

# HIGH SCHOOL HANDBOOK 2024-2025



Divine Savior Academy  
— SIENNA —

handbook

# DIVINE SAVIOR ACADEMY

Dear Parents,

Welcome 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.

This handbook is designed to help you to better understand our program of Christian education at Divine Savior Academy. These policies are what we believe create an environment where all students can be comfortable, pursue their passions, and grow as individuals as they realize their God-given potential. Everything we do at Divine Savior Academy is motivated by the life-changing Gospel of Jesus Christ. 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,

Jacob Unke, M.Ed, M.PEd  
*Middle & High School Principal*

## 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).*

## TABLE OF CONTENTS

Welcome to: .....	2
MISSION STATEMENT.....	6
VISION STATEMENT.....	6
OBJECTIVE STATEMENT .....	6
A TRADITION OF EXCELLENCE.....	6
ACCREDITATION .....	6
STATEMENT OF NON-DISCRIMINATION.....	6
ADMISSIONS POLICY .....	7
RE-ENROLLMENT POLICY .....	7
TUITION PAYMENT POLICY .....	7
FINANCIAL AID.....	8
STUDENT RECORDS.....	8
TRANSFER OR WITHDRAWAL .....	8
ATTENDANCE.....	8
SCHOOL HOURS.....	9
ATTENDANCE POLICY.....	9
ABSENCES.....	9
TARDY POLICY.....	9
HIGH SCHOOL GRADUATION REQUIREMENTS .....	10
GRADING SYSTEM.....	10
SEMESTER EXAMINATIONS.....	11
HONOR ROLL.....	11
VALEDICTORIAN AND SALUTATORIAN.....	12
ONLINE COURSES.....	12
ADVANCED PLACEMENT (AP) COURSES .....	13
DUAL ENROLLMENT.....	13
ELIGIBILITY AND PROBATION .....	13
ENROLLMENT PROBATION.....	13
ACADEMIC ELIGIBILITY.....	13
ACADEMIC INELIGIBILITY .....	13
BOOKS .....	14
HOMEROOM ADVISORS .....	14
CHRISTIAN COUNSELING .....	14
INJURIES AND EMERGENCIES.....	14
MEDICATIONS .....	14
STUDENT ILLNESSES AND CONTAGIOUS CONDITIONS.....	14

LICE.....	15
CRISIS MANAGEMENT PLAN .....	15
SEVERE WEATHER .....	15
EMERGENCY EVALUATION DRILLS AND REPORTING.....	15
DRESS CODE.....	15
LUNCH.....	17
LOST AND FOUND.....	17
CHILD LABOR OVERVIEW .....	17
DISCIPLINE POLICY .....	19
STUDENT HONOR CODE.....	20
ACADEMIC INTEGRITY POLICY .....	21
STATEMENT OF UNDERSTANDING .....	21
ACADEMIC INTEGRITY.....	22
ACADEMIC MISCONDUCT RESPONSE .....	22
LATE WORK POLICY .....	22
EXAMPLES OF ACADEMIC MISCONDUCT.....	23
CLASSROOM DISTURBANCES.....	24
CONSEQUENCES FOR VIOLATIONS .....	24
ANTI-HARASSMENT POLICY .....	24
DRUG, ALCOHOL, AND TOBACCO POLICY.....	25
SUBSTANCE ABUSE POLICY .....	25
PREGNANCY POLICY.....	26
SEARCH POLICY .....	26
WEAPON POLICY.....	26
TECHNOLOGY POLICY.....	27
INTRODUCTION.....	27
RESPONSIBLE TECHNOLOGY USE.....	27
RESTRICTED ACTIVITIES .....	27
PRIVACY .....	27
VIOLATIONS.....	27
CELL PHONES AND PERSONAL ELECTRONIC DEVICES .....	28
INTRODUCTION.....	28
USAGE GUIDELINES .....	28
CONSEQUENCES.....	28
SOCIAL MEDIA GUIDELINES.....	28
DEFINITION OF SOCIAL MEDIA.....	28
STUDENT GUIDELINES .....	28

PARENT CONDUCT CODE .....	29
ADDRESSING CONCERNS .....	29
SCHOOL PROMOTION AND PHOTO POLICY.....	30
ADVERTISING AND SPONSORSHIP OPPORTUNITIES.....	30
SOLICITATION POLICY.....	30
VISITORS.....	31
TRANSPORTATION.....	31
INTERSCHOLASTIC ATHLETICS .....	31
STUDENT COUNCIL .....	31
SCHOOL SANCTIONED CLUBS.....	31
SCHOOL ACTIVITIES POLICY .....	32
SPECIAL ROOMS.....	33
BUILDINGS AND GROUNDS.....	33
VENDING MACHINES .....	33
TELEPHONE .....	33

## 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, have a growth mindset, walk with God, and live boldly and confidently** 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 agency:

- Middle States Association of Colleges and Schools

## 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 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 Divine Savior Academy, the following must take place:

1. Schedule a meeting with the Admissions Department to learn more about Divine Savior's educational programs and student expectations.
2. Fill out the Application Request form on the Admissions page of our website ([www.divinesavioracademy.com](http://www.divinesavioracademy.com)).
3. Complete the online Student Application and submit with the Application Fee and Testing Fee.
4. 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.
5. After testing, the Admissions Department will notify the family of acceptance.
6. 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. Texas 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 the family PowerSchool account 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. Financial aid applications are processed through a third-party tuition management system, and applicants are responsible for the associated fees. The Tuition Assistance Committee will consider factors such as financial need and available funds when reviewing financial aid requests. It's important to note that there is a limited amount of tuition assistance available, and as a result, not all requests may be granted. It's also important to mention that financial aid is awarded solely on the basis of need and is not influenced by academic or athletic performance. We accept financial aid applications during specific times throughout the year. For more detailed information about these dates, please contact the Business Office.

## 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 \$10.00 fee will be charged for each transcript request. Emergency transcripts requests will be charged \$25.

## 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***

High school hours are 7:45 am to 3:05 pm. School doors will be unlocked and open for student entry at 7:30 am.

### ***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 accreditation regulations, 20 full-day absences during the course of a school year will result in a mandatory review by the administration and classroom teacher to determine possible repetition of the class or the grade. A high school student who accumulates 10 absences from any one class during a semester will not receive credit for that class and an Incomplete (I) will be issued on the report card and/or transcript. If a student receives an “I” for attendance, the student will be academically ineligible for sports and extracurricular activities the following semester, even if the “I” is replaced through additional coursework at a later time.

Please note that absences are not defined as “excused” or “unexcused.”

Notes to consider regarding absences:

- A parent or guardian is required to call the office by 9 am 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.
- 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, work will be recorded as a 0 and tagged as missing until the work is made up.
- Students have as many days as they are absent to makeup all missing assignments.

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. 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 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.

## **ACADEMIC POLICIES**

## HIGH SCHOOL GRADUATION REQUIREMENTS

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

- 4 years of credit in: English  
Social Studies  
Math  
Science
- 2 years of credit in: Foreign Language (must be in the same language)
- 1 year of credit in: Physical Education  
Fine Arts

1 credit in Religion for every year enrolled at Divine Savior Academy.  
4 elective credits to make a total of 28 credits.

### GRADUATION REQUIREMENTS

Subject Area	Graduation Requirements	Additional STEM Endorsement
English Language Arts	4 credits with major concentration in composition, reading for information, and literature	
Mathematics	4 credits, which must include Algebra 1 and Geometry.	
Science	4 credits, which must include Biology, Chemistry, and Physics. STEM courses may satisfy additional credit requirements.	3 Credits of STEM: 1. Principles of Engineering 2. Civil Engineering & Architecture 3. Aerospace Engineering
Social Studies	1 credit World History 1 credit American History .5 credit American Government .5 credit Economics 1 credit in elective social studies courses	
World Languages	2 credits in the same World Language	
Fine/Performing Arts	1 credit in Fine or Performing Arts	
Physical Education	1 credit in Physical Education to include the integration of Health	
Theology	1 credit per year attending DSA must be earned.	
General Electives	4 credits	
<b>TOTAL:</b>	<b>28 credits</b>	
GPA Requirements	Cumulative 2.0 on a 4.0 scale	
Community Service Hours	20 hours per year of attendance at Divine Savior Academy	

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

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

## 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>			
<b>Grade</b>	<b>Description</b>	<b>Cutoff Percent</b>	<b>Grade Point Value</b>
A	100-95	95%	4.0
A-	94-90	90%	3.67
B+	89-87	87%	3.33
B	86-83	83%	3.0
B-	82-80	80%	2.67
C+	79-78	78%	2.33
C	77-76	76%	2.0
C-	75	75%	1.67
D+	74-73	73%	1.33
D	72-71	71%	1.0
D-	70	70%	.67
F	69-0	0%	0

A = 4.00  
 B = 3.00  
 C = 2.00  
 D = 1.00  
 F = Failure without credit  
 I = Incomplete

WP = Withdrawal passing  
 WF = Withdrawal failing  
 CR = Credit  
 NC = No credit  
 P = does not count toward GPA

WP and WF are only issued in extenuating circumstances and are typically offered on classes taken outside of Divine Savior. They do not impact GPA or eligibility status.

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 make the student ineligible until all necessary coursework has been completed and submitted. See the absence section on page 11 for time allocations concerning make up work. This will be arranged with individual teachers. If work is not made up within the following semester or during the summer, the grade will become an F. Failures (*F*), once recorded on the permanent record, cannot be removed. Students can make these up (and credit received) by satisfactorily: (1) repeating the course; (2) completing a night school course; (3) completing a summer school course; or (4) completing a correspondence course. Students must receive approval from the administration for any of the last three options before registering for a course. 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 15% for all students in grades 9-12. No final test may be given earlier than scheduled. Students who skip a semester exam will receive a 0% for the exam grade. **Students will not be allowed to take their first or second semester exams until all school accounts are at a zero dollar balance.** Students in 12<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 at the conclusion of each quarter, or four times a year for high school students. Credit for a class is awarded at the end of each semester and semester grades are entered on the permanent record.

The honor roll is prepared at the close of each semester for students in 9<sup>th</sup> – 12<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**.

## VALEDICTORIAN AND SALUTATORIAN

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

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

1. Unweighted Cumulative GPA
2. Core course GPA (as identified below)
3. ACT or SAT score converted to ACT Score
4. ACT or SAT score converted to ACT Score (average of multiple test scores)
5. If tie continues to exist, final determination to be made by the School Council.

### CORE COURSES

<u>Dept.</u>	<u>CREDITS</u>	<u>Course(s)</u>
ENG	3.5	Includes 3.5 courses in the highest level English courses taken based upon course code
SCS	3.0	Includes 3.0 credits in the highest level SS courses as required by the State of Texas
MAT	3.5	Includes 3.5 credits in the highest level math courses taken based upon the course code
SCI	3.0	Includes 3.0 credits in the highest level science courses taken based upon course code (excludes STEM courses).

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

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

## ONLINE COURSES

Divine Savior Academy encourages students to take advantage of the opportunities available through online coursework. All courses require prior approval from the Academic Dean, and only specific courses will be allowed to count towards meeting graduation requirements for Divine Savior Academy. All outside coursework is considered independent study and is not directly supervised by school personnel; however, online study halls will be provided for students during the regular school day. In some cases, students enrolled in online courses may need to have tests proctored by a Divine Savior Academy faculty member.

**Amazing Grace Virtual Academy** (AGVA) is an online service offered to students throughout the United States. Courses run concurrently with Divine Savior Academy’s semesters. Since these classes are outside of Divine Savior Academy’s regular course offerings, the registration and tuition fees are the responsibility of the families. Students and families will collaborate with the college counselor to get signed up for AGVA courses.

**Bethany Lutheran College (BLC)** is an online service offered to students throughout the United States. Courses run concurrently with Divine Savior Academy's semesters. Since these classes are outside of Divine Savior Academy's regular course offerings, the registration and tuition fees are the responsibility of the families. The following are required for any student taking a course through BLC:

- Student will indicate the desired course on their course selection worksheet. The student will follow enrollment protocol shared by the college counselor.
- School administration approves courses with BLC Superintendent. Additionally, student needs a 3.0 or higher GPA.

## ADVANCED PLACEMENT (AP) COURSES

Students that request and have demonstrated proficiency in their core classes may request to take available AP courses with teacher and administrative approval. Students must have a 3.0 cumulative GPA to be eligible for AP courses. Those taking AP courses will be responsible for the AP surcharge. Students who do not receive a score of 2 or higher on the AP exam will not be eligible to take an AP course in that subject area.

Students who drop an AP course after the first week of a marking period will have their course appear on the permanent transcript. The course will be listed as withdrawal passing (WP) or withdrawal failing (WF).

Please note that AP and DE courses are awarded a 1.0 grade point average boost, while honors' courses receive a 0.5 grade point average boost.

## DUAL ENROLLMENT

Divine Savior Academy has a dual enrollment agreement with Bethany Lutheran College for those students who receive approval from the principal and the applicable Department Chairperson. Dual enrollment is generally available to Juniors and Seniors who maintain an exemplary GPA and demonstrate high academic aptitude. Students must have a 3.0 cumulative GPA to be eligible for dual enrollment courses. All dual enrollment coursework is considered independent study and is not directly supervised by school personnel. **Students are responsible for the per credit hour cost of dual enrollment.** Students may apply for dual enrollment with the college counselor during course selection time. Dual enrollment cannot impede graduation requirements for Divine Savior Academy nor can a student have dual enrollment affect more than two class periods.

1. Junior and Seniors students who receive approval from the principal may take up to two dual enrollment classes at a time.
2. All math courses will be awarded the equivalent of 1 credit on the high school transcript.
3. Classes will appear on a student's transcript.

## 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 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 ELIGIBILITY***

Academic Eligibility (for all students in student organizations, clubs, and athletic teams). Divine Savior requires that a student must not accumulate any cumulative F's or two or more D's at the end of a quarter and semester marking period for high school and middle school. If a student does end a quarter or semester marking period with any F's or multiple D's, that student will be declared academically ineligible for two weeks. During those two weeks the student is on academic probation and is prohibited from all extracurricular participation. Any student receiving an incomplete is declared academically ineligible until the coursework is completed, at which time their final grades will be reviewed for eligibility status. If the completed coursework, resulting grade meet the requirements listed above, the student will be declared academically eligible for participation in co-curricular activities.

### ***ACADEMIC INELIGIBILITY***

Academic ineligibility lasts for two weeks, at which time grades will be reviewed. If the student is still academically ineligible after two weeks, they will be prohibited from extracurricular participation for the remainder of that grading

period. An academically ineligible student is not allowed to participate in any practice, meeting, game, or performance of any co-curricular or service activity until the end of the next quarter when eligibility has been regained. Co-curricular activities include participation in athletics, Student Council, and NJHS.

## 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.

# STUDENT CARE AND SAFETY

## HOMEROOM ADVISORS

High School students have homeroom advisers as determined by the administration. 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.

## CHRISTIAN COUNSELING

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

## 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 parents notified.

## MEDICATIONS

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

### ***Daily Medications:***

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

### ***Discretionary Medications:***

Tylenol, Advil, or Tums (or generic substitutes) may be administered at school with written permission from a parent. This permission is 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.

## 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 that a student misses three or more days with a contagious condition, the student must obtain a doctor's note of clearance to return to school. With exceptions as provided by law, any student or staff member who suffers an infectious disease (other than an illness) must be removed from the premises until certified by a physician or a health care professional to be non-infectious and able to return to school.

## LICE

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. If 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.

## 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 Fort Bend ISD's announcement regarding school closure and openings.

## EMERGENCY EVALUATION 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 Dennis Uniforms at [dennisuniform.com](http://dennisuniform.com). The address for their Houston location is 7613 Katy Freeway Suite G, Houston, TX 77024. Questions regarding uniforms can be answered by calling their office at (713) 357-9902.

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

## HIGH 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 Dennis Uniform approved jackets)
- Approved skirt, skort, or slacks
- Uniform approved tie
- Black or Brown belt or sash
- Approved black shoes
- A pair of non-marking gym shoes is needed for physical education
- No flip-flops, sandals, rubber or plastic shoes
- Skirt or skort no shorter than 3 inches above the knee
- Solid black or white socks below the knee
- Solid black or white non see-through full-length tights are allowed

**Dress-Up Days:** On Chapel days and days designated on the weekly schedule as a special service constitute a dress-up day. This means that girls must wear a tie those days. Ties must cover the top button and the top button must be buttoned and/or covered to present a neat appearance. Only uniform sweaters and fleece purchased from Risse Brothers are allowed over the oxford shirt.

**Spirit Store Items:** There may be certain items available in the DSA Rays Spirit Store that will be acceptable to wear in addition to the student's daily uniform. This will be handled on an individual basis and approved by an administrator.

## HIGH SCHOOL BOYS' UNIFORMS

- Light Blue or white Oxford shirt (tucked in) with collars
- Uniform approved tie
- Grey shorts or pants
- All pants are to be worn at the natural waistline
- Black or Grey pullover sweater with Divine Savior Academy seal (and other Dennis Uniform approved jackets)
- Hair – clean and well-kept and does not cover the eyes.
- Any facial hair must be well-maintained.
- Black belt
- Approved black shoes
- A pair of non-marking gym shoes is needed for physical education

**Dress-Up Days:** On Chapel days and days designated on the weekly schedule as a special service constitute a dress-up day. This means that boys must wear a tie those days. Ties must cover the top button and the top button must be buttoned and/or covered to present a neat appearance. Only uniform sweaters or fleece purchased from Risse Brothers are allowed over the oxford shirt.

**Spirit Store Items:** There may be certain items available in the DSA Rays Spirit Store that will be acceptable to wear in addition to the student's daily uniform. This will be handled on an individual basis and approved by an administrator.

### General Guidelines:

- High School students may wear a Divine Savior Academy letter jacket or sport/club jacket to class any day but dress-up days.
- The collar of the shirt must be visible under sweaters and jackets.
- Skirts and skorts are to be worn no shorter than 3 inches above the knees.
- A black or brown belt is to be worn in pants and shorts that have belt loops.
- No jeans, oversized clothing, hats, or caps may be worn.
- Shirts are to be worn tucked in at all times.
- All articles of clothing should be marked with the student's name.
- All clothes must be neat, clean, and in good repair.
- For safety reasons, excessive jewelry and dangling or hoop earrings are not allowed. Small hoop earrings may be worn. Small studs in the ear or nose 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.
- Existing tattoos must be covered at all times.
- Temporary tattoos or ink on skin must be covered or washed off.



- Hair is to be neatly combed and conservatively styled. Dyed, treated, shaved designs, or extreme hairstyles are not permitted.
- Hats, caps, hoods, sweatbands, bandanas, scarves and sunglasses are not permitted in the school building or at indoor school functions.
- Offensive or themed shirts that do not reflect the mission of Divine Savior Academy may not be worn during physical education.
- All undershirts must be a solid white shirt.
- Club polos may only be worn on Fridays.
- 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 will not be admitted to class until they are appropriately dressed.

## LUNCH

Students may bring a lunch from home or buy the catered meal. The catered meal menu is posted and available to families at the beginning of the month. Parents wishing to purchase the catered meals must pay for them a week in advance. If a lunch is brought from home, the parents and students are responsible for the proper care of that food. Parents who bring lunch for their child, must do so before the child's scheduled lunch time and drop it off in the kitchen. It is preferred that lunches are sent with the child to school rather than at the time of your child's lunch period.

## 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 cannot be responsible for such losses. Items not claimed after a reasonable amount of time will be removed.

## CHILD LABOR OVERVIEW

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

### *HOURS*

**When school IS in session:** Texas law states that on a day that is followed by a school day, minors under 16 may not work after 10 p.m. The Fair Labor Standards Act (FLSA) states that minors may work no more than three hours on a school day and eight hours on non-school days. The practical application of both state and federal law allows minors under 16 to work three hours on all days except Saturday and Sunday when they may work up to eight hours per day.

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

For minors 16 and 17, there are no restrictions on the number of hours or times of day they may work by both the State of Texas and the FLSA.

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

### ***BREAKS***

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

### ***DAYS***

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

### ***EXEMPTIONS***

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

### ***PROHIBITED JOBS***

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

### ***EMPLOYER REQUIREMENTS***

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

**Texas Workforce Commission:** <https://www.twc.texas.gov/jobseekers/employee-rights-laws>

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

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

# STUDENT EXPECTATIONS

***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.

All disciplinary situations that arise are approached with concern, 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
- 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
- Detention – served on the date and time assigned.
- 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 and/or administrator documents the incident.
3. By means of personal counseling, the teacher or administrator and student work together to achieve resolution. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child based upon the circumstances.
4. Parents may receive a phone call, hand-written note, or e-mail message from the teacher indicating concern for the student's behavior and inviting parental involvement.
5. Ongoing infractions may result in student conferences with an administrator.
6. A teacher or administrator may request a parent conference in which behavioral issues are identified and solutions are discussed.

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

### ***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/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, and/or academic dishonesty) is inconsistent with school and Christian standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity.

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

### ***LYING***

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

### ***STEALING***

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

### ***PUBLIC 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.

Standards of our families vary regarding public show of affection between couples. God's Word has set the standards of the sixth commandment but has set no hard and fast rule of conduct beyond this. Therefore, the faculty will use Christian judgment in all situations, but asks that holding hands be the only public show of affection on the high school campus.

### ***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, with fairness, with honesty, and with 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, and to seek and 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.

### ***ACADEMIC MISCONDUCT RESPONSE***

Academic dishonesty is defined as student's use of unauthorized assistance with intent to deceive an instructor and pass other's work off as their own. Academic dishonesty includes, but is not limited to, misuse of the internet to procure answers for an assignment, copying someone else's work, and the use of resources other than those directed or provided by the instructor. In the event that academic dishonesty has taken place, the following procedures will be followed:

- Communication
  - Instructor and, if necessary, administrator will meet with the student(s) involved to discuss the manner in which academic dishonesty has taken place.
  - Contact will be made with parents to inform of the incident as well as the incurred consequences. A minimum of one school administrator will be copied on the email.
  - Incident will be recorded on the student's file for the remainder of the school year.
  - School Council will be informed after the second offense.
- Course of Action per Incident:
  - First Offense: all students involved will receive a zero on the assignment, complete and submit the assignment in question, and serve a one hour after school detention.
  - Second Offense: all students involved who have had a previous incident of academic dishonesty will receive a zero on the assignment, complete and submit the assignment in question, and serve a one day out of school suspension.
  - Third Offense: all students involved who have had two previous incidents of academic dishonesty will receive a zero on the assignment, complete and submit the assignment in question, serve a one day out of school suspension, and their enrollment at Divine Savior Academy will be reviewed by the School Council prior to them resuming in-person schooling.
- Additional Considerations:
  - Students involved in extra-curriculars may lose their ability to participate. With each incident, this decision is made by school administration along with the leader of the extra-curricular.

### ***LATE WORK POLICY***

Timely submission of assignments is crucial to providing timely feedback on a student's achievement level. It is also a valuable skill that will benefit each individual student in their life long beyond their school years as they practice the adherence to professional deadlines.

Therefore, if a student does not have their homework complete, as instructed by the teacher previously, the following steps will be followed:

1. Assignment Flagged in PowerSchool: The assignment in question will be marked "Missing" in PowerSchool until it has been received by the teacher. Once it has been received, the teacher will change the PowerSchool label to "Late".
2. Deduction for Missing the Due Date: Any homework assignment submitted after the due date will incur a deduction of 15% from the total possible score. This deduction will be applied to the assignment's grade regardless of the reason for the delay.
3. Academic Hour Requirement: In addition to the late penalty, students who miss a due date must attend Academic Hour until the assignment is submitted. Academic Hour is a designated time during which students can receive assistance from teachers or engage in independent study to complete their assignments. Attending Academic Hour is mandatory for any student with late homework. If the assignment in question is submitted

before or during Academic Hour, a student may be released from attendance by the teacher of the class. A student will attend Academic Hour as many times as necessary to completely catch up on all missing homework.

4. Maximum Score for Subsequent Late Submission: If the assignment remains missing the day after the original due date, the maximum score a student can achieve on that assignment is 69%. This maximum score serves as a further incentive for students to prioritize timely submission of their work. In this case, the student must attend Academic Hour every day until the assignment in question is submitted complete.
5. Repeat Offenses: Students who consistently submit homework late may face additional action. Repeat offenses will be addressed on a case-by-case basis, with the aim of encouraging timely completion of assignments.

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

Academic misconduct includes but is not limited to the following:

#### **Cheating**

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

- Using websites, apps, help forums, or other technological means to find answers to coursework
- Unauthorized use of any artificial intelligence software/website/application
- 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 before, 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 reported to the Academic Dean. (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:

- Removal from the classroom
- Failure for particular course activity
- Additional homework
- Reduction of the course grade

Repeat violators will meet with the Academic Dean to discuss further consequences. Consequences for repeat offenders may include the following:

- Failure of the course
- Suspension or expulsion from the course or school
- Denial of re-enrollment for the next school year or beyond

**NOTE: The violations accumulate from year-to-year. They do NOT reset at the start of each school year.**

## **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 administration or school counselor. 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.



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

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 possessing, 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.

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.
- notify the other members of the high school administrative team.

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

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

## PREGNANCY POLICY

We are told in God's Word that pre-marital sex is a sin. In Hebrews 13:4, God's Word tells us, “Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral.” It is our hope that as our students grow in sanctification, they conduct themselves in accordance with the sixth commandment. Not only is pre-marital pregnancy a statement concerning past sin, it involves special considerations that are to be met in Christian love for both parents and the unborn child. Students under this policy will not be permitted to participate in any school functions and extracurricular activities through the pregnancy. However, they will be permitted to attend regularly scheduled classes. The school is obligated to inform parents/guardians as soon as it becomes aware of a pregnancy; parents/guardians share this obligation if they first learn of the pregnancy. A meeting between the parents and the administration will follow such a notification.

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

## 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.

## 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 school-issued devices for non-academic purposes (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
- 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 and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations (including the Discipline Policy and applicable Honor Code) apply to use of Divine Savior Academy's technology resources.

Divine Savior Academy shall not be held liable for the actions of individuals who choose to violate the acceptable uses of school technology resources. In addition, each user and/or user's parent(s) or guardian(s) shall indemnify Divine

Savior Academy and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of such resources.

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

## 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, high school students will be allowed to use specified devices in the classroom. These devices will be limited to iPads as described in the school supply list, and laptops in some situations. Students will be responsible for all hardware and application issues on their devices. Cell phones, while able to be kept by the students at the high school level, must be stored in the students' backpack and turned off during the school day unless a supervising teacher gives express permission for use. 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 (this includes smart watches).

### *USAGE GUIDELINES*

- The use of personal devices and accessories 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.
- Cell phones are only allowed to be used in the Commons before school and outside of classrooms after school. At all other times, student cell phones are to be powered off and inside the backpack of the student.
- Smartwatches are not allowed to be worn during school hours.

### *CONSEQUENCES*

- 1<sup>st</sup> violation – Personal device(s) 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(s) 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.
- 3<sup>rd</sup> violation – Personal device(s) will be confiscated, a meeting between administration or homeroom teacher and parents will take place before the device is returned.
- If the issue becomes consistent, the student will be required to turn their device into the school office at the beginning of the school day. It will be returned to the student during dismissal. This may be enacted at the request of a parent.
- More serious infractions will incur more serious consequences.

## SOCIAL MEDIA GUIDELINES

### *DEFINITION OF SOCIAL MEDIA*

- Online networks like Facebook, Twitter, Instagram, Flickr, Snapchat, TikTok, 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.)

## PARENTS AND VISITORS

### PARENT CONDUCT CODE

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

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

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

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 School President or 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 Opt-out 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
- Divine Savior Academy High School Booster Club
- Athletic Sponsorship Opportunities
- Publication Advertising Opportunities

For information about any of these opportunities, please contact 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.

## TRANSPORTATION

Busing is not supplied to Divine Savior students by the Fort Bend ISD; therefore carpooling is encouraged. Due to limited parking space, only students who are legally allowed to drive in the state of Texas, are allowed to park on campus. Students will need to park in a designated student space. Student drivers must maintain safe operating procedures while entering and exiting our campus or these privileges will be revoked. Golf carts or any other non-street legal vehicles are not allowed to be driven or parked on campus. All students are to enter the building upon arrival and leave the premises upon dismissal. Students are not to loiter in or around cars before, during, or after school.

# EXTRA-CURRICULAR ACTIVITIES

## INTERSCHOLASTIC ATHLETICS

Season	High School Boys	High School Girls
Fall	Football, Cross Country	Volleyball, Cross Country, Cheer Squad
Winter	Basketball	Basketball, Cheer Squad
Spring	Tennis, Track, Golf, Baseball	Tennis, Track, Golf

*Sports listed above are based on student interest and maybe offered if numbers allow.*

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

## STUDENT COUNCIL

The Divine Savior Academy high 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 elected within the Student Council with the advisor's approval and oversight. The Student Council has the right to make recommendations on school policies and carry out the daily functions of the student body, i.e. activities and projects. The final decisions on policy, however, will rest with the faculty, administration, and, ultimately, with the Divine Savior Academy School Council.

## SCHOOL SANCTIONED CLUBS

Eligibility requirements for school-sanctioned clubs will follow the official Divine Savior Academy athletic policy or may utilize their own, so long as they meet at a minimum the Divine Savior Academy athletic policy. Sanctioned clubs at

Divine Savior Academy include clubs such as the Chess Club that have scholastic merit, are solely available to Divine Savior Academy students, and have an appointed faculty advisor.

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

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

## SCHOOL ACTIVITIES POLICY

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

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

The faculty supervisor plus selected chaperones as required for the event are required to be in attendance for the duration of the activity. This could be additional faculty members, parents, or approved adult representatives. If adequate chaperones are not available for a scheduled event at least three days prior to the event, the activity will be canceled. Students are to conduct themselves in accordance with the Divine Savior Academy handbook. Additional guidelines may be incorporated into any event as dictated by a student group sponsoring the event or by the faculty. In addition, the following rules are applicable:

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

### ***DANCE/LOCK-IN EVENTS***

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



11) Students who drive to these activities must turn in their keys to the chaperones.

## 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.

### VENDING MACHINES

There is a vending machine 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 in clear, translucent and capped containers is allowed past the student Commons.

### 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.

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

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