the school. Acceptance of new and returning students is based upon good conduct, achievement records, and scores on a national achievement test indicating ability to successfully complete a college-preparatory curriculum.

The faculty is composed of teaching professionals who are thoroughly trained in their respective fields. The faculty/student ratio is one to fourteen with the average class containing eighteen students.

The school has an excellent physical plant, encompassing approximately seventy-five acres of land. The curriculum is traditional and highly academic with a well-rounded athletic program and offerings in fine arts. Lower school enrichment programs include art, music, and foreign language. All facilities are modern and well equipped with the latest educational tools to enable the school to offer a superior college preparatory program.

ACADEMIC PROGRAM

LOWER DIVISION

The Donoho Lower Division, including grades PK-6, forms the foundation for a full range of learning skills in a sequential manner that leads to success in a college preparatory program. Special emphasis is placed on reading and reasoning. As supplements to the regular curriculum, experiences in art, Spanish, French, music, physical education, and computer literacy are provided.

Field trips are a continuous part of the curriculum as are visits from resource people and appropriate audio-visuals targeting specific subjects. Tutorial help is available within the school day.

MIDDLE DIVISION

The middle division academic program further develops the college-preparatory curriculum and is designed to meet the specific needs of seventh and eighth grade students. In addition to a daily physical education program, the seventh grade curriculum includes courses in Latin, humanities and study skills. Additional eighth grade courses include Latin, creative writing, and novel study.

Field trips, historical tours during Intersession, and participation in academic tournaments and contests, along with educational opportunities offered by nearby museums, universities, and other community organizations contribute to a total curriculum that is both balanced and challenging.

UPPER DIVISION

A demanding college preparatory curriculum designed to challenge students to achieve their maximum potential is offered to students in grades 9-12. Honors, AP, and/or dual enrollment courses are available in English, history, calculus, chemistry, physics, biology, and foreign languages. Teachers will announce tutorial days on Edline for major tests. Tutorial times will be from 7:30-7:55 am.

Intersession, a unique program providing a variety of experiences, is sponsored by the Upper Division. The one-week intersession program provides time for tenth through twelfth grade students to participate in study trips, work with community professionals and business leaders to gain experience for future careers, or travel on school-sponsored trips to other countries. Ninth graders have the opportunity to participate in a week-long journey to interesting locations throughout the United States.

ADMISSIONS AND NONDISCRIMINATION POLICY

Successful completion of an entrance test is required of all applicants, and an official transcript of the applicant's school record must be received prior to acceptance. Selection of students for enrollment in the school is determined by the Admissions Committee. All such decisions are final and not subject to appeal. Acceptance decisions on students applying for enrollment will be made at the earliest possible date. Applicants with superior scores on the school's admissions test and outstanding academic achievement records may be offered early acceptance. Students are not accepted if they have a criminal record including a felony conviction. Classes are intentionally small and early enrollment is recommended.

The Donoho School does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its admissions policies, academic policies, financial assistance, or other school programs.

ACCOMMODATIONS POLICY

The Donoho School is designed to provide a quality education for highly motivated and intelligent students. The school is committed to the development of the total child by providing a challenging curriculum in an atmosphere conducive to the development of good citizenship, personal integrity, and devotion to religious principles. All of the school's programs—academic, athletic, arts, and social—are designed to fulfill this commitment.

While the mission of the school is to prepare students for college, a variety of teaching methods are used to meet individual learning needs of students.

Students who have been identified with a learning impairment will be provided reasonable accommodations within the classroom under the following conditions:

- A registered licensed clinical psychologist must provide to school officials a full and complete diagnosis of the student's disability.
- A diagnostic summary based on the evaluation should include an explanation of how the disability impacts learning for the student, as well as why the suggested accommodations are needed, and how the effects of the disability

will be mediated by accommodations.

- The student must not pose a direct threat to the health or safety of others or require fundamental alteration to the program.
- Reasonable accommodations must not compromise the mission of the school.
- The administration will meet with teachers and parents to determine appropriate, reasonable accommodations.

ATHLETIC PROGRAM

The Donoho School offers many athletic opportunities under the auspices of the Alabama High School Athletic Association. Prior to participation, students must comply with all eligibility requirements of AHSAA. Each upper and middle school student is encouraged to consider participation in the various sports offered which include the following: football, basketball, volleyball, golf, soccer, tennis, track, baseball, cheerleading and cross-country.

STUDENT ACTIVITIES

Although the primary objective of The Donoho School is to emphasize academic preparation for college, a wide variety of co-curricular activities are available to students. Leadership, discipline, cooperation, loyalty, responsibility, and sportsmanship are among the positive characteristics that are developed through student activities. All clubs and organizations have a school appointed advisor, and students are encouraged to be actively involved in the various programs.

THE HONOR SYSTEM

The purpose of the honor system at The Donoho School is to assist the individual student in upholding and improving his sense of honor, integrity, and absolute honesty in all his academic and social activities. The Honor Code consists of the following premises: a) Students are to do individual work without assistance on all tests and assignments requiring individual preparation, b) Students are to be truthful in all dealings with faculty and administration, and c) Students will not take the property of another without prior permission. Students should note that the use of technology for accessing restricted information or for plagiarism is prohibited and is considered a violation of the Honor Code.

Each student in grades four through twelve is asked to write the honor code pledge on all work assigned to be completed independently. The pledge is as follows: "On my honor, I have neither given nor received help on this assignment."

Primary infractions defined:

Lying is the intentional falsification or denial of fact or the intentional creating of a false impression or the breaking of a pledge.

Cheating is the giving, receiving, or attempting to give or receive unauthorized

help that could result in an unfair advantage in completing schoolwork.

Plagiarizing is the representation of another’s words or ideas as one’s own without crediting the source.

Stealing is the taking of anything without the consent of the owner.

The Honor Council monitors compliance with the Honor Code, recommends and assists in any punishment that may be necessary, but it does **not** replace the regular system of discipline.

A copy of the Honor Council Constitution is available in the school office for review.

GENERAL POLICIES AND INFORMATION

BELL SCHEDULES

Lower School		Middle School/Upper School			
Primary/Early Childhood	Intermediate				
<p>7:30 AM 7:30-7:45 AM 8:00 AM 11:15-11:45 AM 3:00 PM 3:30 PM 4:00 PM</p>	<p>Building Opened Early Room Classes Begin Lunch Dismissal Extended day begins Buildings Closed</p>	<p>7:30 AM 7:30-7:45 AM 8:00-8:10 AM 8:12-8:57 AM 8:59-9:44 AM 9:44-9:54 AM 9:56-10:35 AM 10:38-11:23 PM 11:26-12:11 PM 12:11-12:41 PM 12:44-1:29 PM 1:32 – 2:17 PM 2:20 – 3:05 PM 3:05 PM 3:30 PM 4:00 PM</p>	<p>Building Opened Early Room Homeroom 1st Period 2nd Period Break Community 3rd Period 4th Period Lunch 5th Period 6th Period 7th Period Dismissal Extended day begins Buildings Closed</p>	<p>7:30 AM 7:30-7:55 AM 8:00-8:45 AM 8:48-9:33 AM 9:36-9:43 AM 9:43-9:53 AM 9:56-10:35 AM 10:38-11:23 AM 11:26-12:11 PM 12:11-12:41 PM 12:44-1:29 PM 1:32-2:17 PM 2:20-3:05 PM 4:00 PM</p>	<p>Buildings Opened Tutorial 1st Period 2nd Period Homeroom Break Community 3rd Period 4th Period Lunch 5th Period 6th Period 7th Period Buildings Closed</p>

ARRIVAL/DEPARTURE TIMES

- Students should not arrive on campus prior to 7:30 A.M. No one is on duty to supervise students prior to that time.
- Lower school students arriving between 7:30 and 7:45 A.M. will be sent to an early room in the lower school gymnasium.
- Lower school students not picked up on time will be sent to the extended day

program at 3:30 P.M.

- Middle School/Upper School students report to cafeteria if not attending tutorial.
- Middle School/Upper School students not picked up by 3:30 P.M. will be required to wait in Upper School foyer. Middle School/Upper School students must be picked up by 4:00 P.M.
- The school office should be notified of emergency late pick up.

Extended Day Care Program (EDCP)

- EDCP is available for students in pre-kindergarten through sixth grade.
- EDCP is in the lower school gymnasium from 3:30 – 6:30 P.M.
- Registration forms are available in the lower school office.
- Charges are billed directly to parents.
- Parents must comply with the policies of the provider of this service.

TUTORIAL

Primary (PK through Grade Three)

- At the discretion of the teacher
- At the end of the school day
- Parents notified one day in advance

Intermediate (Grades Four through Six)

- During school day

Middle/Upper School (Grades Seven through Twelve)

- Available for all students daily before school and during the advisory period and community period on designated days.
- Recommended for students on deficiency
- **May be required for students who have failing grades**
- Failure to report to a required tutorial may result in disciplinary action.

ATTENDANCE

The school attempts to instill in our students a desire to learn to the best of their ability. Parents can help in this effort by taking the position that attendance at school is of great importance and that its schedule must be observed. *There is no substitute for the classroom experience.* **Students are discouraged from leaving school during the school day except for emergency reasons.** All routine appointments (including doctor's appointments) should be made after school hours. **If appointments become necessary during the school day, a written medical excuse from the doctor's office is required upon return.** Written notification from a parent providing the reason for leaving, time of departure, and estimated time of return must be submitted to a school official before a student will be allowed to check out. A telephone call from a parent will be required when the student is driving himself or herself to the appointment.

For student safety and security reasons, parents must contact the appropriate school office between **7:45** and **8:30 A.M.** for any student who will be absent for the day or tardy to first period.

Students in grades 7-12 who are absent and do not meet the following conditions may be detained for thirty minutes on the afternoon of their return to school:

- *Parents should call the school office to give notice of the absence between 7:45 and 8:30 A.M. on the date of the absence.*
- *A written note from the parent verifying the day's absence must be submitted to the office upon return.*

The Class Absence Policy is as follows:

A class absence is defined as ANY absence from class for any reason other than school-related activities, (i.e. field trips or fine arts or school athletic competitions).

All students who are late to school must check in through the appropriate school office and receive a pass to class. All tardies to school will be considered unexcused unless an excuse signed by the student's parent is presented upon check-in or a phone call is made by 8:30 A.M. and approved by the school office. Excused tardies are situations that are generally considered to be out of the parent or student's control such as poor weather conditions, traffic accident delay, or illness.

If a student arrives in class excessively late and the classroom teacher determines that the student has missed the day's lesson, the teacher may record that student as absent from class for the purpose of this policy.

We request the cooperation of every parent and student to avoid unnecessary absence whether for parts of days or whole days. Please try not to schedule dental, doctor, or other appointments during the school day. Students should remain on campus at all times except for unavoidable appointments. We discourage pre- and post holiday absences and extended family trips when school is in session.

Except for school-sponsored activities, athletes must be in attendance at least 1/2 day (missing **no more** than three (3) academic class periods) on the day of competition **or** practice.

The Intersession program is a valuable part of the Donoho School curriculum and is an important opportunity for a variety of educational experiences. It is required for all students in grades 7-12 and is not to be considered an opportunity for extra vacation travel.

The following policy will apply for attendance:

Primary Grades

- More than twenty absences may result in denial of promotion.
- Arrival between 8:00 and 9:00 AM is considered a tardy.

- One to three hours missed is considered absent one-half day.
- More than three hours missed is considered absent one day.

Grades Four through Twelve

- Students are permitted nine absences per semester.
- **Beginning with the tenth absence, a certified medical excuse must be provided upon the student's return to school in order for an absence to be excused. The school discourages parent physicians from writing excuses for their own child.**
- If an absence is unexcused, students **will** be required to take any missed tests and submit all missed assignments on the day of their return.
- If an absence is excused due to illness, students will not be required to take any missed tests or have assignments completed on the day of their return; however, the student may choose to do so.

Except under extreme, exceptional circumstances that would require approval by the administration ahead of time, all assignments and tests must be made up within one week of returning to school. Failure to complete work in this time period would result in a zero.

- Work may be made up if the school is notified of a "foreseen absence" in advance, provided that the student has not exceeded his/her ninth absence in the semester.
- It is the responsibility of the student to meet with the teacher on the day of his/her return to schedule missed work.
- Work missed must be made up at the teacher's convenience.
- Three unexcused tardies to school are equivalent to one day's absence.
- Students missing one to three class periods are considered absent for 1/2 day.
- Students missing more than three class periods are considered absent one full day.
- Students attending approved school functions will not be considered absent.
- Students in grades nine through twelve who are exempt from exams will not be considered absent from those classes in which they are exempt during "review days."
- Daily assignments are available on the school web page at www.donohoschool.com. Please note that these are listed only as a guide and may vary slightly.
- During extended absences because of illness or emergency, plans for home study may be developed between the school and the parent.

Lower School Foreseen Absence

The following options are available for parents of lower school students:

- Bring a note to the division office
- E-mail the child's academic teachers and the lower school principal

The request should specify the reason for the planned absence and should be submitted at least two days prior to the absence.

The teachers will respond to the email, specifying any work which should be ready to

turn in at the beginning of the period on the day the child returns to school. The teachers will also work with the child to set up a schedule for making up work and tests which may have been missed. All assignments and tests must be made up within one week of returning to school. Failure to complete work in this time period would result in a zero.

As long as the child has not exceeded his/her allotted absences, and the foreseen absence does not cause the child to exceed his/her allotted absences, the request will be approved.

Middle and Upper School Foreseen Absence

The student should bring a note to the division office specifying the reason for the planned absence **at least two days prior to the absence** in order to receive a **Foreseen Absence Form**. The student then takes the form to each teacher for signature and notation about assignments. (The signatures do not indicate approval of the absence, only an awareness of the absence.) Please note that the completed form is to be signed by the parents and returned to the school office prior to the absence.

After absences due to personal trips or other foreseen events, work may be made up only if the absence was cleared in advance with the office. All work assigned for the days of the absence or for the day of return will be due at the beginning of each class on the day of return. All tests and quizzes will also be taken on the first day back.

Tardies

- Tardies will be excused only for legitimate reasons such as medical appointments. A call from a parent is required for all tardies.
- Excused tardies are situations that are generally considered to be out of the parent or student's control such as poor weather conditions, traffic accident delay, or illness.
- Tardy students must report to the school office before entering class.
- After the third unexcused tardy per quarter, students in grades 4-12 who are tardy to school will be detained in the office area until the next regularly scheduled period begins.
- Three unexcused tardies are equivalent to one day's absence.
- Unexcused tardies will result in detentions or other disciplinary actions.
- Work missed must be made up at the teacher's convenience.
- If tardiness results in a missed test, quiz, or any other in-class graded exercise, that work **must** be completed during the same school day the student returns. It is the student's responsibility to report back to the teacher that day.

Makeup Work – Absences on days of School Trips

If a student misses a scheduled field trip or educational activity, he or she will be required

to complete an alternative assignment. The assigned work should replace the experience the student missed from the off-campus educational activity. If absence is not caused by illness, the student is expected to remain on campus for the duration of the day and to submit the completed alternative assignment at or before the school dismissal time. Students who miss due to illness should submit the assignment within two days of the return to school. Failure to do so will result in loss of privileges or appropriate disciplinary action.

TEST MAKE-UP POLICY

All make-up tests in all classes for grades 9-12 will be given on Wednesday afternoons at 3:15 p.m. in the assigned detention room.

- If a student fails to come for the scheduled make-up, he or she will have one more opportunity the following Wednesday to take the test; however, the highest grade possible will be 80% of the original possible points. Failure to show up on the second Wednesday will result in a zero for the test. If the student has multiple tests to make-up, he or she will come on Wednesday for one test and the teacher will make other arrangements for the additional test(s) to be made-up. The test to be made up first will be the one missed the first day of the absence or occurring earliest in the school day if multiple tests are missed on the same day.
- If there is an outside school-sponsored event on Wednesday afternoon that prevents a student from taking the make-up at that time, arrangements will be made with the individual teacher. Examples would be an all-state band or choir event, a state tournament event, etc.
- Please note that no regular season athletic competitions will be scheduled on Wednesdays.

HOMEWORK

- Students assume the responsibility of completing all daily homework.
- Homework assigned as "pledged" work should be completed by the student only. Failure to do so is an Honor Code violation.
- For upper/middle school students, the typical homework assignment in a class should average 30 minutes per night
- For lower school students, the typical homework assignment in a class should average 15 minutes per night
- Parents may monitor homework assignments by accessing *Edline* through the school website at www.donohoschool.com.

OFF-CAMPUS PRIVILEGES

Off-campus privileges are available to juniors and seniors *with parental consent*. Given parental permission by completing the Junior Off-Campus Program permission form, juniors may check out of school once during the school day (during lunch or a designated study hall). **Juniors are not allowed to check out during community period, homeroom or break.**

Given parental permission by completing the Senior Off-Campus Program permission form, seniors may check out of school any time during the school day that they do not have a scheduled class. **Seniors are not allowed to check out during Community period, homeroom or break.**

To be eligible for off campus privileges, a student must meet the following requirements:

- In the junior and senior year, have no grade below a "C" average for the previous quarter.
- Have received a satisfactory evaluation for the previous Intersession program. An unsatisfactory grade for Intersession for a senior will cause a student to lose privilege in the fourth quarter.

If a student is ineligible for academic reasons, parents should not call the school office asking permission for their child to checkout. Provisions must be made for purchasing a lunch at school or for bringing a lunch from home.

Off campus privileges will be lost by failure to observe the rules of the privilege, specifically, but not limited to the following:

- Failure to sign in and out correctly
- Driving recklessly on campus
- Disciplinary action
- Missing or tardy for assemblies, community period, meetings, etc.
- Tardiness to class or other school appointments

SIGNING IN AND SIGNING OUT

- All persons authorized to give the student permission to leave school must be listed on the Emergency Data Form.
- In case of illness, a parent or authorized individual must give permission for the student to go home.
- Permission slips must be presented to the school office before first period in the morning if a student is to leave for an appointment during the day.
- A parent or authorized individual must sign Pre-K through 10th grade students in or out during the school day.
- No student is permitted to sign in or sign out for another student.
- Students must park their cars prior to signing in and must sign out prior to leaving the building.

TRANSPORTATION

- Parents delivering or picking up students at the lower school must follow the Traffic Information Form.
- Student drivers must possess a valid Alabama Driver's License to operate motorized vehicles on campus.
- A Vehicle Registration Form and a Parental Permission Form must be on file

before students are permitted to drive on campus.

- Seniors may park in the gymnasium parking lot. All other students must park in the parking lots adjacent to the middle school and in front of the cafetorium below the crosswalk.
- Students are not to pull through a parking space so that their vehicle is heading against the flow of traffic.
- Athletes in grades 10 and 11 should not move their vehicles to the gym parking lot until 3:15 P.M.
- The school is not responsible for any vandalism or damage to cars while parked or being driven on campus.
- Students are not to sit in cars parked on campus at any time.
- Students may return to their cars during the day only with **written permission** from an administrator or faculty member.
- No student should be in the parking lots during break or lunch except to leave when checking out. If a student checks out during break or lunch, he/she should leave the campus immediately after signing out.
- The speed limit on campus is 10 miles per hour.
- Driving privileges may be suspended at any time if deemed necessary by an administrator
- Skateboards, roller blades, bicycles, four wheelers, "heelys," and scooters are not permitted on campus at any time.
- Students participating in off-campus activities are STRONGLY discouraged from driving and will only be allowed to do so with written parental permission received 24 hours in advance.
- Under no circumstances will a student be allowed to ride to an off-campus school activity with a driver under the age of 21.
- Students and drivers must use seat belts when riding in school-owned vehicles.
- Students attending school-sponsored functions must travel with the group.

PARENT-FACULTY COMMUNICATION

- Any academic and disciplinary concerns must be addressed directly with the teacher to attempt to resolve these issues before administrators become involved.
- Parents may request a conference with a teacher at any time by calling the appropriate school office during regular office hours or emailing the teacher directly.
- Drop-in conferences (for example, before school or at lunch are discouraged as teachers have very little free and planning time. *Parents should never enter a classroom without clearance from the school office.*
- Parents may communicate quickly and directly with school personnel via email or voice mail.

Lower School:

- Teachers in the lower school will schedule at least two conferences per year with parents, one of which may be via telephone.

Middle and Upper Schools:

- The student's advising teacher will contact parents during each semester of the school year.

INCLEMENT WEATHER

- Please stay tuned to local radio and television stations and check for school emails announcements for the cancellation or delay of classes.
- In case of a severe weather warning, the school may detain students until the conclusion of the warning.
- Parents are strongly discouraged from picking up students during a tornado warning. Only a parent or other authorized individual may sign out a student during a severe weather warning.
- Anyone who is present at school is expected to comply with established emergency procedures.
- Since phone lines must remain open during emergencies, incoming calls will not be answered.

EMERGENCY DISMISSAL

Designated personnel will contact parents to advise them of early dismissal.

EPA STATEMENT

The Donoho School continues to remain in compliance with EPA's Asbestos Hazard Emergency Response Act of 1986. The school has conducted three year re-inspections in accordance with the AHERA Act in August of 2007. Six month periodic surveillance and training of new employees continue.

The asbestos management plans are on file at the Main Office. They are available for review during normal business hours. If you have questions, please contact Charlie Olivas, the LEA Designated Coordinator, at 256-237-5477.

SECURITY

- **All visitors, including parents, must report to the school office immediately upon entering the school campus, sign in, and receive a visitor's pass.**
- Classes are not to be interrupted under any circumstances.
- **Students who wish to bring a guest to school must have their parents' written request approved by an administrator at least 24 hours in advance. Guests are strongly discouraged during the academic portion of the school day.**
- To maintain the integrity of confidential information and communications, neither students nor parents may enter any office without permission.
- Possession of any type of weapon on The Donoho School campus or at any school function will be grounds for dismissal.

- The school reserves the right to search personal belongings, lockers, and vehicles on campus or at any school function when reasonable suspicion exists that such may contain weapons, alcoholic beverages, or illicit drugs.
- Donoho school staff may search a student laptop or other personal electronic devices including, but not limited to cell phones, USB drives, Ipods, etc., if an infraction of the Technology Acceptable Use Policy is suspected.
- The Donoho School gyms and locker room facilities are often accessible to the general public. All personal belongings need to be secured. The Donoho School is not responsible for unsecured items. The Donoho School strongly encourages that no electronic devices or other valuables be stored in these facilities.

THREATS TOWARDS ANOTHER PERSON'S LIFE OR SAFETY

Any threat that could be construed as a threat to one's life or safety, even in jest, will be dealt with immediately. Depending upon the severity of the threat, the offender may face expulsion. In any case, the offender will be suspended from school immediately and be re-admitted only after evaluation from a psychiatrist or a professional approved by the school.

HARASSMENT

- Threats of violence, harassment, or intimidation will not be tolerated.
- Regardless of intent, any such action is viewed as serious and may result in disciplinary action, including expulsion.
- Incidences should be reported immediately.

Harassment can include, but is not limited to the following actions:

Inappropriate Communication – Involves any language that is unnecessarily loud or degrades or berates others. This includes, but is not limited to, racial, religious, or sexual comments or jokes, sexual innuendos or threats of any kind, whether communicated verbally, in writing or by gesture.

Physical Abuse – Includes, but is not limited to, touching, hitting, kicking or threatening another person, including restraining by force or blocking the path of another.

Interference or Hostile Environment – Includes any behavior or action that interferes with a student's ability to function in the learning environment, or which otherwise creates a hostile or intimidating environment.

Sexual Harassment – Includes, but is not limited to, unwelcome sexual advances; requests for sexual acts or favors; other physical conduct of a sexual nature; obscene or suggestive remarks or jokes; verbal abuse or insults; display of explicit, offensive, or demeaning materials; references to a person's anatomy; touching or pulling another's clothing in an offensive or embarrassing manner; or making references or spreading rumors and accusations about someone's sexual encounters. The taking or circulating of inappropriate pictures of a sexual nature is also included.

REPORTING HARASSMENT

Any student who feels that he or she has been the victim of harassment is encouraged to discuss the incident immediately and confidentially to either the Dean of Students or the counselor or both. The complaint will be reported to the president who, in consultation with the Dean of Students and/or counselor, shall determine whether an investigation is warranted. An allegation of harassment will be discussed fully and confidentially with the person raising the complainant or concern.

Investigative Procedure – If it is determined that a detailed investigation is appropriate, the President and the school’s attorney will conduct a full investigation. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, such as the nature of the incident and the context in which it occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will be pursued expeditiously in each case.

Responsive Action – Any student who engages in harassment is subject to immediate discipline, up to and including expulsion from The Donoho School. “I was just joking” is not a satisfactory response to explain inappropriate behavior. The results of the investigation and the resulting disciplinary action will be reported to the complainant in strict confidentiality. Records of the results of the investigation and any resulting disciplinary action will be maintained and where applicable, an appropriate notation entered in the student’s record.

Reprisal – Retaliation against any individual who complains of harassment is strictly forbidden. Anyone who practices such retaliation is subject to immediate discipline, up to and including expulsion from The Donoho School.

Non-Harassment – The Donoho School recognizes that not every advance or comment constitutes harassment. Whether a particular action or incident constitutes harassment requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of harassment can have a serious detrimental effect on innocent parties and are strictly prohibited by the school. False accusation can be cause for disciplinary action up to and including expulsion from The Donoho School.

ITEMS BROUGHT TO STUDENTS AT SCHOOL

- Items with student's name clearly marked should be placed on the designated area near each school office.
- Students should check periodically for forgotten items.

STUDENT HEALTH

All students must have the following information on file in the school office no later

than Friday of the first week of school:

1. An Alabama Department of Public Health Certificate of Immunization
2. The Donoho School Information/Emergency Data Form

PRESCRIPTION MEDICATION

Parents agree to hold The Donoho School and its employees harmless from any problems resulting from prescription medications being administered to students through the school office and are aware that no one on the staff has medical or pharmaceutical training.

- All prescription medications will be kept and dispensed through the school office
- The school will assist with the dispensing of prescription medications only when the following conditions have been met:
 1. A PARENTAL REQUEST FOR ADMINISTRATION OF MEDICATION, RELEASE AND IDEMNITY STATEMENT is completed and submitted to the office,
 2. A PHYSICIAN'S STATEMENT/AUTHORIZATION, signed by a licensed physician is on file in the office, and
 3. The medication is in the original prescription bottle or package properly labeled by a registered pharmacist as prescribed by law.
 4. Sample medications must be approved on the PHYSICIAN'S STATEMENT/ AUTHORIZATION and must include complete, written instructions for dosage.

NON-PRESCRIPTION MEDICATION

- All non-prescription medications should be submitted to the office (with complete, written instructions from the parent/guardian) upon arrival to school and will be dispensed by office personnel.
- Acetaminophen or Pepto-Bismol may be administered to lower school students only if parental permission has been given on the school's Information/Emergency Data Form.

DRESS AND APPEARANCE

The Donoho School endorses a high standard of dress and appearance. Students are expected to be clean, neat, well-groomed, and modestly dressed in a manner well-representing himself/herself and the School. It is especially important to note that The Donoho School student dress code is not intended to remove self-expression, but rather to eliminate distractions while promoting a positive learning environment. Acceptance of a position on a school athletic or academic team, and/or participation in an off-campus trip may require special dress.

When a student is asked to comply with the dress code, she/he is expected to comply immediately or be subject to disciplinary action. Any member of the faculty or staff may request that a change be made in a student's attire.

DRESS FOR STUDENTS IN GRADES PK3 THROUGH 3rd

- All shirts and blouses must have modest necklines.
- Blouses or shirts with a finished hem may be worn untucked.
- Shirts/blouses and dresses should be of modest design and should cover the back and midriff at all times.
- Dresses, skirts, slacks, or shorts are to be of modest length and shorts should be worn only during the months of August, September, October, November, March, April, and May.
- Tight-fitting shorts or pants should only be worn under a dress/skirt of appropriate length or under a blouse/shirt that is at least mid-thigh length. Girls are strongly encouraged to wear shorts, pants, or leggings under their dresses.
- Swimming trunks are not allowed.
- Clothing should not have pictures, emblems, or writings that are not appropriate for school or may be offensive to others.
- Clothing must not display offensive language or material.
- Hats, caps, sunshades, sunglasses, and bandanas should not be worn during the academic day.
- Jeans may be worn as long as they are not torn, tattered, or frayed.
- Sneakers or other appropriate shoes are required for certain areas of the playground (e.g., climbing apparatus). Students who wear flip-flops, backless shoes, or sandals will not be able to use those portions of the playground.
- Undergarments must not be visible.

DRESS FOR STUDENTS IN GRADES 4 – 12:

Male Students

- Boys are to wear a collared or turtleneck shirt tucked into slacks or golf/walking shorts.
- If pants have belt loops, belts must be worn and must be visible.
- Slacking of the pants is unacceptable.
- All facial hair must be neat, clean and trimmed. Although neatly groomed beards and goatees are permitted, mustaches and beards **should not** be started during a school term except during a prolonged break such as winter holidays or spring break. Stubby, beginning growth is not permitted.
- Hair should be well-groomed and shaped.
- **Hats, caps, and bandanas are not allowed inside the school buildings.**
- Leather sandals, shoes, or sneakers must be worn.
- Undergarments must not be visible.

Female Students

- **Shorts, skirts and dresses are to be of modest length - no shorter than three inches above the knee.**
- All shirts and blouses must have modest necklines. Blouses or shirts with a finished hem may be worn untucked.

- Blouses or shirts that are worn untucked must cover the waist of the pants or skirt showing no visible skin while sitting, standing, reaching, or bending.
- Hair should be well-groomed.
- **Hats, caps, and bandanas are not allowed inside the school buildings.**
- Leather sandals, shoes, or sneakers must be worn.
- Undergarments must not be visible.

Casual day dress may include jeans, t-shirts, sweatshirts and pullovers. Jeans may not be torn, tattered or frayed. Shirts must not display offensive language or material (examples include references to drugs, sex, or alcohol).

Game Day attire will be reserved for wear on Fridays only.

Please refer to the charts that follow for further clarification of acceptable and unacceptable dress.

MALE STUDENTS

EXAMPLES OF ACCEPTABLE ATTIRE	EXAMPLES OF UNACCEPTABLE ATTIRE
Polo shirts without writing; small insignia/logo permissible	T-shirts
Turtleneck and mock turtleneck shirts	Sweat shirts and "hoodies" (CASUAL DAY ONLY)
Collared button-down shirts	Clothing with large writing/designs on front/back for grades 7-12
Slacks such as khakis and dress pants with belts that fit at the waist	Baggy pants of any kind; slacking; pants that are too long, torn, ragged, or frayed
	Denim of any kind or color
Tailored (fitted) cargo pants/shorts with flat pockets	Camouflage pants
	Loose-fitting cargo pants/shorts with baggy pockets
	All athletic wear including sweat pants for grades 7-12
Golf/walking shorts that fall no shorter than three inches above the knee are allowed during the months of August, September, October, November, March, April, and May	Shorts are not allowed during the months of December, January, and February
Sweaters and jackets with collared shirt underneath	
Leather sandals, shoes, boots, or sneakers	Rubber flip-flops and all beach/shower shoes
Clean hair that falls no lower than the shirt collar	Unusual hair colors or cuts
Clean shaven daily or maintain well-groomed facial hair.	
	Hats, caps, and bandanas
	Earrings or any other body piercings; visible tattoos

Acceptable dress is a subjective judgment. Faculty members have the final authority to determine appropriate attire.

FEMALE STUDENTS

EXAMPLES OF ACCEPTABLE ATTIRE	EXAMPLES OF UNACCEPTABLE ATTIRE
Dresses of modest style and length	Spaghetti straps/low-cut dresses Sheer clothing of any kind
Sleeveless shirts of modest design (the width of three fingers)	Low-cut/racer back/spaghetti straps <u>except</u> when worn over a dress-code acceptable shirt
Skirts and shorts of modest length - no shorter than three inches above the knee	Skirts and shorts that are tight and or inappropriate in length; low-waisted skirts and shorts; shorts are not allowed during the months of December, January, and February
	T-shirts; clothing with large writing or designs on the front or back for grades 7-12
	Shirts and blouses that are short enough to expose the midriff while standing, sitting, reaching, or bending
	All athletic wear including sweat pants for grades 7-12
Pants (full length or Capri style)	Low rider pants
Tailored (fitted) cargo-style pants with flat pockets	Pants that are ill-fitting (too baggy, too tight, too loose, or too long)
	Pants that are torn, ragged, or frayed
	Denim of any kind or color (pants or skirts)
Sweaters and sweater sets with acceptable necklines	Low-cut/transparent sweaters; sweat shirts and "hoodies" (CASUAL DAY ONLY)
Leather sandals, shoes, boots, or sneakers	Rubber flip-flops and all beach/shower shoes
Clean, well-groomed hair	Unusual hair colors or cuts
Earrings and other jewelry that are not considered a distraction in the classroom	Body piercings or visible tattoos; Hats, caps, and bandanas

Acceptable dress is a subjective judgment. Faculty members have the final authority to determine appropriate attire.

ASSIGNMENT OF STUDENTS

- Assignments are made in the best interest of both the school and the student.
- Only requests regarding the separation of students are considered.
- Requests for assignment to specific teachers are not accepted.
- Legitimate requests must be submitted in writing to an administrator no later than 10 June and must give a valid reason for the request.
- The school does not guarantee placement according to requests.
- Assignment of middle and upper school students will be dictated by the schedule.

LOWER SCHOOL PARTIES

- All class parties will be coordinated by room parents with the approval of the teachers and/or principal.
- Party dates and times will be designated by the principal.
- Authorized parties include the following:
 - ◆ Christmas (PK - 6)
 - ◆ Easter (PK - 3)
 - ◆ Valentine's Day (PK - 6)
 - ◆ End of Year (PK - 6)
- No student may distribute private party invitations or gifts at school unless all the class or all of a sex is included. If a few children from other homerooms are invited, please do not deliver the invitations at school.
- Food items brought to school to share must include all students in the class and will be shared only at lunch. Please make prior arrangements with the teacher.
- No birthday parties will be celebrated at school other than parties offered at the annual auction by the Donoho Parents' Association.
- Any gifts delivered to school will be held in the office until the end of the day. No balloons, stuffed animals, or other items should be taken to the classrooms to celebrate individual birthdays.

FIELD TRIPS

- All Donoho School policies are in effect during any off-campus activity.
- Students must follow all additional rules for safety, dress, and behavior as explained to them prior to the off-campus activity.
- A student must have a signed permission slip on file in the appropriate school office to participate in a field trip or any other activity off campus.
- Children not enrolled in the classes involved in the field trips will not be allowed to participate even if the parents are serving as chaperones.
- Chaperones will have the same disciplinary authority as teachers.

- If it is necessary to limit the number of parent chaperones, names of chaperones will be drawn by lot.
- The Donoho School will not provide transportation in school-owned vehicles for children who are legally required to ride in car seats or booster seats.
- Lower School students will not be permitted to ride in the front seat of a vehicle with passenger-side air bags.

REQUIREMENTS FOR GRADUATION

Credits received prior to the beginning of the ninth grade will not count for graduation requirements. After enrollment at The Donoho School, only credits received from The Donoho School will be applied to fulfill requirements for graduation. Credits from outside sources may be accepted in the following circumstances: the student transfers in too late to meet graduation requirements, or the student fails a required course and is unable to repeat it prior to graduation.

To receive a diploma, students must complete the following: *

- 4 Units of English
- 4 Units of History
- 4 Units of Mathematics
- 4 Units of Science, including Biology and a Physical Science
- 3 Units in the same Foreign Language or 4 Units in two different Foreign Languages.
- 1/2 Unit of Public Speaking
- 1/2 Unit of Computer Applications
- 1/2 Unit of Health and 1/2 Unit of Physical Education or approved equivalent
- 1/2 Unit of Fine Arts Appreciation
- 3 1/2 Units of Electives
- 15 hours of community service each year in grades 9 – 12

* Certain courses have prerequisite requirements such as Advanced Placement and dual enrollment courses.

To meet graduation requirements, underclassmen are expected to complete 6 1/2 units each year, and seniors must complete a minimum of 5 units. Each student must satisfactorily complete a one semester online course from the list of approved Aventa online courses beginning with the 2012-2013 school year.

Requests for any exceptions to these requirements must be submitted in writing for consideration by the school president prior to the beginning of the senior year.

DUAL ENROLLMENT

Students may complete courses for credit from The Donoho School and college credit through Jacksonville State University pending minimum enrollment. These credits are transferable to any public institution of higher education within the state of Alabama and to many other colleges and universities. Students are encouraged to

verify that these credits will transfer to the college or university they plan to attend prior to enrolling in these courses. Additional fees apply.

Students must have an overall B average in completed high school coursework and a B average in the prerequisite courses. Some departments may also require minimum standardized test scores.

ADVANCED PLACEMENT COURSES

Students must have an overall 80 average in completed high school coursework and an 85 average in the specific subject area coursework. Pre-requisites apply to all advanced placement courses. Students may not drop AP courses after the school year has begun. All AP students are required to take the AP exam.

COMMUNITY SERVICE

Before beginning any community service project, the following steps must be completed:

- The student will select an activity or activities from the list of approved activities,
- OR, if the activity is not on the list, the student must obtain written approval from the principal.
- The student must complete a *Project Summary* form and a *Community Service Log* to document his/her hours. These forms should be returned to Mrs. Senter no later than the first Monday in May to receive credit for this requirement.
- Each student must earn **fifteen (15) hours** of community service for **each** of his/her four years of high school enrollment. The hours are to be earned from June 1st to the first Monday in May of each year. All forms are due by this first Monday in May to receive community service credit for that school year.
- When accepting a placement, the student should consider the following:
 1. Show up ready to work on time.
 2. Dress correctly for the agreed duties.
 3. Act professionally.
 4. Be respectful of others.
 5. Listen to instructions.
 6. Do the job to the best of your ability.
 7. Ask for directions if unsure.
 8. Call to notify your sponsor prior to the scheduled activity if you are sick and unable to work.
 9. Maintain confidentiality.

Community Period

Students in grades 7-12 meet for community period daily from 9:56-10:35. The typical schedule follows:

Monday - School-wide SGA lead assembly in the cafetorium

Tuesday – Study hall/tutorial (priority); science lab if needed; *ACT Prep

Wednesday – Study hall/tutorial (priority); science lab if needed; *ACT Prep

Thursday – **ADVISORY ACTIVITIES**

Friday - Clubs and Organizations

***Beginning with the Class of 2014, all students must complete an ACT/SAT preparatory course on campus prior to graduation. Beginning with the 2011-2012 sophomore class, ACT Prep will be offered by the quarter on Tuesday and Wednesday during community period.**

Juniors and seniors are not allowed to check out during Community period.

PHYSICAL EDUCATION

- Students in grades four through twelve must dress out in the required uniform.
- Students who fail to participate in planned activities will be sent to an administrator's office for an alternative assignment.
- Parental notes excusing students from activity must be signed and dated by an administrator. Excuses for more than three days must be accompanied by a physician's statement.

Alternative Physical Education Program in lieu of athletic study hall is available by request and approval by the Dean of Academics. The following conditions must be met to participate:

- The student's participation in his/her selected activity must reflect a program of intense training resulting in high-level competitions.
- The student must be involved in a rigid training and competitive program for a minimum of five hours per week on three different days with each session lasting a minimum of one hour.
- The student must provide official printed documentation of participation in the competition.
- The instructor must provide verification of proficiency (state ranking, competitive results, etc.).
- The instructor must provide a letter on training, placement, and competition.
- The student and parent must complete an Alternative Physical Education application and attach supporting documentation.
- The student must complete and pass the annual physical fitness exam given by a Donoho School physical education teacher.
- The student and instructor must maintain a log of the activity.
- The instructor must complete the required grade recommendation form.

ATHLETIC STUDY HALL

- Upper school students who do not have a regularly scheduled study hall and participate on a school sponsored athletic team as a player or athletic assistant may choose to take a study hall in lieu of physical education.
- Athletic assistants are expected to work a minimum of 30 hours during the season and must not have had a grade less than a "C-" for the preceding semester.
- Students must choose this option prior to the first contest of the season.
- Students who do not complete the competitive season will immediately be reassigned to physical education.
- Students will return to physical education class one week after the last contest of the season. A drop/add slip must be completed prior to the change.

CHANGE OF COURSES

- Required courses may not be dropped.
- Semester courses may be dropped/added up to the third week of a semester.
- Exceptions will be made only for students taking more than the required number of courses.
- Written permission from parents is required before any changes are made.
- No course changes are official until the office issues a drop/add slip.
- When a course is added, the student is responsible for completing all missed assignments in that course by the end of the current grading period of the first semester.

ACADEMIC STANDARDS

All grades are reported to the office as whole numbers, and the following conversion to letter grades applies to all courses:

98	-	100	A+	88	-	89	B+	78	-	79	C+
93	-	97	A	83	-	87	B	73	-	77	C
90	-	92	A-	80	-	82	B-	70	-	72	C-

Grades resulting in deficiencies: 65 -

69 D

0 - 64 F

Grades are reviewed periodically, and students not performing at an acceptable level may be placed on academic probation.

Students having no grade less than an A- for the year on the first Monday of May will be named to the President's List for the year. Students having no grade less than a B- for the year on the first Monday of May will be named to the Honor Roll for the year.

Assignment of grades is at the sole discretion of the faculty, and the administration will not change any grades reported by a teacher. The opportunity for additional work to improve grades is totally at the discretion of the teacher.

CALCULATION OF GRADE POINT AVERAGES

All courses, including English, math, history, foreign language and science, in grades nine through twelve will be used to determine grade-point averages. Courses designated as honors, dual enrollment, or advanced placement are multiplied by a weighting factor of 1.1 prior to calculating the GPA.

ACADEMIC REPORTING SCHEDULE

- Report cards are mailed at the end of each quarter.
- Deficiency Reports are mailed weekly to parents of students not maintaining grades of C- or better.
- Specific reports regarding individual student performance may be provided on an individual basis.
- Parents should contact the office if grades are not received within 10 days of the end of a reporting period.

ACADEMIC PROBATION

Students with two or more D's or one F in any course will be placed on Academic Probation at the end of each semester. This probation status should alert the student to the necessity of improving his or her grades immediately. Failure to demonstrate academic progress during the next semester could result in the student's contract being withheld.

ACADEMIC EXAMINATIONS

Middle School

- Students in grades seven and eight will take an examination covering the second half of the semester's work (quarter test) during the regularly scheduled semester exams. The exam is weighted to count 20% of the grade.

Upper School

- Semester examinations are comprehensive and given in all academic subjects.
- The semester examination is weighted to count 20% of the grade.
- Students in grades 9-11 who have a cumulative average of at least A- for the year will be exempt from the final examination (second semester) in that course.
- Seniors who have a cumulative average of at least *A- for the semester* are exempt from semester exams in that course.
- Students enrolled in dual enrollment courses are required by Jacksonville State University to take the semester exam to fulfill the course requirements.

Re-scheduling Examinations Due to Absence

- A fee of \$25.00 must be paid directly to the teacher for each semester exam which

is missed due to absence. This fee may be waived for certified medical reasons.

- The school will specify the date and time for all make-up exams.
- Make-up examinations must be completed within two weeks of the regularly scheduled exam unless a waiver has been granted by an administrator.

Re-examinations may be given to those students that fail the semester as a result of the semester exam and meet the following criteria:

- Maintain a passing average in the course prior to the examination,
- Pledge 10 hours of study for taking a re-examination, and
- Complete the re-examination within two weeks following the close of the examination period unless a waiver has been granted by an administrator.
- No grade higher than a 65 for a semester will be given to a student who successfully completes a re-examination.

REQUIREMENTS FOR ATHLETIC COMPETITION OR PRACTICE

- Student athletes must meet the eligibility requirements of the Alabama High School Athletic Association prior to their participation in any sport.
- Students must have the following on file in the school office:
 1. The Donoho School's "Hold Harmless" agreement,
 2. A pre-participation screening certificate,
 3. An athletic permission form, and
 4. A certified birth certificate.
- Except for school-sponsored activities, athletes must be in attendance at least 1/2 day (missing **no more** than three (3) academic class periods) on the day of participation. This includes athletic competitions or practices.
- Any student in grades 7-12 is eligible to participate on a varsity team.
- A student should play on his/her respective team unless a coach deems the athlete talented enough to play on a higher level.
- Tryouts may be held at any level of competition.
- Students who are not selected for the team may be chosen to participate in another role such as manager or statistician.
- A student dismissed from a team by the coach for disciplinary reasons may not play on another team of the same sport.
- A student who resigns from a team must do so in writing stating reasons for resignation. The letter must be cosigned by the parent. This letter must be given to the coach within one week of resignation. If a student does not write the letter, he/she will not be eligible to play on an athletic team for the remainder of the school year.
- A student may play two different sports at the same time only with the written approval of both coaches.
- Requirements for lettering are as follows:
 1. A player must attend all practices and games unless excused by the coach.
 2. A player must exemplify the high standards of The Donoho School at all times.
- Athletic uniforms are property of the school. Any student not returning a uniform at the end of the season will be billed for the uniform. Coaches are responsible for collecting and distributing the uniforms to players. Inventory will be taken at the beginning and the completion of each season.

- Academic eligibility for athletic participation is determined on the first day of the school week and will not change until the first day of the next school week.
- Students who are ineligible for participation may not travel with the school team nor dress for the competition.

SPORTSMANSHIP

- To emphasize the importance of good sportsmanship, students who are ejected from a contest are subject to disciplinary action from an administrator the principal, which may include withdrawal of playing privileges in subsequent contests.
- All spectators must recognize that inappropriate conduct may result in penalties from the Alabama High School Athletic Association that affects the entire athletic program.
- All spectators should demonstrate good sportsmanship, show respect for officials, serve as role models, and project a positive image for the school. It is important to recognize that officials have the authority to remove any spectators from an athletic contest.

REQUIREMENTS FOR ATHLETIC AND NON-ATHLETIC CO-CURRICULAR ACTIVITIES

Students are ineligible for competition when they receive a failing grade (not necessarily in the same subject) on the fourth consecutive Monday.

STUDENT CLUBS AND ACTIVITIES

The Donoho School offers many clubs and activities for students. Each club/activity operates with a faculty sponsor and may develop its own constitution and bylaws to govern its operation. A list of these clubs and activities and their criteria for membership is available in all school offices and on the website. See chart below.

CLUB/ACTIVITY	CRITERIA FOR MEMBERSHIP	LEVEL
Science Olympiad	Competitive selection	Lower School
Town Council	Elected by peers	Lower School
Student Government Association	Elected by peers	Middle School
Scholars' Bowl	Competitive selection	Middle School
Quiz Bowl	Competitive selection	Middle School
Art Club	Voluntary participation	Middle School
Drama Club	Voluntary participation	Middle School
Discovery Club	Voluntary participation	Middle School
Junior National Honor Society	Honorary selection	Middle School
Student Government Association	Elected by peers	Upper School

Science Club	Voluntary participation	Upper School
Knox Concert Series Service Committee	Voluntary participation	Upper School
Literary Seminar	Voluntary participation	Upper School
Fellowship of Christian Athletes	Voluntary participation	Upper School
Focus Group	Voluntary participation	Upper School
Spanish Club	Voluntary participation	Upper School
French Club	Voluntary participation	Upper School
Mu Alpha Theta	Honorary selection	Upper School
Tri Mu	Honorary selection	Upper School
Spirit Club	Voluntary participation	Upper School
Honor Council	Elected by peers	Upper School
National Honor Society	Honorary selection	Upper School
Forensics Team	Voluntary participation	Upper School
Academic Team	Competitive selection	Upper School
Language Arts Olympiad	Competitive selection	Lower/Middle Schools

ELECTRONIC DEVICES

Students are not to use cell phones, beepers, pagers, or personal entertainment systems in any academic setting, during physical education instruction, in the library, or during assemblies. As with other items the school deems inappropriate, the school reserves the right to confiscate these items and appropriate disciplinary action will be taken.

TELEPHONE USE

- Emergency calls will be made by the school secretaries.
- Cell phones must be turned off and out of sight and in a backpack or purse during the school day, except during lunch and break when students may check or return phone calls.
- At no time are cell phones allowed in an instructional setting.
- Students will not be allowed to leave class to return messages for ordinary calls.
- Lower school students may not call home to have parents bring forgotten homework.

MESSAGES TO UPPER SCHOOL STUDENTS

If a parent must call the office to leave a message, the US office will post the message on the message board outside the US office. Students should check the board regularly for announcements or personal messages.

STUDY HALLS

- Students must report promptly for roll call.
- There is to be no talking except by permission of the study hall teacher.
- Students leaving study hall for any reason must check out with their study hall supervisor.
- Juniors and seniors must report to assigned study halls when on deficiency.

- Any necessary outside appointments should be scheduled during study hall when possible.

LIBRARY

- The library is designated as a quiet area at all times.
- Books must be checked out prior to removal.
- Magazines and reference materials may be copied but not removed from the library.
- Except for juniors and seniors, all students must have a pass or be accompanied by a faculty member.
- All library obligations must be cleared before receiving report cards.

USE OF TECHNOLOGY

- Use of school technology is a privilege and, if abused, may be restricted or denied.
- Network computers have restraints that may not be encountered on personal computers.
- Attempted breeches of security may result in disciplinary action, including expulsion.
- Detailed policies for technology are delineated in the Acceptable Use Policy which must be signed and on file in the school office prior to use. The Acceptable Use Policy may be found on the school website, or a copy may be obtained in any school office.

LUNCH/SNACKS

- The designated areas for lunch (grades 9-12) are the picnic tables and grassy areas near the flag pole, the circle, in front of and on the MS side of the cafetorium, and the bench area in front of the MS. *Failure for one or more of these areas not to be cleaned up after lunch will result in all students being required to eat inside the cafetorium for a designated time.*
- Students in grades 7-8 must eat in the cafetorium each day.
- RULES FOR GOOD TABLE MANNERS APPLY AT ALL TIMES.
- Students should clean up the area around them after eating.
- Students may bring food from home or purchase a meal card from the school office.
- Parents delivering lunches to school should place them on the designated area. They should be clearly labeled with the student's name.
- Lunch boxes and/or thermoses should be clearly labeled with the student's name.
- Chewing gum is not permitted any time during the school day.
- No glass containers are allowed.
- Vending machines with snack foods are available.
- Upper and middle school vending machines are to be used only during midmorning break and lunch. The vending machine in the upper school gym may also be used after school.
- The lower school vending machine may be used before school and during lunch

only.

- Food is permitted only in designated areas. (Classrooms are not designated areas.)

STUDENT, PARENT, FACULTY RELATIONS

Some situations may require an open and mutually respectful discussion between students, parents, and faculty. In incidences where students desire clarification of decisions the following procedure should be implemented in a sequential manner:

1. Compliance with the decision of the teacher
2. Respectful request for a private conference with the teacher
3. Request for a conference with the teacher and the parent
4. Request for review by the appropriate administrator

The situation will be investigated, and an administrator will make a decision and inform all persons involved of that decision within a reasonable amount of time. The decision of the administrator is final.

CODE OF CONDUCT/DISCIPLINE

The rules that govern student behavior at The Donoho School are those that govern ladies and gentlemen everywhere. It is the school's belief that the Honor Code, which addresses ethical behavior, and the Code of Conduct, which guides student social behavior, reinforces the school's commitment to providing an atmosphere that is pleasantly conducive to learning and fosters integrity.

Students are required to pledge themselves to the following Code of Conduct:

"As a student of The Donoho School, I will conduct myself as a lady or gentleman, will adhere to the principles of the Honor Code and will promote a positive learning environment for my fellow classmates at all times."

INSOLENCE/INSUBORDINATION:

Our school and community spirit is dependent upon mutual respect among teachers, administrators, staff, parents, and students. This respect must be given and earned by everyone. For students, it is a serious offense to disobey or to be rude to any adult. The students should do as they are instructed, diffuse any unpleasant situation immediately, and try to make amends at a later time. If a student feels he or she has been treated unfairly, he or she should seek the advice of the Dean of Students or the school principal.

SKIPPING CLASS

All students are expected to attend all classes, assigned study halls, and assemblies. Skipping class is a serious offense that will result in a suspension at the discretion of the school.

LEAVING CAMPUS

Leaving campus without permission is a serious offense that will necessitate strong disciplinary action that will result in a suspension.

AFTER-SCHOOL DETENTIONS

Detention may be issued to students who violate school rules. **An unusual number of detentions is indicative of a student's unwillingness or inability to abide by The Donoho School's standards of behavior or a lack of commitment to being a part of our school community.** Excessive detentions may result in loss of privileges, probation, suspension, or expulsion. The administration will determine when the number of detentions becomes excessive.

Parents will be notified when the student accumulates **6 detentions** in a semester. An **automatic in-school suspension** will occur for excessive detentions when a student accumulates **10 detentions** in a semester.

- Teachers have the authority to detain students for 30 minutes after school.
- Parents of the lower school students will be notified of a detention received one day in advance.
- Middle and upper school students must serve the detention on the day it is received unless deferred by an administrator.
- Students detained for disciplinary reasons may perform services for the school under the supervision of the monitor.
- *Offenses such as but not limited to defiance, disrespect, or disruption will carry an automatic two-day detention as a minimum punishment.*
- If a student has a **scheduled school function only** (such as an athletic, academic, or fine arts contest or field trip) and cannot serve the detention on the day it was given, he or she is to report to the teacher who issued the detention the following morning at 7:30 a.m. Anyone later than 7:35 a.m. should report to detention that afternoon.
- If a student comes to the morning detention and needs to go to another academic teacher for tutorial, he or she will serve the detention the same afternoon with the detention teacher.
- **Only an administrator** can defer a detention for any other reason such as a scheduled doctor's appointment, etc. A medical excuse from the doctor's office should be turned into the office the next morning.
- Detention is held daily immediately after school in the room of the assigned detention teacher. Students reporting late to detention (after 3:10) will be required to serve an additional day's detention.
- A student's inability to serve the detention the day it is given in grades 7-12 will result in a deferred two-day detention. Students who have previously scheduled doctor's appointments may bring in a dated written medical excuse from the doctor or medical office that will eliminate the need for serving the second day. Late notes or phone calls will not suffice.

ISOLATION (IN-SCHOOL SUSPENSION)

- Students may be removed from classes and isolated from their peers.
- Students are expected to complete assignments and take tests as scheduled during isolation.
- Students are not allowed to participate in any school activities until the next school day following completion of isolation.
- When isolation involves a weekend period, the student is not allowed to participate in any school activity during the weekend.
- Students serving in-school suspension will be required to leave all back packs, purses, cell phones, etc. with the office each day of suspension. Only textbooks, notebooks and writing utensils will be allowed in the suspension room.
- The isolated student is responsible for all work missed during the suspension; the teacher is not responsible. The work should be completed and submitted to the teacher at the beginning of the first class upon return. It is the sole responsibility of the student to insure that all work is done in a timely and acceptable manner. The teacher should not remind him/her or solicit the work in any way.
- The isolated student will take any tests scheduled for the day of return on the day of return with the other students. Any homework or tests not submitted at the times described above will receive a zero. If the student is serving in-school suspension, all tests and quizzes will be taken under office supervision at the normal class time.

SUSPENSION

- Students may be restricted from being on campus for a designated period of time.
- Students are responsible for making arrangements to complete all work missed during this period.
- Students are not allowed to participate in any school activities until the next school day following completion of suspension.
- When suspension involves a weekend period, the student is not allowed to participate in any school activity during the weekend.
- If an upper school student is suspended, a copy of the notification letter becomes a part of the student's permanent record.
- The suspended student is responsible for all work missed during the suspension; the teacher is not responsible. The work should be completed and submitted to the teacher at the beginning of the first class upon return. It is the sole responsibility of the student to insure that all work is done in a timely and acceptable manner. The teacher should not remind him/her or solicit the work in any way.
- The suspended student will take any tests scheduled for the day of return on the day of return with the other students. Any homework or tests not submitted at the times described above will receive a zero. If the student is serving in-school suspension, all tests and quizzes will be taken under office supervision at the normal class time

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation when he/she:

- Is guilty of a serious breach of the Honor code or the school's rules and

regulations.

- Has committed repeated offenses so as to indicate defiance of the honor code or the school's rules and regulations.
- Has willfully refused to be rehabilitated by the lesser penalties, for disciplinary infractions.

ACADEMIC OR DISCIPLINARY PROBATION

- Students who fail to meet academic or disciplinary expectations may be placed on probationary status at the discretion of the administration.
- Parents will be notified in writing when their student is placed on probation.
- Unless improvement is evident, students on probation may be denied continued enrollment.

EXPULSION

- Students may be dismissed for disciplinary or academic reasons.
- Probationary status or previous offenses are not prerequisites for expulsion.
- No student's application for re-admission will be considered until after one full year following the date of his/her expulsion.

INVOLVEMENT OF LEGAL AUTHORITIES

If violations of laws or ordinances occur, legal authorities will be contacted.

TOBACCO, ALCOHOL, AND DRUGS

The Donoho School has established a formal Drug Education Program. The key components of the program are: formal student education that begins in grade six and continued through the senior year and drug testing for students in grades nine through twelve.

Substance abuse interferes with a child's physical and emotional development and has the potential to affect those around him or her. It is the school's desire to protect our students from the serious consequences of illegal drug use and to maintain an optimal learning environment for all students that is drug-free. Prevention, not punishment, is the primary focus of drug testing. Testing is used to deter initial use and to identify anyone in need of help.

THE DRUG TESTING PROGRAM

STUDENT DRUG TESTING

The testing schedule will be as follows:

1. Universal testing - The initial testing for every student in grades 9-12 will be performed during the first month of each school year. Any student entering grades 9-12 after the school year begins will be given an initial test within the first month of the first day of his or her attendance.
2. Random testing – All students will be subject to random testing (using a random number generator) throughout the school year to achieve a goal of 40% of the student body in grades 9-12 by the end of the school year.
3. Follow-up testing– Any student testing positive (without an alternative explanation such as prescribed medications or prescription injections) will be tested at 90-day intervals for the remainder of the school year or until a negative result is obtained. Additionally, any student in grades 9-12 who is suspected of drug use by the school president, high school counselor, or dean of students will be tested.

TESTING METHOD

The primary method of testing will be hair analysis performed by a licensed clinical laboratory. In the alternative, urine will be tested.

HAIR COLLECTION PROCEDURES

1. Students will be assigned a unique identification number. Trained personnel will perform the hair collections.
2. A sample of hair is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the trained personnel and initialed by the tested student.
3. If urine collection is necessary, it will be collected in a discreet manner that insures authenticity.

CONTESTING A POSITIVE RESULT

All positive screening results are confirmed using highly reliable laboratory technology. If a parent wishes to contest the result, the parent may do so in writing to the school president within ten days of notification. The re-test will be at the parents' expense. The re-test must be done using a method comparable to the original test.

CONFIDENTIALITY AND DISSEMINATION OF RESULTS

The school's policy is that all information related to drug-testing will be kept confidential. Only the school president will have access to this information. Parents

will be notified discreetly and in an expeditious manner of positive test results. Parents will not be notified if a test is negative. The school will keep no permanent drug testing records, and all drug testing records will be destroyed at the end of each school year.

CONSEQUENCES OF POSITIVE RESULTS

Parents will have an opportunity to verify prescribed medications. The school will not reveal a positive test result to anyone, including law enforcement.

1. A first positive drug test in any school year will result in a conference with the student, parent/guardian, the school president (and the school counselor only if requested by the parent).
2. A subsequent positive drug test in the same school year will result in loss of some or all privileges outside the academic setting and other potential consequences up to and including dismissal from school. In addition, Donoho requires that a student be evaluated by a psychologist, physician, or other drug counseling professional within 10 days of notification. Privileges will be restored upon provisions of a comparable negative drug test.

USE OF TOBACCO, ALCOHOL, OR DRUGS ON SCHOOL GROUNDS

Students are not permitted to use tobacco, alcohol, or drugs on the school grounds at any time. Violation of this rule may result in suspension or expulsion from school.

- *Expulsion may occur if any student of The Donoho School...*
 - while on the school premises or participating in or attending any school function use, possesses or is under the influence of an intoxicant. Intoxicants include alcohol or any drug not prescribed for that student for medical reasons.
 - while on or off the said premises brings public discredit to The Donoho School as result of the use or possession of any such intoxicant.
- No student's application for re-admission will be considered after expulsion of that student for one full year following the time of his/her expulsion. Thereafter, such application will be approved only if authorized by the president.

PUBLIC DISPLAY OF AFFECTION

Public Displays of Affection are not permitted on the school campus, including embracing, holding hands, kissing, etc.

SPORTS AND SOCIAL ACTIVITIES

Often during the school year, activities are sponsored by the school and are held

outside school hours. Whether these activities are on The Donoho School campus or elsewhere, the behavior of participants and observers alike reflect upon the school. During these events, therefore, all policies in effect during the school day will be in effect then.

When attending school sponsored dances and related activities, students are responsible for the behavior of their invited guests. No one is permitted to leave a dance or similar activity and be re-admitted. Prior to attending such functions, guests must be listed and approved by the appropriate sponsor of the event. Upper school students may not attend middle school dances. Remember that the use of alcohol, tobacco, or drugs by students or their guests may result in suspension or expulsion.

RETURNED CHECK POLICY

- There will be a thirty-five dollar (\$35.00) handling fee on all checks returned to the school.
- When you have a check returned, your bank advises you on the same day they return the check to the school.
- You must reimburse the school for the check plus the \$35.00 handling fee via cashier's check or money order within seven (7) days or the student will be dropped from the school register for a period of twenty (20) school days. If the returned check is not made good plus the \$35.00 handling fee via cashier's check or money order by the end of the twenty (20) school days, the student will be dropped from the school register for the balance of the school year covered by the current contract.
- In cases where your bank made errors in your account, arrangements must be made with the business office to re-deposit your check within the seven (7) day period and payment of the \$35.00 handling fee may be waived. However, if the check is returned a second time and/or the \$35.00 fee is not paid or waived by the school business office, the student will be dropped from the school register for twenty (20) days. If the returned check is not made good plus the \$35.00 handling fee via cashier's check or money order by the end of the twenty (20) school days, the student will be dropped from the school register for the balance of the school year covered by the current contract.
- If the school must handle a returned check for any reason other than for a bank error, all payments to the school for the balance of that school year must be paid via cashier's check or money order only.

AWARDS

Numerous academic awards are presented to recognize the efforts and performance of students who excel scholastically. Written criteria are followed in the determination of the award recipients, and the scholastic standing as of the first Monday in May is used for the academic requirements. A list of awards with their criteria follows. It is available in the school offices and on the website.

Bryant-Jordan Scholar Senior Athlete Award (Senior) The senior who has demonstrated outstanding performance in athletics and academics.

Senior Falcon Awards (Senior) who participated on school sponsored athletic teams

or cheerleading during their high school years

I Dare You Leadership Award (11th) The junior boy and girl who have demonstrated the most outstanding leadership potential

Outstanding Junior Boy and Girl (11th) The junior boy and girl who are judged to be the most outstanding in all phases of school life

Outstanding Knox Concert Series Service Committee Male and Female (11th and 12th) The senior boy and girl selected by peers as the most conscientious members of the Knox Concert Service Committee

Knox Concert Series Service Committee Recognition Juniors and seniors who assist the Knox Concert Series with productions.

Accelerated Reader Awards (Lower) Students who earn 100 or more points during the regular school year

Christian Student Awards (4th through 6th grades) Students who have shown helpfulness, understanding, sensitivity, and love toward the other students (selected by faculty)

Daughters of the American Revolution Essay Awards Students who receive awards as a result of their participation in the DAR essay contest

Geography Bee Awards (Lower and Middle) Students who were selected from a two-phase elimination process to represent their classes in the school-level geography bee

Good Citizen Awards (Intermediate) Students who have demonstrated compassion, sensitivity, and concern for their classmates (One boy and one girl from each grade)

Highest Academic Awards (Intermediate) Students with the highest overall average in each academic subject as of the first Monday in May

Honor Roll (Intermediate) Students who have made all A's and B's in all subjects based on yearly averages. The Honor Roll will be published in the local newspaper.

Most Conscientious Student Awards (Intermediate) Students who have put forth the most conscientious effort in each academic subject as of the first Monday in May

Perfect Attendance Awards (Intermediate) Students who were in attendance for each school day

President's Award (Intermediate) Students who have made all "A's" every grading period in ALL academic subjects for six consecutive years. (Students must have attended The Donoho School for at least the previous two years to be eligible.)

President's Award for Educational Excellence (Students exiting Grade 6 and exiting Grade 8) Students in the lower school who have a minimum average of 90 for the 4th, 5th, and up until 1st semester 6th grade along with the teacher, principal, or counselor recommendation. Students in middle school who have a minimum average of 90 for 7th and up until 1st semester of 8th grade along with the teacher, principal, or counselor recommendation.

President's List (Lower) Students who have made all A's in all subjects based on yearly averages. The President's List will be published in the local newspaper.

President's Physical Fitness Awards (Lower) Students who have scored in the 85th percentile or higher compared with other students throughout the nation in pull-ups, sit-ups, shuttle run, mile run, and v-sits

Science Olympiad (Lower) Students who represented The Donoho School in the Science Olympiad

Spelling Bee Awards (Lower and Middle) Students who represent The Donoho School

at the Calhoun County Spelling Bee

Christian Character Award (Senior) The senior with highest moral excellence (Actions reflect religious principles, integrity, honesty, kindness and respect for authority. The recipient is nominated by peers.)

Betty Slate Spanish Award (Senior) The senior who demonstrates the most outstanding Spanish ability

Jane Gibbins Life Science Award (Senior) The senior who is the most outstanding in the field of biological sciences

Katherine M. Jones French Award (Senior) The senior who is the most outstanding French student

George E. Gorey, Jr. Chemistry and Physics Award (Senior) The senior who is the most outstanding student in both physics and chemistry

Art Award (Senior) The senior who has demonstrated excellence in ability and creativity in art

Walker Reynolds, Jr., Renaissance Award (Senior) The senior who has demonstrated excellence in academics, extra curricular and civic activities, athletics, fine arts, and church activities (A student must actively participate in all five of these categories.)

Thespian Award The student who has been outstanding in dramatics and acting while a student at The Donoho School

Karen L. Hester Scholar Athlete Award (Senior) The senior cheerleader or senior athletic team member having the highest academic average during the senior year

Athletic Excellence Award (Senior) The senior boy and girl who are considered to be the best athlete in a variety of team sports while maintaining at least a B+ academic average during the senior year

Mary Jane Smith NHS President's Award (Senior) The senior who is elected to lead the National Honor Society

Drama Director's Award The student who has made outstanding contributions behind the scenes to drama productions (not presented every year).

Artisan Award The student who exemplifies dedication, discipline, and creativity in the art studio.

Band Director's Award The student who exemplifies musicianship and bandmanship above and beyond musical expectations and is dependable and shows leadership in the process

Musician Award The student who shows above average musicianship and plays in all state band.

Choir Director's Award

Band Leadership Award The student who exemplifies leadership in band

Editor of *Gauntlet* Award (Senior) Editor of *Gauntlet*

Editor of *PenFeather* (Senior) Editor of *PenFeather*

Choral Award (Senior) The senior who has demonstrated an outstanding talent for singing and participated as a member of the choral program at The Donoho School

Col. C. Henry Wood Award (Senior) The senior who is the most exceptional scholar and leader

summa cum laude (Senior) Seniors with a GPA of 98 or higher

magna cum laude (Senior) Seniors with a GPA of 93 to 97.99

cum laude (Senior) Seniors with a GPA of 88 to 92.99

DAR Good Citizenship Award (Senior) The senior demonstrating outstanding qualities of dependability, leadership, and patriotism

Editor of *Lure* Award (Senior) Editor of *Lure*

Faculty Award (Senior) The senior who is most outstanding in qualities of character, scholarship, leadership and loyalty to The Donoho School

Germaine Berman Award of Excellence in the Arts (Senior) The senior who has exhibited excellence in the fine arts as well as involvement in cultural activities in the community

James O. Quimby Math Award (Senior) The senior who is the most outstanding math student

Julia P. Murray English Award (Senior) The senior who has demonstrated excellence in all areas

Most Conscientious Male & Female Students (Senior) The senior boy and girl who have displayed the greatest academic effort during the entire year

President of the Honor Council Award (Senior) The senior who is elected to lead the Honor Council

President of the SGA Award (Senior) The senior who is elected to lead the Student Government Association

President's Award (Senior) The senior who has been most distinguished in service to The Donoho School

Principal Leadership Award (Senior) The senior who has demonstrated ability to combine academic excellence and exemplary leadership in school and community activities

Redge P. Thagard History Award (Senior) The senior who is the most outstanding history student

Salutatorian (Senior) The senior with the second highest combined average of all core subjects taken at The Donoho School in grades 9 through 12 (The student must have attended The Donoho School for two years to qualify for this award.)

Valedictorian (Senior) The senior with the highest combined average of all core subjects taken at The Donoho School in grades 9 through 12 (The student must have attended The Donoho School for two years to qualify for this award.)

Duke Talent Identification Program (Underclassman) 4th, 5th, and 7th grade students who have scored at the 90th percentile or above on a grade level standardized achievement, aptitude, mental ability, or state-approved test battery

Girls and Boys State Delegates sponsored by the American Legion (Underclassman) The outstanding junior boy and girl in the areas of character, leadership ability, and traits of good citizenship are selected

Harvard Book Award (Underclassman) The junior who combines excellence, scholarship and high character with achievement in other fields

HOBY Leadership Award (Underclassman) The sophomore who has demonstrated leadership ability and whose essay is selected as the most outstanding among participating Donoho students

Most Valuable Player on the Academic Team (Upperschool)

Most Valuable Player on the Quiz Bowl Team (Middleschool)

Junior National Honor Society (Underclassman) Students in 7th and 8th grade who have a minimum cumulative grade average of 88 percent as well as an 88 grade average for the preceding semester and must meet character, leadership, and service requirements are eligible for consideration for induction.

National Honor Society (Underclassman) Juniors and seniors who have a minimum cumulative grade average of 88 percent as well as an 88 grade average for the preceding semester induction are eligible for consideration for induction. Additionally, a

student must also meet character, leadership, and service requirements.

National Language Arts Olympiad (Underclassman) 7th and 8th grade students achieving the top ten scores in their class on the National Language Arts Olympiad test.

National Latin Exam Awards (Underclassman) Students who have demonstrated outstanding achievement on the Introduction to Latin Exam.

NEDT 90 Percentile (Underclassman) 9th and 10th grade students having a score of 90% or above

Presidential Award for Educational Excellence (Students in grade 12) Students who have maintained an overall 3.5 cumulative average until 1st semester of their senior year along with teacher, principal, or counselor recommendation.

Highest Academic Average Awards (Underclassman and seniors) Student with the highest academic average in each course as of the first Monday of May

Honor Roll (Underclassman and seniors) The students who have received all A's and B's in all subjects based on yearly averages. The Honor Roll will be published in the local newspaper.

Most Conscientious Awards (Underclassman and seniors) Student demonstrating the greatest effort in a course as of the first Monday of May

President's Roll (Underclassman and seniors) The students who have received all A's in all subjects based on yearly averages. The President's Roll will be published in the local newspaper.