

# 2017-2018 PARENT/ STUDENT/TEACHER HANDBOOK

**THE DINOFF SCHOOL for Gifted Students  
& Academy for the Performing Arts  
128 N 5th Street Griffin Georgia 30223  
678-603-1052 phone 678-603-1102 fax**

## MISSION STATEMENT

The Dinoff School, specifically, was designed to serve students who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, and who need special services and activities not ordinarily provided by schools in order to fully develop those capabilities.

The Dinoff School, recognizing the unique giftedness of the individual student, will work in cooperation with the parents and the community to provide a nurturing and challenging environment that encourages academic excellence and character development for our leaders of the future.



## VISION

Every Dinoff School student will attain mastery of essential academic skills, demonstrate exemplary character, and understand their unique giftedness – becoming confident leaders and lifelong learners.

## ADMISSIONS

The Dinoff School admits students of any race, color, gender, religion, sexual orientation, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The Dinoff School does not discriminate on the basis of race, color, gender, religion, sexual orientation, or national or ethnic origin in the administration of its employment practices, educational policies, admission policies, scholarship and loan programs, or other school administered programs.

Admission is based on a student's Academic History, Test Scores, Personal Interview, and Entrance Testing.

We encourage parents to begin the application process as soon as they have decided to consider the school as an option. School size is limited to 100 students each year and twelve students to a class.

Please contact our office at 678-603-1052 to schedule a personal school tour or admission evaluation or email us at [schoolmaster@thedinoffschool.com](mailto:schoolmaster@thedinoffschool.com).

## 2017-2018 TUITION

**Grades K- 12th \$10,000.00 annually**

**Scholarships are available online but parents must apply before scheduling an interview.**

Application fee ALL new students - \$35.00  
Annual Enrollment Fee - \$275.00  
Tuition deposit - \$1000.00 Grades K-12th  
Book Fee - \$350.00

The Enrollment Fee and Book Fee are non-refundable and must be returned by JUNE 1.

One month Tuition Deposit is due by JULY 1.

**If tuition is paid monthly, payment is due on the first of the month. A payment is late on the 5th and a late fee of \$70.00 will be assessed.**

A \$35.00 service fee is charged for all returned checks. A second returned check will require that the account be paid in cash or money order.

**If payment is not received by the 5th students will be asked to not return until the account is caught up in full. The Dinoff School's primary concern is the education of bright young minds. In an effort to ensure that this can occur we must retain the VERY BEST in faculty and tuition primarily goes towards this expense. We do not feel that it is fair to ask teachers to cut back on their salaries. Doing so, would be to cut back on quality of education.**

#### **SCHOOL HOURS**

Homeroom starts at 8:00. Students arriving after 8:10 will be counted as tardy. Our students are engaged in learning from 8:10 a.m. until 3:30 p.m. Monday through Friday. We are generally at the school until 4:00.

**PLEASE CALL THE SCHOOL IF YOU ARE RUNNING LATE.**

#### **PARENT/TEACHER CONFERENCES**

**A mandatory parent/teacher conference is held for every student during the first Semester and thereafter when a student receives a grade of C or below on any progress report or report card.**

Our goal is to continually keep parents informed of their children's progress. There should be ABSOLUTELY NO REASON for a parent to be surprised about their child's progress in school. Parents are also expected to contact the teacher/school if they have any questions or concerns.

#### **CLASS RANKING AND GRADE POINT AVERAGE**

The Dinoff School uses a 4.0 system to determine class rank. Cumulative Grade Point Average (G.P.A.) and class rank are compiled through eight semesters and become the final G.P.A. and rank. The Dinoff School graduation requirement mandates that students receive a C- or above (1.6) in order to receive credit. However, a grade of C- will be strongly recommended to be repeated. GPA Scale: A 4.0 B 3.0 C 2.0 D 1.0 E 0

Grade Scale    A 90-100  
                    B 80-89  
                    C 70-79  
                    D 60-69  
                    F 59 and below

STUDENTS MUST MAINTAIN A "C" average or will be placed on academic probation. If GPA remains below a "C" average for a period of two semesters, students will be dismissed from school.

#### **CLASS DESIGNATION AND STATUS FOR STUDENTS**

To be considered a sophomore, a student must have earned a minimum of six (6) credits during his/her freshman year.

To be considered a junior, a student must have earned a minimum of twelve (12) credits.

To be considered a senior, a student must have earned a minimum of eighteen (18) credits.

Twenty two (22) credit hours are required towards graduation

#### **ACADEMIC INTEGRITY POLICY**

It is the Dinoff School's intent to maintain and encourage high standards in the area of personal conduct. These standards include personal honesty, discipline and integrity. It is our belief that all students should complete their own work. It is required that any school work turned in for credit is a result of the student's own efforts.

Generally ACADEMIC DISHONESTY occurs any time a student turns in work that is not their own. Academic Dishonesty is unacceptable. It is also understood that students promoting academic dishonesty by supplying homework, papers, answers to test, to be copied or supplied, are also guilty of academic dishonesty.

Specifically, students should be aware of the following information regarding academic dishonesty:

**-Plagiarism** – By definition, this is considered the stealing or passing off of ideas using words of another as one's own. Students are not permitted to use the thoughts, expressions or ideas of another individual and claim them as their own original work; instead they must credit the source of these examples in their finished product.

**-Collaboration** – It is acceptable to work with others in the educational process; however, all students are expected to produce their own work. Teachers may also designate assignments where collaboration is not permissible. The copying of someone else's work is never allowed.

**-Testing** – The result of a quiz or test should represent the students' own work. This work should be performed during the testing period without any unauthorized assistance. Specifically, this prohibits such behavior as looking at another student's paper, or having inappropriate written material available for use.

Conversation among students should never occur during a testing period.

**-Print and Electronic Sources** – All information obtained from printed resources, books, magazines, etc. and any information that is available from electronic sources such as the Internet, digital encyclopedias, and electronic databases are considered the ideas and property of another.

**Thus, the direct copying or paraphrasing of these sources without giving credit is considered plagiarism and a violation of the Academic Integrity Policy.**

**ACADEMIC DISHONESTY WILL BE REVIEWED BY THE BOARD AND IS GROUNDS FOR PERMANENT EXPULSION FROM THE SCHOOL.**

**TRANSCRIPTS AND DIPLOMAS**

The high school transcript will be made available to colleges, employers, military, etc. only after a proper release form has been completed. This is a permanent record, and copies can be forwarded wherever requested. Parents must sign release forms prior to the student's 18th birthday. After age 18, the student must sign the release form. Students will be charged \$5.00 per copy. Graduates will be provided one copy of their transcript at no charge. All school equipment must be returned or paid for and all fines must be paid before the student will be issued report cards, student records, parking tags, and lockers for the following semester. Graduating seniors must pay all fines and debts before being issued a cap and gown or a diploma.

**\*\*\*\*TRANSFERING AND WITHDRAWING STUDENTS must pay all fees and tuition before records will be released**

**ATTENDANCE:**

**Georgia law OCGA 15-11-2 (12) requires that every parent/guardian having charge of a child age six to sixteen shall send that child to school for the entire school year and the child's attendance shall be continuous and consecutive. BY LAW TRUANT IS 10 UNEXCUSED ABSENCES.**

Parents/guardians who violate the School Compulsory Law are subject to court action, which can result in a fine, imprisonment, or both. The administrative support staff will address all attendance issues, along with the school social worker. The administrator will become involved when there is a pattern of violations.

1. A student having **SEVEN absences Even if excused** will receive **NO credit for that class** period unless **extreme** medical emergency discussed with the school. **Make-up days must be scheduled for the summer at a separate cost to the parent.**
2. Please try to schedule Doctors appointments **after school.**
3. If a student has scheduled a health or similar appointment during class hours, parents must notify the administrative office with a doctor's excuse by the next day to avoid an unexcused absence.
4. **If a student is absent three or more days due to illness, your child must have a written physician/nurse excuse upon returning.**
5. **The responsibility to complete work missed during an excused absence rests solely with the student or parent/guardian.**
6. There are 3 types of absences:  
Excused Absences: Excused absences are those absences such as illness or death in the family.  
Unexcused Absences: Unexcused absences are those such as a car not starting, sleeping in late, was out late the night before, parent overslept, parent did not send in note.  
School Business: absences approved by the school for field trips, special programs and activities do not count toward a student's semester absence total.

**TARDINESS**

At the Dinoff School, we believe that promptness is a very important aspect of your child's training. It is, therefore, essential that your child arrive to school on time. Tardiness interferes with a pupil's progress and is unfair to the other pupils of the class who are disturbed by the tardy member. Reasonable explanations may be acceptable. **However, habitual tardiness is not acceptable behavior and may result in out of school suspension.**

**UNIFORMS AS DESCRIBED ON OUR WEBSITE: MUST BE PURCHASED BEFORE YOUR CHILD MAY ATTEND THE DINOFF SCHOOL, CHILDREN NOT IN UNIFORM WILL BE SENT HOME UNTIL THEY ARE DRESSED APPROPRIATELY.**

**DRESS CODE**

Accepted Attire:

1. The dress shirt, polo or oxford may be one of the approved school colors, must have a collar and be appropriate length and fit. No printed messages. **School monogram is required.** Colors are grey, blue, burgundy, yellow and white.

2. ALL shirts must be **tucked in** neatly.
3. Belts are required with pants or suspenders are also allowed.
4. Black or brown dress shoes- no tennis shoes
5. Crew neck shirts may be worn underneath polo or polo must be buttoned up to the 2nd button from the top.
6. Boys will wear pants of grey color or navy blue. Shorts may be worn to the knee.
7. Girls may wear pants or skirts that are **finger-tip length** above the knee or longer. Colors may be solid navy, grey or classic blue plaid. Shorts may also be worn that are fingertip length.
8. School ties are mandatory on Fridays for boys.
- 9. Navy Blazers are required for everyone on Fridays for assembly**
- 10.** Administration may alter the dress code if at their discretion if they believe the learning environment is adversely impacted.

**CELL PHONES** The use of cell phones during instructional time in school is prohibited. Cell phones may **ONLY** be used in student lounge. Phones must be concealed and on SILENT during instructional time. **NO TEXTING!** Instructors are serious about this rule. Violations of this policy may result in disciplinary action, and expulsion from the school.

### **EMERGENCY SCHOOL CLOSING**

**Check our website [thedinoffschool.com](http://thedinoffschool.com) for school closings.**  
**Also, if the Spalding County School System closes then we will also.**

### **EXTRA CURRICULAR ACTIVITIES**

A student committing himself/herself to an activity should put forth their best effort, in order to benefit the club and themselves. School rules apply to students that are involved in extracurricular activities both on and off the Dinoff School campus. Parents are expected to conduct themselves with civility and sportsmanship at all functions.

### **FIELD TRIP POLICY**

At the Dinoff School, we consider field trips to be an enhancement of the educational process. Involved parents may be requested to provide necessary transportation for them, if applicable, and to assist with supervision. Notices and permission slips will be sent home with students and must be returned before the student will be permitted to go on the field trip. If a student does not attend a field trip then the school will provide the student with other instruction. The student will still be expected to attend school that day. Dress code will be determined by the nature of the field trip. Students may travel back from a field trip if written permission is provided to the teacher in advance, by other transportation. Students who have been suspended out of school and in house shall not attend.

### **COMMUNICATION**

THE DINOFF SCHOOL WELCOMES PARENTAL INVOLVEMENT IN EDUCATION! An essential part of the Dinoff School is our commitment to communication. We will endeavor to keep an open line of communication with parents/guardians. We will send a MONTHLY Newsletter home (via email and print) to keep parents informed of what is happening at the Dinoff School. Please discuss with Administration your concerns before discussing with others.

### **DISCIPLINE PHILOSOPHY**

The Dinoff School operates student discipline using a balance between responsive interaction and assertive discipline. **We believe that self-discipline is a very important character trait and is a learned behavior.** To learn self discipline, one first must be disciplined as well as trained in communication skills that would equip students in clearly identify their feelings and needs as a proactive ingredient to their behavior. We both teach and model the desirable behaviors and positive character traits we expect to see in our students.

The Dinoff School personnel shall bring correction to students when conduct disrupts the learning environment or degrades the students, staff, or the reputation of the Dinoff School. Staff will use their professional judgment in each situation bearing in mind that **responsive interaction** must take place at some interval with the student, thus bringing clarity and closure at all times regarding the specific behavior that had taken place.

The Dinoff School believes that when a student is showing any type of undesirable behavior that affects another student's ability to learn, the teacher's ability to teach the class, or other distractible observations, that the behavior will be dealt with in the most appropriate manner by the Dinoff School personnel. In addition, the goal will always be to resolve the underlying issue that triggered the negative behavior and to secure the opportunity to talk with the student one on one to bring about the desired change.

Research shows that the traditional assigned detention, writing sentences, copying a document, doing homework, or doing nothing, does not correct or improve the targeted behavior. To try and balance responsive interaction and

assertive discipline we also realize that there will be behaviors that warrant suspension/expulsion with the end in mind of protecting students, staff, and school property.

Strategies to correct behavior include:

Consequences:

1. Verbal warning
2. Lunch Detention/Miss recess/report to parent
3. Send to Headmaster
4. Call parent

Suspension:

Examples of misconduct that will warrant suspension:

- Continual classroom disruption.
- Disrespect
- Physical Contact (pushing, showing, pulling, hitting, kicking, etc.)
- Plagiarism

**The authority to suspend is reserved for the Headmaster**

Expulsion:

Examples of major misconduct that will warrant expulsion from school permanently would include but not be limited to:

- Severe disrespect toward any Dinoff School staff
- Weapons
- Arson
- Malicious types of behaviors that endanger the safety of others.
- Extreme acts of defiance and/or threats toward teachers/other adults/fellow students (may include law enforcement).
- Defacement/destruction/theft of school and/or personal property (may include law enforcement).
- Stealing items from others.
- Gang involvement, signs, graffiti, paraphernalia, etc.
- Possession/smoking of cigarettes (ticket may also be administered by law enforcement).
- Sexual harassment and/or harassment, vulgarity.
- Automobile misuse
- Gambling
- Possessing, selling, or being under the influence of any alcoholic beverages or illegal substances and /or any alcohol or drug related paraphernalia
- Physical Contact (pushing, showing, pulling, hitting, kicking, etc.).
- Bomb threats of any type..
- Possession of any type of explosive materials.

**IMPORTANT NOTICE: ALL DECISIONS BY THE HEADMASTER WITH RESPECT TO EXPULSION ARE FINAL.**

### **SEARCH AND SEIZURE**

Parents have charged school authorities with the responsibility of ensuring the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers, vehicles, and persons. The school administrator may conduct a routine inspection at least annually of all storage places. Repeated searches are done for reasonable suspicion. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

### **LOCKER POLICIES**

**Lockers are to be kept clean.** Food, beverage, and food/beverages containers may not be stored overnight. Requests for locker changes are rarely granted. The student's role in maintaining the security of his/her locker is extremely important. The student's cooperation is appreciated. Students are to keep bags and purses inside their lockers during school hours.

### **CLOSED CAMPUS**

The Dinoff School is considered a closed campus. After arriving at school, students may not leave the high school campus. If a student becomes ill during the school day or has an appointment, the student's parents will be contacted for pick up or consent. **Students will not be released until the parent has signed the student out.**

## **VISITORS**

The school policy is to accept only those visitors who have legitimate school business to attend to at the school. All visitors must register in the office. Except for parents/guardians, lunchtime visits are not legitimate school business.

## **TELEPHONE USE**

Students will only be allowed to use the classroom or office telephone for forgotten items, sickness, or if an emergency arises. Students cannot receive outside calls; however messages may be given to the office staff to be forwarded to the student.

## **ACCIDENT POLICY & IMMUNIZATIONS**

Should your child have an accident, the teachers and teacher assistants will care for your child according to the severity of the injury. Any accident that requires a report shall be completed and sent home with the child and a copy on file in the office. By law, evidence is required that a school age child has received necessary immunizations OR a waiver on file. The school office must have a record of any disability of a student, such as: epilepsy, seizures of any kind, diabetes, allergies, etc. Any student who has contracted a communicable disease such as ringworm, chicken pox, measles, mumps, etc: must report the disease to the office. Before returning to school the student must be authorized to return by the office staff. Any parent who wishes to waive the right for immunizations may receive a waiver form from the administrative office of the Dinoff School. Failure to comply with this request will result in exclusion of the student from school until records are provided.

## **MEDICATION POLICY**

The following definition of "medication" is adopted for use in this school: medication, includes prescription, nonprescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

1. Written instructions from a physician, which include the name of the student, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by the school.
2. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the student's parent/guardian immediately.
3. All medication shall be kept in a labeled container as prepared by the pharmacy, physician or pharmaceutical company with the student's name, the name of the medication, dosage, and the frequency of administration.
4. **Medications must be brought to the school by the student's parent or guardian.**
5. No changes to medication dosage or time of administration will be made except by instruction from a physician.
6. Inhalers must be kept in our office and a medication information sheet, signed by a doctor, must be on file.

## **STUDENT DRIVERS**

Students who have a Georgia State driver's license are permitted to drive. Current hangtags are available in front office.

## **STUDENT PICTURES**

Student pictures and identifying names will be printed in the school year book. Student pictures may appear on the internet as advertisement. However, a student's parent may request that his/her picture not be published in the media or in the school yearbook. Such request may be made in writing to the High School Administrator within two weeks of the start of school. This does not cover pictures taken at school events by news media.

## **ACADEMIC RECOGNITION**

Honors – Seniors will be honored based on the following system:

Highest Honors (Gold Cord): Summa cum laude 3.67 – 4.0 GPA  
High Honors (Silver Cord): Magna cum laude 3.34 – 3.66 GPA  
Honors (Bronze Cord): Cum laude 3.00 – 3.33 GPA

## **FINAL THOUGHTS:**

1. **Grades at The Dinoff School are earned *NOT* sold or negotiated.**
2. **All students and Parents are equal** in the eyes of Administration.
3. This is a School of Tolerance. Our school shall provide activities, a curriculum, and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society.
4. One of the goals of our program is to reduce stereotyping and to eliminate bias on the basis of race, creed, color, sex, national origin, religion, sexual orientation, disability, and socioeconomic status. The Dinoff School shall foster respect and appreciation for the cultural diversity found in our country, and an awareness of the rights, duties, and responsibilities of each member as a member of a pluralistic society.
5. **However, we do say The Pledge of Allegiance to this United States of America on Friday mornings.** If due to religious or personal beliefs a student wishes to not attend this tradition, he/she may arrive at 8:10 on Friday mornings.

## **MANDATORY Volunteer Hours Requirement for ALL Parents THIS IS OUR SCHOOL TOGETHER☺**

**The Dinoff School depends upon families working together for a common goal.**

To this end, each family is **expected to contribute 10 hours** of time during the school year in support of school-wide and classroom activities facilitated by the Dinoff School Parents Association.

The Dinoff hours may be completed by parents, grandparent, or other family members.

This 10-hour requirement may be fulfilled by time spent on any of the following activities:

- |                                |                                    |
|--------------------------------|------------------------------------|
| • lunch duty                   | • Set building                     |
| • recess duty                  | • Concession stand at shows        |
| • car rider duty               | • Ticket sales at shows            |
| • morning door opener          | • Art class                        |
| • room mom                     | • Donation of supplies such as     |
| • class parties                | forks, paper towels, toilet paper, |
| • field trip driver            | copy paper, art supplies, etc.     |
| • read to the class            |                                    |
| • plant flowers                |                                    |
| • cut grass                    |                                    |
| • pull weeds                   |                                    |
| • Cleaning                     |                                    |
| • library duty                 |                                    |
| • running errands for supplies |                                    |
- \*\*\*\*\* etc. If you are a computer expert, plumber, contractor, please donate your services.**

**REPORTING VOLUNTEER HOURS:** Volunteer hours should be reported promptly after completion to the [shshockley@thedinoffschool.com](mailto:shshockley@thedinoffschool.com).

**IF YOU DO NOT FULFILL YOUR HOURS:** At the end of the school year, each family that has not met its volunteer obligation will be invoiced for \$35.00 per each unfulfilled hour.

**BUYOUT OPTION:** The school strongly encourages each family to fulfill its obligation by completing the required 10 hours of service. However, families that prefer to make a monetary contribution in lieu of donating their time may buy out of the volunteer hour requirement by notifying the front office and by making a \$350 donation to The Dinoff School no later than December 30<sup>th</sup> 2017.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_