



Divine Savior
Academy

MIDDLE SCHOOL &
HIGH SCHOOL HANDBOOK
2016-2017

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 DSA 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 DSA. 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/OBJECTIVE STATEMENTS
6	FACULTY & STAFF LIST
8	ENROLLMENT
9	STUDENT RECORDS
9	SCHOOL PROMOTION AND PHOTO POLICY
9	TRANSFERS OR WITHDRAWALS
10	CHILD ABUSE REPORTING OBLIGATIONS
11	COUNSELING
11	ATTENDANCE
12	DISCIPLINE
14	STUDENT HONOR CODE
16	BULLYING
17	INJURIES OR EMERGENCIES
18	STUDENT ILLNESSES AND CONTAGIOUS CONDITIONS
18	LICE
19	SPECIAL ROOMS
19	BUILDING AND GROUNDS
19	DRESS CODE
21	DRUG, ALCOHOL, AND TOBACCO POLICY
23	PREGNANCY POLICY
24	LOST AND FOUND
24	TRANSPORTATION
24	VISITORS
24	LOCKERS
24	SEARCH POLICY
25	TELEPHONE
25	LUNCH
25	CELL PHONES AND PERSONAL ELECTRONIC DEVICES
26	GUM
26	VENDING MACHINES
27	ELEVATORS/HALLWAYS/STAIRWELLS
27	HIGH SCHOOL GRADUATION REQUIREMENTS
27	BOOKS
27	GRADING SYSTEM
29	ONLINE COURSES
29	ADVANCED PLACEMENT CLASSES
29	DUAL ENROLLMENT
30	SEMESTER EXAMINATIONS
30	HONOR ROLL
30	VALEDICTORIAN/SALUTATORIAN
31	ELIGIBILITY
32	ACADEMIC PROBATION
32	INTERSCHOLASTIC ATHLETICS
32	TUITION PAYMENT POLICY
33	FINANCIAL AID
33	STUDENT COUNCIL
34	HOMEROOM ADVISORS
34	SCHOOL SANCTIONED CLUBS
35	SCHOOL ACTIVITIES POLICY
36	TECHNOLOGY USAGE POLICY
38	WEAPON POLICY
38	CHILD LABOR OVERVIEW
40	ADDRESSING CONCERNS
41	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 tend to 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, DSA 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.

DSA 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/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, 24 students in grades three through five, 25 students in middle school and high school. Their dedication and energy ensures that no child is left behind.

At DSA 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 DSA 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. DSA 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, DSA 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. DSA's faculty will continue to grow professionally by means of 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 DSA 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, DSA 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 & STAFF LIST

ADMINISTRATION

Pastor Carl Leyrer	<i>Senior Pastor</i>
Pastor Steve Mueller	<i>Associate Pastor</i>
Pastor Carlos Leyrer	<i>President/School Pastor</i>
Mr. Tim Biesterfeld	<i>2nd-8th Grade Principal and Head of Schools</i>
Mr. Ben Troge	<i>High School Principal</i>
Ms. Shawna Mehlberg	<i>Early Childhood Education Director</i>
Mr. John Althoff	<i>High School Academic Dean</i>
Mrs. Amy Arguello	<i>Elementary and Middle School Academic Dean</i>
Mrs. Monica Sanchez	<i>School Counselor</i>
Mrs. Juanita Wells	<i>Director of Admissions</i>
Mr. Tom Welch	<i>Director of College Counseling</i>
Mrs. Sarah Jimenez	<i>College Counselor</i>
Mr. Jon Romsdahl	<i>Elementary & Middle School Athletic Director</i>
Mr. Dan Unke	<i>Middle School & High School Athletic Director</i>
Mrs. Ginger Poulos	<i>Director of Public Relations</i>
Mrs. Dana Kirchoff	<i>Director of Communications</i>

OFFICE & SUPPORT STAFF

Mrs. Ileana Ortiz	<i>Business Manager</i>
Mrs. Zucet Calvo	<i>Office Assistant (ECE)</i>
Mrs. Christy Aguirre	<i>Office Assistant (Elementary and Middle School)</i>
Mrs. Gladys Mata	<i>Office Assistant (High School)</i>
Mr. Caleb Troge	<i>Information Technology (IT)</i>
Ms. Stephanny Martinez	<i>Graphic Designer</i>
Mrs. Henriette Vernimmen	<i>Activities Coordinator/Librarian</i>
Mr. Jairo Salcedo	<i>Head Custodian</i>

FACULTY AND STAFF

Mr. Jason Schultz	<i>High School Religion</i>
Mr. 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. Tyson Zarnstorff	<i>High School Math</i>
Mr. Erik Parsons	<i>High School Math/Social Studies</i>
Ms. Alissa Ambroso	<i>High School Social Studies</i>
Mrs. Andrea Rodriguez	<i>Middle & High School Art</i>
Ms. Charis Scharf	<i>High School Music/Social Studies/English</i>
Mr. Michael Babler	<i>High School Media/Director of Instructional Technology</i>
Mrs. Evelyn Mitchell	<i>Study Hall Supervisor</i>
Mr. Tony Salvaggio	<i>Athletic Trainer/High School Physical Education</i>
Mrs. Jessica Spiegelberg	<i>English Language Learning Program</i>
Mrs. Erika Biesterfeld	<i>International Coordinator/English as a Second Language</i>
Mr. Gil Luna	<i>Chess</i>

Mrs. Brianne Loberger	<i>Kindergarten-8th School Music</i>
Mrs. Julia Leyrer	<i>Elementary Physical Education</i>
Mr. Cameron Sullivan	<i>Middle School Physical Education</i>
Mrs. Maria Freeman	<i>Middle & High School Spanish</i>
Mr. Jim Butz	<i>Middle & 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. Kelly Mellgren	<i>7th Grade</i>
Mrs. Staci Landwehr	<i>6th Grade</i>
Mr. Tim Babler	<i>6th Grade</i>
Mr. Al Meihak	<i>6th Grade</i>
Mr. Ryan Loberger	<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. Lauren Ross	<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. Elise Wordell	<i>1st Grade</i>
Ms. Laura del Rio	<i>1st Grade</i>
Ms. Rebecca O’Grosky	<i>1st Grade</i>
Mrs. Abby Molina	<i>Kindergarten</i>
Mrs. Jennifer Bello	<i>Kindergarten</i>
Ms. Shawna Smith	<i>Kindergarten</i>
Ms. Shawna Mehlberg	<i>Preschool, 4-year olds</i>
Mrs. Leah Unke	<i>Preschool, 4-year olds</i>
Mrs. Shanna Kurbis	<i>Preschool, 4-year olds</i>
Ms. Juliana Lopez	<i>Preschool, 3-year olds</i>
Mrs. Ana Gomez	<i>ESE Coordinator</i>
Ms. Gabriela Vargas	<i>Foreign Language Coordinator/English as a Second Language</i>
Ms. Ana Alvarez	<i>Elementary Art</i>
Links Languages	<i>Elementary Spanish</i>
Mrs. Cari Romsdahl	<i>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 High School and 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 DSA 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.

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 DSA administrative assistant.

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 **final transcripts** 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.

CHILD ABUSE REPORTING OBLIGATIONS

STATUTE

Pursuant to Florida State Statute, Chapter 39.201, school employees are mandated to report all actual or suspected cases of child abuse, neglect, or abandonment. A mandatory reporter (school teacher or other school official or personnel) must give his or her name, although this information will be kept confidential. According to Florida State Statute, Chapter 39.203, mandatory reporters have immunity from liability if they report such cases in good faith. Reporters are duty bound to comply with child protective services and its investigations and all other provisions of law relating to child abuse and neglect. Furthermore, according to Florida State Statute Chapter 768.095, employers are immune from liability when disclosing information regarding a former or current employee to a prospective employer upon the request from the prospective employer unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

The statewide toll-free number for the state child and protective services abuse registry is 800-962-2873.

DIVINE SAVIOR'S POLICY FOR REPORTING CHILD ABUSE

Should a teacher, counselor, para-educator or any other employee have knowledge of suspected child abuse or neglect, said person must immediately report the incident to the respective Principal/Director.

- The Principal/Director will report the incident to the School President and Head of Schools.
- Employee reporting incident must ensure that actual or suspected incidents are reported to the Florida Department of Children and Family Services.
- The Principal or designee will sit with the reporting employee while the call is being made to the state abuse registry.
- An administrator will complete the incident report.
- Once the call is made to the Florida Department of Child and Family Services, it is strongly recommended that employees not discuss their concerns with the victim's parents.
- Outcome of the investigation may be compromised if parents are forewarned.

Should a child protective service investigator request to speak to a student on campus as part of their investigation, please contact the Director and or designated person. If a court order or legal authority documentation is presented, Divine Savior Academy will then comply with investigation requests.

PENALTY OF LAW

Florida State Statute, Chapter 39.205 provides that "a person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, is guilty of a misdemeanor of the first degree, punishable as provided in 777.082."

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.

ATTENDANCE

SCHOOL HOURS

Middle School and High School Hours are 8:25 A.M to 3:39 P.M. School doors will be unlocked and open for student entry at 7:45 A.M. All *high school* students are expected to relocate to the commons area or vacate the premises within 30 minutes after dismissal. The building will be locked down after 6:00 p.m. and all students will need to vacate the building at that time. 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. DSA 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 Principal, Guidance Counselor, and classroom teacher to determine possible repetition of the class or the grade. A middle school or high 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 extra-curricular 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/she enters school until he/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 **4 tardies in a quarter**. *(A detention will be given for the 5th through 9th tardies. An in-school suspension will be given for the 10th tardy. Additional consequences will be given at the principal'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.)*

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 principal 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/her actions as determined by the classroom teacher, guidance counselor and/or principal. 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
- Time Out
- Copy classroom rules
- Recess detention
- Contacting parents
- Detention
- Extra assignments
- Referring students to 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(s) – served on the date and time assigned
- Lunch Detention(s) – 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.
- In-School Suspension – served on the date assigned, during normal school hours. The student may not participate in any extra-curricular activities on the day assigned. The student is responsible for taking tests and completing all work that would normally be done in class.
- One day 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.
- Two or more days suspension – served out of school on the date assigned. The student may not participate in any extra-curricular activities on the days assigned 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. A student is subject to expulsion for serious misconduct as described in this handbook or for conduct that, in the judgment of the principal and 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.

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 principal. The principal 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 Executive 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. Suspensions may be in school or 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 respective principal 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.

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 of the original misconduct.

ACADEMIC DISHONESTY

Any kind of academic dishonesty is a serious offense. Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own. The administration handles questions of academic dishonesty. Examples of academic dishonesty include but are not limited to the following:

- Possession or use of unauthorized notes or tests or copying answers from another during a test, quiz, or exam
- Plagiarism
- Copying homework or other papers or allowing yours to be copied (working together on problems or making editorial suggestions on a paper is a good learning process, but you may not lend or make use of another's work)
- Unauthorized exchange of information
- Possession or use of cell phones or other unauthorized electronic devices during tests, quizzes, or exams

Based upon the severity of the infraction, consequences may vary based on offense.

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.

BREACHES OF THE HONOR CODE

Breaches of the Honor Code are classified as infractions or violations based upon the severity and circumstances of the incident. A student who breaches the Honor Code will be subject to the following action(s):

Incident of Academic Dishonesty – most first-time breaches result in the following:

- A grade of 0 or F assigned to the assignment or test;
- Loss of eligibility for academic honors that semester.

A SECOND HONOR CODE INFRACTION WILL RESULT IN AN HONOR CODE VIOLATION

Incident of Academic Dishonesty – second or a very serious or willful breach will result in the following:

- An in-school suspension;
- Loss of eligibility for academic honors for the whole year;
- Expulsion from honor societies;

Note: The administration reserves the right to modify the implementation of these consequences based upon the number or seriousness of the offense. The final semester grade will be lowered 1/3 of a grade for three or more incidents involving academic dishonesty.

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 Principal, School Counselor, Dean, faculty member, Head of School, or School President.

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.

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 Headmistress and School Director 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.

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 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/her own medications. Please contact the school nurse (if applicable) or the administration so the procedure may be reviewed and the medication sheet filled out.

Short-term Medications:

Short-term medications will be administered to students at school if written consent for administration of approved medication is signed by the parent, and the medication is provided in the original packaging with the students name attached.

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/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.

SPECIAL ROOMS

MEDIA CENTER

The Media Center is a place for quiet individual or group work. Unless given permission otherwise, students are to be in uniform and free from food or drinks.

STUDENT COMMONS

All students are expected to eat lunch in the designated area during the lunch period.

Middle School and High School students are expected to leave school grounds within 30 minutes of school ending. Middle School students who are not picked up will be taken to after care. The commons is where high school students who cannot get picked up within 30 minutes can gather after school ends. Students may use this space until 6:00 p.m. at which time all students must vacate the premises.

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. Questions regarding uniforms can be answered by calling their office at (954) 360-7777. In addition, they will be on campus once per month for parents to purchase school uniforms.

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

MIDDLE AND HIGH SCHOOL GIRLS' UNIFORMS

- Light Blue or white Oxford shirt (tucked in) with collar
- Black or Grey pullover sweater with DSA 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 for slacks and capris
- Approved black dress shoes. No tennis shoes
- A separate pair of non-marking gym shoes is needed for Phy.Ed
- Approved Phy.Ed. 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 AND HIGH 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 Sunshine
- Black or Grey pullover sweater with DSA seal (and other Risse brother approved jackets)
- Hair – above the eyebrows and top of the shirt collar
- Black leather belt
- Approved black dress shoes. No tennis shoes
- A separate pair of non-marking gym shoes is needed for Phy.Ed
- Approved Phy.Ed. 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

- High School Students may purchase a DSA 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 Sunshine School Uniforms.
- 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.
- Phy Ed uniforms are purchased through DSA.
- Phy Ed uniforms and dress uniforms cannot be mixed.
- Students not in Phy Ed 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 principal or his designee 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, DSA 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.

DRUG, ALCOHOL, AND TOBACCO POLICY

The use or possession of alcohol, tobacco, or any illegal controlled substance is forbidden. It is a violation of Florida State laws and therefore God's law.

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.

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 principal, or his designee, 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/her school duties. Prior approval must be obtained from the Head of Schools. However, the abuse of prescription drugs will not be tolerated. Students taking prescription drugs must report their use to the Head of Schools 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 or high school student is admitted to Divine Savior Academy.

In order to maintain its substance abuse policy, Divine Savior Academy, whenever the principal believes it is necessary, require 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 Head of Schools or Principal may implement any or all of the following measures:

- Mandatory drug testing before a middle school or high 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 Dean of Discipline, the Head of Schools, the Principal, and the President of the school will:

- Suspend the student.
- Notify and schedule a meeting with the student and his/her parents. The Head of Schools or his designee 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

PREGNANCY POLICY

Standards of our families vary regarding public show of affection between couples. God's Word has set the standards of the sixth commandment but has set no hard and fast rule of conduct beyond this. Therefore, the faculty will use Christian judgment in all situations, but asks that holding hands be the only public show of affection on the high school campus, while hand holding is not allowed in the middle school.

We are told in God's Word that pre-marital sex is a sin. In Hebrews 13:4, God's Word tells us, "Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral." It is our hope that as our students grow in sanctification, they conduct themselves in accordance with the sixth commandment.

Not only is pre-marital pregnancy a statement concerning past sin, it involves special considerations that are to be met in Christian love for both parents and the unborn child. Students under this policy will not be permitted to participate in any school functions and co-curricular activities through the pregnancy. However, they will be permitted to attend regularly scheduled classes. The school is obligated to inform parents/guardians as soon as it becomes aware of a pregnancy; parents/guardians share this obligation if they first learn of the pregnancy. A meeting between the parents and the principal will follow such a notification.

The circumstances surrounding a student pregnancy require special arrangements to be made before students are granted full eligibility status. The decision will be made on an individual basis by the student's parents, principal and a subcommittee of the Executive Council. The decision will reflect what appears to be in the best interest of the child and/or the student pending release from the attending physician.

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.

TRANSPORTATION

Busing is not supplied to Divine Savior students by the Miami-Dade County School District. Therefore carpooling is encouraged. All high school students who are legally allowed to drive in the state of Florida and have filled out the proper paperwork with the receptionist and pay the \$75.00 parking fee will receive a student parking decal and an assigned space. All students are to enter the building upon arrival and leave the premises upon dismissal. Students are not to loiter in and/or around cars before, during or after school.

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 principal 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 principal.

LOCKERS

Each student in grades 7-12 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.

SEARCH POLICY

In order to protect the health and safety of our community, in the event of “probable cause” or “reasonable suspicion,” Divine Savior 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.

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 Neil's Catering. Any questions regarding hot lunch should be directed to them at (305) 558-6345.

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 Neil's Catering.

Bottled water or any drink purchased from Neil'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.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES (PD)

Introduction

Divine Savior Academy recognizes the potential benefit of using personal electronic devices in classroom learning experiences. For that reason, high 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, while able to be kept by the students at the high school level, must be stored in the locker during the school day unless a supervising teacher gives express permission for use. 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. High School students should keep cell phones in their lockers and turned off at all times. 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
- When teachers use school provided iPad carts, they may require non-use of personal devices

Middle school students are required to turn pds in to their respective homeroom teacher at the beginning of the day in designated classrooms. PDs may not be used during the school day, or 15 minutes before or after, unless permission is received from the principal or supervising teacher. Extended school day activities are considered part of the school day (ie. After care, learning center, play, etc..).

- 1st violation – PDs will be confiscated, a note will be sent home to be signed by parents and returned, PD will be returned when notification is returned by parents.
- 2nd violation – PDs will be confiscated, a second note is sent home to be signed for return of PD. One of the student's parents or guardians must turn in the student's pds to the front desk or homeroom teacher for the following three consecutive school days before the start of the school day. It will be returned upon conclusion of each school day.
- 3rd violation – PDs will be confiscated, a third note is sent home to be signed for return of PD and the student will receive an in school suspension for two days.
- 4th violation - PDs will be confiscated and turned over to the principal and held until a meeting with the student's parents or guardians is held. Student will receive an out of school suspension and lose all PD privileges for the remainder of the year
- Failure to comply fully with any step will elevate student to the 4th violation step.
- More serious infractions will incur more serious consequences (i.e. suspension, expulsion) at the discretion of school administration.

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.
- DSA 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/STAIRWELLS

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

HIGH SCHOOL GRADUATION REQUIREMENTS

The Divine Savior Academy Executive Council has established the following requirements for graduation. Students must receive credit in the following classes:

4 years of credit in English
 Social Studies
 Science
 Math

2 years of credit in Foreign Language

1 year of credit in Physical Education
 Fine Arts

1 credit in Religion for every year enrolled at Divine Savior Academy

4 Elective credits to make a total of 28 credits.

80 hours of community service.

Please see the course catalog for the specific grade level requirements.

In the case of transfer students, Divine Savior Academy reserves the right to modify selected requirements provided that the student still meets state requirements for graduation.

Students will not be allowed to take their final exams until all accounts are at a zero balance.

BOOKS

Textbooks are rented from Divine Savior Academy. 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” 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 (F’s), once recorded on the permanent record, cannot be removed. Students can make these up (and credit received) by satisfactorily: (1) repeating the course; (2) completing a night school course; (3) completing a summer school course; (4) completing a correspondence course; or completing an online course through Florida Virtual Schools. Students must receive approval from the principal for any of the last three options before registering for a course.

A student must achieve at least a C- or better in any math class in order to move on to the next level.

ONLINE COURSES

Divine Savior Academy encourages students to take advantage of the opportunities available through online coursework. All courses require prior approval from the administration, and only specific courses will be allowed to count towards meeting graduation requirements for Divine Savior Academy. All outside coursework is considered independent study and is not directly supervised by school personnel. Florida Virtual School is a free service offered by the State of Florida, but registration in the Fall and Spring is on a first-come, first-serve basis, and space may be limited. Courses typically take 18 weeks per semester to complete, but self-motivated students may need slightly less time. It is the student's responsibility to initiate registration and enrollment with FLVS through www.flvs.net. To enroll in a course the following must occur:

- 1) Student fills out Application for Admissions online including: Student Profile, Guardian Profile, Agreement w/ Academic Integrity Statement, Academic Profile, Agreement with Code and Conduct.
- 2) Student requests course(s) online
- 3) Parent/Guardian approves course(s) online so long as they meet DSA requirements
- 4) School Administration approves course(s) online
- 5) Only classes replacing a DSA requirement will impact the cumulative GPA.

After a student has registered they are assigned a classroom when space becomes available and the contacted by the teacher. At that point they are activated in the course and can begin the work. When the student has completed the course they must notify the School Administrator so that a transcript can be printed and placed in their file.

In some cases students enrolled in online courses may need to have tests proctored by a DSA faculty member.

ADVANCED PLACEMENT CLASSES

Students that request and have demonstrated proficiency in their core classes may request to take available AP courses with teacher and administration approval. Those taking AP courses will be responsible for the AP surcharge. Students that earn a B or better in the appropriate AP course will be registered for the appropriate AP test. The cost of the test will be covered by DSA. Students that do not earn at least a B will not be registered for the test or have it paid by DSA.

DUAL ENROLLMENT

Divine Savior Academy has dual enrollment agreements with Miami-Dade College and Florida International University for those students who receive approval from the Administration and the applicable Department Chairperson. Dual enrollment is generally available to students who maintain an exemplary GPA and demonstrate high academic aptitude. However, effective July 1st, 2013, due to recent changes in state legislation, students will be responsible for the per credit hour cost of dual enrollment. Students may apply for dual enrollment with the college counselor. Dual enrollment cannot impede graduation requirements for DSA nor can a student have dual enrollment affect more than one class period.

- 1) Sophomore students who receive approval from the administration may take up to one dual enrollment class at a time.
- 2) Junior students who receive approval from the administration may take up to two dual enrollment classes at a time.
- 3) Classes will appear on a student's transcript.
- 4) Only classes replacing a DSA requirement will impact the cumulative GPA.

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 grades 8-12. 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 second semester exams until all school accounts are at a zero dollar balance.**

HONOR ROLL

Report cards will be issued every nine weeks, or four times a year for middle school students and twice a year at semester for high 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 grades 4-8 and semester for grades 9-12 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 Executive 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."

VALIDICTORIAN AND SALUTATORIAN

In order to be considered as a candidate for valedictorian of the graduating class, a student must attend Divine Savior Academy (DSA) for his/her entire junior and senior year. In no case will any student who transfers to DSA during his/her junior or senior year be considered for valedictorian of his/her graduating class.

The Valedictorian for each graduating class of DSA shall be determined on the basis of class rank. The student who is ranked first in the class based upon cumulative grade point average after the seventh semester is declared the class Valedictorian. If two or more students tie for the highest cumulative grade point average after seven semesters, the following tiebreaker shall be used:

1. General GPA
2. Core course GPA (as identified below)
3. Combination rank of credit points and GPA
4. ACT (average of multiple test scores)
5. If tie continues to exist, final determination to be made by the Executive Council.

Core Courses

<u>Dept.</u>	<u>Credits</u>	<u>Course(s)</u>
ENG	4	Must include HENG
SST	4	USHIS or HUSHIS, USGOV
REL	4	All (to be included <i>if</i> tied students have equal number of religion credits
MATH	4	Must AMATH
SCI	4	Must include BIO, CHEM or HCHEM, PHYS or HPHYS

The Salutatorian for each graduating class of DSA shall be the student who is ranked second in the class based upon cumulative grade point average after the seventh semester. If two or more students tie for the second ranking based upon cumulative grade point average after seven semesters, the tiebreaker above shall be used.

Any transferred credits and GPA will be weighted according to the Divine Savior Academy grade point scale.

ELIGIBILITY

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

Student athletes 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 F's in a semester marking period. If a student does end a semester marking period with any F's, that student will be declared academically ineligible for the next semester marking period. Any student receiving an incomplete is declared academically ineligible for co-curricular activities for the next semester marking period. If a student's grades are a cause for concern, he/she may be declared academically ineligible by the faculty at any regularly scheduled faculty meeting.

Academic eligibility/ineligibility lasts for an entire semester. 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/her ineligibility for co-curricular activities at the beginning of the following year. Co-curricular activities include participation in after-school drama, after-school choir, athletics, chess, archery, serving as a class officer, Student Council, and National Honor Society.

When a student receives an "F" for failing a course or an "I" (Incomplete) for exceeding the number of allowed absences, he/she will be declared academically ineligible for the following semester. When a student retakes the course (or does additional coursework), he/she will remain ineligible to participate in sports or extra-curricular activities for the semester following the term in which the "F" or "I" was earned. The report card/transcript will be updated to reflect the replaced grade but the ineligibility will remain in effect for the semester after the original mark ("F" or "I") was earned. (Students who receive an "I" for incomplete course work, not due to excessive absences, may become eligible once the work is completed and the grade no longer reflects an "I" or "F".)

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.

INTERSCHOLASTIC ATHLETICS

<i>Interscholastic Sports Available at Divine Savior Academy</i>				
Season	High School Boys	High School Girls	Junior High Boys	Junior High Girls
Fall	Cross Country	Volleyball, Cross Country	Cross Country Golf	Volleyball Cross Country Golf
Winter	Basketball, Soccer	Basketball, Soccer	Basketball, Soccer	Basketball, Soccer
Spring	Tennis, Track	Tennis, Track	Track, Tennis	Track, Tennis

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

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.

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 EC 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.

STUDENT COUNCIL

The DSA High School and 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 Executive Council.

HOMEROOM ADVISORS

Middle School and High School students have homeroom advisers as determined by the Divine Savior Principal. 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:

- 12th grade (A) – Mr. Ryan Kirchoff
- 12th Grade (B) – Mr. Jon Ross
- 11th grade (A) – Mr. Jason Schultz
- 11th grade (B) – Mr. Matt Willems
- 10th grade (A) – Mr. Michael Babler
- 10th grade (B) – Mr. Tom Welch
- 10th grade (C) – Mr. Dan Unke
- 9th Grade (A) – Mr. Erik Parsons
- 9th Grade (B) – Mr. Tyson Zarnstorff
- 9th Grade (C) – Mr. Erik Landwehr
- 9th Grade (D) – Ms. Charis Scharf
- 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. Kelly Mellgren
- 6th grade (A) – Mrs. Brianne Loberger/Mrs. Staci Landwehr
- 6th grade (B) – Mr. Tim Babler
- 6th grade (C) – Mr. Al Meihak

SCHOOL SANCTIONED CLUBS

Eligibility requirements for school-sanctioned clubs will follow the official DSA athletic policy or may utilize their own so long as they meet at a minimum the DSA athletic policy. Sanctioned clubs at DSA include clubs such as the chess club that have scholastic merit, are solely available to DSA 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 high 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 high 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, students are to conduct themselves according to the sixth commandment.
- 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 student(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 PM. 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.

TECHNOLOGY USAGE POLICY

Introduction

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 will be taught and fostered among students.

Responsible Technology Use

As a responsible user of Divine Savior Academy's technology resources, students will:

- ◆ Use devices, network and Internet resources as directed by DSA staff
- ◆ 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

Student Guidelines

1. Be responsible. It is every student's responsibility to use social media in a positive and God-pleasing way. Students will be held accountable for content they post online. Remember that if you share information, you are responsible for it. Even if you did not take the picture, make the comment or write the article, you are held responsible for sharing the information.
2. Use caution. Do not post or share the following:
 - a. Confidential or personal information about yourself or anyone else.
 - b. Passwords or login information.
 - c. Copyrighted items.

- d. Photos or videos without permission.
3. Consider the Future. What you post online now will follow you forever. Do not post anything that you would not say or do in front of your parents, teachers, school administration, or future employers.
4. Be honest, thoughtful, and respectful. Avoid obscene or crude language, sexual comments, bullying (also known as cyberbullying), material related to alcohol, drugs or illegal behavior, discussions that are harmful to the reputation of others or the reputation of Divine Savior Academy.
5. Accept social media invitations only from people that you know.
6. Cyberbullying is a serious offense. Avoid it and report cases that you see to parents, teachers and/or DSA administration.
7. Have no expectation of privacy. Divine Savior Academy has the right to review and inspect all forms of online communication.
8. Use privacy settings, but remember that even with the strictest privacy settings, your information can become public. Information that you delete is stored online indefinitely. Whatever you post online is public and permanent.

Restricted Activities

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

- ◆ Use of devices in private areas, such as bathrooms or locker rooms
- ◆ Downloading software or applications without express teacher permission
- ◆ Participating in any form of bullying
- ◆ Viewing, downloading, publishing, or transmitting material that is derogatory, profane, or obscene in nature, as determined by school staff
- ◆ Unauthorized access of network or other files
- ◆ 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

Privacy

Students should expect that all network and Internet activity and use of Divine Savior Academy owned devices will be filtered and monitored in accordance with the Children’s Internet Protection Act (CIPA). Student files on the network, school activated online accounts, or digital storage devices may be inspected at any time. Student activity may be disclosed to school administration when necessary and local law enforcement as required by law.

In accordance with the Children’s Online Privacy Protection Act (COPPA), Divine Savior Academy will plan online activities for students under the age of thirteen that ensures no personally identifiable information is collected. Every reasonable effort will be made to protect all students when they use the Internet.

Violations

Divine Savior Academy reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations (including the Discipline Policy and applicable Honor Code) apply to use of Divine Savior Academy’s technology resources.

Divine Savior Academy shall not be held liable for the actions of individuals who choose to violate the acceptable uses of school technology resources. In addition, each user and/or user's parent(s) or guardian(s) shall indemnify Divine Savior Academy and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of such resources.

Divine Savior Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of its provided technology resources.

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, principal, pastor, and child, before return of the child to DSA can be considered.
- In all cases, the Executive Council and appropriate community authorities will become involved. The principal is responsible for contacting local authorities and dealing with any media attention.

CHILD LABOR OVERVIEW

Student jobs should not interfere with the normal school day or with a student's academic performance. Part-time jobs that demand more than 10-15 hours weekly have adverse effects on the school life of students. At the same time, Divine Savior recognizes the benefits students glean from employment. Parents should weigh all of the positives and negatives of student employment. What follows are the regulations of student employment as determined by the United States government and the State of Florida.

HOURS

When school IS in session: Florida law states that on a school day, minors under 16 may work no more than three hours when school is scheduled the following day and up to eight hours on other days when school does not follow. The Fair Labor Standards Act (FLSA) states that minors may work no more than three hours on a school day and eight hours on non-school days. The practical application of both state and federal law allows minors under 16 to work three hours on all days except Saturday and Sunday when they may work up to eight hours per day.

When school IS NOT in session: Florida law allows minors 14 and 15 to work eight hours per day between 7 a.m. and 9 p.m., on days when there isn't school the next day and up to 40 hours per week on non-school weeks and during summer vacation. Note: Federal law limits this age group to work from 7 a.m. until 7 p.m. From June 1 to Labor Day they may work until 9 p.m.

For minors 16 and 17, the allowable work hours are 30 hours a week when school is in session; eight hours per day between 6:30 a.m. and 11 p.m. if school is scheduled the following day. There are no limitations on hours worked when school is not scheduled the following day or during holidays and summer vacation.

Minors are NOT permitted to work during normal school hours unless they are enrolled in a school-to-work experience program, career education or other program declared exempt by the state or have received a partial waiver.

BREAKS

Minors are not permitted to work for more than four hours without a 30-minute, uninterrupted meal break. This applies throughout the year.

DAYS

Minors are not permitted to work for more than six consecutive days in one week. This applies throughout the year.

PARTIAL WAIVERS

The Florida Law is designed to serve and protect minors while encouraging them to remain in school. At times, minors may feel that the law conflicts with their best interest; therefore they have the right to request exemption from parts of the law. Waivers may be granted on a case-by-case basis, when it clearly appears in the best interest of the minor. For more information on Partial Waivers, access the see [Partial Waivers](#) section at Bureau of Child Labor website.

EXEMPTIONS

Minors are exempt from the hours restrictions of the Child Labor Law if they have been married, graduated from an accredited high school or hold a high school equivalency diploma, served in the military, authorized by a court order.

PROHIBITED JOBS

The rules governing hazardous occupations and equipment are divided into two groups: one for minors ages 14 and 15 and another for all minors. To access Child Labor hazardous occupation information, you may access Hazardous Occupations website below.

EMPLOYER REQUIREMENTS

Employers are required to keep proof of age on all minor employees and any documents, which exempts the minor from the law. Employers are required to post in a conspicuous place, on the property or place of employment, where it may be easily read, a poster which notifies minors of the Child Labor Law. You may find the required poster by accessing the Bureau of Child Labor website below.

The Florida Bureau of Child Labor: <http://www.state.fl.us/dbpr/reg/childlabor/index.shtml>

Teen Safety and Health Information: <http://www.osha.gov/SLTC/teenworkers/index.html>

Hazardous Occupations Information: <http://www.dol.gov/dol/topic/youthlabor/hazardousjobs.htm>

ADDRESSING CONCERNS

APPROPRIATE COMMUNICATION FOR ADDRESSING CONCERNS

Divine Savior Academy Administration and 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 principal. Concerns regarding your child's academic performance should be brought to his/her classroom teacher through a scheduled appointment.
- Step 3: If the matter is between the home and the Principal, a conference with the Principal is the appropriate starting point. If satisfaction is not accomplished, then the matter may then be referred to the School President of DSA or the Executive Council of Divine Savior Academy.

ADDRESSING CONCERNS TO THE EXECUTIVE 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 and discuss the issue.
- Step 3- Petition the Council through the President or Head of School. This should be done in writing ten days prior to a regularly scheduled meeting of the board.

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 DSA's Advertising, Sponsorship, and Networking Guide for details. Any questions you may have regarding these policies may be directed to Ginger Poulos, Advancement Director, or Dana Kirchoff, Communications Director.

Revised: 7/22/16