

# Divine Savior Academy

*A Christian Academy Dedicated to Excellence*



Middle School Handbook  
2020 - 2021

WELCOME TO:

## DIVINE SAVIOR ACADEMY

Dear Parents,

It is with great pleasure that we welcome you and your children to Divine Savior Academy! As a Christian academy dedicated to excellence, Divine Savior Academy exists to serve students with college-prep academics and supportive teachers in a Christian environment to share Christ's love with students and their families.

We trust this handbook will help you to better understand our program of Christian education at Divine Savior Academy. To start, please read our Philosophy of Education below. It is a summary of what we believe about education; it motivates everything we do. We encourage you to read and discuss our entire handbook with your children, so that your family is equipped with a complete knowledge of our programs, services, and policies.

We welcome the opportunity to answer any questions you might have after reading. Please contact our school office to schedule a time to sit down with one of our administrators.

In Christ's Service,

Tim Biesterfeld, M.S.Ed.

*Head of Schools - Divine Savior Ministries*

### OUR PHILOSOPHY OF EDUCATION

*A Christian Academy Dedicated to Excellence*

#### ***A Christian***

We believe that every child should know the love of Christ.  
Sharing His love with children is the reason we exist.

#### ***Academy***

Education gives our children a foundation for life.  
They are our future explorers and creators, innovators and leaders, neighbors and parents.

#### ***Dedicated to***

We are a community of families, students, educators, and friends who are dedicated to working together to help our children thrive. That's why we call ourselves the "DSA Family."

#### ***Excellence***

We believe our mission has an eternal impact and that education can change the world.  
Because we believe this, we strive to give our children excellence in all we do.

*"The Spirit of the Lord will rest on him - the Spirit of wisdom and understanding, the Spirit of counsel and of might, the Spirit of the knowledge and fear of the Lord," (Isaiah 11:2).*

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## MISSION STATEMENT

**Divine Savior Academy exists to serve students with college-prep academics and supportive teachers in a Christian environment to share Christ's love with students and their families.**

## VISION STATEMENT

**Divine Savior Academy is a Christian academy dedicated to excellence, rooted in the timeless truths of God's Word.** The vision of DSA is to continue to provide excellence in its rigorous curriculum and Christ-centered environment. Together, the administration, faculty, and staff constantly strive to **have the hearts of servants, thrive through cooperation, and have a growth mindset** to best meet the academic, emotional, physical, and spiritual needs of students.

## OBJECTIVE STATEMENT

By providing college-prep academics in a Christian environment, Divine Savior Academy gives students a foundation for future success. It is our goal to nurture students who are responsible to God and active in their communities while remaining true to the Christian faith. Students will be prepared academically, emotionally, physically, and spiritually to serve their families, neighbors, and communities.

## A TRADITION OF EXCELLENCE

Divine Savior Academy is part of the Wisconsin Evangelical Lutheran Synod (WELS), one of the largest private school systems in the United States. The 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 165 years. Currently, WELS churches and associations operate 403 early childhood centers, 313 elementary schools, and 25 high schools across the nation. The Wisconsin Synod has provided excellent instructors to these schools by training its own teachers since 1884.

It is gratifying to report that, on average, students attending WELS schools annually outperform their peers by a considerable margin on national achievement tests. We humbly thank God for His blessings upon our schools.

## ACCREDITATION

Divine Savior Academy is accredited by the following agencies:

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

## 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).

# ADMISSIONS AND ATTENDANCE

## ADMISSIONS POLICY

Divine Savior Academy practices a non-discrimination enrollment policy and admits students of any race, color, religious, 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, religion, national, or ethnic origin in its administration of educational policies, admissions policies, athletic, or other school-administered programs.

In order for a student to be admitted to the Academy, the following must take place:

- Schedule a meeting with the Admissions Department to learn more about Divine Savior Academy's educational programs and student expectations.
- Fill out the Application Request form on the Admissions page of our website ([www.divinesavioracademy.com](http://www.divinesavioracademy.com)).
- Complete the online Student Application and submit with the Application Fee and Testing Fee.
- After the application is completed, the DSA Admissions Department will schedule a testing appointment. Students will be evaluated in several areas: language and communication development, willingness to learn, maturity, social skills, Christian conduct, manual dexterity, and general academic knowledge.
- After testing, the Admissions Department will notify the family of acceptance.
- Fill out the online Student Registration, pay the Enrollment Fee, and sign the Smart Tuition contract. Submit student's health and immunization records, as well as read and acknowledge the Divine Savior Academy handbook, new student agreements, and required policies. Florida state law prohibits children from beginning school without updated records.

Notes:

Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date.

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, so long as the student demonstrates achievement that merits this and completes the testing process that supports it.

## RE-ENROLLMENT POLICY

Re-enrollment takes place during the third quarter of each school year for the following school year. Families must submit re-enrollment paperwork with re-enrollment fees by the re-enrollment due date to secure placement for the following school year.

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

**Re-enrollment fees are non-refundable.**

## TUITION PAYMENT POLICY

Divine Savior Academy is a non-profit organization, 501(c)3. Our tuition fees are needed to offer the level of educational excellence that is part of our philosophy of education (low student-teacher ratios, state-of-the-art facilities, quality programs).

Specific information pertaining to registration, tuition, re-enrollment, and fees is established yearly and is included in the admissions and re-enrollment information, as outlined in a family's Smart Tuition agreement.

Guidelines are as follows:

- An application fee, testing fee, and enrollment fee are paid at the time of student application. These fees are non-refundable.
- Re-enrollment fees for current students are non-refundable.
- Before the start of the school year or student enrollment, families are required to sign a tuition contract which demonstrates a family's consent to pay. This is done through your account on PowerSchool and the information is then sent to Smart Tuition.
- Three tuition payment plans are available: annual, bi-annual, or monthly. Smart Tuition accepts a wide variety of payment options including credit, debit, and ACH. Please contact Smart Tuition ([www.smarttuition.com](http://www.smarttuition.com)) for a full list of acceptable forms of payment.
- The cost of extended care, hot lunch, uniforms, and transportation are not covered by the registration or tuition fees. Some extracurricular programs and advanced high school classes are not covered by registration or tuition fees.
- Payments are due the 10<sup>th</sup> of every month. All payments received after the due date will incur a late fee.
- Payments made by the 10<sup>th</sup> of the month are payments for the current month's tuition (ie: payments made by August 10<sup>th</sup> cover tuition for August 1-31).
- If a student withdraws from Divine Savior Academy, tuition will be refunded starting with the **month after withdrawal**. Tuition is not refunded for the current month, reflecting Divine Savior's "month started, month paid" policy. Tuition will be refunded for all months **not started** by the student (i.e.: If student withdraws anytime during the month of August, no tuition will be refunded for the month August. Tuition will be refunded beginning with September, **the month after withdrawal**).

## 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 April 15 of each year. An example of this is a deadline of April 15, 2016, for the 2016-2017 school year. If this deadline is a non-business day, the first business day after April 15 will be used. All emergency requests must be completed as known by the member and will be handled as efficiently as possible. Financial aid is applied for through a third-party tuition management system. Each applicant must fill out a financial aid request application. The applicant will absorb the cost to apply for financial aid. The School Council will use criteria provided by Divine Savior Academy's third-party tuition management system 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. 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 RECORDS

Divine Savior Academy adheres to the regulations in the 1974 Family Educational Rights and Privacy Act (FERPA). All scholastic records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the principal, with a 24-hour notice, parents (or legal guardians) of students have the right to inspect their children's records. Transcript release requires the signature of the student and parent (or legal guardian). After graduation or transfer, a \$5.00 fee will be charged for each transcript request.

## TRANSFER OR WITHDRAWAL

When a family transfers to another school, their account balance must be zero in order for Divine Savior Academy to forward final transcripts to their next school.

## ATTENDANCE

### *SCHOOL HOURS*

Middle school hours are 8:15 a.m. to 3:24 p.m. (8:15 a.m. to 2:31 p.m. on Wednesday). School doors will be unlocked and open for student entry at 7:45 a.m. Middle school students will be placed in after care if they are not picked up at dismissal. If access to the building is necessary after doors are locked, students must check with faculty or the security officer.

### *AFTER SCHOOL*

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

The schedule provides opportunities for homework completion and social time. An afternoon snack is also provided. After Care is available only on days when school is in session. After Care is not provided on the last day of school before the following breaks: Thanksgiving, Christmas, Good Friday (Easter), and the last day of school.

### *ATTENDANCE POLICY*

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

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



## ABSENCES

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

- A parent or guardian is required to call the office by 9 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 extracurricular 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. Work will be recorded as a 0 and tagged as missing until the work is made up.

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

## TARDY POLICY

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

**A detention is assigned whenever a student accumulates 5 tardies in a quarter.** A detention will be given for the 5<sup>th</sup> through 9<sup>th</sup> tardies. A suspension will be given for the 10<sup>th</sup> tardy. Additional consequences will be given at the administration's discretion after the 10<sup>th</sup> tardy. Missing homeroom and showing up straight to 1<sup>st</sup> period will be recorded as a tardy in homeroom.

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

## SATURDAY SCHOOL

Divine Savior recognizes the importance of regular school attendance and seeks to find ways to combat excessive absences. Divine Savior also recognizes the need to provide a longer period of structured detention time to assist students on academic probation in making up failed or missing homework. Saturday School will be held as needed during the course of the school year to provide a scheduled time for students to complete required course work, and to serve as a consequence for excessive absences and academic probation. Saturday School will run from 9 am - noon on Saturdays determined by administration and at a cost of \$50 per Saturday to each student required to attend. Students will be scheduled to attend by administration only. Attendance at Saturday School will not erase absences from class or low grades for those students on academic probation, but will serve as a consequence and a reminder about state and school policies and procedures, as well as provide a benefit to students on academic probation.

# ACADEMIC POLICIES

## GRADING SYSTEM

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

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

A = 4.00

B = 3.00

C = 2.00

D = 1.00

F = failure without credit

WP = Withdrawal passing

WF = Withdrawal failing

CR = Credit

NC = No credit

I = Incomplete

When absences occur near the end of a marking period a student might receive an *Incomplete (I)* in a given course of study. In such cases, an *I* will be marked on the report card. When the student has completed all make-up work, the *I* will be changed to the proper grade. An incomplete will not make a student ineligible. See the absence section on page 11 for time allocations concerning make up work. This will be arranged with individual teachers.

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

## SEMESTER EXAMINATIONS

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

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

## HONOR ROLL

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

The honor roll is prepared at the close of each quarter for 6<sup>th</sup> – 8<sup>th</sup> grade and recognizes those whom God has blessed with ability for the faithful use of these talents in keeping with I Corinthians 4:2; "Now it is required that those who have been given a trust must prove faithful." The Divine Savior Academy School Council has 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**.

## ELIGIBILITY AND PROBATION

### ENROLLMENT PROBATION

Students may begin schooling at Divine Savior Academy on an Enrollment Probation. The Admissions Department will review the application and may grant opportunity to a student that is committed and supported by parents and receives additional needed resources.

Divine Savior Academy may conditionally accept a student for high school on a one semester Enrollment Probation status. At the end of the semester, the student needs to have acquired a 2.0 cumulative GPA and a passing grade (C) in all subjects, to be able to continue for the second semester in high school at DSA.

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

### ACADEMIC PROBATION PROTOCOL

Academic Probation Protocol consists of four levels:

#### ACADEMIC WATCH

To help students avoid academic ineligibility at the end of a semester marking period, regular grade reviews will be conducted for all students every two weeks throughout the semester. Students must maintain the following **minimum academic requirements**: a current quarter GPA of 2.0 or above with no failing courses or multiple D's.

Students that do not meet the minimum academic requirements will enter into the Academic Probation Protocol under an Academic Watch for two weeks.

#### ACADEMIC CAUTIONARY PERIOD

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

### **ACADEMIC PROBATIONARY PERIOD**

If a student fails to meet the minimum academic requirements after two weeks in the Academic Cautionary Period, they will then enter into an Academic Probationary Period. During this time, the student will not be allowed to participate in extracurricular activities. At the conclusion of this two-week period, academic standing will be reviewed, and the student will be academically eligible for participation if the minimum academic requirements are met. If the student still has not met the minimum academic requirements, they will remain in the Academic Probationary Period until the end of the current season's activities or the semester break, whichever comes first. Once a student enters Academic Probation Protocol, a second occurrence of falling below the minimum academic requirements will cause the student to go straight to the Academic Probationary Period.

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

### **ACADEMIC INELIGIBILITY**

#### ***Florida High School Athletic Association (FHSAA) Requirements***

Students are required to maintain a minimum of 2.0 grade point average to be eligible for interscholastic athletic programs and activities in accordance with FHSAA bylaw 9.4.1. In addition to the minimum grade point average required by the FHSAA, Divine Savior Academy requires that a student must not accumulate any cumulative F's at the end of a semester marking period. If a student does end a semester marking period with any F's or a cumulative GPA below 2.0, that student will be declared academically ineligible for the next semester marking period. Any student receiving an incomplete is declared academically ineligible until the coursework is completed, at which time their GPA and final grades will be reviewed for eligibility status. If the completed coursework, resulting grade, and GPA meet the requirements listed above, the student will be declared academically eligible for participation in co-curricular activities. Academic eligibility/ineligibility lasts for an entire semester in accordance with FHSAA bylaw 9.4.1.2. An academically ineligible student is not allowed to participate in any practice, meeting, game, or performance of any extracurricular or service activity until the end of the next semester when eligibility has been regained. A student declared academically ineligible after the second semester will serve his or her ineligibility for extracurricular activities at the beginning of the following year. Extracurricular activities include participation in athletics, chess, archery, serving as a class officer, Student Council, National Honor Society, and school clubs.

### **BOOKS**

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

# STUDENT CARE AND SAFETY

## HOMEROOM ADVISORS

Middle School students have homeroom advisers as determined by the administration. Students must report to their respective homeroom after arriving at school each day. The adviser will begin the day with devotion and by taking attendance. These advisers are responsible for advising students about their academic standing. Additionally, class advisers are responsible for coordinating events that pertain to the respective classes. The 2020-2021 homeroom advisers are:

- 8<sup>th</sup> grade (A) – Ms. Melanie Lacte
- 8<sup>th</sup> grade (B) – Mr. Phil Kurbis
- 8<sup>th</sup> grade (C) – Mr. Luke Hartzell
- 7<sup>th</sup> grade (A) – Mr. Peter Mathwig
- 7<sup>th</sup> grade (B) – Mr. Kurt Hoppe
- 7<sup>th</sup> grade (C) – Mrs. Alana Enger
- 6<sup>th</sup> grade (A) – Mr. Joseph Hering
- 6<sup>th</sup> grade (B) – Mr. Robbie Schmidt
- 6<sup>th</sup> grade (C) – Mr. Luke Hartzell

## 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.

## 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.

## FIRST AID AND CPR CERTIFICATION

CPR is a skill that can be the difference between life and death. All Divine Savior Academy faculty and staff are CPR and First Aid certified and meet American Red Cross and American Heart Association recommendations. Knowledge obtained through these courses permits Divine Savior Academy faculty and staff to be ready to handle emergencies due to sudden illness or injury to students.

## MEDICATIONS

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

### **Daily Medications:**

Daily medications (short and long-term) administered at school require the completion of the Divine Savior Academy's Permission to Administer Medication form available through your PowerSchool account. 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 (or a generic substitute) may be administered at school with written permission from a parent. This permission is given on the Permission to Administer Medication form available through your PowerSchool account and filled out by the parent or guardian at the beginning of each school year.

### **Self-medication:**

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

### **Short-term Medications:**

Short-term medications will be administered to students at school if the parent signs a consent form for the administration of the approved medication. Medication must be provided in the original packaging with the student's 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

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 been found to have lice in his or her hair will be asked to leave school to receive treatment. A student who has received treatment for lice may return to school the next day with evidence that treatment for lice has been applied. Therefore, if your child is sent home with lice and/or nits, they will be allowed to return to school when a verbal or written confirmation is given to the school that a treatment plan is in place.

## CRISIS MANAGEMENT PLAN

A Divine Savior Academy Crisis Management Plan (CMP) has been formulated in the event of any threat to its students, teachers, staff and or physical plant. This multi-hazard management plan shall encompass, but not be limited to, evacuations for fires, hurricanes, tornadoes, and other hazardous storms or disasters in which serious bodily injury might occur (hostage siege, terrorist activities, bomb threats, etc.) The plan for lockdowns, sheltering-in-place, and evacuations shall be reviewed annually for each school building. The Crisis Management Plan shall be reviewed annually and updated as needed. The Crisis Management Plan will assist teachers, school administrators and others in preparing for, responding to and recovering from emergency incidents on school grounds.

## SEVERE WEATHER

Whenever possible, the Crisis Response Coordinator will inform faculty and staff of weather warnings. A severe weather warning is made when the weather service announces a severe weather watch for the area. Fixed and portable weather service radios are located throughout the campus. Designated shelter locations are revised annually and posted throughout the campus. Unless otherwise notified by Divine Savior Academy or the media, Divine Savior Academy will follow the Miami-Dade Schools' announcement regarding school closure and openings.

## EMERGENCY EVACUATION DRILLS AND REPORTING

In compliance with state regulations, evacuation fire drills are performed once a month. Tornado and lockdown drills are practiced once per year or at administrative discretion. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

## 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](http://www.rissebrothers.com). The address for their Miami location is 976 SW 67<sup>th</sup> Avenue, Miami, FL 33144. Questions regarding uniforms can be answered by calling their office at (305) 200-5348.

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

### MIDDLE SCHOOL GIRLS' UNIFORMS

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

**Dress-Up Days:** Every Wednesday and days designated on the weekly schedule as a special service constitutes a dress-up day. This means that girls must wear a tie. Ties must cover the top button and the top button must be buttoned and 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. Jeans must not have tears or holes in them. No hooded sweatshirts (even with the DSA logo) may be worn.

## Middle School Boys' Uniforms

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

**Dress-Up Days:** Every Wednesday and days designated on the weekly schedule as a special service constitutes a dress-up day. This means that boys must wear a tie that day. Ties must cover the top button and the top button must be buttoned and 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, and pants with holes or tears in them are not allowed. No hooded sweatshirts (even with the DSA logo) may be worn.

## GENERAL GUIDELINES

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



- Good hygiene is an important part of a child's growth and development.
- As a general rule, Divine Savior Academy students should be presentable at all times. Your appearance is a direct reflection on you and your school. This specifically applies when students return to school for extracurricular 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.

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.

## LUNCH

Students may bring a lunch from home or buy the catered meal in the cafeteria. The catered meals are now provided by Tammy's Catering. Any questions regarding hot lunch should be directed to them at (305) 962-0146. Due to non-compete clauses, purchased meals may not be brought in. Any student who does not bring a lunch will have to purchase one from Tammy's Catering. Bottled water or any drink purchased from Tammy's Catering will be allowed only 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.

## 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.

# STUDENT EXPECTATIONS

## DISCIPLINE POLICY

### ***METHODS***

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

### ***TREATMENT***

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

### ***DISCIPLINARY PROCEDURES***

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

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

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

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

Students referred to school administration may be disciplined by:

- Warning
- Counseling
- Parent conferences
- Recess/break Detention – served on the date and time assigned
- Lunch Detention – served on the date and time assigned
- Detention
- Saturday Detention – served on the date and location assigned, from 9 a.m. to 12 p.m. The student must be in dress code.
- Suspension – served out of school on the date assigned. The student may not participate in any extracurricular activities on the day assigned and is responsible for all work missed. A subsequent suspension may result in expulsion.
- Disciplinary Probation – warns of the possibility of not being invited back for the next academic year or expulsion. In addition, probation may also result in the loss of privileges (athletic, extra-curricular, social, etc...)

- Expulsion – permanent dismissal of a student from Divine Savior Academy. A student is subject to expulsion for serious misconduct as described in this handbook or for conduct that, in the judgment of the administration, is detrimental to the safety or well-being of others at school. An expelled student is not allowed to be on campus or attend a school-sponsored event.
- The administration will appropriately address behavior on an individual basis as needed.

In the event that a student fails to observe the Divine Savior Academy's Discipline Policy, a discipline process is initiated as follows:

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

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

### **SUSPENSION**

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. Location of suspensions will be left to administration's discretion. Parents will be notified in writing or by phone. Time missed from classes due to suspensions are recorded as absences, and are counted toward 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 extracurricular activity on the day of the suspension.

### **EXPULSION**

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

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

## **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 or 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, the misuse of electronic media to bully, threaten, injure the reputation of another, or promote thoughts or actions contrary to Christian living, may lead to either a suspension or expulsion. This includes the posting of any online material related to school events, faculty, or other students. In these situations, the administration will work with parents to facilitate appropriate discipline. Divine Savior Academy will reserve the right to address behavioral issues that take place off campus when needed and required.

### **HONESTY/DISHONESTY**

Honesty is a core value and an expectation in all aspects of Divine Savior Academy life. Dishonesty in any form (including stealing, lying, cheating, falsifying notes, or academic dishonesty) is inconsistent with school and Christian standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity. Student Council and National Junior Honor Society (NJHS) 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 DISPLAY OF AFFECTION (PDA)**

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

### **BULLYING**

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

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

This policy prohibits bullying that occurs either:

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

#### Reporting Complaints:

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

#### Disciplinary Action:

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

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

### ACADEMIC INTEGRITY POLICY

#### STATEMENT OF UNDERSTANDING

Christian education means "taking captive every thought to make it obedient to Christ." (2 Corinthians 10:5) Such an education integrates God's revealed truth into every area of learning and human experience. Ultimately, in appreciation for God's gift of salvation won for all by Christ Jesus, we strive to "do all for the glory of God." (1 Corinthians 10:31) Teachers and staff do this by striving to provide excellence in and out of the classroom, and a rich variety of opportunities to develop students' faith life that is expressed in roles of service and leadership. They treat students with respect, fairness, honesty, and caring. Students are expected to give their best effort with a cooperative spirit, in their studies and in extracurricular areas. Surely, honesty and integrity glorify God.

Divine Savior Academy recognizes that teachers and students have a sinful human nature and, therefore, may fail to live out God's moral will consistently. Christianity is about forgiveness and restoration. That is why Divine Savior Academy approaches discipline, above all, as a matter of sin and forgiveness. The goal is for students to acknowledge their wrong, to seek and to receive the forgiveness needed to restore them to their loving God. For Jesus' sake, forgiveness is freely given. For the sake of accountability to God, to civil authority, and to the school's administration in accordance with Divine Savior Academy's mission, sanctions exist for violations of academic integrity and are issued out of Christian concern for students, just as "the Lord disciplines the one he loves, and he chastens everyone he accepts as his son." (Hebrews 12:6)

#### ACADEMIC INTEGRITY

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

## ***EXAMPLES OF ACADEMIC MISCONDUCT***

Academic misconduct includes but is not limited to the following:

### **Cheating**

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

- Using websites, apps, help forums, or other technological means to find answers to coursework
- Using technological means to share notes or answers to an assignment, quiz, or test
- Giving a false excuse for missing an exam or a deadline
- Obtaining work or information from someone else and submitting it under one's own name
- Allowing another person to do one's work and submitting it under one's own name
- Using unauthorized notes, or study aids, or information from another student or student's paper on an examination
- Communicating answers with others during or after an exam
- Helping someone else cheat on a test
- Altering graded work after it has been returned, and then submitting the work for re-grading
- Submitting substantially the same paper for two or more classes in the same or different terms without the expressed approval of the instructors
- Fabricating data which was not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected
- Listing real but unread sources in a bibliography
- Copying from another student on a test, with or without his or her knowledge
- Falsely claim to have handed in a paper or class work
- Copying material and turning it in as one's own
- Turning in someone else's work as one's own

### **Plagiarism**

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

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

### **Unacceptable Collaboration**

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

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

### **Aiding and Abetting Dishonesty**

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

### **Unauthorized or Malicious Interference/Tampering with Computer Property**

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

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

### ***CLASSROOM DISTURBANCES***

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

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

### ***CONSEQUENCES FOR VIOLATIONS***

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

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

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

### ***SEQUENCE FOR REPEAT VIOLATIONS***

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

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

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

## **DRUG, ALCOHOL, AND TOBACCO POLICY**

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

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

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

## ***SUBSTANCE ABUSE POLICY***

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

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

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

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

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

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

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

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

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

- Mandatory drug testing before a 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 administration will:

- suspend the student.



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

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

The above penalties shall be in effect for one year. A student who tests positive for a second time may be expelled. Failure to comply with any of the above may result in dismissal. Compliance with the above will not guarantee continued enrollment at Divine Savior Academy.

## TECHNOLOGY 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 responsible users of Divine Savior Academy's technology resources, students will:

- refrain from using iPads for non-academic purposes during the school day (i.e. social media, messaging, games, videos, etc.).
- use devices, network and Internet resources as directed by Divine Savior Academy 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.

### 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 non-classroom areas, such as bathrooms, locker rooms, gymnasiums, etc.
- 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 administration
- Use of camera and video settings without prior teacher approval
- Use of the device to commit acts of academic dishonesty
- 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, 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 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 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.

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

### **INTRODUCTION**

Divine Savior Academy recognizes the potential benefit of using personal electronic devices in classroom learning experiences. For that reason, middle school students will be allowed to bring specified devices to school. These devices will be limited to iPads as described in the school supply list. iPads will be used in the classroom at individual teachers' discretion. Cell phones, while able to be brought to school, are not to be used once students enter the school building at the beginning of the school day. They must be turned in to Ms. Christy's desk at the beginning of each day. Cell phones 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 (after care, play practice, athletic practice, etc.), and phones 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.

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 FitBit type bands while at school.

### **USAGE GUIDELINES**

- The use of personal devices falls under all provisions of the Technology Usage Policy.
- Devices will be used in the classroom at the direction of individual teachers, and may be subject to additional monitoring.
- Devices are never to be used in private areas such as bathrooms or locker rooms.
- Students will use devices, network and Internet resources as directed by DSA staff.
- Cell phones must be turned off and not visible before entering the building.
- Cell phones must be turned off and into the homeroom teacher immediately upon entering the homeroom classroom.
- iPads will only be used inside a classroom and with teacher permission.

- iPads must be closed or inside a student's backpack when outside of the classroom.
- Students will take care of the physical devices provided by the school.
- Students will refrain from eating and drinking while using school devices.
- Students will protect personal accounts, passwords, and information.
- Students will visit websites that have an identified educational value.
- Students will interact with others online in a polite and positive manner.

## CONSEQUENCES

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

## SOCIAL MEDIA GUIDELINES

### DEFINITION OF SOCIAL MEDIA

- Online networks like Facebook, Twitter, Instagram, Flickr, Snapchat, etc.
- Personal blogs, websites, wikis
- Forums, chat rooms
- Comments posted online in reaction to articles, blogs, websites
- YouTube, podcasts, online videos
- Any place online where you interact with others by posting, commenting or sharing media

### STUDENT GUIDELINES

- 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.
- Use caution. Do not post or share the following:
  1. Confidential or personal information about yourself or anyone else
  2. Passwords or login information
  3. Copyrighted items
  4. Photos or videos without permission
- 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.

- 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.
- Accept social media invitations only from people that you know.
- Cyberbullying is a serious offense. Avoid it and report cases that you see to parents, teachers and/or DSA administration.
- Have no expectation of privacy. Divine Savior Academy has the right to review and inspect all forms of online communication.
- 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.
- The misuse of social media that has an effect on the educational process of the school will be addressed according to the appropriate policy (Technology Use, Behavior, Academic Integrity, Student Honor Code, etc.)

## ANTI-HARASSMENT POLICY

Divine Savior Academy is committed to providing a positive and productive learning environment free from sexual or racial harassment. Harassment of students by employees, other students, or others having business or other contact with the school is strictly prohibited.

All forms of harassment are prohibited at school, on school property, and at all school-sponsored programs or events. Harassment may result from verbal or physical conduct or written or graphic material. Harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual, discriminating or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc. All victims of harassment and witnesses of such harassment are encouraged to report the incident immediately. Reports should be made to the campus director, another administrator, the guidance counselor, or another staff member. An investigation by the administration is required in order to resolve the problem. If a person's alleged behavior is found to be harassment, that person will be subject to discipline under the employee or student code of conduct.

## SEARCH POLICY

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

## WEAPON POLICY

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

- While on school property or a school-sponsored activity (including student vehicles), students will not possess knives of any kind including pocketknives, any type of gun (play or real), or any other object that might cause injury or bodily harm.
- Possession of a real gun will result in an automatic expulsion and notification of proper authorities.
- Possession or use of a dangerous object will result in a suspension. A second offense will result in expulsion.

- In all instances, the parents will be required to set up a conference with the teacher, administration, and child before return of the child to Divine Savior Academy can be considered.
- In all cases, the School Council and appropriate community authorities will become involved. The administration is responsible for contacting local authorities and dealing with any media attention.

## PARENTS AND VISITORS

### PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) at Divine Savior is a volunteer organization comprised of parents, staff, and friends of Divine Savior Academy that meets periodically during the school year to provide active support for the school and its programs. PTO is beneficial in that it promotes cooperation between the home and the school, provides opportunities for service and involvement, and encourages social interaction among our school families and staff. Several times during the school year, the PTO sponsors guest speakers, assists with special school functions, and/or activities. Divine Savior Academy parents are automatically members of the PTO. A school representative will attend the PTO meeting to share school updates or wishes, teacher requests, etc.

### PARENT CONDUCT CODE

There will be times when parents have concerns or even disagreements either with school policies or the way they are implemented (or not implemented). Divine Savior Academy is always willing, and desirous, to listen to constructive criticism that is shared in an appropriate manner. The following section describes how these concerns are to be handled.

### 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:

- Maintain a calm and respectful attitude that will set a tone where real listening can occur and understanding can emerge.
- The first attempt to deal with a concern related to a classroom situation should be between the student and the teacher. Please encourage your child to contact the teacher before or after school, or during other available times, to resolve a concern.
- Parents or students with grievances or concerns regarding general school policies or procedures should set up a meeting with the administration to discuss these items of concern. The administration will then decide on the proper course of action, whether that is through counseling, scheduling a meeting with a teacher, or referral to the administration. Concerns regarding your child's academic performance should be brought to his or her classroom teacher through a scheduled appointment.

- If the matter is between the home and the administration, a conference with the administration is the appropriate starting point. If satisfaction is not accomplished, then the matter may then be referred to the Head of Schools or the School Council of Divine Savior Academy.

### **ADDRESSING CONCERNS TO THE SCHOOL COUNCIL**

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

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

Conversely, for the welfare of the faculty, administration, and most of all, the student body, the following behavior cannot and will not be tolerated on our campus:

- Use of profane or vulgar language – verbal abuse
- Defamatory statements directed to others about the school administration, faculty, or student body, whether online (chat rooms, social media, websites, etc.), in writing, or in person
- Physical harm, threat of physical harm, intimidating, or aggressive behavior
- Disruption of classroom
- Destruction of property
- Disturbance of peace (angry yelling or screaming)
- Approaching or reprimanding students about behavioral issues

### **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 Optout Form**. Please set up appointments and obtain opt out forms through a Divine Savior Academy administrative assistant.

## ADVERTISING AND SPONSORSHIP OPPORTUNITIES

We offer to all of our school families and community partners opportunities throughout the school year to participate as advertisers and sponsors. We have many events and organizations that families and businesses may support. Some of these opportunities include:

- Parent-Teacher Organization Event Sponsorship Opportunities
- Athletic Sponsorship Opportunities
- Publication Advertising Opportunities

For information about any of these opportunities, please visit the school office.

During events, sponsors will be allowed to pass out information, display banners, and collect information from guests as long as they follow the guidelines specified in their sponsorship agreements. Sponsorships may also include social media exposure, additional banners displayed, and inclusion in our weekly school newsletter.

## 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 event. Only school sponsored events will be advertised in The Academy Dispatch. 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.

## VISITORS

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

# EXTRACURRICULAR ACTIVITIES

## INTERSCHOLASTIC ATHLETICS

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

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

## STUDENT COUNCIL

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

## SCHOOL SANCTIONED CLUBS

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

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

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

## INDIVIDUAL MUSIC LESSONS

Individual piano and instrumental lessons are offered through various teachers. The cost for this service is \$20 for each 30-minute lesson, and the payment will be made through your child's school account. Students who have enrolled in a minimum of eight (8) lessons each semester will be eligible to participate in the school recitals.

If you are interested in piano or instrumental lessons, please fill out the [google form](#) to be placed on the waiting list.



## 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 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:

- 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.
- Use Christian modesty and good taste.
- Chaperones have the right to correct any actions that violate school rules or God's law. As such, chaperones will elect to follow this procedure:
  1. Personally notify the students(s) in violation and warn them that such actions cannot continue.
  2. Continued violation will result in the student(s) being dismissed from the activity.
  3. Chaperones have the right to screen all music.
  4. Individuals who attend an event are responsible for their actions.
  5. 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.
- 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.
- The group sponsoring the event is responsible for clean up.
- School events will conclude by 10:00 p.m. Exceptions can be made for events held on Fridays and Saturdays.
- Middle school students may not attend high school events and high school students may not attend middle school events unless approved by the administration.
- Location as well as date and time of event must be approved by school administration.

# FACILITIES

## SPECIAL ROOMS

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

## BUILDINGS 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 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.

## ELEVATORS AND STAIRWELLS

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

## LOCKERS

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

## VENDING MACHINES

There are several vending machines for student use. The following rules are to be followed for vending machine use:

- Vending machines may not be used during class time.
- No drinks other than water will be allowed in the classrooms.
- No candy or food will be allowed in the classrooms.
- Divine Savior Academy is not responsible for any money lost in the vending machines.
- No tipping or vandalizing of the vending machines.
- All trash should be appropriately disposed of.
- Only water is allowed in water bottles. Water bottles should not become a distraction in the classroom.

## 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.

## GUM

For building maintenance and sanitation, gum chewing is never allowed within the building during school hours or activities.

***Thank you for taking the time to read the Middle School Handbook. If you have questions about anything you have read, please contact the administration.***