

# MONSIGNOR DONOVAN CATHOLIC HIGH SCHOOL



## Student-Parent Handbook 2011-2012 *“To Radiate the Lord”*

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Athens, Georgia 30606  
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[www.mdchs.org](http://www.mdchs.org)

*Accredited by*  
**Southern Association of Colleges and Schools (SACS)**  
**Georgia Accrediting Commission (GAC)**

*Member of the*  
**National Catholic Educational Association (NCEA)**  
**Georgia Independent Schools Association (GISA)**

*The rules and policies for Monsignor Donovan Catholic High School outlined in this handbook are the material condition of the contractual agreement between the school, the student, and the student's parents/guardians. The administration of Monsignor Donovan Catholic High School has tried to be as explicit as possible. However, because during the academic year new and unusual circumstances may arise, the principal has the authority to use his/her discretion in making decisions regarding unforeseen circumstances. The principal may also amend the student-parent handbook for just cause. Parents and students will be given written notification if changes are made.*

## **ADMINISTRATION & STAFF**

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## I. INTRODUCTION

### MISSION STATEMENT

The mission of Monsignor Donovan Catholic High School (MDCHS) as a Catholic college preparatory school is to develop leaders of competence, conscience, compassion, confidence, and courage, who, out of love for Christ and others, will radiate Christ in their lives.

### PHILOSOPHY

MDCHS is a college preparatory school dedicated to providing opportunities for the development of the spiritual, moral, emotional, intellectual, social, and physical growth of each student.

We strive to nurture within each student the belief that we are all created to know, love, and serve God; that each person, though sinful, is personally known and loved by God; and that this love invites a response to God's love, a free gift of oneself. Thus, we shall work in partnership with parents developing in their sons and daughters a sense of responsibility to God, to themselves, and to their fellow human beings.

We strive to help each student develop a realistic and positive self-image, thus enabling the student to be a productive and happy individual.

We believe that learning requires a disciplined atmosphere that fosters both personal freedom and responsibility for one's decisions.

We strive to develop Christian values and to teach our Catholic heritage so that all students might become examples of the ideal Christian person: A person who contributes energies and God-given talents for the well-being of self and others.

We welcome students to our school who are from non-Catholic faith traditions, unless attendance would cause conflict for them because of the unique Catholic dimension and philosophy of our school.

### CREST & FOUNDING VALUES

The crest of Monsignor Donovan Catholic High School represents founding values for the school. The following is an explanation, clockwise from the upper left portion of the crest:

- 1) Family** — Monsignor Donovan Catholic High School (MDCHS) will be a school that provides a nurturing close-knit family environment and will encourage parents to take an active part in their child's education;
- 2) Inclusiveness** — Anyone who is qualified, no matter the socio-economic, racial, or religious background, is encouraged to apply and attend Monsignor Donovan Catholic High School;
- 3) Jesus Christ** — Our central focus as a Catholic school will be to promote a Christian environment and faith-based education in the Catholic tradition;
- 4) High Academic Standards and Expectations** — Monsignor Donovan Catholic High School is a college preparatory school that will expect much from its students and will assist them in their academic endeavors so that each student's talents can be fully realized.

### MOTTO

#### **“To Radiate the Lord”**

The motto of Monsignor Donovan Catholic High School is “To Radiate the Lord.” Our hope is that the members of the Donovan community love Christ and others so much that they are compelled to share their love for Christ, their learned truths, and their developed talents with others. In so doing, they will radiate Christ in their daily lives for the greater glory of God.

## **SCHOOL COLORS**

Navy Blue, Silver, and White

## **MASCOT**

Rams

## **NAMESAKE**

The school is named after Monsignor Walter J. Donovan who founded St. Joseph Catholic Elementary School ([www.sjsathens.org](http://www.sjsathens.org)) in 1949, just two years after he arrived in Athens as pastor of St. Joseph's Catholic Church. At the time, a community of nuns from Reading, Pennsylvania, sent several of their number to teach the children of less than a dozen of St. Joseph's families in a two-story brick building on Prince Avenue.

## **SCHOOL LOCATION & FACILITY**

The school is located on 57 acres at 590 Lavender Road, Athens, Georgia. A reception area, Administrative Offices, Donovan's Den which serves as a lunch room, Professional School Counselor's Office, Development Office and the Barbara Bohorfoush Chapel of the Immaculate Heart of Mary are located in the center of the facility. Twelve academic classrooms, including a Computer Lab, Art Room, Band Room, and The Rosie Hildebrand Science Laboratory, are located on two wings. A gymnasium for athletics is located on a third wing. A baseball field, soccer field, cross country course, and Mater Dei Square complete the physical plant.

## **II. GOVERNANCE**

### **LEADERSHIP**

Monsignor Donovan Catholic High School is an independent Catholic school not affiliated with the Archdiocese of Atlanta. MDCHS is governed by the Board of Trustees for Monsignor Walter J. Donovan Catholic High School, Inc. The administration of MDCHS is the responsibility of the Principal who is appointed by the Board of Trustees.

## **III. COMMUNICATING WITH THE SCHOOL**

Good communication between the home and the school is an important part of fostering growth in the student. It is important for all students, teachers, and parents to do all that they can to promote communication and mutual understanding. One of the ways in which they can do this is by learning and working through the procedures followed by the institution. Students, teachers, and parents, therefore, should become familiar with the following procedures and use them when communicating with the school.

### **GENERAL PROCEDURES**

#### **• Telephone Calls/Emails**

If you wish to speak with a member of the faculty or administration, and that person is unavailable when you call the school, please leave a message with the Administrative Assistant. Be sure to leave your name, phone numbers where you can be reached and when you can be reached at each of those numbers. If your telephone call is not returned within two school days, please call again. If this second call is unanswered, then contact a member of the administration. School policy states all telephone calls from parents are to be answered within two school days. Keep in mind that email is another method to use when attempting to contact a staff member. Please allow at least 48 hours for a response, keeping in mind that teachers are in class and may not have a break until the end of the day.

#### **•Appointments**

It is important that parents who wish to meet with a member of the faculty or with an administrator call ahead to schedule an appointment. E-mail requests are honored as well. "Drop-in" visits detract from the normal schedule and the opportunity for the teachers to use their planning time to prepare for class.

## IV. GENERAL PROCEDURES AND INFORMATION

### ATTENDANCE POLICIES

#### •Attendance

Monsignor Donovan Catholic High School is expected to provide the number of days of instruction required by the Southern Association of Colleges and Schools. Therefore, students must be responsible to attend classes on a regular basis or risk losing academic credit. **Students absent from school or from individual classes for more than 15 (fifteen) days, risk losing credit for the course(s). The school shall determine the legitimacy and classification of all absences.**

#### •Absence Policy

Some absences cannot be avoided. However, students must realize that regular attendance, diligence, and application to study contribute to the students' success in academic endeavors.

#### Hours of Operation/Student Pick-Up

MDCHS hours of operation are from 7:30 am to 3:20 pm Monday, Tuesday, Thursday, and Friday. Wednesday's times are from 7:30 am to 2:20 pm (early dismissal day). Students should be picked up at 3:20 and no later than 4:30 or by 2:20 pm on Wednesday and no later than 3:30 pm. If a student participates in athletics or another school related activity/club/organization, pick up time in the afternoon is determined by the coach or sponsor of that group or organization. Parents are responsible for making arrangements for their student to be picked up at the appropriate time.

#### •Late Arrival to School

It is our intent to develop in students the habit of being on time for all of their classes. Students who arrive late to school must report to and check in at the front office before they attend homeroom or classes. They must have a note from a parent or guardian. Students arriving late will be assigned a tardy. Students who accumulate five tardies per semester will automatically receive a detention. After the first detention, if a student accumulates three additional tardies, they will serve another detention. Students will be assigned a detention for every subsequent tardy.

#### •Late Arrival to Class

Students reporting to class after the bell are considered tardy. Any tardy to class will be handled by the teacher. The teacher will assign two points for being late and submit the referral to the Discipline Coordinator.

#### Front Office Check-In/Check-Out

Any time a student leaves school during school hours, the student must check-out at the front office. Any time a student returns to school after an absence or after a check-out, the student must report to the school front office to check-in. Students who arrive to school late must report to the front office before they do anything else. Failure to do so will result in two points.

**Parents must telephone or send an email to the front office between 7:45 and 8:45 a.m. in the event of student's absence.** In addition, students returning to school following an absence must present a written explanation of the absence from a parent or guardian. It should be signed, dated, should contain the dates and the reason for the absence. The administrative assistant in the front office will file all absentee notes in the administration office. Beginning at 10 am the administrative assistant will contact parents concerning their student's absence.

**The school determines the legitimacy and classification of all absences. Absences are divided into three categories:**

#### (1) Excused Absence

An excused absence will be recorded for illness, death in the family, a medical appointment/procedure, college visit or court summons provided that written documentation is presented to the front office. It

is the responsibility of students to contact their teachers to make arrangements for make-up work for any tests, projects, assignments, or homework. The time limit for completion of make-up work will be determined by the teacher. The teacher is the person who sets the day and time of tests. Full credit will be given when work is completed.

### **(2) Informed Absence (Future Absences/College Visits)**

An informed absence will be recorded for college visits or on occasions when the absence may benefit the student's knowledge or education or when there is a developmental opportunity for the student. ***Informed absences are not to be used for family trips, family vacations, doctor appointments or any expected absence that is not educational or developmental in nature.*** Permission must be requested in writing from the parent or guardian to the Principal as far in advance as possible and no later than one day in advance. In addition to advanced written notification, an "informed absence" form may be obtained from the Assistant Principal or the Administrative Assistant. A signature and assignment from each teacher must be secured. This completed form must be returned to the Principal before permission will be granted. A copy of the informed absence will be kept in the front office and a copy will be given to the student. Informed absences may not be granted for exam days without prior approval from the Principal. Make-up work is required for all informed absences and due dates are at the discretion of the teacher(s). The student should take the responsibility to schedule a time with the teacher to make up all missed tests and quizzes. Full credit will be given based on completed work.

### **(3) Unexcused Absence**

An unexcused absence is recorded when no valid reason can be given for the absence or when a student is suspended. Tests, assignments and homework that are due on the day of the absence become due on the day the student returns. Without proper documentation of the absence by the end of the school day, the absence will be considered unexcused and will then be reported to the Administration. **Students absent from school or from individual classes more than 15 days, run the risk of losing credit for the course.**

### **•Other Issues Regarding Absences From School**

#### **Early Dismissal**

Students who anticipate having to leave school early must present a written request, an email, fax or phone call to the front office by 7:50 a.m or before school begins. The request should be from a parent or guardian and signed or sent by that parent or guardian. It should be dated, should state the reason for the early dismissal, and should include a phone number for verification purposes. The excused student must sign-out immediately before leaving school and sign-in at the front office if they return before the end of the school day.

#### **Funerals**

When leaving school to attend a funeral, students must present a written excuse, an email, fax or phone call from a parent on the day of the funeral. Students may not drive other students to a funeral unless written permission from the passenger's parent/guardian and the driver's parent/guardian prior to the funeral is received in the front office.

#### **Illness at School**

Students should report to the front office when they become ill at school. In the event of a serious illness, a parent/guardian will be notified by the school. Students should not initiate the early dismissal request by calling a parent prior to reporting to the front office and speaking with the administrative assistant, counselor, or administrator. The parent(s) must bear the responsibility of providing transportation home. No student will be excused from class to drive an ill student home. In most circumstances, no ill student will be allowed to drive home without obtaining permission from a parent

or guardian. Acceptable permission may be in the form of an email, FAX, phone call or note from the parent(s) or guardian (or the person listed on the emergency information card).

### **Effect of Absence on Activity Participation**

Students who have missed four or more class periods because of illness or an unexcused absence may not participate in or attend any extracurricular activity that day. In the case of an informed or an excused absence, the principal will determine the legitimacy of a student's request to participate. Documentation, such as a doctor's note or court summons, may be required.

### **Severe Weather Conditions & Unexpected School Closing**

In case of a general emergency in which school may be called off due to dangerous weather or other circumstances, MDCHS will follow the action taken by the Athens-Clarke County public high schools and/or Saint Joseph Catholic School. Students, parents, and faculty should use the radio or TV news reports concerning whether or not schools will open. Please do not call school personnel. Athens radio stations to listen to are WRFC 960AM, WBKZ 880 AM, WNGC 106.1 FM, WGAU 1340 AM, WGMG 102.1 FM, and WMSL 88.9 FM, WPUP 103.7 FM, WNGC 106.1. Television station WXIA-TV in Atlanta (Channel 11 Alive) will also announce school closings.

### **Withdrawals**

To withdraw officially from Monsignor Donovan Catholic High School, the appropriate form from the professional school counselor's office must be completed. Signatures must include the following: Principal, counselor/registrar, and parent. Transcripts of records will be transferred to other schools only if the withdrawal form has been completed and only if all financial obligations have been satisfied. All books and athletic uniforms must be returned as well.

### **Visitors on Campus**

All visitors to Monsignor Donovan Catholic High School must report to the front office to sign-in and receive a visitor's badge. Prospective students will be allowed to visit MDCHS only after their parents or guardians have initiated the application process, i.e., completed forms and requested a visit. Former students, house guests, etc., may not spend the day attending classes with MDCHS students and may not roam school halls to visit former teachers during school hours. Alumni are permitted to visit the campus during non-instructional time but must obtain permission by a school administrator.

### **Lunch Visitors**

MDCHS students may invite friends to our campus for lunch but only after they are given administrative permission 24 hours in advance of friend's arrival on campus, and not on the day of the visit. All visitors must be dressed appropriately!

### **Parents Out of Town**

When parents are going to be out of town, the front office requires a note telling how parents can be reached and who is responsible for the student in the parents' absence. The information may be used to verify attendance or to assist the school in case of medical or other emergency.

### **Students Living Out of Household**

Students who live outside of the parents' or guardians' household without the expressed consent of the parent or guardian and/or without the consent of the administration of MDCHS will not be eligible to attend or continue at MDCHS.

### **FAMILY CUSTODIAL SITUATIONS**

In two parent families it is assumed that both parents are living at the same address unless the school has been notified otherwise. MDCHS personnel will, therefore, send home notices, communication,

etc., to the address given on the admissions application form. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, progress reports, and discussions with school personnel. In families experiencing separation of parents or pending divorce, the above information will be sent to the home to whichever parent currently has primary physical custody of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a student's achievement and interactions at school, parents are asked to inform both the principal and teachers of the separation or pending divorce so that appropriate support can be given to the student. MDCHS cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate written documentation.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the parent who has primary physical designation or primary physical custody. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial or non-primary physical custodian parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. MDCHS will, unless instructed by a court order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health record, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, parent/guardians should realize that unless restricted by court order, any non-custodial parent has the right to attend any school activity of the child, including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to attend to the duty of teaching the students. In cases of "joint custody" (shared parenting agreements) entitling other parents access to school personnel and activities, it is assumed that one copy of communication and information sent to the home will be shared by and between the parents. Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their son or daughter for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by MDCHS. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time. Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security for the son or daughter and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures, or circumstances you feel necessitate other arrangements, please contact the principal personally.

## **FINANCES AND FINANCIAL AID**

Tuition is established annually as part of the budget process. Tuition, regardless of the faith tradition to which students belong, is the same rate for all students. In order to establish your student's tuition payment options, all contracts must be completed and returned to the school by the designated date.

### **FACTS**

**FACTS (Fast Automated Cash Transfer System)** was selected as an option to pay tuition because of the convenience it provides for busy families. Once the application is processed, a nonrefundable one time enrollment fee will be automatically processed within 14 days of the agreement being accepted. A fee is also assessed each time a payment attempt is made when funds are insufficient or unavailable. FACTS will attempt to retrieve payments three times, at that point the school will take over the collection of money until the issue is resolved. Any other questions concerning FACTS or tuition should be directed to the MDCHS Bookkeeper.

### **Monthly Tuition Payment**

MDCHS provides three options for tuition payment. These options are: (1) FACTS monthly withdrawals from checking account, (2) payment in full by check made payable to MDCHS by August 1 of each year, or (3) payment by charge card which must be paid by August 1<sup>st</sup> directly to the school. MDCHS accepts Visa.

### **Tuition Assistance**

**A limited amount of money for tuition assistance is provided annually. FACTS** applications for financial aid must be received each year by the designated deadline, which will be communicated during the school year well in advance of the due date. Applications received after the designated deadline will not be considered for aid unless a significant financial change has occurred since the application deadline date. **No financial aid will be awarded until the application is completed and submitted directly to FACTS as instructed.** Applications are then reviewed by a tuition assistance committee at MDCHS, which determines the amount, if any, that can be allotted for each student. The families of students receiving tuition assistance must pay the costs of processing an application, the enrollment fee, book fees and all other fees incurred.

Should circumstances arise that may cause a delay in tuition payment, the Bookkeeper must be informed immediately so consideration for an alternate plan can be discussed. A meeting will then be held with the Principal to discuss alternative payment arrangements. **Students whose parents are two months behind with tuition may be held out of class until arrangements to pay are discussed with the Principal.** Students will not be allowed to graduate from MDCHS unless tuition is fully paid and all financial obligations have been met prior to graduation. Please note any returned checks to MDCHS will be assessed a \$35 NSF fee that will be charged to the student's account.

## **Hannah Laughlin Rowan Library and Resource Center**

### **•Library Regulations**

The school media center opens at 7:30 a.m. Monday through Friday. In the event of a staff meeting in the morning before school, the media center will open prior to class but after the end of the staff meetings. The media center will remain open until 4:30 p.m. Monday, Tuesday, Thursday, and Friday. Exceptions include special day schedules, Wednesday Schedule (closed at 3:30 p.m.) and the day prior to holidays. The media center will close at 1:00 p.m. on exam days. Students should be reasonably quiet when in the media center to avoid disturbing others.

Students have access to the media center copier. Copies cost 5 cents each.

Students may check out books for a two-week loan period.

Students may renew books for as many two-week loan periods as needed, provided no other student has requested the book. Students and/or Faculty may request that a book currently checked out to another student be held for them when it is returned. The requesting student or staff member will be notified when the book is returned. The book will be held for five school days before being re-shelved.

Books are community property and purchased for the use of all students and faculty. It is important to understand that use of books is a privilege and keeping books beyond their return due date prevents other students from having access to the materials. If books are not returned on time, there will be a fine of 10 cents per day per book.

Students are limited to checking out five books at a time. Reference books must be returned before school the following day. There is a late fine of 50 cents per day for these books. Students are not charged fines for days they are not in school (the weekend, holidays, or sick days). It is the student's responsibility to inform the media specialist of absences when paying fines.

If a student loses a book, the student will be charged the price of the book and a \$5.00 processing fee. Each student is responsible for the books signed out on their ID, even if loaned to others. He/she must pay the media center for books lost, mutilated, or stolen while checked out in his/her name.

To check out books, a student should present his/her student ID card. A student should NEVER check out books for someone else. If a student has lost his/her ID, another may be ordered from the photography company at cost.

The media center will send notices of all fines and overdues to student each week during the semester. Also, the school reserves the right to withhold records or materials (e.g. transcripts, report cards, etc.) from students who ignore payment of overdue media center fines or who fail to return media center materials.

It is a serious offense to remove a book or any other materials from the media center without proper checkout. To do so is considered theft and will be handled as stated in "Regulations for Student Conduct."

#### **•Online Information Systems**

The media center has subscriptions to several online information systems. The media center has obtained the privilege for students of MDCHS and their immediate family members to use many of these sources at home. Handouts are available in the media center with the necessary passwords.

#### **•Challenged Material**

Although great care goes into selecting materials for the Hannah Laughlin Rowan Library and Resource Center and classrooms at MDCHS, there may be occasional objections by members of the school community for material selected. MDCHS recognizes the right of parents and other members of the school community to raise objections through established procedures. These established procedures may be obtained from the Media Specialist.

The Media Center operates under several policies that govern the collection, resources, etc... Patrons may access these policies in the Media Center or through the MDCHS website.

#### **EMERGENCY DRILLS**

Periodic emergency drills are necessary for the safety of the students and faculty. When the alarm sounds, students will follow designated instructions appropriate for the emergency drill.

## **SCHOOL FACILITIES AND SERVICES**

### **•Dispensing of Medications**

All medications (with the exception of inhalers) must be kept in the front office. They may only be dispensed through the front office. Any violation of this rule will be handled through the administration. No other medications will be given out in the front office, e.g. Tylenol, aspirin, cough medicine, etc., unless the school has expressed written permission from the parents/guardian.

### **•Barbara Bohorfoush Chapel of the Immaculate Heart of Mary**

The Barbara Bohorfoush Chapel of the Immaculate Heart of Mary remains open for class use or quiet reflection time throughout the school day. Communion services, Confessions, and Adoration of the Blessed Sacrament are also held in the Chapel during announced times for the school community.

### **•Donovan's Den (Lunch Room)**

The lunch room, also known as the Donovan's Den, is available for student use. Students may bring their lunch from home, and/or they may order lunch for five days each week. Orders will be taken for the entire month. Only under "special" situations may students receive or have delivered to them any food items from a restaurant or fast food establishment by any other means other than through the school. Parents may bring food to their student, but must drop it off in the front office.

### **•Lockers**

Students are assigned lockers in the school building by the administration. In addition, lockers are available in the gym for student use during physical education classes and athletic activities/events. Students, not the school, are responsible for the safety and security of their own property. Therefore, students may not bring large amounts of money or other valuables to school. Lockers should always be locked when not in use. All lockers are the property of the school, and school administrators reserve the right to open and search a locker at any time.

### **•Telephones**

One telephone in the assistant principal's office is available for use by students before school, during break, during lunch, and after school with the permission of the Administration. All other school telephones are reserved for business purposes. Students will not be called out of class to the telephone. Cell phones, beepers, or other electronic devices may never be used during school hours and must be turned off before the students enter the building.

### **•Lost and Found**

Lost books, wallets, purses, glasses, jewelry and articles of clothing are often turned into the front office. Lost items may also be located in the "lost and found" areas located next to the Assistant Principal's office in the 200 Wing or in the gym.

### **•Mater Dei Square**

Mater Dei Square is a brick student commons located outside at the end of the 100 academic wing. The square may be used by students before school, during break, during lunch, and after school. Students may eat their snack in the square. This square is also an area for socializing with other MDCHS students and also for quiet reflection. Students should not go on the grounds outside of Mater Dei Square, unless they have obtained permission from a school official. After informing the principal and front office, teachers may choose to bring their students to Mater Dei Square for class instruction during the school day.

### **•Parking Lot**

The parking lots are off limits at all times except for persons about to enter or leave the campus. Students present in the parking lots without the expressed written permission of the administration will be penalized. While MDCHS provides a parking area for cars, the school is not responsible for damages, theft or any loss occurring thereon. Use of the parking lot is at one's own risk. There is to be no loitering in the parking lot before or after school hours.

Students and staff are allowed to park in the main parking lot on campus provided that their vehicle is registered with the front office. Parking tags are issued to all students and staff and should be displayed on the rear-view mirror at all times. The number on the parking tag correlates to the numbered parking space. Students must also pay a \$10.00 parking fee each year upon registration of their vehicle. All parking tags must be returned at the end of the school year. There is a \$10.00 replacement fee for lost or damaged tags.

Permits can and will be revoked for inappropriate behaviors in the parking lot, or en route to and from school. Such behaviors include speeding, reckless driving, or other infractions, or for continuous violation of school rules as stated in the MDCHS Student/Parent Handbook. Student safety is a high priority and for this reason we expect compliance with all the rules pertaining to parking and driving on our campus.

## **V. ACADEMIC PROGRAM**

### **Admissions**

As a Catholic high school, MDCHS offer programs of education and formation for students who are able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians have demonstrated a desire for the school to assist them in their parental role as primary educators. In all cases, the Principal may exercise discretion in the admissions process. Monsignor Donovan Catholic High School is open to those students of all schools who have satisfactorily completed the eighth grade and who have indicated their ability to follow the course of studies provided by the school.

### **Non-Discrimination Policy**

Monsignor Donovan Catholic High School shall admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Monsignor Donovan Catholic High School shall not discriminate on the basis of race, color, nationality and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.

### **New Student Probationary Status**

New students are enrolled on a probationary basis for their first semester. If, during the probationary period, the administration determines that MDCHS is not meeting the needs of the student or the parents/guardians, or if the student or parents are not allowing a cooperative relationship to exist with the school, then the principal has the right to ask the parents to withdraw the student from MDCHS and not allow the student to continue his/her education at MDCHS.

### **Re-Enrollment Policy for Matriculated Students**

Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parent/guardian's continued support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent years is subject to mutual agreement. That agreement may be withheld by the student, the parents, or the school administration with or without cause.

## Stewardship at Monsignor Donovan Catholic High School

Monsignor Donovan Catholic High School strives to form students who will go into society prepared to serve as Christian leaders and apostles, using their talents in service to their community members and working to build a more just and equitable society. Apostolic stewardship of our local community allows students to encounter Christ, to imitate Christ, and to grow closer to Christ through service.

Our stewardship program aims to cultivate in our students sensitivity and responsiveness to the physical, emotional and spiritual needs of others. By performing works of mercy in our local community, students are awakened to their own ability to make a difference in the lives of those around them. Students may organize and participate in a range of stewardship projects, with a minimum of 10 hours of apostolic outreach and service required per year in high school. Students are encouraged to surpass this minimum requirement as they come to recognize their unique abilities to serve those in need. Students will receive awards and recognition based on additional service hours performed. These particular awards must demonstrate exemplary service to the community and highly developed personal character. Students in each category listed below are recognized at the MDCHS “Honors Ceremony” held at the end of the school year. These awards may also be included on prospective college applications.

15-25 hours	=	Servant of the Community Award
25 + hours	=	Super Volunteer Award
1 student per grade	=	Volunteer of the Year Award

### **CATEGORY 1: COMMUNITY STEWARDSHIP**

This category of stewardship involves giving your TIME to being a steward (caretaker) of the community around you. These hours must involve actual interaction with people *outside* the MDCHS community. There are so many areas in which our community needs people like you. Many students have found these opportunities through community outreach programs sponsored by organizations they are already involved with, like: Boys and Girls Club, YMCA, Habitat for Humanity, churches, etc. If you are not already involved with any community outreach organizations like the ones mentioned above, go to your EDLINE STEWARDSHIP CLUB page and you will find plenty of opportunities on the CALENDAR, or go directly to the “Hands-On Northeast Georgia” website, where you will find hundreds of local opportunities throughout the year (there is a link on the stewardship page to this site). You must provide your own transportation to these events, so team up and go with friends at MDCHS or family members. Below are some examples of service areas: *Health and Wellness, Homelessness and Hunger, Environmental Stewardship, Community Enrichment, Literacy, Citizen Action, Programs that serve Children, Seniors, and People with Disabilities*

### **Category 2: ON CAMPUS STEWARDSHIP**

#### **FUNDRAISING and CONTRIBUTIONS for OUTSIDE ORGANIZATIONS**

This category of stewardship involves making contributions (food, care packages, financial donations) to outreach and humanitarian groups that we students choose to support. In past years, student groups have organized efforts to aid these programs/organizations: *Food 2 Kids, Athens Area Homeless Shelter, Operation Smile, Souls to Souls, UGA Heroes, and United Way.*

#### **ON-CAMPUS MDCHS VOLUNTEERING**

This category of stewardship involves volunteering your TIME to benefit the school community. These categories must be *pre-approved* by Stewardship Coordinator/Theology teacher or Principal in order to log-in hours in this category. These hours can **NOT** include: activities during school hours,

any type of *fundraising* for MDCHS clubs or the school, or anything not pre-approved by Stewardship Coordinator/Theology teacher or Principal.

### **Documentation**

In order to receive credit for service hours, MDCHS students must receive and complete a Stewardship Verification Form. This form should be signed by a contact person with the host organization. Students are responsible for returning the completed form to the school's Stewardship Coordinator/Theology teacher within a month. The required 10 hours of service must be completed by the end of the school year. Once you have completed your Stewardship Verification Form and turned it into the Stewardship Coordinator, your hours will be entered into the system and kept on file for the remainder of your time at MDCHS as a record of your service. A link has been provided to students for their viewing via Edline on the Stewardship Club page.

### **Student Services**

It is very important for parents and students, with the help of the guidance office, to be fully aware of courses that students are required to have taken in order to gain admission to the college or university of their choice. In college awareness groups, college choices are carefully examined with each student individually. ACT scores, SAT scores, GPA, and course load are examined to insure that the requirements of the colleges being considered can be met. The school's curriculum provides all the necessary courses for admission to any college in the University System of Georgia. Entrance requirements for colleges that are not part of the University System of Georgia do not necessarily coincide with courses required for graduation from Monsignor Donovan Catholic High School.

### **Transfer Students**

Students transferring from other Catholic/Non-Catholic high schools in the Atlanta metropolitan or surrounding area may be considered for the senior year if the student has earned appropriate credits to allow for graduation upon completion of the senior year at MDCHS. Students transferring to MDCHS must be enrolled for at least one full year (2 consecutive semesters) in order to receive a diploma.

Foreign students who attend Monsignor Donovan Catholic High School must enroll no later than their junior year in order to be eligible for graduation and HOPE scholarship requirements. Such students will receive a MDCHS diploma and participate in graduation exercises only if all requirements for the diploma are fulfilled and the student has not already received a diploma from another institution, either in the U.S. or abroad.

The Valedictorian and Salutatorian must be enrolled at MDCHS for at least six consecutive semesters. A transferring student applying for admission to a grade higher than the ninth grade shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

Currently, the Valedictorian and Salutatorian are determined by grade point average. The student with the highest overall final GPA will be the class valedictorian followed by salutatorian, and then honor graduates. Honor graduates are students who have a cumulative GPA of 90% or higher.

### **Graduation Requirements**

As a college-preparatory school, MDCHS requires its students to complete successfully at least 24 course units with a minimum of six course units each academic year. One course unit (credit) is awarded for the successful completion of a course which meets every day for a full year; one-half course unit (credit) for the successful completion of a course which meets every day for one semester. A student who completes more than the minimum six major course units during a given year is, nonetheless, required to complete a minimum of six course units in each subsequent year.

<u>Credits</u>	<u>Subject</u>
2.5	Theology
4	English*
4	Mathematics*
4	Science*
3	Social Studies*
2	Foreign Language* (Latin or Spanish)
1	Physical Education (Personal Fitness (.5), Health (.5))
.5	Computer Systems
.5	Fine Arts
2.5	Electives

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**24.0** **TOTAL**

\* Core academic course considered in HOPE Scholarship GPA calculation

### **HONORS & AP COURSES**

Monsignor Donovan Catholic High School welcomes the challenge of gifted academic students and provides Honors and AP courses to meet their needs. AP and Honors courses are intended to challenge and promote independent logical thinking, good study skills and academic achievement. Students must be recommended by MDCHS teachers to participate in AP and Honors courses. Continued participation in the MDCHS Honors and AP courses is contingent upon the student upholding the criteria described above.

#### **Honors Courses**

Students in grades 10-12 may request honors courses when they demonstrate high motivation and good work and study habits. Selection criteria will include academic performance, motivation, study habits, attitude and faculty recommendation.

**Honors courses are offered** in the following areas: English, Geometry, Algebra, Pre-Calculus, Biology, Chemistry, and Latin.

#### **Advanced Placement (AP)**

Advanced Placement courses are available for students who are capable of meeting the demands these courses require. All students taking Advanced Placement courses are required to complete the Advanced Placement examination at the end of the school year. Parents incur the costs of each AP exam their child has to take. Students must have approval to take these courses. Eight (8) points will be added to the final year end grade. A student must earn a minimum average of 72% in order to earn the eight quality points. Students earning less than 72% will not be awarded the eight additional quality points.

The **AP courses** and the academic year they are available for students are: US History, English Language in grade 11; English Literature, Calculus AB, Biology, and Latin Vergil in grade 12. It is recommended that a student take no more than two AP courses per academic year. Students should contact the principal to seek approval if they wish to enroll in more than two AP courses.

#### **Dual Enrollment**

Dual enrollment can only be attempted if an MDCHS student has exhausted all course offerings in the English, math, science, or social studies department. The MDCHS rotating schedule is not compatible with dual enrollment at another academic institution.

## Course Offerings

### English

English 1  
English 2 and 2H  
English 3  
AP English Language  
English 4  
AP English Literature  
Advanced Writing  
Test Prep

### Health and Fitness

Personal Fitness  
Health Education  
Advanced Fitness

### Science

Biology  
Biology H  
Chemistry  
Chemistry H  
Earth Systems  
Human Anatomy  
Physiology  
Physics  
AP Biology

### Foreign Language

Latin 1  
Latin 2  
Latin 3H  
AP Latin Vergil  
Spanish 3

### Computer Science

Office Applications  
Computer Programming  
Computer Science  
Computer Systems

### Social Studies

World History  
US History  
AP US History  
American Government  
Economics  
Current Issues

### Mathematics

Algebra 1  
Euclidean Geometry  
Algebra 2 and 2H  
Pre-calculus H  
AP Calculus AB  
Statistics

### Theology

Modern Church History  
Catholic Social Teaching  
Old/New Testament

### Fine Arts

Band  
Visual Arts  
Studio Art

## Testing Program

MDCHS utilizes standardized tests of various types, as appropriate to the individual grade levels. The PSAT is administered in October, while the EXPLORE and PLAN are given in November. Test results are explained and are used to counsel students in future plans. Test results become a part of the student record and are available to parents upon request. The Assessment of Catholic Religious Education, published by the National Catholic Educational Association, is administered in April to students in grades 9 and 11.

## Changes in Student Schedule

### • *Department Initiated:*

Course changes requested by the departments must have the approval of the principal.

### • *Student Initiated:*

Students are expected to make their final course selections during registration in the spring. Teachers are assigned, classes are balanced, and books are purchased based on this information. Occasionally, circumstances require changes to the original requests. Such student or parent initiated changes always require the approval of the principal and often require approval from the department chairperson and teacher as well. It must be kept in mind that courses often fill during the spring registration and, therefore, changes to original requests may become impossible.

### • *Administration Initiated:*

The principal may change class assignments to adjust class sizes.

Schedules are given to every student prior to the start of the school year and should be examined carefully at that time. **Once the school year has started, students may not change courses after the end of the second week of school, unless they have obtained permission from the principal.**

### **Homework**

Homework includes preparing written assignments, studying for tests or quizzes, previewing and reviewing notes, preparation for projects, and organization of thoughts, ideas, and material. If the important duty of accomplishing this homework is neglected, it will be impossible for the student to achieve fully the goals of the student's academic program. Parents are requested to inform the principal if their son or daughter has insufficient or excessive work at home so that the principal may investigate the cause of this departure from normal procedure. Any student who is absent must make arrangements with the teacher to complete any written assignments and tests that were given during the period of the absence. It is the student's responsibility to complete all missed work as soon as possible.

Homework should not be assigned on official school "Holidays." (excluding AP Classes) "Holidays" are defined as days when students and staff are both out of school. However, homework may be assigned when students are out of school but teachers are reporting to work to take part in an "in-service" day or for a "teacher workday."

### **Semester Grading System**

MDCHS is on a semester grading system. MDCHS issues numeric grades. The student's achievement in each subject is graded on the basis of 100%. **The lowest passing grade is a 70.** The grade interpretations are as follows:

90 - 100	Excellent or superior work indicating a high level of mastery of materials or skills as indicated by the objectives of the course
80- 89	Above-average work and mastery of materials or skills
70- 79	Average work or mastery of the materials or skills
Below 70	Failure to master fundamental objectives of a course.
I	If work is not completed within two weeks after the semester ends; the 'Incomplete' becomes a numeric grade. In extenuating circumstances, a student may appeal for a time extension to a committee.

### **Grade Point Average (GPA)**

Grades are recorded numerically. At the end of each semester, the grades in each course are averaged to produce the semester grade for the course. All semester grades for each course in the semester are then averaged to produce the semester average. The cumulative grade point average is the average of all semester averages. The final grade for each course (the average of the two semester grades for a full year course or the average of all grades for a semester course) must be a grade of 70 or above in order for the student to receive credit and pass the course. Other than for the first and second students (valedictorian and salutatorian, respectively), MDCHS does not rank its students.

### **Reporting of Student Progress – Edline for Parents and Students**

Edline provides world leading technology solutions that benefit thousands of schools and millions of families everyday – helping schools improve student performance by harnessing the power of parental involvement, supporting teachers, and engaging the learning community. Teachers at MDCHS post to Edline every two weeks. At the mid-point of each semester, a narrative report with grades and comments for each subject studied during the semester will be sent to all parents by way of Edline. In addition to narrative progress reports, report cards are mailed at the end of each of the two semesters. Report cards will include: a comprehensive listing of courses/subjects; a letter or numeric equivalent indicating achievement levels; and a record of attendance.

### **Parent-Teacher Conferences**

During fall semester freshmen, transfer students and students in danger of failing are scheduled for a parent-student-teacher conference. The faculty may schedule conferences as needed. Parents may also initiate a conference if the need arises.

### **Absence As It Affects Credit**

Monsignor Donovan Catholic High School is expected to provide the number of days of instruction required by the Southern Association of Colleges and Schools. Therefore, students must be responsible to attend classes on a regular basis or lose academic credit. Testing is an integral part of the teaching/learning process. Students are afforded the opportunities to make up tests and/or quizzes missed as a result of at least one or more full day's excused absence from school. These tests are administered at the discretion of the teacher. Teachers are responsible for providing the test and a place to complete them. Students are responsible for arranging the necessary appointments. In all cases the teacher determines the time when the test is to be taken.

### **Exam Schedule**

Most academic courses have an exam at the end of each semester. The semester exams will count for 25% of the semester grade. Exemptions from individual year long course exams may be given second semester to qualified seniors with a second semester grade average of 90 or higher in that course, and with teacher approval. Seniors may also exempt a first or second single semester course with a grade average of 90 or higher with teacher approval.

Exam days will begin at 8:00 a.m. and end at 12:00 noon. Students who do not have exams on a particular day or period, need not report to school until they have an exam. Students may depart from school after their first exam scheduled on any particular exam day if they are not scheduled to take an exam during the second exam slot. Students must depart campus by 1:00 p.m. on exam days unless they are participating in a school-sponsored activity.

### **Delayed Exams**

Exams should be taken as scheduled. Ordinarily, no exams will be given before regular exam dates unless arrangements have been made with the principal. For extraordinary reasons, students may apply to the principal to take their exams after the close of the semester. The principal must approve all requests for exam delays.

### **Make-Up Exams**

If a student is seriously ill during the exam period, he/she will make arrangements with the principal to make up these exams.

### **Passing Grades/Failing Grades**

The grades in each subject during the period of a semester are averaged together and give a half-year or semester grade for each subject. For a semester course the earned grades are averaged together to produce the final grade. For a full-year course the two semester grades are averaged together to produce the final grade. Final grades are used to determine the student's GPA. If a student's grade in a year long course at the end of the first semester is below 70, the student will continue in the subject in the second semester, but the student must earn a grade at the end of the second semester which will raise the yearly average to 70. If the student does not earn at least a 70 for the year, the student fails the subject for the entire year. To pass a one-semester course, the earned grades in the course must average at least 70%.

**A student who fails more than the equivalent of two units of credit for the school year normally is not eligible to return to MDCHS for the following year.**

### **Making Up Failures**

Courses failed at Monsignor Donovan Catholic High School must be made up at the discretion of MDCHS Administration. Students who are found to be credit deficient at the beginning of the fall semester are subject to dismissal.

### **Academic Support**

MDCHS does not provide special education services or facilities. The school's education program attempts to accommodate the needs of its students, within reasonable limits, consistent with the school's policies and program of studies. If it becomes apparent that a student's needs are not being met, MDCHS reserves the right to encourage the student to seek a more appropriate learning environment.

### **Audio/Video Recording Policy**

No audio/video recording devices may be used during functions of the school without the expressed permission of the principal. Such events include, but are not limited to classroom presentation, awards ceremonies, performances, parent conferences, administrative conferences, religious services. This policy also includes tape recording of conversations either in person or by telephone by or among students, parents, teachers or school administrators on school property or involving the use of the school telephone.

### **Academic Awards**

Honor Roll distinctions are based upon first and second semester grades. Physical Fitness, Health, Computer Systems, Band and Art are included in Honor Roll computations.

**First Honor Roll:** The First Honor Roll consists of students who have achieved grades of 90 or higher in all subjects.

**Second Honor Roll:** The Second Honor Roll consists of students who have grades of 80 or higher in all subjects.

## **VI. STUDENT CODE OF CONDUCT/DISCIPLINE POLICY**

### **Discipline Philosophy**

We believe that everyone in the Donovan community has the right to a respectful, safe, and professional learning environment that is conducive to the individual's spiritual, intellectual and personal growth. Therefore, the purpose of the MDCHS Code of Conduct is to ensure these rights.

### **Code of Conduct**

The registration of a student is considered an agreement on the part of the student and parents or guardians that the student will read and be conversant with the school regulations and that the student will comply with them, earnestly, endeavoring to accomplish the mission of MDCHS. Students who fail to adhere to the code of conduct will earn "points" based on the offense committed.

<b><u>Offense</u></b>	<b><u>Points Awarded</u></b>	<b><u>Consequence</u></b>
<b>Skiping School</b> Student away from school campus without just cause or reason. *Saturday school detention is from 7:30-11:30 am	<b>8</b>	Saturday School, 0's on missed work.
<b>Skiping Class</b> Student who is on campus but elects not to attend a class.	<b>6</b>	Detention, 0's on missed work.

<u>Offense</u>	<u>Points Awarded</u>	<u>Consequence</u>
<b>Disrespectful Behavior</b> Students shall conduct themselves appropriately at all times.	6	Detention
<b>Hazing/Bullying</b> The hazing or initiating of anyone is strictly prohibited.	6	Detention
<b>Inappropriate or Offensive Use of Language</b>	6	Detention
<b>Uniform Code Violations</b> <u>Students must be in full uniform when they enter the school campus and building in the morning and shall remain appropriately dressed in their uniform until they leave the school campus for the day. This means proper shoes, shirts tucked in at all time, tie worn properly, etc. This is not an option.</u>	2	Duty
<ul style="list-style-type: none"> <li>Any student who is wearing sneakers or a non-uniform shoe must have a note from the front office. A note from a parent or doctor is not acceptable unless the principal has signed it.</li> <li>Shirts must be tucked in at all times. They may not be rolled under or bloused. Shirt collars are to be visible when wearing sweaters. Sweaters are never to be tied around the waist.</li> <li>Long sleeves may not be rolled up at any time.</li> <li>Students are not to walk on the backs of their shoes.</li> <li>Skirts must be the appropriate length and will be hemmed to 2” above the knee.</li> <li>Students are to have their shoes tied at all times.</li> </ul>		
<b>General Appearance, Hair Length, Neatness and Shaving</b> Boys are not allowed to wear make-up or cosmetics; the make-up and/or cosmetics that girls wear must not attract undue attention. No glitter is allowed. Students may not come to school with hair dyed unnatural colors (ex: bright blondes, or reddish purples, heavily bleached hair) or any other color deemed by the administration to be unacceptable. Hair should not attract undue attention. Boys must be clean shaven at all times.	2	Duty
<b>The following hairstyles are not permitted:</b> Heavily bleached hair or hair dyed unnatural colors, Spiked hair with bleached tips, Shaved patterns in hair, Cutting or shaving one part of the head and leaving it long on other parts, Excessively teased hair or hair that is unkempt, dirty or bushy in appearance, Hair with excessive gel, Pony tails worn by boys, Braided hair worn by boys, Spiked hair. Boys’ hair should meet the following criteria: it should be no taller than 1” from the scalp, the sideburns should be above the earlobe, the back of the hair should be above the collar, and the front should not cover the eyebrows. NOTE: Because of the unique and constantly changing nature of fashion, the school has reserved the right to classify any style of dress, grooming or appearance as inappropriate.		
<b>Violation of Electronic Device Policy</b> During regular school hours students are not to have electronic devices. Students may use these items once they have left the building for the day. Laptops and calculators are exceptions to this rule, which may be used with the permission of the technology coordinator and the classroom teacher. During school hours (7:55 a.m. – 3:20 p.m.) students may not use or have within sight cameras, radios, tape recorders, I-pods, mp3 players, walkman, digital media players, etc. these items are not allowed in the classroom with the previous expressed consent of the administration. The use of cameras is strictly prohibited on school grounds at all times unless administrative permission has been given for a school related activity.	2	Duty
<b>Miscellaneous Disruption</b>	2	Duty
<b>Teacher Detention</b>	2	Duty
<b>Violating Computer Use Policy</b> At no time should students use either personal or MDCHS computers to play games. This includes study hall, lunch, breaks and during class time.	2	Duty

**Offense****Points Awarded****Consequence****Jewelry Violations****1****TBD**

Students should not wear excessive, inappropriate or expensive jewelry to school. Jewelry should not attract undue attention to itself. Jewelry for both boys and girls should be modest. Only necklaces that have a light chain and bear a religious medal or symbol may be worn outside the uniform. Girls may wear small earrings, but only one in each ear. If the earring is a hoop, it may not be larger than a nickel. No earring should exceed the size of a nickel, and no earring should be used to “stretch” the ears. Drop earrings should not hang longer than 1 inch. Chandelier earrings are not permitted. Male students are not permitted to wear earrings. Thick chains, beaded, leather, woven or stone necklaces are not permitted. Students may wear one (1) ring per hand only. Only one bracelet or wristband per wrist may be worn. A simple wristwatch may be worn. The principal reserves the final word on what constitutes acceptable jewelry.

**Food in Unauthorized Areas****1****TBD****Gum Chewing****1****TBD****Other regulations**

- Students are required to show responsible and respectful behavior at all times on campus and in the community when representing MDCHS.
- Students may express their point of view provided they do not seek to coerce others to join them in their mode of expression and provided they do not intrude on the rights of others. All meetings and assemblies on the campus, as well as the distribution of literature or buttons and/or display of materials, must have the prior approval of the Principal.
- Students may only be on school campus and/or in the school building on regular school days between the hours of 7:30 am and 4:30 pm Outside of these days or times, they may only be on campus and/or in the school building if accompanied by a teacher, coach, or administrator.
- Students may not loiter in their cars on campus. Students must have a “special” pass from the office in order to enter their cars during the school day.
- Students may not sell tickets, candy or other products in school without permission.
- Students are never to give their locker combination to others. Only appropriate decorations, secured by magnets are permitted inside lockers. Decorations are not allowed on the outside of the lockers. Lockers are not to be jammed in any way that prevents their closing because this may permanently damage the locking mechanism.
- Gambling, (e.g., pools concerning athletic contests) coin pitching, gambling with cards, betting, or any other form of gambling is prohibited.

**Detention Structure**

**Students are expected to serve all detentions after they receive their penalty. To receive a detention, a student must earn a total of 6 points. Detentions will be progressive in nature. Point totals will re-set at the beginning of each semester. The detention structure is as follows:**

<b><u>Detention Number</u></b>	<b><u>Consequence</u></b>
<b>1<sup>st</sup> detention</b>	<b>Friday Detention 7:00 – 8:00 am</b>
<b>2<sup>nd</sup> detention</b>	<b>Friday Detention 7:00 – 8:00 am</b>
<b>3<sup>rd</sup> detention</b>	<b>Friday Detention 7:00 – 8:00 am</b>
<b>4<sup>th</sup> detention</b>	<b>Saturday School 7:30-11:30 am Probation &amp; Parent Meeting</b>
<b>5<sup>th</sup> detention</b>	<b>1 day ISS</b>
<b>6<sup>th</sup> detention</b>	<b>2 days ISS</b>
<b>7<sup>th</sup> detention</b>	<b>1 day OSS &amp; disciplinary hearing with parents</b>
<b>8<sup>th</sup> detention</b>	<b>Possible Expulsion</b>
<b>Saturday School</b>	<b>7:30 am to 11:30 am</b>

## Probation

Upon earning his/her 4<sup>th</sup> detention the student will be placed on probation to last fifteen (15) school days. During this probationary period, the student is not allowed to participate in any extracurricular activities. These include, but are not limited to participation in athletics (as a player, manager or spectator), participation in club activities, organizations, field trips, dances, prom, student council, plays, and special events. The student is also prohibited from being on campus outside of regular school hours. Note: The 15-day period begins on the Monday after the 4<sup>th</sup> detention is served. At the end of this 15-day probation period, the student must petition the Discipline Coordinator to regain regular student privileges. To regain these privileges, the student must demonstrate that during his/her probationary period that significant change has been made to reform the behavior that resulted in this situation. It is at the Coordinator's discretion whether to recommend that the student regain his/her privileges or to make further disciplinary recommendations. If the student receives another detention during the probationary period, the student automatically begins a new 15-day period of probation in addition to any additional consequence for his/her behavior.

## Duty

A duty is defined as an activity assigned to the student to be completed during or after school as a result of the accumulation of 2 points. Duties include, but are not limited to: grounds maintenance, cleaning of Donovan's Den, vacuuming, removal of garbage and recyclables, assisting the Discipline Coordinator with various activities.

## *Personal Safety and Health*

Parents and students should be aware that Georgia law has established a school safety zone which includes the schools and areas within 1000 feet of those schools, in which tobacco products, drugs, alcohol, and weapons are strictly forbidden. MDCHS is required by law to report drug and weapon violations to the police and the Athens-Clarke County District Attorney.

1. The use, possession, sale, or distribution of illegal drugs, alcohol or tobacco products on or off our campus at any time, including after-school functions, is strictly prohibited. A school function is any activity in which the name of MDCHS is used, whether the activity takes place on school grounds or not. The amount of alcohol is irrelevant. The possession of drug-related paraphernalia is likewise prohibited. In addition, students who demonstrate by their behavior that they are involved in illegal use of drugs and/or alcohol and who refuse help or will not agree to abide by the school's policy agreements will NOT be permitted to remain in the school community. **(Penalty: For use or possession of drugs, alcohol, drug-related paraphernalia or tobacco: suspension or expulsion. For sale or distribution: expulsion.)** The administration reserves the right to determine the school's involvement at the time of the incident. MDCHS requires that a student involved in the illegal use of drugs or alcohol will participate in a school approved professional assessment. Then the student, along with his/her parents, will meet with a team from MDCHS that has been assembled by the principal. This team will review the required professional assessment and establish a contract for continued attendance at MDCHS. The contract will be based on abstinence, prescriptive therapy, and ongoing random drug testing (at parents' expense) with results being shared with MDCHS. This contract will remain in effect for the duration of the student's matriculation at MDCHS.
2. The use or possession of a dangerous weapon or explosive compound is strictly prohibited on our campus or any school-related function at any time. This includes but is not limited to all types of fireworks. **(Penalty: suspension or expulsion)**

3. The use or possession of tobacco products is prohibited on our campus or off-campus during activities sponsored by MDCHS, including social functions and particularly when students are in their MDCHS uniform **(Penalty: detentions, suspension, or expulsion)**
4. Fighting is strictly prohibited before, during, and after school between our students, and between our students and others. If a student makes a choice to get involved in a physical confrontation with another student, then he/she makes the choice to accept the consequences. Students should be aware that the penalty for fighting is normally imposed on all participants equally. Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight.  
**(Penalty: detentions, suspension or expulsion dependent on situation)**

### **Respect**

Personal honor, integrity and respect for others are expected at all times of every student. Please see honor code for more details on this topic.

1. Students shall conduct themselves with due respect toward one another and staff members at all times. **(Penalty: detentions, suspension, dependent on situation)**
2. It is considered a serious offense if students harass faculty and staff of MDCHS, or if they invade their privacy by disturbing them at their homes or on the Internet. **(Penalty: 1 to 3 days in school suspension, out of school suspension)**
3. The hazing or initiating of any student in the school or as part of an athletic team is strictly prohibited. **(Penalty: detentions, 1 to 3 days out of school suspension, dismissal from the team, or expulsion)**
4. Students are required to show responsible and respectful behavior in the lunch room, Mater Dei Square, and gymnasium. Students misbehaving or not picking up after themselves will be penalized. **(Penalty: detentions, lunch room/school clean up-duty after school)**
5. Students may express their points of view provided they do not seek to coerce others to join them in their mode of expression and provided they do not intrude on the rights of others. All meetings and assemblies on the campus, as well as the distribution of literature or buttons and/or display of materials, must have the prior approval of the principal. **(Penalty: detentions, suspension, or expulsion)**
6. Cheating, Lying, Theft, Vandalism are enforced by the Honor Code. For more clarification, please see Appendix 1 of this document.

**Harassment** - It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to our Catholic tradition. It is vital that each school program maintains a learning and working environment free of any form of harassment or intimidation of students by any other student, lay employee, religious, or priest. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal. Examples of harassment include, but are not limited to, verbal or written taunting; written statements or photos on the internet, bullying; other offensive, intimidating, hostile conduct; jokes, stories, pictures, cartoons, drawings, or objects that are offensive and that tend to alarm, annoy, abuse or demean an individual or group.

**Sexual Harassment and Sexual Violence Policy** - MDCHS is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Monsignor Donovan Catholic High School

expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

**Sexual Harassment Defined** - For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school, on the school grounds, or on the internet; continuing unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance, as to what may constitute sexual harassment. Isolated trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered in the student's file,
- Saturday detention, or removal from selected school activities and or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension or expulsion.

### **Sexual Violence**

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the principal or other school authority is required under state law to report that an incident (GA. Code Section 19-7-5) of sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Georgia law. In these cases, the Department of Human Services and the police will be contacted immediately. **(Disciplinary action: expulsion)**

### **Issues of Sexuality**

The Catholic Church teaches that sexuality is a gift from God. It is in the context of marriage that sex can be expressed in a healthy, holy, and wholesome manner. Sex outside of marriage is contrary to the use of this gift and to the dignity of life itself.

## **Early Marriage**

Enrolled students who attempt marriage will not be permitted to continue as students at MDCHS. MDCHS will not enroll married teenagers. The statistics on teenage marriages in our country continue to indicate that students of this age are not able to make a competent decision for this state of life. Furthermore, students cannot maintain a marital life and a full high school life.

## **Pregnancy**

In accordance with the teaching of the Catholic Church, MDCHS assumes the position that all life is God-given and is sacred. Such life is to be respected and preserved. Catholic schools, therefore, cannot and will not consider abortion as acceptable under any circumstances. In the event of a student pregnancy, the school shall encourage the student parent (boy or girl) to continue the pregnancy to full term and delivery. The school shall support the student's pro-life choice by allowing her to continue studies as a student for as long as appropriate at the discretion of the principal. When a pregnant student withdraws from regular attendance, the school will help the student with arrangements for educational alternatives. When pregnancy is known to school personnel, the principal will meet with the girl and her parents or guardians. The student will be encouraged to begin appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. If the father is identified, and if he is a student in a Catholic school, the principal of that school will meet with him and his parents and require that he be involved in a counseling program similar to that provided to the mother. Both students will be referred to their pastor for advice and counseling.

## **Abortion**

MDCHS strongly opposes abortion, the deliberate destruction of human life. The school will provide all available resources and nurturing support for a pregnant student out of respect for the absolute dignity of human life. In the event the school becomes aware, despite its support, that one of its students has willfully chosen to obtain an abortion, the student will be dismissed from MDCHS. For the same reason, other members of the MDCHS student body, including the father, will be dismissed if they have helped procure an abortion.

## **Public Display of Affection Policy (PDA)**

According to the United States Conference of Catholic Bishops: Whether one is married, single or a vowed celibate, whether one is heterosexual or homosexual, and regardless of one's age or maturity, dealing creatively with sexuality remains a fundamental and lifelong task. The art of loving wisely and well is multifaceted. In First Corinthians, Paul reminds us that true love is "patient and kind, not self-seeking." Laying down one's life for the beloved is Jesus' benchmark for love at its fullest. Chastity is a positive force for good and *the essential virtue needed to live one's sexuality responsibly and appropriately*, given each person's unique state in life. Often misunderstood as a synonym for the suppression or repression of sexual feelings, chastity "truly consists in the long-term integration of one's thoughts, feelings and actions in a way that values, esteems and respects the dignity of oneself and others" (Human Sexuality, 19).

Public displays of intimate affection may be offensive and embarrassing to others. Respect for each other and the school environment is part of our faith and school culture.

At Monsignor Donovan Catholic High School, a student shall not engage in any display of public intimate affection on school grounds or at any activity under the direction of the school. Students are to refrain from embracing, kissing, and other displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting. Consequences may range from verbal warning and counseling, to detention or suspension. Parents will be informed if inappropriate behavior persists.

**Gangs** - Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes the following: recruitment, initiation, a manner of grooming, hair style, and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attributes denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary, and nicknames, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profile of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing of drugs for a known gang member, helping a known gang member commit a crime, any other action directly resulting from membership or interest in a gang.

### **Consequences of Gang Interest or Involvement**

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parent/guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.
- Student may be referred to counseling (personal and/or family).
- Student may be referred to the Department of Human Services or other welfare or, childcare agencies of the respective county.
- Student may be referred to outside agencies or programs for treatment when use of drugs and or alcohol is involved.
- Student may be referred to the Task Force on Violent Crime.
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
- Student may be suspended and/or expelled.
- Parents/students will be held liable and financially responsible for all forms of vandalism.

### **Jurisdiction**

Realizing that gang activity is a community concern; communication will be maintained with the police department on all matters related to gang activity within this community.

Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school property will be determined in cooperation with the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

### **Electronic Devices**

During regular school hours students are not to have electronic devices. Student may use these items once they have left the building for the day. Computer laptops and calculators are exceptions to this rule. Computer laptops and calculators with the permission of the technology coordinator and the classroom teacher may be brought to school and used.

1. Students may not use radios, tape recorders, CD players, Ipods, Walkmans, digital media players, cameras, etc. for recreational purposes from 7:55 am to 3:20 pm. If used before or

after school, earphones are required. These items are not allowed in any classroom without the expressed consent of the teacher. **(Penalty: detention, confiscation of electronic device)**

2. Students may not use or display a paging device (beeper), cell phone or other electronic devices at school during the hours from 7:55 am to 3:20 pm. Cell phones must be used outside of the buildings—never inside—after the school day. **(Penalty: detention, confiscation of electronic device)**

### **VII. Uniform, Dress Code, and Grooming Guidelines**

At MDCHS, we strive to be the best representatives of our school. Our students are the first ones to be seen by visitors when they come onto our campus. Therefore, it is expected that our students will always wear their uniform correctly and proudly. Students must be in full uniform when they enter the school campus and building in the morning and shall remain appropriately dressed in their uniform until they leave the school campus for the day. This means proper shoes, shirt tucked in, tie worn properly, etc.) This is not an option. Students who do not comply with the uniform, dress code, and grooming guidelines will be subjected to disciplinary action.

#### **Uniform items should be purchased from:**

*Uniform Source*      2141 North Cobb Parkway, Kennesaw, GA 30152      (706)919-9967

#### **GIRLS UNIFORM OPTIONS**

##### **Skirt/Skort**

- Skirt – Style #134 plaid #57 (Must be no more than 2” above knee while kneeling)
- Skort – Full Wrap plaid #57
- Pants – khaki with no external pockets

##### **Tops**

- Blouse – oxford in white or light blue, short sleeve or long sleeve with school initials above pocket (MDCHS)
- Polo shirt – blue, short sleeve or long sleeve with school initials on left chest, pique or jersey poly/cotton or 100% cotton in white or light blue

##### **Optional - ALL OUTERWEAR MUST BE NAVY IN COLOR!**

- Crew neck pullover – navy with school initials on left chest
- Sweater vest – V-neck in navy with school initials on left chest
- Fleece – full zip or ½ zip fleece in navy with school initials on left chest
- Windbreaker/Hoodies – fleece lined with hood in navy plain with or without MDCHS Logo. Hood portion of jacket may not be worn indoors
- Sweater – V-neck cardigan in navy with school initials on left chest

##### **Accessories**

- Hair accessories – plaid #57
- Belt – any leather belt in brown
- Tie – 4 in hand, plaid #57 (Optional: to be worn with white or blue oxford)
- Socks – knee socks in navy
- Tights – navy
- Camisole (optional) – white

##### **Shoes**

- Brown leather, low or mid quarter, lace up with regular sole (Athletic shoe not permitted with school uniform)
- Saddle Oxford in Black/White or Navy/White (Navy/White is available by special order)

##### **Name labels**

- (optional): iron-on name labels

## **BOYS UNIFORM OPTIONS**

- Pants – flat front or pleated in khaki

### **Tops**

- Dress shirt – oxford in white or light blue, short sleeve or long sleeve with school initials above pocket
- Polo shirt – pique or jersey, poly/cotton or 100% cotton, in white or light blue, short sleeve or long sleeve with school initials on left chest

### **Optional – ALL OUTERWEAR MUST BE NAVY IN COLOR!**

- Crew neck pullover in navy with school initials on left chest
- Sweater – V-neck cardigan in navy with school initials on left chest
- Fleece – full zip or ½ zip fleece in navy with school initials on left chest
- Vest – V-neck in navy with school initials on left chest
- Windbreaker/Hoodies – fleece lined with hood in navy plain with or without MDCHS Logo. Hood portion of jacket may not be worn indoors

### **Accessories**

- Belt – any leather belt in brown
- Tie (required for ALL MASSES) – crested #4
- Socks – crew in navy or any dark color
- Shoes – brown, low or mid quarter, lace up with regular sole (Athletic shoe not permitted with school uniform)

### **Name labels**

- (optional): iron-on name labels

## **P.E. UNIFORMS** (Boys and Girls – Required for all students signed up for a P.E. class)

### **Tops**

- T-shirt – 100% cotton in Ash with MDCHS P.E. Logo
- Sweatshirt (optional) – crew in navy with MDCHS Logo (minus “P.E.”)

### **Bottoms**

- Shorts – mesh gym short in navy with “Donovan Rams” lettering on left leg
- Pants (optional) – nylon warm up pant in navy with “Donovan Rams” lettering on left leg

\*Students who own school uniforms from our previous vendors may continue to wear them. All new purchases should be made through Uniform Depot.

## **DRESS CODE FOR SPECIAL EVENTS**

Sometimes, special events may require that students’ attire be something other than the school uniform. Students are expected to follow a specific dress code for special events sponsored by the school. The operative descriptions for the attire for such special events are “modest,” “appropriate,” and “in good taste.” On occasions, such as an awards ceremony, boys should wear dress pants, shirts, and ties. Girls must wear dresses or dressy pants/pant suits that are suitable for professional occasions. Sun dresses or excessively short dresses are not allowed. Jeans are not allowed. Girls must wear dresses and blouses/shirts that completely cover their shoulders, backs and fronts. No low cut tops will be permitted. Skirt lengths are never to exceed 2” above the knee and should not have slits or be tight fitting. Everyone is expected to be dressed up and well-groomed for these events. Students whose clothing does not meet the expectations of school officials will be sent home. Continued offenses may result in detention.

## **DRESS DOWN DAY GUIDELINES**

On occasion the school will have a Dress Down Day. On Dress Down Days, students are always expected to be neat and well-groomed. Students are not permitted to come to school in short shorts, Soffes, pajamas, ragged or dirty jeans.

PANTS: Normal length pants, reasonable length shorts, blue jeans, Capri's - khaki or dark colors all proper fitting.

SHIRT: Button down, polo-type collared shirt , crew neck, turtleneck, blouse, sweater, dress T-shirts \*\*or any MDCHS imprinted t-shirt.

FOOTWEAR: Uniform shoes, tennis shoes, flip flops, boots, sandals are acceptable.

## **SPIRIT DAY GUIDELINES**

**“Spirit Days” are for showing school spirit. On this day the students are to wear the following:**

PANTS: Normal length pants, reasonable length shorts, blue jeans, Capri's - khaki or dark colors all proper fitting.

SHIRT: Must be MDCHS imprinted t-shirts, hoodies, sweat shirts or MDCHS athletic jerseys

FOOTWEAR: Uniform shoes, tennis shoes, flip flops, boots, sandals are acceptable.

\*No military or hunting style clothing is allowed. Students whose clothing does not follow the guidelines set forth by the school will be sent to the school administration. The administration reserves the right to determine the severity of the situation and punishment at the time of the incident.

**\*\*Advertising on clothing that is designed to promote the use of alcohol or other drugs or which might not be in keeping with the Christian values promoted in this school is prohibited.**

## **Tattoos**

Tattoos and body-piercing (apart from the single pierced earring per earlobe for girls, which is allowed) are not considered to be consistent with the uniform code of MDCHS. Therefore, students should not obtain visible tattoos or have their bodies visibly pierced or earlobes stretched. This includes tongues, eyebrows, noses, lips, belly buttons, etc. **The school administration reserves the right to determine punishment of students who violate this rule and who refuse to remedy the situation.**

## **ADDITIONAL REMINDERS**

1. Eye contacts that are not a natural human eye color are not permitted.
2. Out of Uniform Reminders  
No spaghetti straps, No sleeveless tops or tanks, No exposed midriff, No spandex clothing of any type, No form fitting attire of any type, No short shorts, No oversized pants worn on hips, No army attire, No oversized shirts

Points will be given for the improper wearing of the uniform. The school reserves the right to determine whether a student's out of uniform clothing meets standards implied in the handbook. Students who are inappropriately dressed will be sent to the school administration. Parents will be notified should this occur.

**Note: Because of the unique and constantly changing nature of fashion, the school has reserved the right to classify any style of dress, grooming, or appearance as inappropriate.**

## **VIII. CONSEQUENCES AND COMMUNICATION FOR DISCIPLINE ISSUES**

Students and parents should realize that the regulations listed are not all inclusive. There are other things that a student may do; e.g., frequent unexcused absences, unwillingness to cooperate with teachers, consistent failure to do work, a consistently negative and rebellious attitude, or any behavior considered detrimental to the community as a whole, which will call for a review by the Discipline Committee and may lead to punishment or dismissal. The administration reserves the right to determine the severity of the situation and punishment at the time the incident occurs.

**Because of the expectations for students involved in specific school programs (e.g. athletics, extracurricular and co-curricular activities) other sanctions, (apart from those outlined in this handbook) may be incurred for violations of the regulations for student conduct.**

### **In School Suspension (ISS)**

ISS is the temporary removal of a student from academic and extracurricular participation. Suspension is served “in house”. The student must report to school to the front office at 7:55 a.m. on the day(s) of their suspension in uniform. They will be assigned to a separate room where they will complete their course work and assignments from their teachers. The student will not participate in their classes nor may they attend extracurricular activities for the duration of their suspension. If the student is checked out early while serving ISS, he/she is responsible for completing the remainder of the time left on their suspension on the following school day. The maximum number of days a student can be assigned ISS is three. All work is due to respective teachers the day the student returns to school/class.

### **Out of School Suspension (OSS)**

OSS is a suspension that is served off campus. A student who is assigned OSS may not attend classes or participate in any extracurricular activities on or off campus for the duration of the suspension. The student will receive a “0” for any tests, quizzes and assignments missed during OSS, and may not make up any work missed. A maximum number of three (3) days OSS may be imposed.

### **Expulsion**

The principal of MDCHS reserves the right, in cases where a student is judged a serious threat to the community by action or example, to expel such a student immediately without any hearing before the Monsignor Donovan Catholic High School Discipline Committee. Parents may appeal expulsion in writing to the Grievance Committee of the Board of Trustees for MDCHS. As a definition, expulsion is considered a termination of enrollment. Expulsion shall be used only as a final measure or in response to an egregious offense. Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and is deemed to be in the best interest of the school community. One extremely serious offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are not considered to be expelled. In this case, the student has not been accepted for re-enrollment in the next academic year because of prior behavioral problems. Students not allowed to return due to failure to meet required academic standards are not to be considered expelled. These academic requirements are articulated in the Student-Parent Handbook. All disciplinary actions taken by the school shall be preceded by internal procedures and supported by defensible records.

### **Expulsion Procedures**

In those cases where the code of discipline has reached or exceeded the allowable accumulated infractions, the principal may expel a student. Due process must be evident during the period of accumulation (i.e. notification of parents, parent conference, behavioral contract, suspension, etc.). Appeal of expulsion is made by the parents, in writing, to the Grievance Committee of the Board of Trustees for MDCHS.

In those cases of serious breach of discipline that demand immediate review, a disciplinary committee will be convened to examine the specific details of the situation. This committee is composed of the Professional School Counselor and four teachers who also serve as discipline counselors. The Principal and the Assistant Principal are not part of the disciplinary committee. Parents should be given five (5) days notice as to the assigned date of the disciplinary committee meeting. Upon request by the parents, such notification may be waived. The student(s) and his/her parent(s) will be permitted to answer questions and present evidence in order to clarify the details of the case for the disciplinary committee.

After the meeting is completed, each member will submit his/her recommendation to the principal for consideration. The final disciplinary action decision rests with the principal. The Disciplinary Committee makes a recommendation which might include:

1. Not to expel the student (other disciplinary suggestions should accompany this recommendation)
2. Allow the student to voluntarily withdraw from the school in lieu of expulsion
3. Expel

Before the hearing is held, the parents and student are informed of the possible recommendations of the committee and that once the hearing is in progress that the student may not have the right to voluntarily withdraw from school, in lieu of expulsion, unless that is the recommendation of the committee. If the decision to expel the student is made, the parents are notified in writing.

### **Appeal**

Parents may appeal within fifteen (15) calendar days to the Grievance Committee of the Board of Trustees of MDCHS for a review of the decision to expel a student.

### **Reasons for Expulsion**

The reason for the expulsion will be noted in the cumulative file. Possible reasons for expulsion, based upon the discretion of the principal:

1. Actions detrimental to the moral and spiritual welfare of other students.
2. Habitual profanity or vulgarity.
3. Assault, battery, harassment or any threat of force or violence directed toward any school personnel or student.
4. Open, persistent defiance of the authority of the teacher.
5. Continued willful disobedience.
6. Use, sale or possession of narcotics, and/or other controlled substances on or off school premises.
7. Use, sale, distribution or possession of any alcoholic beverage on or off school premises.
8. Stealing.
9. Smoking or possession of tobacco products.
10. Willful vandalism.
11. Habitual truancy.
12. Possession of firearms, real or toy.
13. Possessions of weapons, material that can be used as weapons, explosive devices, and/or contraband materials.
14. Possession of matches, lighter or flammable substances.
15. Violation of probation contract.
16. Other conduct that is inconsistent with the mission or policies of the school.
17. Compromise of academic standard (i.e., habitual cheating, theft or compromise of testing, etc.)
18. Violation of the Honor Code with a recommendation from the Honor Committee to expel the student.

19. Three OUT OF SCHOOL (OSS) suspensions in any given school year
20. A habitual flagrant disregard for the disciplinary code and/or Honor Code at MDCHS.
21. Activities inside or outside of school that involve unlawful behavior.

## **GRIEVANCES**

Students or parents who have grievances have a right to appeal if they feel that they have not been dealt with fairly. The appeal for all grievances must proceed in order of authority, for ex: teacher, Principal, Grievance Committee of the MDCHS Board of Trustees.

## **GEORGIA LAW & SCHOOL DISCIPLINE**

**Parents and students need to be aware that school attendance and behavior records can affect the license to drive for students in the State of Georgia. School violations involving threatening or violent behaviors, involvement with drugs, alcohol or weapons on school grounds can render the student liable to police action and/or arrest and can seriously affect a student's ability to obtain or keep a driver's license. Parents and students should be well versed in this area of Georgia law. More information is available through the Governor's Office of Highway Safety by phone at 1-888-420-0767.**

### **Parties**

Before granting permission for a party to be held in their home, parents should know the state law with regard to alcohol and minors: State Law 3-3-23 O.C.O.G. Annotated Title 3. "It is illegal to sell, serve, furnish, cause to be furnished or act as an agent to furnish alcoholic beverages to a person under 21 years of age. It is illegal for a person under 21 years of age to purchase, knowingly possess or misrepresent his age in any manner whatever for the purpose of illegally obtaining alcoholic beverage." The parents should also know exactly who is going to be invited to the party, then set ground rules for when the party is going to end, what kinds of activities will take place, etc., and clearly establish what kinds of behavior are unacceptable and what will stop the party, e.g., drug and alcohol abuse, fighting, etc. During a party, the parents should be visible. Prior to granting permission for their teenager to attend a party in someone else's home, parents should be given the name, address, and telephone number of the family who is having the party, feel free to contact them, know who else is going to be there, and consider volunteering to chaperon with the host parents. If the school is notified of an incident involving Monsignor Donovan Catholic High School students and the use of alcohol or drugs, MDCHS reserves the right to intervene according to the school's policies outlined in this handbook.

## **SCHOOL AND FAMILY COOPERATION/COMMUNICATION**

If information that causes concern surfaces at school about a particular student(s), and if the information cannot be immediately substantiated, the school reserves the right to discuss this information with the particular student(s) and his/her/their parents. This unofficial and off-the- record type of communication is not to be considered accusatory. This communication reflects the school's ongoing desire to act in cooperation with families in raising awareness, bringing about preventative intervention, and dispelling rumor.

## **SEARCHES**

The school administration (in the presence of one other school employee) reserves the right to search lockers, desks, book bags, wallets, purses, clothing, and other containers, as well as automobiles driven onto the campus. Such searches are intended for the safety of MDCHS students and to ensure that contraband (such as drugs, alcohol, or weapons) is never brought on campus. Students assume responsibility for items discovered in their possession. If a student refuses to voluntarily empty pockets, or to permit inspection of his/her personal property that he/she is currently carrying, the

student shall be detained until the parents are contacted and arrive at school. Parents shall then be informed that the student is risking possible suspension or dismissal for refusing to comply. In some cases, if a weapon or other dangerous ordinance is suspected, the school will contact the local police department immediately and will not attempt to disarm the individual.

### **IX. STUDENT SERVICES AND ACTIVITIES**

Extracurricular activities and clubs will be organized for students who desire to share and promote worthwhile interests. All such activities are under faculty supervision. These activities provide a range of experience and enable students to develop technical and social skills. A wholesome change of pace from daily classroom routine is a by-product of the activities program. For a student to derive maximum benefit from the program of activities, he/she should exercise care in his/her selection and strive to make a genuine contribution to the group project. Organizations must arrange their meeting times so as not to conflict with regularly scheduled school activities. Permission should be received from the principal before any speaker is engaged to address an assembly or meeting sponsored by an individual club. Arrangements for dances are made through the faculty sponsor of the student council. All dances must have the approval of the principal. Dances must be adequately chaperoned.

### **X. SCHOOL ATHLETICS**

Athletics at MDCHS is an integral part of the high school experience. For our athletes, we want our athletic program to be fun, challenging, and helpful in making lifestyle decisions that are in accordance with the values set forth by MDCHS. All students are encouraged to discover and develop the specific athletic abilities they possess. We encourage every student to try to get involved in at least one athletic activity/team. We believe strongly in the old adage that trying and failing is far greater than not having tried at all. We also point out that athletics is an educational privilege, not a right. It involves commitment, self-discipline, and responsibility on the part of the student/athlete who is representing the team, the school, and himself/herself. Within athletics, as in education and life itself, there is a challenge to the student/athlete and the team to strive for maximum and ultimate performance, be one's best self, put forth one's best effort, and call forth the best in others. With these objectives and values in mind, the MDCHS Athletic Department strives to build a program of variety and creativity, one that will meet the needs of each student. The purpose of this section is to offer the student and the parent an overview of our athletic program. After reading this, it is our hope that the reader will have a working knowledge of the sports offered, the requirements of participation, procedures for tryouts, in season and out-of-season guidelines, and the overall expectations incumbent upon the student and his/her parents in regard to athletic participation. It is certainly not meant to be all encompassing, and we would encourage any student or parent with questions to present them to the athletic director.

#### **THE STUDENT/ATHLETE**

All student/athletes are subject to school policy and the actions of the principal. **Athletic practices and games are not acceptable excuses for missing formal disciplinary or academic obligations.** The student/athlete's academic progress is a priority. Acceptable progress is a prerequisite for continued participation in athletics. The student/athlete is responsible for budgeting his/her time efficiently in order that he/she is able to meet both academic and athletic commitments. The student/athlete must be careful in choosing the activities to which he/she makes a commitment. The high standards of both academics and athletics at MDCHS may sometimes require that an individual student/athlete limit the number of other activities in which he/she participates.

#### **GISA Eligibility**

Each student/athlete participating in interscholastic athletics at the varsity level must be eligible in accordance with the Georgia Independent School Association. \* Some students who qualify for

enrollment at MDCHS may not be entitled to participate in athletics due to GISA eligibility requirements. The Athletic Director will be responsible for submitting the necessary paperwork to GISA to guarantee eligibility. All student-athletes will be given a copy of the section from the GISA and MDCHS Rules and Regulations manual that specifies eligibility requirements. Each student is responsible for making sure that he/she meets the eligibility requirements. Transfer students are to refer to GISA eligibility on participation. \*GISA Rule: Section 1 – “Students must pass five (5) or more subjects to be eligible for the following semester.”

### **Academics & Probation**

Student-athletes at MDCHS must be in good academic standing in order to participate in athletics. Good academic standing is defined as earning 70% or higher in all classes. At the point when grades are posted to Edline, the Administration and Athletic Director will review student athletes. When an MDCHS student-athlete drops below 70% in two classes (excluding study hall), that student will be placed on a two-week probation. Once a student is placed on probation, he/she will be allowed to attend practice but not participate in any athletic events. While on probation a student will be required to attend tutoring sessions twice a week in addition to the afterschool study hall for all athletes. Grades will be reviewed again by the Administration and Athletic Director at the end of the two week period. If the average in one of those classes is 70% or higher, the student will be removed from probation and allowed to participate in athletics.

### **Sportsmanship**

The essence of MDCHS athletics is competition within a framework of exemplary sportsmanship. Each student/athlete is expected to exhibit behavior consistent with the Christian ideals of this school. Specifically, this includes respect for him/herself, game officials, teammates, coaches, spectators, and facilities and equipment.

A MDCHS student/athlete is gracious in victory and maintains his/her composure in adversity. Anything less is inconsistent with the athletic ideals of our school community.

### **Student/Athlete Discipline**

A Monsignor Donovan Catholic High School student/athlete is expected to let teachers, students and the general public know that he/she is a student/athlete by his/her exemplary conduct. Student/athletes are subject to all rules and regulations of the school, with disciplinary action taking precedence over all practice and game situations. Moreover, any student/athlete placed on discipline contract will be ineligible for any game competition during his/her 15 school day probationary period.

### **ATHLETIC PARTICIPATION (Try-Out Procedures For All Sports)**

1. The student/athlete must listen for announcements of try-out dates and times. These announcements will be made over the P.A. system and/or posted.
2. All transportation to and from try-outs is the responsibility of the player.
3. The student/athlete is responsible for having the proper equipment and clothing.
4. All candidates for teams must have an athletic physical on file prior to trying out. A student/athlete is required to have one physical per year. An athlete is not eligible to participate in a game, sport or practice until a current physical is on file with the school. The school will notify student athletes if “free physicals” are available.
5. All candidates for teams are expected to be in top physical condition. It is extremely difficult to give a fair evaluation of a student/athlete who is “out-of-shape.” The student/athlete is encouraged to do some physical conditioning prior to try-outs. Specific instructions will be given by each coach.
6. Student/athletes are expected to understand the importance of out-of-season conditioning and summer practice. Student/athletes may be asked to participate in a pre-season conditioning

program, if not already involved in an in-season sport. The student/athlete may also be asked to attend summer workouts and camps.

7. Try-outs are competitive in nature. Not all candidates may be selected for the team. The student/athlete should understand that player selection is probably the most difficult decision made by the coach. Decisions are made on the basis of a professional analysis by the coach and his/her assistant coaches. Players who do not make the team are encouraged to work on their own, play in recreational leagues, and try out again.
8. When there is an overlap in sports seasons, a student/athlete will complete the season he/she is involved before trying out for another sport. At that time the student/athlete will be afforded a full try-out. Missing the original try-out may hurt his/her chances of making the team.
9. The activities which constitute the try-out and the duration of the activities are at the discretion of the coach based upon the needs of his/her sport.
10. The coaching staff at MDCHS makes every effort to ensure that each student/athlete has ample opportunity to display his/her abilities. Fairness is an integral component of the MDCHS Athletic Program.

### **Practice Attendance**

Attendance at all scheduled practices is mandatory. If, at any time, it becomes necessary to be excused from practice, the student/athlete should contact the coach as soon as possible (a day in advance, preferably). It is then up to the coach to decide whether or not the student/athlete will be excused. Unexcused absences will result in disciplinary action including being withheld from subsequent contests. "In-season" practices take priority over "out-of-season" work-outs. No coach will demand that a player attend a pre-season practice while an "in-season" practice is in progress.

### **Punctuality**

It is each athlete's responsibility to be on time for all athletic practices and games. Players must take extraordinary precaution to ensure that they are at game sites at the time designated by the coach. Students under discipline probation, or suspension, must notify their coaches.

### **Equipment and Uniforms**

Athletes are responsible for any equipment and uniforms issued to them. A student/athlete who loses equipment or uniform is liable for the full replacement cost of the item(s). In addition, the student/athlete is responsible for cleaning uniforms and otherwise taking precaution to ensure that the uniform remains in good condition and the equipment is maintained. Report cards, diplomas, and transcripts will be withheld until lost or damaged athletic uniforms and/or equipment is paid for.

### **Injuries and Illness**

All injuries/illnesses major and minor, are to be reported to the coach as soon as they occur. Each student/athlete must file an emergency card with the front office. This card provides vital information for use when it is impossible to immediately contact the parents.

### **Appearance**

A MDCHS student/athlete is expected to let teachers, students, and the general public know that he/she is a student/athlete by his/her exemplary appearance and conduct. Each coach has the authority to issue detailed dress and appearance guidelines.

### **Profanity and Abusive Language**

All profanity and abusive language are absolutely prohibited cursing an official, coach, opponent, fellow team members, and/or spectator during a game may result in the student/athlete's removal from participation.

## **Alcohol, Drugs and Tobacco Products**

The use or possession, at any time, of alcohol, tobacco and other drugs is prohibited. This prohibition applies regardless of the location, (whether it be on or off campus) and extends for the entire school year which includes the athletic season. On the first offense, the student/athlete will be suspended for a minimum of 10% of the games of his/her in-season sport. The coach or Athletic Director has the authority to increase the suspension according to the specific circumstances of an individual case. The school also reserves the right that upon suspicious behavior, a student/athlete can be asked to undergo drug and alcohol testing. The student will also be liable for disciplinary action by the school as well.

## **Appeal Procedure**

In the event that a conflict develops between a student/athlete and a coach, or if a student/athlete believes that he/she has been treated unfairly, the student/athlete has an avenue of appeal. The following is also the procedure to be followed by parents if they perceive any problems.

1. The initial approach should be made to the coach in question. Inquiries should be made at appropriate times, when the issues can be given the fair hearing they deserve. Immediately prior to and following games is a poor time to discuss such conflicts because of time limitations.
2. Should the student/athlete or parent believe that an equitable solution has not been achieved; the head coach of the sport should be contacted.
3. If the problem is still not resolved, the student/athlete or parent can bring the complaint to the athletic director. The athletic director has the authority to request a conference that would include the coach in question, the student/athlete and the parents.
4. If the athletic director is the coach, the parent may bring the complaint to the principal. The principal may request a conference, which would include the athletic director/coach, the student/athlete, and the parents. The principal's decision is final.

\*Note: All complaints or appeals must follow this procedure in order to receive consideration.

## **Letters and Awards**

Monsignor Donovan Catholic High School letters will be awarded according to these guidelines: playing time, attitude, leadership, effort, contribution to the team, cooperation, and attendance. Since circumstances vary widely from sport to sport, the specifics of lettering can also be expected to vary and is at the discretion of the coach. However, the general guidelines listed above will apply to all sports. Note: All athletes and their families are invited and encouraged to attend the post-season awards banquet.

## **XI. COMPUTER AND INTERNET USAGE POLICY**

Computer equipment including Internet access is available to students, faculty, and staff on site at Monsignor Donovan Catholic High School. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. No MDCHS computer or computer equipment maybe used in any manner that contradicts this goal. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control or even monitor all material on this global network, and any user may discover controversial and even offensive information. We (Monsignor Donovan Catholic High School) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our community. MDCHS has chosen to hold students responsible for their actions and work with them to identify

inappropriate Internet activities. Therefore, all computer transactions are monitored and logged. The smooth operation of our computer systems relies upon the proper conduct of the end users and adherence to strict guidelines. It is the purpose of this policy to summarize these guidelines and to ensure that all those who use MDCHS computers do so in an appropriate manner. If a Monsignor Donovan Catholic High School user violates any of these guidelines, his or her access could be terminated.

In general, MDCHS computer equipment should be used to enhance and expand the educational experience in accordance with MDCHS' educational objectives. Users should show respect for others and honor their privacy and property. The MDCHS computers may never be used in a manner that would violate any laws, infringe on anyone's privacy or property, or do or cause harm to anyone. To ensure privacy, no user should ever divulge personal information to anyone over the Internet or via any other means using a computer. The most important point to remember is that anyone using any computer at MDCHS takes full responsibility for their own actions. Monsignor Donovan Catholic High School and the provider of our Internet connection will not be liable for the actions of anyone using our equipment. All users shall assume full liability - legal, financial, or otherwise - for their actions. Use of MDCHS Computers indicates agreement to the terms of this policy. Violations of this policy could result in a loss of computer privileges as well as additional penalties, including legal action.

### **Computer and Internet Policy - Guidelines for Use**

*Note: All terms used below shall be broadly defined to protect MDCHS in any situation.*

1. Authorized Users - The only authorized users of Monsignor Donovan Catholic High School's internal (on-site) computers are current faculty, staff, and students and other individuals who act with the knowledge and consent of current faculty or staff members.
2. Acceptable Use - The primary purpose of our computer facilities is to support education and research consistent with the educational objectives of MDCHS.
  - a. Monsignor Donovan Catholic High School's computers and related equipment may not be used for any of the following:
    - i. transmission, storage, retrieval, or use of any material in violation of any national or state regulation, including but not limited to copyright laws
    - ii. use for the monetary gain of any individual or organization (other than compensation paid by Monsignor Donovan Catholic High School)
    - iii. interference with or unauthorized access to any computer or computer network
    - iv. use that would damage any computer or related equipment
    - v. use to gain unauthorized access to any computer or related equipment
    - vi. any other use that contradicts Monsignor Donovan Catholic High School's educational objectives
  - b. Use of another organization's network or computing resources must comply with the rules appropriate for that network
3. Privileges - The use of Monsignor Donovan Catholic High School computer equipment is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The Monsignor Donovan Catholic High School administration will deem what is inappropriate use and that decision is final. The Monsignor Donovan Catholic High School administration may suspend or revoke access at any time.
4. Internet Etiquette - Users are expected to abide by the generally accepted rules of Internet etiquette. These rules can currently be found on the Internet at <http://www.albion.com/netiquette> and at other similar locations. Users who do not fully

understand how to appropriately use the Internet must take it upon themselves to seek out authorized information. Lack of knowledge is no excuse for inappropriate behavior.

5. No Warranties - Monsignor Donovan Catholic High School makes no warranties of any kind for the computer service it is providing. Monsignor Donovan Catholic High School will not be responsible for any damages a user suffers, including but not limited to the loss of data. Use of any information obtained via the Internet is at the user's own risk and by his/her own responsibility. Upon leaving Monsignor Donovan Catholic High School any information associated with a user's computer access may be permanently removed, including but not limited to that user's computer files.
6. Privacy and Security - Monsignor Donovan Catholic High School makes no warranties or guarantees for the security of any computer system. All computers and related equipment are the property of Monsignor Donovan Catholic High School and are subject to search at any time without notice. Any activity on any MDCHS computer or computer equipment may be monitored and recorded at any time without any notice.
7. Vandalism - Vandalism (defined as broadly as possible and including but not limited to defacement of computer equipment, intentionally attempting to circumvent computer access restrictions, and intentionally uploading computer viruses) will result in cancellation of privileges and possible disciplinary action.
8. Chat Rooms/Games - In an effort to support the image of our school as an educational institution, all chat room participation and game playing must be at the direction of a teacher and for the purposes of education. Recreational chatting and game playing without the specific instruction of a faculty or staff member is prohibited.
9. Release - The user of any Monsignor Donovan Catholic High School computer or related equipment accepts any and all responsibility for their actions and releases Monsignor Donovan Catholic High School, its employees, and all persons and entities related to it from any and all damage and/or liability caused by or related to their use of any computer or computer equipment at Monsignor Donovan Catholic High School.
10. Students must not share their computer passwords with anyone, not even their close friends.
11. No student is to supply personal data (name, age, social security number, address, etc. about him/her when using the Internet, unless authorized by the teacher(s).
12. Services such as "MySpace", "Facebook", and other online blogs or forums, are strictly prohibited at Monsignor Donovan Catholic High School. Students may not access these services from school computers at any time.
13. Monsignor Donovan Catholic High School students should be aware that they are representatives of the school and their peers both before and after school hours. Use of blogs or other online forums such as "MySpace", or "Facebook" from computers not located on campus should be used in an appropriate manner and be monitored by an adult. Any evidence of inappropriate posts about Monsignor Donovan Catholic High School, the employees, or students will be viewed as a severe breach of the disciplinary code of the school. The administration reserves the right to judge what constitutes inappropriate posts.

# Appendix I

## MDCHS Honor Code Pledge

On my honor, I pledge to uphold the values and ideals of Monsignor Donovan Catholic High School. I will not lie, cheat, or steal and will always strive to respect the personal freedom of others. I will in good conscience seek to imitate Christ in my thoughts and actions. I pledge to be honest, to act with integrity, and to respect all faculty, staff, and students. With this pledge, I understand that lying, cheating, stealing, plagiarizing, harassment, and vandalism will not be tolerated and will be dealt with in a severe manner.

### THE MONSIGNOR DONOVAN CATHOLIC HIGH SCHOOL HONOR CODE

#### I. Mission (Purpose)

Monsignor Donovan Catholic High School is dedicated to providing opportunities for the development of the spiritual, moral, emotional, intellectual, social, and physical growth of each student. Monsignor Donovan cannot fulfill its mission or even continue to exist without an ethical and moral atmosphere. In this atmosphere, each student must exhibit self-discipline and a daily commitment to be honorable, honest, respectful, and courageous, in an attempt to fulfill the schools motto, “To Radiate the Lord,” and to exhibit competence, conscience, compassion, and confidence.

#### II. Honor Code Offense

A student has committed an Honor Code offense if he or she has lied, cheated, plagiarized, stolen something, harassed someone, or has not adhered to “good behavior” as stated in the “Regulations for Student Conduct” explained in section VI of the *Student-Parent Handbook*. A student who violates the MDCHS Honor Code is brought before the Honor Council, where his or her case will be heard. Honor Code offenses include:

- A. **Lying:** intentional attempt to deceive or to present an incomplete version of the facts when communicating with the school faculty, staff, or administration. This includes covering up one’s own misdeeds or the misdeeds of others, giving false information, and misrepresenting the truth.
- B. **Cheating:** giving or receiving aid, offering or asking for any information, and using study notes or books not authorized by the teacher on an exam, test, quiz, project, class work, or homework assignment, in which the student is supposed to complete the assignment on his or her own and under specified guidelines. Cheating also applies to students who provide information about the content of an exam, test, or quiz to another student, as well as copying someone else’s homework, class work, lab report, worksheet, or research paper.
- C. **Plagiarism:** appropriating the writings, graphic representations, or ideas of another person and representing them as one’s own. Plagiarism includes the failure to cite a source, or in some way failing to give the proper credit, recognition, or origin of information used in a paper, essay, report, project, or any other scholarly or artistic endeavor. • Internet: using information found on the internet and misrepresenting that information as one’s own is considered computer fraud and is plagiarism. Copying a computer file, or other on-line information, is the same as copying someone else’s work or having someone complete a paper, essay, report, or assignment for one’s own use.
- D. **Harassment:** treating others with cruelty and/or contempt; this also includes demeaning remarks, disrespectful words or actions, and any other actions as stated by definition in section VI of the *Student-Parent Handbook*.
- E. **Stealing (theft):** involves the taking of possessions without permission.
- F. **Vandalism:** willful or malicious destruction of public or private property.

### **III. Institution of the Honor Code and Honor Code Pledge**

At the beginning of every school year, Monsignor Donovan students will recite the MDCHS Honor Code Pledge and sign and date a document stating they understand and will abide by the MDCHS Honor Code. Parents will also be asked to sign the Honor Code Pledge. In addition, students will be asked to write the Honor Oath on final exams, research papers, major essays, major projects, tests, and any other assignments deemed appropriate or necessary by individual MDCHS instructors.

The oath will read as follows: *On my honor, I pledge that the work I submit is my own and that I have neither received nor given unauthorized help on this test, project, or assignment.*

### **IV. The MDCHS Honor Council Standards**

In the fall, the Student Honor Council will be selected. An eligible candidate must be in good academic standing in all of his or her classes: he or she cannot be failing any classes or be on academic or disciplinary probation; nor can the student have any Honor Code violations. Honor Council members are expected to be role models, follow school rules, and uphold the principles and values of the Honor Code.

### **V. The MDCHS Honor Council Nomination Process**

Any eligible student who wishes to participate on the MDCHS Honor Council should submit an official form (which he or she can obtain from the Honor Council Faculty Chair) and nominate him or herself to serve as a member of the Council. In 2008-2009, the committee will consist of eight members: two seniors, three juniors, one sophomore, one freshman, and the faculty chair. In 2009-2010 the committee will consist of three seniors, one junior, one sophomore, and one freshman. In 2010-2011, one student will represent each grade, totaling five members: one senior, one junior, one sophomore, one freshman, and the faculty chair.

- A. As part of a student's nomination, he or she must secure and submit two letters of recommendation from two different members of the faculty, staff, or administration.
- B. If more than two students nominate themselves, then the committee will meet with the students individually, interview them, and find out why they want to be Honor Council members. Next, each member of the Council will vote on the member that he or she thinks would be a good addition to the Council.
- C. If at least one student does not nominate himself; faculty, staff, or administrators may nominate students.

### **VI. Confidentiality of the Honor Council**

All Honor Council members must sign an oath of confidentiality at the beginning of each school year and recite the Pledge of Confidentiality at the beginning of each meeting. The members must understand and take seriously the need for confidentiality concerning all cases and the details surrounding these cases. Council members are not allowed to discuss cases or their deliberations or recommendations about any case with anyone beyond the realm of the Honor Council meeting.

- A. Any Honor Council member who is determined to have discussed any information outside of an Honor Council meeting with anyone not on the Council will be dismissed from the Council.
- B. All records of Honor Council violations are to be placed in a confidential file maintained by the Principal until the student in violation of the Honor Code graduates.
- C. MDCHS Honor Code Pledge of Confidentiality:

*I promise to keep any names and or information that are discussed or that I obtain through the Honor Council meetings in the strictest confidentiality. I promise not to discuss any aspects of Honor Council business with friends, classmates, parents or others at school, at home, or in any other setting.*

## **VII. Process of an Honor Code Violation Case**

After the Honor Council has been chosen and an Honor Code violation has been committed, the matter should be brought to the attention of the Principal—by a student, a teacher, a staff member, or an administrator—the Principal will then assign two faculty members to oversee the case.

- A. The two appointed faculty members will meet with the accused to inform him or her of the charge, clarify the accusation, and ask for a dated and signed written statement. If the accused admits their guilt either verbally or in a written statement, the appointed faculty members will determine appropriate consequences; submit that information to the Principal, then deliver to the student. The Honor Code process ends at this point.
- B. If the faculty members determine that the case will continue, they will then inform the accused of the time and place of the hearing, give the accused an advocate form to give to his or her faculty, staff, or administrative advocate (the student may choose an advocate to represent him or her).
- C. The student is not permitted to choose an advocate that is a current member of the Honor Council.
- D. It will be the responsibility of the appointed faculty representatives to seek other clarifying information from witnesses, if necessary.
- E. The appointed faculty representatives will submit an initial report of their findings to the Principal who will inform the parents of the accused. The appointed faculty representatives will inform the selected Honor Council members of the meeting.
- F. The Honor Council will meet within seven school days.
- G. Hearing:
  1. The appointed faculty representatives will explain the case to all present.
  2. All written statements are shared.
  3. The advocate and accused are invited in.
  4. The Honor Council members repeat the oath of confidentiality in the hearing of the accused.
  5. The Honor Council faculty reps summarize the case up to that point for the accused and the advocate.
  6. The advocate is invited to give testimony for the character of the accused.
  7. The advocate may be dismissed at this time, or remain at the request of the accused.
  8. The accused is invited to give his or her testimony.
  9. Follow-up questions from Honor Council members are heard.
  10. The accused is dismissed so that the Council can review the evidence.
  11. Honor Council members discuss the case and vote three possible determinations.
    - a. Guilty
    - b. Negligent: there is some negligent behavior but not evidence of an actual MDCHS Honor Code violation.
    - c. Not Guilty
  12. A guilty, negligent, or not guilty vote can be reached if two-thirds of the Honor Council all votes guilty, or negligent, or not guilty.
  13. A recommendation for expulsion of a student requires a unanimous vote.
  14. After the discussion and vote, the Honor Council:
    - a. Informs the accused of the verdict
    - b. The faculty representatives submit in writing to the Principal the verdict and consequence from the Honor Council.
  15. The accused and the advocate are excused.
  16. The Principal is made aware of the verdict and either accepts or modifies the consequences.
  17. The Principal would report all findings to any teacher involved in the violation.

18. The person in charge of discipline is also made aware of the consequences and meets with the student.
19. The Principal would contact the parents making them aware of the outcome and findings from the Honor Council.

### **VIII. Student Responsibilities**

It is often difficult for students to report an Honor Code violation, particularly in a small school. It is important, however, that our students know and take pride in the fact that the integrity of MDCHS rests in their hands. As they are sometimes called by God to take a moral stand, so might they have to be courageous and do what is right for themselves and for the school. Thus, any student who witnesses a violation of the Honor Code should report that violation to a faculty, staff, administrative person, or an Honor Council member. The name of the witness will only be known by the Principal and the two faculty co-chairs of the Honor Council. The Honor Council and the school will do everything morally and legally possible to protect the anonymity of the witness with the intent of never revealing his or her name to the accused or anyone else.

### **IX. Faculty Responsibilities**

A teacher should report all forms of Honor Code violations that he or she witnesses, or that have been reported to the teacher by a student, to the Principal, who in turn will distribute the information to the chair of the Honor Council.

- A. The MDCHS Honor Oath: teachers should stamp or have the Honor Oath printed or included on all final exams, major essays, and research papers and projects. Students will copy the Honor Oath before taking tests, exams, or turning in projects or papers.
- B. The Honor Code will be displayed in each classroom.

### **X. PARENT RESPONSIBILITIES**

Once it has been determined that an honor hearing will be held, the Principal will contact the parents to inform them. Under no circumstances should parents contact the witnesses involved or any member of the Honor Council. Only a Faculty Advocate is permitted to attend the session in which the accused meets with the Council. The Council will act as quickly and as fairly as possible.

### **XI. PENALTIES**

Possible penalties include detentions, restitution; letters of apology, essays, school clean up, grade changes (at the discretion of the teacher), suspension, and expulsion. The penalties are recommended by the Honor Council and are reviewed by the Principal. The Principal may give input and advice on the case; his or her most important role in the penalty process, however, is to ensure that school policies and procedures have been followed and the process has been fair. If the Principal agrees that this process has indeed been fair and the counseling and penalties are just, they will inform the accused of the penalty.

### **MDCHS Honor Code Created Spring, 2004 & Updated Fall, 2010**

<p><b>NOTE:</b> The Monsignor Donovan Catholic High School Honor, Code is based on information from the <i>Monsignor Donovan Catholic High School Student-Parent Handbook</i>, The “St. Pius Honor Code” (Atlanta, Georgia), The Athens Academy “Student Honor Statement” (Athens, Georgia), The Council for Spiritual and Ethical Education, <i>Academe—Honesty and Honor Codes</i>.</p>
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