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## **STUDENT AND PARENT HANDBOOK 2022-2023**

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[www.dsha.info](http://www.dsha.info) College Code No. 501-350

**Attendance Number: 414-721-2920**

After reviewing the Student and Parent Handbook, students and parents must submit an acknowledgement form by logging into your myDSHA account  
Forms must be submitted no later than Monday, August 29, 2022

The 2022-2023 DSHA Student and Parent Handbook was endorsed by the  
Academic & Student Life Committee of the DSHA Board of Directors on August 10,  
2022

**This handbook belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## TABLE OF CONTENTS

	Page
I DSHA Mission, Vision, The Qualities of a DSHA Graduate and History of the School	1-2
II General Information – School Regulations, Routines and Policies	3-18
III Campus Ministry	19-21
IV Curriculum and Academic Policies	22-31
V Student Services	32-35
VI Attendance and Absence Policies	36-37
VII Discipline Policies	38-45
VIII Athletics	46-48
IX Student Activities and Clubs	48-49
X Parents	50
XI Index	51-52
XII Library Reference Page	53
XIII Addendums	53
• COVID Safety Protocol	

## I. DSHA Mission and Vision

### MISSION STATEMENT

Divine Savior Holy Angels High School is a Catholic college preparatory high school for young women that excels at developing the whole person. Sponsored by the Sisters of the Divine Savior and grounded in their mission to make known the goodness and kindness of Jesus Christ, we develop our students into capable young women of faith, heart, and intellect who accept the gospel call to live lives that will make a difference.

### VISION STATEMENT

DSHA will be #1: Recognized as the premier choice for a girl seeking to grow into her full potential as a woman of faith, heart, and intellect.

### STATEMENT OF PRINCIPLES

As a Catholic high school, DSHA is grounded in the beliefs and celebrates the traditions of the Catholic Church while fostering faith development in students, faculty, and staff.

As a college preparatory high school, DSHA provides exemplary academic and co-curricular opportunities which help students realize their true potential and inspire a passion for life-long learning, rooted in courage, innovation, and integrity.

As a high school for young women, DSHA cultivates confident leaders who employ their gifts in the service of others, who positively impact their communities and the world, and who are sought after as creative problem-solvers and engaged collaborators.

### THE QUALITIES OF A DSHA GRADUATE

The Qualities of a DSHA Graduate find their foundation in the mission of DSHA. As a school for young women, we are, by design, singularly successful in promoting her development as an articulate, confident and capable woman with the following qualities:

She is a **Believer** who relies on Catholic Christian values which encourage her to act on God's call to recognize her gifts and use her voice to pursue justice, live with integrity and actively improve her world. A faith-filled role model, she demonstrates the highest respect and compassion for herself and for others by living a life that makes a difference.

She is a **Self-Advocate**, who as a young woman learns to accurately assess her abilities and to recognize and resist the cultural forces and customs that would erode her own emerging sense of self, or cause her to act in conflict with her own values and beliefs. Through systematic opportunities to learn, practice and master self-advocacy behaviors, she begins to articulate her beliefs and values. She uses her own voice to state her opinion, ask questions and effectively negotiate for her strongest possible outcome.

She is a **Critical Thinker** who solves problems, improves processes and sees what others cannot. She is innovative and creative, her wise counsel and enlightened perspectives highly sought-after. She is an adaptable, analytical, curious intellectual who pursues deep understanding and trusts her instincts and experience.

She is a **Communicator** who is articulate, perceptive and empowered to make her voice heard. She is highly skilled at interpersonal communication, effectively sharing ideas through various means, with various audiences, using advanced technology as needed. She is an active listener who is self-reflective and engaged, and is a confident communicator who is unafraid to stand up and say what must be said.

She is a **Leader** who takes initiative, leading by inspiration and influence. A skilled collaborator, she uses her full potential to motivate individuals and groups to accomplish goals and achieve dreams. She is inclusive, hopeful and highly ethical; as a visionary leader, she is accountable to herself and to others, bravely forging new paths and building new connections.

DSHA's Catholic, Salvatorian foundation, prayer and worship experiences, commitment to service, academic program, and co-curricular opportunities provide a young woman with high standards, tools, and choices that empower her to develop the Qualities of a DSHA Graduate.

### DSHA Parent Comportment

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, bullying or harassing behaviors toward school staff.

DSHA believes that a positive and constructive working relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. Parents and students are expected to comply with the policies of this Handbook, including the Parent Code of Conduct detailed on page 49. Parents are also expected to address any concerns with School policies or practices in accordance with the Parent Concern policies detailed on page 28. DSHA reserves the right to not continue the enrollment, or not re-enroll, a student if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with DSHA's accomplishment of its educational purposes.

## **OUR HISTORY: ALL GIRLS HAS ALWAYS MADE ALL THE DIFFERENCE**

In 1970 Milwaukee's top two girls high schools combined to create DSHA. Divine Savior and Holy Angels were strong rivals, but both shared a deep commitment to girls, their faith and their possibilities. Their common mission, plus similar curricula and co-curricular activities helped make their affiliation successful.

DSHA's history and traditions have always been all about the girls. A timeline of our past includes these important dates:

- 1892 Holy Angels opened at the corner of 12<sup>th</sup> and Kilbourn in Milwaukee with 20 students. Sponsored by the Sisters of Charity of the Blessed Virgin Mary (BVMs), it becomes Milwaukee's first college-prep girls' high school.
- 1926 Divine Savior opens in the motherhouse of the Sisters of the Divine Savior (Salvatorians) at 35<sup>th</sup> and Center. Initially it enrolls only students planning to become Salvatorian Sisters.
- 1927 Holy Angels becomes Milwaukee's largest Catholic girls high school with opening of new facility designed for a rigorous college prep education and a strong emphasis on co-curricular activities in forensics, music, theater and science.
- 1932 Holy Angels students begin a long tradition of state and national awards for their student newspaper, forensics performance, musical theater and essays on local and national issues. Nearly half of all graduates continue to college.
- 1945 Holy Angels students earn national award for supporting American servicemen in World War II. With more than \$55,000 in war bond sales (\$720,000 in current dollars), they help pay for two jeeps, a tank and an Army flight training aircraft. The flight trainer was named in honor of the school.
- 1948 Divine Savior opens school to lay students and immediately becomes fastest growing Catholic high school in Milwaukee area. By 1956 it enrolls nearly 600 students.
- 1951 Divine Savior moves to new facility at 4257 N. 100th. Its student newspaper, debate team and 120-voice choir earn state and national honors.
- 1959 Divine Savior students raise \$60,000 for a new gym by raffling off a new house.
- 1968 Both Holy Angels and Divine Savior are threatened by rising costs and declining enrollments. Nationally, financial problems force closure of half of all Catholic girls high schools between 1970 and 1990.
- 1970 Holy Angels decides to close. Parents on its advisory board meet with parents on Divine Savior's advisory board and agree to affiliate. Two hundred Holy Angels students and 11 Holy Angels faculty move to the new Divine Savior Holy Angels High School.
- 1972 Title IX federal law requires state high schools to offer comparable athletic programs for girls. DSHA wins the first statewide girls athletic tournament (volleyball). It has since won 35 state tournaments and six national tournaments.
- 1975 The name "Dashers" is given to all DSHA athletics. It evolved from DSHA-ers, which quickly became "DASH-ers" and then simply "Dashers."
- 1980 First Advanced Placement (AP) and honors courses appear. Today DSHA offers 15 AP courses.
- 1983 Dash-A-Thon begins. The annual walk/fund-raiser has since raised nearly \$2 million.
- 1985 DSHA is named "Exemplary School" by U.S. Department of Education and the American Council of Education. It was the only Wisconsin high school to receive the honor that year.
- 2001 Work begins on new Robert and Marie Hansen Family Fine Arts Theater, the Art Suite and "The Quad," supported by Betty Quadracci, a '57 Holy Angels alumna.
- 2007 DSHA initiates Diversity Task Force to ensure an inclusive school culture that supports and values all students. Today DSHA includes students from every zip code in the greater Milwaukee area.
- 2013 DSHA develops new faith formation program that aligns student service activities for freshmen through seniors with theology course sequence. "Vocare," a capstone two-week community service program for seniors, begins.
- 2014 The year of girls' achievements. DSHA wins state championships in basketball, volleyball, rugby, ice hockey and soccer. Its musical production of "Shrek" earns top honors in state for musical theater. The Archdiocese of Milwaukee recognizes DSHA for its exemplary Catholic identity. DSHA school counselor program receives "Program of Promise" Award from Wisconsin School Counselor Association and Wisconsin Association of Student Councils selects DSHA for its Spirit of Excellence Award.
- 2016 To support new comprehensive wellness program, DSHA opens new Sarah M. Hegarty Fitness Center, Chris and John McDermott Gymnasium, Sylvia DuBois Chapel and Campus Ministry Center, R.J. Fridl Commons, Wilson Vocal Music Room and Student Services and College Center (supported with gift from Dan and Mary Brennan Druml, DSHA '80).
- 2017 DSHA celebrates 125th anniversary.

## **II. General Information – School Regulations, Routines, and Policies**

The Qualities of a DSHA Graduate find their foundation in the mission of DSHA. A DSHA Graduate is a confident and capable woman with the following qualities:

- **She is a Believer**
- **She is a Self-Advocate**
- **She is a Critical Thinker**
- **She is a Communicator**
- **She is a Leader**

In terms of school regulations, routines, and policies, this means:

- Students contribute to the creation of an orderly learning environment by following school policies and established procedures.
- Students show pride in their personal appearance by dressing neatly and in accordance with the uniform code.
- Students show respect for authority and follow directions.
- Students show respect in word and deed for others, their feelings, their reputations, their property, and their safety.
- Students show respect for school property and facilities by cleaning up after themselves and using resources appropriately.
- Students exhibit hospitality and tolerance by welcoming others, celebrating their diversity, and respecting their differences of opinion and preference.
- Students report dangerous behaviors and/or situations to appropriate school personnel.
- Students exhibit good citizenship and show respect for our neighbors by following regulations regarding driving and parking.

### **NONDISCRIMINATORY AND ANTI-BIAS POLICY**

Divine Savior Holy Angels High School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, scholarship and loan programs, athletics, and other school-sponsored programs.

All students are daughters of a loving God and share equally in God's unconditional love. All DSHA programs for children and youth are to reflect this loving, inclusive experience.

DSHA programs are to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and this Handbook.

DSHA personnel shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are articulated in this Handbook and the employee handbook.

### ***Procedure for Reporting Discrimination or Bias***

Any person who has been subjected to discrimination or bias should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the Dean of Student Affairs or appropriate supervisor. An investigation shall be conducted by the Dean of Student Affairs or his/her designee. DSHA may involve legal counsel as appropriate. During the investigation, the Dean of Student Affairs or his/her designee will conduct interviews of the victim/complainant, the alleged perpetrator/respondent, and any identified witnesses. The Dean of Student Affairs will also consider any other relevant evidence available throughout the investigation and will prepare an investigation report summarizing the relevant evidence and findings of the investigation. The investigation report will be delivered to the Principal or his designee, who will issue a final determination to both parties regarding the outcome of the investigation.

If the allegations are confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

### **SCHOOL OFFICES**

The Main Office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday. Main Office staff may be reached at 414-462-3742.

The Business Office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday. Business Office staff may be reached at 414-721-2916. Change for bills with denominations of \$20 or lower will be provided, but the Business Office is unable to cash checks. Please report problems with vending machines to the food services personnel in the kitchen.

## BELL SCHEDULES

### Yellow

0 hour	7:20-7:50
1st hour	7:50-8:33
2nd hour	8:37-9:21 (8:37-8:38 Prayer)
3rd hour	9:25-10:08
4th hour	10:12-10:55
EARLY Lunch/Dasher Time	10:55-11:25
LATE Lunch/Dasher Time	11:26-11:56
5th hour	12:00-12:43
6th hour	12:48-1:31 (12:47-12:48 Prayer)
7th hour	1:35-2:18
8th hour	2:22-3:05
9 <sup>th</sup> /Angelaire	3:15-4:00

### Mass/Assembly/Co-Curricular

0 hour	7:20-7:50
1st / 2nd hour	7:50-9:04
3rd / 4th hour	9:08-10:24 (9:06-9:07 Prayer)
Assembly / Mass / Co-Curricular	10:28-11:28
EARLY Lunch/Dasher time	11:28-11:58
LATE Lunch/Dasher time	11:59-12:29
5th / 6th hour	12:33-1:47 (12:37-12:38 Prayer)
7th / 8th hour	1:51-3:05
9 <sup>th</sup> /10 <sup>th</sup> hour/Angelaire	3:15-4:00

## BELL SCHEDULES

### Orchid

0 hour	8:10-8:40
1st hour	8:45-9:25
2nd hour	9:29-10:11 (9:29-9:30 Prayer)
3rd hour	10:15-10:55
4th hour early	Class: 10:59 - 11:39 Lunch: 11:43 - 12:09
4th hour late	Lunch: 10:59 - 11:25 Class: 11:29 - 12:09
5th hour	12:13-12:53
6th hour	12:57-1:37 (12:56-12:57 Prayer)
7th hour	1:41-2:21
8th hour	2:25-3:05
9 <sup>th</sup> hour/Angelaire	3:15-4:00

### **ADVANCEMENT OFFICE**

Fundraising, student recruitment, alumnae activities, community relations, the auction, and other special events are functions of the Advancement Office. The Advancement Office staff serves students, the Parent Association, the Alumnae Association, and others who work for the betterment of DSHA. There are numerous opportunities for students to be of service to our school community that are coordinated through this department: hostessing prospective students, participating in GirlTalk or the student Phone-A-Thon, giving tours to alumnae who visit, and serving at special events.

### **AGE OF MAJORITY: 18 YEARS OLD**

Students 18 years or older in attendance at DSHA must comply with rules and regulations. They may not report themselves absent, sign their own progress reports, etc. Students are expected to reside with and live under the care and authority of their parents or legal guardians. Any short-term exception to this policy must be reported to the Dean of Student Affairs.

### **ASBESTOS NOTIFICATION**

Divine Savior Holy Angels has been inspected for asbestos-containing building materials. Their management plan has been submitted to the State of Wisconsin for review in compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective October 1987. A certified asbestos inspector performs required re-inspections and ensures compliance with the Environmental Protection Agency (EPA). This notification is part of that compliance. The Indoor Environmental Management Plan is available for inspection during normal business hours in the school's administrative office.

### **ASSEMBLIES/MASSES**

Occasionally the school day schedule will include a formal or informal assembly or Mass. These are an opportunity for faith formation, intellectual enrichment, developmental guidance, and/or a celebration of achievements. Each of these activities calls for a different degree of participation from students and requires specific kinds of behavior. The expectation is that the students be present, sit in their assigned place in the theatre or gym and be attentive and courteous. These activities are part of the total educational experience and skipping them is the same as cutting a class.

For each activity in the gym and theatre, students will drop backpacks in their next classroom and stay for attendance, prayer, and announcements prior to heading to the designated location. For class-level assemblies, students should leave their backpacks in the area of the theatre normally reserved for freshmen. Students are advised to lock valuables in their lockers and not leave them in their backpacks. No food, drink, water bottles, cellphones, purses, school materials, etc. are allowed in assemblies or Masses.

### **BOOKS – NEW AND USED**

Please see DASHER RESALE.

### **CAFETERIA**

A'viands (formerly Food Services, Inc. or FSI) offers a computerized meal service called Dining Dollars. This program allows students to pay for their meals using their student ID card as a prepaid debit card. Here is how it works:

- Students prepay their meals by depositing an amount of money into a Dining Dollars account which is affiliated with their personalized bar-coded student ID card (\$25 minimum amount; checks made out to A'viands).
- The student uses her student ID card as a debit card when purchasing any food or beverage item in the Cafeteria.
- Balances on accounts will carry over from semester to semester and year to year until the student graduates.
- There will be no refunds except for graduating seniors or students permanently withdrawing from the school.

### **Catechesis and Policy Questions on Gender Theory**

DSHA abides by the Gender Theory policy of the Archdiocese of Milwaukee. ([link to policy](#))

### **CELLPHONES**

Please see IT RESOURCE USE POLICY.

### **COMMUNICATION**

Each student is responsible for her written and verbal communication and its ramifications. The language of any communication should be appropriate to the mission of DSHA and in compliance with the policies of this Handbook. Students are required to identify ownership of communication by using their name.

Additionally,

- Signs/flyers/posters may not be posted without the approval of the Dean of Student Affairs or moderator of the relevant activity.
- All co-curricular signs must be attached to one of the 9 student activities bulletin boards at the landing of each stairwell.
- Only information about activities sponsored by or benefiting DSHA may be posted on campus.
- No signs may be posted in bathrooms or locker rooms, or on doors, walls, or windows without the approval of the Dean of Student Affairs.
- Neat and appropriate decorations may be put on individual student lockers, but only with masking tape or blue painter's tape. Stickers may not be used.
- Students are prohibited from using the DSHA name or logo without the approval of the Dean of Student Affairs.
- Markers may not be used to decorate the inside and/or outside of a locker.
- Flyers/posters/decorations must be removed within one week of the end of an event (or season if applicable).
- No balloons are allowed in The Quad, R.J. Fridl Commons, gym, or theatre.

- Email, dsha.info, telephone messages, and student mailboxes should be used to communicate to individuals.
- No valuables should be placed in mailboxes.
- DSHA reserves the right to remove and discard information which does not meet the above criteria.

The public address (PA) system will be used for daily prayer and announcements. Class time will not be interrupted with PA announcements unless there is an emergency. Students may be paged over the PA system before school, during all-school lunch, during all-school Dasher Time, between classes, or at the end of the day. It is a student's responsibility to pay attention and respond if/ when she is paged.

Daily announcements will run immediately after 2nd hour prayer (3<sup>rd</sup> hour on odd EI days). The Student Council Communications Commission will manage and broadcast daily student announcements. Any announcement must be approved by a teacher, administrator, or coach/advisor. No announcement will run more than three days in a row. Announcements must be sent to announcements@dsha.k12.wi.us no later than 7:30 a.m. on the day they are to be aired.

### **CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS AND RESPONSIBILITIES**

DSHA abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act, 1974). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, DSHA will provide the noncustodial parent with access to the academic records and other school-related information regarding the student; DSHA is not required to inform the custodial parent/legal guardian if such information has been requested or given to a noncustodial parent/guardian. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined; the parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school. Parent rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property. It is the responsibility of the noncustodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or placed on the school's mailing list.

### **DANCES**

DSHA sponsors student dances in order to enhance the social development of students, foster wholesome friendships, and provide healthy entertainment in a secure environment. Students may attend the Homecoming Dance, Winter Formal, Sophomore Fling, or Prom with or without a guest and requires advance ticket purchase along with a parent permission slip from student and guest. The Welcome Back Dance and Halloween Dance are open only to DSHA students and boys from area high schools with a high school ID.

#### ***Dance Guidelines***

- Most dances are held from 7:00 to 10:00 p.m. Students must arrive at the dance between 7:00 and 8:00 p.m. Doors will close at 8:00 p.m. Students are permitted to leave a dance beginning a half hour before the end time (9:30 p.m.). Students may not leave a dance early without parental permission.
- Students must purchase a ticket to attend any DSHA dance. Tickets prices will vary depending on the dance. Tickets to the Welcome Back Dance, Halloween Dance and Multicultural Dance are available at the door the night of the dance. Homecoming, Winter Formal, Spring Fling and Prom require a pre-purchased ticket and a signed parent permission slip.
- A valid high school picture ID must be shown for entry to all dances.
- Demerits will be issued for DSHA students who arrive at dances without a current, valid student ID.
- A DSHA student is expected to greet the school's President, Principal, or assigned teacher/staff member at the entrance of a dance.
- Tobacco, alcohol, vaping, and controlled substances are strictly prohibited at DSHA dances held on or off campus.
- Students and their guests will be randomly breathalyzed at the Homecoming Dance, Winter Formal, Spring Fling and Prom.
- DSHA reserves the right to use a breathalyzer at any time for any student in attendance at all DSHA dances.
- Expectations at dances include appropriate dancing, clothing, language, and behavior.

#### ***Consequences of Inappropriate Behavior***

Dancing: DSHA does not allow "grinding," "dirty dancing," slam dancing, body passing, stage diving, or moshing at any dance. If a student is stopped for inappropriate dancing, her/his ID will be taken by the chaperone as a first warning. If the student is stopped again, her/his parent(s)/guardian(s) will be called, and the student will not be permitted to remain at the dance.

Appropriate Clothing: Offensive or derogatory clothing is not allowed. Clothing depicting drugs and/or alcohol and/or tobacco is not allowed. Low-cut and/or revealing clothing (including bare midriff or bare back below shoulder) is not allowed. Skirts, dresses, and shorts must be of appropriate length (must extend to the fingertips when the arm is extended). Students with inappropriate clothing will be asked to change or wear DSHA gym attire. If a student does not change s/he will be detained by chaperones, and a parent/guardian will be called. No hats, jackets, or backpacks are allowed in the dance. Purses will be checked upon entrance.

Obnoxious Behavior (vulgar language, pushing, shoving, "making out" - overt and/or prolonged public displays of affection, etc.): Common courtesy and polite behavior are expected of all students at DSHA dances. Students must remain in the area designated for the dance and may not enter other parts of the school building. Students are prohibited from climbing on rafters, bleachers, tables,

chairs, etc. Students misbehaving will be detained by chaperones, and a parent/guardian will be called. These students will be held at DSHA until a parent/guardian arrives or until the end of the dance.

**Any Reasonable Suspicion of Use and/or Possession of Drugs, Alcohol, Weapons, or Vaping:** Parents will be notified immediately. DSHA reserves the right to contact the police and/ or emergency personnel in the event of student alcohol/drug use. Parents/guardians will be asked to come and pick up the student. If a parent/guardian does not come to pick up his/her child, the student will be released to the custody of the police or other emergency officials. DSHA reserves the right to use a breathalyzer for random alcohol testing, or when there is any reasonable suspicion of alcohol use by a student or guest. Alcoholic beverages, drugs, and weapons are not allowed anywhere on the premises, including cars on property.

### **DASHER RESALE**

In June, students may purchase used textbooks and uniform items at the parent-sponsored Dasher Resale held at DSHA.

DSHA contracts with an outside provider to facilitate the purchase and sale of new and used textbooks. Complete information about the Dasher Resale and the DSHA booklist will be sent to students' homes in early summer. A list of the textbooks being retired from the curriculum will be available in May from the Instructional Services Coordinator. Students are encouraged to sell their used books directly to other students whenever possible, to maximize their return on the books.

### **DASHER TIME**

Dasher Time is a 30-minute period of time on Yellow and co-curricular days. Students may use Dasher Time to meet her individual needs in the following ways:

- Use the time for quiet study hall
- Meet with a teacher, counselor, or tutor
- Pray in the Mother of Our Savior Chapel

During Dasher Time, students must be in a classroom, workspace, or office with a teacher or staff member. When the Library or Campus Ministry Center is open, students may also use this space during their Dasher Time. Students should only be in The Quad before or after school or during their designated lunch time. Students should only be in the Fridl Commons before or after school, during their Dasher Time on Yellow Days, during study halls, or during non-Fitness Wellness periods. Students may only use the hallways for travel to/from these locations. Students must remain at DSHA during Dasher Time. DSHA has a closed campus. Students from other schools may not stop by to visit during Dasher Time (even if just delivering something).

### **DECORATIONS/POSTERS ON LOCKERS AND WALLS**

Please see COMMUNICATION.

### **ELEVATORS**

Students are only allowed to ride the elevators with an elevator pass, which is issued for a specific period of time. In order to obtain an elevator pass, a student must have a request in writing from a doctor. A fee of \$1 is assessed upon issuance and will be refunded when the pass is returned to the Main Office. One person may accompany the injured/ill student on the elevator if help is needed in carrying books/belongings. This should be arranged at the time the pass is issued (and will be indicated on the physical pass). Elevators may not be used without an elevator pass, and a student authorized to accompany an injured/ill student must actually be assisting the injured/ill student on the elevator. Students not following these guidelines will be issued a demerit.

### **EMAIL**

Please see IT RESOURCE USE POLICY.

### **EMERGENCY DRILLS**

Please see SAFETY AND SECURITY.

### **FAX MACHINE**

Students may not use the school's fax machine to have homework, reports, or dance forms from other another school faxed to them. It is the student's personal responsibility to bring these to class/school.

### **FIELD TRIPS**

Students participating in a field trip experience must have the school release form signed by parents and teachers. Regulations in the Student Handbook are to be followed at all times. Faculty/staff members or parents who transport students to and from school-sponsored activities must have liability insurance and auto insurance. If a student's teacher, other than the one planning the field trip, requires that a student attend her/his class and this teacher has a serious and valid reason, the student may not participate in the field trip and must attend classes.

### **FINANCIAL AID PROGRAM**

DSHA supports an extensive need-based financial aid program to assist students and families with tuition and other costs. The funds are awarded annually, and the applications are available in the Advancement Office. Students who receive need-based assistance are required to participate in the school's work study program and are also asked to write thank you cards to donors throughout the year.

### **FOREIGN TRAVEL & OTHER SCHOOL-SPONSORED TRIPS**

Each year, some foreign travel possibilities are arranged through one or more departments for students willing and able to participate in such experiences. Students and parents are usually notified of these opportunities early in the year. Participation in all of these experiences is considered a privilege, not a right. Selection of students for participation in these experiences is left up to the discretion of the teacher(s) who will be chaperoning the students. Taking students on such experiences is a great liability; therefore priority is given to students with good discipline records and students who have demonstrated a positive attitude and influence on their classmates. Additionally, only students up-to-date with tuition payments will be eligible to apply.

Before the trip, student participants (and their parents as necessary) must be in good standing with regard to academics, behavior, and finances and carry out the following:

- Make necessary payments and turn in all forms in a timely fashion.
- Meet all of the trip leader's requirements for preparation.
- Plan for missing classes by consulting with their teachers in order to work ahead before leaving, do some adapted form of classwork while on the trip, and/or make up work when they return.
- Ensure that all financial obligations owed to the school are current. Students with any kind of outstanding financial obligation will not be allowed to go on trips.

During the trip, student participants must do the following:

- Follow all appropriate DSHA rules and regulations as stated in the Student Handbook.
- Obey any other rules the chaperones or other responsible adults impose.
- Represent the school in an appropriate and dignified manner.

### **FUNDRAISING BY STUDENTS**

Student fundraising is an important part of helping to contain costs at DSHA. Students are required to participate in an all-school fundraising event each year. The major all-school student fundraiser is Dash-A-Thon, which takes place in September. Each student is asked to raise a designated amount of money. It is important to note that some individual student clubs or groups also may require members to be involved in fundraising for specific activities. All fundraising efforts must be approved by the Dean of Student Affairs.

### **GRADUATION DRESS REGULATIONS**

Each student is required to email a picture of herself wearing her graduation dress or pantsuit to the Dean of Student Affairs by the designated due date. Students are expected to wear the same approved graduation dress, or pantsuit and shoes to the Graduate Dinner Dance. Students who arrive at the Graduate Dinner Dance without the proper attire will be asked to wear a white graduation gown or leave the event. **See chart on next page.**

Full or Tea Length White/Ivory Dress or Pantsuit:	The white or ivory graduation dress is to be modest and appropriate. In keeping with DSHA tradition, the dress must be floor length or tea length (mid-calf.) A wrap or cover-up in white or ivory is allowed and encouraged with backless, strapless, or halter dresses. Any color graduation dress other than white or ivory is not acceptable.  Alternatively, students may choose to wear a white or ivory pantsuit. Any color pantsuit other than white or ivory is not acceptable.
White/Ivory Gloves:	Full length white or ivory gloves are mandatory.
Hair/Jewelry/Shoes:	Hair and jewelry should be appropriate for the occasion and conservative in appearance. Shoes must be white or ivory in color.

### **GRADUATION OBLIGATIONS**

In order to participate in the graduation ceremony and practices, a student must have served all required detentions and paid all financial obligations (including payment for unreturned Library materials and financial penalties for detentions).

### **IT RESOURCE POLICY**

#### **Overview**

DSHA gives students access to technology to support the mission of learning, research, and spiritual development with relevant and consistent resources at all levels. DSHA IT resources are intended to do the following:

- Supplement standard teaching practices
- Provide access to tools and resources for students to assist their understanding and learning of various concepts
- Improve participation and engagement
- Share information and communications with all constituent groups

The school provides computers for student use in the Library and study hall for instructional and research purposes. Students may use these resources before and after school or during their free periods. Specific criteria and policies may be established by the Librarians or staff. For security reasons, students are not allowed to use any other school computers unless under the direct supervision of a faculty member. Printing is provided as a privilege for student use. Email and Internet websites should not be printed unless it is for a class assignment and with permission of the room supervisor.

Student access to DSHA's computer networks (wired and wireless) and resources is intended for instructional and research purposes to enhance the student educational experience. Students' accounts, email, and use of on-campus resources are a privilege, and improper use may result in loss of access to them. Christian stewardship of these resources will lead to proper use, and student usage must comply with DSHA, local, state, and federal policies, regulations, and laws.

DSHA facilitates the connection of resources to the Internet and is not responsible for service interruptions. Availability may change without prior notice. Loss of data, accuracy, or quality of information is not the responsibility of the school.

DSHA has systems in place to monitor and record all network usage. Students should not have any expectation of confidentiality or privacy as to their network usage. DSHA reserves the right to review any IT resource communications content, activity and usage patterns, and files (stored on the network, on a desktop or portable computer, in email, over voicemail, or on the Internet), in order to assure compliance with policies and procedures.

DSHA actively maintains network filtering services for email and Internet. It is impossible to control all materials on a global network like the Internet. Offensive materials, when brought to the attention of DSHA, will be blocked from access.

### ***Email/Teams***

DSHA email/Teams is provided to students as an extension of the academic environment. When students use DSHA email/Teams, they agree to abide by DSHA's IT Resource Use Policy and take responsibility for their actions using these resources. Students are required to use DSHA email to communicate with other students, faculty, and staff and are expected to use professional business communications etiquette.

The following additional guidelines apply to email/Teams use:

- Students are required to check their DSHA email and teams daily.
- DSHA email is provided to each student and is the only email allowed for school communications.
- Passwords are not to be revealed to anyone for any reason.
- Pretending to be someone else is prohibited. Students must always use their true identity and honestly identify themselves when using email.
- Email/Teams is not private. Students must be conscious of what they share on email, including personal information.
- DSHA has limited archiving of email/Teams messages.
- DSHA email should be used when accessing other DSHA IT resources such as MyDSHA, Destiny, Turnitin, etc.
- DSHA staff will never ask students for personal information, passwords, or security access via email.
- DSHA does its best to block spam email, but it is impossible to control all materials on a global network like the Internet. Offensive emails, when brought to the attention of DSHA, will be blocked.
- DSHA emails/Teams is to be used for educational purposes only.
- Unauthorized mass communications to large distribution lists are forbidden
- No Teams page can be established without proper permission and must include proper adult moderation.

### ***Personal Electronic Devices***

DSHA provides students with a safe, secure, and positive learning and working environment. The use of personal electronic devices on school property may compromise or interfere with this goal; therefore, the use and possession of these devices must be regulated. Given the prevalence and growth of the types of devices available, DSHA maintains the right to control the time, place, and manner in which personal electronic devices are used.

Students are expected to have with them a 1-to-1 device that provides the minimum expectations provided by the school. Students may bring their technology devices to school and access the wireless network for academic purposes. These devices include laptops and tablets. An electronic device is further defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of these devices include portable laptop computers, tablets, mobile phones or smart phones, MP3 players, media players, and eReaders. In general, these items may be used in class for academic purposes. However, the teacher will ultimately determine what is appropriate in that classroom. Teachers may declare technology-free times, call for the placing of technology at the front of the room or in a ready-to-use position. Students may not record images or audio without permission from those present. Recording without permission will result in significant consequences. In a classroom situation, students must have permission from the teacher before using any video or audio recording device. Students may never (before, during or after school) use mobile phones and image or audio recording equipment in a locker room, bathroom, student services or other places where privacy is expected. Items used in violation of these rules may be confiscated regardless of academic need with standard consequences applied. Repeated offenses of inappropriate use may include additional consequences including Saturday Detention, suspension or dismissal from school.

To accommodate students appropriately using WiFi-enabled personal electronic devices, DSHA has a dshaGuest and a Student-Wifi wireless network. These networks allow students filtered Internet access from almost anywhere inside of the building.

When a student accesses DSHA resources with a personal electronic device, she is agreeing to abide by DSHA's IT Resource Use Policy and take responsibility for her actions and decisions using these resources. Devices must not circumvent or impair the security of the DSHA network. This expectation includes but is not limited to following guidelines:

- Users must stay current with patches, software updates, and antivirus and malware protection. Devices without up-to-date security may be denied access.
- Devices may not impose any tangible cost to DSHA.
- Devices may not unduly burden DSHA's computer or network resources.
- Devices may not have any adverse effect on a student's academic performance.

An electronic device may be used in accordance with the following guidelines.

- Cell Phones (see cell phone policy)
- Laptops may be used for **school work only** during Dasher Time, study halls, or non-Fitness Wellness periods. Laptops may be used during instruction time at the discretion of the teacher. Laptops may be used for non-school purposes **before or after school or during the individual student's assigned lunch (to include Dasher Time)**.
  - Headphones/earbuds connected to personal electronic devices are only permitted **before or after school, during the individual student's assigned lunch (to include Dasher Time), or during the individual student's study hall/free periods.**

Parents/guardians are advised that the best way to contact their student and relay messages during the school day is by using the Main Office, as emergency phone calls can be made in the Main Office during school hours.

Students are responsible for setting up and maintaining personal electronic devices, including devices that connect to the network. DSHA will assist guests on a best-effort basis, but provides no assurance of connectivity.

DSHA assumes no responsibility for personal electronic devices that are lost, stolen, confiscated, or connected to the guest network, including any information on devices.

Students do not have an expectation of privacy as it relates to all school issued electronic devices or IT resources, including but not limited to DSHA issued laptops, DSHA issued email addresses, or Microsoft Teams, and these devices and resources may be subject to search by school administration at any time. All personal electronic devices, including personal cell phones and personal laptops, may be subject to search by school administration if the administration has a reasonable suspicion to believe that the student has violated or is violating a school policy or law. Charging at school will be permitted, but the school cannot guarantee that a student will be able to plug in during class. If a device is left at home or is not charged, the student remains responsible for completing all coursework. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment unless no other means of completion exist.

### ***Prohibited***

Students are expected to follow etiquette and Christian behavior when using DSHA's IT resources. Restrictions include but are not limited to the following:

- Do not knowingly violate the laws and regulations of the United States, any state, city, province, or local jurisdiction in any way.
- Do not violate copyright.
- Do not share personal information or login information (including passwords).
- Do not send mass emails, Teams messages, chain letters, or inappropriate humor.
- Do not install software without prior authorization.
- Do not take pictures or video or audio recordings of other students or school staff without the permission of a teacher or administrator.
- Do not knowingly transmit, retrieve, or store any communication of an abusive, discriminatory, defamatory, obscene, threatening, harassing, or offensive nature (including that which involves the invasion of privacy or spreading of gossip). Students aware of or in possession of such communications by DSHA students are required to report such communications to the Dean of Student Affairs or other Administrator.
- Do not send communications with sexual implications or which reflect offensively on another's age, race, sex, sexual orientation, origin, or disability. Students aware of or in possession of such communications by DSHA students are required to report such communications to the Dean of Student Affairs or other Administrator.
- Do not use or share electronic devices in locker rooms, restrooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy.
- Do not use another's account or pretend to be someone else, anonymously or using a pseudonym.
- Do not disrupt the use of resources by others.
- Do not engage in vandalism or any malicious attempts to harm or destroy systems, hardware, software, wiring, or data, as this will result in loss of privileges and appropriate fines for restitution. This includes unknowingly disabling or overloading any computer system or network to circumvent a system intended to protect privacy and security or propagating any virus, Trojan, or other malicious code.
- Do not disable, defeat, or circumvent any of the security systems and programs installed by DSHA.
- Do not use school resources including but not limited to school email, Microsoft Teams, etc. to conduct personal activities or meetings otherwise not approved by the school or to engage in personal, non-school related communication.
- Do not use the DSHA name or logo without approval from the Dean of Student Affairs.
- Cameras – the student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of a camera in the restroom or a locker room, regardless of intent, will be treated as a serious violation. Use of the camera, speakers, and microphone in the classroom are strictly prohibited unless permission is granted by a teacher.

### **SOCIAL MEDIA**

Faculty, staff, students, and representatives may use a variety of accepted tools, including social media, to communicate with each other and members of the community. Use of social media must, like all other forms of communication, meet tests of credibility, privacy, authority, and accountability. Interacting with each other online is no different than interacting face-to-face; we are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions. Activities which are inappropriate, unethical, illegal, are contrary to the mission of DSHA, violate the policies of this Handbook, or which cause undue discomfort or are disruptive for members of the school community (including students, employees, parents, or others) should be judiciously avoided in written communications and on the Internet. Students are prohibited from using the DSHA name or logo on social media without the approval of the

Dean of Student Affairs.

No one should assume that remarks made via social media will remain private. Uncharitable, scandalous, or libelous remarks which harm or are disruptive to the DSHA community may be subject to school discipline or even legal action. Students who participate in online interactions must remember that their posts reflect on the entire DSHA community and, as such, are subject to the same behavioral standards set forth in this Student-Parent Handbook. Disciplinary action may be taken as defined in the policies of this Handbook, including but not limited to the Anti-Bullying/Hazing/Harassment, Communication, IT Resource Use, and/or Reputation of the School policies as applicable.

When using social media at any time on campus or off campus, students are expected to observe and follow the Student-Parent Handbook which includes demonstrating respect for others and the school. Students shall not use computers or any electronic devices for dissemination or publication of any material which jeopardizes the good name of the school, which is detrimental to the common good, or which is harmful or offensive to members of the school community. This includes the posting of inappropriate material on any blog, chat room, social site, or website, and may result in disciplinary action.

### **OFF-CAMPUS TECHNOLOGY USE**

DSHA reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to harassment, inappropriate use of the school name, remarks directed to or about faculty, staff, students or others, offensive communication, and safety threats or other violations of the policies of this Handbook.

### **CELL PHONE POLICY**

DSHA restricts students' in-school use of cell phones. Cell phones may be used in accordance with the following guidelines.

- Students may use cell phones before or after school and during lunch/dasher time.
- A teacher has given special permission for in class academic work.

Cell phones are NEVER permitted:

- During instructional time (unless given permission by a teacher for academic work)
- During exams
- In the Marie Esser Library (unless given permission by Librarian for academic work)
- In locations where there is an expectation of privacy (e.g., locker rooms, restrooms, student services)
- When the device distracts others or interferes with the operation of the school
- During passing time
- During study halls/free periods, including but not limited to, the Library, CMC, ALPHA, Student Services, and classrooms (unless permission is granted by administration for school purposes), or for the sole purpose of listening to music or other audio features (with headphones).

Though students may be sent messages during the school day, they are not permitted to check a device unless it is outside of school hours or during their lunch period. If a student is alerted to a message while using the device for permitted purposes during school (e.g., classroom academic work), they are not to respond or follow up on such a message until an authorized time. Parents are asked not to contact/text their daughter by cell phone until after 3:00 p.m. on school days. If a parent or guardian needs to get a hold of their daughter, please call the main office.

Headphones/earbuds connected to personal electronic devices are only permitted during authorized use times detailed above.

- Students are never permitted to wear headphones/earbuds during passing periods or any time they are moving through the school building.

Phones must always be on silent with vibration mode turned off, as to never distract others. If a student is suspected of misuse, the student may be asked to surrender the device to DSHA personnel without objection or hesitation from the student. Any cell phone confiscated may be withheld and only returned to the student with a \$5 fee for a first offense. A second offense will require the student serve a lunch detention plus a \$5 fee. For the third violation the student may receive a Saturday Detention and the phone will need to be picked up by a parent. Any student with multiple cell phone infractions may be asked to have her phone held with the Dean of Students during the school day. In these instances, the phone would be turned in prior to school and picked up at the end of the school day. Additionally, teachers may ask students to check their phones at the door prior to the onset of class. DSHA is not responsible for lost, stolen or broken cell phones. School officials may observe cell phone history including voicemail, text messages, photographs, social media accounts, etc. Violations of school policy will be dealt with according to school policy and may involve legal authorities. Furthermore, in instances of serious disregard of school policy other students' cell phones may be confiscated and searched.

### **NON-ACADEMIC TECHNOLOGY USE**

Personal use of technology is not prohibited; however, during the school day students are restricted in their use of personal technology to Academic Use. When in doubt, it is the obligation of the user to verify permissive use and seek assistance. Ignorance is not an acceptable excuse for misuse. The following activities are explicitly prohibited:

- Use of computers or the network for games, shopping, watching movies, listening to music or other personal entertainment;
- Use of social media sites for non-academic purposes;
- Obscene email/Teams or excessive use of email/Teams;
- Use of any social networking or chat websites or software;
- Accessing prohibited websites and content, including but not limited to; professional sports scores or fantasy sports sites, pornographic content, gambling websites, and any other activities which would be otherwise prohibited under the DSHA IT Resource or other technology sections;

## Additional Devices

Devices such as Apple Watches, Fitbits, etc. that can send and receive messages may be restricted. Students may be asked to remove these devices during class time, especially during assessments.

## **Actions**

Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply with such directives will be considered insubordination, and the student will be subject to disciplinary action.

Violation of school policies or abusing IT resources may result in a demerit, confiscation of a device, fees, temporary or total loss of access or privileges, disciplinary action, expulsion, and/or criminal prosecution. Please also see DISCIPLINE CHART.

Students should always notify the Director of Technology, the Technology Coordinator, the Dean of Student Affairs, or a faculty/staff member of security problems or IT resource abuse. Problems with a student account or email will be addressed by the Director of Technology or Technology Coordinator. Issues of policy abuse will be addressed by the Dean of Student Affairs.

## **LIBRARY (MARIE ESSER HANSEN)**

The Library is open from 7:00 a.m. to 4:30 p.m. Monday through Thursday on regular school days and 7:00 a.m. to 3:15 p.m. on Fridays. Students are encouraged to use the Library for research as well as recreational reading. Students must work silently while in the Library. Small groups may reserve a conference room. Disruptive students will be asked to leave the Library and will be issued demerits. Student ID cards with Library barcodes are needed to check out materials.

## ***Procedure for Going to the Library***

### **From Study Hall**

- A student with a regularly scheduled study hall may go directly to the Library and scan her ID card to record attendance at the beginning of her study hall hour.
- Students assigned to study hall due to a teacher absence MUST report to the designated study hall location and sign in. (Work assigned by the teacher will be posted.) A tardy demerit will be issued if a student arrives late.
- If a student goes to the Library later in the period, the study hall proctor will write a pass for the student who must then scan in for attendance purposes.
- Students are expected to work quietly and independently and remain for the entire period. The Library is a silent study location; therefore, demerits may be issued for talking.

### **From Class**

- A teacher may write a pass during the period for the student to leave class and go to the Library.
- If the teacher wants the student to return to class, s/he will indicate the time on the pass that the student should return to class.
- Students will sign in and give the pass to the Librarian or staff member. If requested to return, students will write down the time they leave next to their name.
- If a student goes to the Library instead of her regularly scheduled class without teacher permission, she will be marked absent unexcused and considered truant for that class.

### **From Dasher Time**

- Students may use the Library any time during their Dasher time period without obtaining a pass. Any student not abiding by Library rules will be asked to leave and issued a demerit. Students are not permitted to use the library during their assigned lunch time.

## **LIBRARY SERVICES AND GUIDELINES**

Books and magazines may be checked out for a period of three weeks. Audiovisual items and reserve materials may be checked out overnight. There are also six NOOKS available for checkout with the latest fiction titles; the appropriate consent form must be filled out prior to checkout. Reference books are typically used in the Library but may be checked out overnight. A fine of five cents per day will be imposed for every day a book, magazine, etc. is late. The overdue fine on reserve and reference materials is \$1 per day. This is meant to be a penalty for preventing classmates from accessing these vital materials. Students losing materials will be charged for the replacement cost of the item(s). To provide state-of-the-art research resources, the Library is linked to the school's computer networks. Computers throughout the Library offer a large number of electronic resources. The Library also has 12 laptops available for overnight checkout when the proper consent form is filled out and on file; the overdue fine on laptops and NOOKS is \$1 per day.

No food is allowed in the Library. This rule is strictly enforced, and violations will result in demerits being issued.

Security gates detect books not checked out that are being removed from the Library. Often the item that causes the beeping is a book from another Library or a rental video. Should the item be a DSHA Library book, the student will be asked to check out the book using proper identification and procedures.

Defacing/destruction (e.g., cutting out articles from any Library materials) is strictly prohibited. Replacement value of the vandalized item(s) will be charged.

## **LOCKERS**

All non-uniform clothing is to be put in lockers at the beginning of the school day and remain there until the end of the school day. Lockers are the property of the school but are given to each student annually for her use. Students are to use only official school

locks purchased at DSHA; other locks will be removed by school officials. For protection, lockers should be locked at all times. The lock combination should not be given to anyone. The school assumes no responsibility for items in lockers. School officials do have the right to search a locker any time they deem necessary, as per Wisconsin Statute 118.325. Please see COMMUNICATION for specific guidelines on locker decorations.

### **LOST AND FOUND/MISSING ITEMS REPORT**

If found in the corridors, Quad, lavatories, etc., articles of value (e.g., wallets, purses, books, rings) are to be brought to the Main Office. A student's purse and other valuable items should be with her at all times. Large amounts of money should be put into an envelope with the student's name clearly indicated and then taken to the Business Office for safekeeping during the school day. Coats, jackets, athletic bags, etc. should be secured and locked in one's locker at all times. During gym class, a student's valuables should be locked in her Fitness locker. The school cannot accept any liability for lost or stolen articles.

A student should identify her books, notebooks, etc. with her name and homeroom. It is also advisable for each student to label articles of clothing (such as uniform items) with her name or initials.

If a student is missing an item, a report should be filed with the Dean of Student Affairs.

### **LUNCH**

No backpacks or jackets/coats are allowed in the lunch line; jackets/coats (other than the DSHA uniform fleece jackets) are to be kept in lockers at all times. Students may not arrange for a table's lunch to be delivered to school by a store or parent. DSHA is a closed campus. A student who forgets their lunch may have it delivered to the Main Office by a parent or guardian. Students are never permitted to have lunch delivered from a restaurant.

Students may not loiter ("hang out") in the hallways during lunch. Students must be in The Quad or Fridl Commons, or in a classroom, workspace, or office with a teacher or staff member. Students are not permitted outside unless under the supervision of a staff member. DSHA has a closed campus. Students from other schools may not stop by to visit during lunch (even if just delivering something).

#### ***Expectations of Students During Lunch Hour***

- Students may only eat lunch during their designated lunch hour.
- Students must eat at a table.
- Students may eat in classrooms with teacher permission.
- Students may not "hang out" or eat in any hallway.
- Students may sit at a table of their choice.
- Students must sit one student per chair.
- Students are expected to clean up after themselves (e.g., wipe up spills, return chairs to their proper place, clean up lunch bags/baggies/wrappers, place all garbage and recyclables in appropriate containers). Students will be issued demerits and/or detentions for failure to clean up The Quad.
- Birthday treats and singing are allowed, but for safety reasons, no candles/fire are permitted. Birthday celebrations should be limited to one food item (eg., cupcakes, cake, brownies). No balloons are allowed in The Quad (or Fridl Commons, gym, or theatre). These may be left in the Fridl Family Foyer during the lunch hour or study hall.
- No food or drink is allowed outside of The Quad or Fridl Commons without teacher permission, other than water bottles.

### **MAILBOXES**

Each student will be provided with a student mailbox. Students are expected to check their mailbox daily. No valuables are to be put or left in mailboxes. Any abuse of another student's mailbox will result in a detention. Abuse is anything offensive to another person. Students need to sign their name to all communications. Students need the permission of a staff member to distribute flyers, letters, etc. to a group of students, a class, or the entire student body.

### **MASS**

Please see ASSEMBLIES/MASSES.

### **NON-CLASS TIME**

When a student is not in her assigned class, she is responsible for reporting on time to her assigned study hall, lunch period, assembly, etc. and using the time in a profitable way. She is responsible for confirming her attendance if/when she is not in a regularly scheduled class. A student must always go to her regularly scheduled class. If she does not have express permission from her teacher, she may not be anywhere else in the building but her assigned class. If no adult provides permission for missing a class or no adult is able to confirm a student's whereabouts, the student will be marked absent unexcused and considered truant for that time.

The Campus Ministry Center and Mother of Our Savior Chapel are open to all students during non-class time. Students are invited to stop in or schedule an appointment to talk with the campus ministers. The technology in this area is to be used for work connected with campus ministry activities.

The Digital Labs may be open (depending on the day and teachers' schedules) during non-class time to students enrolled in related classes. The computers in this area are to be used for work connected with these classes/activities only. Students may not use the Digital Lab without express permission from the supervising teacher. If a teacher is not present to supervise, the location is closed to students.

If a student reports to the Campus Ministry Center, the Library, Fridl Commons (study hall), ALPHA, Student Services, or the Fitness Center at any time during the school day, she must scan her ID card for attendance. A student that does not scan her ID card will be marked absent unexcused and considered truant for that time. In the case of locations without scanning capability, students should use the provided sign-in sheets or have the supervising adult notify the Attendance Secretary.

It is not an option for a student to wander the halls or decide alone where she will spend non-class time. Students may not leave the building during the school day unless parental permission has been called in to the Attendance Office, a pass has been obtained, and the student has signed out with the Attendance Secretary.

### **PASSES**

As a school, DSHA is legally responsible for its students during the day. Each student is assigned a class, study hall, or activity to attend during each period of the day. A teacher/moderator is also assigned to provide the necessary instruction and/or supervision or security for each student during each period of the day. A sense of mutual courtesy and responsibility motivates teachers and students to support and implement this policy.

A pass provides a teacher/moderator with knowledge regarding the specific location of a student; accountability for attendance in one's assigned class, study hall, etc. is the responsibility of the student. A teacher pass must be used by students who need to leave class during the day for short absences, e.g., quick trips to the bathroom, drinking fountain, lockers, or the Library (limited to one student at a time). A written pass, signed by a teacher or staff member, is used by students who need to leave one place and go to another for an extended period of time. If a student does not have the appropriate pass or is not at the place designated on the pass, or if the teacher's signature on the pass is falsified, the student will receive an automatic detention.

### **PERSONAL ELECTRONIC DEVICES POLICY**

Please see IT RESOURCE USE POLICY.

### **PUBLISHING STUDENT INFORMATION**

DSHA will be taking photographs throughout the school year during various school activities as well as inviting the media to the school to photograph and/or interview students. (School administrators will always be present.) While most parents are happy to see public acknowledgement of their daughter's activities, we understand some may have concerns regarding privacy. If a parent/guardian does not want their daughter's name, image, or student work to be used, a letter stating such wishes should be provided to the Main Office.

### **REPUTATION OF THE SCHOOL**

Students attending a Catholic school are representatives of the civic community of the school they attend and the Archdiocese to which that school belongs. Any behavior on the part of the student, which is contrary to the mission of DSHA, violates the policies of this Handbook, or otherwise causes negative or adverse publicity for the school may be cause for disciplinary action.

### **RETURNED CHECKS**

There is a \$25 service charge for checks returned because of insufficient funds.

### **SAFETY AND SECURITY**

DSHA has developed a School Safety Plan to identify the types of crises that may affect students, staff, and the school community as well as outline ways to effectively respond to such crises to ensure the health and well-being of all involved. Crises include, but are not limited to: natural disasters, medical emergencies, or the death of a student or staff member. The plan is reviewed annually and updated as necessary.

#### ***Emergency Drills***

The state of Wisconsin requires periodic emergency drills. Students and staff will practice aspects of the School Safety Plan regularly (e.g., fire drills, lockdown drills, tornado drills), and students are expected to comply fully with the instructions of administration and staff in accordance with the plan. If a student is not in the proper location during drills, she will be considered truant.

Evacuation routes are posted in classrooms and common spaces. As soon as the alarm sounds, the student nearest the door should begin the exit procedure. All windows and doors should be closed to prevent drafts. Silence must be observed the moment the alarm sounds and must be maintained throughout the drill. Students are to stay together as a class so attendance can be verified in the event of a real emergency.

#### ***Security Access System***

DSHA uses a card key access system to provide a secure environment for students, employees, and visitors. Before being issued an access card for controlled admittance to the building, students are expected to sign a "Standard of Conduct." Students must keep their ID card on their person throughout the school day. Beginning the fall of 2018, students will be issued IDs one time and will use them their entire tenure at DSHA.

Visitors to the school must park in visitor parking in the front lot and use the main entrance. All visitors must check in with the Main Office. **Visitors at any doors other than the main entrance will have no way of entering the building.**

#### ***Security Access Cards (Student ID Card)***

- All students and personnel need to have a picture on their student ID/security card. A student's ID number will appear on her card. Students will need their cards every day to enter school. Students may enter only through the main entrance and west

gym doors with an ID card.

- If a student forgets her card, she must report to the main entrance. No other door can be opened remotely.
- For before/after school and weekend activities, doors will be accessible at the times requested by the moderator of the activity. Students will need to use their cards to access the door for these activities. Doors may not be propped open or held open in order to allow others to enter the building for these activities.
- Students may not enter or exit the building through the doors in the SDS Community area at any time.
- Students should never allow another person to use their card and should not open doors for students or adults they do not know.
- Students must immediately report loss/theft/damage of their card to the Main Office.
- A student is to carry and use her card every day; the card needs to be readily available at all times. If a student does not have her security access card, a demerit will be issued. Violation of other cardholder responsibilities results in a demerit and/or detention. A \$10 fee is charged for a second card, and a \$15 fee is charged for a third card. A \$50 fee will be charged for each additional card after the third card.

### ***Electronic Surveillance***

DSHA uses security cameras on the school property to ensure the safety and welfare of all students, staff, visitors, and vendors. The equipment does not record or survey any areas where students, employees, or the public have a reasonable expectation of privacy, such as restrooms, locker rooms, private offices, or classrooms. Security cameras are monitored by the Main Office.

### **SENIOR PRIVILEGES**

Senior privileges are earned by students through academic work and co-curricular activities in cooperation with DSHA policies and procedures. These privileges are listed below. Privileges may be extended, revised, or revoked at the discretion of the administration. Seniors that have an unverified absence or excessive tardies during their senior year lose senior privileges.

### ***Late Start/Early Dismissal***

With parental permission, eligible seniors may be excused from a regularly scheduled study hall during first hour on Yellow, Orchid, and Odd Days, and 2nd hour on Even Days. Student taking advantage of this privilege must be in school before the end of 1st or 2nd period. In addition, seniors with a regularly scheduled study hall at the end of the day may leave school after 7th hour on Yellow and Orchid days, 5th hour on Odd Days, and 6th hour on Even days. These privileges will only be granted with written parent consent and may apply to one or both semesters. However, schedule changes to allow for such study hall hours will not be allowed. **This privilege does not include any unscheduled studyhalls, teacher absences, or non-Fitness Wellness periods.** Once a student arrives at school for the day, she is required to stay through her last class in an uninterrupted pattern, unless she has permission from a parent, which has been conveyed to the school before she leaves (no leaving school for breakfast, lunch, trips, etc.).

### ***Out-to-Lunch***

Seniors may go out to lunch with written parental permission only after a specific date in spring, as determined by the Principal and Dean of Student Affairs. Out-to-lunch status allows a student to leave campus during her scheduled lunch period; it does not include a study hall which may occur right before or after lunch. It includes Dasher Time on Yellow and Extended Instruction days.

### **PRANKS**

Pranks on school premises or directed at members of the school community off the school premises will not be tolerated. Students engaging in such activity make themselves liable for disciplinary action. Seniors who engage in a prank are at risk of losing senior privileges and may not be allowed to participate in graduation ceremonies including the Graduate Dinner Dance. In the event a prank involves trespassing or property damage, the school reserves the right to report the incident to the police.

### **SICK ROOM**

Students must first check in with the teacher of the class they will miss and then obtain a pass to the sickroom. Students need to show this pass to the Main Office and sign in before going to the sickroom so that a staff member is aware the student is in the sickroom. Students without a pass will not be allowed to go to the sickroom. If the student does not check in with the Main Office, she will be marked absent unexcused and will be considered truant for that time.

### **SNOW POLICY**

Because DSHA draws from such a large geographic area, school closure decisions will be made independently from other school districts. If classes are cancelled prior to the start of the school day, a decision by the Principal will typically be made by 5:30 a.m. and communicated in the following ways:

- A notice will be placed on the home page of the website – [www.dsha.info](http://www.dsha.info).
- The school will notify local media outlets (WTMJ4, WISN12, FOX6, CBS 58).
- A voice message and/or email will be sent to parents via the Blackboard Connect system.

If a snow day falls on a final exam day, students are to follow the exam schedule posted on the DSHA website.

### **STUDY HALL EXPECTATIONS**

A student must report promptly to study hall and scan in using her ID card. A student that does not scan into study hall will be marked absent unexcused and will be considered truant. During study hall, students are expected to do the following:

- Bring all necessary materials
- Study alone, with a partner, or in small groups

- Keep conversation quiet and be respectful of those working quietly
- Be responsible for disposing of garbage prior to leaving study hall
- Not leave without a pass
- Observe all rules outlined by the Attendance Secretary/study hall supervisor

Students using the Library, ALPHA Center, Digital Arts Lab, or Campus Ministry Center during study hall may report directly to that location and scan in or sign in there. Students are not permitted to leave or be outside during study hall. Students assigned to study hall due to a teacher absence **MUST** report to the **designated** study hall location and sign in. (Work assigned by the teacher will be posted.) A tardy demerit will be issued if a student arrives late. Students reporting to study hall instead of a regularly scheduled class without teacher permission will be marked absent unexcused and considered truant for that time. Students who have been excused to leave school by parent phone call may not work in the study hall or Library.

Students may not leave the study hall or Library locations to use the restroom or to take care of other school business without permission from the space moderator or without following the identified procedure.

## **TRANSPORTATION POLICIES**

### ***Bus Behavior***

The behavior of a DSHA student while on a school bus must follow the rules that the bus driver has established, using common sense and acting in a mature manner. If a student receives a discipline report written by the bus driver, the Dean of Student Affairs will meet with the student and a demerit will be issued. The second time a student is reported, a detention will be issued.

### ***Arrival at School/ Student Drop-off and Pick-up***

All students being dropped off must enter and exit through the west gym doors in the back of the building. There will be no drop-off or pick-up at any time of the day through the main entrance.

Important reminders:

- We encourage families to carpool whenever possible.
- Plan for extra time in the morning and afternoon. Delays in the drop-off/pick-up line do occur between 7:35 and 7:45 a.m. and 2:55 and 3:05 p.m. If you can come earlier in the morning and leave later in the afternoon, even by a few minutes, this will save you from waiting in line. (Remember, the Library is open from 7:00 a.m. to 4:30 p.m. Monday through Thursday and 7:00 a.m. to 3:15 p.m. on Fridays.)
- There is all-day street parking along the west side of 100th Street in front of the school. Please note that the east side of 100th Street in front of DSHA is two-hour parking only.
- Both sides of 100th Street have all-day parking south of Grantosa Drive and north of Capitol Drive.
- A number of the neighborhood side streets have unrestricted all-day parking. However, please be aware of posted parking regulations and our neighbors' personal property.

### ***Late Pick-Up***

If a student is waiting to be picked up between 3:30 and 6:00 p.m., she may wait in The Quad or Fridl Commons (unless closed for an event). Students must clean up after themselves before leaving.

### ***Student Parking & Car Registration***

A student must register her car and purchase a parking permit in order to park in student parking areas in the lot. The permit must hang on the inside rearview mirror. It must be visible when the car is parked in the DSHA parking lot. The cost of the parking permit is \$150. Students without a parking permit may not park in the DSHA parking lot during the school day. Please note the following important information before you decide to purchase a permit to park in the DSHA parking lot:

- Any student parking without a parking pass on DSHA property (in the student or staff lots) will receive an automatic lunch detention. Parking without a permit may jeopardize a student's ability to apply for a parking pass in future years.
- Any student parking in a visitor spot, staff spot, Sisters of the Divine Savior spot, or handicapped spot will receive an automatic lunch detention regardless of whether she has a student parking permit.
- A student must always display her parking permit. If a parking permit is not displayed, she will receive a demerit.
- A parking pass is not a guarantee of a spot in the lot on any given day. Special events and winter weather may limit parking spots. If the lot is full, students must park on the street.
- Students arriving tardy to their first class due to parking will receive a tardy demerit.
- Students may only park in designated lined spots. Students making up their own spots at the end of the aisle (a fire safety hazard) will be issued an automatic lunch detention and required to move their car.
- Students parked on the street during the school day are encouraged to move their car to the school lot if they are staying for an activity after school. No permit is necessary after school. The school assumes no responsibility for vehicles parking in the parking lot during the day or overnight or any vehicles parked on the street. Students should not keep valuables visible in their cars. They should place valuables in the trunk and keep their cars locked at all times.

### ***Obtaining a Parking Pass***

- Seniors will submit their forms in myDSHA first. We will issue all seniors parking passes that complete their forms on time.
- Juniors will submit their forms in myDSHA on a day following seniors. Rather than basing permits on a "first come, first served" basis, we will collect all junior forms and conduct a lottery. Those who do not receive a pass in the lottery will be placed on the waitlist.
- If Juniors or Seniors miss their deadline, they can be added to the waitlist.

### ***Car Insurance***

Many insurance companies have a policy of lower car insurance for students with a minimum grade point average. If a student has one of these insurance forms, she should take it to the Student Services Department for completion.

The school is not responsible for any injury or car damage if a student has a car accident in the parking lot. If injury or car damage has occurred, if needed, the student should obtain names of any witnesses and seek an adult school employee for further assistance. Insurance issues are settled between the parties involved.

### **UNIFORM POLICY**

DSHA has a uniform policy for many reasons. Research has shown that improved attendance and academic achievement are associated with school uniforms. Additionally, DSHA values uniforms for the school community because wearing them accomplishes the following:

- Encourages school pride and unity
- Serves as a symbol of DSHA and its commitment to academic achievement and service to the community
- Creates a sense of belonging and identity
- Prepares students to select and wear professional attire in their future careers
- Minimizes peer pressure and social conflict related to clothing, appearance, and status
- Lowers clothing costs for families
- Emphasizes a focus on academics without the distraction of appearances
- Prevents bullying related to clothing as a status symbol
- Eases the stress of daily routines
- Fosters better behavior through greater respect for the learning atmosphere
- Promotes creativity through personality and academic achievement as opposed to materialistic possessions

All DSHA students are required to abide by the following uniform regulations below. Lands' End is the exclusive vendor for DSHA uniform items. Items previously purchased at The Uniform Place are acceptable. All items must be clean, in good repair, and of appropriate length and fit. Uniform pieces may not be creatively altered in any way.

### ***Skirts***

- Skirts must be no more than one inch above the top of the knee.
- Uniform skirts
  - Freshmen/Sophomores: gray with narrow plaid pattern
  - Juniors/Seniors: gray with wide plaid pattern
- Athletic shorts underneath uniform skirt (must not be visible)
- Solid black or navy-blue tights (no patterns, textures, sheer designs/cut-outs, or additional colors of any kind or size permitted)
- Full-length, solid navy-blue or black leggings (no patterns, textures, sheer designs/cut-outs, or additional colors of any kind or size permitted)
- Students may not wear pants of any kind (including yoga pants, athletic pants, joggers, or sweatpants) or mid-calf length tights/leggings underneath the uniform skirt.
- Skirts must be in good condition at all times. Broken or torn skirts must be repaired or replaced.
- Skirts must be worn buttoned and zippered at all times.

### ***Shirts***

- Burgundy, navy blue, or white collared polo shirts, short-sleeved or long-sleeved, with the DSHA logo
- White, Navy Blue, or Burgundy undershirts under DSHA polos
- **A DSHA polo must be worn at all times**, including under sweaters (vests, cardigans, pullovers), fleeces (jackets, pullovers), and sweatshirts.

### ***Sweaters***

- Crewneck or V-neck long-sleeved sweaters in navy blue or burgundy with the DSHA logo
- Half-zip crewneck sweater in navy blue or burgundy with the DSHA logo
- Navy blue or burgundy cardigan with the DSHA logo
- Sweater vest in navy blue or burgundy with the DSHA logo

### ***Fleeces***

- Half-zip long-sleeved fleeces in navy blue or burgundy with the DSHA logo
- Fleece jacket in navy blue or burgundy with DSHA logo

### ***Sweatshirt***

- Crewneck long-sleeved sweatshirts in navy blue or burgundy with the DSHA logo
- Half-zip long-sleeved sweatshirts in navy blue or burgundy with the DSHA logo

### ***Blazer***

- Navy blue blazer with the DSHA crest

### ***Pants***

- Full-length navy blue or tan khaki, chino, or dress pants (no denim, leggings, or stretch pants, cargo pants, sweatpants, or

capri pants)

- Pants may be purchased from the vendor of your choice, department store, etc. The pants on the DSHA Lands' End page meet uniform policy requirements.

### **Shorts**

- Navy blue or tan khaki, chino, or dress shorts (no denim, athletic/spandex shorts, or cargo shorts)
- Shorts may not be more than four inches above the knee.
- Shorts may only be worn during August, September, October, November, April, and May.
- Shorts may be purchased from the vendor of your choice, department store, etc. The shorts on the DSHA Lands' End page meet uniform policy requirements.

### **Shoes**

- Clean and without holes
- Shoes must be worn at all times.
- Flip-flops, shower shoes, high heels over 2", and/or other shoes that may pose a safety hazard are not allowed.

### **Fitness**

- During all Fitness classes, students must wear the following DSHA approved uniform pieces. The fitness uniform is not acceptable to wear during any other class period other than Fitness. Likewise, school uniform pieces are not acceptable fitness wear.
- Bottoms
  - DSHA fitness shorts or sweatpants purchased from the Lands' End website (black or red mesh, mesh athletic or piped athletic shorts)
  - DSHA club, co-curricular, sport, or spirit wear shorts or sweatpants
  - School appropriate sweatpants
  - Fitness shorts of appropriate length
- Tops
  - DSHA fitness t-shirts available from the Lands' End website
  - DSHA club, co-curricular, sport or spirit wear short- or long-sleeved t-shirts
  - DSHA sweatshirts from the Lands' End website
  - DSHA club, co-curricular, sport, or spirit wear sweatshirts
- Shoes
  - Students must wear an appropriate athletic shoe in order to participate in class.
  - Fashionable shoes that do not support feet/ankles are not acceptable (e.g., Chuck Taylors, Keds, Vans).

### **Acceptable Clothing on "Out-of-Uniform" Days**

- DSHA gym wear that is clean and in good repair
- DSHA sports, club, or class-level tops
- T-shirts, collared shirts, sweaters, sweatshirts, fleeces
- Jeans or jean-style pants, chino pants, corduroy pants, cargo pants, capri pants, dress pants
- Dresses and skirts of appropriate length and modest cut
- Opaque athletic pants/shorts of appropriate length and fit
- Shorts of appropriate length
- Leggings with a long top, dress, or skirt
- Other clean, neat, modest clothing appropriate for a learning environment

### **Unacceptable Attire At All Times**

- Ragged, torn clothing
- Revealing clothing
- Winter coats, mittens, or gloves
- Hats, caps, bandannas, or other head coverings worn or carried during the school day, except for religious purposes
- Halter tops, bare midriffs, and tube tops
- Profane and/or derogatory and/or gang-related articles
- Drug-, alcohol-, tobacco-related articles
- Politically-related articles
- Articles with messages not in keeping with the Catholic faith
- Excessive body piercing
- Short skirts/shorts that do not reach the fingertips of an extended arm
- Ribbons, buttons, writing on an individual's body or similar regalia that are not pre-approved by the DSHA administration or sponsored by DSHA.

Any questionable item of clothing will be reviewed by the Dean of Student Affairs for final approval/disapproval.

### **Consequences of Being Out of Uniform**

Any student out of uniform will receive a demerit which will accumulate throughout the year toward a detention (3 demerits = 1 detention).

**Out-of-Uniform Days**

- Any time a student is out of uniform she must wear an out-of-uniform wristband on her wrist.
- Any student out of uniform without a wristband will receive a demerit, even if she has "permission." A valid wristband must always be worn on the student's wrist when out of uniform.
- The fifth, fifteenth, and twenty-fifth day of each month will continue to be out-of-uniform days for students that contribute to the CMC-sponsored collection. Students must wear the designated wristband color that day (distributed in the Fridl Family Foyer during collection time).
- Birthdays may be celebrated by being out of uniform. Students need to obtain a special birthday wristband from the Main Office and wear it all day.
- Students may only use their birthday pass once during the school year. Students who have permission to be out of uniform for any reason must obtain an out-of-uniform wristband from the field trip teacher, Dean of Student Affairs, etc.

**Uniform Vendor Information**

Lands' End is the exclusive uniform vendor for DSHA. Uniform pieces are only available via online ordering. A link to the site is located under the Student tab of the DSHA website. Parents/students also may go directly to [landsend.com/school](http://landsend.com/school) and create or sign into an account. DSHA's preferred school number is 900165796.

Please also see DASHER RESALE.

**USE OF SCHOOL BUILDING AFTER SCHOOL**

Students who are in the building for specific activities (e.g., play practice, music rehearsal, athletics, club meetings) must remain with an adult supervisor in the area of activity. Students waiting for rides/bus pick-up immediately after school are to exit from the west gym door; other students are not to remain in the building unsupervised.

**USE OF SCHOOL NAME AND LOGO**

The Divine Savior Holy Angels name, or variations of that name, or logo, may not be used for any event, whether social, athletic, political, or other, nor may anything be published under the school's name, including but not limited to communications, Internet or social media publications, or other displays unless prior permission has been obtained for each use. Violations of this policy may be subject to discipline.

**VISITORS TO SCHOOL**

All visitors must sign in at the main office. Students who are in 7th or 8th grade and who are considering attending DSHA are welcome to visit the school provided certain conditions are met:

- They call the Advancement Office and make an appointment for a visit.
- 8th graders may visit in the fall. 7th graders may visit in the spring. These students are encouraged to attend the special Visit Days.
- A student is limited to one shadow visitor per day. Permission must be obtained from the Principal for any exception to this policy.

No male visitors are allowed except for selected school programs.

Please also see LUNCH & DASHER TIME EXPECTATIONS.

**WITHDRAWAL FROM DSHA**

When a student either withdraws from DSHA during the school year or chooses not to return at the end of the school year, a "Withdrawal Form" must be completed. These forms are available in the Student Services Department. They require various signatures and must be returned to Student Services.

**WORK PERMITS**

In order to receive a work permit, a student must bring the following items to the Main Office:

- Birth or baptismal certificate, passport, valid driver's license, or state-issued picture ID
- Social Security card (not just the number)
- A note from her employer, stating the intent to hire
- A note from a parent/guardian giving permission for her to acquire the permit
- \$10

Wisconsin state law only requires permits for students under the age of 16.

### III. Campus Ministry

**The Qualities of a DSHA Graduate find their foundation in the mission of DSHA.**

**A DSHA Graduate is a confident and capable woman with the following qualities:**

- **She is a Believer**
- **She is a Self-Advocate**
- **She is a Critical Thinker**
- **She is a Communicator**
- **She is a Leader**

In terms of the services provided by Campus Ministry this means:

- Students plan and participate in opportunities to grow in and deepen their faith.
- Students participate in yearly overnight retreats, which allow them to explore and deepen their faith and connect with their classmates personally and spiritually.
- Students worship together in community at liturgies and other prayer services in the Catholic Christian tradition.
- Students are encouraged and required to give service to others and reflect on these experiences, connecting them to their everyday life and faith.
- Students participate in programs that increase their awareness of local and global injustice.
- Students plan and lead faith-based experiences for their peers.
- Students may fully participate in the sacramental life of the Catholic Church including Adoration, Reconciliation, Rosary and weekly Mass.

#### **DEPARTMENT PHILOSOPHY**

The DSHA Campus Ministry program aims to promote students' Catholic Christian identity by supporting and deepening their faith and offering them opportunities to grow as young women leaders in the Church. Our mission is to give every student the opportunity to worship God, explore her faith, and come to a deeper appreciation of spirituality during her four years at DSHA. Our programs are based on a model of relational ministry and begin with a strong belief in the potential of students to be the best faith role models for one another.

#### **DEPARTMENT STRUCTURE**

Campus Ministry at DSHA has the combined, balanced focus of Retreats, Prayer and Worship, and Service/Social Justice Education. The Campus Ministry and Theology Departments work together to achieve the common goal of Catholic faith formation and education.

**Retreats** at DSHA provide students with a safe space to explore and deepen their individual faith while connecting with their classmates personally and spiritually. Grounded in Scripture and based on a model of peer ministry, DSHA retreats cater to female adolescent spirituality by recognizing the process of faith and emphasizing shared experiences.

**Worship** at DSHA provides students with an experience of God in the Catholic Christian tradition. Developing an understanding and love of God through Mass is the primary focus of the preparation and celebration of all-school liturgies. Opportunities for weekly Mass, smaller prayer services, and experiences are encouraged so students can come to understand their personal spirituality and grow in community with their classmates. The Mother of Our Savior Chapel provides a constant worship space where students can minister to others or have time for individual prayer and reflection.

**Service** at DSHA is grounded in Catholic Social Teaching and provides opportunities for students to become closer to Christ by being His hands and feet in the world. Students are required to provide direct service to "poor and/or vulnerable" populations based on Jesus' example and the Gospel mandate. Following their experiences of service, students are asked to reflect on the lessons learned and connect their service to their everyday life and faith.

#### **STUDENT INVOLVEMENT**

The DSHA Campus Ministry program holds the faith formation of students as its number one priority. We invite and encourage student involvement in all areas of Campus Ministry and utilize students in leadership roles whenever possible. Students are also encouraged to sign-up for applied wellness spiritual offerings, participate in sandwich making, help with canned good collections, the Lent student auction, Advent programs, Catholic Schools Week programs, other liturgical season offerings and optional enrichment programs throughout the year.

#### **PRAYER AND WORSHIP GUIDELINES**

DSHA began and continues to exist because it is an evolving faith community. Such a community treasures and depends on opportunities for experiencing the sacred: places and times and actions that intensify its experience of God. When the community shares such an experience, both the love among its members and their loving embrace of the community's work are strengthened, and the members see their love for one another and for the projects they pursue as God's own. To sustain the life that characterizes DSHA, a loving and productive Catholic high school community, consecrated times of prayer, including the preeminent prayer of the Eucharistic liturgy, will always be privileged in the school's calendar.

- Because DSHA recognizes and cherishes the religious diversity of its faculty, staff and students. All members of the DSHA community are expected to attend all-school liturgies. Mass at DSHA is a community experience that we all share together.
- Because it is an opportunity for personal, spiritual reflection. No matter what our religious beliefs, we all benefit from time built into our lives for personal reflection.
- Because it is required. All students, along with their teachers, are asked to be present as with any other activity or assembly.

### ***Expected Behavior***

Be respectful – respectful of the right of all members of the DSHA community to practice their religion and to benefit from a personal spiritual experience – even if you choose not to. This means:

- Standing at the appropriate times. (Think of what you “stand” for in your life and stand for that.)
- Remaining silent when appropriate.
- Assuming a respectful and attentive posture and demeanor at all times.

### ***Participation***

- You may say any of the words, sing any of the songs, and make any of the gestures that are part of the Mass.
- You may pray or engage in silent, personal reflection at any time.
- You may offer petitions when appropriate.
- If you are not Catholic but wish to participate at communion time, come forward with your arms folded across your chest. This is a sign that you are presenting yourself for a blessing.
- You may participate fully in the Sign of Peace.
- If you wish to learn more about participation in communion, please see a member of the Campus Ministry department.

Above all, make a conscious choice to make your time at liturgy a positive, meaningful experience for you as an individual. We are all fortunate to be part of a community that provides time during the school day for us to pause and reflect, to grow spiritually, and to deepen our personal faith. You are urged to celebrate that opportunity.

### **SALVATORIAN SISTERS' SERVICE AWARD**

The Salvatorian Sisters' Service Award recognizes seniors who embody the Salvatorian mission by consistently embracing the call to serve others beyond the graduation requirement. This award is given to graduating seniors by the Sisters of the Divine Savior in acknowledgment of the people they have become, as well as the ways their ethic of loving service will continue to transform the world. Eligible seniors include those who:

- Complete 80+ hours of service freshman through junior years. All service hours, including parish, place of worship, DSHA, summer service, and mission trips can be applied to this cumulative goal and must be submitted, verified, and approved through x2VOL.
- Complete 20+ hours of ongoing service during senior year between the first day of school and the last day of the fall semester. At least 10 of these hours must be at one site.

\* All service must be submitted, verified, and approved through x2VOL.

\*\* Each mission/service trip can apply up to 20 hours toward the Salvatorian Sisters' Service Award.

### **SALVATORIAN SERVICE REQUIREMENTS**

Service to others is an essential part of the message of Jesus and, thus, our Catholic faith. Jesus, in his love and compassion for the poor and the outcast, said that what we do to the least among us, we do to Him (Mt. 25: 40). In a special way, the spiritual foundation of the Sisters of the Divine Savior calls us to serve as Jesus served. Therefore, the DSHA graduation service requirement guides students to be of service to people experiencing hunger, economic disadvantage, illness, isolation and individuals with special needs (physical, emotional, developmental, etc.). Our Catholic values, grounded in our Salvatorian identity, are evident in daily service in our school community and lead our students to a greater awareness of their responsibility to act for justice and to serve others.

### **Grade Level Requirements**

<b>Freshmen</b>	Freshmen Service Day + 5 additional hours of service
<b>Sophomores</b>	10 hours
<b>Juniors</b>	20 hours
<b>Seniors</b>	Vocare

\*\*Freshman may apply up to 3 hours of parish/place of worship and/or to DSHA to their grade level requirement

\*\*Sophomore/Juniors may apply up to 6 hours of parish/place of worship and/or to DSHA to their grade level requirement

### **Students will also be required to:**

- Up to half of the required hours can be completed during the summer **before** that school year. At least half of the hours must be completed during the academic year.
- Write a service reflection each semester. At least one meaningful service experience must be completed before reflection sessions in December and another service experience before the reflections in May.
- Log all hours on x2VOL for verification by the site, as well as approval from the Director of Salvatorian Service. Family members may not verify service.
- Complete all hours by Tuesday May 2, 2023.

The DSHA service requirement for graduation calls students to be of service to people experiencing:

- Hunger
- Economic disadvantage
- Illness
- Isolation
- Special needs (physical, emotional, developmental, etc.)

Any service organization whose mission is to reach people experiencing any of the above circumstances is eligible to be applied to the service requirement. We encourage students to have face-to-face interactions with those they serve in order to develop

meaningful relationships and to engage in recurring service at a service site. In addition, we recommend that, when choosing service opportunities, students move out of their comfort zone so they can grow more deeply as a person and as a contributing member of society. Indirect service, such as fundraisers and organizational help, are also allowed when the population who is directly served by the service organization helps one of the categories above.

Examples of service that meet the requirement of service to those most vulnerable in society include the following:

- Volunteering at a meal program that serves those who are economically disadvantaged.
- Participating in events with those who have special developmental or physical needs (e.g., Easter Seals, Special Olympics, etc.)
- Spending time with the elderly (who are non-family members) in elderly care facilities.
- Tutoring in a Catholic urban school or otherschool that mainly serves those who are experiencing economic disadvantage.

We are called to serve God in ways that stretch us beyond ourselves and our immediate families. DSHA students are asked to respond to the Gospel mandate by participating in service experiences that allow her school community, as well as the broader community, to flourish. For this purpose, service to a needy family member, neighbor or friend is supported and encouraged but will *not* be applied toward a student's service requirement. Service hour must be through a non-profit organization.

### **Service to Parish/Place of Worship**

An important part of being a member of a worship community is to serve others in that community. As we use our gifts in spiritual ministries, we help others as well as ourselves grow in faith. Through service to our parish/place of worship, we help make it a vibrant, strong and faith-filled and develop deeper connections among its members. Examples of service to one's parish/place of worship include the following:

- Volunteering as a Mass server, lector, usher or choir member
- Teaching religious education or a Confirmation class
- Participating in a church-sponsored meal or clothing program for the poor at your parish/place of worship
- Assisting at the school auction

### **Service to DSHA**

DSHA service helps every student enter more deeply into the school community as well as support its mission. DSHA administration determines certain events can be applied to the DSHA service requirement. They are as follows for the 2022-2023 school year:

- Alumnae Weekend
- SDS Women of Faith
- An Afternoon in Santa's Workshop
- Benefit Auction
- President's Dinner
- Volunteer Appreciation Dinner

### **Summer Service**

Up to half of the grade level required hours can be served during the summer months. Summer service should be logged on x2VOL with verification. Students are always encouraged to participate in and report additional service beyond the required hours. Summer mission trips or vacation bible school hours are capped at 20 hours on x2VOL. All service hours are applied towards the Salvatorian Sisters' Service Award.

### **Graduation Requirement**

Students will receive .25 credit at the end of each school year for completing their service requirement. Service is a graduation requirement and is represented on student transcripts as a Pass/Fail class. Students who do not complete the annual service requirement on time are required to meet with the Director of Campus Ministry and will be ineligible to participate in co-curricular activities until the requirement is fulfilled. Extra service hours can be assigned, as determined on an individual basis by the Director of Salvatorian Service. Not completing graduation requirements is grounds for academic probation and dismissal.

### **Missing Service**

Increased personal responsibilities is one of the benefits of community service. When students sign up to serve, they make commitments with community partners to be present and to participate fully in that service. Students are asked to sign up for service two weeks in advance. If students need to cancel commitments, they must contact the community partner and Dr. Pickart, as well as find students to replace them at the event. Failure to do so will result in a demerit.

### **VOCARE**

Vocare, Latin for "to draw forth, to call," is an opportunity for students to draw forth their gifts and talents in service to what God has called them to be in the world – women of integrity and faith. This two-week service immersion program sends forth every DSHA senior into the community to give of herself. It is the capstone of four years of service and helps to integrate the true meaning of what it means to be a Dasher – believer, critical thinker, communicator, and leader.

## IV. Curriculum and Academic Policies

The Qualities of a DSHA Graduate find their foundation in the mission of DSHA.

A DSHA Graduate is a confident and capable woman with the following qualities:

- She is a Believer
- She is a Self-Advocate
- She is a Critical Thinker
- She is a Communicator
- She is a Leader

In terms of curriculum and academics, this means:

- Students demonstrate a desire to learn and contribute actively and meaningfully to the creation of the classroom learning community.
- Students do their own work and only share with others with their teachers' permission.
- Students do not give or receive answers in either verbal or written form in a test or quiz situation.
- Students do not access unauthorized sources of information during a test/quiz.
- Students do not take or give unfair advantage by sharing information about specific test or quiz questions prior to the administration of the test/quiz.
- Students complete work independently unless the assignment explicitly calls for collaboration with others.
- Students do their share of the work in collaborative learning situations.
- Students paraphrase and quote correctly and provide accurate and appropriate documentation when using the ideas of others in their work.
- Students volunteer their time and talent to perform service for others.

### **ACADEMIC GRADUATION REQUIREMENTS**

In order to graduate from DSHA, a student must meet a minimum number of credits and fulfill her service and retreat requirements.

4	English/Communications
3	Mathematics (including Algebra II)
3	Science
3	Social Studies
4	Theology
2	World Languages (same language)
1	Fine Arts (Music, Theatre, Visual Arts)
1	Physical Wellness/Applied Wellness
0.5	Health
0.5	Specialized Studies
2	Electives
1	<u>Service</u>
25 CREDITS TOTAL	

### ***Exceptions***

Any exceptions to the graduation requirements or the DSHA Four Year Plan must be requested and granted in writing prior to the beginning of senior year. Requests must be submitted to Academic Dean.

### ***Retreat Graduation Requirements***

Requirements for graduation include attendance at the DSHA-sponsored mandatory overnight freshman, sophomore, and senior retreats.

DSHA's retreat philosophy is, to a large extent, based on what the latest research says about female adolescent spirituality. Based on The Voices Project completed by Saint Mary's Press, DSHA's retreat experiences follow these guiding principles:

- For adolescent girls, faith is a process. It is a collection of experiences, conversations, insights, and opportunities that take place throughout adolescence, not in a single moment.
- Relationships play a key role in the development of a girl's faith. In the midst of a culture that values independence and self-reliance, for girls, it is all about connections.
- In order to create relationships, girls need to feel safe. It is important to provide safe spaces for girls to explore, learn, dream, and pray.
- Providing strong female role models is essential to faith development for adolescent girls. When girls see themselves as part of a larger faith community in which women play a prominent role, they are much more likely to become and stay involved.

DSHA retreats are designed with these principles in mind. Girls are encouraged to develop through a series of faith-enriching experiences, conversations, and turning points. Students are provided opportunities to connect with one another and develop friendships. By placing emphasis on small group experiences throughout all of our retreats, we create spaces where girls feel valued and comfortable growing into the person God created them to be. Girls learn from each other and from older students as small group leaders. Girls are encouraged to give expression to their hopes, dreams and prayers, and are empowered to use their voice, speak their mind, and tell their story.

## **ACADEMIC SUCCESS GUIDELINES & FEEDBACK**

### ***Academic Success Guidelines***

Academic success in high school is very dependent on student attitude, effort, and good study habits. The following suggestions, developed by the DSHA Student Council Policies and Practices Commission, are provided to encourage students to do the best that they can to achieve academic success.

- Be there for class – both physically and mentally. Believe it or not, simply “attending” to what happens in class can make a huge difference in how much you learn. Take notes, participate, listen to what your teachers and classmates say. Limit absences as much as possible.
- Use the calendar section of your student planner to keep track of assignments and due dates.
- For some classes, plan to work on assigned homework every night to establish new concepts and review previous material. Remember, you may not be done just because a written assignment is finished. Try to spend some time each night reviewing your notes, readings, etc. Regular study and review are much more effective than cramming the night before a test.
- Some assignments require a significant amount of research and/or reflection. Plan to break this work up over several days/evenings to make it more manageable.
- Make use of study cards, note cards, or personal study guides for subjects that require a lot of memorization. Keep in mind that the study guide that you make up on your own is often more effective than using one created by another student.
- For some classes, especially English, setting aside time to do reading assignments is essential. Be sure to plan on plenty of time to compose analytical essays or other larger assignments over a period of days.
- Be aware of the time needed to prepare for and compose lab reports for science classes. Preparation of a lab report may involve more time than a typical homework assignment and may involve sharing data with a lab partner or group.
- For project-based work, be aware of the rubric that the teacher will use for grading. For creative projects, consult with the teacher throughout the process to have a clear understanding of expectations.
- Many subjects require building knowledge based on previous class work and homework. It is essential to keep up with homework in order to succeed in mastering new material presented in class.
- Make good and effective use of study hall time and Dasher Time. Be sure you weigh your priorities and do what you need to do during this time.
- Set yourself up for success in your work outside of class. Study and do assignments in a quiet area with no distractions. Leave your phone in another room; avoid checking social media and limit your use of other distractions that hinder effective learning.
- Don't be afraid to ask a teacher for extra help in class or outside of class time. If you have put in the necessary effort in class and at home, teachers are quite willing to work with you one-on-one to help you master concepts. Be persistent. You may need to wait while a teacher works with another student, but it is worth it.
- If needed, arrange for a National Honor Society tutor to help you with difficult material. This tutoring can be done during the school day or before/after school.
- Watch out for over-scheduling. During your high school years, learning should be your major focus during the school year. Don't schedule so many other activities that you don't have time to do what you need to do to enhance your learning at school. Consider this in the course work that you choose as well. Choose a balance of hard, challenging, and interesting classes, remembering the requirements for work outside of the classroom.

### ***Academic Progress Feedback***

In order for a student to achieve academic success at DSHA, there are times when she needs to make adjustments in her approach to achieving academic success. During this time, the following guidelines and procedures are generally used, either partially or totally:

- Progress Reports are sent home for a variety of reasons, including poor academic performance. The teacher will indicate on the Progress Report a suggested course of action for improvement.
- Teachers are available to provide extra help for a student; the student needs to initiate this request for help.
- A staffing may be requested by the Student Services Department, faculty, or parents. This means that some or all of the student's teachers meet to discuss the student's academic needs. A plan of action aimed at the student's improved performance is identified; the student and her parent(s) are required to attend the staffing.
- ALPHA is an academic resource center staffed by an English teacher, a math teacher and a science teacher each period of the day except for Dasher Time and lunch. ALPHA is adjacent to the Library.
- National Honor Society tutors are available to all students by appointment. To request a tutor, a student should first email the Academic Dean, who will put her in touch with the appropriate NHS contact.
- Information for parents and students about means of achieving academic success is available at a variety of parent education programs and Parent/ Teacher/Student Conferences.
- The Student Services Department, Academic Dean, and Principal look for patterns of behavior in a student's academic life. If there is a pattern of non- performance or non-success in a student's life, a conference with concerned parties is held as a first step to improvement. If no progress is seen after the conference, other alternatives may be suggested or required.

## **DSHA ACADEMIC INTEGRITY POLICY**

*Updated July 2022*

### **Academic Integrity at DSHA:**

As a Catholic, college preparatory, all-girls school sponsored by the Sisters of the Divine Savior, we commit ourselves to living out the mission of our school to educate the whole person through a “deliberate, solid foundation ... [ensuring] graduates are prepared for college and beyond.” We see college preparation not just in terms of a student's academic experience, but also as a Dasher's faith-formation, character-strengthening, personal growth-focused experience as well. Indeed, academic integrity is central to developing the whole person.

Academic dishonesty in any form damages the most sacred ideals of education: intellectual curiosity, resilience, hard work, intellectual property, trust, and respect. When students choose to cheat, plagiarize, or collaborate without permission, that action negatively impacts not only the student but also our school community. Academic integrity is essential to our mission and vision, and is based on accountability, trust, honesty, fairness, and respect. It has been said that “practicing academic integrity affirms the bond between intellect and strong character.”

#### Violations of Academic Integrity:

- Cheating
- Plagiarizing
- Unauthorized collaboration

#### Examples of violations:

##### Cheating:

- Giving or receiving information about the content of a quiz, test, exam, or other assessment.
- Giving or receiving answers during a quiz, test, or exam
- Consulting with others, working with others, or looking up outside resources when instructed not to do so.
- Making up data, changing data, inventing false outside sources, falsely attributing quotations, or making up quotations and crediting them to a real or made-up source.
- Missing class to avoid turning in an assignment or to avoid taking a test.
- Doing more or less than your share of a group project without permission from your teacher.
- Doing someone else's work for them.
- Taking someone else's work and passing it off as your own (cutting and pasting, copying answers, etc.)
- Submitting the same paper, or largely the same paper, in more than one class.
- Referring to notes, outlines, timelines, calculators, or other resources during quizzes, tests, essays, and exams, *unless allowed by the teacher.*
- Using a calculator, a smart watch, an iPhone, or any other electronic device in a manner inconsistent with guidelines provided by the teacher.

##### Plagiarism

- Intentionally or unintentionally using words, images, or ideas without proper citation.
- Paraphrasing a source without proper citation. Changing one word still makes it plagiarized.
- Misrepresenting in any way someone else's intellectual property, including writing, images, or ideas.

##### Unauthorized collaboration

- Giving help to another student to complete an assignment, project, paper, or other course work when not given permission by the teacher to do so.
- Getting help from another student to complete an assignment, project, paper, or other course work when not given permission by the teacher to do so.

#### **CONSEQUENCES FOR VIOLATING ACADEMIC INTEGRITY**

The following section details the consequences for any student who chooses to violate academic integrity by cheating, plagiarizing, or collaborating without authorization. The administration reserves the right to adjust a consequence for a particular situation, due to either aggravating or mitigating circumstances.

*Students and parents: it is important to understand that the teacher's and administrator's professional judgments, based on evidence and investigation, will determine whether a violation of the Academic Integrity Policy has occurred. In instances of plagiarism, copying, unauthorized collaboration, etc., please note that teachers and administrators can only evaluate the product (e.g., the paper, project, assignment, etc.); we do not judge intent. In other words, a student who did not “mean to” cheat, copy, plagiarize, or collaborate without authorization is still held accountable.*

##### 1<sup>st</sup> instance of violating academic integrity:

A first academic integrity violation ordinarily leads to the consequences below. Note that DSHA takes a first offense seriously and uses it as an opportunity for education to help a student make a better choice if faced with a similar situation. A 1<sup>st</sup> offense includes the following consequences:

- The student receives a formal disciplinary letter from the Dean of Student Affairs.
- Student must serve a Saturday detention
- A grade penalty will be determined by the referring teacher in consultation with the Department Chair and Academic Dean.
- The student may be asked to redo and successfully complete the assignment or to complete an alternative academic assignment; however, this does not change the grade penalty for the student.
- An educational and/or counseling session may be suggested by the Dean of Student Affairs or the Academic Dean.

##### 2<sup>nd</sup> instance of violating academic integrity:

A second offense is highly troubling and will ordinarily include the following consequences:

- The student will be placed on Disciplinary Probation.
- A grade penalty will be determined by the referring teacher in consultation with the Department Chair and Academic Dean.
- The student may be asked to redo and successfully complete the assignment or to complete an alternative academic assignment;

however, this does not change the grade penalty for the student.

- Suspension and/or exclusion from extracurricular activities, including dances, co-curricular leadership, field trips for classes, and other trips or activities.
- Disqualification from National Honor Society.
- A teacher may decline to write a letter of recommendation for the student. A teacher may also rescind a recommendation letter after it has been sent.
- An educational and/or counseling session will most likely occur, as suggested by the Dean of Student Affairs or the Academic Dean.

### 3<sup>rd</sup> instance of violating academic integrity:

A third offense demonstrates a pattern of behavior by the student that relies on academic dishonesty; the administration reserves the right to dismiss a student from DSHA after her third violation of academic integrity.

If a student is not dismissed, the following consequences will be given:

- The student will be placed on Disciplinary Probation.
- The student will receive a zero for the test, paper, assignment, project, etc.
- The student may be asked to redo and successfully complete the assignment or to complete an alternative academic assignment; however, this does not change the grade penalty for the student.
- Suspension and/or exclusion from extracurricular activities, including dances, co-curricular leadership, field trips for classes, and other trips or activities.
- Disqualification from National Honor Society.
- A teacher may decline to write a letter of recommendation. A teacher may also rescind a recommendation after it has been sent.
- An educational and/or counseling session will most likely occur, as suggested by the Dean of Student Affairs or the Academic Dean.

## **TEACHER, STUDENT, PARENT, AND ADMINISTRATOR RESPONSIBILITIES**

### Students' Responsibilities

- Read and know the school's Academic Integrity Policy.
- In addition to observing the DSHA Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.
- Report cheating to a teacher if you see it and explain how it is being done.
- Do not copy homework or let someone else copy your homework.
- Do not use study aids (such as Sparknotes) as an alternative to completing an assignment.
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.
- If collaboration has not been specified as permissible, the assignment must be your individual honest effort.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation. (Refer to the DSHA English Department presentation or see your English teacher for further information.)
- During tests and quizzes, keep your paper covered and your eyes on your own paper.
- When in doubt, clarify with the teacher what aids may be used on the test (calculator, notes, etc.).
- Do not talk during test except to teacher.
- Do not give other students information about what was on a test or quiz.

### Teacher Responsibilities

- Be specific about expectations for students by clearly stating the DSHA Academic Integrity Policy orally and in writing (include in syllabus; post on MyDSHA.)
- Communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids and outside resources (e.g., SparkNotes, tutors, etc.) in course work so students are clear about what is acceptable and what is not acceptable.
- Actively monitor students when taking a test or a quiz – ensure a secure testing environment by periodically walking up and down the rows of students, looking for students trying to use a watch, calculator, iPhone, or other device as a cheating aid.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to the Dean of Student Affairs and the Academic Dean.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher (i.e., when an English teacher observes students copying Math homework in English class, the English teacher should report that to the Math teacher).
- Tell students when they are allowed to discuss a test after it has been given.

### Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help your student understand that you value academic integrity and expect the student to comply with the school's Academic

Integrity Policy.

- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Require students to do their own work.
- When helping students with assignments, ensure that their work remains their own.

#### Administrator Responsibilities

- Make available to all students, teachers, and parents a copy of the school's Academic Integrity Policy.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy.
- Administer fair and consistent consequences for offenses of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses.

### **ACADEMIC WARNING, PROBATION & DISMISSAL**

#### ***Academic Warning***

A student earning one or more D-/Fs at QPR1 (Quarter Progress Report mid-way progress in the first semester) or QPR3 (Quarter Progress Report mid-way progress in the second semester) will be placed on Academic Warning.

#### ***Academic Probation***

A student who fails a class **at the semester** will be placed on Academic Probation for the following semester. If the student shows grade improvement at the end of the probation semester which exceeds the above standards (no Fs), the Academic Probation will be removed. If, in a subsequent semester, the student's performance requires that she be returned to Academic Probation, she will remain on Academic Probation for the remainder of her tenure at DSHA. Please see the conditions for Academic Dismissal stated below.

Once a student is on Academic Probation, the Academic Dean reserves the right to select courses for the upcoming course registration period. Additionally, for any student on Academic Probation, the Academic Dean reserves the right to adjust current course selections to help ensure a successful probation outcome.

#### ***Academic Dismissal***

A student who earns a semester grade of F at the end of an academic probation semester will be asked to leave DSHA. A student may appeal her dismissal status by formally requesting that the academic administration (Principal, Academic Dean, Director of Student Services) re-evaluate her academic performance. In hearing the appeal, the academic administration will review if extenuating circumstances have arisen or if the student has exhibited behavior that illustrates high commitment to the DSHA community (e.g., positive attitude, excellent attendance record, improved grades, school involvement). This evaluation does not guarantee that a student will remain a student at DSHA. A student is only allowed one opportunity to appeal a dismissal: therefore, if a student who remains on Academic Probation is granted her appeal yet fails another class at the semester, she would be dismissed from DSHA without the opportunity to appeal a second dismissal.

### **CHANGES TO COURSE LEVEL**

**Freshman Year:** During a student's freshman year, she may be required to move up or down a level in a discipline. The move will most often, but not always, occur in a lower-level course. Furthermore, a level change will occur if a student is consistently underperforming, demonstrating a significant lack of comprehension of the subject matter (often resulting in a failing grade). When this happens freshman year, the course teacher and the Academic Dean reserve the right to move the student to a level deemed more academically appropriate. The teacher and Academic Dean will have the final say in the course adjustment.

**Sophomore Year and Beyond:** When a student is underperforming and is demonstrating a lack of comprehension of the subject matter, the student may be encouraged to move down a level in the subject if such a level change exists.

The goal in DSHA's course level change policy is to ensure that deep learning occurs for each student in every class she carries.

### **CLASS LOAD**

The normal class load for a student is 7 credits. The Academic Administration, Student Services and DSHA faculty encourage students to limit the number of AP and Dual Credit courses each year. Seek overall balance in your academics, co-curricular activities, service, and personal endeavors. The recommendation is no more than 3 AP or Dual Credit courses per year.

### **CLASS RANK**

DSHA does not use class rank. Please contact the Director of College Advising directly with any questions.

### **COURSE FEES**

Course fees are not included in the basic tuition figure. All course fees are billed at the start of the school year (or at the time of schedule change). Any assessed course fee is not refundable unless there is a course change prior to beginning the course. If a student withdraws from school before the end of the school year, any payment for course fees will not be refunded. See the Curriculum Guide for more details on course fee amounts and purposes.

### **DIPLOMA**

In order to receive a diploma from DSHA, a student is required to have completed the following:

- Academic credits required for graduation (see pg. 36)
- DSHA freshman, sophomore, and senior overnight retreat experiences
- Required service experiences each of the four years

In order to participate in the graduation ceremony and the Graduate Dinner Dance, a student must have served all required detentions and paid all financial obligations (including Library and detention fines).

Diplomas are generally mailed around June 15.

## **EXAMS**

A four-day special exam schedule is prepared for the end of the 1st and 2nd semesters. Students taking a specific AP exam are expected to be at school on the day of that specific AP exam, but only for that exam. Students in an AP class are required to continue to attend the class until the regularly scheduled exam period for that subject.

While each department is required to give final exams, each department will have the flexibility to determine the percentage weight of the final exam, not to exceed 20% of the semester grade. Furthermore, the final exams are to be traditional final exams: cumulative over the semester, lasting approximately 75 minutes, administered during the final exam schedule, and serving as a summative assessment. If a department decides that certain programs within the department should have an alternate final exam (e.g., a cumulative paper or a cumulative project), the alternate final exam must be communicated to and approved by the Department Chair and Academic Dean.

## **GRADE APPEAL POLICY - STUDENT INITIATED**

Students are responsible for meeting the criteria and standards of academic performance established for each course; the establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the teacher. A grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course
- The assignment of a grade by a substantial departure from the instructor's previously announced standards
- The assignment of a grade that is tied to an assignment or assessment that is invalid or is itself capricious

Prior to making a formal appeal, the student should check with the teacher to make sure that no clerical error has been made. Students who wish to appeal a letter grade must follow the procedure outlined below and make a formal request within seven (7) business days of receipt of the grade. The grades eligible for student appeal include quarter, semester, or final exam grades which are listed on the report card.

### **Step One:**

The student must request a conference with the teacher so she can better understand the grade. To make the request, the student must email the teacher, requesting a meeting because of a formal grade appeal; furthermore, this email must be copied to the Academic Dean so s/he is aware that a formal appeal is in process. Prior to the conference, the student shall submit a written appeal to the instructor detailing the basis on which the student believes the grade ought to have been different. During the conference, the student and teacher must take diligent notes for follow-up discussion and for clarity of meeting points. Additionally, the student and teacher must date and review the notes with one another before ending the conference so both parties are in agreement about the content of the meeting.

### **Step Two:**

If the initial meeting with the teacher does not clarify the grading issue and the student still believes the grade to be capricious, the student should request a conference with the Academic Dean and teacher. This request must occur within three (3) business days of the initial meeting with the teacher and must be made via email so that a written record of the meeting request, date, and time is recorded.

The purpose of the follow-up meeting with the student, teacher, and Academic Dean is to interject an administrator's analysis of the grade appeal and to conduct a thorough review of information and evidence compiled. Relevant materials (e.g., the original assignment expectations, the student's work, the student's written grade appeal) will be necessary for this meeting and will be provided by the student. The Academic Dean will confer with the Department Chair (of the subject involved in the grade appeal) and Principal about the student grade appeal meeting and make recommendations for next steps.

If further investigation and meetings are warranted, the Academic Dean will set up a meeting with the necessary parties for a final decision. In the end, the Principal shall make the final decision on any grade change.

DSHA shall periodically review its grade appeal policy by having the Curriculum, Instruction and Assessment Committee (CIA) and the Academic & Student Life Committee of the Board of Directors review the policy to make recommendations for changes.

## **DSHA REPORT CARD GRADING SCALE BEGINNING 2018-2019**

Percentage	Letter Grade	Points
100-98	A+	4.10
97-93	A	4.00
92-90	A-	3.70
89-87	B+	3.30
86-83	B	3.00
82-80	B-	2.70
79-77	C+	2.30
76-73	C	2.00
72-70	C-	1.70
69-67	D+	1.30
66-63	D	1.00
62-60	D-	0.70
59	F	0.00

Grades are a combination of test scores, quizzes, projects, daily assignments, class attendance, and participation. If a student is chronically tardy or absent (excused or unexcused), the grade may be affected. All elements are included in the semester average indicated on the report card. Only the 1st and 2nd semester grades are kept on a permanent record. QPR1 and QPR3 report card grades and exam grades are not recorded on the permanent record. (The permanent record is also known as the transcript.)

Grades for each semester will be accumulated as a "running total." Twice each semester, progress reports are issued for students who are earning a C- or below. Additionally, report cards will be issued at the end of each quarter. Only the semester GPA and cumulative GPA are computed on the report card. The quarter GPA is not indicated on the report card.

The College Center will issue transcripts to include weighted and unweighted grade point averages for college and scholarship applications only. Advanced Placement courses and dual enrollment courses shall be given a weight of 1.0 point for the calculation of the weighted GPA.

Only grades earned at DSHA will be figured into GPA. Courses taken at other high schools, colleges, or study abroad programs may be listed on the student transcript, but the grades earned from these programs or other institutions will not be factored into the DSHA GPA.

### **HONOR ROLL**

Selection for the honor roll is based on the grade point average of each semester, not on the cumulative grade point average. The compilation will be as follows:

<b><i>First Honors</i></b>	<b><i>Second Honors</i></b>
3.6 and above	3.5999-3.0

Please note: A minimum 3.70 GPA is required for NHS, in addition to leadership, character, and service.

### **INCOMPLETES**

At the end of the quarter or semester, the Academic Dean will provide teachers a list of students who are eligible to receive an incomplete due to extreme extenuating circumstances (e.g., serious illness/injury, family trauma). An incomplete is not automatically given to a student on the Academic Dean's list; the eligible student must make a request to receive an incomplete and clarify what work needs to be done. The student is expected to take the initiative to make up an incomplete. All work must be completed by the end of the 3rd week after the start of the next grading period. If the incomplete is given at the end of the school year, then the student has one week from the date of the final exam to make up work. If this expectation is not met, the student will receive a zero for the missing work and a grade based on the work completed unless extenuating circumstances are present.

### ***Special Requirement for Seniors***

At the end of the 1st semester, any senior receiving an incomplete must submit missing work **within one week** so that cumulative GPA can be calculated, and 7th semester transcripts forwarded to colleges.

### **MAKE-UP TEST/QUIZ/PROJECT/PAPER POLICY** *(general guidelines for all classes)*

#### ***If absent on the day of the test/quiz:***

Students are expected to take the missed test/quiz on the day following the absence. The test will be given during the class period, a free period, or after school.

***If absent the day before a test/quiz:***

If you are in school on the day of a test you should expect to take the test with the rest of the class **even if you were absent the previous day**. Exceptions will only be made in the case of extended absences or severe illness. Please see your teacher BEFORE class to discuss these exceptions.

If special exception is granted, the student will be expected to make up the test/quiz **the following school day** during a free period or after school. If a student fails to take the make-up test/quiz on the following school day, then the student will receive a ZERO for the test/quiz.

***A multiple-day absence that occurs during the week leading up to a test/quiz:***

Student and teacher will create a schedule that will allow the student to get caught up and take the test in a timely manner. In most cases, students should make up missing work within two weeks after returning from an extended absence.

***A multiple-day absence that begins the day of a scheduled test/quiz:***

Students will be expected to make up the test/quiz during a free period within a few days of returning to school but no later than one week after the missed test/quiz.

Additionally, the student must take responsibility for making the make-up test/quiz arrangements with her teacher(s) in a timely fashion. A student should email from home on the day of her absence to make arrangements or contact the teacher before school/class on the day the student returns to school.

It is expected that students will do their own work, whether the work is completed on time or is late. Additionally, conversations regarding the content of a test between students who have taken the test and those who have not will be considered a breach of academic honesty and will likely result in disciplinary sanctions for the student(s) involved.

**NATIONAL HONOR SOCIETY**

The philosophy of the National Honor Society supports the nurturing of the Qualities of a DSHA Graduate and serves the purpose of providing tutoring to fellow DSHA students.

A student who has achieved a 3.70 cumulative GPA over five semesters (by 1st semester of junior year) will be considered for admission. The 3.7 GPA requirement is the unweighted DSHA GPA.

Students who are eligible for NHS admission will be contacted by the Academic Dean. A letter of application will be placed in the student's DSHA mailbox in the 2nd semester of her junior year, inviting her to apply. A student who is eligible to apply has no obligation to apply; indeed, a student who applies must be willing to serve as a tutor to her fellow students the entirety of her senior year. NHS candidates should note that they may be called upon often to tutor. It is the expectation of holding an NHS position that a student willingly tutors when called upon, even if it infringes on her own study time. An NHS member who fails to uphold the duties of tutoring may be stripped of her privilege of National Honor Society membership if so deemed by the administration.

**ONLINE ACCESS TO GRADES**

DSHA provides online access to student grades and to attendance records. Students and parents are each assigned individual accounts to access this information through myDSHA.

In making this information available, we strongly encourage increased communication between the student and her parents/guardians about coursework, as the numerical grade information is only part of a student's overall academic performance.

Report cards at the semester are available online. Mid-semester academic progress reports will be mailed home at 4 weeks and 8 weeks into each semester. Student attendance records will be updated and accessible each school day.

**PARENT/TEACHER/STUDENT CONFERENCES**

Conferences are usually held in October and March. Students are encouraged to attend the conference with their parents. Conferences will be on a first come, first served basis; no appointments are needed. Conference length is approximately 3 to 5 minutes. For conferences involving a greater length of time, an individual appointment for another date should be made. Should a parent desire such a conference at another time, an appointment for this purpose can be made by emailing the teacher.

**PARENT/STUDENT COMPLAINTS CONCERNING SCHOOL PERSONNEL OR CLASSROOM CONCERNS**

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. If there is an unresolved concern between the parent or guardian of a student enrolled in DSHA and an employee of the school, the following outlines the proper procedure.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the Department Chair, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at

a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution. If mutual resolution does not occur, the parent or guardian may provide the Academic Dean or the Principal with written documentation of the unresolved concern and the steps already taken. The Academic Dean or the Principal may attempt to resolve the situation in one of the following ways:

The Academic Dean or the Principal may convene the parties in an attempt to reconcile the concern.

The Academic Dean or the Principal may contact the appropriate archdiocesan office for assistance in reconciling the concern.

The Academic Dean or the Principal may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the President for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level.

## **PARENT/STUDENT COMPLAINTS CONCERNING CURRICULUM OR OTHER ACADEMIC CONCERNS**

Parent concerns related to DSHA curriculum or academics may be initiated with the Academic Dean. The Academic Dean will meet with the parent and attempt to resolve the parent's concerns accordingly.

## **PROGRESS REPORTS**

Progress reports are emailed to the parents twice per semester, about four weeks after the beginning of a semester, and then four weeks after that. Teachers use academic progress reports for any of the following reasons:

- If the student is earning below a C or C- in the course
- If the student's grades have dropped considerably since the beginning of the year or the last progress report
- If a student will earn a D (D+, D or D-) or F for the marking period

Other academic progress concerns are often communicated to parents via email or phone call and may occur at any time.

## **REPORT CARDS**

Grades are available online throughout the semester, as teachers update their online gradebooks with recent assignments, quizzes, tests, papers, etc. Report cards will not be mailed home but will be available online by accessing myDSHA (the online site where student grades are found). These grades are a combination of test scores, quizzes, projects, daily assignments, class attendance, and participation. All elements are included in the semester average. Only the 1st and 2nd semester grades are kept on a permanent record. Please refer to each teacher's course syllabus for specific grading policy information. Mid-semester grades and semester exam grades are not recorded on the student's transcript (i.e., permanent record).

A letter containing academic information may accompany a report card which could cause a delay of a few days. A student will not be allowed to start a new school year at DSHA if she has any outstanding obligations from the previous year.

## **SCHEDULE CHANGE PROCEDURES**

DSHA's goal is to have students in class when the year begins in order to ensure an uninterrupted atmosphere conducive to learning and to have a reasonable number of students in each class. Therefore, prior to the start of each semester, DSHA reserves the right to change a student's schedule in order to balance class size.

A student-initiated schedule change request is only allowed if the student has serious, documented extenuating circumstances. A request for a schedule change does not guarantee that the change will be made if the change creates a class conflict or puts a class over capacity. (Note: A schedule change does not guarantee that the student's schedule will remain intact; other courses may need to be changed to accommodate the request).

PLEASE NOTE: there is a \$50 fee for each student-initiated schedule change.

Schedule changes will not be approved for the following reasons:

- To allow senior privilege (Note: Seniors whose schedule change results in a 1st or 8th hour study hall will not be able to take senior privilege for that study hall.)
- To request a specific teacher or class time
- To request a specific lunch hour
- To adjust course load to ensure a desired GPA
- Due to lack of interest in a course
- Due to lack of planning

### ***Procedures***

**Step 1:** Student meets with Academic Dean to request a Schedule Change Form. At this time a "reason for request" is given. If a teacher recommended the schedule change, please provide a reason in writing from the teacher so that the fee may be waived by the Academic Dean.

**Step 2:** Obtain the necessary teacher signatures on the form. The teacher reserves the right to deny the schedule change request.

**Step 3:** Obtain parent/guardian signature and submit the required \$50 schedule change fee to process the schedule change.

**Step 4:** Meet with a counselor to discuss if the change affects graduation requirements or college admission requirements and obtain counselor's signature.

**Step 5:** Return the form with attached written documentation, all necessary signatures, and the \$50 fee within two school days to the Instructional Services Coordinator in the Student Services Department, Room 119, for processing.

**Step 6:** After the change is processed, you will be issued a new schedule. You may not follow your new schedule until you receive the copy in your mailbox. If the change creates a conflict or overloads a full section of class, you will be notified and asked to choose an alternative course.

**Deadline for Course Add:** Until the end of Week 1 of the semester (\*For a year-long course, a student can only add a course by the end of Week 1 in the 1st [fall] semester.)

**Deadline for Course Drop:** Until the end of Week 3 of the semester.

### ***Course Withdrawal***

Course withdrawal is only approved in serious, extenuating circumstances and must be supported by both the teacher and the Academic Dean as the only appropriate course of action. Course withdrawal is not approved for a student who loses interest in a course, finds the workload demanding, or wants to covet a particular GPA. If a student is capable of completing the course satisfactorily (e.g., obtaining a C- or higher), a WD will not be allowed.

A course withdrawal differs from a course drop and has the following stipulations:

- A course withdrawal that occurs within the proper timeframe/deadline will appear on a student's transcript as a WD and will remain on the student's transcript as part of the permanent academic record. (GPA is not affected.)
- The withdrawal window (a period of time in which a WD will appear with no GPA impact) is the same for a semester-long course or a year-long course. That is, even though a course may technically be a year-long course, because of DSHA's semesterized report cards and transcripts, both semester-long and year-long courses have the same withdrawal deadline. Please be attentive to the withdrawal window deadlines below:
  - Week 1 to Week 5 of the semester: course WD
  - After Week 5 of the semester: current grade stands and will appear on the transcript
- Each student's personal situation is unique, and every situation cannot possibly be taken into account ahead of time. Please note that the academic administration reserves the right to make determinations about a course WD that falls outside of the school policy listed above, although such a move would be highly unusual and would only occur under extreme circumstances.

### **SUMMER SCHOOL FOR CREDIT RECOVERY**

Credit recovery summer school classes are generally not available at DSHA. For other schools, summer school registration usually takes place in May; therefore, communication between the student, parents, and teacher is essential to determine if summer school is necessary. If a student receives an academic progress report at the end of second semester, indicating a failing grade, summer school may be required. Parents should take the initiative to determine if summer school is necessary so the registration deadlines can be met. Parents should also contact their local public high school for summer school information and registration materials. Students who fail a course and do not make it up in the summer or by completing a work contract will not be able to advance to the next level course in the subject area.

**Summer school or other credit recovery (remediation) options must be pre-approved by the Academic Dean and the Director of Student Services.**

### **SUMMER SCHOOL GRADES (DSHA COURSES)**

A report card with summer school grades is sent home in August. This grade is factored into the semester GPA; the class listing, and grade appear on the transcript.

### **TRANSCRIPTS**

Student transcript records are not released without written permission of the student and a parent/guardian. DSHA does not include standardized test scores on the transcripts sent to colleges and scholarship programs. Each DSHA student is responsible for having her standardized test scores sent to the colleges and scholarship programs of her choice. DSHA requires each student to have her standardized test scores sent to DSHA for the purpose of college advising, maintaining an accurate and complete permanent record, and for DSHA's preparation of statistics which are included in the DSHA Profile. (The Profile provides an overview of DSHA and is sent to colleges with each transcript.) DSHA can be a resource when a college, NCAA Clearing House, coach, scholarship program, etc. has an immediate need for test score information. If a student fails to send DSHA her scores from ACT or The College Board, DSHA will not be able to provide her with timely assistance in those situations.

### **TUTORING - NATIONAL HONOR SOCIETY TUTORING PROGRAM**

Members of the National Honor Society serve as tutors to other DSHA students. The NHS members appointed to coordinate tutoring will be the individuals who receive and process requests and match students to tutors. Tutoring will typically take place during Dasher Time, lunch, immediately after school, or at an alternative time arranged between the pair. Any student can request tutoring; please contact the Academic Dean, a teacher, or school counselor for information on how to obtain an NHS tutor.

### **VALEDICTORIAN/SALUTATORIAN**

Criteria:

- Seniors with the highest unweighted GPA (computed at the end of seven semesters)
- Participation is required in at least four AP, Accelerated, Dual Credit or Honors' Track upper-level classes in at least two or more subject areas
- Attendance at DSHA for at least three years
- Behavior and discipline record which exemplifies DSHA's mission, goals and the Qualities of a DSHA Graduate for four years

For the State of Wisconsin Academic Excellence Scholarship, ties will be broken by rounding the cumulative GPA to the 3rd decimal (thousandth place) and/or by applying the criteria identified by the State of Wisconsin Higher Educational Aids Board.

## **IV. Student Services**

**The Qualities of a DSHA Graduate find their foundation in the mission of DSHA.**

**A DSHA Graduate is a confident and capable woman with the following qualities:**

- **She is a Believer**
- **She is a Self-Advocate**
- **She is a Critical Thinker**
- **She is a Communicator**
- **She is a Leader**

DSHA provides students with additional services to foster development of the whole student. This means:

- Students develop positive self-concepts and realistic awareness of their gifts and abilities and use these to make educational and career plans for both the present and the future.
- Students pursue emotional and spiritual growth as well as intellectual development.
- Students make choices compatible with Christian values.

Student Services provides a variety of resources for students, families, and DSHA staff. The primary focus of Student Services' programs is students and their academic, social/emotional, and career/college needs. Individual meetings, small group and classroom sessions, large assemblies, parent workshops, and other initiatives are designed to meet the ever-changing needs of students. It is important for students to build strong positive relationships as they develop into confident and capable young women. You are welcome to visit the Student Services page on the DSHA website for helpful resources and other information.

### **DEPARTMENT GOALS**

- Support students in all areas of development (social/emotional, academic, and college/career).
- Create a safe and confidential environment in which students can discuss issues and concerns.
- Intervene with students in crisis, make necessary referrals, and work with families in need.
- Foster a sense of belonging and connections among students and the school community.
- Promote self-advocacy in students by providing opportunities to identify resources and utilize their skills to improve their lives and the lives of those around them.
- Assist students in developing post-secondary plans which are consistent with their academic potential and career goals.
- Educate students and families about the college application and financial aid process.
- Consult and support students, faculty, and families in regard to academic achievement.
- Monitor academic progress to ensure that all students will complete necessary graduation requirements.
- Administer aptitude tests, achievement tests, and career interest inventories and share results with parents, students, and faculty.

### **APPOINTMENTS**

School counselors and the Director of College Advising are available for personal, academic, and career/college assistance. Individual or small group meetings are available to all students at the request of students or families. Additionally, Student Services staff is available to meet with parents upon request.

The Student Services Department is open daily from 7:30 a.m. to 4:00 p.m. Students may schedule an appointment by visiting the Student Services department or by contacting the Student Services Secretary, a school counselor, or the Director of College Advising directly. Students are encouraged to make appointments that do not interfere with their classroom experiences. It is recommended that students visit Student Services during a study hall, Dasher Time, or non-Fitness Wellness period, or before or after school. It is the student's responsibility to notify and follow up with a teacher if she misses a class. A member of the Student Services Department may also request an appointment with a student.

Students must check in with the Student Services Secretary each time they visit the Student Services Department.

### **MANDATORY REPORTING**

DSHA is required by law to report any suspected abuse or neglect or threatened abuse or neglect. For more information about the following questions, please refer to the appropriate state laws provided next to each question.

Who Must Report? Wis. Stat. 48.981(2)(a)

What is reportable child abuse or neglect? Wis. Stat. sec. 48.02(1)

## **COLLEGE APPLICATIONS**

The Director of College Advising and the College Center Assistant/Testing Coordinator assist students and their parents in the college application process by providing the following information/activities:

### ***College Selection***

DSHA's Director of College Advising uses the Naviance® college computer program to compile up-to-date information on college applications, college decisions, scholarships, and visits from college representatives. The Family Connection® component of this program allows students and parents to access college searches, college comparisons, scholarships, and college representatives visit information. Each student is introduced to the program and given a personal account. Every senior is able to access her specific college information and applications status through her own account. To access the Family Connection®, start on the Students page at [www.dsha.info](http://www.dsha.info). Under Academic Resources, click on Naviance. Enter the site by selecting "I am a guest."

### ***Timeline of College Search and Application Process***

#### **Spring of Junior Year**

- Register and take ACT and/or SAT and SAT subject tests if needed.
- Request teacher letters of recommendation.
- Complete Junior Information Packet & Activity Resume.
- Attend one-on-one meeting with Director of College Advising.
- Research and visit colleges.
- Student-athletes register with NCAA Clearinghouse.

#### **Summer before Senior Year**

- Visit colleges and narrow your list of college choices.
- Consider participating in DSHA's College AppReady workshop. Registration can be completed online at [my.dsha.info/summer](http://my.dsha.info/summer).
- Attend College Application Night the first week of school (mandatory).
- If applying to very selective colleges, consider summer academic activities (classes or research).

#### **Fall of Senior Year**

- Research and visit colleges.
- Meet with Director of College Advising or school counselor.
- Arrange to retake ACT/SAT/SAT Subject tests in October or November, if necessary.
- Send ACT/SAT scores to the colleges. (DSHA does not put test scores on transcripts.)
- Meet with College Admissions Representatives who visit DSHA.
- Monitor college application deadlines, especially for early action and early decision.
- Remember that October 1st is "last call" for service academies or ROTC.
- Continue to do your best as senior year grades factor into admissions decisions.
- Check Naviance for scholarship updates.
- Research and apply to honors and scholarship programs at your top-choice colleges.
- Attend DSHA/MUHS College Financial Aid Night.
- Complete FAFSA (Free Application for Federal Student Aid) and (if necessary) CSS Profile. Submit form(s) online to colleges that have extended offers of admission.

#### **Spring of Senior Year**

- If you are waitlisted or deferred, continue to update the Director of College Advising.
- Continue scholarship search.
- Make final college choice by May 1st and send in registration and housing deposits.
- Notify the Director of College Advising of final college choice as well as the responses received for all applications submitted.

### ***College Representative Visits to DSHA***

Each year the Director of College Advising organizes visits with various college representatives in order to provide information for juniors and seniors. The list of college visits is available on the DSHA website and Naviance Family Connection®. If a college representative visits at a time other than lunch or Dasher Time, a student must get a pass in advance from the College Center. In addition to these visits, sophomores, juniors, and seniors are informed of college fairs and other college-themed events held throughout the greater Milwaukee area and are encouraged to attend.

Although freshmen and sophomores are unable to attend meetings with college representatives, they are welcome to meet with the Director of College Advising at any time to discuss their college-related questions and to learn more about specific schools.

### ***College Visits (Off Campus)***

Although students are strongly encouraged to visit prospective colleges, every effort needs to be made to make college visits during DSHA school breaks or on weekends. Winter Break, Spring Break, and long weekends on the DSHA calendar are ideal times to visit colleges. If students must miss a school day to visit a college, they need to talk to their teachers ahead of time and complete class work in a prompt manner. Missing an excessive number of school days for college visits is not acceptable. Senior year course work and grades are very important. Colleges receive every student's senior year grades, and if her grades have dropped significantly, the offer of admission may be rescinded. Please also see ATTENDANCE AND ABSENCE POLICIES.

## **CONFIDENTIALITY**

The Student Services Department strives to create a safe and confidential environment for students, families, and staff. Information that is shared with a member of the Student Services staff is kept confidential based on the wishes of the individual seeking help. In our on-going efforts to help students become confident and capable young women, Student Services will support each student's willingness to seek help by respecting their right to privacy and their role in pursuing a solution to their situation. Confidentiality can be broken in instances for which a student is in imminent danger, is being abused or neglected, or is experiencing a threat to the physical safety of another student. In these situations, Student Services is required to contact the student's parent/guardian and, if deemed appropriate, emergency or law enforcement personnel. Please note that confidentiality extends beyond direct conversations to include email exchanges, print materials, and official school records (e.g., transcripts). Recommendation letters written on behalf of a student will not be shared with the student herself or her parent/guardian, as these letters are addressed to the college/university or scholarship agency and, as such, are held in confidence.

## **JOB BOARD**

The Student Services Department maintains a Job Board advertising opportunities in the area. The Job Board is located on the bulletin board across from the entrance to Student Services. DSHA provides this service to students and potential employers. Student Services and DSHA do not endorse any of the agencies or individuals with job opportunities, and the school does not conduct any review of the positions or businesses.

## **RESOURCES**

Students may contact Student Services with any question or concern related to personal, academic, or career/college issues. Student Services staff will work with students to address their needs and/or assist them in finding the answer within another department at DSHA or in the community.

In addition to meeting with students on an "as needed" basis, Student Services staff coordinates grade-level interventions that address the needs of each specific class.

### ***Freshmen and Transfer Students***

Freshmen and transfer students meet with their school counselor individually and in small groups/classrooms throughout their first year at DSHA. The individual meeting will focus on each student's:

- Transition to DSHA
- Academic progress
- Standardized testing
- Four-year academic plan
- Course selection
- Opportunities for the student to participate fully at DSHA

### ***Sophomores***

Sophomores primarily work with Student Services in the classroom or large group settings. Individual sessions are requested by the student, parent, or school counselor as needed. Classroom sessions and large group meetings will focus on:

- Preparation for the academic and social/emotional change of becoming an upperclasswoman
- Standardized testing
- Review of test scores
- Course selection

### ***Juniors and Seniors***

Juniors and seniors access Student Services individually and in classroom or large group sessions. Students will work with both school counselors and the Director of College Advising throughout their last two years. Student Services staff members meet with students to discuss:

- Credits required for graduation (e.g., transcripts)
- Standardized testing (e.g., PSAT, ACT, SAT)
- Course selection for senior year
- College search process and helpful resources (e.g., Naviance and Career Locker)
- Concerns and questions related to the upcoming transitions

## **STAFF**

Director of Student Services	Maria Schram
School Counselor (students with the last name (A-G & X-Z):	Therese Hayden
School Counselor (students with the last name (H-O):	Janet Como
School Counselor (students with the last name (P-W):	Mallorie Svetlik
Director of College Advising:	Kristin Shea
Educational Database Coordinator/Registrar:	Rachel Kirslenlohr
Student Services Secretary:	Maria Enachi
College Center Assistant/Testing Coordinator:	Katie Hoffmann
Academic Coach	Chris Skogg
Applied Wellness Program Director	Joanna McQuide
Therapist, Children's Wisconsin	Lauren Green

### **STUDENTS SEEKING SOCIAL AND EMOTIONAL COUNSELING**

School counselors can provide broad assistance for issues related to emotional and mental health. Their role, however, is limited to short-term intervention with the goal of helping students process through their struggles, identify strategies, and focus on being an engaged student. There are times when a student may need more long-term support and assistance from an outside counselor/therapist or direct intervention from an in-patient treatment program.

School counselors are able to guide students and families through the process of selecting a therapist. In addition, school counselors may serve as a support to students as they continue to meet with an outside therapist and may provide a link between therapy and school. It is strongly encouraged that students and families complete a "Consent to Release and Exchange Information" form with their therapist or treatment center to allow for open communication between the school counselor and the outside agency. In addition, it is greatly beneficial for the school counselor to be made aware of any ongoing treatment plans, medications, and other therapeutic information.

### **Children's Wisconsin Therapist**

DSHA has partnered with Children's Wisconsin to bring a licensed therapist into our building. This therapist will be therapeutically available to students and conveniently available at school. The therapist will also provide educational programming to students, faculty, and parents on topics such as mental health, stress or anxiety management, and use of alcohol or other drugs.

### **STUDENT WITH UNIQUE LEARNING ISSUES**

DSHA is committed to addressing the individual needs of all of its students. Early identification and intervention is encouraged. As a private school, we do not recognize or initiate Individualized Education Plans or implement accommodations as outlined in a Section 504 Plan. Student Services, administrators, and faculty will attempt to make accommodations to the best ability of DSHA's personnel and the capacity of the facilities. School counselors are available to meet with students with diagnosed learning needs or suspected concerns as well as consult with parents and faculty about an individual student's needs. It is common for school counselors to recommend that a student be tested by an outside agency for the possibility of a learning or social/ emotional issue. (Please see section on Students Seeking Social and Emotional Counseling.) Following testing and diagnosis, school counselors will work with the student, her family, and teachers in regard to any accommodations recommended by the outside professional that will fit within the resources DSHA has available. An Accommodation Plan may be developed and will serve as a formal overview of the types of academic interventions available to meet the unique needs of the student. Accommodations may include special testing arrangements, preferred seating in the classroom, or academic follow-up by a tutor, teacher, or other staff member. Students and families should contact the assigned school counselor for more information and to evaluate if accommodations are necessary and appropriate. Note: An Accommodation Plan will only be initiated following a formal evaluation by a licensed professional who provides recommendations that include specific interventions.

### **Injured students:**

Injuries like concussions are taken very seriously as they affect all aspects of a student's academic experience. It is because of this widespread impact on a student's life that DSHA actively works with the injured student, her family, and physician to aid in recovery. The DSHA protocol is based on four key strategies:

- Focus on the health and recovery of the student
- Ensure compliance to the recommendations of the medical professional who diagnosed and is providing treatment
- Maintain open communication with the student, her parent, teachers, school counselor, and members of the Athletic Department, as applicable (Athletic Director, Trainer, Strength & Conditioning Coach)
- Develop an Accommodation Plan that addresses the unique medical recovery and academic needs of the student while balancing the integrity of the curriculum and available resources

### **TEACHER LETTERS OF RECOMMENDATION**

Students must request letters of recommendation by the **first week of April** during their junior year. A specific form is used to facilitate this process. Teachers may request that students provide them additional materials to write letters of recommendation. All teacher letters of recommendation are confidential. The teacher writing the letter and the Director of College Advising are the only individuals that view the letters prior to being sent directly from DSHA to the college or scholarship program.

## VI. Attendance and Absence Policies

The Qualities of a DSHA Graduate find their foundation in the mission of DSHA.

A DSHA Graduate is a confident and capable woman with the following qualities:

- **She is a Believer**
- **She is a Self-Advocate**
- **She is a Critical Thinker**
- **She is a Communicator**
- **She is a Leader**

In terms of attendance and absence, this means:

- Students demonstrate an understanding of the value of education and attend school regularly unless they are unable to do so due to illness or a death in the family.
- Students recognize that their first obligation is to their studies, not to social or other activities or to job responsibilities.
- Students come to school on time and ready to learn.
- Students accept personal responsibility for their attendance and do not misrepresent reasons for absence, tardiness, or early dismissal.
- Students take college visit days only for bona fide college visits.
- Students accept responsibility for obtaining work missed due to absence or for other reasons and complete it promptly.

We value student class attendance as the foundational mechanism for deep learning, meaningful application, skill development, and college- and career-readiness.

The classroom learning experience is distinguished by its demands on a student's ability to take in new information, process and connect prior learning, collaborate with and learn from peers, listen actively and evaluate effectively, and adapt in real time to input and even opposing viewpoints from other students and the instructor. In class, students are continuously honing their ability to contribute to a learning community (classroom, lab group, small group, etc.) and practice the life skills of owning their learning, shaping and articulating their point-of-view, and interacting with diverse thinkers and learners. This engaged and interactive learning experience cannot be replicated by merely handing in an assignment or a project. At DSHA, our faculty members highly value the give-and-take of the learning process itself.

Valuing attendance at school models the importance attendance has on the job. In fact, an employee's attendance, or lack thereof, is noted by supervisors and co-workers alike. Employees with patterns of absences are perceived as less diligent, less committed, and the least innovative (Journal of Applied Psychology). DSHA faculty agree that students who are diligent about attendance and value it as an important aspect of their learning are perceived as more accountable and responsible, and as more effective leaders with an admirable work ethic.

Furthermore, 21st century skills require collaborative teamwork - whether that is in a DSHA classroom, in a college classroom, at an internship, or on the job. Being accountable to one another is vitally important because learning builds on itself, and students perform better when engaged in dialogue with many other students, and especially with the teacher. When it comes to learning, time together is irreplaceable.

### **ABSENCES**

It is imperative to their learning that students make every effort to be in class and that parents/guardians encourage their attendance. Whenever a student misses school, she is expected to take the initiative for arranging with a teacher to make up schoolwork. Due to the rigorous academic demands of DSHA's curriculum, daily attendance and participation are essential in order to achieve success. Excused absences are only accepted from a parent/guardian/emergency contact listed for a DSHA student.

Students are only to be excused from school/class if they are ill, or if they must be at a doctor's appointment, funeral, or other important family commitment. Students and their families should schedule college visits, vacations, and other appointments on days DSHA classes are not in session. Students at school must attend each and all of their classes. A student may not be excused from school or a class period to complete homework or assigned projects. DSHA will follow and comply with all legal requirements under Wisconsin State Statute 118.15 as they apply to school attendance.

### **EXCUSED ABSENCES**

If a student is absent, a parent/guardian/emergency contact must call the Attendance Office at 414-721-2920 every day his/her child is absent. Parents should call before 7:30 a.m., speak clearly, and leave the student's name and ID number, the reason for the absence, and name of person calling. All absences must be called in – a note may not be used to verify an absence. If a student is absent from school, she will not participate in any athletic or co-curricular activity after school or in the evening on that day. Please see **ATHLETIC CODE and CO-CURRICULAR CODE**.

If a student arrives late to school or must leave early, a parent must call the Attendance Office. A student will not be released from school early without a call. Any student arriving late or leaving early must sign in/out at the Attendance Office. Failure to do so will result in a demerit. Students coming to school after an appointment must bring a signed note from the doctor's office or the absence will not be excused. Students that leave early for a doctor's appointment must provide documentation to the Attendance Office of the appointment the following day. Doctors' appointments that are not verified with documentation will not be excused and will result in a demerit. **Family vacations and other plans should be scheduled outside of school hours.** Students can receive permission

to be absent for legitimate, unavoidable reasons. Exceptions to this policy must be arranged with the Dean of Student Affairs. Two weeks prior to a planned absence, students are required to complete a planned absence form and arrange to maintain academic work. Planned absence forms can be picked up in the Attendance office.

### **UNEXCUSED ABSENCES**

Students that are marked absent and unexcused (unverified-UNV) from class, study hall, or Mass/assembly will be notified via the student's email, myDSHA, and mailbox. If a student believes an error has been made, she must bring proof of her whereabouts in writing to the Attendance Secretary (e.g., signature of an adult). Any unexcused absence not cleared in three days will remain unexcused in the records. For study halls (including non-Fitness Wellness periods), the student will be issued a demerit. For all other classes, the student will serve a Saturday detention. If a student has an unexcused absence from class, she will receive a zero or lowered grade for the work missed at the discretion of the class teacher, supported by administration. An unexcused absence is limited to one or two periods; three or more classes missed constitute an all-day truancy. Any time a student is not in school, and a parent/guardian/emergency contact does not call to excuse her, her absence is marked as unexcused and she is considered truant. Seniors that have an unverified absence during their senior year lose senior privileges such as out to lunch, late arrival and early dismissal.

### **SENIOR SKIP DAY**

DSHA neither sponsors nor approves of a senior skip day. There is no approved senior skip day. Seniors that have an unverified absence during their senior year lose senior privileges such as out to lunch, late arrival and early dismissal.

Parents may feel pressure to call their daughters out "sick" or "excused", providing students the luxury of missing school with no consequences for being absent. We are asking that parents not provide your daughter with an "excuse" to participate in "Senior Skip Day". As a Catholic school, DSHA is not comfortable with the message this sends. Calling a student out when she is not truly ill, as it does not reflect the values of the Sisters of the Divine Savior, not the work ethic and integrity of the Sisters. We cannot condone this behavior.

### **EXCESSIVE ABSENCE**

According to Wisconsin State Statute 118.15, a student cannot be excused from school for more than 10 days during a school year. If a student exceeds 10 absences within a school year (full day absences or absences from a specific course), parents/guardians will be required to attend a meeting with the Dean of Student Affairs and asked to provide documentation for any future absences. In such instances a phone call will not suffice. If documentation is not provided, future absences will be recorded as unexcused, and will follow our unexcused absence policy.

If a student has 5 unexcused absences from any class within a semester, the student and parents/guardians will be required to attend a meeting with the Dean of Student Affairs. Any student who is absent unexcused for 10 or more days from a specific course per semester may be removed from the class and will earn an F for that course. (A documented medical excuse must be provided for an exception to this policy) Individual teachers also have discretion to set academic/grading consequences related to the number of class absences. These consequences will be included in the course syllabus and supported by administration.

### **TARDY POLICIES**

Students are expected to be on time for the beginning of each class. Students tardy to school for any reason other than an appointment will be issued a tardy demerit and a tardy slip with time of arrival noted on it to be used as a pass to class. Attendance will be adjusted by classroom teacher. Students who are late for their first period should report to the Attendance Office. Late carpools, traffic, oversleeping, a missed bus and so on will not be considered legitimate excuses.

If a student has an appointment, a parent must call before the appointment, and the student must return with a note from the doctor's office and will be given a valid admission slip instead of a demerit. In the event of emergency or unusual circumstances, administration will decide whether or not tardy demerits are to be issued. Throughout the school day, students tardy to class will be issued a tardy demerit by the teacher. The fifth tardy demerit earned in a quarter will result in a detention. Excessive tardiness to class (more than five per quarter) may result in lowering the grade earned in the class. Individual teachers may use their discretion for determining further consequences for students with excessive tardiness to class. Consequences will be stated in the course syllabus.

## VII. Student Discipline

**The Qualities of a DSHA Graduate find their foundation in the mission of DSHA.**

**A DSHA Graduate is a confident and capable woman with the following qualities:**

- **She is a Believer**
- **She is a Self-Advocate**
- **She is a Critical Thinker**
- **She is a Communicator**
- **She is a Leader**

In terms of student behavior and discipline, this means:

- Students accept personal responsibility for their actions and attitudes.
- Students learn from their mistakes.
- Students contribute to the creation of a learning community by following school rules, treating all with respect, and demonstrating respect for authority.
- Students protect the good name of the student body and the school.

### **A SYSTEM OF PERSONAL RESPONSIBILITY**

The choice of Divine Savior Holy Angels High School for one's education and formation is a choice of values. When a student and her parents choose DSHA, they agree to be governed by the basic philosophy of the school, rules and procedures, as well as its values. The Principal retains the right to amend the Student Handbook and/or waive rules and procedures.

DSHA strives to provide an environment wherein a young woman is encouraged and guided to become a mature Christian. She is provided the opportunity to learn and develop the skills and self-discipline necessary for contributing to family and community life. We believe this environment involves:

- Recognizing the dignity, importance, and worth of every person, and the responsibility and freedom of each to develop her full potential
- Recognizing the importance of good order as an essential condition for learning and part of the proper environment for character formation
- Recognizing that maturity involves responsibility for one's actions, and maintaining this good order involves understanding the ordinary flow and expectations of the school day and abiding by the regulations that ensure the smooth operation of the school, the good name of the student body and the school, and a Christian respect for self and others
- Recognizing that as a DSHA student, one's responsibility to DSHA and its rules and regulations are in effect at any time the student is in school, on a field trip, or at any DSHA activity on or off campus.

### **Discipline Procedures**

The goal of the faculty and staff of DSHA is to hold students responsible for their decisions and actions in an effort to help them grow in maturity. Consequences for actions that do not contribute to the goals of the school can range from a simple admonishment by an adult to dismissal from the school. Varying degrees of discipline will be determined by the Dean of Student Affairs.

### **Demerit:**

Violations of school rules or standards are most frequently censured with the student being given a demerit.

Any DSHA faculty or staff member may issue a demerit for violation of a school rule. See the Discipline Chart later in this section for suggested consequences for violations of school rules. Demerits are cumulative from one quarter to another and from the 1<sup>st</sup> semester to the 2nd semester. Tardy demerits accrue quarterly (the total "zeroing" out at the start of each quarter).

3 demerits	=	1 detention
5 tardy demerits	=	1 detention

### **Detentions (Lunch and Saturday):**

There are two types of detentions – One hour lunch detentions on Yellow Days and three-hour Saturday detentions (8:00 to 11:00 a.m.). A fine of \$20 is charged for Saturday detentions. A Saturday detention is not considered completed until the \$20 fine is paid.

Failure to report for lunch detention on a designated day or time will result in an additional lunch detention or a Saturday detention. Skipping lunch detention for a co-curricular activity is not a valid reason.

Saturday detentions are reserved for more serious offenses. Additionally, after a student has served three lunch detentions, her fourth detention will be a Saturday detention.

Students will not be permitted to do homework or use electronic devices while in Saturday detention. Students who miss Saturday detention may be suspended. Students who are late to Saturday detention will receive an additional Saturday detention. Missing more than two

Saturday detentions makes a student liable for dismissal from DSHA.

The following school violations will result in an automatic lunch detention:

- Forgery
- Second (and beyond) violation of personal electronic device policy
- Parking violation
- Swearing

The following school violations will result in an automatic Saturday detention:

- Class Cut (UNV)
- Abuse of another student's mailbox
- Cheating
- Lying
- Stealing and/or vandalism

Students who receive more than five detentions (Lunch or Saturday) in a semester may result in disciplinary probation.

#### *Probation:*

A student who has excessive Saturday detentions (three), does not cooperate with the school's policies and procedures, or who commits a serious offense will be placed on disciplinary probation. Probation may include suspension from involvement in co-curricular activities and/or dances or any other consequences determined appropriate. A letter to this effect will be issued. Probation status will be reviewed at the end of each semester. Failure to improve will result in serious penalties, stricter probation, loss of privileges or dismissal from DSHA. Probation may include loss of free periods, suspension from co-curricular activity, required meetings and other consequences as determined by administration.

#### *Suspension:*

The administration reserves the right to suspend students for consistent or serious disregard of school rules or for failure to improve behavior while on disciplinary probation. Suspension may be either in-school or at home, as determined by the administration. Home suspension will be used in cases where the student's continued presence at school is deemed detrimental to the institution. Suspension will last until a parental conference is held and may be extended for a longer period to allow the student to stabilize her behavior. Suspension is a serious matter and appears on the student's school record.

#### *Dismissal:*

Dismissal from DSHA is the prerogative of the school Principal and President, who may consult with the Discipline Committee and receive recommendations for appropriate action from that committee and other concerned faculty members. A student may appeal her dismissal status by formally requesting in writing that the administration re-evaluate the dismissal. The Discipline Committee meeting is a hearing at which the student and her parent(s) present information pertinent to a decision. The Discipline Committee's decision is advisory to the Principal.

Students make themselves liable for immediate dismissal for the following:

1. Any behavior that endangers other members of the community. These include a) possession or use of any type of explosive or weapon, b) the attempt to injure or the injury of another student, staff or faculty member with physical violence, including fighting, and c) tampering with warning systems in the school.
2. Any actions contrary to federal or state laws and local ordinances. These include possession or use of alcohol or controlled substances, theft, sexual assault, vandalism, gambling and other illegal activities.
3. Consistent neglect of rules, schoolwork, or the goals of the institution. This includes students judged to be a negative influence on their peers or manifesting a negative attitude toward the school's goals.

Other Options: Other consequences may apply following policy violations, such as not getting promoted to leadership positions in clubs or activities or for role-model positions. The school reserves the right to suspend students from participation in co-curricular activities if behavior or academic performance is judged unsatisfactory. The school further reserves the right to dismiss, at any time, any student whose conduct or effort it considers very unsatisfactory. Conduct is very unsatisfactory when it is detrimental to the reputation of the school, or when it hinders the advancement of the moral good of other members of the DSHA community. In instances when local laws have been broken, DSHA reserves the option to notify legal authorities.

### **DISCIPLINE AND ADMINISTRATIVE DISCRETION**

Since no list of norms covers every situation, including the norms of behavior listed in this handbook, the administration presumes that common sense, mature judgment, and Christian charity are the guides by which every DSHA student measures her actions. The school administration reserves the right to determine when behavior does not meet these criteria and to act accordingly. Please also see REPUTATION OF THE SCHOOL.

## **ANTI-BULLYING/CYBER-BULLYING/HAZING/HARASSMENT/MALICIOUS & SCANDALOUS BEHAVIOR POLICY**

### **Introduction**

Our Catholic faith embraces each individual as a gift from God, worthy of love and respect. Dashers strive to be the goodness and kindness

of Jesus, the Savior. Therefore, DSHA strives to provide a safe, secure, and respectful learning environment for all students on campus, as well as during school-sponsored events and activities. Bullying/hazing/harassment has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. As a Catholic school, this type of behavior does not align well with the Gospel message to treat others with dignity and respect in an environment that fosters an awareness of a loving God. Therefore, DSHA consistently and vigorously addresses bullying/hazing/harassment so that there is no disruption to the learning environment and learning process.

Behavior such as bullying, gossiping, ridicule, foul or scandalous language, and lying are contrary to everything DSHA stands for, and strike at the heart of the common good. As serious offenses occur, they will be dealt with accordingly and may result disciplinary action.

### **Definitions**

#### **Bullying**

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability, or social, economic, or family status.

Bullying/hazing behavior can be:

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, cyberbullying, sending insulting messages or pictures by mobile phone or the internet)

#### **Cyberbullying**

Cyberbullying is the use of information and communication technologies (Internet, email, cell phone, pager, text messages, instant messaging (IM), personal websites, and online social media sites) on or off campus to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyberbullying means bullying as defined in this subsection through the transmission of a communication includes, but is not limited to the following: Internet, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device or device, posting slurs or rumors or other disparaging remarks about a student on a web site or on a blog; sending emails or messages that are mean or threatening; using a phone/device to take and send embarrassing photographs of students; posting misleading or fake photographs of students online. The physical location or time access of a device-related incident cannot be raised as a defense in any disciplinary action initiated. Cyberbullying that occurs off the school grounds but makes its way to the school community and causes a substantial disruption may be investigated.

Administration takes cyber-bullying seriously; therefore, consequences may include but are not limited to suspension and/or expulsion.

#### **Hazing**

Hazing is defined as any humiliating or dangerous forced activity expected of a student in order to belong to a group, regardless of their willingness to participate.

Wisconsin State Statute 948.51

- In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.
- No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college, or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.
- Whoever violates the above is guilty of (a) a Class A misdemeanor if the act results in or is likely to result in bodily harm to another, (b) a Class E felony if the act results in great bodily harm or death of another, or (c) a Class G felony if the act results in the death of another.

#### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Classes that:

- A. places a student in reasonable fear of harm to his/her person or damage to her property
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- C. has the effect of substantially disrupting the orderly operation of a school.

Harassment can result from a single incident or from a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical, verbal, and nonverbal behavior that may include but is not limited to:

- Threatening, intimidating, and humiliating behavior

- Derogatory comments (regarding ethnicity, religious beliefs, sexual orientation, physical attributes, etc.)
- Racial insults
- Sexual comments or sexual jokes
- Unwelcome sexual advances or touching

### **Sexual Harassment**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Prohibition**

Inappropriate behavior such as losing one's temper, shouting, threatening or harassing another person, bullying, or using racial/ethnic/sexual/demeaning slurs will not be tolerated. Bullying/hazing/harassment is prohibited on campus and in other DSHA-related educational and co-curricular settings. This prohibition includes, but is not limited to bullying/hazing/harassment displayed on public transportation regularly used by students to go to and from school, field trips, dances, sporting events, and trips abroad. Bullying/hazing/harassment outside of the DSHA school environment that negatively impacts the school environment is also prohibited and may result in discipline. This may include activity on social media websites or cyberbullying.

### **Procedure for Reporting Bullying/Hazing/Cyberbullying/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying/hazing/cyberbullying involving a member of the school community are required to report these acts to the Dean of Student Affairs or a school counselor.

Any other person, including a student who is either a victim of the bullying/hazing/harassment or is aware of the bullying/hazing/cyberbullying involving a member of the school community or any other concerned individual (including TSC members), should immediately report the conduct to the Dean of Student Affairs or a school counselor who will direct the subsequent investigation.

Reports of bullying/hazing/cyberbullying may be made verbally or in writing to the Dean of Student Affairs or school counselor. The individual reporting the matter can expect a reasonable level of confidentiality in making the report. All such reports, will be taken seriously, and a clear account of the incident will be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report and retained by the school.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. A failure to report known bullying/hazing/cyberbullying or a re-transmittal of such behavior may result in discipline as defined in the policies of this Handbook

The Dean of Student Affairs and/or a school counselor will investigate reports of bullying/hazing/cyberbullying in a timely manner. The Dean of Student Affairs will prepare an investigation report at the conclusion of the investigation, summarizing the evidence and findings, and present the report to the Principal. The Principal or his designee will then issue a final determination to both parties regarding the outcome of the investigation and any appropriate action.

### **Procedure for Reporting Harassment**

Any person who has been subjected to harassment should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the Dean of Student Affairs or appropriate supervisor. An investigation shall be conducted by the Dean of Student Affairs or his/her designee. DSHA may involve legal counsel as appropriate. During the investigation, the Dean of Student Affairs or his/her designee will conduct interviews of the victim/complainant, the alleged perpetrator/respondent, and any identified witnesses. The Dean of Student Affairs will also consider any other relevant evidence available throughout the investigation and will prepare

an investigation report summarizing the relevant evidence and findings of the investigation. The investigation report will be delivered to the Principal or his designee, who will issue a final determination to both parties regarding the outcome of the investigation.

If the allegations are confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

### **Consequences**

If it is determined that a student participated in bullying/hazing/cyberbullying/harassment or retaliated against anyone due to the reporting of bullying/hazing/cyberbullying/harassment, the school will take disciplinary or other remedial action which may include: meeting with students/parents, conflict resolution, detention, placement on disciplinary probation, suspension and/or expulsion. School counselors will provide support for all students involved.

### **BREATHALYZER**

Divine Savior Holy Angels High School has adopted the use of a breathalyzer to determine whether a young person has used alcohol prior to or during a social function sponsored by the school or during the school day. The designated school official may use the breathalyzer any time deemed necessary. The breathalyzer test will be performed on any student (boy or girl) who, under reasonable suspicion, may have used alcohol prior to or upon entering the social event. The breathalyzer will also be used randomly upon entrance to some DSHA-sponsored social events and dances.

Students who test negative will be allowed to stay at the school function. Students who test positive will be removed from the function; parents, police, and other emergency personnel will be notified as necessary. Parents will be asked to pick up the student immediately. If the student attends DSHA, the school will follow the procedure in this Student Handbook. If the student attends another school, his or her school officials will be notified. If a student refuses to take the breathalyzer test, then the student will be presumed to be under the influence, and the policy outlined in this Student Handbook will take effect.

Please also see ATHLETIC CODE, CO-CURRICULAR CODE, and DISCIPLINE CHART.

### **TOBACCO AND NICOTINE DELIVERY DEVICES (E-CIGARETTES)**

DSHA is a Smoke-Free campus. DSHA's policy concerning tobacco products is designed to ensure compliance with Wisconsin laws and to secure the safety of all. No student is permitted to distribute, use, or possess tobacco products or electronic nicotine delivery devices (including e-cigarettes/ pods). Any student who is found distributing, using, or showing signs of use, or being in possession of tobacco products or e-cigarettes/pods will face disciplinary action. (See discipline chart)

### **DISCIPLINE CHART**

The following chart is a general guide to discipline in response to violations of school rules. Administration and faculty reserve the discretionary right to determine disciplinary consequences for behavior not listed in this chart, but which they judge to be inappropriate and/or unacceptable.

\*School administration and faculty also reserves the right to consider the seriousness of the student's action and the totality of the circumstances and to deal with each case individually. School administration and faculty may impose different or more significant discipline for offenses as determined appropriate based on the seriousness of the student's action and the totality of the circumstances.

Suspension or dismissal from DSHA (expulsion) is an option for a serious violation of any school rules and policies.

## Violations of School Rules

MISCONDUCT/DEFINITION	CONSEQUENCES
<b><i>Abuse of Another Student's Mailbox</i></b>	Minimum – detention
<b><i>Academic Integrity Violation</i></b> Cheating, Plagiarism, unauthorized collaboration, etc.	<b><i>First Offense:</i></b> 1. Saturday Detention 2. Lowered grade or a zero grade on test or assignment at discretion of teacher <b><i>Second Offense:</i></b> 1. Placement on Disciplinary probation 2. Lowered grade or a zero grade on test or assignment at discretion of teacher <b><i>Third Offense:</i></b> 1. Potential dismissal from DSHA or placement on Disciplinary probation 2. Zero grade on test or assignment
<b><i>Alcohol/Drugs/Tobacco/Vaping*</i></b> Controlled substances/alcohol and malt liquor (any possession of, being under the influence of, confirmed use of, and/or distribution of)  Wisconsin State Statute 101, 125, 161, 961  <i>Alcohol and Drug Abuse (AODA) policy updated and approved by Academic and Student Life Committee 7/2017</i>	<b><i>First Offense:</i></b> 1. Detention 2. Phone call or conference with parents 3. An in-person AODA assessment (with documentation of completion shared with school within designated timeframe following incident) 4. Athletic Probation (See Athletic Code) 5. Co-Curricular Probation (See Co-Curricular Code) <b><i>Additional Offenses:</i></b> 1. All consequences applicable to first offense (See Athletic and Co-Curricular Codes for probation terms for multiple offenses.) 2. Conference with parent(s)/guardian(s) to ensure student understands her actions and consequences of future  <i>*DSHA reserves the right to contact the police and/or emergency personnel in the event of student alcohol/drug use.</i>
<b><i>Assembly/Liturgy Behavior</i></b> Failure to follow prayer and worship guidelines, inattentiveness/lack of courtesy, consistent talking, gum chewing, bringing backpacks or school materials, purses, water bottles, food, etc.	Demerit(s)/Detention (teacher/staff discretion)
<b><i>Bullying/Cyberbullying/Harassment/Hazing Nondiscrimination/Anti-Bias*</i></b> Wisconsin State Statute 120.13	<b><i>1st Offense:</i></b> Detention, conference with student and parent(s)/guardian(s) to make sure student understands the offensiveness of her actions and the consequences of future actions <b><i>2nd Offense:</i></b> Placement on disciplinary probation <b><i>3rd Offense:</i></b> Expulsion hearing to ensure that a student has been dealt with fairly (including student, parent(s)/guardian(s), Principal, Dean of Student Affairs, and the discipline committee)
<b><i>Bus Behavior</i></b> While on a school bus, DSHA students are to follow the rules that the bus driver has established, using common sense and acting in a mature manner.	If a student receives a discipline report written by the bus driver, the Dean of Student Affairs will meet with the student, and a demerit will be issued. The second time a student is reported, a detention will be issued.
<b><i>Destruction/Misuse of School Property</i></b>	1. Detention(s): Number and type of detention determined depending upon the severity of offense 2. Restitution for property damage, payment of fine (no grades issued until restitution made) 3. Parent(s)/guardian(s) contacted (phone call and/or conference depending on offense; required prior to student being readmitted to class)

<b>Disrespect</b> Towards teachers, other students, property, and/or the name and reputation of DSHA	Demerit(s)/Detention (teacher/staff discretion)
<b>Endangerment of Safety</b>	Students are liable for punishment ranging from detention to expulsion from DSHA. A hearing will be held, and administrative judgement determine the consequences.
<b>Failure to Clean Up</b> Quad, corridor, classroom, etc.	Demerit
<b>Food/beverage in unauthorized area without permission</b>	Demerit
<b>Forgery</b>	Detention
<b>ID Card/Security Card</b> Not having or forgetting to scan	Demerit (equivalent to tardy)
<b>Inappropriate Conduct</b> During prayer/ announcements/"silent study," while in corridor, etc. Sharing chairs in Quad/Commons Inappropriate physical contact (cuddling, sitting on lap, etc.)	Demerit
<b>IT Resource Use Policy Violation</b>	Demerit(s), detention(s), loss of privileges, suspension, expulsion, and/or criminal prosecution (depending upon incident and repeated abuse of policy)
<b>Lying</b>	Saturday Detention
<b>Off-Limits Space/Area</b> <ul style="list-style-type: none"> <li>• SDS Community House</li> <li>• Gym area – locker room, lavatories, etc., when not in class or at a school function</li> <li>• Kitchen and beyond, unless on work study</li> <li>• Elevator without elevator pass</li> <li>• Employee Lounge</li> <li>• Outside, including parking lot, or any student's car (including one's own) during class, lunch hour, Dasher Time, or study hall (Exceptions include being granted permission by the Dean of Student Affairs and checking out with the Main Office or being under the direct supervision of teacher or staff member outside during lunch.)</li> <li>• Refrigerators without permission</li> <li>• Basement</li> </ul>	Demerit(s)/Detention (teacher/staff discretion)
<b>Parking Violation</b> Parking in lot without a pass, parking in staff/visitor/handicap/ unauthorized spot, entering/exiting through wrong driveway, driving hazardously	Detention
<b>Personal Electronic Device Misuse</b> (e.g., cellphones, tablets, laptops)	<b>1st Offense:</b> <ol style="list-style-type: none"> <li>1. Demerit</li> <li>2. Confiscation of device (to be picked up after school in Main Office)</li> <li>3. \$5 fee (must be paid before device will be returned)</li> </ol> <b>Additional Offenses:</b> <ol style="list-style-type: none"> <li>1. Detention</li> <li>2. Confiscation of device (to be picked up after school in Main Office)</li> <li>3. \$5 fee (must be paid before device will be returned)</li> </ol>

MISCONDUCT/DEFINITION	CONSEQUENCES
<b>Weapons*</b> 1. Any possession or use of any kind of weapons at DSHA or at any school-sponsored activity (e.g., guns – loaded/unloaded, knives, objects used as weapons) 2. Any possession or use of pepper spray, mace, or similar substance at DSHA or any school-sponsored function, even when such a substance is considered legal  Wisconsin State Statute 118.128	1. Minimum: immediate suspension 2. Conference with parent(s)/ guardian(s) to ensure student understands offensiveness of her actions and consequences of future actions 3. Saturday Detention 4. Athletic, Co-Curricular, Disciplinary Probation
<b>Profanity/Abusive Language</b> Any vulgar, abusive or profane language falls in this category	Demerit(s)/Detention (teacher/staff discretion)
<b>Stealing</b>	1. Detention(s) (number and type determined depending upon the severity of offense) 2. Restitution for property damage, payment of fine (no grades issued until restitution made) 3. Parent(s)/guardian(s) contacted (phone call and/or conference depending on offense; required prior to student being readmitted to class)
<b>Tardiness to school/class</b> Accumulate quarterly	Tardy Demerit (5 tardy demerits = detention)
<b>Truancy/Unexcused Absence(s)</b> Wisconsin State Statute 118.16	1. Detention (number and type determined depending upon classes/days missed) 2. Lowered grade or a zero grade for participation in missed class at discretion of teacher 3. Parent(s)/guardian(s) contacted (phone call and/or conference depending upon classes/days missed)
<b>Uniform Violation</b>	Demerit
<b>Violence Between Students*</b> Unlawful use of force on a person without her consent (e.g., striking/scratching)  Wisconsin State Statute 940.19	1. Conference with parent(s)/guardian(s) to ensure student understands offensiveness of her actions and consequences of future actions 2. Saturday Detention 3. Probation (Athletic, Co-Curricular, Disciplinary at discretion of administration)
<b>Violence Toward Faculty/Staff*</b> <u>Verbal Abuse:</u> Profane language, threat of any kind  <u>Physical Abuse:</u> Attempted swing at faculty/staff Striking faculty/staff Physical violence of any kind toward faculty/staff possessions	1. Conference with parent(s)/ guardian(s) to ensure student understands offensiveness of her actions and consequences of future actions 2. Saturday Detention 3. Probation (Athletic, Co-Curricular, Disciplinary at discretion of administration)  1. Minimum: immediate suspension 2. Conference with parent(s)/ guardian(s) to ensure student understands offensiveness of her actions and consequences of future actions 3. Probation (Athletic, Co-Curricular, Disciplinary at discretion of administration)

### **Refusal to Serve Disciplinary Consequences**

When disciplinary consequences are determined, DSHA Administration will determine a date on which the disciplinary consequence will be served by the student. Until the disciplinary consequence is served or completed, the student may be restricted from participation in activities as determined by Administration, including but not limited to extra-curricular activities or athletics. Additionally, continued refusal to serve disciplinary consequences may result in additional discipline, including and up to expulsion.

### **Disciplinary Record Retention**

Student behavioral or disciplinary records will be maintained separate and outside of students' official student file and high school transcripts. Disciplinary records will be maintained in a separate Dean of Student Affairs file and will not automatically be provided to colleges and

universities. Behavioral or disciplinary records will be maintained for one year after the student graduates or leaves DSHA. Disciplinary records are considered pupil records and will not be disclosed without parental consent. Students may have the opportunity to expunge their disciplinary record for a serious offense one year after the disciplinary action is issued with the following considerations:

- The student no longer attends DSHA
- The student requests expungement in writing explaining her rationale for the request
- The student will come before a three-person review board of faculty/administration convened by the principal
- Pursuant to any additional conditions imposed by the Principal

## **VIII. Athletics**

**The Qualities of a DSHA Graduate find their foundation in the mission of DSHA.**

**A DSHA Graduate is a confident and capable woman with the following qualities:**

- **She is a Believer**
- **She is a Self-Advocate**
- **She is a Critical Thinker**
- **She is a Communicator**
- **She is a Leader**

In terms of athletics, this means:

- Students exhibit ethical behavior and good sportsmanship in all athletic activities.
- Students do not jeopardize their health and safety or that of others by using/ abusing alcohol, illegal drugs, anabolic steroids, or other substances.
- Students see themselves as members of a team and place greater emphasis on team goals than on individual accomplishments.
- Students abide by the rules established by their individual coaches.
- Students recognize that academics are their first priority.

### **CODE OF ETHICS**

Every athletic activity should teach player and spectator to:

- Be a responsible and contributing member of her team.
- Make selfless efforts in working with others to reach a common goal.
- Overcome barriers in the way of achieving full potential and success.
- Play and live by the rules that protect the rights of all.
- Show appreciation and respect for the efforts of others, whether they be teammates, opponents, officials, coaches, or spectators.
- Keep these activities and games in proper perspective.

In practice, this means DSHA expects:

- Coaches to serve as positive examples of fair play, sportsmanship, and respect towards their own and opposing players, coaches, and game officials.
- Players to serve as positive examples for spectators by exercising self-control and good sportsmanship and by accepting both victory and defeat with pride and compassion.
- Spectators to keep all cheers positive, to avoid efforts to distract the opposing team's efforts, and to refrain from rubbing in defeat.
- Spectators to respect the players and supporters of the opposing team in word and action before, during, and after a game.

### **ATHLETIC UNIFORMS**

Student athletes are expected to wear the designated athletic uniforms provided or purchased for each DSHA sport. Student athletes are prohibited from modifying the athletic uniforms. Student athletes are prohibited from wearing ribbons, buttons, or similar regalia that are not pre-approved by the DSHA Administration, in consultation with the coaches, or sponsored by DSHA.-The WIAA does allow temporary tattoos as long as they are not offensive or political. Similarly, DSHA prohibits student athletes from writing anything on any body part that is offensive or political when representing DSHA while practicing or competing. The DSHA Administration, in consultation with the coaches, reserves the right to determine if what is written is offensive or political and deny or ask that it be removed.

**DIVINE SAVIOR HOLY ANGELS**  
**2022-2023 ATHLETIC CODE**

Each athlete attending Divine Savior Holy Angels High School is expected to present herself as a representative of the school and as a member of a particular team. DSHA believes participation on an athletic team is a privilege. Because a student **CHOOSES** to participate and represent the school as an athlete, DSHA places a greater burden of responsibility on the student-athlete. Not only is the student-athlete expected to adhere to school policy as described in the student handbook, they are also subject to all Administrative penalties set forth in that policy **IN ADDITION TO** those specified by this athletic code.

Being an athlete means more than being a member of a particular team for one season. Since research has shown that the use of tobacco, vaping products, alcohol, performance enhancing substances, and all other drugs are detrimental to the whole person and optimum athletic performance, DSHA student-athletes are expected to abstain from their use in the best interest of school, team, and self. The athletic code must be followed **THROUGHOUT THE ENTIRE YEAR (365 DAYS)** as an athlete at DSHA.

**TRAINING RULES:** The following training rules are in effect for one year from the signing of this athletic code. Previous violations do carry over from season to season and year to year, as do the need to fulfill the consequences of a violation. **Any violations should be reported immediately to the Athletic Director.**

1. **ALCOHOL/DRUGS/TOBACCO/VAPING:** Athletes are strictly prohibited from use, possession, preparation of, sale, or distribution of alcohol, tobacco, vaping, performance enhancing substances, or drugs (except those physician prescribed specifically for, and taken only by, the athlete), or being under the influence of alcohol, controlled substances, intoxicants, altering substances, or substances which are represented as a drug or intoxicant, as well as in possession of drug or vaping paraphernalia.

**FIRST VIOLATION:** \*FOUR CONTEST SUSPENSION to begin immediately upon confirmation of violation. The suspension will carry over into the next season if need be. The suspended athlete is expected to practice with the team and attend all contests during the suspension. The athlete will not be allowed to dress in uniform for the suspended contests. The athlete must obtain a professional AODA assessment by a school approved agency and follow through on all recommendations from that assessment. Proof of the assessment and follow through must be submitted to the Athletic Director in writing before the athlete will be allowed to participate again.

**\*\*Please note:** an athlete may turn herself in (or her parents may turn her in) immediately to the Athletic Director for violation of the code, out of concern for her health and for the integrity of the school and the sport. If this occurs voluntarily, prior to any knowledge of the violation by the school, and is the first violation for the athlete, there will be a two-contest suspension. In addition to the two-contest suspension, the athlete must obtain a professional AODA assessment by a school approved agency and follow through on all recommendations from that assessment. Proof of the assessment and follow through must be submitted to the Athletic Director in writing before the athlete will be allowed to participate in competition again. This option does NOT pertain to an athlete “caught” in violation of the code at a particular time or event. It will, however, count as a first violation if future violations do occur.

**SECOND VIOLATION:** Suspension from athletic activities for **one year** from the time of the violation. Professional AODA assessment by a school approved agency and follow through on all recommendations from that assessment. Proof of the assessment and follow through must be submitted to the Athletic Director in writing before the athlete will be allowed to participate again.

**THIRD VIOLATION:** Permanent suspension from the DSHA Athletic program for the remainder of her high school career.

**\*Please note:** for all violations covered by this code a “contest” is defined as how it is counted toward an individual limit set by the WIAA for each sport, or one full day of competition for non-WIAA sports. If a team has 12 or less contests scheduled, the penalty will be 25% of the total contests scheduled and all numbers will be rounded up (example: 2.3 would be rounded to 3 contests)

2. **PERSONAL CONDUCT/TRUANCY:** An athlete involved in misconduct (ex. vandalism, theft, insubordination, bullying, hazing, etc.) shall be suspended from athletics. **A student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation in athletics until the courts consider the sentence served (including probation, community service, etc.)** An athlete shall not be unexcused from 4 or more classes in one day (2 or more on extended instruction days) or they will be considered truant and will be suspended from athletics. An athlete, who does not follow the coach’s directions or is a detriment to team unity, may be suspended from athletics

**FIRST VIOLATION:** \*FOUR CONTEST suspension. The suspension will carry over into the next season if need be. The suspended athlete is expected to practice with the team and attend all contests during the suspension. The athlete will not be allowed to dress in uniform for the suspended contests.

**SECOND VIOLATION:** Suspension from athletic activities for **one year** from the time of the violation.

**THIRD VIOLATION:** Permanent suspension from the DSHA Athletic program for the remainder of her high school career.

3. **MINIMUM GRADE POINT AVERAGE:** The athlete must maintain a minimum 1.67 grade point average at each grading period during which she is participating AND may not have more than one failing grade. The athlete will be suspended from participation at any time she does not meet the minimum requirements at the most recent grading period and will not regain eligibility for that season. No athlete will be allowed to participate with an incomplete grade for the grading period. As soon as the student receives a grade for the incomplete, she will be allowed to participate if she meets all the above criteria. Fall eligibility is based on the fourth grading period from the previous year and again at the end of first grading period of the competing year. Winter eligibility is based on the first grading

period of the current year, and second grading period to complete the season. Spring eligibility is based on the second grading period and third grading period of the current year.

4. **UNEXCUSED ABSENCES:** An athlete is expected to attend **all practices and contests**. Only illness or injury may excuse a player. An athlete is also expected to be on time for all practices and contests.

- A. Athletes must be in class the ENTIRE day to participate in an after school contest, and must be in class by **10:30 AM** each day to practice. Any exception to this rule (excused absence) must be cleared with the Athletic Director PRIOR to missing class time.
- B. Permission to miss a practice or contest for any reason besides illness or injury may be granted at the discretion of the Coach and Athletic Director PRIOR to the practice or contest.
- C. Athletes and parents are advised to plan ALL appointments, **vacations**, or events at times that do not interfere with their athletic schedules. Absences from athletics contests, meetings, or practices are considered **unexcused**.
- D. Students who are removed from a team for disciplinary reasons, or who “quit” will not be eligible to compete in another sport during the same season.

**VIOLATION OF UNEXCUSED ABSENCE:** ONE CONTEST SUSPENSION for the most immediate contest following the unexcused absence. The Coach and Athletic Director reserve the right to dismiss athletes who chronically abuse the rules stated above.

**RIGHT TO BE HEARD:** Any student wishing to discuss her disciplinary action may do so by informing the Athletic Director in writing within 5 days of notice. During the right to be heard process, the athlete may NOT participate until a decision has been made. The discussion will be heard by an Athletic appeal board chaired by the Athletic Director and will include the Principal, Dean of Student Affairs, Coach and one named non-coaching faculty member.

NOTICE: The listed penalties for violation of the athletic code serve as minimum guidelines. The Administration reserves the right to adjust penalties as deemed appropriate. DSHA administration reserves the right to make changes to this policy at any time it deems necessary with appropriate notification provided to those impacted.

Since no list of norms covers every situation, including the norms of behavior listed in this athletic code, the Administration presumes that common sense, mature judgment and Christian Charity are the guides by which every DSHA student measures her actions. The school Administration reserves the right to determine when behavior does not meet these criteria and to act accordingly.

Endorsed/reviewed spring 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022

## **IX. Student Activities and Clubs**

**The Qualities of a DSHA Graduate find their foundation in the mission of DSHA. A DSHA Graduate is a confident and capable woman with the following qualities:**

- **She is a Believer**
- **She is a Self-Advocate**
- **She is a Critical Thinker**
- **She is a Communicator**
- **She is a Leader**

In terms of student involvement and organizations, this means students:

- Actively take part in school events and organizations.
- Provide service to the school and the larger community.
- Work to develop leadership skills and are contributing members of the organizations to which they belong.
- Exhibit hospitality and tolerance by welcoming others, celebrating their diversity, and respecting their differences of opinion and preference.

DSHA sponsors a variety of co-curricular activities in recognition that these activities contribute to a student's development of the Qualities of a DSHA Graduate. Students participating in co-curricular activities are expected to present themselves as a representative of the school and as a member of that particular activity. DSHA believes that participation in a co-curricular activity is a privilege. Because a student CHOOSES to participate and represent the school as a participant in co-curricular activities, DSHA places a greater burden of responsibility on this student. Not only is this student expected to adhere to school policy as described in the Student Handbook, she is also subject to the minimum guidelines set forth in this policy. Each co-curricular activity moderator has the right to set additional guidelines.

### **CLUBS**

DSHA offers a variety of club/activity opportunities during and outside of the school day. The clubs help students to pursue their interests and to have the opportunity to express and develop their talents and abilities.

If a student wants to initiate a new club, she is required to present her request in writing. A form for this purpose will be available in the Dean of Student Affairs office.

### **CO-CURRICULAR CODE**

The following rules are in effect for the calendar year (365 days). Previous violations carry over from year to year, as does the need to fulfill the consequences of a violation. The following violation penalties are minimum guidelines. The administration reserves the right to adjust penalties as deemed appropriate.

### ***Academic Standards***

The student must maintain a 1.67 grade point average and may not have more than one failing grade or any “incomplete” grades for each quarter during which she is participating in a co-curricular activity. Eligibility for a fall activity is based on fourth quarter of the previous year. If a student fails to meet these standards, she may not participate in co-curricular activities until she completes a quarter in which she does meet these standards. Exclusion from co-curricular activities includes serving or running for a club or activity leadership role (elected or appointed), participation in fine arts performances or other activities, and participation in club activities outside of the normal club period (e.g., club field trips). Eligibility will be reconsidered at the next quarter, or once a grade replaces an incomplete.

### ***Behavior Standards***

Students are strictly prohibited from the use, possession, preparation, sale or distribution of alcohol, tobacco, or any other drugs or drug paraphernalia throughout their entire time at DSHA, 365 days out of the year, beginning from the time they begin school at DSHA or sign the Athletic Code (whichever comes first) and continuing until they graduate. The only exception to this rule is a student using or in possession of a drug specifically prescribed to that student. In the event of a violation of this standard, the student must obtain a professional, in-person, AODA assessment by a school-approved agency and follow through on all recommendations from that assessment. Proof of the in-person assessment and follow through must be submitted to the Dean of Student Affairs in writing before the student will be allowed to participate. Student Athletes must also submit a copy to the Athletic Director.

In addition, for the first violation of this rule, the student will be prohibited from participation in co-curricular activities for nine weeks immediately following confirmation of the violation. If this occurs during second semester when school will not be in session for nine more weeks, the suspension will resume and be completed in the subsequent fall semester. If it occurs during the summer, the suspension will begin the first day of school. If Christmas or Easter break occurs during the nine-week period, the suspension will be extended accordingly for time off. Events subject to this prohibition include, but are not limited to, running for club or Student Council office, assuming a leadership role in civic or other clubs/activities, participation in optional field trips, participation in performances, school dances, academic competitions, or other activities, participation in club meetings or other club activities outside of the normal club period.

A second violation will result in a full calendar year suspension from co-curricular activities. For example, if a student is placed on co-curricular probation on April 12, 2017, they will not be able to participate again until April 12, 2018. A third violation will result in permanent suspension from the DSHA Co-Curricular Program for the remainder of a student's high school career.

A student involved in misconduct (e.g., vandalism, theft, insubordination, sexual misconduct, and other violations as per the DSHA Student Handbook) shall be suspended from co-curricular activities for a minimum of nine weeks (see events/activities listed above) and may be placed on Disciplinary Probation.

Regardless of “first”, “second,” or “repeated” offense, DSHA reserves the right to prohibit a student from attending any school-sponsored event that takes place beyond the school day (trips, plays, concerts, athletic competitions, volunteer opportunities, etc.).

### ***Attendance Standards***

A student is expected to attend and be on time for all practices, meetings, and performances. Only illness or injury may excuse a student. Students must attend their classes the entire day to participate in any after school or evening activity or performance. A student must be in class by 10:30 a.m. each day to practice. Any exception to this rule (excused absence) will be decided by the moderator, prior to the absence, with a written note from a parent or guardian. Appointments, vacations or other non-school events should be planned at times that do not interfere with a student's co-curricular activity schedule. A student with an unexcused absence will not be allowed to participate in the performance/event most immediately following the unexcused absence. A student who is truant from school (three or more unexcused period absences in one day) will not be allowed to participate in the co-curricular event most immediately following the truancy.

If there are two conflicting in-house activities on the same day, the two moderators and the student will meet to determine a solution.

Due to the special nature of the musical and the plays, penalties for a code violation in these activities may be altered to such measures as suspension from the next entire production after the current one or other penalties as deemed appropriate.

### **RIGHT TO BE HEARD**

Any student wishing to discuss her disciplinary action may do so by informing the moderator in writing within five days of notice. The discussion will be heard by an appeal board chaired by the Dean of Student Affairs that will include the Principal, the moderator, and one named non-advising faculty member.

Since no list of norms covers every situation, including the norms of behavior listed in this Co-Curricular Code, the administration presumes that common sense, mature judgment, and Christian charity are the guides by which every DSHA student measures her actions. The school administration reserves the right to determine when behavior does not meet these criteria and to act accordingly.

## **X. Parents**

### **PARENT CODE OF CONDUCT (LONG VERSION)**

DSHA believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of our students are served in this process, a strong program of communication between home and school must be maintained.

DSHA recommends that the following activities be implemented to encourage parent-school cooperation:

- parent-teacher conferences to permit two-way communication between home and school. Parent concerns may be raised or communicated at designated parent-teacher conferences, or as appropriate, via email or phone.
- meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the school or community
- open houses in the school to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis

For the benefit of children, DSHA believes that parents have a responsibility to encourage their child's career in school by:

- supporting the school in requiring that students observe all school rules and regulations, and by accepting their own responsibility for their children's willful in-school behavior;
- sending their children to school with proper attention to their health, personal cleanliness, and dress;
- maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- reading all communications from the school, signing, and returning them promptly when required;
- cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

Parents are expected to adhere to the provisions of the policies contained in this Handbook, including but not limited to, Communication, Reputation of the School, Use of School Name, and the Anti-Bullying/Cyberbullying/Hazing/Harassment/Malicious & Scandalous Behavior policies. Violations of the policies in this Handbook may result in restrictions being placed on parents, including and up to termination of your student's enrollment in DSHA, at the discretion of Administration.

Parents may appeal the Administration's decision to implement restrictions by submitting an appeal request to the President. The President shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

If the matter has not been satisfactorily addressed by the President, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within ten (10) business days of the latest attempt to resolve the matter.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board or a committee of the Board prior to making a final decision on the matter.

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the President for further assistance."

## INDEX

Academic Graduation Requirements	22
Academic Dismissal	24
Academic Success	23
Academic Warning and Academic Probation	24
Age of Majority	4
Alcohol and Other Drug Abuse (AODA Policy)	41
Anti-Bullying/Hazing/Harassment Policy	38-40
Asbestos Notification	4
Assemblies/Masses	4
Athletics	45-47
Athletic Code & Athletic Code of Ethics	45
Attendance and Absence Policies	34-35
Books, New and Used	4
Bus Behavior	15
Campus Ministry	19-22
Class Load	25
Class Rank	25
Clubs	47
Co-Curricular Code	48-49
College Applications & Advising	31-32
College Representative Visits	32
College Visits (off campus)	32
Communication	4
Course Fees	25
Curriculum and Academic Policies	22-30
Custodial and Noncustodial Parents' Rights and Responsibilities	5
Daily Class Schedules	3
Dances	5-6
Demerit Policy	36
Detention Policy	36
Diploma	24
Disciplinary Probation, Suspension, Expulsion	36
Discipline and Administrative Discretion	38
Discipline Chart	41-44
Elevator	6
E-Mail Account Guidelines & Policy	6
Exams	25
Exceptions Regarding Credits	22
Excessive Absence	35
Excused Absences	34-35
Expulsion Appeal Hearing	37
Fax Machine	6
Field Trips	6
Financial Aid Program	6
Foreign Travel and Other School Sponsored Trips	6
Fundraising by Students	7
Grade Appeal Policy	25-26
Graduation Dress Regulations	7
Graduation Obligations	7
History of DSHA	1-2
Honor Roll	26
Incompletes	26
IT Resource Use Policy	7-11
Job Board	32
Library	11-12
Lockers	12
Lost and Found/Missing Items Report	12

Lunch	12
Mailboxes	12
Make-up Work Due to Absence	27
Mission and Vision Statement	1
National Honor Society	27
Non-Class Time	12-13
Nondiscriminatory Policy	2
Online Access to Grades	27
Parent/Teacher/Student Conferences	27-28
Parking and Car Registration	15
Passes	13
Personal Electronic Device Policy	13
Plagiarism	40-41
Prayer and Worship Guidelines	20
Progress Reports	28
Publishing Student Information	13
The Qualities of a DSHA Graduate	1
Report Cards	28
Report Card Grading Scale	26
Reputation of the School	13
Returned Checks	13
Safety and Security	13-14
Salvatorian Sisters' Service Award	20
Salvatorian Service Requirements	20-21
Schedule Change Procedures	28-29
School Offices	2-3
Security Access System	14
Senior Privileges	14
Sickroom	14
Snow Policy	15
Student Activities and Clubs	47-48
Student Drop-off and Pick-up	15
Student Services Appointments	30-31
Student Services	30-31
Study Hall Expectations	15
Summer School for Credit Recovery	29
Summer School Grades	29
Tardy Policies	35
Teacher Letters of Recommendation	34
Transcripts	29
Transportation Policies	15-16
Tutoring	30
Unexcused Absence from Class	35
Uniform Policy	16-18
Use of School Building after School	18
Use of School Name	18
Valedictorian/Salutatorian	30
Visitors to School	18
Vocare	22
Withdrawal From DSHA	18
Work Permits	19

## DSHA'S ELECTRONIC LIBRARY SECURE REFERENCE RESOURCES

**BadgerLink:** BadgerLink provides Wisconsin residents with licensed trustworthy content not available from free search engines. <https://badgerlink.dpi.wi.gov/>

Login: Milwaukee Divine Savior Holy Angels Password : 5 Digit Student ID

- Britannica
- EBSCO databases including but not limited to:
  - Explora
  - History Reference Center
  - Newspaper
  - Science Reference Center
- Learning Express Library

Biography in Context <http://ic.galegroup.com/ic/bic1/?p=BIC1&u=milw74403>

Password: student

[CultureGrams](#) -- - Username: WI0999H Password = 53222

Insiders' perspectives on daily life and culture plus lots of current local information on 204 countries

EBSCO Subscription Databases Password : 5 Digit Student ID

- [EBSCO Discovery Service \(Search multiple databases at one time\)](#)(EDS)
- [Novelist Plus](#)
- [Poetry and Short Story Reference Center](#)
- [Points of View](#)

[SIRS Knowledge Source & Interactive Citizenship](#) Username: WI0999H Password = 53222

Comprised of several distinct reference databases including SIRS Researcher, Government Reporter and Renaissance. It provides relevant, credible information on social issues, science, history, government, and the arts and humanities.

[Salem Press](#) – History, Literature, Science and Health [Testing and Education Resource Center](#) Password= dshahs

Donated by the Marie Schiffler Ryczek Memorial Trust Fund, 1944 Graduate of Holy Angels Academy--Access to practice tests for ACT, SAT, AP and more. Online texts to prepare for these tests, search colleges and scholarships. You need to register so it saves your progress.

[Teen Health & Wellness](#) Username: milw74403 Password: milw74403

[Milwaukee Journal Sentinel](#) Username: [Hansenlibrary@dsha.k12.wi.us](mailto:Hansenlibrary@dsha.k12.wi.us) Password : library

[New York Times](#) Username : [hansenlibrary@dsha.info](mailto:hansenlibrary@dsha.info) Password : library

## Student and Parent Handbook – COVID Safety Protocols Addendum

Our goal is to keep our community safe and that requires the commitment and cooperation of each individual. As part of this handbook, all students and families are acknowledging and agreeing to abide by the health and safety expectations and measures being put into place during this time. The 2022-2023 Covid protocols appear on the DSHA website.