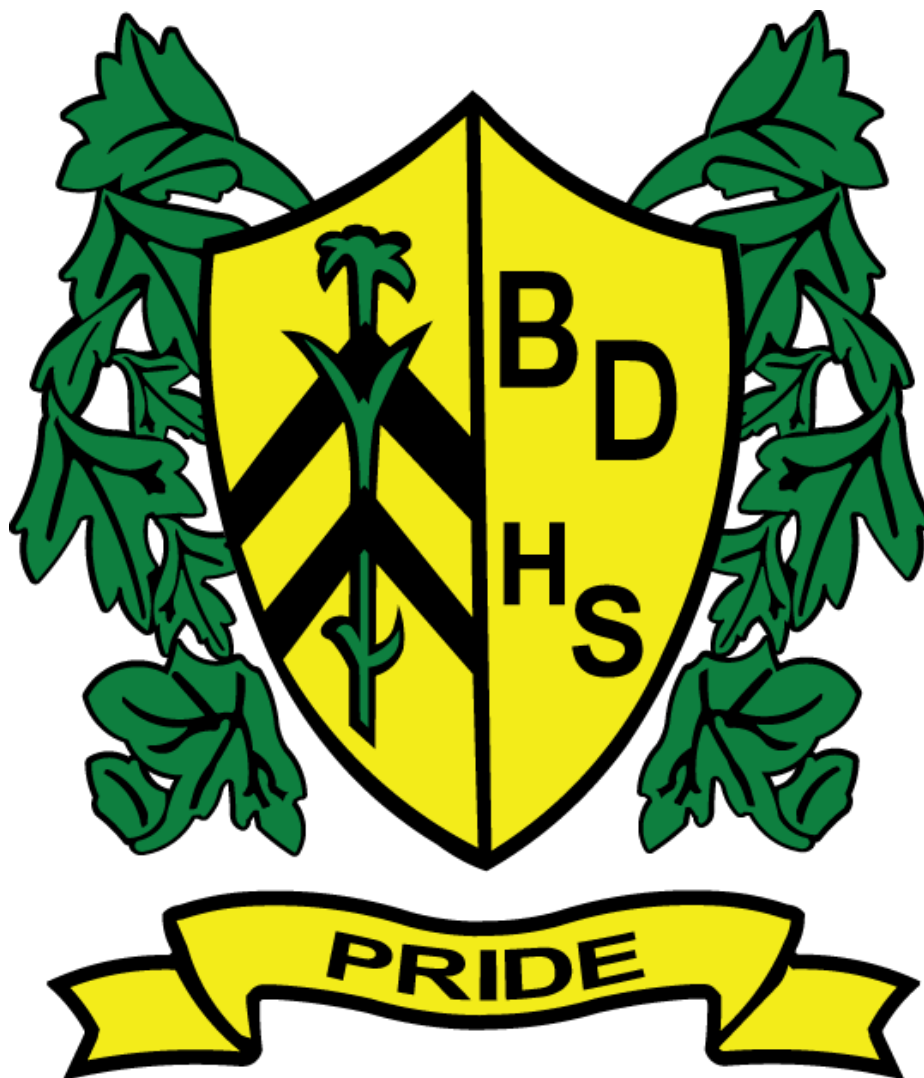


BISHOP DONAHUE MEMORIAL HIGH SCHOOL

325 Logan Street
McMechen WV 26040
Office: 304-233-3850
Fax: 304-233-8677
www.bishopdonahue.org

2016-2017 PARENT - STUDENT HANDBOOK... revised July 2016

*Red highlights indicate handbook changes made for the 2016-17 school year.



CATHOLIC EDUCATION IN THE MARIST TRADITION

ENTER TO LEARN CHRIST AND EXIT TO SERVE CHRIST

ALMA MATER

*Hail to thee, o alma mater
We are thinking now of you
As we lift our joyful voices
In a tribute dear and true.*

*In our memories always lingering
Are happy thoughts of Donahue
Thus we shall pledge our loyalty
And our friendship to our school.*

*Strive always to be winners
But good sports when we lose
These happy days remember
Of our dear old Donahue.*

2016-17 School Calendar

* Please use the calendar located on the BDHS website..

www.bishopdonahue.org

Time Schedules

REGULAR SCHEDULE (45 minute classes)

8:15	Warning Bell		
8:20 – 9:05	1st Period		
9:10 – 9:55	2nd Period		
9:55 – 10:10	Morning Prayer & Announcement Assembly		
10:10 – 10:55	3rd Period		
10:55 – 11:15	4th Lunch	11:00 – 11:45	4th Period
11:20 – 12:05	5th Period	11:45 – 12:05	5th Lunch
12:10 – 12:55	6th Period		
1:00 – 1:45	7th Period		
1:50 – 2:35	8th Period		

LITURGY SCHEDULE/Before 1st period (38 minute classes)

8:15	Warning Bell		
8:20– 8:25	1st Period Absentee check		
8:25-9:00	LITURGY		
9:05-9:43	1st Period		
9:48 – 10:26	2nd Period		
10:26 – 10:41	Morning Prayer & Announcement Assembly		
10:41 – 11:19	3rd Period		
11:19 – 11:39	4th Lunch	11:24 – 12:02	4th Period
11:44 – 12:22	5th Period	12:02 – 12:22	5th Lunch
12:27 – 1:06	6th Period		
1:11 – 1:50	7th Period		
1:55 – 2:35	8th Period		

LITURGY SCHEDULE/After 8th period (36 minute classes)

8:15	Warning Bell		
8:20– 8:56	1st Period		
9:01 – 9:37	2nd Period		
9:37 – 9:52	Morning Prayer & Announcement Assembly		
9:52 – 10:28	3rd Period		
10:28 – 10:48	4th Lunch	10:33 – 11:09	4th Period
10:53 – 11:29	5th Period	11:09 – 11:29	5th Lunch
11:29 – 12:10	6th Period		
12:15 – 12:51	7th Period		
12:56 – 1:32	8th Period		
1:35	LITURGY		

TWO-HOUR DELAY SCHEDULE (28 minute classes)

10:15	Warning Bell		
10:20 – 10:48	1st Period		
10:53 – 11:21	2nd Period		
11:21 – 11:35	Morning Prayer & Announcement Assembly		
11:35 – 12:03	3rd Period		
12:03 – 12:23	4th Lunch	12:08 – 12:36	4th Period
12:28 – 12:56	5th Period	12:36 – 12:56	5th Lunch
1:01 – 1:29	6th Period		
1:34 – 2:02	7th Period		
2:07 – 2:35	8th Period		

ONE-HOUR DELAY SCHEDULE (36 minute classes...only on Wednesday)

9:15	Warning Bell		
9:20 – 9:56	1st Period		
10:01 – 10:37	2nd Period		
10:37 – 10:52	Morning Prayer & Announcement Assembly		
10:52 – 11:28	3rd Period		
11:28 – 11:48	4th Lunch	11:33 – 12:09	4th Period
11:53 – 12:29	5th Period	12:09 – 12:29	5th Lunch
12:34 – 1:11	6th Period		
1:16 – 1:53	7th Period		
1:58 – 2:35	8th Period		

MISSION

Bishop Donahue is a Catholic high school that exists to:

- C**reate a safe student-centered community that fosters academic achievement;
- H**elp students grow intellectually, physically, and socially;
- R**espond to our changing world by providing current technological & educational resources;
- I**nstill the Gospel & Marist values of respect, love, and compassion;
- S**erve the poor and unfortunate everywhere;
- T**each all students to be adaptable, productive, and responsible global citizens,

So that all may enter to learn CHRIST and exit to serve CHRIST.

PHILOSOPHY

Bishop Donahue High School is a mission of the Roman Catholic Church. The school is administered by dedicated laymen, laywomen, and religious, who adhere to the Marist Tradition. This mission emanates from a belief in the fundamental precepts of the Gospel and aims to proclaim and give witness to the Gospel. This mission is marked by the charism of the founder of the Marist Brothers, Saint Marcellin Champagnat, namely: simplicity, family spirit, love of work, and devotion to Mary, the Mother of Jesus. Bishop Donahue seeks to cooperate with families as they strive to fulfill the responsibility given to them by the Church, specifically the Christian education of their children.

By design, Bishop Donahue is a coed college preparatory Catholic high school. As such, it recognizes its responsibility for the spiritual and intellectual development of its students. The educational process is enhanced by programs that provide for the students' moral, affective, social, and physical formation. Religious activities and courses of study demonstrate the dedication of Bishop Donahue to the announcement of the Good News that Jesus Christ is Lord.

HISTORY OF BISHOP DONAHUE MEMORIAL HIGH SCHOOL

The cornerstone of Bishop Donahue Memorial High School was laid in 1954 under the leadership of Father Joseph J. Daly, Father John J. Griffin, and Father Benjamin Farrell. The school opened its doors in September of 1955 under the guidance of the Sisters of St. Dominic. The first class established an incredible school spirit and pride that continues to live in the traditions honored by our current students.

The Marist Brothers provided leadership and administered the school in the late 90's and the early years of the 2000's. Though the Marist Brothers are no longer the administrators of the school, the School Board and Diocese wish for the school to remain in the Marist network as a school that is "Marist by Desire".

Currently Bishop Donahue High School is accredited by the North Central Accrediting Association.

THE MARIST TRADITION

The Marist Brothers were founded in 1817 by a humble parish priest, Marcellin Champagnat. He was a man of deep faith and stubborn determination who saw a problem and wasted no time in providing its solution. The Church affirmed his sanctity and vision by declaring him a saint on April 18, 1999. His spirit continues now in 76 countries and influences 1.5 million students and 60,000 lay colleagues. It is a spirit of family, based on love and trust; it is a willingness to accept challenges and to reach out in a special way to those most in need, those most neglected, those "poor" materially, or spiritually. This spirit now imbues Bishop Donahue High School as reflected in its Mission Statement, Philosophy and Standards, and makes it unique among the seven Catholic High Schools in the Diocese of Wheeling Charleston.

THE MARIST STANDARDS

EVANGELIZATION

Marist schools exist primarily to evangelize, and this must be the first priority in our schools. Emphasis is placed not only on religious education but also on the spiritual formation. To complement our religious education classes and programs, “We pay attention to the religious environment of the school in terms of images, daily prayers, and sacred spaces.

1) The Campus Ministry Program is at the heart of the school and a central part of each student’s four-year experience by providing each class opportunities for:

- | | | | |
|---------------------|-----------|--|----------|
| -Worship | -Retreats | -Sacramental life | -Service |
| -Vocation awareness | -Prayer | -Faith formation integrated with Religious Studies | |

2) The school annually offer students the opportunity to participate in national Marist Youth programs and creates a format to plan and implement initiatives from student leadership.

3) The school creates a religious environment which includes a chapel, classroom crucifixes, and a likeness of St. Marcellin Champagnat, and representations of Mary and Marist symbols displayed throughout the school.

4) Each member of the administration, faculty, and staff participates in an on-going adult faith formation program designed to foster their growth in Marist heritage, spirituality, and charism.

5) The school annually offers students the opportunity to participate in Sharing Our Call and creates a format to plan and implement initiatives from participant’s leadership.

MARIST RELIGIOUS EDUCATION

1) The Religious Studies curriculum is a full four-year program which:

- Places an emphasis on the faith formation of the students
- Includes a four-year vocation awareness program
- Provides a four-year sequence in Marist Education Heritage
- Is aware of the guidelines issued by the local diocese
- Integrates opportunities for class-based prayer and worship
- Is staffed by practicing Catholics credentialed in theology, religious studies, catechesis, or working toward it.

2) Each academic department will identify and include within their curriculum topics that offer important opportunities for evangelization and faith development of students.

CARE FOR THE LEAST FAVORED

Our Marist charism is rooted in Father Champagnat’s love and care for the least favored. “In the same way that Marcellin was thinking especially of the least favored of young people in founding the Marist Brothers, our preference is to be with those who are excluded from the mainstream of society, and those whose material poverty leads them to be deprived also in relation to health, family life, school, and education in values.”

Our solidarity with the least favored must be shared with our students. To this end, “we educate students in solidarity above all in welcoming into the same school young people of different religious and social backgrounds, as well as those students who are disadvantaged or marginalized.”

While providing for all, we give special attention to the personal capacity of weak and vulnerable students. We create learning situations where each one can succeed and is affirmed.”

1) The school will provide appropriate remedial curricula and instruction to meet the needs of academically deficient students (those significantly below the regular admissions standards for the school) to meet the educational needs of these students, fostering their academic progress and successful graduation.

2) The school will strive to provide financial assistance to its families.

3) The school will create a program to provide opportunities for significantly economically disadvantaged students.

INFORMATION FOR PARENTS

Principal:	Mr. Tom Wise
Athletic Director:	Mr. Don Murray
Advancement Director:	Mrs. Donna Krupica
College Counselor:	Mrs. Amy Granato
Counselor:	Mrs. Loretta Metz

When visiting the school, parents should first report to the main office. All appointments with administrators and teachers must be made in advance.

HOW PARENTS CAN ASSIST THE SCHOOL

Just as the parents look to the school to provide the facilities and the trained personnel essential to their child's proper development, so the school looks to the parents to assume certain obligations which cannot be delegated to others.

No school can be effective in teaching the commonly accepted virtues of religion, honesty, respect for authority, consideration for the rights and property of others, and adequate standards of personal morality and integrity, unless the basic principles have been established and are held in sufficiently high regard in the home.

If parents have confidence in the school and cooperate with its program, and if they show respect for the sincerity and integrity of its teachers and actively support their authority by appropriate action in the home, this is quite likely to be reflected in wholesome attitudes on the part of their sons/daughters.

There are specific as well as general actions by which parents can assist the school and their sons/daughters:

- Take an interest in his/her work and encourage him/her to exert his/her best effort.
- Attend all meetings related to the welfare of your son or daughter.
- Provide adequate supervision over his/her study habits, his/her school obligations, his/her health requirements and his/her recreational activities.
- Make him/her understand that school is his/her business, and that he/she is expected to attend regularly and punctually.
- Help him/her establish goals which are consistent with his/her abilities.
- Schedule medical or dental appointments before or after school when possible.
- While we realize the necessity in some instances of a student's holding a part-time job, we ask that you ensure that this job does not interfere with your child's first responsibility as a student. At no time should a job take precedence over this responsibility, including his/her time for study and homework after school or on weekends, or after-school attendance mandated by an administrator or teacher. The requirement to attend summer school will not be withdrawn or altered due to summer employment or vacations.
- To assist the school with parental contact we are requesting that all families with computers provide the school with a parent only e-mails address. For those parents with cell phones, we would also like to have those numbers for emergency contacts.
- All parents are encouraged to participate actively in the Boosters Club and the Athletic Board. These volunteer organizations support our academic and athletic programs.

FUNDRAISING

Bishop Donahue's Annual Appeal provides the means by which parents, alumni, and friends can provide unrestricted operating support for Bishop Donahue High School. Faced with an ever-widening gap between operating costs and tuition income, Bishop Donahue relies on the Annual Appeal, Reverse Raffle, Memorial and Honorary Scholarships, miscellaneous donations and business/foundation support, and other various fundraisers and grants to balance its budget while keeping tuition affordable. Gifts to the Annual Appeal Fund further strengthen the school's academic programs, to enhance extracurricular

activities, to expand services to students, and to offer financial assistance and scholarships to eligible students. All families of students are encouraged to support the Annual Appeal and all other fundraising events at a level in keeping with their individual financial abilities.

The solicitation of all gifts on Bishop Donahue’s behalf is coordinated through and overseen by the school’s Office of Advancement/Development. In order to prevent potential conflicts, multiple or inappropriate solicitations, and to ensure accurate and timely acknowledgment, all gift solicitations and/or receipts—whether for money, appraised property, or services—must be brought to the attention of the Advancement Director and/or the Principal. A fundraising calendar will be created in an effort to maximize the fundraising efforts of all those involved. No fundraising event is permitted without the approval of the Advancement Director.

Fund raising projects are ONLY undertaken by the school’s Advancement Office and by officially sanctioned support organizations formed for that purpose (e.g. Boosters, Athletic Board, Athletic teams and School Classes) who work with the Advancement Office in their planning. Should special circumstances arise, please consult with the Advancement Office BEFORE planning for any event in which money will be raised, A Fundraising Proposal Form must be submitted to The Advancement Director and/or Principal prior to any implementation efforts of the fundraising activity. It is the intent of the Advancement Office to respectfully acknowledge our donors including, but not limited to, proper recognition in Bishop Donahue’s Newsletter and Website.

*Please note that without the approval of the Advancement Director and/or Principal prior to any fundraising event, your proceeds and profits will be forfeited.

WV HEALTH REQUIREMENTS

Beginning in the fall of 2012, West Virginia 7th graders and 12th graders will have to show proof that they have had their Tdap (Tetanus, Diphtheria and Pertussis) shot in addition to their MCV4 or Meningitis shot(s). High school seniors will need a second dose of MCV4 or the meningitis vaccine if the first shot was received before their 16th birthday.

2016-2017 TUITION and FINANCIAL INFORMATION

Bishop Donahue High School is a diocesan-owned school. All current and extraordinary financial obligations must be met from tuition payments of the students enrolled and donations made to the Advancement program. Prompt payment of tuition and fees is required. Students are accepted on a full-year basis, and tuition is kept at the minimum; a reduction of these charges is seldom possible. The Diocesan TAP (Tuition Assistance Program) is available for Catholic families.

2016-17 Single Student Family Tuition.....	\$4,940
2016-17 for each additional child.....	\$3,600
<i>Actual Cost per student in 2016-17.....</i>	<i>\$6, 290.00</i>

BISHOP DONAHUE FAMILY PLAN

The B.D. Family Plan allows for a \$150 tuition deduction if a family has a child attending Bishop Donahue and one or more children attending All Saints or Our Lady of Peace (grades 1-8). Please notify the school office if this applies to your family.

BISHOP DONAHUE AQUINAS MEDAL SCHOLARSHIP

Aquinas Medal winners from All Saints and Our Lady of Peace will receive an automatic \$500 scholarship for their Freshman year.

Bishop Donahue relies on three sources of income to maintain financial stability:

- 1) Tuition collected from the parents
- 2) Monthly assessments provided by supporting parishes
- 3) Funds generated by the Advancement office.

- We believe that every family can afford a Bishop Donahue education. Financial assistance is available from the Diocese of Wheeling-Charleston as well as from Bishop Donahue High School. Our goal is to work with parents to ensure that no child who pursues a Bishop Donahue education will be denied due to financial reasons.
- Additional aid is available through Bishop Donahue's Scholarship program; please contact the school office at (304) 233-3850.
- All aspects of the Financial Aid process are confidential.

PAYMENT OPTIONS:

*A \$400 registration fee for the 2016-17 school year is due at the time of registration. Documents required when registering include: student application, emergency medical form, signed tuition contract and the \$400 registration fee. All forms and payment must be completed and returned to Bishop Donahue to be considered registered for the 2016-17 school year. Failure to return forms and payment will result in the loss of student athletic and extra curricular privileges (including summer programs.)

Parents have three options for payment of tuition:

- I. *Full tuition payment to B.D.H.S. by July 31, 2016:* Families selecting this option will receive a 3% tuition discount. **CREDIT CARDS MAY BE USED FOR THIS PAYMENT.**
- II. *Payment of half of the tuition directly to B.D.H.S. by July 31, 2016, and the second half of the tuition to B.D.H.S. by December 2, 2016:* **CREDIT CARDS MAY BE USED FOR THIS PAYMENT.**
- III. *Monthly payments through the FACTS TUITION MANAGEMENT PROGRAM:* The FACTS plan allows you to begin monthly payments (on the 5th or 20th of the month) through automatic withdrawal from your checking or savings account. The first payment is due August 5, 2016 or August 20, 2016. Please complete the FACTS online enrollment by July 1, 2016 to ensure your August payment. To enroll online, visit the B.D.H.S. website (www.bishopdonahue.org) under Registration 2016-17.

Families not using Option I or Option II above MUST be enrolled in the FACTS program.

All Catholic students should apply for TAP (Tuition Assistance Program) through the Diocese. The Phase I TAP deadline is April 30, 2016. The Phase II TAP deadline for applying is August 15, 2016. Priority is given to those who register for Phase I TAP. The Diocese of Wheeling-Charleston will notify those who have applied for TAP of their financial award status once the form is processed. If you have questions regarding TAP, please call LeAnn Harris at 304-233-1660 (ext. 305). TAP enrollment must be completed online. To enroll online, visit the B.D.H.S. website (www.bishopdonahue.org) under Registration 2016-17.

All B.D.H.S. students can apply for scholarships and are encouraged to do so. All scholarship applications must be returned to B.D.H.S. no later than August 1, 2016. Scholarship applications can be found on the school website.

Questions related to the payment options above should be directed to LeAnn Harris at 304-233-1660 (ext. 305).

* B.D.H.S. is also attempting to increase the number of Foreign Exchange students who wish to attend our school. These students and their life experiences present a new world to our students and make all our lives richer. To encourage you to welcome a student in your home, we are offering B.D.H.S. families who host a Foreign Exchange Student a \$500 per semester tuition discount for their son or daughter. The savings to you for housing a student could be \$1,000 dollars. Exchange students pay for their own tuition and often help with incidental expenses. Please notify the school office if you would like to host a Foreign Exchange student.

**If Bishop Donahue has not received the required tuition payment or a completed FACTS form by August 15th, the student may not receive a class schedule.*

Students whose accounts are in arrears or who have not discussed this issue with the school administration will not be allowed to take mid-term and final exams. Their exam grades and final grades will appear as an Incomplete (INC) on their report cards and transcripts. While the official school transcripts will be forwarded to colleges and universities (or other schools as requested), the final grades will be recorded as INC.

It is important to know that this may have an impact on final college admission/acceptance and/or awarding of credits, grants and scholarships for seniors. Furthermore, it could impact underclassmen's class placement for next year.

Failure to make arrangements with the administration regarding full repayment of all past due bills will result in the account being turned over to a collection agency.

iPad Program

The *annual Technology fee is due by July 15, 2016*. All students are provided an iPad and specific educational and productivity apps for the iPad. A protective is mandatory and is not included in the annual fee. The protective case must be purchased by the parent.

ANNUAL TECHNOLOGY FEE

\$200...For students who received an iPad prior to the 2014-15 school year
\$225...For students entering Bishop Donahue High School in 2014-15 or after

***The annual technology fee will be due by July 15th each school year. AT THE CONCLUSION OF FOUR YEARS OF HIGH SCHOOL THE FAMILY WILL OWN THE IPAD.**

For more information about the iPad program please visit the school website.

SPECIAL PROGRAMS

RELIGION DEPARTMENT & CAMPUS MINISTRY

Bishop Donahue exists first and foremost for the education of our young people in the Catholic Faith. It is the responsibility of the Religion and Campus Ministry Departments to coordinate this process on all levels and in every aspect of the life of our school. The departments will provide ample opportunity for the students to attend Masses and receive the Sacraments and to be offered opportunities for retreats and service work. Furthermore, we will begin each day with a prayer. The Religion department will nurture a healthy spiritual life in the students of our school.

Students are invited to be actively involved in the organization of prayer services and liturgies as well as volunteer service. The sacraments of Reconciliation and Eucharist are available and are celebrated regularly. Besides daily school prayer, there are class liturgies, special liturgies, and special prayer services during the year for parents and students. Campus Ministry promotes an Encounter and Retreat Program for all students. Campus Ministry also offers all students opportunities to participate in service work at the 18th Street Center, The Laughlin Chapel, Special Olympics, hospital visitation, and The Esopus Summer Camps in New York.

GUIDANCE AND COUNSELING PROGRAM

Guidance services are available for every student in the school. Services include assistance with educational planning, interpretation of test scores, occupational information, academic assistance, and help with home, school, and/or social problems.

The counselor will meet with all students at appropriate times to inform them of standardized tests., etc. They will also work with upper class students to discuss college selection and career choices.

Priority is given to students who request a meeting or whom parents, teachers, or administrators refer. The counselor also welcomes opportunities to meet with parents at scheduled evening programs and also by appointment.

Students may contact the counselor for an appointment before or after school hours or during lunch.

The Guidance and Counseling Program provides the following services to the students at Bishop Donahue:

- A peer counseling program for all students as needed
- Personal and academic counseling
- Administration and interpretation of standardized tests
- Career exploration
- Assistance with college admissions, scholarships, and financial aid
- Referrals to certified social agencies

ACADEMIC POLICIES AND INFORMATION

Admissions

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the forgoing, students with disabilities will be considered for admission subject to the discretion of the Principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor/Designated Pastor if a financial problem exists. Each local Catholic School Consultative Board is encouraged to have a local tuition assistance program to help families that cannot afford all or part of the tuition.

Attendance Policy

All students shall be scheduled for a full day and will be assigned to a classroom for each period of the day.

Honors Classes

Honors classes are specifically for students who want to challenge themselves academically. Students can expect that they will do more homework than their peers and will have more challenging assignments in and out of the classroom.

Each Honors class will award an additional 0.25 points to the student's grade point average.

Honors contracts will be given to all current Bishop Donahue students at the beginning of the 2016-17 school year. The student and parent must sign the Honors contract(s) and return it to school by August 26, 2016.

Students may request removal from the HONORS program until the end of the first quarter. No student will be allowed to exit the program after the first quarter report card have been published. Failure to meet the requirements in the contract will result in a failing grade for that item.

Changing Class Schedules/Dropping Classes

Students select their courses for the next year during the preceding spring. During the summer, the schedule of classes is arranged and every attempt is made to satisfy student requests.

Once a class is underway, there will be a probationary period of 5 school days for the student to decide on his or her schedule. Students are not permitted to drop class(es) after this time period. Poor grades are not sufficient reason to drop a class.

Report Cards

Report Cards are issued every 9 weeks (quarterly) through the RenWeb student information system. A hard copy is also mailed to each parent.

Grades received for summer school work are recorded on the permanent record card and are counted as part of the general grade point average. Summer school grades are also counted toward meeting the SSAC rule of maintaining a 2.0 (C) average for extracurricular eligibility.

Policy for an Incomplete Grade

A student may be given an Incomplete (Inc) as a grade when a necessary course requirement has not been fulfilled due to unforeseen circumstances. Incomplete assignments should be turned in within three weeks or at the discretion of the teacher.

Examinations

Students will be required to take an annual mid-term exam and a final exam. The mid-term exam will count as ONE FIFTH OF THE STUDENT'S FIRST SEMESTER GRADE and the final exam will count as ONE FIFTH OF THE STUDENT'S SECOND SEMESTER GRADE.

Homework

Homework is assigned to students on a regular basis and is a major portion of each nine weeks grade. Homework assignments are available to both students and parents at RenWeb.

Failures

Seniors failing required subjects will receive their diplomas only after they have fulfilled the requirements by completing the course successfully. Underclassmen who fail required courses must repeat such courses in summer school, using an online credit recovery company or in subsequent school years.

Standardized Testing

Freshmen: -Terra Nova
 Sophomores: - Terra Nova and PSAT (optional for Sophs)
 Juniors: - PSAT/NMSQT test.....ACT and/or SAT.....ACRE test
 Seniors: - ACT and/or SAT

Seniors and Juniors who are college-bound must take the American College Testing Program (ACT) and/or the Scholastic Aptitude Test (SAT). One or another of these tests is required for admission into most colleges or universities. These tests are not administered by the high school. It is the student's responsibility to register online for these tests. Juniors are encouraged to take the ACT and/or the SAT during the second semester of their Junior year.

College Coursework

When calculating college courses for high school grade point average: Each college level one semester course will count as a 1/2 credit high school course and will be weighted. To be counted as a weighted course, the college class must be arranged through Bishop Donahue. The credit hours as determined by the college do not count the same as per high school credits.

Honor Roll

Students must have passed all courses to be considered for the honor roll. The honor roll will be published at the completion of each nine-week period. There are three levels of honors awarded:

Honors Cum Laude(Over a 4.00 GPA)... Superior Honors(3.70 – 4.00 GPA)..... Honor Roll (3.00 – 3.69 GPA)

Valedictorian and Salutatorian

The valedictorian is the student(s) in the graduating class with the highest grade point average at the end of the seventh semester. The salutatorian is the student(s) with the second highest grade point average at the end of the seventh semester.

Additionally, the students named as valedictorian(s) and salutatorian(s) must have been enrolled at Bishop Donahue for at least their entire junior and senior years and must have carried a full schedule of classes during their four years of high school.

Grade Scale

GRADE	% VALUE
A+	99-100
A	95-98
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	71-74
D-	69-70
F	68 or below

WEIGHTED COURSES

Certain advanced courses are assigned extra points when calculating the grade point average. The 2016-17 courses include:

* Other classes may be added to this list as the curriculum grows.

All College Courses	Anatomy & Physiology	Physics
Trigonometry/Pre-Calculus	College Calculus	Chemistry I
All Honors Courses	Psychology I	Chemistry II

Please contact the guidance counselor for any information concerning grade point averages and weighted classes. Bishop Donahue does not recognize honors course(s) taken in elementary or middle school.

GRADUATION REQUIREMENTS

DISCIPLINE

READING and LANGUAGE ARTS
 MATHEMATICS
 SCIENCE
 SOCIAL STUDIES

CREDITS

4 credits
 4 credits
 3 credits
 4 credits

CLASSES

English 9, 10, 11, 12
 At least 3 of the 4 credits must be Algebra I and above
 Biology + 2 electives
 World-1900, US-1900, 20th/21st Century and
 Government and Civics

PHYSICAL EDUCATION
 HEALTH
 FOREIGN LANGUAGE
 RELIGION

1 credit
 1 credit
 2 credits
 1-4 credits

Credits must be in the same language
 Students must take one Religion class each year they
 are enrolled at BDHS

THE ARTS
 ELECTIVES

1 credit

Additional classes needed for graduation

*Students must complete a minimum of 15 service hours each year they attend Bishop Donahue High School.

Grade Scales and Equivalencies

Non-Weighted and Weighted GPA Points...This scale is used by RenWeb

For 1 credit Weighted add .25		For .5 credit Weighted add .125		For .25 credit Weighted add .0625	
1 Credit Non-Weighted	1 Credit Weighted	.5 Credit Non-Weighted	.5 Credit Weighted	.25 Credit Non-Weighted	.25 Credit Weighted
A+	A+	A+	A+	A+	A+
4	4.25	2	2.125	1	1.0625
A	A	A	A	A	A
4	4.25	2	2.125	1	1.0625
A-	A-	A-	A-	A-	A-
3.67	3.92	1.835	1.96	0.9175	0.98
B+	B+	B+	B+	B+	B+
3.33	3.58	1.665	1.79	0.8325	0.895
B	B	B	B	B	B
3	3.25	1.5	1.625	0.75	0.8125
B-	B-	B-	B-	B-	B-
2.67	2.92	1.335	1.46	0.6675	0.73
C+	C+	C+	C+	C+	C+
2.33	2.58	1.165	1.29	0.5825	0.645
C	C	C	C	C	C
2	2.25	1	1.125	0.5	0.5625
C-	C-	C-	C-	C-	C-
1.67	1.92	0.835	0.96	0.4175	0.48
D+	D+	D+	D+	D+	D+
1.33	1.58	0.665	0.79	0.3325	0.395
D	D	D	D	D	D
1	1.25	0.5	0.625	0.25	0.3125
D-	D-	D-	D-	D-	D-
0.67	0.92	0.335	0.46	0.1675	0.23
F	F	F	F	F	F
0	0	0	0	0	0

Physical Education Option

Students may earn ½ credit for every season of a varsity sport that they participate in and complete. A grade will not be given for the course, but up to one full credit may be earned. The proper paperwork must be filed with the guidance counselor and in the main office.

Fine Arts Option

Students may earn ½ credit for every year that they participate in the Spring Musical. A grade will not be given for the course, but up to one full credit may be earned. The proper paperwork must be filed with the guidance counselor and in the main office.

Physical Education Policy

All students are required to take one credit of physical education. If a student is unable to participate on a particular day for medical reasons, a doctor's note must be presented to the instructor that day.

Proper Physical Education Uniform

- Athletic Shorts (of appropriate length) or sweatpants
- T-shirts or sweatshirts
- Athletic socks
- Sneakers (no rubber soled shoes or all-purpose shoes)

The following shall be taken into consideration in determining grades:

- Proper uniform
- Class attitude and cooperation
- Participation
- Scores on skill tests and physical fitness tests

Except for a medical or other serious reason, if a student is not prepared to participate in gym class, the teacher may charge the student with an "F" for that day of class.

ABSENTEE POLICY

Absences

If a student is absent (excused or unexcused) in any class more than eight (8) times in a semester, the student may receive a failing grade for that class for the semester. An out of school suspension counts toward these 8 days. The only absences that do not count towards this total are those for school-sponsored activities.

All written excuses and matters related to absences should be directed to the attendance monitor, office staff or Principal.

Attendance will be taken at the beginning of the school day. Parents are expected to call the school prior to the start of the first period on the day of the absence. A mandatory note, written by the parents or legal guardian stating the reason for the absence should be presented to the office on the first day of student's return.

Unexcused absences are those without parental approval and will be treated as trancies. Students are responsible for work missed but will receive a zero "0" for missed assignments. For an excused absence, students will be allowed to make up missed work and receive full credit for that work.

Students must be in school by the beginning of the third period to be eligible to participate in or attend any interschool or extracurricular activities that same day (unless a Dr.'s excuse is presented).

If a student becomes ill during the day, he or she must see the office staff or Principal who will call the parents or legal guardian of the student. For the safety of the students, they will not be allowed to leave the school unless the parent(s) or a designated adult come to the school to take them home.

Excessive Absences

Absenteeism is a very serious matter. Whenever students are absent from class, they deprive themselves of valuable learning experiences and may find their classroom work adversely affected. Furthermore, absences from classes are recorded on the student's permanent record, which may be requested by prospective employers, college admission counselor, etc.

In the case of extreme illness (surgery, mononucleosis, hospitalization, etc.) a faculty committee will meet with the student and parents or legal guardians to decide the appropriate action to be taken.

Tardiness

When a student is late for school, he/she should report to the office staff or Principal for a late slip in order to be admitted to class. Those tardy will be assigned a after school tardy detention to be served that day. Normally there is no excuse for being tardy at the beginning of the school day.

Planned Absences

All requests for planned absences must be submitted to the administration for approval as soon as possible. This also pertains to planned absences due to school activities, in which case the moderator is to clear the absences with the administration at least one week in advance. All work missed due to planned absences must be made up at the teacher's discretion.

Although planned absences may be counted as excused absences, they still count as days absent.

* Each student is allowed one planned absence their junior year and two planned absences in their senior year for official college visitations. All official college visits will require the student to present, in writing, a letter from the college to confirm the student's visitation.

Early Dismissal for Planned Appointments

Students who must leave the school during the day must present a note signed by their parent(s) to the office staff or Principal before school. The parental note should state the reason for the absence, the time the student will be leaving, and the approximate time the student will be returning to school. Medical, dental & incidental appointments are discouraged during school hours.

Change of Address

Students are to inform the office immediately of any changes of address, telephone number, parish, or other pertinent information. Parents can also make these changes in RenWeb.

School Cancellations

Students and parents can obtain current information as to school closings from local television and radio stations. On days that school is closed to inclement weather, the CYBER DAYS policy will be used (see below). The school calendar, school website updates, and parent newsletter will indicate the dates of all other planned days off or early dismissals.

CYBER DAYS POLICY

The Bishop Donahue "CYBER DAY" program will be used on days when school is cancelled due to inclement weather. A Cyber Day will count as a full school day, one of the 180 required by the state of West Virginia. A "CYBER DAY" alert will also be posted on the school website (www.bishopdonahue.org) to remind families that students should be working from home on these days. Below you will find our expectations for Cyber Days.

CYBER DAY PROCEDURES and RULES

1)B.D.H.S. Faculty members will email assignments to their students by approximately 10:00 a.m. Students should check their email multiple times to ensure they receive all assignments.

2)B.D.H.S. Faculty members will answer questions regarding assignments by email from noon until 2:00 p.m.

3)Students should email completed assignments to their teachers by 6:00 p.m. or at the discretion of their teacher.

4)All assignments will receive a grade that will be entered into RenWeb. Students who fail to complete an assignment will receive a zero (0).

TECHNICAL PROBLEMS or ILLNESS

Parents must call the school on the "CYBER DAY" if their child is ill and cannot do the work or are experiencing any type of technical difficulties in completing or returning their assignment. Calls to the school regarding illness or technical issues will allow the student to turn in their work at a later time.

Lack of Wi-Fi is not an acceptable excuse. Students can use smart phones to access their email and complete the assignment. Students may also use a PC, these are usually cable based, to retrieve email. Work done in the assigned app is time/date stamped and can be shown to the teacher at a later date for credit, even if there is a lack of Wi-Fi.

ACTIVITIES PROGRAM

Bishop Donahue attempts to offer a program of extracurricular activities, which is diverse enough to interest all students. Although activities change from time to time, all are considered school-sponsored events. Activities include all organized clubs, dances, proms, trips, retreats, etc.

Homecoming Court and Queen Selection Procedures

ELIGIBILITY: All Senior females will be eligible for inclusion in the Homecoming Court

Senior girls that wish to be omitted from the ballot should notify the faculty moderators prior to the Court selection process.

VOTING: All members of the senior class will vote by secret ballot for the membership of the Homecoming Court.

COURT SIZE: The size of the Homecoming Court will be determined as follows:

If there are 8 or less females in the class...	Every female in the class will be on the Court
If there are 9 to 13 females in the class...	Six (6) females will be elected to the Court
If there are 14 to 15 females in the class...	Seven (7) females will be elected to the Court
If there are 16 or more females in the class...	Eight (8) females will be elected to the Court

TIE BREAKING PROCEDURE: If there is a tie for the last choice(s), there will be a re-vote with only the females who are tied on the ballot.

SELECTION OF HOMECOMING QUEEN and KING: The Homecoming Queen will be selected by vote of the entire student body and will be announced at halftime of the Homecoming football game. The Homecoming King will be selected by vote of the football team and will be announced at halftime of the Homecoming football game.

Dances/Gym Activities

Any organization scheduling a dance in the Bishop Donahue gym must schedule it in the main office. The moderators must attend and in addition, there must be at least three (3) chaperones present. It is the duty of the chaperones to monitor the gym, the restrooms, and outside of the building. The moderator is to check the students and guests entering the dance and be sure the facilities are in good order when leaving, (lights out and all doors locked.)

* Once a student comes to the dance and then leaves, he or she is not to be readmitted or remain outside the school or surrounding area.

* The dance is to be closed for admittance 1.5 hours after the scheduled beginning time.

Prom Age Requirements

Only students who are high school Freshmen to the age 21 can attend the Prom. Students in 8th grade or younger and those older than 22 are not permitted to attend.

Field Trip Policy

A field trip is a privilege, not a right. The Diocese of Wheeling-Charleston and Bishop Donahue High School recognizes the importance and value of trips for field study and approves of these visits to places of cultural, educational, spiritual or co-curricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted.

It is the responsibility of the Principal to approve any and all field trips taken by students in the school.

Overnight trips are permitted by the Diocese of Wheeling-Charleston, only on a case by case basis and with permission of the Superintendent of Catholic Schools; however, local Catholic School Consultative Boards may approve policies which forbid overnight trips for students in their schools.

Monies raised in the name of the school may be used to defray the costs of trips only if those trips have the approval of the Principal, and when such trips are permitted by the local Catholic School Consultative Board policy.

The following should be taken into consideration when any field trips are planned:

- 1) Adequate adult supervision must be provided, including one or more certified employees of the local school.
- 2) Waivers must be completed by all chaperones and all parents/guardians of students participating in any field trip holding harmless the Diocese of Wheeling-Charleston and the school for injury, accident, illness or death occurring during or by reason of the field trip.
- 3) Bus transportation is the most desirable method to be utilized for any field trip and, whenever possible, this mode of transportation should be utilized. The use of private passenger vehicles is discouraged and should be avoided, if possible. If a private passenger vehicle must be used, the following information must be supplied and certified by the driver in question:
 - a. The driver must be at least 21 years of age.
 - b. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
 - c. The vehicle must have a valid and current registration with valid and current license plates.
 - d. The vehicle must be insured for the following minimum amounts - \$100,000 per person/\$300,000 per occurrence. A copy of the vehicle insurance card should be provided.
 - e. A signed DRIVER INFORMATION SHEET on each vehicle used must be submitted to the Principal prior to the field trip.
- 4) Permission in a written form must be provided by each student's parent or legal guardian prior to the trip. A permission form is provided by the Diocese of Wheeling-Charleston. Permission by telephone is not permitted.
- 5) The school retains the right to approve all individual drivers and chaperones.
- 6) All drivers and chaperones must complete a background check and be compliant with all guidelines and requirements outlined by the Office of Safe Environment.

ATHLETIC PROGRAMS

Complementing the curriculum in physical education, health and safety is a well-developed program providing for participation and competition in interscholastic sports.

Students participating on teams are expected to conduct themselves appropriately on and off the fields of play in accordance with the student-parent handbook and all sport-specific coaching rules.

Drug Testing Program for Athletes (Mandatory)

All athletes are required to take part in the Bishop Donahue drug testing program. The program includes all athletes providing a baseline sample during the summer months prior to the beginning of the next school year. All students-athletes must submit, in writing, their approval to be subject to random drug testing. Any student that violates the school's student/athlete code of conduct or the drug policy for athletes will be disciplined according to the terms of those contracts.

Athletic Eligibility

Bishop Donahue is a member of the West Virginia Secondary Schools Activity Commission (SSAC) and eligibility to participate in athletics or extracurricular activities is determined by the rules and decisions of the SSAC. A 2.0 (C) grade point average must be maintained each semester for eligibility.

At the conclusion of each semester, each student's semester grades are calculated to ensure they meet SSAC eligibility standards. The SSAC does not use the "+" (plus) or "-" (minus) marks found on B.D.H.S. report cards, they simply use the letter grade of A, B, C, D or F. When calculating the grades, each letter grade is given a point value. An "A"=4, "B"=3, "C"=2, "D"=1 and an "F"=0. To calculate, add up the total number of points earned and divide by the total number of classes attempted. Please see the example below for a further explanation.

CLASS EXAMPLES	GRADE ON REPORT CARD	GRADE without "+" or "-"	POINT VALUE OF LETTER GRADE
Eng 9	A	A	4
Physical Science	B-	B	3
WR-1900	C	C	2
Multimedia	A-	A	4
Algebra I	B+	B	3
Religion 9	C+	C	2
Spanish 1	D	D	1
			TOTAL NUMERIC VALUE=19

Divide the Total Numeric Value (19) by the Number of classes attempted (7)... $19/7=2.714$

In this example, the student finished the semester with a 2.71 grade point average and is eligible to participate in the 2nd semester athletic programs. If the grade point average was below 2.0, the student would be ruled academically ineligible to participate in our athletic programs. The Athletic Director or Principal will notify those students who become ineligible to participate.

Students who are ruled ineligible and are currently participating with a team cannot play, practice, travel with or participate in any way with that team. Once a student is ruled ineligible they are no longer considered part of a team and cannot be recognized verbally, with certificates, letters, bars or pins at the annual Athletic Banquet. These students should return all athletic equipment (uniforms, etc.) to their coaches immediately.

Regaining Eligibility

Students who have been ruled academically ineligible can re-gain eligibility. To do so, they must earn a 2.0 or greater grade point average at the 6-week mark of the next grading quarter. At that time, if the ineligible student has a 2.0 or greater grade point average, they can begin PRACTICING only with a team. At the end of the quarter, if the student still has a 2.0 or greater grade point average, they can begin PLAYING for a team. If the grade point average has dropped below a 2.0, they are once again ruled ineligible and cannot become eligible until the end of the semester.

GENERAL REGULATIONS

Transportation

Bus transportation is provided by the Marshall County Board of Education. Bus schedules and routes are available through the county office. Bishop Donahue High School students are responsible for their behavior on these buses daily. Violation of county regulations concerning student behavior could result in loss of riding privileges and/or disciplinary action.

Driving to School

Students who drive to school are not permitted to use their cars during school time. This includes playing radios, sitting in them, leaving school grounds, etc. Speed limits and other rules of the road should always be obeyed, especially when in the vicinity of the school. Violations of these rules will result in detention or suspension.

Leaving the Premises

Once school begins, students are not permitted to leave the premises until school is dismissed. If the need arises for a student to leave school, he/she must have written permission from their parents and the approval of the administration. Culinary Arts students should have permission slips filed in the office. All students will be required to "sign-out" and "sign-in" if they leave school during the school day. This applies to all appointments, planned field trips, or anytime the student will be out of the building.

Assemblies

Assemblies are held for a variety of reasons. There are assemblies for recreation and entertainment as well as for cultural, religious, and educational purposes. All students, regardless of religious faith, must attend all assemblies.

Visitors

No one, other than Bishop Donahue students, faculty, parents, and school board members is permitted on school grounds or within the school. All visitors, including alumni, are to report to the office for permission to be on the premises.

Insurance

School accident insurance is provided to all students free of charge.

Emergency Care Forms

Emergency care forms must be filed in the school office. The form provides care for the child in case of accident or illness and in the event that a parent cannot be reached.

Fire Drills and Fire Equipment

State law requires absolute silence from the time the fire bell sounds until students have returned to their classrooms. Students should move quickly and safely to designated areas. Students may never handle fire-fighting equipment unless there is an emergency.

ACCEPTABLE TECHNOLOGY USE POLICY FOR TECHNOLOGY

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty and staff is a privilege not a right. The students, faculty, staff and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

Technology Use Guidelines

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites or other inappropriate sites, except for educational purposes under teacher supervision.
- **Copyright/Intellectual Property and Identity:** All sources obtained for student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.
- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.
- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the Principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the Principal. Maintaining or posting material to a Web site that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.
- **Defamation:** The official use of the school logo and/or name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the Principal. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor student use of school technology and all content accessed through technology.

Student Responsibilities

Students will be responsible for their use of technology and follow the following guidelines.

- I will follow the rules of network etiquette, which include, but are not limited to, the use of appropriate language and polite responses.
- I recognize that copyright laws protect software; therefore, I will not make copies of copyrighted software and I will not give, lend, or sell copies of such software to others.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others. I will not share my password with anyone else and I will not use another person's account.
- I will not access, retrieve or send unethical, illegal, immoral, sexually explicit inappropriate or unacceptable information of any type.
- I will protect my personal information and I will not divulge my home address, phone number, passwords, and personal information to another user for any purpose.
- I understand that information received and sent online is public information, unless otherwise specified.
- I will follow my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privileges.
- I will act in a responsible, moral manner when using technology.

Consequences for Improper Use

Bishop Donahue High School will not be held responsible for any inappropriate use of technology. Violations of this agreement may result in disciplinary action including, but not limited to: revocation of a student's access to school technology, suspension, required withdrawal, or expulsion.

Student Transfer Policy

- A student who is under suspension or expulsion from another school cannot be a candidate for admission until they have served their suspension or expulsion.
- A student who voluntarily withdraws (required withdrawal) or has been expelled from Bishop Donahue High School is eligible to reapply for admittance the following school year.
- All transfer students who are admitted to Bishop Donahue High School must have made arrangements to have their tuition paid prior to being admitted. Failure to meet this criterion will result in the student being asked to leave B.D.H.S.

WEAPONS POLICY

No student shall possess a firearm or other deadly weapon in the school or at any school function or any transportation used by the school.

The governing definition of "deadly weapon" is found in West Virginia Code 61-7-2, which should be consulted before a student is disciplined under this rule. Under that statute, a "deadly weapon" is an instrument, which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. The term includes, but is not limited to, blackjacks, gravity knives, knives with blades over three and one half inches in length, switchblade knives, nunchukas, metallic or false knuckles, pistols, revolvers, and other deadly weapons of like kind or character which may be easily concealed on or about the person. "Deadly weapons" do not include pocket knives with blades less than three and one half inches long; hunting or fishing knives carried for hunting, fishing, in sports or other recreational uses; or knives designed for use as tools or household implements; (unless such knives are knowingly used or intended to be used to produce serious bodily injury or death).

For purposes of this policy, the term "deadly weapon" shall also include a "firearm" as defined in section 921, Title 18, of the United States Code. Under that federal statute, the term "firearm" includes, with some exceptions, any weapon which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; any explosive, incendiary, or

poison gas bomb, grenade, rocket (having a propellant charge of more than four ounces), missile (having an explosive or incendiary charge of more than one-quarter ounce), mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant (and which has any barrel with a bore of more than one-half inch in diameter); and any combination of parts either designed or intended for use in converting any device into some of the foregoing devices, and from which a destructive device may be readily assembled.

(Violations of this policy will be handled in the same manner as the violations of the drug and alcohol policy.)

BISHOP DONAHUE DRUG AND ALCOHOL POLICY

The following policy outlines Bishop Donahue's stance on student's use of drugs and/or alcohol. This policy is in effect on property owned, leased or maintained by Bishop Donahue High School, at school sanctioned activities on and off campus, and on vehicles used to transport students to and from school and school-related activities.

A student shall not possess, use, transfer, conceal, attempt to sell or deliver, nor be "under the influence" of drugs or alcohol, which can affect psychological functioning or affect the educational system of the school. Students shall not engage in illegal drug or alcohol use or possess paraphernalia specific to the use of drugs and/or alcohol.

Students are not allowed to be present at school-related activities where alcohol is being served.

The Principal (or any staff member with the approval of the Principal) may conduct a search of a student on school premises if they have reason to believe that the student has in his/her possession, any item, the possession of which is an offense of the school policy regarding drugs and alcohol. The Principal may also conduct a search of the physical plant of the school, the student lockers, and student automobiles.

The Principal (or any staff member with the approval of the Principal) may conduct a search of a student at school sanctioned activities on or off campus if there is reason to believe the student has in his/her possession, any item, the possession of which is an offense of the school policy regarding drugs and alcohol. The Principal or designated staff member may also conduct a search of the student's automobile.

In the event of actual possession, use, sale, or distribution of drugs and/or alcohol in the sites or situations listed above, the following action will be taken:

- 1) The Principal will report the incident to the parents or guardians and, if necessary, to the local law enforcement authorities. Any staff member must immediately report such incidents to the Principal.
- 2) The Principal will be mandated to either request voluntary withdrawal (required withdrawal) from Bishop Donahue High School or expel the student from Bishop Donahue High School. The Principal and school Pastor will make this decision collaboratively.
- 3) The Principal or their appointee will notify the B.D.H.S. School Board of the withdrawal or expulsion at the next meeting.
* To expel means final dismissal without suspension, it is the termination of the student's enrollment at Bishop Donahue High School .

This policy will also include an admission standard that requires any new student entering Bishop Donahue High School to have a parental affirmation and their previous school verification that the student is not under suspension or expulsion from another school. If a student is under suspension or expulsion from another school, they may not be admitted to Bishop Donahue High School

If a student voluntarily seeks information or assistance about drug and/or alcohol problems and has not previously broken school policy regarding drug and/or alcohol use, the staff will take the following action:

Report the incident to the Principal who will immediately consider the best possible means of helping the student, including the use of members of the school staff, school team conferences, and private and community resources.

Students who are under a licensed physician's care do not violate the alcohol and drug policy if they are under the physician's order to use prescription drugs.

Any student who must take a prescribed or an over the counter drug must register the drug in the office and have written parental permission to use the drug. The student must keep the prescribed drug in the office during the day, and will be permitted to report to the office at the prescribed times for the medication. All faculty members will be notified of the use of the prescribed drug.

Over the counter medications shall not be furnished to students by the school without parental approval; this includes aspirin.

Abortion

The Catholic Church remains steadfast in its teaching that abortion is the taking of human life and, therefore, immoral.

Any student in a Catholic school in the Diocese who, with full consent and knowledge, undergoes an abortion or actively assists in the procurement of an abortion shall be asked to voluntarily withdrawal (required withdrawal) from B.D.H.S. or be expelled from the school.

Pregnancies and Student Marriages

The Diocesan School Board in no way advocates early marriages. In the event of a marriage of students or the pregnancy of an unmarried girl, the board recommends the following guidelines.

Neither pregnancy nor marriage should be considered grounds for dismissal. Every effort should be extended to insure the possibility of the student's continuing his or her education in the Catholic school, homebound instruction, or in another school of his or her choice.

Ethnic or Racial References or Writings

Any racial or ethnic references, whether written or spoken, that could be interpreted as unchristian or in bad taste or racist will be treated as very serious with a minimum of a 2 day suspension, but possible request for voluntary withdrawal (required withdrawal), or expulsion.

Bullying and Cyberbullying

Bishop Donahue High School attempts to provide a safe environment for all individuals. Direct or Indirect bullying, which effects the physical or emotional well-being of any individual is taken very seriously. Students making such threats (seriously, in jest, or online) will serve an automatic 2 day out of school suspension. A student found guilty of a second bullying offense will be asked to withdraw from Bishop Donahue High School (failure to comply with request for required withdrawal will result in expulsion.)

Sexting

The mere possession of sexually explicit images of minors on any device is prohibited regardless if state laws are violated. All students involved in sexting, could be subject to discipline. Parents of students involved will be contacted and police may be used to investigate. Cell phones and other digital devices will be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy. The administration will determine an appropriate punishment on a case-by-case basis. We prohibit harassment and bullying related to sexting incidents, and more severe action will be taken where threats are made regarding the distribution of sexting images.

Sportsmanship

Bishop Donahue High School has always been proud of its fine degree of sportsmanship shown to the players of our various sports opponents. It is also important for the students and fans to conduct themselves in a manner exhibiting the highest degree of sportsmanship. It is always to be remembered that either as participants or spectators, you represent Bishop Donahue High School and are responsible for the continuation of its reputation of fair play and Christian conduct.

Fighting

Students who engage in fisticuffs, between or among themselves, either on school premises or traveling to and from school, may be subject to any of the following:

- Prolonged detention
- Disciplinary probation for an entire school year
- Suspension
- Request for voluntary withdrawal by administration
- Expulsion

Use of Tobacco

Students are not to use tobacco in any form on the school premises, whether before, during, or after school hours. This regulation includes cigarettes, chewing tobacco, snuff, or any other form of tobacco.

Lockers

Each student is assigned a locker and is to use only the locker assigned. Students are responsible for purchasing their own lock. A spare key and/or combination must be given to the school secretary to keep on file. It is the student's personal responsibility to lock his/her locker. The school is not responsible for missing items if the locker was not locked.

Lockers are only loaned to students; the school reserves the right to open and inspect any locker. Locker inspections, conducted by the administration, can take place at any time to ensure cleanliness and order.

The bell schedule permits students five minutes between classes. This is ample time to go to their lockers or the restroom; students will not be excused from their classes to go to the restroom during class time.

Gym and Weight Room Use

Students may only use the gym and/or weight room if they are supervised.

Lunches

Students may bring their lunches from home or purchase items from our lunch program. All lunches must be eaten in the cafeteria. Eating any kinds of foods or beverages in other areas is prohibited and punishable by a detention.

At lunch, students are permitted to be in the cafeteria only. Students may not leave the cafeteria without permission.

Students are not permitted to be in cars nor to drive or ride in cars during the school day or at lunch, nor are students permitted to visit with outsiders in or at their vehicles.

Public Display of Affection

Demonstrative displays of affection such as kissing, holding hands, etc. on school premises are strictly prohibited.

Office Telephone

The office telephone should be used by students for emergencies only. Forgetfulness is not considered an emergency. Students wishing to use the phone must use the phone in the main office.

Cell Phones

Cell phones are not to be used once classes begin for the day. At the conclusion of the school day, students are permitted to resume phone usage. Any student observed using their phone during the school day will have their phone confiscated. The phone will be placed in the school office and will be returned to the student at the end of the school day. If a second violation occurs, the device will be held in the school office for one week before being returned to the student. A third violation will result in the device being held in the school office for one month. Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include suspension, required withdrawal, or expulsion.

End of the Year Activities

There are no school-approved activities such as Senior Skip Day. Work missed on a purported Skip Day may not be made up. Assignments missed will result in a zero(0).

Prescribed Medication: See Drug and Alcohol Policy

Dress Codes for School Uniforms

Students are to adhere to the uniform regulations on school grounds.

Students who are in violation of the dress code policy will automatically forfeit future dress down days as determined by the Principal. Random uniform inspections will be conducted. The Principal's judgment is final in matters of the dress code.

FEMALES: All girls are required to wear either the required uniform consisting of the slacks (black) or the skirt (order forms in the office) of moderate length (no shorter than 2 inches above the knee.) From November through March, girls are permitted to wear black leggings or tights under their skirts if they so choose. No sweatpants or yoga pants are permitted. The following structure will be used for violation of the length rule:

At Orientation and on first day of classes, all females will be reminded of the dress code requirements. At the conclusion of the first week of school, all females will have their skirts checked for proper length. Students in violation of the skirt length policy have until Monday, August 22, for their skirts to be fixed if it is more than 2 inches above the knee. Females still in violation of the skirt length policy will receive a Monday detention (level II) weekly until the situation is resolved.

A white button up blouse is also required. No colored shirts, tank tops, or colored undergarments are permitted under their school blouses. Only Green, Black, or White sweaters; school Nike sports apparel, and BDHS sweatshirts or BDHS Hoodies are permitted with the uniform. Uniform socks or hose must be worn with conservative dress shoes, (tennis shoes, open back shoes and sandals are not permitted). Hairstyles must be neat.

MALES: Boys are expected to wear black slacks (jeans or casual slacks similar to jeans are not acceptable.) Slacks must be worn in an appropriate manner, worn at the waist and belted. Boys must wear white shirts. Colored shirts or colored tank tops with logos under the shirts are not permitted. School ties drawn snug at the collar are required. Ties can be purchased in the school office. Calf length socks are to be worn at all times, footies are not acceptable. Dress shoes are to be tied and worn with the slacks, shirt and tie (tennis shoes, boots or hiking shoes are prohibited.) Only Green, Black or White sweaters; school Nike sports apparel, and BDHS sweatshirts or BDHS Hoodies are permitted with the uniform. Belts should be black and belt buckles should be simple in nature and small in size. Hair styles must be neatly styled and trimmed (any hair style that brings undue attention to the student is unacceptable; the Principal's judgment is final in this matter.) Boys are expected to be clean-shaven. No earrings are permitted for boys.

All students are expected to have their shirts or blouses tucked in, not rolled under, at all times. The only exception is the dress worn during physical education classes or specially noted activity days.

Any type of attire or hairstyle that attracts undue attention to the wearer and thus causes a disturbance in the school is not acceptable.

Clothing items bearing the logos of alcoholic or tobacco products or clothing that could be considered offensive are prohibited. Wearing hats at any time is also prohibited.

Students must wear their dress uniforms to all classes and detentions (except Physical Education class).

Dress Code for Bishop Donahue Spirit Days

On special occasions the Principal may grant a Bishop Donahue Spirit Day. On these occasions a nominal fee may be charged. On these days students must wear appropriate school spirit attire featuring our school colors and/or logos. Students have the option of wearing their regular uniform instead of the green and gold attire. Sleeveless shirts or jeans with holes are not permitted. Girls are permitted to wear shorts (3 inches above the knee maximum). Any student in any other attire will forfeit their privilege on future dress down days as determined by the Principal.

Dress Code for Homecoming Games Day, Parade, and Homecoming Football Game

Homecoming Games Day:

Males are not permitted to wear sleeveless undershirts. Female are permitted to wear shorts (3 inches above the knee maximum) or with leggings worn under the shorts. Sleeveless shirts showing undergarments is not permitted.

Homecoming Court (Parade and Football Game)

Females in the Homecoming Court MUST have all apparel approved BEFORE pictures of the Court are taken. Court members wearing skirts and dresses require a hem no more than 3 inches above the knee. It is recommended that Court members wear Pant Suits or Skirted Suits. Modest attire necklines with no cleavage is permitted.

Dress Code for Special Functions and School Awards Ceremonies

Events covered under this section include: "Dress Up Days", Rotary Students, Judicial Scholars, National Honor Society, Academic Awards, Athletic Banquet, and School Pictures. While the school uniform may not be required for these events, students should dress in an appropriate manner in accordance with the occasion. Males should wear slacks, not jeans and a

dress shirt with tie. Females must wear slacks, skirts or dresses are not acceptable. Modest attire necklines with no cleavage is permitted. Dress at games should be appropriate to the spirit of the general school dress code, Christian modesty, and common sense. The Principal reserves the right to alter the dress code for these special functions.

Dress Code for Semi-Formal and Formal Dances

Our Semi-Formal and Formal dance dress code was adopted in accordance with our school philosophy. We do not feel that asking our students to dress in a modest sense of style takes anything away from who they are and what we are asking of them.

MALES – Appropriate dress for these events include suits or tuxedos, belts, shirts, ties, and dress shoes with socks. No earrings are to be worn and removal of shirts is NOT permitted.

FEMALES – All females attending a Semi-Formal or Formal dance are asked to bring their dress to school for approval at least two weeks prior to the dance. If a dress is denied and deemed inappropriate, alterations may have to be made. All dresses will need to be tried on at school before and after the alterations if needed. Presenting pictures of the dress is not acceptable. The following include what is deemed appropriate for formal attire:

- *hems and slits NO more than 3 inches above the knee; including dresses with long sheer overskirts
- *all necklines must be either straight across or filled in appropriately
- *back of the dress must not drop below the waist
- *no cut-outs in the torso area
- *no 2 piece dresses that show skin around the midsection are permitted
- *no cut-outs in the chest area

The following action will be taken if the student fails to comply with the dress code.

- **If a student fails to comply with the dress code, she forfeits her right to attend the next formal dance.**
- **If a senior does not comply at Prom, she forfeits her right to stay at the dance.**
- **If you are a graduate attending the Prom or Homecoming, you forfeit the right to stay at the dance and attend any future dances at Bishop Donahue.**

We have received many compliments in the last five years on the beautiful and elegant appearance of our students. This validates for us the “Donahue Difference.”

Dress Code for Baccalaureate & Graduation

MALES - Dress code includes: dress shirt, tie, dress slacks, dress shoes and socks. Earrings are not permitted, and boys must be cleanly shaven.

FEMALES - Dress code includes: Dresses or skirts and blouses and dress shoes. All hems no more than 3 inches above the knee, modest necklines with no cleavage, and no sun dresses without a sweater or cover up.

* Any student not in proper attire will not be allowed to participate in the ceremony. There will be NO EXCEPTIONS.

* Let your graduating class be remembered by the CLASS with which you handle yourselves at baccalaureate and graduation.

Gum

Gum chewing is left to the discretion of each faculty member.

STUDENT BEHAVIOR

The staff of Bishop Donahue attempts to meet students at their own level of educational development and to provide them with the educational instruction and guidance that will assist them in formulating and pursuing their goals. Our ultimate goal is to educate our youth so that they may become well-adjusted and contributing individuals in society.

Students are expected to behave in a Christian manner that is characterized by love of God, of themselves, and of others. In accordance with such expectations, students are to behave with respect toward other people, to exhibit consideration for the property of the school and that of other students and faculty, and to abide by the rules of the school. Grave violations of the Christian/Catholic moral beliefs, whether the student is of the Catholic faith or not, constitute reason for disciplinary action, including dismissal.

The code of conduct is intended to provide for the students, the parents, and the faculty an understanding of the behavior patterns expected of students and the procedures used in maintaining that standard of conduct.

CONDUCT OUTSIDE SCHOOL

While Bishop Donahue High School accepts no responsibility for the behavior of its students outside of school time, activities, and premises, it shall be the school's practice that serious violations of civil behavior, at any time or place, will be subject to review and possible disciplinary action by the school authorities. Any serious case of anti-social behavior which impacts the reputation of the school or could influence other students adversely, can result in the offenders being subject to disciplinary action which the school authorities decide is appropriate,

DISCIPLINE POLICY AND PROCEDURES

**Bishop Donahue High School reserves unto itself the right to dismiss any student for noncompliance with or non-support of its philosophy and/or regulations on the part of either the student or his/her parents/guardians.*

When a student's behavior becomes a minor problem in the classroom, the teacher should point out the error in behavior and the change expected of the student. Further discipline problems will result in the awarding of detentions, suspensions, required withdrawal, or expulsion.

More serious infractions will be referred to the Principal who will determine appropriate disciplinary action using one or more of the following measures: detention, suspension, disciplinary probation (contract), required withdrawal, and expulsion. The severity of the violation will determine the total number of detentions or suspension days granted to the student. Because there is a wide range of possible abuses, a multi-level system of discipline will be utilized.

In instances where there is a gray area, the Principal will assign a specific number of detentions or suspension days.

All students must serve their punishments on the date(s) they are assigned. Failure to do will result in more stringent action. Seniors who fail to fulfill this requirement will have their diplomas held until they do so. Underclassmen who fail to meet this requirement will not receive their report cards. Positively no transcripts will be mailed until all requirements are fulfilled.

LEVEL I (Level One Detention)

The first level of discipline will be used for those students who commit minor infractions of school policy. These students will be given one 1st level detention. The teacher giving the detention will administer the punishment as he/she determines.

A partial list of these offenses can be found below. This is a partial list only, and any teacher can consider any inappropriate action cause for awarding a 1st level detention.

- Eating or drinking in restricted areas (1 detention)
- Profanity (1 detention)
- First dress code violation (1 detention)
- Littering (1 detention)
- Disturbing Class (1 detention)
- Not bringing iPad to class (1st offense)
- iPad not charged (1st offense)

LEVEL II (Monday Afternoon Detentions)

A partial list of these offenses can be found below. This is a partial list only and any teacher can award a Level II detention for serious infractions.

- Dangerous Horseplay (1 level II detention)
- Throwing Objects (1 level II detention)
- Second dress code violation (1 level II detention)
- Public Displays of Affection (1 level II detention)
- Leaving iPad unattended (1 level II detention)
- Lack of protective iPad cover (1 level II detention)
- Not bringing iPad to class (2nd offense)
- iPad not charged (2nd offense)

Playing games on iPad

A student who receives a Level II detention must serve a Monday detention. Level II detentions will be held MONDAY afternoon from 2:45 pm to 3:45 pm in a room designated by the Principal. Students receiving a Level II detention must serve that detention on the following Monday. Students serving detention must be in full uniform and must bring work to do or they will be given an assignment. Students may use iPads to do their work, but ear buds are not permitted.

Any student that does not serve their scheduled detention will be placed on out of school suspension for one day. The out of school suspension must be served the Wednesday of the week the assigned detention was missed. The parent(s) or guardian(s) will be notified if an out of school suspension is required. The parent(s) and student must meet with the Principal the morning after the suspension has been served. This meeting must be attended by the parent and student before the student will be allowed to return to the classroom.

LEVEL II Tardy (Daily Tardy Detentions)

A student who is tardy for school or a class must serve their Level II Tardy detention immediately after school (2:40 to 3:10) the day they are tardy. The Principal alone has the discretion to deem the tardy excusable, which would waive the detention.

Students serving detention must be in full uniform and must bring work to do or they will be given an assignment. Students may use iPads to do their work, but ear buds are not permitted.

Any student that does not serve their scheduled Level II Tardy detention will be given two Level II (Monday Afternoon) detentions.

LEVEL III (5 Detentions)

Level III detentions should only be given for major infractions of the conduct code. A partial list of these offenses can be found below. This is a partial list only and any teacher can award a Level III detention for major infractions.

Blatant Disrespect to a teacher
Cheating (1st offense)
Possessing pornographic material
Skipping class (1st offense)
Stealing (must also make restitution)
Abuse of iPad
Altering iPad Configuration

Students who are given five (5) detentions for a level III offense must serve five consecutive MONDAY detentions. Students serving detention must be in full uniform and must bring work to do or they will be given an assignment. Students may use iPads to do their work, but ear buds are not permitted.

Any student that does not serve their scheduled detention will be placed on out of school suspension for one day. The out of school suspension must be served the Wednesday of the week the assigned detention was missed. The parent(s) or guardian(s) will be notified if an out of school suspension is required. The parent(s) and student must meet with the Principal the morning after the suspension has been served. This meeting must be attended by the parent and student before the student will be allowed to return to the classroom.

LEVEL IV (Out-of-School Suspensions)

Suspension is imposed only for the most serious reason or when a student misses an assigned Monday detention. Suspension, whether in-school or out-of-school, is the removal of a student from normal interaction with the school community, barring him or her from attending class and from participation in any school activities whether on or off campus. Suspension may result from a single act or a pattern of inappropriate behavior.

Suspension Guidelines:

1. A decision to suspend may only be made by the Principal or his/her designee.
2. The length and nature (in-school or out-of-school) of the suspension is at the discretion of the Principal (or designee).
3. Parents must be notified of any suspension.. No student should be sent home during the day for any reason unless parents are notified or the student is released to the custody of the parents.

4. A conference with the parent, student and appropriate school personnel may be arranged. The length of and reasons for the suspension should be disclosed in the conference.

5. Parents and student should understand that repeat misconduct could result in expulsion.

Depending on the violation the student may be placed on disciplinary probation (contract.) A partial list of Level IV violations include:

- Cheating (2nd offense) 3 days
- Skipping Class (2nd offense) 1 day
- Ethnic or Racial references or writings (see detailed description) 2 days
- Destroying School Property (Restitution must be made) 2 days
- Fighting 2 days
- Defiance or Profanity toward teacher 3 days
- Skipping full day of school 2 days
- Use of tobacco - 1st offense 1 day
- Use of tobacco - 2nd offense 2 days
- Bullying or Cyber bullying 2 days
- *2nd Bullying offense, student asked to withdraw from BDHS
- Skipping an assigned Level II detention – 1 day

Items such as threats to students and teachers, profanity towards teachers, destroying school property, etc. may be treated more harshly. Students serving an Out-of-School Suspension will lose the privilege of attending in or participating in school or school-related activities.

Disciplinary Probation (Contract)

Any student may be placed on Disciplinary Probation (Contract). Disciplinary probation means that a serious breach of the disciplinary code or a series of minor offenses will lead to a more severe disciplinary action. A periodic review of a student's status will be made by contacting their teachers.

It also means that ordinary deviations from the code would be viewed in a more serious light. Probation does not negate any other punishment imposed by the administration, such as detention, suspension, etc.

At the discretion of the Principal, students on disciplinary probation may not be allowed to participate in one or more of the following: School sponsored trips, activity days, Prom, Graduation or Extracurricular activities or any other activities at the discretion of the Principal

Required Withdrawal

Required withdrawal is the dismissal of a student from the school by the Principal. Reasons for required withdrawal may include inappropriate placement in the school based on insufficient academic performance, behavior problems or social adjustment issues. Parents will ordinarily be given the opportunity to withdraw the student from the school. If the parent does not withdraw the student, the Principal may follow the steps to expel the student.

Expulsion

Expulsion, which is final dismissal without suspension, is the termination of the student's enrollment in the school. A student may be expelled from school for misconduct of a very serious nature or for an accumulation of offenses.

Expulsion Guidelines:

1. The decision to recommend expulsion is made by the Principal after consultation with the Superintendent of Catholic Schools and with the Pastor/Designated Pastor.
2. Expulsion must have the approval of the Pastor/Designated Pastor.
3. Parents must be notified of any expulsion verbally, followed by written notice. No student should be sent home during the day for any reason unless parents are notified or the student is released to the custody of the parents.
4. A conference with the parents, student and appropriate school personnel must be arranged. The reasons for the expulsion should be noted clearly during the conference.
5. Parents ordinarily should be given an opportunity to withdraw the student from the school unless circumstances merit otherwise.

In most cases of serious misconduct, the administration may ask the family to voluntarily withdraw their child from the school. If this request is denied, the administration will have no choice but to expel the student. Students who voluntarily withdraw from B.D.H.S. are not allowed on school property and may not attend school activities.

Examples of serious violations that may result in administrative request for voluntary withdraw or expulsion include: possession or drinking of alcoholic beverages; possession, use, or distribution of drugs; possession or use of a weapon or a weapon-like object (determination is at the interpretation of the administration); intent to do bodily harm; setting false alarms and bomb threats. In such cases, students should be referred (preferably escorted) to the Principal.

Any student who has voluntarily withdrawn (required withdrawal) due to administration request or been expelled may re-apply for admission the following school year.

Procedure for Appeal and Review of Disciplinary Process

Parents may appeal to the Superintendent of Catholic Schools to review an expulsion. In the event of such an appeal, the Superintendent of Catholic Schools will solicit from the parents, the Principal, and, when appropriate, the Pastor/Designated Pastor the following:

1. A written summary of the issues
2. Any supporting documentation, such as correspondence, local handbooks, etc. After reviewing the documentation and, if the Superintendent of Catholic Schools deems necessary, conferring with the parties to the disputed action, the Superintendent of Catholic Schools will determine whether the school's action is in accord with applicable diocesan and local policies and within the authority and discretion of the local administration.



BISHOP DONAHUE HIGH SCHOOL

PARENT-STUDENT CONTRACT – 2016-2017

The Bishop Donahue High School Student Handbook is posted on our website (www.bishopdonahue.org)

1. I agree to uphold the philosophy and policies of Bishop Donahue High School;
2. I agree to support the school in maintaining good social order as stated in the Student Handbook and to cooperate with the school in implementing all rules and regulations;
3. I understand that my child will be subject to withdrawal from Bishop Donahue High School for any non-compliance or non-support of the philosophy and/or rules and regulations of the school on the part of either the student and/or his parents/guardians.

We the undersigned have read and understand the contents of the Handbook and agree to abide by all the rules and regulations of Bishop Donahue High School, both stated and understood.

Student's Name - PRINTED

GRADE

DATE

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Please sign and return to the office by September 2, 2016