



Divine Savior
Academy

**MIDDLE SCHOOL
HANDBOOK**

2017-2018

WELCOME TO:

DIVINE SAVIOR ACADEMY

Dear Parents:

It is with great pleasure that we welcome you and your children to Divine Savior Academy! Our student population is delightfully diverse both culturally and worldly. Families from various parts of the Miami area as well as from other countries choose to send their child(ren) to our Christian and family-oriented Academy.

We are appreciative of the confidence you have shown in allowing us to teach and train your children. We eagerly look forward to partnering with you in educating and enlightening the next generation of young leaders.

The administration, teachers, and staff of Divine Savior Academy value excellence in education and we hold ourselves accountable for a thorough education of the whole child – mind, body, and spirit. For more information on our teachers, please see our web page. Every aspect of our school conveys dedication to excellence: a challenging curriculum; a safe, structured, nurturing learning environment; a desirable student-to-teacher ratio; and new, state-of-the-art facilities, just to mention a few.

We trust that this handbook will help you to better understand our program of quality Christian education at Divine Savior Academy. We encourage you to carefully read and discuss it with your children and welcome the opportunity to answer any questions you might yet have.

ACCREDITATION

Divine Savior Academy is listed as a Gold Seal Quality Care Program by the Florida Department of Children and Family services and is accredited by the following agencies:

- The Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- The Association of Independent Schools of Florida (AISF)
- The National Council for Private School Accreditation (NCPSA)
- Accreditation International (AI)

DIVINE SAVIOR ACADEMY

Is a member of the Wisconsin Evangelical Lutheran Synod, a church body that supports the fourth-largest private school system in the nation.

TABLE OF CONTENTS

3	A TRADITION OF EXCELLENCE
3	STATEMENT OF NON-DISCRIMINATION
4	PHILOSOPHY
5	MISSION, VISION, AND OBJECTIVE STATEMENTS
6	FACULTY & STAFF LIST
9	ENROLLMENT
10	STUDENT RECORDS
10	TRANSFER OR WITHDRAWAL
10	TUITION PAYMENT POLICY
11	FINANCIAL AID
12	CHRISTIAN COUNSELING
12	SPECIAL ROOMS
12	BEFORE AND AFTER SCHOOL CARE
12	BUILDING AND GROUNDS
13	DRESS CODE
14	LOST AND FOUND
15	VISITORS
15	LOCKERS
15	TELEPHONE
15	LUNCH
15	GUM
16	VENDING MACHINES
16	ELEVATOR, HALLWAYS, AND STAIRWELLS
16	ATTENDANCE
17	HOMEROOM ADVISORS
18	INJURIES AND EMERGENCIES
18	STUDENT ILLNESS AND CONTAGIOUS COND.
19	BOOKS
19	GRADING SYSTEM
20	SEMESTER EXAMINATIONS
20	HONOR ROLL
20	ACADEMIC PROBATION
20	TECHNOLOGY AND USAGE POLICY
22	CELL PHONES AND PERSONAL ELECTRONIC DEVICES
23	DISCIPLINE POLICY
25	STUDENT HONOR CODE
27	ACADEMIC INTEGRITY POLICY
29	DRUG, ALCOHOL, AND TOBACCO POLICY
31	SEARCH POLICY
31	WEAPON POLICY
32	INTERSCHOLASTIC ATHLETICS
32	STUDENT COUNCIL
32	SCHOOL SANCTIONED CLUBS
33	SCHOOL ACTIVITIES POLICY
34	ELIGIBILITY
36	ADDRESSING CONCERNS
36	SCHOOL PROMOTION
37	SOLICITATION POLICY

A TRADITION OF EXCELLENCE

The Wisconsin Evangelical Lutheran Synod (WELS) has a rich tradition of academic excellence in its preschool through Grade 12 school system. The WELS has operated highly regarded schools across the United States, the Caribbean, and elsewhere in the world for over 150 years. Currently, WELS churches and associations operate 403 early childhood centers, 313 elementary schools, and 25 high schools across the nation.

Divine Savior Academy of Doral is a part of the fourth largest private school system in America.

The Wisconsin Synod has provided excellent instructors to these schools by training its own teachers since 1884. It is gratifying to report that, on average, students attending WELS schools annually outperform their peers by a considerable margin on national achievement tests. We humbly thank God for His blessings upon our schools.

Divine Savior Academy is proud to continue this rich tradition of academic excellence in the Doral community!

STATEMENT OF NON-DISCRIMINATION

Divine Savior Academy prohibits harassment and/or discrimination against a student on the basis of gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

PHILOSOPHY

A CHRISTIAN ACADEMY...

Divine Savior Academy is dedicated to providing excellence in education for all its students. Our degreed teachers are committed to achieving this excellence by maintaining high academic standards; a safe, disciplined, nurturing environment; and pro-active home-school communication.

In cooperation with our parents, Divine Savior Academy will provide the knowledge and experience students need to become responsible and caring family members who will be productive citizens and leaders in the multicultural and technological society of the 21st Century.

Divine Savior Academy offers a comprehensive and varied curriculum, with all subjects being taught from a distinctively Christian perspective. This challenging curriculum is designed with flexibility to meet the needs of each student as it encourages exploration, critical thinking, problem solving, and sound study habits. The ultimate goal is to cultivate and maximize each student's unique talents and abilities so that he or she will be well equipped to serve as a valuable member of today's society.

Conscious of the attributes pertaining to the language and culture of the majority of our students, our faculty caters to Hispanic and International families by maintaining many of their customs and values while at the same time aiding them in their assimilation into the American way of life.

The Academy's educational philosophy maintains that each child progresses at an appropriate academic level. To that end our objective is to maintain class sizes of 18-22 students under the guidance and instruction of one full-time teacher and one bilingual paraeducator in grades PreK-3 through second. Student enrollment is capped at 25 students in grades three through twelve. Their dedication and energy ensures that no child is left behind.

At Divine Savior Academy each child's individual interests are encouraged and rewarded. Our teachers tailor their teaching to challenge each student, not to a class average. The diverse learning environment at Divine Savior Academy affords its students the opportunity to grow as scholars, musicians, artists, athletes, leaders, citizens – and most certainly as Christians – all to God's glory.

DEDICATED TO EXCELLENCE...

Faith...wisdom...confidence...perseverance...joy...strength of character – such are the inner qualities gleaned from an education that touches not only the mind, but also the heart. Divine Savior Academy is dedicated to enlightening the hearts of its children.

Our commitment, parents, is to assist you in your God-given responsibility to "...bring up children in the training and instruction of the Lord." (Ephesians 6:4) Christian education is Christ-centered education. The Savior and His love for us are at the heart of all we think, do, and say. Parents and teachers alike have confidence in the Lord's command and promise which says, "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

Divine Savior Academy is a place where the Bible serves as the framework for absolute guidance and truth. It's a place where love for God and His Word are instilled and nurtured in our precious children. It's a place to learn Bible stories and apply them to everyday life. It's a place to mold and shape the hearts and minds of impressionable children for a life of faith. In short, Divine Savior Academy is a place where children grow in their relationship with the Lord on their journey toward Christian maturity.

MISSION STATEMENT

PROVIDING EXCELLENCE IN EDUCATION ROOTED IN THE TIMELESS TRUTHS OF GOD'S WORD.

MISSION

Divine Savior Academy will continuously integrate the wisdom of God's Word with the best pedagogical practices to offer a wholistic education that allows her students to grow in mind, body, and soul. Divine Savior Academy's faculty will continue to grow professionally by means of pursuing advanced degrees, seminars, workshops, and advanced studies in order to provide the students of our church and the community a challenging, developmentally appropriate, and balanced curriculum.

VISION STATEMENT

The vision of Divine Savior Academy is to continue providing an excellent academic education in a safe environment that has been shaped by the love of God as shown in His Son Jesus Christ. In this manner, Divine Savior Academy will continue to educate the mind and enlighten the heart of her students.

OBJECTIVE STATEMENT

Divine Savior Academy will shape students who are responsible to God, to their families, to the community, and to themselves. Our students will become empowered learners prepared to meet and excel in life when confronted with challenges while remaining true to their Christian faith.

FACULTY AND STAFF LIST

ADMINISTRATION

CHURCH ADMINISTRATION

Pastor Carl Leyrer
Pastor Steve Mueller
Mrs. Becky Mueller

Senior Pastor
Associate Pastor
Staff Minister

DIVINE SAVIOR MINISTRIES

Pastor Carlos Leyrer
Mr. Tim Biesterfeld
Mrs. Dana Kirchoff

President of Divine Savior Ministries
Head of Schools
Vice-President of Divine Savior Ministries

SCHOOL ADMINISTRATION

Pastor Carlos Leyrer
Mr. Tim Biesterfeld
Mr. Ben Troge
Ms. Shawna Mehlberg
Dr. John Althoff
Mr. Ryan Loberger
Mrs. Amy Arguello
Mr. Ryan Kirchoff
Mrs. Monica Sanchez
Mrs. Juanita Wells
Mrs. Erika Biesterfeld
Mr. Tom Welch
Mrs. Sarah Jimenez
Mr. Jon Romsdahl
Mr. Dan Unke

President of Divine Savior Ministries
Head of Schools; 2nd-8th Grade Principal
High School Principal
Early Childhood Education Director
High School Dean of Students
Elementary and Middle School Vice-Principal
Elementary and Middle School Dean of Students
Director of Curriculum and Instruction
School Counselor
Director of Admissions
International Program Coordinator and High School Admissions
Director of College Counseling
Director of College Counseling
Elementary and Middle School Athletic Director
Middle School and High School Athletic Director

OFFICE AND SUPPORT STAFF

Mrs. Ileana Ortiz
Mrs. Marisol Andrade
Mrs. Christy Aguirre
Mrs. Gladys Mata
Mr. Caleb Troge
Ms. Stephanny Martinez
Mrs. Staci Landwehr
Ms. Danielle Weber
Mrs. Henriette Vernimmen
Mr. Jairo Salcedo

Business Manager
Business Operations Coordinator
Administrative Assistant (Elementary and Middle School)
Administrative Assistant (High School)
Information Technology (IT)
Director of Art and Design
Communications Coordinator
Public Relations Coordinator
Activities Coordinator/Librarian
Head Custodian

FACULTY AND STAFF

Mr. Jason Schultz	<i>High School Religion</i>
Dr. Erik Landwehr	<i>High School Religion</i>
Mr. Ryan Kirchoff	<i>High School English</i>
Ms. Anna Kalyanova	<i>High School French and Latin</i>
Mrs. Kristina Troge	<i>High School Science</i>
Mr. Matt Willems	<i>High School Math/ Science</i>
Mr. Jonathan Ross	<i>High School Math and Science</i>
Mr. Peter Mathwig	<i>High School Math</i>
Mr. Jeremy Seeger	<i>High School Math/Middle School STEM</i>
Mr. Erik Parsons	<i>High School Math/Social Studies</i>
Ms. Alissa Ambroso	<i>High School Social Studies</i>
Mr. Scott Loberger	<i>High School English/Social Studies</i>
Mr. Scott Sievert	<i>High School English</i>
Dr. Rosanna Manstretta	<i>High School Spanish/Math</i>
Mrs. Ginger Poulos	<i>High School Business Class Teacher</i>
Ms. Khadija Tafari	<i>Educational Support Program Teacher</i>
Mrs. Andrea Rodriguez	<i>Middle and High School Art</i>
Ms. Charis Scharf	<i>High School Music</i>
Mr. Michael Babler	<i>High School Media/Director of Instructional Technology</i>
Mr. Tony Salvaggio	<i>Athletic Trainer</i>
Mrs. Jessica Spiegelberg	<i>English Language Learning Program</i>
Mrs. Erika Biesterfeld	<i>International Program Coordinator/English as a Second Language</i>
Mr. Gil Luna	<i>Chess</i>
Ms. Charis Scharf	<i>Kindergarten-8th School Music</i>
Mrs. Jenny Sotomayor	<i>Elementary Physical Education</i>
Mr. Cameron Sullivan	<i>Middle School Physical Education</i>
Mrs. Marggorie Gomez	<i>Middle School Spanish</i>
Mr. Jim Butz	<i>Middle and High School Spanish</i>
Ms. Melanie Laete	<i>8th Grade</i>
Mr. Phil Kurbis	<i>8th Grade</i>
Mr. Luke Hartzell	<i>8th Grade</i>
Mr. Jon Romsdahl	<i>7th Grade</i>
Mr. Kurt Hoppe	<i>7th Grade</i>
Ms. Edili Pichardo	<i>7th Grade</i>
Mr. Cameron Sullivan	<i>6th Grade</i>
Mr. Tim Babler	<i>6th Grade</i>
Mr. Al Meihak	<i>6th Grade</i>
Mr. Justin Marshall	<i>5th Grade</i>
Ms. Emily Westra	<i>5th Grade</i>
Mrs. Katie Meihak	<i>5th Grade</i>
Ms. Hannah Stellick	<i>4th Grade</i>
Mr. Joshua Gibson	<i>4th Grade</i>
Mrs. Heidi Sullivan	<i>4th Grade</i>
Mrs. Julia Marshall	<i>3rd Grade</i>
Mrs. Julie Hoppe	<i>3rd Grade</i>
Ms. Rebecca Balge	<i>3rd Grade</i>
Ms. Amelia Nemmers	<i>2nd Grade</i>
Ms. Brittany Steinmeyer	<i>2nd Grade</i>
Mrs. Nicole Gibson	<i>2nd Grade</i>
Ms. Rosie Diaz	<i>2nd Grade Assistant</i>
Ms. Gloria Calle	<i>2nd Grade Assistant</i>
Ms. Elise Wordell	<i>1st Grade</i>
Ms. Laura del Rio	<i>1st Grade</i>
Ms. Kelly Loberger	<i>1st Grade</i>
Ms. Martha Luz Moreno	<i>1st Grade Assistant</i>

Ms. Ana Russo	<i>1st Grade Assistant</i>
Ms. Andreina Gonzalez	<i>1st Grade Assistant</i>
Mrs. Abby Molina	<i>Kindergarten</i>
Mrs. Jennifer Bello	<i>Kindergarten</i>
Ms. Shawna Smith	<i>Kindergarten</i>
Ms. Cristy Marchant	<i>Kindergarten Assistant</i>
Ms. Lizett Loaeza	<i>Kindergarten Assistant</i>
Ms. Wilna Velez	<i>Kindergarten Assistant</i>
Ms. Shawna Mehlberg	<i>PreK-4</i>
Mrs. Leah Unke	<i>PreK-4</i>
Mrs. Shanna Kurbis	<i>PreK-4</i>
Ms. Paulina Nieves	<i>PreK-4 Assistant</i>
Ms. Sara Butter	<i>PreK-4 Assistant</i>
Ms. Alexandra Munoz	<i>PreK-3</i>
Ms. Melanie Rodriguez	<i>PreK-3</i>
Mrs. Pam Welch	<i>PreK-3 Assistant</i>
Ms. Veronica Zwegman	<i>PreK-3 Assistant</i>
Mrs. Lauren Ross	<i>Early Childhood and Elementary Assistant</i>
Mrs. Ana Gomez	<i>Director of Exceptional Student Education</i>
Mrs. Julia Leyrer	<i>Exceptional Student Education Teacher</i>
Mrs. Yamirely Saad	<i>Exceptional Student Education Teacher</i>
Ms. Gabriela Vargas	<i>Foreign Language Coordinator/English as a Second Language</i>
Ms. Ana Alvarez	<i>Elementary Art</i>
Ms. Patricia Angel	<i>Elementary Spanish – Native Speakers</i>
Ms. Susana Serrano	<i>Elementary Spanish – Non-Native Speakers</i>
Mrs. Cari Romsdahl	<i>Substitute Teacher</i>

ENROLLMENT

ENROLLMENT POLICY

The purpose of Divine Savior Academy is to provide a Christ-centered education for the children of our church and community. This purpose is accomplished through our mission: *to provide excellence in education rooted in the timeless truths of God's Word.*

Divine Savior Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of our school. It does not discriminate on the basis of race, color, national, and ethnic origin in its administration of educational policies, admissions policies, athletic, and other school-administered programs.

Children who transfer from another school must present a transfer or a report card upon enrollment. The scholastic rating of the previous school will be honored.

GENERAL ENROLLMENT PROCEDURES

The following list describes the steps for Enrollment into Divine Savior Academy Middle School:

- The Director of Admissions arranges a meeting with the parents to explain Divine Savior's program of Christian education and answer any questions.
- An appointment is made for a student screening. The child is evaluated in several areas: language and communication development, willingness to learn, maturity, social skills, conduct, manual dexterity, and general academic knowledge.
- Progress reports and recent standardized test results are transferred from the child's previous school for review.
- Results of these combined evaluations determine eligibility.
- Upon acceptance, parents submit the enrollment application along with the posted registration fee.
- Updated health and immunization records are submitted to the school's secretary.
- The parent(s) (or legal guardians) agree to attend the Parent Orientation meetings in August and September.
- The continued enrollment of Divine Savior Academy students are evaluated twice a year – once at the semester break and also at the end of each school year.

Because the Academy maintains high standards and expectations, re-enrollment in succeeding years is based on student achievement, attitude, and parental support. Divine Savior Academy reserves the right to refuse re-enrollment to students due to poor achievement, attitude, lack of parental support, or the inability to pay tuition.

STUDENT RECORDS

All scholastic records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the principal, with a 24-hour notice, parents (or legal guardians) of students have the right to inspect their children's records. Transcript release requires the signature of the student and parent (or legal guardian). After graduation or transfer, a \$5.00 fee will be charged for each transcript request.

TRANSFER OR WITHDRAWAL

When a family transfers with an outstanding balance, it is understood as a matter of contract that families, by their attendance at Divine Savior Academy, waive their right to the forwarding of records to their next school which may have been granted by the Family Education Rights and Privacy Act and the Florida School Code and any or all other legislative codifications bearing on the transfer of such records upon the request of the school to whom the student is intending to transfer. As the Student Handbook represents the understandings of both parent and school, attendance at school is therefore to be viewed *as assent to* the terms and conditions stated in this document.

TUITION PAYMENT POLICY

Divine Savior Academy is a non-profit organization. It is not our intention or policy to realize financial gain from our institution. Our tuition fees are needed to maintain our facilities and offer the level of educational excellence (low student-teacher ratios, state-of-the-art facilities and equipment) that is part of our philosophy of education.

Specific information pertaining to registration, tuition, and other related fees and schedules are established yearly and included in the enrollment package as outlined in your SMART tuition agreement.

Guidelines are as follows:

- A registration fee is paid at the time of enrollment to secure your child's placement.
- Before the start of the school year, a signed tuition contract is required by parents and or legal guardians.
- Three tuition payment plans are available: annually, bi-annually, or monthly. While checks are the preferred method of payment credit cards (Visa and MasterCard) are also welcomed.
- The cost for textbooks, extended care, hot lunch, uniforms, and transportation are not covered by the registration or tuition fees.
- All payments are non-refundable.
- Payments are due the 10th of every month. All payments received after the due date will incur a late fee.

FINANCIAL AID

In an attempt to provide a Christian education for as many students as possible, Divine Savior Academy offers financial aid on a need basis only.

The deadline for financial aid requests from returning member families is March 15 of each year. An example of this is a deadline of March 15, 2015, for the 2015-2016 school year. If this deadline is a non-business day the first business day after March 15 will be used. All emergency requests must be completed as known by the member and will be handled as efficiently as possible.

Each applicant must fill out a financial aid request application supplied by TADS tuition management. This applicant will absorb the cost to apply for financial aid.

The School Council will use criteria provided by TADS such as financial need and the availability of funds when granting financial aid requests

A limited amount of tuition assistance is available to the families of our Academy experiencing economic difficulties. Therefore, not all financial aid requests may be granted.

* Financial aid is awarded solely on the basis of need and not based on academic or athletic performance.

CHRISTIAN COUNSELING

In the event that Christian counseling is requested by a parent or student, they will first be referred to the school counselor. In the event that additional counseling is needed, information on various services will be made available from the school counselor.

SPECIAL ROOMS

Teachers or the administration may grant the use of spaces by students before or after school hours so long as adult supervision is provided to the student or group.

BEFORE AND AFTER SCHOOL CARE

BEFORE SCHOOL

Divine Savior provides supervised care for students before school beginning at 7:30 a.m. Students may use this time to read, review assignments, or eat a light breakfast (provided by the parents). Students are escorted to their respective classrooms at 7:45 a.m. There is no charge for this service.

AFTER SCHOOL

The Divine Savior Academy after school program operates fifteen (15) minutes after each level's dismissal time and lasts until 6:00 p.m. It is designed to provide children of working parents, or those who have a late afternoon commitment with a safe, caring and enriching environment. The cost of this program is cited on the *After School Care* handout available in the office.

The schedule provides opportunities for homework completion and social time. An afternoon snack is also provided. After school care is available only on days when school is in session.

After school care is not provided on the last day of school before the following breaks: Thanksgiving, Christmas, Good Friday (Easter), and the last day of school.

BUILDING AND GROUNDS

It is expected that all cooperate in the care of our school grounds, building and equipment. There are many opportunities for everyone to help preserve our fine facility. Keeping desk tops clean, keeping the parking areas and sidewalks free from debris, depositing waste in the proper containers and handling equipment as carefully as possible are but a few examples. As such, any student who knowingly vandalizes or defaces the buildings or grounds at Divine Savior will be responsible for the cost of repair and may face additional consequences. Additionally, students responsible for triggering the fire alarm will be responsible for the fine assessed by the Fire Department. Drinks are not allowed beyond the student commons other than bottled water. Food is not allowed in any rooms beyond the student commons.

DRESS CODE

The following dress code has been developed in accordance with Divine Savior's commitment to character education. We, as a school community, are committed to excellence in all areas of school life. We have worked toward developing standards of dress that are conducive to a positive learning climate and reflect pride in our Academy. Students must wear the school uniform at all times unless directed otherwise.

School uniform purchases are made through Risse Brothers at www.rissebrothers.com. The address for their Miami location is 1076 SW 67th Avenue, Miami, FL 33144. Questions regarding uniforms can be answered by calling their office at (305) 200-5348.

The administration and guidance counselor reserve the right to interpret and/or make changes. The following guidelines indicate appropriate dress.

MIDDLE SCHOOL GIRLS' UNIFORMS

- Light Blue or white Oxford shirt (tucked in) with collar
- Black or Grey pullover sweater with Divine Savior Academy seal (and other Risse brother approved jackets)
- Approved skort, slack or capri
- Cross blue/white tie for dress-up Wednesdays
- Black leather belt or sash
- Approved black dress shoes
- A separate pair of non-marking gym shoes is needed for physical education
- Approved physical education clothes are purchased from the school
- No flip-flop/thong-style, rubber, or plastic shoes
- Skorts no shorter than 2 inches above the knee
- Black or white socks below the knee
- Black or white non see-through full-length tights are allowed

Dress-Up Days: Every Wednesday and days designated on the weekly schedule as a special service constitutes a dress-up day. This means that girls must wear a tie. Ties must cover the top button and the top button must be buttoned and/or covered to present a neat appearance.

Casual Dress Days: Certain days throughout the year are designated as casual days. While the attire may be more casual (i.e. denim), offensive clothing, inappropriate messages, bare midriffs, spaghetti strap tops, and strapless or low cut/revealing tops are not allowed. Shorts and skirts must follow the length guidelines listed above.

MIDDLE SCHOOL BOYS' UNIFORMS

- Light Blue or white Oxford shirt (tucked in) with collars
- Royal, grey, and white necktie for dress-up Wednesday
- Grey pants
- All pants are to be worn at the natural waistline with a black belt from Risse Brothers
- Black or Grey pullover sweater with Divine Savior Academy seal (and other Risse Brother approved jackets)
- Hair – above the eyebrows and top of the shirt collar
- Black leather belt
- Approved black dress shoes
- A separate pair of non-marking gym shoes is needed for physical education
- Approved physical education clothes are purchased from the school

Casual Dress Days: Certain days throughout the year are designated as casual days. While the attire may be more casual (i.e. denim), offensive clothing, inappropriate messages, and pants with holes in them are not allowed.

GENERAL GUIDELINES

- Students may purchase a Divine Savior Academy letter jacket or sport jacket.
- Skirts and skorts are to be worn no shorter than 2 inches above the knees.
- A black leather belt is to be worn in pants and shorts that have belt loops. The approved black belt can be purchased from Risse Brothers.
- No jeans, oversized clothing, hats, or caps may be worn.
- Shirts are to be worn tucked in at all times.
- Approved black dress shoes must be worn.
- Socks must be white or black and below the knee without name brand logos.
- All articles of clothing should be marked with the student's name.
- All clothes must be neat, clean, and in good repair.
- Physical education uniforms are purchased through Divine Savior Academy.
- Physical education uniforms and dress uniforms cannot be mixed.
- Students not in physical education uniform will be given a new uniform and be billed for it.
- For safety reasons, excessive jewelry and dangling or hoop earrings are not allowed. Small stud or hoop earrings may be worn. Boys are not to wear earrings at school or school functions. Visible body piercings, ear "rods" or stretched ear holes (flesh tunnels) are also not allowed for either boys or girls.
- Students will be allowed to wear one bracelet per arm or leg.
- Necklaces must be tucked into the shirt.
- Modest fingernail polish is allowed. The administration reserves the right to determine if fingernail polish is too extreme.
- Existing tattoos must be covered at all times.
- Hair is to be neatly combed and conservatively styled. Dyed, treated, or faddish hairstyles are not permitted. Boys' hair may be worn no longer than the top of the shirt collar. Boy's hair must not fall below the eyebrow.
- Hats, caps, sweatbands, bandanas, scarves and sunglasses are not permitted in the school building or at indoor school functions.
- All undershirts must be a solid white shirt.
- Good hygiene is an important part of a child's growth and development.
- As a general rule, Divine Savior Academy students should be presentable at all times. Your appearance is a direct reflection on you and your school. This specifically applies when students return to school for extra-curricular activities.
- Parental cooperation is appreciated.
- The school administration reserves the right to determine the appropriateness of dress and the right to interpret the dress code.

Dress code should not be an issue. Students who are not in dress code will face disciplinary consequences. Students must be in full uniform before they are allowed to enter class. Students with offensive or immodest clothing may not be admitted to class until they are in appropriate dress.

LOST AND FOUND

Lost and found articles are to be brought to the front office where the owners may claim their property. The school will try to help students locate lost items, but it cannot be responsible for such losses. Items not claimed after a reasonable amount of time will be removed.

VISITORS

Parents, students from other schools, and other guests are welcome to visit classes at Divine Savior. Proper arrangements must be made for such visitors and permission from the administration must be obtained at least one day in advance. Visitors must sign in with the office before proceeding to visit students. Parents and/or visitors are not allowed in the hallways during academic hours without prior approval from the administration.

LOCKERS

Each student in 7th and 8th grade will be assigned a locker and an accompanying lock to use for books and clothing. Any damage to a locker must be reported to the office. Lockers may be inspected by the administration at any time. Students should use good Christian judgment in selecting and posting locker decorations. Any inappropriate locker decorations will be removed by the faculty. No student may exchange his locker with another student. Each student is responsible for all articles placed in the locker and is expected to keep the locker neat and clean at all times. Food should not be kept in the locker overnight. It is *strongly* recommended that lockers are locked between each class. Lockers must be locked at the end of each school day.

TELEPHONE

A telephone is not available for a student's social use. In the case of an illness or by faculty permission, the office administration will make the necessary arrangements to place a call. All calls must be made during regularly scheduled breaks.

LUNCH

LUNCH

Students may bring a lunch from home or buy the catered meal in the cafeteria. The catered meals are now provided by Tammy's Catering. Any questions regarding hot lunch should be directed to them at (305) 962-0146.

Due to non-compete clauses, purchased meals may not be brought in. Any student who does not bring will have to purchase a lunch from Tammy's Catering.

Bottled water or any drink purchased from Tammy's Catering will be allowed in the commons.

Due to time and sanitary conditions, teachers will not heat student lunches in the microwave. Therefore, if your student prefers to bring his or her own lunch, please plan accordingly.

GUM

For building maintenance and sanitation, gum chewing is never allowed within the building during school hours or activities. No candy, food, or beverages are to be brought to class.

VENDING MACHINE

There is a vending machine for student use. The following rules are to be followed for vending machine use:

- The vending machine may not be used during class time.
- No drinks other than water will be allowed in the classrooms.
- No food will be allowed in the classrooms.
- Divine Savior Academy is not responsible for any money lost in the vending machine.
- No tipping or vandalizing of the vending machine.
- All trash should be appropriately disposed of.
- Only water in clear, translucent and capped containers is allowed past the student commons.

ELEVATORS, HALLWAYS, AND STAIRWELLS

Individuals with prior approval may only use elevators. Students are not permitted to congregate in the stairwells or the elevator entryways.

ATTENDANCE

SCHOOL HOURS

Middle School hours are 8:15 a.m. to 3:26 p.m. (8:15 a.m. to 2:30 p.m. on Wednesday). School doors will be unlocked and open for student entry at 7:45 a.m. Middle School students will be placed in after care if they are not picked up at dismissal. If access to the building is necessary after doors are locked, students must check with faculty or the security officer.

ATTENDANCE POLICY

Regular school attendance is both a right and responsibility of the parent and student. Divine Savior Academy recognizes that consistent school attendance is essential for academic success and that all absences affect learning. Therefore, a Comprehensive Student Attendance Policy has been developed to meet the following objectives:

- To raise student achievement and close gaps in student performance
- To identify attendance patterns in order to design attendance improvement efforts
- To know the whereabouts of every student for safety and other reasons
- To verify that individual students are complying with education laws relating to compulsory attendance

Absences:

According to Florida Law and Miami-Dade County requirements, 20 full-day absences during the course of a school year will result in a mandatory review by the Administration, Guidance Counselor, and classroom teacher to determine possible repetition of the class or the grade. A middle school student who accumulates 10 absences from any one class during a semester will not receive credit for that class and an Incomplete (I) will be issued on the report card and/or transcript. If a student receives an "I" for attendance, the student will be academically ineligible for sports and extracurricular activities the following semester, even if the "I" is replaced through additional coursework at a later time.

Please note that absences are not defined as “excused” or “unexcused.” Notes to consider regarding absences:

- A parent or guardian is required to call the office by 9:00 a.m. when a student is absent (unless an advanced absence notice has been submitted).
- Students must be in school the entire day to participate or attend any extra-curricular activities. Exceptions are made for pre-approved scheduled appointments.
- The administration may be appealed to for special consideration during extended illness or other special situations.
- Truancies - Any student who is absent from school without parent permission or school knowledge for more than three days in one year is a truant.
- For each day a student is absent, they will have two school days to make up the missed work.

In the event of illness or an emergency arising during the school day, a student should proceed immediately to the office for assistance and permission to leave the school. It must be recognized that the school is responsible for the student’s whereabouts from the time he or she enters school until he or she departs and, unless otherwise notified, the school assumes the student is attending classes as scheduled.

TARDY POLICY

Students late up to 5 minutes for any class during the school day are considered tardy for that period. Students arriving more than 5 minutes after the start of any class period without an excused pass from the office will be marked as absent. Students who are late at the beginning of the school day must report first to the office for an admit slip and then immediately to class and excuse themselves to the teacher.

An after school detention is assigned whenever a student accumulates 5 tardies in a quarter. (A detention will be given for the 5th through 9th tardies. A suspension will be given for the 10th tardy. Additional consequences will be given at the administration’s discretion after the 10th tardy. Suspensions will only be administered after a minimum of 5 home-room tardies have been accumulated, otherwise detentions will be served.)

The administration reserves the right to create an individual attendance policy and plan for students who are struggling with tardies and absences.

HOMEROOM ADVISORS

Middle School students have homeroom advisers as determined by the administration. Students must report to their respective homeroom after arriving at school each day. The adviser will begin the day with devotion and by taking attendance. These advisers are responsible for advising students about their academic standing. Additionally, class advisers are responsible for coordinating events that pertain to the respective classes. The 2015-2016 homeroom advisers are these:

- 8th grade (A) – Ms. Melanie Laete
- 8th grade (B) – Mr. Phil Kurbis
- 8th Grade (C) – Mr. Luke Hartzell
- 7th grade (A) – Mr. Jon Romsdahl
- 7th grade (B) – Mr. Kurt Hoppe
- 7th grade (C) – Ms. Edili Pichardo
- 6th grade (A) – Mr. Cameron Sullivan
- 6th grade (B) – Mr. Tim Babler
- 6th grade (C) – Mr. Al Meihak

INJURIES AND EMERGENCIES

In the event that a student is injured or has an accident at school, the school will administer first aid. Emergency medical services (911) will be activated if the situation warrants and the parent notified.

MEDICATIONS

All medications must be dispensed and kept in the school office.

Daily Medications:

Daily medications (short and long-term) administered at school require the completion of the Divine Savior Academy's Authorization for Administration of Medication form. This form needs to be completed annually. At the end of the school year or when the medication has been discontinued, the extra medication should be picked up by the parent. Any medication left at the end of the school year will be properly discarded.

Discretionary Medications:

Tylenol, Advil, or Tums (or generic substitutes) may be administered at school with written permission from a parent. This permission is written on the Permission to Administer Medication form which is kept on file in the school office and is filled out by the parent or guardian at the beginning of each school year.

Self-medication:

Only a student that requires an EPI-PEN or inhaler is allowed to carry and administer his or her own medications. Please contact the school office or the administration so the procedure may be reviewed and the medication sheet filled out.

STUDENT ILLNESSES AND CONTAGIOUS CONDITIONS

Students who have been diagnosed with illnesses such as the flu, a fever, or any other contagious condition must be symptom-free for 24 hours prior to returning to school. In the event a student misses three or more days with a contagious condition, the student must obtain a doctor's note of clearance to return to school. With exceptions as provided by law, any student or staff member who suffers an infectious disease (other than an illness) must be removed from the premises until certified by a physician or a health care professional to be non-infectious and able to return to school.

LICE

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. In the event that lice and/or lice nits (eggs) are discovered on any student(s), we will be adhering to the following policy. A student who has found to have lice in his or her hair will be asked to leave school to receive treatment. A student who has received treatment for lice may return to school the next day with evidence that treatment for lice has been applied.

BOOKS

Textbooks are rented from Divine Savior Academy even though the majority of the textbooks are digitized. Books found containing answers and/or unnecessary markings, damaged beyond normal use, or lost must be replaced at cost by the student. Books are subject to teacher inspection. All middle school students are required to have their own NIV Bibles for use in the religion courses or any other course as instructed by the teacher.

GRADING SYSTEM

In order to facilitate communication between institutions of higher learning, state educational authorities and Divine Savior Academy, these guidelines have been established:

<i>Standard Courses</i>				<i>Honors Courses</i>			
Grade	Description	Cutoff Percent	Grade Point Value	Grade	Description	Cutoff Percent	Grade Point Value
A	100-95	95%	4.0	A	100-95	95%	4.5
A-	94-90	90%	3.67	A-	94-90	90%	4.17
B+	89-87	87%	3.33	B+	89-87	87%	3.83
B	86-83	83%	3.0	B	86-83	83%	3.5
B-	82-80	80%	2.67	B-	82-80	80%	3.17
C+	79-77	77%	2.33	C+	79-77	77%	2.83
C	76-73	73%	2.0	C	76-73	73%	2.5
C-	72-70	70%	1.67	C-	72-70	70%	2.17
D+	69-67	67%	1.33	D+	69-67	67%	1.83
D	66-63	63%	1.0	D	66-63	63%	1.5
D-	60-62	60%	.67	D-	60-62	60%	1.17
F	59-0	0%	0	F	59-0	0%	0

A = 4.00
 B = 3.00
 C = 2.00
 D = 1.00
 F = failure without credit

WP = Withdrawal passing
 WF = Withdrawal failing
 CR = Credit
 NC = No credit
 I = Incomplete

When absences occur near the end of a marking period a student might receive an *Incomplete (I)* in a given course of study. In such cases, an *I* will be marked on the report card. When the student has completed all make-up work, the *I* will be changed to the proper grade. An incomplete will not make a student ineligible. See the absence section on page 8 for time allocations concerning make up work. (This will be arranged with individual teachers.)

Failures (and *F*), once recorded on the permanent record, cannot be removed. A student must achieve at least a C- or better in any math class in order to move on to the next level.

SEMESTER EXAMINATIONS

Each semester concludes with semester examinations. All students are required to take final exams. The final exams will count as 5% of the semester's grade for 6th grade students, 10% for 7th grade students and 15% for all students in 8th grade. No final test may be given earlier than scheduled. Students who skip a semester exam will receive a 0% for the exam grade. **Students will not be allowed to take their first or second semester exams until all school accounts are at a zero dollar balance.**

Students in 8th and 12th grade will not be allowed to return to classes after the conclusion of the third quarter if the child's financial account is not up-to-date.

HONOR ROLL

Report cards will be issued every nine weeks, or four times a year for middle school students. Credit for a class is awarded at the end of each semester and semester grades are entered on the permanent record.

The honor roll is prepared at the close of each quarter for 6th – 8th grade and recognizes those whom God has blessed with ability for the faithful use of these talents in keeping with I Corinthians 4:2; "Now it is required that those who have been given a trust must prove faithful." The Divine Savior Academy School Council established three honors categories. A grade point average of 3.750 or higher is considered as *Highest Honors*, those with a 3.5-3.749 GPA as *High Honors*, and those with a 3.250-3.499 GPA as *Honors*.

ACADEMIC PROBATION

It is God's will for each of us that we use all the gifts with which He has blessed us to the best of our abilities (Matt. 25:14-30). One of our most precious gifts is our intellect. The Lord has blessed the students of Divine Savior in varying degrees with regard to intellect. The academic probation policy applies to those students who chronically refuse to use their intellectual gifts as they should. When a student is considered to be falling far short in using his intellectual gifts, that student will be placed on academic probation. Academic probation will be administered through consultation between the school, student and parents.

Academic probation is not the same as ineligibility. A student may be ineligible without being on academic probation, or a student may be on level one academic probation and still be eligible. Academic probation may carry over into the following school year.

TECHNOLOGY USAGE POLICY

Policy Summary

In today's connected world, Divine Savior Academy recognizes the necessity for students to learn and build skills using technology. For that reason, Divine Savior Academy provides students access to a variety of devices, use of network resources, and Internet connectivity. Responsible use of these technological tools is expected.

Students will demonstrate responsible use of their technology by adhering to the following rules:

- Use devices, network and Internet resources as directed by DSA staff
- Cell phones must be turned off and not visible before entering the building
- Cell phones must be turned into the homeroom teacher

- iPads will only be used inside a classroom and with teacher permission
- iPads must be closed or inside a student's backpack when outside of the classroom
- Take care of the physical devices provided by the school
- Refrain from eating and drinking while using school devices
- Protect personal accounts, passwords, and information
- Visit websites that have an identified educational value
- Interact with others online in a polite and positive manner

When using devices, network resources, and Internet access provided by Divine Savior Academy, the following activities are not allowed:

- Use of devices in non-classroom areas such as bathrooms, hallways, locker rooms, gymnasium, etc.
- Downloading software or applications without express teacher permission
- Participating in any form of cyber bullying
- Viewing, downloading, publishing, or transmitting material that is derogatory, profane, or obscene in nature, as determined by school staff
- Use of camera and video settings without prior teacher approval
- Unauthorized access of network or other files
- Use of the device to commit acts of academic dishonesty
- Any hacking, circumventing security procedures, or transmission of viruses, spyware, adware, or SPAM
- Unauthorized use of copyrighted material
- Any activity which violates local, state, or federal law

Middle School Students

Personal devices are not to be used once students enter the school building at the beginning of the school day. When students enter their homeroom classroom, all personal devices should be turned in to the homeroom teacher. Devices will be returned to students when they are picked up by their parents or are leaving school grounds after school. Extended school day activities are considered part of the school day (aftercare, extra-curriculars, etc.). Personal devices will be returned to the students once the activity is finished. If a student needs to call a parent for a ride, cell phones may be used (with teacher or coach's permission) on the first floor in the common area of either building.

Violations

General violations will follow this sequence:

- 1st violation – Personal device will be confiscated. When this form is signed and returned to the school office, the personal device will be returned to the student.
- 2nd violation – Personal device will be confiscated. When this form is signed and returned to the school office, the personal device will be returned to the student. In addition, the student will be issued a detention to be served the following day.
- 3rd violation – Personal device will be confiscated. This form will be sent home to be signed in order for the personal device to be returned. Parents/Guardians will be asked to meet with the administration to discuss the situation, and the student will receive a one day out of school suspension.
- 4th violation - Personal device will be confiscated and turned over to the administration until a meeting with the student's parents/guardians takes place. The student will receive a two day out of school suspension and lose all personal device privileges for the remainder of the year.
- Additional violations will require a meeting between the parents/guardians and the administration to discuss appropriate actions moving forward.
- Failure to comply with any of the above violation procedures (by students or parents) will result in a mandatory meeting with the administration before a student will be permitted to return to class.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Introduction

Divine Savior Academy recognizes the potential benefit of using personal electronic devices in classroom learning experiences. For that reason, middle school students will be allowed to bring specified devices to school. These devices will be limited to cell phones and iPads only. iPads will be able to be used in the classroom at individual teachers' discretion. Cell phones must be turned in to the homeroom teacher at the beginning of each day. Students will be responsible for all hardware and application issues on their devices. By using a personal device at school, devices are subject to search and inspection of all files and media at the discretion of school administration. Students should not wear smart watches or fit bit type bands while at school.

Personal devices are not to be used once students enter the school building at the beginning of the school day. When middle school students enter their homeroom classroom, all personal devices should be turned in to the homeroom teacher. Devices will be returned to students when they are picked up by parents or are leaving school grounds after school. Extended school day activities are considered part of the school day (Aftercare, learning center, play practice, athletic practice, etc.). Personal devices will be returned to the students once the activity is finished. If a student needs to call a parent for a ride, cell phones may be used (with teacher or coach's permission) on the first floor in the commons area of either building.

Usage Guidelines

- The use of personal devices fall under all provisions of the Technology Usage Policy
- Students may use personal devices within the classroom at the discretion of the teacher
- Devices may not be used in the hallways, cafeteria, or during passing time
- Devices are never to be used in private areas such as bathrooms or locker rooms

Middle school students are required to turn personal devices in to their respective homeroom teacher at the beginning of the day in designated classrooms. Personal devices may not be used during the school day without prior consent of a teacher. Extended school day activities are considered part of the school day (ie. After care, learning center, play, etc..).

- 1st violation – Personal device will be confiscated. When this form is signed and returned to the school office, the personal device will be returned to the student.
- 2nd violation – Personal device will be confiscated. When this form is signed and returned to the school office, the personal device will be returned to the student. In addition, the student will be issued a detention to be served the following day.
- 3rd violation – Personal device will be confiscated. This form will be sent home to be signed in order for the personal device to be returned. Parents/Guardians will be asked to meet with the administration to discuss the situation, and the student will receive a one day out of school suspension.
- 4th violation - Personal device will be confiscated and turned over to the administration until a meeting with the student's parents/guardians takes place. The student will receive a two day out of school suspension and lose all personal device privileges for the remainder of the year.
- Additional violations will require a meeting between the parents/guardians and the administration to discuss appropriate actions moving forward.
- Failure to comply with any of the above violation procedures (by students or parents) will result in a mandatory meeting with the administration before a student will be permitted to return to class.

DISCIPLINE POLICY

GUIDELINES FOR DISCIPLINE

METHODS

The methods of guidance and discipline used shall be positive, age-appropriate, consistent with Christian values and the developmental needs of the children, and applied with the full knowledge and understanding of the parents. Assistance may be sought from the administration when deemed necessary.

TREATMENT

There will be no corporal punishment, abusive language, ridiculing, humiliating, frightening, or ostracizing treatment. Children shall not be isolated without adequate supervision. Time out should be age/situational appropriate. In keeping with our Christian values, children should be forgiven and should be helped to forgive each other. Restitution should be made.

DISCIPLINARY PROCEDURES

Any student who violates a rule can expect to receive appropriate consequences for his or her actions as determined by the classroom teacher, guidance counselor and/or administration. Proper authorities may be notified in the event of illegal activity on the Divine Savior Academy campus or in connection with a school-sponsored event.

As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

Disciplinary procedures implemented by teachers for not following classroom rules may include the following:

- Warning
- Counseling
- Copy classroom or handbook rules
- Contacting parents
- Detention
- Extra assignments
- Referring students to the administration (if the child is a physical danger to peers or as a last resort when all other management techniques have been utilized)

Students referred to school administration may be disciplined by:

- Warning
- Counseling
- Parent conferences
- Recess/break Detention – served on the date and time assigned
- Lunch Detention – served on the date and time assigned
- Detention
- Saturday Detention – served on the date and location assigned, from 9:00 a.m. to 12:00 p.m. The student must be in dress code.
- Suspension – served out of school on the date assigned. The student may not participate in any extra-curricular activities on the day assigned and is responsible for all work missed. A subsequent suspension may result in expulsion.

- Disciplinary Probation – warns of the possibility of not being invited back for the next academic year or expulsion. In addition, probation may also result in the loss of privileges (athletic, extra-curricular, social, etc...)
- Expulsion – permanent dismissal of a student from Divine Savior Academy. A student is subject to expulsion for serious misconduct as described in this handbook or for conduct that, in the judgment of the administration, is detrimental to the safety or well-being of others at school. An expelled student is not allowed to be on campus or attend a school-sponsored event.
- The administration will appropriately address behavior on an individual basis as needed.

In the event that a student fails to observe the Divine Savior Student Conduct and Discipline Policy, a discipline process is initiated as follows:

- 1.) The infraction is brought to the student’s attention.
- 2.) A teacher and/or administrator documents the incident.
- 3.) By means of personal counseling, the teacher or administrator and student work together to achieve resolution. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child based upon the circumstances.
- 4.) Parents may receive a phone call, hand-written note, or e-mail message from the teacher indicating concern for the student’s behavior and inviting parental involvement.
- 5.) Ongoing infractions may result in student conferences with an administrator.
- 6.) A teacher or administrator may request a parent conference in which behavioral issues are identified and solutions are discussed.

Parents with questions or concerns about disciplinary actions should address them to the school administration. The administration will then decide on the proper course of action; whether that is through counseling, scheduling a meeting with the teacher, or referral to other administrative or counseling personnel.

Note: Due to the severity of a given offense, the School Council reserves the right of expulsion to be used prior to the use of an extended suspension from school.

Suspensions:

The purpose of a suspension is to remove the student from the school environment and to provide time for administration, parents/guardians and student to discuss the matter and bring about an agreement on future conduct. All suspensions will be out of school. Parents will be notified in writing or by phone. Time missed from classes due to suspensions are recorded as absences, and are counted towards the ten absences in the semester. Students will be required to make up all school work missed. Suspended students may not participate in or attend any co-curricular activity on the day of the suspension.

Expulsion:

The administration reserves the right to dismiss a student who disrupts the learning environment or threatens the safety of the students or staff. Expulsions are normally implemented by the administration after consultation with the administrative team.

STUDENT HONOR CODE

CHRISTIAN CODE OF CONDUCT

We are proud of our students at Divine Savior and the positive image they project on our school and themselves in the community. In light of this fact, Divine Savior students are expected to conduct themselves in a Christian manner at all times. When the school is made aware of situations where a student's actions are not in line with Christian morals, Divine Savior has an obligation to investigate the matter further. (This includes but is not limited to any illegal or immoral activity.) Furthermore, there may be instances where events/actions that take place off campus (and outside of school hours) may result in disciplinary action at school.

Technology is a blessing available to our students in a variety of forms, and electronic media plays a major role in the way students communicate and learn. At times however, this technology is used in an inappropriate manner. Therefore, depending on the severity of the misuse of electronic media to bully, threaten, injure the reputation of another, or promote thoughts or actions contrary to Christian living, may lead to either a suspension or expulsion. This includes the posting of any online material related to school events, faculty, or other students. In these situations, the administration will work with parents to facilitate appropriate discipline. Divine Savior Academy will reserves the right to address behavioral issues that take place off campus when needed and required.

HONESTY/DISHONESTY

Honesty is a core value and an expectation in all aspects of Divine Savior Academy life. Dishonesty in any form (including stealing, lying, cheating, falsifying notes, and/or academic dishonesty) is inconsistent with School and Christian standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity

Student Council and National Junior Honor Society (NJHS) and National Honor Society (NHS) members who are guilty of academic dishonesty will be removed from the chapter membership. In addition, students guilty of academic dishonesty cannot apply for membership during that academic year.

LYING

A student who provides information known to be untruthful to a member of the faculty or other school authority at any time is subject to discipline.

STEALING

Taking another person's property or work, whether it is in a locked or secured location or not, is strictly forbidden without the owner's prior permission. Students who steal are subject to serious disciplinary action.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are expected to demonstrate good Christian character when showing affection to their peers, classmates, and members of the opposite sex. Public displays of affection should be appropriate and limited to professional greetings, and respectful of other peoples' boundaries and personal space.

BULLYING

- Definition: An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours;
- On any vehicle used as part of any school activity; or
- During any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Complaints:

- Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the administration.

Disciplinary Action:

- Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to the appropriate authorities. This disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the administration.
- Divine Savior Academy will appropriately issue discipline for certain acts that take place off campus. For this reason, it is important for parents to be aware of their child's behavior off campus and to help set parameters that will assist the child in helping to make positive choices.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

Anti-Harassment Policy:

Divine Savior Academy is committed to providing a positive and productive learning environment free from sexual or racial harassment. Sexual or racial harassment shall not be tolerated in the school. Harassment of students by employees, other students, or others having business or other contact with the school is strictly prohibited.

All forms of harassment are prohibited at school, on school property, and at all school-sponsored programs or events. Harassment may result from verbal or physical conduct or written or graphic material. Harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual, discriminating or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

All victims of harassment and witnesses of such harassment are encouraged to report the incident immediately. Reports should be made to the campus director, another administrator, the guidance counselor, or another staff member. An investigation by the administration is required in order to resolve the problem. If a person's alleged behavior is found to be harassment, that person will be subject to discipline under the employee or student code of conduct.

ACADEMIC INTEGRITY POLICY

STATEMENT OF UNDERSTANDING

Christian education means "taking captive every thought to make it obedient to Christ." (2 Corinthians 10:5). Such an education integrates God's revealed truth with every area of learning and human experience.

Ultimately, in appreciation for God's gift of salvation won for all by Christ Jesus, we strive to "do all for the glory of God." (1 Corinthians 10:31)

Teachers and staff to do this by striving to provide excellence in and out of the classroom, and a rich variety of opportunities to develop students' faith life that is expressed in roles of service and leadership. They treat students with respect, with fairness, with honesty, and with caring.

Students are expected to give their best effort, with a cooperative spirit, in their studies and in extra-curricular areas. Surely, honesty and integrity glorify God.

Divine Savior Academy recognizes that teachers and students have a sinful human nature and, therefore, may fail to live out God's moral will consistently. Christianity is about forgiveness and restoration. That is why Divine Savior Academy approaches discipline, above all, as a matter of sin and forgiveness. The goal is for students to acknowledge their wrong, to seek and to receive the forgiveness needed to restore them to their loving God. For Jesus' sake, forgiveness is freely given.

For the sake of accountability to God, to civil authority, and to the school's administration in accordance with Divine Savior Academy's mission, sanctions exist for violations of academic integrity and are issued out of Christian concern for students, just as "the Lord disciplines the one he loves, and he chastens everyone he accepts as his son." (Hebrews 12:6)

ACADEMIC INTEGRITY

Classroom teachers will notify students of their individual standards and expectations regarding classroom conduct, attendance, testing, and grading. The guide of God's Law in maintaining ethical standards of honesty and integrity applies to students, parents, faculty, and staff.

EXAMPLES OF ACADEMIC MISCONDUCT

Academic misconduct includes but is not limited to the following:

Cheating

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement. Examples of cheating include but are not limited to the following:

- Using websites, apps, help forums, or other technological means to find answers to coursework
- Using technological means to share notes or answers to an assignment, quiz, or test
- *Giving a false excuse for missing an exam or a deadline*
- Obtaining work or information from someone else and submitting it under one's own name
- Allowing another person to do one's work and submitting it under one's own name
- Using unauthorized notes, or study aids, or information from another student or student's paper on an examination
- Communicating answers with others during or after an exam
- *Helping someone else cheat on a test*

- Altering graded work after it has been returned, and then submitting the work for regrading
- Submitting substantially the same paper for two or more classes in the same or different terms without the expressed approval of the instructors
- Fabricating data which were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected
- *Listing real but unread sources in a bibliography*
- *Copying from another student on a test, with or without his or her knowledge*
- *Falsely claim to have handed in a paper or class work*
- *Copying material and turning it in as one's own*
- *Turning in someone else's work as one's own*

Plagiarism

Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation. Examples of plagiarism include but are not limited to the following:

- Copying word for word or lifting phrases or a special term from a source or reference, whether oral, printed, or on the internet, without proper attribution
- Paraphrasing, that is, using another person's written words or ideas, albeit in one's own words, as if they were one's own thought
- Borrowing facts, statistics, graphs, or other illustrative material without proper reference, unless the information is common knowledge, in common public use

Unacceptable Collaboration

Collaboration is unacceptable when a student works with another or others on a project and then submits written work that is represented explicitly or implicitly as the student's own individual work. Examples of unacceptable collaboration include but are not limited to the following:

- Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration is improper.
- Students also engage in unacceptable collaboration when they expressly have been instructed to do their own work and have not been given prior approval by the instructor to collaborate
- *Receiving substantial, unauthorized help on an assignment*
- *Allowing someone to copy class work.*

Aiding and Abetting Dishonesty

Providing material or information to another person with knowledge that these materials or information may be used improperly. This includes both deliberate and inadvertent actions.

Unauthorized or Malicious Interference/Tampering with Computer Property

Unauthorized or malicious interference or tampering with faculty, administrative, or staff computers is considered an academic offense and, as such, is subject to school judicial procedures and sanctions.

- Accessing school or teacher files
- Altering documents affecting academic records

CLASSROOM DISTURBANCES

Classroom disturbances can also serve to create an unfair academic advantage for oneself or disadvantage for another member of the academic community. Some examples of such actions include but are not limited to the following:

- Interference with the course of instruction or an exam to the detriment of other students
- Disruption of classes or other academic activities in an attempt to stifle classroom discussion
- Failure to comply with the instructions or directives

CONSEQUENCES FOR VIOLATIONS

All violations or suspected violations of school policy by a student will result in direct communication with the student and a parent/guardian, and entered into the student's file. (A review of previous violations will be conducted prior to determining disciplinary action for subsequent violations.)

Action in addition to direct communication with the student and a parent may also include the following:

1. Supplemental homework
2. Failure for particular course activity
3. Reduction of the course grade
4. Failure of the course
5. Suspension or expulsion from the course or school and/or
6. Denial of re-enrollment for the next school year or beyond

SEQUENCE FOR REPEAT VIOLATIONS

Each violation is to be recorded in the student's record. Disciplinary action is guided by a record of previous violation and, at the discretion of administration, may include the following:

1. 1st violation – Supplemental homework, failing grade for particular course activity, reduction of course grade, removal from National Honors Society, and/or disqualification from eligibility for academic awards.
2. 2nd violation – Failure for course activity, reduction of course grade, and/or failure of the course
3. 3rd violation – Failure of the course, suspension or expulsion from the school, and/or denial of re-enrollment for the next school year or beyond
4. 4th violation – Suspension or expulsion from the school, and/or denial of re-enrollment for the next school year or beyond

*NOTE: The total number of violations accumulate from year-to-year. The total does NOT reset at the start of each school year.

DRUG, ALCOHOL, AND TOBACCO POLICY

The use or possession of alcohol, tobacco, or any illegal controlled substance is forbidden. It is a violation of laws in the state of Florida.

God tells us that our bodies are temples of the Holy Spirit. We are fearfully and wonderfully made. Caring for our bodies includes avoidance of those substances that can cause harm.

Students are responsible for their actions but parents/guardians are ultimately responsible for the conduct and behavior of their student and should determine any resulting discipline for off campus violations. For this reason, students may be randomly tested for illegal drugs at anytime during the year.

SUBSTANCE ABUSE POLICY

Divine Savior Academy is committed to providing a safe, personal, and social learning environment for its students where they can fully develop their spiritual, psychological, and physical potential. Every Divine Savior Academy student may be requested to submit to alcohol/drug testing at any time.

Substance abuse is the use, sale, or possession of any controlled substance at school, school-related events, or outside of school. Substance abuse is unsafe and inconsistent with Divine Savior Academy's commitment to providing a safe and conducive learning environment for its students and it is counter-productive to the welfare of the Divine Savior Academy community. Therefore, any student in possession of using, selling, or trading a controlled substance or having any trace of a controlled substance in his system may be subject to disciplinary action, including expulsion. For purposes of this policy, controlled substances include, but are not limited to: drugs, hallucinogens, alcoholic beverages of any kind, mood altering substances, any substance which prevents the detection of drugs in a person's system, drug-related

paraphernalia, or prescription drugs. This policy may apply regardless of where the substance use occurs, whether it is on or off-campus, whether or not school is in session, and it is not limited to school-sponsored or school-related events.

All students and parents shall agree to abide by and cooperate in the enforcement of this policy, without exception, as a condition of enrolling and continuing as a student in good standing. Refusal to comply may result in denial of admission or expulsion from Divine Savior Academy.

The administration shall be the ultimate judge of all cases dealing with the enforcement, compliance, cooperation, and implementation, or any other aspect of this policy, and their decisions shall be final.

Divine Savior Academy may exclude from the application of this policy, on a case by case basis, drugs prescribed by a licensed physician for use by a student, provided that the use of such drugs does not impair the student from carrying out his or her school duties. Prior approval must be obtained from the Administration. However, the abuse of prescription drugs will not be tolerated. Students taking prescription drugs must report their use to the Administration by way of a written prescription before submitting to any testing. This information will be held confidential.

Effective with the 2015-2016 school year, mandatory drug testing will be required before a middle school student is admitted to Divine Savior Academy.

In order to maintain its substance abuse policy, Divine Savior Academy, whenever the administration believes it is necessary, requires any of the following:

- Testing of any student at any time.
- Random testing of all students during prescribed times.

Other school-wide measures may be necessary to ensure that the school has taken every reasonable step to eradicate substance abuse and identify and help students who are in need. If deemed necessary, the administration may implement any or all of the following measures:

- Mandatory drug testing before a middle school student is accepted to Divine Savior Academy.
- Random drug sweeps at any time.
- Random drug searches of lockers, cars, and any student's possessions.
- Any other action deemed necessary to effectively carry out this policy.

Refusal by a student or by his parent(s) to submit to any testing shall result in the student's immediate dismissal.

Any student who sells drugs or is discovered in possession of a drug on campus or a school-related event will be expelled.

If a student tests positive, the administration will:

- Suspend the student.
- Notify and schedule a meeting with the student and his or her parents. The administration shall review with them the positive findings and explain the prescribed penalties.
- Require the student to enter and successfully complete a drug education program approved by the school.
- Require the student to meet regularly with his school counselor who will monitor the student's treatment progress.
- Require the student to submit to mandatory drug screening. The parent(s)/guardian(s) agree to pay the cost of all testing, treatment, support groups, and outside counseling.

Samples that are flagged as "tampered with" may result in a hair sample being taken, and the cost of that test will be billed to the child's account.

The above penalties shall be in effect for one year.

A student who tests positive for a second time may be expelled.

Failure to comply with any of the above may result in dismissal. Compliance with the above will not guarantee continued enrollment at Divine Savior Academy.

SEARCH POLICY

In order to protect the health and safety of our community, in the event of probable cause or reasonable suspicion, Divine Savior Academy reserves the right to contact the appropriate authorities and search: automobiles, any school property (including lockers), and any personal property in the possession of a student on campus or at school-sponsored activities. The school may perform random locker searches throughout the year.

WEAPON POLICY

Because of the society in which we live today, it is necessary that we institute a weapons policy. While we will always continue to work with students and families, it is necessary that we keep the safety and welfare of all students of Divine Savior Academy in the forefront.

- While on school property or a school-sponsored activity (including student vehicles), students will not possess knives of any kind including pocketknives, any type of gun (play or real), or any other object that might cause injury or bodily harm.
- Possession of a real gun will result in an automatic expulsion and notification of proper authorities.
- Possession of a dangerous object or the use of the same will result in a suspension. A second offense will result in expulsion.
- In all instances the parents will be required to set up a conference with the teacher, administration, and child before return of the child to Divine Savior Academy can be considered.
- In all cases, the School Council and appropriate community authorities will become involved. The administration is responsible for contacting local authorities and dealing with any media attention.

INTERSCHOLASTIC ATHLETICS

Season	Middle School Boys	Middle School Girls
Fall	Cross Country, Golf	Volleyball, Cross Country, Golf
Winter	Basketball, Soccer	Basketball, Soccer
Spring	Tennis, Track	Tennis, Track

(For more information about interscholastic athletics, see the school Athletic Handbook.)

STUDENT COUNCIL

The Divine Savior Academy middle school student council members are chosen from those students who complete a Student Council Election Form and are approved by the student council's faculty advisor(s). If necessary, an interview will also be conducted with the student and the faculty advisors. The student council officers, president, vice president, and secretary, are chosen from students who complete a Student Council Officer Election Form and participate in an interview with the student council's faculty advisor(s). The student council has the right to make recommendations on school policies and carry out the daily functions of the student body, i.e. activities and projects. The final decisions on policy, however, will rest with the faculty, administration, and, ultimately, with the Divine Savior Academy School Council.

SCHOOL SANCTIONED CLUBS

Eligibility requirements for school-sanctioned clubs will follow the official Divine Savior Academy athletic policy or may utilize their own so long as they meet at a minimum the Divine Savior Academy athletic policy. Sanctioned clubs at Divine Savior Academy include clubs such as the chess club that have scholastic merit, are solely available to Divine Savior Academy students, and have an appointed faculty advisor.

Clubs may have organized events that require students to miss school. If members of the club are invited to attend the event to represent Divine Savior Academy they will not be marked as absent from school. If parents choose for their children to attend an event associated with the club on their own, they need to request the leave be authorized through the administration. This request may or may not be granted as it may be considered either detrimental to the student's education or found to not support the school.

In the middle school, a club may be excused from a maximum of three days of school to participate in regional, state, or national tournaments. Students may be chaperoned by school appointed chaperones.

In the middle school, a club may be excused from a maximum of four days of school to participate in a regional, state, or national tournament. Students may be chaperoned by school appointed chaperones.

All absences, excused or unexcused, ultimately count towards the total allowable absences per year before a student could potentially be retained in a grade at the elementary or middle school or lose credit in the middle school. Therefore, students should be aware of any potential risks of exceeding the published, allowable absences before deciding on participating in club activities that require missing school.

SCHOOL ACTIVITIES POLICY

The following guidelines have been established to assist parents and faculty members in chaperoning Divine Savior Academy activities and dances. To ensure fairness, equality and consistency among students at these events, we ask that all involved abide by the following:

The faculty member responsible for the event is in attendance and is in charge of the event. If questions arise, this person will make any final decisions in consultation with the other chaperones.

The faculty supervisor plus selected chaperones as required for the event are required to be in attendance for the duration of the activity. This could be additional faculty members, parents, or approved adult representatives.

If adequate chaperones are not available for a scheduled event at least three days prior to the event, the activity will be canceled.

Students are to conduct themselves in accordance with the Divine Savior Academy handbook. Additional guidelines may be incorporated into any event as dictated by a student group sponsoring the event or by the faculty. In addition, the following rules are applicable:

- Once in attendance at an event, a student may not leave the building for any reason unless accompanied by a chaperone. Anyone, a student or guest, who fails to abide by this stipulation forfeits the right to continue in attendance at the event and must leave.
- No tobacco products, alcohol, drugs or weapons are to be brought to, used or consumed at any event or prior to the event. Anyone who fails to abide by this rule is subject to school handbook procedures. Should a guest be in violation, the chaperones have the right to notify the proper authorities.

DANCE/LOCK-IN EVENTS:

- 1) Dances are school sponsored events held expressly for the students of our school. Anyone that is not a member of our school is not allowed without prior approval from the administration.
- 2) Using Christian modesty and good taste.
- 3) Chaperones have the right to correct any actions which violate school rules or God's law. As such, chaperones will elect to follow this procedure:
 - a) Personally notify the students(s) in violation and warn them that such actions cannot continue.
 - b) Continued violation will result in the student(s) being dismissed from the activity.
 - c) Chaperones have the right to screen all music.
 - d) Individuals who attend an event are responsible for their actions.
 - e) Any damage, loss, or destruction of property or belongings will be the responsibility of the offender. In the case of a guest committing a violation, proper authorities will be notified.
- 4) Both a play list of songs for the event and the chaperone list must be submitted to the advisor of the activity at least three days prior to the event. Failure to do so will cause the event to be cancelled.
- 5) The group sponsoring the event is responsible for clean up.
- 6) School events will conclude by 10:00 p.m. Exceptions can be made for events held on Fridays and Saturdays.
- 7) Middle school students may not attend high school events and high school students may not attend middle school events unless approved by the administration.
- 8) At middle school dances, the students will follow the school dress code as outlined in the school handbook. No formal gowns or strapless dresses may be worn.
- 9) Parents of middle school students will be notified if their child(ren) leave the dance early.
- 10) Location as well as date and time of event must be approved by school administration.
- 11) Students who drive to these activities must turn in their keys to the chaperones.

ELIGIBILITY

The following eligibility requirements apply to members of athletic teams, student clubs, and student organizations.

Florida High School Athletic Association (FHSAA) Requirements

Students are required to maintain a minimum of 2.0 grade point average to be eligible for interscholastic athletic programs and activities in accordance with FHSAA bylaw 9.4.1. In addition to the minimum grade point average required by the FHSAA, Divine Savior requires that a student must not accumulate any cumulative F's at the end of a semester marking period. If a student does end a semester marking period with any F's or a cumulative GPA below 2.0, that student will be declared academically ineligible for the next semester marking period. Any student receiving an incomplete is declared academically ineligible until the coursework is completed, at which time their GPA and final grades will be reviewed for eligibility status. If the completed coursework, resulting grade, and GPA meet the requirements listed above, the student will be declared academically eligible for participation in co-curricular activities.

Academic eligibility/ineligibility lasts for an entire semester in accordance with FHSAA bylaw 9.4.1.2. An academically ineligible student is not allowed to participate in any practice, meeting, game, or performance of any co-curricular or service activity until the end of the next semester when eligibility has been regained. A student declared academically ineligible after the second semester will serve his or her ineligibility for co-curricular activities at the beginning of the following year. Co-curricular activities include participation in athletics, chess, archery, serving as a class officer, Student Council, National Honor Society, and school clubs.

Academic Probation

To help students avoid academic ineligibility at the end of a semester marking period, regular grade reviews will be conducted for all students every two weeks throughout the semester. Upon review, any student will enter into Academic Probation Protocol for any of the following:

- multiple D's
- any F's
- a current quarter GPA below 2.0

Academic Probation Protocol consists of two levels, an Academic Cautionary Period and an Academic Probationary Period.

Academic Cautionary Period – If a student's current grades and/or GPA do not meet the requirements listed above at the end of a two week period, they will be placed in an Academic Cautionary Period for two weeks. During this time, the student may still participate fully in all co-curricular activities, but they will be made aware that their grades have fallen below the limits of the academic eligibility policy. The student will have two weeks to improve those grades to the minimum requirements listed above. If minimum requirements are met, the student will no longer be in the Academic Probation Protocol. If minimum requirements are not met, then the student will be placed in the Academic Probationary Period. A student will only be allowed one two-week period in the Academic Cautionary Period per semester.

Academic Probationary Period – If a student fails to meet the minimum academic requirements after two weeks in the Academic Cautionary Period, they will then enter into an Academic Probationary Period. During this time, the student will no longer be allowed to participate in co-curricular activities. At the conclusion of this two week period, academic standing will be reviewed, and the student will be academically eligible for participation if the minimum academic requirements are met. If the student still has not met the minimum academic requirements, they will remain in the Academic Probationary Period until the end of the current season's activities or the semester break, whichever comes

first. Once a student enters Academic Eligibility Protocol, a second occurrence of falling below the minimum academic requirements will cause the student to go straight to the Academic Probationary Period.

If a student's grades or academic performance are a cause for concern, he/she may be recommended for Academic Eligibility Protocol by the faculty at any regularly scheduled faculty meeting. Every student that enters the Academic Eligibility Protocol will be assessed on a case by case basis and exceptions can be made for extenuating circumstances.

ADDRESSING CONCERNS

APPROPRIATE COMMUNICATION FOR ADDRESSING CONCERNS

Divine Savior Academy administration, teachers, and school staff work very hard to maintain an environment that nurtures academic excellence for our students. Differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a mutual benefit if these differences can be resolved through communication and understanding.

To work towards this common goal, the following procedure is recommended:

- Maintaining a calm and respectful attitude that will set a tone where real listening can occur and understanding can emerge.
- Step 1: The first attempt to deal with a concern related to a classroom situation should be between the student and the teacher. Please encourage your student to contact the teacher before or after school, or during other available times, to resolve a concern.
- Step 2: Parents or students with grievances or concerns regarding general school policies or procedures should set up a meeting with the administration to discuss these items of concern. The administration will then decide on the proper course of action; whether that is through counseling, scheduling a meeting with a teacher, or referral to the administration. Concerns regarding your child's academic performance should be brought to his or her classroom teacher through a scheduled appointment.
- Step 3: If the matter is between the home and the administration, a conference with the administration is the appropriate starting point. If satisfaction is not accomplished, then the matter may then be referred to the President or Head of Schools of Divine Savior Academy or the School Council of Divine Savior Academy.

ADDRESSING CONCERNS TO THE SCHOOL COUNCIL

When issues or concerns about the operation or policies of the school arise and you have not received a satisfactory resolution after following the steps listed above, we ask that you follow these steps.

- Step 1- Contact the administrator with your concerns.
- Step 2 - If the issue cannot be resolved, contact the School President or Head of Schools and discuss the issue.
- Step 3 - Petition the School Council through the School President or Head of Schools. This should be done in writing ten days prior to a regularly scheduled meeting of the board.

SCHOOL PROMOTION

School Promotion and Photo Policy

According to the Family Educational Rights and Privacy Act (FERPA), Divine Savior Academy has the legal right to use student directory information. The Academy exercises this right by occasionally posting or publishing photos, names, and grade levels of students engaged in school sponsored activities to promote our school and share the achievements of our students with the community. In order to safeguard the privacy of our families and students, we will not divulge any other form of personal identification (such as addresses, telephone numbers, etc.). All photos will be used in a professional manner to positively promote our school.

Published materials include the school newsletter (Academy Dispatch), brochures, postcards, flyers, press releases, newspaper articles, and print advertisements. Photos, videos, and/or names may be posted electronically to Divine

Savior Academy's official websites and/or social media pages that are controlled and maintained by Divine Savior Academy administrators. These sites may include, but are not limited to, sites such as Facebook, Vimeo, Google+, YouTube, Twitter, Instagram, LinkedIn, and Flickr. Proper security controls will be implemented whenever possible to safeguard the media contained within these platforms. The security of our students and their families is our highest priority.

Because of extenuating circumstances, a family may request that a child's name, information, and photo be withheld from school publications and promotional materials. Families must meet with administration to discuss opting out of our school promotion and photo policy and fill out the *School Promotion and Photo Opt-out Form*. Please set up appointments and obtain opt out forms through a Divine Savior Academy administrative assistant.

SOLICITATION POLICY

Divine Savior Academy maintains a policy of no solicitation by businesses to our students or families. In order to provide an optimal learning environment, free from distractions, no persons will be allowed to distribute flyers or any other types of advertising to students, parents, faculty, or staff while on our campus, unless it is during an approved networking event. Additionally, all directory information is only to be used for personal, school-related matters. No email addresses or telephone contacts should be used for advertising or promotional messages.

We do offer to all of our school families many opportunities throughout the school year to partner with us and participate in advertising, business sponsorships, and personal networking. Please refer to Divine Savior Academy's Advertising, Sponsorship, and Networking Guide for details. Any questions you may have regarding these policies may be directed to the administration.

Revised: 7/28/17