



Divine Savior  
Academy  
*A Christian Academy Dedicated to Excellence*

MIDDLE/HIGH SCHOOL HANDBOOK  
2011-2012

WELCOME TO:

# DIVINE SAVIOR ACADEMY

Dear Parents:

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

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

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

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

As our motto states, we look forward to another outstanding year of “Educating the Mind” and “Enlightening the Heart!”

## ACCREDITATION

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

- Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA)
- The Southern Association of Colleges and Schools (SACS)
- The Association of Independent Schools of Florida (AISF)
- The National Council for Private School Accreditation (NCPSA)
- Accreditation International (AI)

## DIVINE SAVIOR ACADEMY

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

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# A TRADITION OF EXCELLENCE

The Wisconsin Evangelical Lutheran Synod (WELS) has a rich tradition of academic excellence in its Pre-School through Grade 12 school system. The WELS has operated **highly regarded schools across the United States, the Caribbean, and elsewhere in the world for over 150 years**. Currently, WELS churches and associations operate 396 early childhood centers, 345 elementary schools, and 26 high schools across the nation.

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

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

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

## STATEMENT OF NON-DISCRIMINATION

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

# PHILOSOPHY

## *EDUCATING THE MIND.....*

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

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

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

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

The Academy's educational philosophy maintains that each child progress faster and participate more. To that end our objective is to maintain class sizes with 22 students under the guidance and instruction of one full-time teacher and one bilingual paraeducator in grades Pre-K through Second. Their dedication and energy ensure that no child is left behind.

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

## *ENLIGHTENING THE HEART.....*

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

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

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

## MISSION STATEMENT

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

### MISSION

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

### VISION STATEMENT

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

### OBJECTIVE STATEMENT

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

# FACULTY & STAFF LIST

## ADMINISTRATION

Pastor Carl Leyrer	<i>Senior Pastor</i>
Mr. Ben Troge	<i>Principal</i>
Pastor Carlos Leyrer	<i>Administrator/School Pastor</i>
Mr. Tim Biesterfeld	<i>Dean of Students</i>
Mrs. Connie Rodriguez-Leyrer	<i>School Counselor</i>
Mrs. Juanita Wells	<i>Admissions Director</i>
Mr. Jon Romsdahl	<i>K-8 Athletic Director</i>
Mr. Dan Unke	<i>High School Athletic Director</i>

## FACULTY AND STAFF

Pastor Carl Leyrer	<i>High School Religion</i>
Principal Ben Troge	<i>High School Religion</i>
Pastor Carlos Leyrer	<i>Middle School Religion</i>
Mrs. Sarah Jimenez	<i>College Counselor/Psychology</i>
Ms. Kedare Filsaime	<i>High School French</i>
Mr. Eduardo Escobar	<i>Latin I</i>
Mr. Logan Block	<i>Middle/High School English</i>
Ms. Anne Schroeder	<i>Middle/High School Math/Science/P.E.</i>
Mr. Chris Fischer	<i>Middle/High School Science/P.E./I.T.</i>
Mr. Tim Biesterfeld	<i>Middle/High School Math</i>
Mrs. Kristina Troge	<i>Middle/High School Science</i>
Mr. Jon Romsdahl	<i>Middle/High School English/Literature</i>
Mr. John Althoff	<i>Middle/High School Social Studies/Math</i>
Mr. Dan Unke	<i>Middle/High School Social Studies/Math</i>
Ms. Odette Martinez	<i>Art</i>
Mrs. Brianne Loberger	<i>Elementary/Middle/High School Music/English</i>
Ms. Maria Olavarrieta	<i>Elementary/Middle School Spanish</i>
Mrs. Yuliet Vega	<i>Elementary/Middle School Spanish</i>
Mr. Michael Babler	<i>5<sup>th</sup> Grade</i>
Mr. Erik Parsons	<i>5<sup>th</sup> Grade</i>
Ms. Amy Schramm	<i>4<sup>th</sup> Grade</i>
Ms. Kelly Mellgren	<i>4<sup>th</sup> Grade</i>
Ms. Lauren Moll	<i>3<sup>rd</sup> Grade</i>
Ms. Lauren Kitka	<i>3<sup>rd</sup> Grade</i>
Mrs. Rebekah Fincham	<i>2<sup>nd</sup> Grade</i>
Ms. MyKayla Jensen	<i>2<sup>nd</sup> Grade</i>
Ms. Sarah Howell	<i>1<sup>st</sup> Grade</i>
Ms. Amanda Selle	<i>1<sup>st</sup> Grade</i>
Ms. Elizabeth Meier	<i>Kindergarten</i>
Ms. Abby Hosbach	<i>Kindergarten</i>
Ms. Bonnie Hutchinson	<i>Preschool, 4-year olds</i>
Ms. Shawna Mehlberg	<i>Preschool, 4-year olds</i>
Mrs. Ely Simon	<i>Preschool, 3-year olds</i>
Ms. Juliana Lopez	<i>Preschool, 3-year olds</i>

# ENROLLMENT

## ENROLLMENT POLICY

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

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

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

## GENERAL ENROLLMENT PROCEDURES

The following list are the steps for Enrollment into Divine Savior Academy High School and Middle School:

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

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

# STUDENT RECORDS

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

# TRANSFER OR WITHDRAWAL

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

# CHILD ABUSE REPORTING OBLIGATIONS

## STATUTE

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

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

## DIVINE SAVIOR'S POLICY FOR REPORTING CHILD ABUSE

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

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

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

## PENALTY OF LAW

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

# CHRISTIAN COUNSELING

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

# ATTENDANCE

## SCHOOL HOURS

**Middle School and High School Hours are 8:15 A.M to 3:15 P.M.** School doors will be unlocked and open for student entry at 7:40 A.M. All *high school* students are expected to vacate the premises *within* 15 minutes after dismissal unless they *secure* a faculty or administration-approved reason to remain after hours. If access to the building is necessary after doors are locked, students *must* check with faculty.

## ATTENDANCE POLICY

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

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

### *Absences:*

According to Florida Law and Miami-Dade County requirements, 20 full-day absences during the course of a school year will result in a mandatory review by the Principal, Guidance Counselor, and classroom teacher to determine possible repetition of the class or the grade. A high school student who accumulates 10 absences from any one class during a semester will not receive credit for that class. Chronic illness and family emergency will be considered on an individual basis.

- A parent or guardian is required to call the office by 9:00 when a student is absent (unless an advanced absence notice has been submitted).
- Students must be in school the entire day to participate or attend any extra-curricular activities. Exceptions are made for pre-approved scheduled appointments.
- The administration may be appealed to for special consideration during extended illness or other special situations.

### *Excused absences:*

Excused absences normally include illness, doctor and dental examinations, funerals or emergencies. **Family permission does not guarantee excused absences.** Excused absences will count toward the 10 total absences for the semester, which will result in lost credit for high school students or make up time for junior high students for that particular course. Students are required to make arrangements to make up all work missed during the absence.

- Personal illness: Students missing three (3) or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
- Illness in the immediate family requiring the student to be at home
- Death in the Family
- Scheduled Medical appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the school secretary.
- Quarantine
- Court appearance
- Observance of religious holiday
- Immunization

- School-sponsored event or activity previously approved
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or designee. Parents must submit documentation related to the condition.

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

**Parents must follow the following two procedures when dealing with absences:**

(1) Parents must notify the school office before 9:00 a.m. by telephone (305-597-4545) or email that the student will be absent.

(2) Parents must send a signed, written explanation on the first day the student returns to school. *The written excuse should include student name, date(s) missing, and parent signature. This should be given to the school secretary.* Failure to turn in a written excuse within 3 school days for any absences will result in unexcused absences.

*Unexcused absences:*

Any absence that does not fall into one of the above excused absence categories will be considered unexcused. Unexcused absences are absences from school that are not accepted by the administration as legitimate reasons for missing school. Unexcused absences include but are not limited to truancy, shopping, hair appointments, work, staying home to do homework, oversleeping, vacations, etc. **even though they may be sanctioned by the parent.** Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.

Students will be expected to make up work for unexcused absences after school hours and the student will receive a percentage grade of "0" until the work is made up; at which time the grade will be marked as "exempt." (An exempt score indicates the work was satisfactorily completed however, the score will not have an impact on the overall grade.) Three or more unexcused absences per quarter in any class will result in an in-school suspension. Five or more unexcused absences per quarter in any class is considered "excessive" and will result in a one day out of school suspension.

**TARDY POLICY**

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

An after school detention is assigned whenever a student accumulates **4 tardies in a semester.** *(A detention will be given for every tardy after the 4<sup>th</sup>. Ten tardies in a quarter will result in a suspension.)*

# DISCIPLINE POLICY

Any student who violates a rule can expect to receive appropriate consequences for his/her actions as determined by the classroom teacher, guidance counselor and/or principal. We reserve the right to contact parents, the civil authorities and, if necessary, to discontinue the student's attendance depending upon the nature of the severity of the offense. Proper authorities may be notified in the event of illegal activity on the Divine Savior Academy campus or in connection with a school-sponsored event.

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

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

- Warning/counseling
- Contacting parents
- After school detention
- Extra assignments
- Referring students to administration

Students referred to school administration may be disciplined by:

- Warning/counseling
- Parent conferences
- Level 1 Consequences
- Level 2 Consequences

Action taken will be commensurate with the offense and in accordance with the physical development of the student involved. School rule violations are categorized in two levels based upon the severity and circumstances of the incident.

## *Level 1 Consequences*

- Lunch Detention(s) – served on the date and time assigned
- After School Detention(s) – served on the date assigned from 3:15-4:15 p.m. A Saturday detention will be given after four after-school detentions have been served during any given quarter. Students in after-school detention will be charged the after school care hourly rate and the charges will appear on the monthly invoice.
- Saturday Detention – served on the date and location assigned, from 9:00 a.m. to 12:00 p.m. The student must be in dress code. Students in Saturday detention will be charged the after school care hourly rate and the charges will appear on the monthly invoice.
- Disciplinary Probation – Students may be placed on disciplinary probation for a quarter or a semester. Parents will be notified by mail to explain the reason and nature of the probation. Failure to comply with the probationary terms will result in dismissal.
- In-School Suspension – served on the date assigned, during normal school hours. The student may not participate in any extra-curricular activities on the day assigned. The student is responsible for taking tests and completing all work that would normally be done in class.

- One day suspension – served out of school on the date assigned. The student may not participate in any extra-curricular activities on the day assigned and is responsible for all work missed. A subsequent suspension may result in expulsion.

### *Level 2 Consequences*

- Two or more days suspension – served out of school on the date assigned. The student may not participate in any extra-curricular activities on the days assigned 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. A student is subject to expulsion for serious misconduct as described in this handbook or for conduct that, in the judgment of the principal and administration, is detrimental to the safety or well-being of others at school. An expelled student is not allowed to be on campus or attend a school-sponsored event.

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

- 1) The infraction is brought to the student’s attention.
- 2) The incident is documented by the teacher on PowerSchool.
- 3) By means of personal counseling, the teacher and student work together to achieve resolution. When appropriate, a **Level 1** or **Level 2 Consequence** will be administered. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child.
- 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 the Principal, Dean of Students and/or Guidance Counselor.
- 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 Guidance Counselor. The Guidance Counselor will then decide on the proper course of action; whether that is through counseling, scheduling a meeting with the teacher, or referral to the principal.

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

### *Suspensions:*

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

### *Expulsion:*

The administration reserves the right to dismiss a student who disrupts the learning environment or threatens the safety of the students or staff. Expulsions are normally implemented by the Divine Savior Academy's Executive Council. However, under certain circumstances the principal may expel students. All such expulsions will be reviewed by the Divine Savior Academy's Executive Council.

## 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.)

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

### HONESTY/DISHONESTY

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

### ACADEMIC DISHONESTY

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

- Possession or use of unauthorized notes or tests or copying answers from another during a test, quiz, or exam.
- Plagiarism.
- Copying homework or other papers or allowing yours to be copied; working together on problems or making editorial suggestions on a paper is a good learning process, but you may not lend or make use of another's work.
- Unauthorized exchange of information.
- Possession or use of cell phones or other unauthorized electronic devices during tests, quizzes, or exams.
- Based upon the severity of the infraction, consequences could be a Level 1 or a Level 2.

## 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 Level 1 or Level 2 consequences.

## 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 to include Level 1 or Level 2 consequences.

## BREACHES OF THE HONOR CODE

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

**Honor Code Infraction** – most first-time breaches of the Honor Code (depending upon the circumstances of the incident(s)).

- Level 1 disciplinary consequence;
- A grade of 0 or F assigned to the assignment or test;
- Loss of eligibility for academic honors that semester.

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

**Honor Code Violation** – second Honor Code Infraction or a very serious or willful breach of the Honor Code

- Level 2 disciplinary consequence(s);
- All academic consequences listed under Honor Code infraction;
- Loss of eligibility for academic honors for the whole year;
- Expulsion from honor societies;
- A senior who has an Honor Code Violation may lose the privilege of participating in graduation exercises or may be expelled.

## BULLYING

Bullying is defined as conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the students being treated in this manner. Bullying may involve clique behavior, hazing, threats and violence. Such behavior extends beyond actions that target those groups protected by anti-discrimination legislation including, but not limited to sex, race, creed, color, religion, disability, and national origin. As previously mentioned in the Christian Code of Conduct, cyber-bullying (bullying via electronic media) will not be tolerated and will be dealt with appropriately. All concerns relating to bullying should be reported to the principal or guidance counselor immediately and will result in Level 1 or Level 2 consequences.

# INJURIES AND EMERGENCIES

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

## MEDICATIONS

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

### *Daily Medications:*

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

### *Discretionary Medications:*

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

### *Self medication:*

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

### *Short-term Medications:*

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

# SPECIAL ROOMS

## MEDIA CENTER

Books may be checked out or returned when the Media Center is open. Proper library procedures must be followed at all times.

## MULTIPURPOSE ROOM

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

# BUILDING AND GROUNDS

It is expected that all cooperate in the care of our school grounds, building and equipment. There are many opportunities for everyone to help preserve our fine facility. Keeping desk tops clean, keeping the parking areas and sidewalks free from debris, depositing waste in the proper containers and handling equipment as carefully as possible are but a few examples. As such, any student who knowingly vandalizes or defaces the buildings or grounds at Divine Savior will face **Level 2** consequences.

# 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 Sunshine School Uniforms at their Miami Lakes store (16371 NW 57<sup>th</sup> Ave., Miami Lakes, FL 33014), online at [www.sunshineuniforms.com](http://www.sunshineuniforms.com), or over the phone at (800) 354-7724. A listing of approved apparel can be found through Sunshine.

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

## MIDDLE AND HIGH SCHOOL GIRLS' UNIFORMS

- Light Blue or white Oxford shirt (tucked in) with collar
- Black or Grey pullover sweater with DSA seal
- Approved skort, slack or capri.
- Cross blue/white tie for dress-up Friday's.
- Black leather belt or sash for slacks and capri's.
- Approved black dress shoes. No tennis shoes.

- A separate pair of non-marking gym shoes is needed for Phy.Ed.
- Approved Phy.Ed. clothes are purchased from Sunshine.
- No flip-flop/thong-style, rubber, or plastic shoes
- Skorts no shorter than 2 inches above the knee.

**Dress-Up Days:** Every day designated on the weekly schedule as a “chapel day” constitutes a dress-up day. This means that girls must wear the women’s tie.

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

## MIDDLE AND HIGH SCHOOL BOYS’ UNIFORMS

- Light Blue or white Oxford shirt (tucked in) with collars
- Royal, grey, and white necktie for dress-up Friday
- Grey pants
- All pants are to be worn at the natural waistline with a black belt from Sunshine
- Black or Grey pullover sweater with DSA seal
- Hair – above the eyebrows and top of the shirt collar
- Black leather belt.
- Approved black dress shoes. No tennis shoes.
- A separate pair of non-marking gym shoes is needed for Phy.Ed.
- Approved Phy.Ed. clothes are purchased from Sunshine.
- Boys must be cleanly shaven.

**Dress-Up Days:** Every day designated on the weekly schedule as a “chapel day” constitutes a dress-up day. This means that boys must wear the tie.

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

## GENERAL GUIDELINES

- Skirts and skorts, are to be worn no shorter than 2 inches above the knees.
- A black leather belt is to be worn in pants and shorts that have belt loops. The approved black belt can be purchased from Sunshine School Uniforms.
- No jeans, oversized clothing, hats, or caps may be worn.
- Shirts are to be worn tucked in at all times.
- Approved black dress shoes must be worn.
- Socks must be white or black and be above the ankle without brand name logos.
- 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 stud or hoop earrings** may be worn. Boys are not to wear earrings. Visible body piercings, ear “rods” or stretched ear holes (flesh tunnels) are also not allowed for either boys or girls.
- Students will be allowed to wear **one bracelet per arm**.

- Necklaces must be tucked into the shirt.
- Modest fingernail polish is allowed. The principal or his designee reserves the right to determine if fingernail polish is too extreme.
- New tattoos and brandings are not allowed and are considered a serious disciplinary matter and may result in an expulsion. Existing tattoos must be covered at all times.
- Hair is to be neatly combed and conservatively styled. Dyed, treated, or faddish hairstyles are not permitted. Boys' hair may be worn no longer than the top of the shirt collar. Boy's hair must not fall below the eyebrow.
- Hats, caps, sweatbands, bandanas, scarves and sunglasses are not permitted in the school building or at indoor school functions.
- Good hygiene is an important part of a child's growth and development.
- As a general rule, DSA students should be presentable at all times. Your appearance is a direct reflection on you and your school. This specifically applies when students return to school for extra-curricular activities.
- Parental cooperation is appreciated.
- The school administration reserves the right to determine the appropriateness of dress and the right to interpret the dress code.

Dress code should not be an issue. Students who are not in dress code will face Level 1 disciplinary consequences. Students must be in full uniform before they are allowed to enter class. Students with offensive or immodest clothing may not be admitted to class until they are in appropriate dress.

## DRUG, ALCOHOL AND TOBACCO POLICY

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

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

If the school administrator (or his designate) upon review of the reported incident, has reason to believe that a student has violated this policy, he (or his designate) will immediately notify the parents/guardians of the student. A meeting will be arranged with the student, the student's parents or guardians and the administrator (or his designate) to review the incident and discuss any penalty that may be imposed.

- Students will not possess or use alcohol, tobacco, inhalants, controlled substances, or related paraphernalia, or abuse the use of non-prescription drugs anywhere on school property or at any school-related event.
- Violation of this policy will result in an automatic suspension. A second violation will result in expulsion. In both situations, notification of proper authorities in the community will take place. The parents will be required to set up a conference with the guidance counselor, teacher, principal, a pastor, and student, before the student will be allowed back to school.

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.

# PREGNANCY POLICY

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

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

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

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

# LOST AND FOUND

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

# TRANSPORTATION

Busing is not supplied to Divine Savior students by the Miami-Dade County School District. Therefore carpooling is encouraged. Due to the fact that the arrival time of DSA High School students are arriving concurrently with students significantly younger than them (grades Pre-K through 5<sup>th</sup> grade), high school students are not permitted to drive cars to school. All students are to enter the building upon arrival and leave the premises upon dismissal. Students are not to loiter in and/or around cars before, during or after school.

# VISITORS

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

# LOCKERS

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

# SEARCH POLICY

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

# TELEPHONE

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

# LUNCH

## LUNCH

Students may bring a lunch from home or buy the catered meal in the cafeteria. The catered 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 month in advance.

It is preferred that lunches are sent with the student to school rather than at the time of your student's lunch period. Soda is not allowed. Under extenuating circumstances, when a lunch must be dropped off it needs to be delivered to the school secretary prior to the student's lunch period.

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

## CELL PHONES

Cell phones may not be used during the school day unless permission is received from the principal or his designee. Students are required to turn cell phones in to their respective homeroom teacher at the beginning of the day.

- 1<sup>st</sup> violation – The cell phone will be confiscated, a note will be sent home, signed by parents and returned.
- 2<sup>nd</sup> violation – The cell phone will be confiscated, a second note is sent home, and the payment of a \$10 fine must be made before it is returned.
- 3<sup>rd</sup> violation – The cell phone will be confiscated and returned at the end of the marking period.

## OTHER ELECTRONIC DEVICES

Electronic devices (other than calculators and computers used for class) are not allowed to be used during the school day. Head phones and personal stereos may not be used during the school day. No personal video games or calculator video games will be allowed during the school day.

- 1<sup>st</sup> violation – The device will be confiscated, a note will be sent home, signed by parents and returned.
- 2<sup>nd</sup> violation – The device will be confiscated, a second note is sent home, and the payment of a \$10 fine must be made before it is returned.
- 3<sup>rd</sup> violation – device will be confiscated and returned at the end of the marking period.

## GUM

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

## VENDING MACHINE

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

- The vending machine may not be used during class time.
- No drinks other than water will be allowed in the classrooms.
- No food will be allowed in the classrooms.

- No credit cards may be used in the vending machine.
- Use of the vending machine will only be allowed before and after school and during lunch hours at the teacher’s discretion.
- DSA is not responsible for any money lost in the vending machine. Any problems in this regard should be directed to Mr. Althoff.
- No tipping or vandalizing of the vending machine.
- All trash should be appropriately disposed of.

# HIGH SCHOOL GRADUATION REQUIREMENTS

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

4 years of credit in English  
 Social Studies (1 must be American History)  
 Science  
 Math (The State of Florida requires a minimum level of Algebra 1)

2 years of credit in Foreign Language

1 year of credit in Physical Education  
 Fine Arts

.5 year of credit in Computers  
 Careers

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

3 Elective credits to make a total of 28 credits.

40 hours of community service.

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.

## BOOKS

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

# GRADING SYSTEM

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

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

A = 4.00

B = 3.00

C = 2.00

D = 1.00

F = failure without credit

WP = Withdrawal passing

WF = Withdrawal failing

CR = Credit

NC = No credit

I = Incomplete

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

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

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

# ONLINE COURSES

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

- 1) Student fills out Application for Admissions online including: Student Profile, Guardian Profile, Agreement w/ Academic Integrity Statement, Academic Profile, Agreement with Code and Conduct.
- 2) Student requests course(s) online
- 3) Parent/Guardian approves course(s) online
- 4) School Administration approves course(s) online

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

# DUAL ENROLLMENT

Divine Savior Academy has dual enrollment agreements with Miami-Dade College and Florida International University for those students who receive approval from the Administration and the applicable Department Chairperson. Dual enrollment is generally available to students who maintain an exemplary GPA and demonstrate high academic aptitude. Students may apply for dual enrollment with the college counselor.

# ACADEMIC INTERVENTION

At Divine Savior Academy, each student is encouraged to use his/her God-given talents and abilities in his/her classroom work. However, from time to time some students need extra help in developing the skills and attitudes necessary for the success in the classroom. It is at that point that we feel it necessary to step in with extra assistance.

Academic Intervention is designed to help students who need that extra help. Students who are failing in a given subject area, or who are having difficulties in several classes may be required to stay after school to receive additional assistance. These classes will meet at times determined by the appropriate teacher. Students will be required to meet with the teacher until satisfactory progress has been reached. Students may be placed into the class by the faculty for one of the following reasons:

- 1) A failing grade average in a given class
- 2) Repeated failure to hand in assignments on time
- 3) Repeated lack of effort
- 4) A recognized need for extra help
- 5) A parental request for additional help agreed to by faculty

Before the student is placed into Academic Intervention, parents will be notified either by a phone call, email or letter. Parents will be kept informed about the progress of the student.

## SEMESTER EXAMINATIONS

Each semester concludes with semester examinations. All students are required to take final exams. The final exams will count as 5% of the semester's grade for 6<sup>th</sup> grade students, 10% for 7<sup>th</sup> grade students and 15% for all students in grades 8-12. No final test may be given earlier than scheduled.

## HONOR ROLL

Report cards will be issued every nine weeks, or four times a year. 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 and recognizes those whom God has blessed with ability for the faithful use of these talents in keeping with I Corinthians 4:2; "Now it is required that those who have been given a trust must prove faithful." The Divine Savior Academy Executive Council established three Honors categories. A grade point average of 3.750 or higher is considered as "Highest Honors," those with a 3.5-3.749 GPA as "High Honors," and those with a 3.250-3.499 GPA as "Honors."

## ELIGIBILITY

All students are eligible to participate in any co-curricular activities and privileges of DSA. A student forfeits these privileges by not maintaining good academic standing. In order to remain eligible, a student must maintain a **2.0 (C)** grade point average and have no failing grades.

Eligibility will be reviewed at each mid-term and quarter marking period. Students not meeting the eligibility requirements will be ruled ineligible to participate in co-curricular activities until the next marking period.

***Eligibility for a new marking term will be determined on the first Monday after the schedule has cycled through.*** Coaches or sponsors have the responsibility of notifying the ineligible students.

Ineligible high school students may practice, but not participate in games, activities or performances if they attend Academic Intervention during the ineligibility period. Students opting to not attend Academic Intervention will not be permitted to practice or participate. When students are reinstated to co-curricular activities, the coach or sponsor determines the level of participation.

# ACADEMIC PROBATION

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

- **Level I.** The student loses all privileges during study halls, such as library use or use of computers, etc. Parents will be notified in writing.
- **Level II.** The student loses all privileges during study halls and is declared ineligible for co-curricular activities. Parents and student will meet with the principal and class advisor.
- **Level III.** The student loses all privileges during study halls and is declared ineligible. Parents and student will meet with the principal and the DSA Executive Council. Upon review the Council may suspend or expel the student.

When a student is placed on probation he shall be at the level indicated for up to 30 days following notification. At the end of each 30-day period while on probation, the student drops down one level, remains at the same level or goes up one level of probation depending upon academic performance.

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

# INTERSCHOLASTIC ATHLETICS

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

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

# TUITION PAYMENT POLICY

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

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

Guidelines are as follows:

- A registration fee is paid at the time of enrollment to secure your child's placement.
- Before the start of the school year, a signed tuition contract is required by parents and or legal guardians.
- Three tuition payment plans are available: annually, bi-annually, or monthly. While checks are the preferred method of payment credit cards are also welcomed.
- The cost for textbooks, extended care, hot lunch, uniforms, and transportation are not covered by the registration or tuition fees.
- All payments are non-refundable.
- Payments are due the 10<sup>th</sup> of every month. All payments received after the due date will incur a 5% late fee of the outstanding balance

## FINANCIAL AID

In the event a member of Divine Savior Lutheran Church and School needs financial aid with tuition at Divine Savior Academy, the Tuition Assistance Fund has been created. This fund is funded by donations from members of Divine Savior Lutheran Church and School and other funding sources.

The administration of this fund is the responsibility of the Executive Council (EC). To administer this fund, the EC has established the following:

The deadline for financial aid requests from returning member families is May 1 of each year. An example of this is a deadline of May 1, 2008, for the 2008-2009 school year. If this deadline is a non business day the first business day after May 1 will be used. All emergency requests must be completed as known by the member and will be handled as efficiently as possible. New member families that enroll after May 1, may request financial aid and the request will be addressed as soon as possible by the EC.

Each applicant must fill out a financial aid request form. Each request must be attached to a fully completed Divine Savior Academy enrollment application or re-enrollment form. These forms are subject to changes at any time by the EC. The EC may select an outside company to conduct a financial aid analysis.

The EC will use criteria such as financial need and the availability of funds when granting financial aid requests. As a general guideline, any member of Divine Savior Lutheran Church and Academy requesting financial aid will be asked to pay 65% of all tuition and 100% of all fees. If the member applicant through the financial aid request forms demonstrates a need for more financial aid than 35% of all tuition and fees the EC can grant that request.

A limited amount of tuition assistance is available to the families of our Academy experiencing economic difficulties. Normally, request for such assistance should be made at the time of registration. However, since such circumstances are often unpredictable, families should not hesitate to inform the principal or the pastors of DSA as soon as possible when they are experiencing economic difficulties.

The EC will evaluate the families need on the following criteria:

- Government forms
- Tax benefits
- Legal forms
- Number of dependants
- Marital status
- Family debt
- Family church contributions

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

## STUDENT COUNCIL

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

## HOMEROOM ADVISORS

Middle School and High School students have homeroom advisers as determined by the Divine Savior Principal. Students must report to their respective homeroom after arriving at school each day. The adviser will begin the day with devotion and by taking attendance. These advisers are responsible for advising students about their academic standing. Additionally, class advisers are responsible for coordinating events that pertain to the respective classes. The 2011-2012 homeroom advisers are these:

- 11<sup>th</sup> grade – Mr. Chris Fischer
- 10<sup>th</sup> grade – Ms. Anne Schroeder
- 9<sup>th</sup> grade – Mrs. Brianne Loberger
- 8<sup>th</sup> grade – Mr. Tim Biesterfeld
- 7<sup>th</sup> grade – Mr. Jon Romsdahl
- 6<sup>th</sup> grade (A) – Mr. John Althoff
- 6<sup>th</sup> grade (B) – Mr. Dan Unke

# 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 adult members of one of our congregations.

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

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

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

## DANCE/LOCK-IN EVENTS:

- 1) Dances are school sponsored events held expressly for the students of our school. Anyone that is not a member of our school is not allowed without prior approval from the administration.
- 2) Using Christian modesty and good taste, students are to conduct themselves according to the sixth commandment.
- 3) Chaperones have the right to correct any actions which violate school rules or God's law. As such, chaperones will elect to follow this procedure:
  - a) Personally notify the student(s) in violation and warn them that such actions cannot continue;
  - b) Continued violation will result in the student(s) being dismissed from the activity.
  - c) Chaperones have the right to screen all music.
  - d) Individuals who attend an event are responsible for their actions.
  - e) Any damage, loss or destruction of property or belongings will be the responsibility of the offender. In the case of a guest committing a violation, proper authorities will be notified.
- 4) Both a play list of songs for the event and the chaperone list must be submitted to the advisor of the activity at least three days prior to the event. Failure to do so will cause the event to be cancelled.
- 5) The group sponsoring the event is responsible for clean up.
- 6) School events will conclude by 10:00 PM. Exceptions can be made for events held on Fridays.

- 7) Junior high students may not attend high school events and high school students may not attend junior high events unless approved by the administration.
- 8) At junior high dances, the students will follow the school dress code as outline in the school handbook. No formal gowns or strapless dresses may be worn.
- 9) Parents of junior high 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.

## COMPUTER AND INTERNET POLICY

Middle School and High School students have access to computers in one of the three computer labs; one mobile lab and two lab rooms. Any student who vandalizes or purposely ruins a computer either by defacing it, or downloading malicious software will be responsible for the complete replacement of the computer.

Internet access is available to students and teachers at Divine Savior Academy. We are very pleased to have this technology at Divine Savior and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovations, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail (e-mail) communication with people all over the world
- The ability to browse the World-Wide Web
- Public domain software and shareware of all types
- Discussion groups on a multitude of topics ranging from Chinese culture to environment to music to politics
- Access to many University Library Catalogs and the Library of Congress

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Divine Savior has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We (Divine Savior) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Divine Savior Academy. It is the user that controls the search criteria and, therefore, the material accessed. With this in mind, we believe that it is imperative to teach our students about making Christian choices about the type of material they access. It is our belief that by training our young people how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults.

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If any Divine Savior Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

**USE OF THE INTERNET IS A PRIVILEGE, NOT A RIGHT!**

Inappropriate use will result in a cancellation of those privileges. The faculty will deem what is inappropriate use and their decision is final. Also, the Director of Technology may close an account at any time as required.

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden
- Do not reveal your full name, home address or phone number, or those of any other persons when using the Internet.
- Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or software.

Divine Savior Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Divine Savior will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Divine Savior specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Divine Savior Academy assumes no responsibilities for any costs, liability or damages caused by the way the student chooses to use his/her network access. Any problems that arise from the use of an account are the liability or responsibility of the account holder or user.

## 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, students will not possess knives of any kind including pocketknives, any type of gun (play or real) or any other object that might cause injury or bodily harm.
- Possession of a real gun will result in an automatic expulsion and notification of proper authorities.
- Possession of a dangerous object or the use of the same will result in a suspension. A second offense will result in expulsion.
- In all instances the parents will be required to set up a conference with the teacher, principal, pastor, and child, before return of the child to DSA can be considered.

- In all cases, the Executive Council and appropriate community authorities will become involved. The principal is responsible for contacting local authorities and dealing with any media attention.

## CHILD LABOR OVERVIEW

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

### HOURS

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

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

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

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

### BREAKS

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

### DAYS

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

## PARTIAL WAIVERS

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

## EXEMPTIONS

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

## PROHIBITED JOBS

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

## EMPLOYER REQUIREMENTS

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

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

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

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

# ADDRESSING CONCERNS

## APPROPRIATE COMMUNICATION FOR ADDRESSING CONCERNS

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

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

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

## ADDRESSING CONCERNS TO THE EXECUTIVE COUNCIL

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

- Step 1- Contact the administrator with your concerns.
- Step 2- If the issue cannot be resolved, contact the Senior Pastor and discuss the issue.
- Step 3- Petition the Council. This should be done in writing ten days prior to a regularly scheduled meeting of the board. You may then appear before the board with your request.