

Divine Child High School

Principal

Mr. Damian Hermann

2016-2017

1001 North Silvery Lane

Dearborn, Michigan 48128

Telephone: (313) 562-1990

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website: www.divinechildhighschool.org

Name_____

Address_____

City/Town_____

State_____ **Zip**_____

Phone_____

Student #_____

MISSION STATEMENT

Divine Child High School is a Catholic high school centered in Gospel values and Christian tradition. The school is rooted in a long-standing tradition of excellence and in an educational partnership with students, parents and the community. We are committed to providing opportunities that nurture each student's academic, creative, social and spiritual growth. We are dedicated to developing youth who pursue lives of responsibility, leadership and faith in action.

TELEPHONE DIRECTORY

Main office (7:15am – 3:00pm)	(313) 562-1990
Fax	(313) 562-9361
Attendance	(313) 562-1990
Guidance	(313) 562-1990
Athletic Office	(313) 562-1990
Bookkeeper	(313) 277-3110

OUR SCHOOL

Motto	Virtus Cum Scientia
Colors	Red and Gray
Nickname	Falcons

POLICIES REGARDING STUDENT CONDUCT

The Principal of Divine Child High School herein hereby reserves the right to make any and all decisions in regard to a student's disposition at the school. This includes, but is not limited to, discipline, dress code, attendance, academics and enrollment.

While the school does not hold itself responsible for offenses committed outside of its jurisdiction, conduct that jeopardizes the good name of the school may be cause for expulsion. This includes any activity that results in police intervention. For example, being charged with any crime may be grounds for expulsion from the school. Students should be particularly aware of consequences when they represent Divine Child High School and/or when they are guests at other schools or institutions. The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

DRESS CODE

A Divine Child High School student's manner of dress and good grooming are indicative of home and school training. In general, the school uniform should be clean, neat and worn in an acceptable manner. Hair should be natural color and is to be neatly combed and styles are to be conservative. School is a place of business and student attire should reflect that. Pierced tongues or other facial piercings will not be allowed and any tattoos must be covered.

Any student appearing out of uniform will be sent down to the office where they will remain until the parent is able to bring the proper uniform attire.

All new uniforms must be purchased from Schoolbelles. For On-line shopping, visit www.schoolbelles.com.

GIRLS: Uniform kilt (solid black or plaid) middle of the knee length or Khaki Chino Slacks w/Schoolbelles logo.
Long or short-sleeved white banded Oxford Dress blouse.
Dress shoes with socks (socks must be mid-calf to knee length - no neon or lace).
No tennis shoe style shoes.
Uniform fleece, school sweater from Schoolbelles or varsity sweater (optional).
Short-sleeved polo with logo from Schoolbelles that may be worn during the first quarter and fourth quarter.
(The old burgundy polo will no longer be available to wear.)

The uniform skirt is to be worn with the bottom of the hem measuring to the middle of the knee. The banded blouse must have a **button-down** collar, **solid white** in color. Open-toed shoes or shoes with no backs or half backs shall not be worn. Shoes may not be backless, clog-style, boots, sandals, moccasin style or shoes that resemble a tennis shoe. If a sweater or fleece is worn, it must be uniform. T-shirts must be **white** in color, must not extend beyond the dress shirt, and may not contain writing that can be seen through the dress shirt.

Outdoor jackets are never to be worn for class during the school day. No hats, bandanas or headwear may be worn anywhere in the building.

BOYS: Khaki Chino Slacks w/Schoolbelles logo.
Long or short-sleeved white dress shirt, button-down collar.
Belt and tie.
Dress shoes w/socks. No tennis shoe style shoes.
Uniform fleece, school sweater from Schoolbelles or varsity sweater (optional).
Short-sleeved polo with logo from Schoolbelles that may be worn during the first quarter and fourth quarter.
(The old burgundy polo will no longer be available to wear.)

The khaki chino slacks shall be pleated or plain front purchased from Schoolbelles. Slacks may not be rolled, pegged or have frayed cuffs. The dress shirt must have a button-down collar, **solid white** in color. Shirts may not have flaps over pockets or have more than one pocket. T-shirts must be **white** in color and may not contain writing that can be seen through the dress shirt. Dress shoes shall be worn. Shoes may not be backless, clog-style, boots, sandals, moccasin style or shoes that resemble a tennis shoe. The only acceptable outerwear is the uniform fleece or sweater purchased from Schoolbelles. Hair must be combed and tapered, cut above the shirt collar, over the ears and out of the eyes. Boys must be clean-shaven at all times. Sideburns should not extend below the ear. Earrings are not part of the uniform and are not to be worn. Necklaces must be appropriate.

Outdoor jackets are never to be worn for class during the school day. No hats, bandanas or headwear may be worn anywhere in the building.

Guidelines for Out-of-Uniform Attire

Attire that is disruptive or creates a safety hazard is unacceptable. Students must refrain from wearing controversial clothing on out-of-uniform days or field trips. Students wearing inappropriate apparel will be sent home or not be allowed to attend the field trip or classes. The following are some example of such dress:

- Crop Tops, cut out, frayed, or any clothing revealing midriffs, half or full backs, or cleavage.
- Clothing with ads for alcohol, tobacco, drugs, or with profanity, sexual pictures, or inference to these items.
- Clothing designed to be transparent, mesh, or sheer when worn alone.
- Ripped jeans
- Shorts are not allowed unless designated.
- Undergarments, shirts and shoes must be worn at all times.

PowerSchool/Schoology

Divine Child High School uses PowerSchool/Schoology as the primary source of communication to students and parents. PowerSchool/Schoology allows students and parents to keep updated on school news, grades, and classroom announcements. We ask that all parents and students activate their PowerSchool/Schoology accounts and check the Divine Child High School PowerSchool/Schoology pages. Please be sure to activate PowerSchool/Schoology by including email addresses and cell phone numbers. Doing so allows Divine Child High School to send out important news updates and emergency information via email and text.

ATTENDANCE

A good attendance record is of prime importance. Ordinarily, students should be absent from school only for personal illness or death in the family. Parents are advised that students will not be excused from class except for the most urgent reasons. Final exams are scheduled at the end of each semester and no student will be excused from these exams. Ultimately, the parents decide when their son/daughter will not attend school, but parents are asked never to falsify excuses. The normal schedule contains time for vacations at Christmas, Winter Break, Easter and the entire summer. Parents/guardians are requested to plan vacations during these periods.

Teachers will not be responsible for providing make-up work for vacations taken at other times.

When a student is absent from school, a parent/guardian must call the school between 7:30am and 9:00am. Upon the student's return to school, following an absence, the student **must** bring a note written and signed by a parent/guardian. Typed notes will not be accepted. The student must:

1. Report to the attendance coordinator between 7:20am and 7:35am on the day of return
2. Present the written note from the parent/guardian

Absence does not excuse a student from the obligation of making up assignments and/or assessments. On the student's initiative, arrangements are to be made for the completion of missed assignments and tests within a reasonable amount of time, not to exceed one week after the absence.

Each student is granted nine (9) absences in one (1) semester. Upon reaching ten (10) absences, the student is in danger of losing academic credit and receiving a failing grade in the class. At the end of each semester, the absence total is reset to zero for the next semester. After six (6) absences in a semester from any one class, a student's parent/guardian will be notified by the Attendance Office and the Principal. Upon reaching nine (9) absences, a second letter will be mailed home by the Attendance Office and the Principal. At ten (10) absences, the Appeals Process begins. A letter is mailed home indicating the beginning of the Appeal. The student and parents must make an appointment to meet with the principal in order to explain the excessive absences. The Principal will then decide if the student should lose credit. In extenuating circumstances, and upon presentation of sufficient evidence, individual exceptions will be considered. Extenuating circumstances may include, but are not necessarily limited to hospitalization, extended illness, or a death in the immediate family.

If a student and his/her parents/guardians know in advance that it will be necessary for him/her to be absent from school for an extended period, the Attendance Office must be notified in writing. This should be done far enough in advance of the absence to allow for notification of the student's teachers and the completion of any assignments. Such notification, however, does not excuse these

missed days. Every day a student is out of school is considered an absence.

TARDINESS

Each student is expected to be in school on time each day. Being on time means being in the assigned room when the 7:40 a.m. bell rings. A student who reports to first hour after the 7:40 a.m. bell, but before 8:00 a.m. must report to the Attendance Office. If a student is tardy to school, a parent is required to call the Attendance Office to report the tardy.

For each class, an absence will be counted after the fourth tardy. A detention will be given after the fourth tardy and for each tardy thereafter. If a student is more than 10 minutes late for a given class period, an absence will be assessed. Any student, who skips a class, is subject to suspension and will not be able to make up any missed work in a class.

EARLY DISMISSALS

A written request for an early dismissal from school must be presented to the Attendance Coordinator before school in the morning. **As we are Catholic community, our expectation is that students will be present for the entire day when we are on a liturgy schedule.**

In the case of a funeral and in order to allow a student the opportunity to extend support to a grieving family (aside from one's own), a note from home indicating parental permission and the time the student will leave and return to school must be submitted to the Attendance Office on the day of the funeral. No excuses will be accepted over the phone. Generally, the student is expected to return to classes immediately following the funeral service.

PARTICIPATION IN SCHOOL ACTIVITIES

Participation in the numerous Christian Service opportunities/projects is strongly encouraged. All students are encouraged to participate in one school activity.

To participate in any after-school activity [contest/practice], a student must be present half of the school day. *(at least 4 class hours)* If a student is absent, he/she may **not** participate in any after-school school activities. This applies to after school and evening activities as well as activities during regular school hours. (Emergency situations will be determined by the Administration.)

ACADEMIC PROBATION

Any student appearing on academic probation (below 2.0) is ineligible to participate in all extra-curricular/athletic activities. Students on academic probation are required to attend the academic probation program that meets after school. If a student must retake a class at Divine Child High School because of a failing grade, there is an additional \$250 fee.

Any student who appears on academic probation (below 2.0) for more than 3 quarters is subject to dismissal from Divine Child High School. This is cumulative for a student's entire 4 years.

If a student appears on academic probation for the 1st quarter, having earned below a 2.0 on the previous academic year's 4th quarter, summer programming may be offered and could impact a student's eligibility. There is no yearly guarantee that this opportunity will be offered.

DRUG/ALCOHOL/TOBACCO POLICY

Under-age drinking and drug use is against the law. Divine Child High School's policy for all students in regards to drugs/ alcohol is as follows:

Offenses:

1. Use or possession of any illegal or unauthorized paraphernalia, medicines, inhalants, drugs or narcotics, including but not limited to marijuana, heroin, opium, cocaine, LSD, steroids, hallucinogens, barbiturates or

amphetamines on school property or at any school-sponsored activity. In the case of illegal substances, the police will be notified.

2. Drinking, possession or evidence of consumption of alcoholic beverages on school property or at any school-sponsored activity.
3. Suspicion of being under the influence of alcohol or other drugs. Any student suspected of being under the influence of alcohol or other illegal substances are subject to a breathalyzer, drug testing and/or police intervention. A student's refusal to take the test will result in an automatic 5 day school suspension.

For any student at Divine Child High School the obligation to refrain from the use, misuse and abuse of drugs and alcohol exists during the entire school year and is not limited by time or place. Any incident of alcohol/drug use reported by a responsible adult to the administration will be reviewed. In all cases, Divine Child High School will work with parents to correct any misuse/abuse.

Disciplinary Action (cumulative over four years):

- First Violation – at any school-related activity, on school property or in the immediate area of the school building (includes Levagood park and the surrounding area.)
 - Notification of the Police.
 - 5 day school suspension (not counted against attendance policy).
 - Evaluation by a substance abuse specialist. Recommendations made by specialist to be followed.
 - Specialists will to be recommended/approved by crisis counselor.
 - Participation/Attendance in any school activities, sports, practices, clubs, dances, etc. is suspended for 30 days.
 - Upon returning to school from suspension, regular appointments to be kept with Crisis Counselor.
 - 10 Hours of community service to be approved by Administration and completed within 60 days.
 - Subject to random drug testing.
 - Disciplinary probation for remainder of time at Divine Child High School. Any additional serious rules violations may be cause for expulsion.

- Second Violation– at any school-related activity, on school property or in the immediate area of the school building (includes Levagood park and the surrounding area.)
 - Subject to dismissal from Divine Child High School.

Selling, Exchanging of Drugs/Alcohol: The selling or the exchange of any alcohol, illegal or unauthorized medicines, drugs or narcotics, including but not limited to: marijuana, heroin, hallucinogens, steroids, opium, cocaine, LSD, barbiturates and amphetamines is prohibited.

Disciplinary Action:

- Notification of the police and student is subject to immediate dismissal from Divine Child High School.

STUDENT SERVICES

Each student has a guidance counselor who is available to offer educational and personal counseling. Guidance offices are located in the Gallery Hall across from Rooms 127 and 128. The counselors meet with the students to explain scheduling, testing, career programs, and to assist in personal concerns. The priests of the parish are also available to offer spiritual assistance.

DIVINE CHILD HIGH SCHOOL CHRISTIAN SERVICE AND RETREATS

Our Christian Service program stresses the importance of living our faith by serving others not only in school but in the community as well. As part of our graduation requirement, students must complete five Christian service hours per semester for a total of 40 hours over the course of their four years. The service may include up to 20 hours (5 per year) of school-related volunteer hours, but must include service with a legitimate, non-profit charitable organization. Examples of acceptable school-related volunteer hours are assisting with Open House, Discovery Day, or helping with the DC Auction.

While Divine Child High School provides students with many service opportunities, students are ultimately responsible for arranging their own service as well as keeping personal records of that service. After completing service, students must submit the signed forms to their Theology teachers for credit.

If these service hours or retreat obligations are not completed by the end of each semester, the student will not be issued a report card and schedule, or in the case of the senior, a diploma.

Pledge: Faith In Action Service Drive does not fulfill the students' community service hour requirement.

BERNARDINE FRANCISCAN LEARNING CENTER (Library)

The BFLC is open from 7:00am-5:00pm Monday-Thursday, 7:00am-3:00pm on Friday, and 10:00am-12:00pm on Saturday. During exam week, the BFLC has extended hours that will be posted. All members of the DC community (parents, teachers, students, alumni, members of the parish) may borrow material from the BFLC. Any lost or damaged materials must be replaced at the expense of the borrower. InterBFLC loan items may cost several hundred dollars to replace. The students working in the BFLC are expected to abide by DC rules of conduct, computer use guidelines and the honor code.

ASSEMBLIES

Student assemblies are held to provide students with information or entertainment. It is expected that each student act in a respectful and courteous manner. Students are not allowed to bring food, drinks or books to an assembly.

CAFETERIA

The school provides the services of the Cafeteria for the convenience of the students. Vending machines are available outside of the Cafeteria, but are only to be used before/after school and during the lunch hours. Students are expected to report directly to the cafeteria at the beginning of the lunch period, be polite and courteous to the Cafeteria personnel, place trash in the receptacles provided and return trays to the designated area. At no time should students cut into the serving line, throw food, paper, etc. Students are dismissed table-by-table and only after a cafeteria moderator examines the area for litter. During the lunch hours, students who wish a pass for the BFLC, computer room, or labs, must obtain them from a lunchroom monitor.

MOTOR VEHICLES/PARKING

Parking a private vehicle on school property is a matter of privilege and not a right. Divine Child High School assumes no responsibility for damages to cars or for theft of cars or articles from cars.

1. All students who drive regularly to school are expected to register their car and purchase a parking permit (\$20). Registration forms may be obtained in the Office. Juniors and seniors are required to park in the school parking lot. Levagood parking is only available to sophomore students as they receive their license and begin driving to school. Sophomore access to the student parking lot is available if there are additional spaces left over after the juniors and seniors finish registering.
2. Parking without a permit is limited to Levagood Park and only permitted by the city after our student lot has reached capacity.
3. Students using the parking areas must display their parking permits prominently from the upper left hand corner of the windshield.
4. Students must observe speed limits and park in assigned areas.
5. Students not parking in the student parking areas are subject to tickets given out by the Dearborn Police Department.

Students who drive motor vehicles on or around school property are required to obey the laws of Michigan. The use of a motor vehicle is considered a privilege and any student whose conduct in the operation and occupancy of a vehicle endangers the security of people or property on or around the school grounds will lose their driving/parking privileges on school property with notification given to parents/police.

Student Behavior

The basic intentions of guidelines, rules and regulations are:

- To provide and maintain favorable conditions conducive to maximum learning

- To help students develop values that will instill self-discipline and self-direction
- To provide a safe and orderly environment

Each student, as well as their family, as part of the Divine Child High School community, automatically assumes the responsibility to abide by all the rules and regulations of the school. Because we strive at Divine Child High School to create a caring community, students are expected to show respect for and consideration of the rights, privileges, feelings and needs of themselves and others. Students are also expected to show respect for personal and school property as well as the policies of Divine Child High School and are encouraged to discuss with the Administration any violations of our code of student behavior.

Students are expected to exhibit proper behavior at all school-sponsored events. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before and after the event. School policy prohibiting the use or possession of drugs, alcohol and tobacco products applies to all school-sponsored events and athletic events in which the school is involved, regardless of the site.

Transgressions and Disciplinary Actions

Classroom teachers are responsible for establishing/enforcing their class rules and procedures. Failure to follow class rules may result in a detention.

Any student who consistently receives detention (more than 4 per semester) is considered non-compliant and is subject to a disciplinary review with the Administration.

The following acts are some examples of inappropriate conduct and are therefore subject to detention:

- a. Repeated disruptive conduct - conduct which continues to interfere with the educational process, even after parental contact
- b. Disrespectful toward adult or fellow students.
- c. Violations of the dress code
- d. Failure to use passes properly
- e. Failure to present current ID on request
- f. Failure to follow the absentee procedure

- g. Failure to park in assigned areas or follow parking procedures
- h. Unauthorized use of iPads, computer software, hardware, or any other technology
- i. Any inappropriate physical or verbal display of affection, between any individuals regardless of gender
- j. Consumption of food/drinks outside of the cafeteria
- k. Inappropriate language or gestures (written, vocal or visual)
- l. Loitering (in building without specific purpose or permission)

Detentions are to be served within one week of receiving one. Attendance is mandatory for any student that receives a detention in a given week. Failure to serve detention for any reason results in doubling the detention obligation. Failure to serve after the second missed obligation is subject to suspension.

It is the policy of the school that an out-of-school suspension is a carefully chosen method to remove the student from a situation in which he/she is hurting his/her own educational opportunities or those of others. The length and type of suspension may be determined not only by a correlation with the severity of a school infraction, but also by the amount of time it can be expected to take to assess the cause of the student's difficulty and to plan remedial action. Suspension is a separation of a student from the academic and social life of the school for a temporary period of time, from 1 to 10 days.

The following conditions prevail for a suspended student:

1. The student is to remain away from the school building and the grounds during the time of the suspension.
2. The student is excluded from all school functions for the duration of the suspension.
3. Students suspended from school must acquire information from PowerSchool/Schoology and friends to keep up with work. Upon returning to school following a suspension, all work missed is due and any quizzes or tests missed, must be made up within a period of time agreed upon with teachers and administration.
4. Suspension will require parental notification.

The following acts are some examples of inappropriate conduct that are subject to a suspension. Depending on the offense, students may be required to perform Service Hours under the supervision of the Administration.

- a. Insubordination - open defiance of school personnel and/or any person be that verbally, physically, or digitally
- b. Skipping class and/or required activities
- c. Speeding and/or careless driving on school property or the immediate surrounding area
- d. Vandalizing school or individual's property (restitution must be made)
- e. Theft and/or possession of stolen property
- f. Leaving campus without authorized permission
- g. Use and/or possession of alcohol and illegal drugs
- h. Possessing/smoking/chewing tobacco on school premises, the immediate surrounding area, or at a school related activity
- i. Falsifying a parent's/guardian's signature
- j. Cheating and/or copying the work of another
- k. Repeated violations of established rules
- l. Computer vandalism (hardware, software, network, etc.)
- m. Fighting/Physical violence on school property, before or after school, or at school sponsored functions
- n. Physical and/or verbal harassment/intimidation
- o. Obscene language or gestures (written, vocal or visual)

The following acts and other inappropriate conduct are considered grave-most serious and are therefore subject to expulsion:

- a. Serious defiance of school personnel and/or any person be that verbally, physically, or digitally
- b. Malicious vandalism
- c. Exchange or sale of illegal drugs and/or alcohol in school or the immediate surrounding area
- d. Second offense for use and/or possession of alcohol or illegal drugs and/or being under the influence
- e. Theft and/or possession of stolen property
- f. Gross misconduct – conduct detrimental to the normal functioning of the school
- g. Violations of local/state ordinances and laws
- h. Possession of a weapon on school property/school related activity (mandated by State law)
- i. False fire alarms

Repeated disregard for school policy may result in a disciplinary review to be conducted by the Principal and the Administration.

ACADEMIC REQUIREMENTS

Divine Child High School's curriculum is varied to meet the needs and interests of each student. A total of 26.0 units of credit are required for graduation.

To receive a diploma a senior must:

1. Earn at least 26 credits
2. Pass all required courses
3. Meet all financial responsibilities regarding tuition, fees, books, etc.
4. Meet all other obligations in reference to detention time, BFLC books/fines, office forms, etc.
5. Fulfill retreat and Christian Service requirements.

Requirements	Divine Child Required Credits	Description
Applied/Fine Arts	1	0.5 credits must be in Fine Arts; the other 0.5 credits may be in the Fine or Applied Arts
English	4	*One credit per year, including English 9, English 10, English 11, British Literature, and a Rhetoric course (Class of 2017 ONLY)**
Math	4	One credit per year
Science	3 (4 strongly recommended)	1 Biology, 1 Chemistry, and one additional Science credit
Social Studies	3 (4 strongly recommended)	1 World History, 1 American History, 0.5 American Government; 0.5 Economics
Theology	4	One credit per year
World Languages	2	Two consecutive years of the same language
P.E./Health	1	0.5 P.E***; 0.5 Health
Computer Literacy	0.5	Web Design, Intro to Technology, or Programming

Online Learning	0.25	Completion of a virtual course, DC Test Prep Course, or completing Naviance Curriculum Grade Level Lessons (see counselor for more details)
Electives	3.25	Additional courses from any department

*Students on the Honors/AP English track: Honors English 9, Honors English 10, AP English Language and Composition, AP English Literature and Composition.

** Rhetoric (public speaking) requirement may be fulfilled by taking a Rhetoric course or participating in Divine Child High School Forensics Team for two years. Beginning with the Class of 2018, students are not required to take a separate Rhetoric course. The Rhetoric material will be built into the English curriculum.

***Participation in Marching Band for two years will fulfill the Physical Education requirement.

Freshmen, sophomores and juniors are required to carry a minimum load of 7 classes per semester. Seniors are required to carry at least 6 classes per semester. All students are required to take at least four academic classes per semester (English, Math, Science, Social Studies, and World Languages.).

Any student who fails 3 semester courses during a school year are subject to not returning to Divine Child High School. Divine Child High School reserves the right to require a parent to withdraw a student. Not every school or program is right for every child or parent and appropriate action must be taken by the Principal, when mutual cooperation cannot be sustained.

Seniors who fail an end of year final exam must complete exam corrections before being permitted to attend graduation. It is the senior's responsibility to set up a time with the teacher to complete this.

GRADE POINT AVERAGE/RANK IN CLASS

- The cumulative Grade Point Average (GPA) and Class Rank are computed in January and June and are determined by the semester grades only. The GPA is not rounded up.
- TOTAL CREDITS represents all the courses (including Pass/Fail) a student has passed.
- CLASS RANK indicates a student's academic placement in his/her graduating class based on weighted cumulative grade point average.
- Certain classes have been designated as HONORS CLASSES. Honors points will be awarded in these courses.
- Students must take the Advanced Placement Exam to receive the A.P. designation on the transcript and have the additional honor point calculated into the grade point average.
- Graduation Honors are determined by the 7th semester cumulative GPA as determined by the computer grading program. This includes Valedictorian and Salutatorian honors.
- Honor Roll includes students with a 3.5 and above cumulative grade point average. The top 10% of the graduating class will be verbally recognized at the commencement ceremony.

GRADING SCALE

<u>Letter</u>	<u>Percent</u>	<u>Academic Points</u>	<u>Hon/AP Points</u>
A+	100 – 99	4.333	5.333
A	98- 93	4.000	5.000
A-	92-90	3.667	4.667
B+	89-87	3.333	4.333
B	86-83	3.000	4.000
B-	82-80	2.667	3.667
C+	79-77	2.333	3.333
C	76-73	2.000	3.000
C-	72-70	1.667	2.667
D+	69-67	1.333	2.333
D	66-63	1.000	2.000
D-	62-60	0.667	1.667
F	59-0	0.00	0.00
Pass	60-100	0.00	0.00
Inc.	100-0	0.00	0.00
Audit	100-0	0.00	0.00

ACCEPTABLE COMPUTER USE POLICY (AUP)

Rights

Technology tools at Divine Child High School have been established for educational purposes. Students have the right to use these tools only for educational and career development activities and limited, high-quality, self-discovery activities. All students are expected to exhibit respect for privacy of others, respect for law and for property. At Divine Child, students need to be aware that they have no expectation of privacy in the contents of their personal files and Internet communications. Computer is defined as any electronic device that can connect to the Internet, included, but not limited to, iPads, smartphones, tablets, laptops, and desktop computers.

Responsibilities

1. Network ID(s) & password(s) will be assigned to each student. It is the student's responsibility to keep his/her password(s) secret. Each student is responsible for any use

of computers or network resources performed under their network ID(s).

2. Users must be properly signed onto any computer on the premises. If the user is not properly logged on, or if logged on as someone else, access to the school computers will be revoked. Network access will also be revoked.
3. Accessing or attempting to access another user's data will be considered a serious offense.
4. Any deliberate attempt to disrupt the computer network or to destroy data by spreading computer viruses or by any other means will be considered a very serious offense and is subject to expulsion.
5. Any attempt to bypass the security systems will be considered a grave most serious offense and is subject to expulsion.
6. Users are responsible for adhering to the printer use guidelines. A fee may be charged for printer use.
7. Games are prohibited on school computers and may not be played on student computers during school hours unless approved by a teacher.
8. Appropriate use of chat rooms, message boards, site messaging and email is permitted as directed by a teacher.
9. Distribution of the Wireless Network Key is prohibited and will be considered a very serious offense.
10. Students will refrain from using obscene, profane, vulgar, rude, inflammatory, prejudicial, threatening, or disrespectful language on the Internet and other online services.
11. Hardware and software may not be removed from its designated location.
12. Copyright guidelines must be followed in the use of hardware and software by students and staff and in the transmission and use of text, graphics, and other data over the Internet or other online services.
13. Users are prohibited from using computers, software, or online services for personal or private business, for product advertisement, or for making financial commitments.
14. Use of the network or computers to access or process pornographic material in text or graphic form is prohibited, and will be considered a serious offense and is subject to suspension and/or expulsion.
15. Students with specific course assignments have priority in the use of equipment.

16. Students must adhere to the rules established by Divine Child High School for use of hardware, software, networks, and computer labs within the school.

Violation of the Acceptable Usage Policy could lead to disciplinary action up to and including expulsion. Any and all disciplinary action remains with the Principal and Administration of Divine Child High School.

Electronic Information Access and Use for Educational Purposes Policy

Divine Child High School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The school provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, iPads or other tablets, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.

- (c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School

Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/handbook/manual]. Any School faculty and/or employee who violates this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take,

retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive,

since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an “as is, as available” basis.

School Responsibility:

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User’s access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate. However, the School does not guarantee that it will be able to fully prevent any User’s access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children’s Internet Protection Act.

Divine Child High School Network Users:

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.

- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, text etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the

School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.

- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a "for-profit" business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar,

harassing, threatening, defamatory or otherwise prohibited by law.

- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration: to be included with the form indicating that parents and students have read and understand the handbook.

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

Discipline

Users violating any of the above rights and responsibilities:

1. will face disciplinary action deemed appropriate in keeping with the policies of the school.
2. may be banned from using school hardware and denied access to the Internet and other online services.
3. may be required to make full restitution for any unauthorized expenses incurred or damages caused.
4. in serious matters, suspension or expulsion may result.

STUDENT ACADEMIC HONOR CODE

All Divine Child High School students must abide by the honor code. A violation of the honor code is considered a breach of trust and will result in the following sanctions:

1. First offense results in a failure on the assignment, test, etc.
2. Second offense in the same class results in a failure for the semester.
3. Chronic violators of the honor code will be expelled.

Violations of the Honor Code are identified as (but not limited to):

1. Copying from another student's quiz/test/exam
2. Giving another student answers during a quiz/test/exam or quiz/exam questions in advance (without teacher's permission)
3. Copying/loaning from another when assigned as independent work for credit
4. Copying materials without footnotes or other proper documentation
5. Using notes or books during a quiz/test/exam without permission of the teacher
6. Physical or digital theft of a quiz, test, or exam or receiving a stolen quiz, test or exam
7. Sabotage of someone else's work in a computer lab, science lab, etc.

Each honor code violation will be reviewed on a case by case basis by the teacher and if necessary the Administration. However, please be

aware that honor code violations here at DCHS are considered extremely serious, and the consequences reflect this ethic.

DRILLS

Fire drills are required by law and are an important safety precaution. It is essential that when the alarm is sounded, everyone moves quickly and quietly to leave the building, following the signs posted in each room as to the proper exit. In the event of an impending tornado, students will be notified over the PA system of specific instructions and should follow the signs posted in each room to the designated shelter area. All drills are serious exercises and students are expected to regard them as such and to act accordingly.

SECURITY

A safe school requires continuous collaboration and support from students, parents, faculty and community. The Divine Child High School Administration has made Crisis & Safety Response Guides available for office/staff members. Listed in the guides are procedures and policies covering the following:

1. limiting school access
2. requiring visitors to check in at the Main Office
3. emergency alarm/warning systems and codes
4. posted evacuation routes
5. off-site staging areas during a crisis situation
6. building plans on file
7. in-school emergency communications via alarms, two-way radios, PA system

LOCKERS

Lockers are the property of Divine Child High School but are made available to students for their convenience and for the protection of their property. When necessary, a school administrator has the right to inspect a locker. The integrity of stored items can only be possible if lockers are properly closed and locked and lock combinations are kept confidential. Divine Child High School is not responsible for lost or stolen articles. Students may not change lockers or locker partners without the permission of the Administration. Any locker problems should be reported to the office. All repairs should be

reported to the office immediately. Students are required to pay for any damage to the locker throughout the course of the school year.

LOCKER ROOMS

The locker rooms are not open for general use during the school day. They are open for physical education students only. All lockers must be locked with a lock purchased from Divine Child High School. In-season athletes are permitted access to their lockers before and after school only. The locker room is not a store room and should not be used as such. Athletes who wish to store their belongings somewhere other than their assigned school or locker room lockers should seek accommodations from their coach. When necessary, a school administrator has the right to inspect a locker.

ADDITIONAL POLICIES/PROCEDURES

1. **Passes and Agenda Books:** Students are expected to carry their agenda books at all times. Passes to lockers or bathrooms will be granted by teachers. If a student loses their agenda book, they can be purchased in the book store at lunch.
2. **STUDENT ID:** Every student will be issued an ID card at the beginning of the school year. It will be carried at all times by the student and must be presented upon request to **ANY** member of the faculty/staff of Divine Child High School. If an ID card is lost, application can be made in the attendance office for a duplicate. There is a \$10.00 replacement charge.
3. **SCHOOL CLOSING:** Official announcements concerning emergency closing because of inclement weather are made on radio stations WJR-AM and WWJ-AM or local TV stations prior to 6:30am. They must indicate closing specifically for Divine Child High School. Cancellations are also communicated through PowerSchool/Schoology. Your PowerSchool/Schoology ID must be set up accordingly. Students are asked to refrain from calling the convent or rectory and are expected to listen to the radio or TV for announcements. In case of a crisis, a parent phone-chain will be activated.
4. **BACKPACKS AND PURSES:** Students are **NOT** permitted to carry backpacks and purses during the school day. There is enough passing time allotted for students to go to their lockers and then get to class. Backpacks and purses may be kept in the lockers.

5. **BOOKSTORE:** At the beginning of and end of each semester, the book store will be open during school hours. Mid-semester, the book store hours will be posted. The book store accepts student books for consignment resale and sets prices based on their condition. Participation in the consignment program is optional.
6. **GUESTS/VISITORS:** All guests and visitors must be registered at the main office. Students who wish to bring a relative or guest must obtain permission from the Principal and receive a Visitor's Pass from the Main Office at least two days prior to the visit. Unauthorized persons will be asked to leave the school grounds. Guests should be appropriately dressed.
7. **LOST ARTICLES:** Students who find lost articles are asked to take them to the Main Office. Lost articles not claimed within a reasonable time will be given to the poor. The school is not responsible for lost or stolen articles.
8. **STUDENT ENTRANCES/EXITS:** Students are asked not to enter or exit the building through the main doors located at the front. The circular drive is reserved for visitor parking and is not to be used for dropping off or picking up students before or after school. Parents should drop off their sons/daughters in the student parking lot on the Haigh School (South) side of the building. Students arriving after the start of school must enter through the main doors located by the office, where they must check in with the attendance office.
9. **AFTER SCHOOL:** After 2:50 p.m., any student staying after school or in the building for any activity must be under the direct supervision of a teacher, moderator or coach. Students without this supervision must report the BFLC. At all times students are expected to be respectful of adult staff members. Students without legitimate purpose and/or without proper authority will be considered loitering.
10. **CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICE:** The use of cellular phones during class is prohibited unless authorized by the teacher. Students may not make or receive phone calls at any time during the school day. If a student needs to make a phone call, they are expected to report to the main office. Students caught violating this rule will have their phone confiscated and a \$25 fine will be assessed before the phone is returned to the student. If this occurs a second time, a \$50 fine will be assessed.

11. **MEDICATION:** All prescriptions and non-prescription medications must be brought to the main office with written instructions for administration from a doctor.
12. **STUDENT HEALTH—COMMUNICABLE DISEASES (including AIDS):** The DCHS Administration will notify, and when necessary, will work with county health officials, parents and physicians in developing a logical course of action, in accordance with Michigan law, in the event that a Divine Child High School student is identified with a communicable disease.
13. **RESPECT FOR LIFE (Pregnancy):** Divine Child High School supports the teachings of the Catholic Church in affirming human life. Divine Child High School will safeguard human life and support the pregnant student in a sensitive manner. The Administration will make decisions regarding issues such as limitation of school activities, health care, attendance and continued enrollment.
14. **DANCES:** An administrative representative supervises all school dances. All Divine Child High School students are welcome at dances. The Homecoming dance and Prom, however, are not open to freshmen. High school students from other schools may attend if he/she is sponsored by a Divine Child High School student. Before the dance, the Divine Child High School student is required to obtain a guest pass. At the dance, the guest is required to show appropriate ID and submit the guest pass. A detailed Dance Policy is posted prior to any dance and is available upon request.
15. **SNACK/POP MACHINES:** may only be accessed before school, during lunch hours, and after school.
16. **WORK PERMITS:** during the school year, permits may be obtained and issued through a student's counselor. During the summer, permits may be obtained through your local school district.
17. **FOOD AND DRINK:** are not permitted to be consumed in the halls or classrooms. Exceptions can be granted if a doctor's note is on file with the attendance office.

DIVINE CHILD HIGH SCHOOL DANCE POLICY

1. All students must present proper school ID at the door. At dances where guests are allowed, guests must also present current school ID with the guest pass. The DCHS student is responsible for informing their guests of DCHS attire and behavior policy.

2. No student or guest will be admitted later than one hour after dance begins.
3. Admittance to the dance is contingent upon appropriate attire. No short skirts or shorts, no backless, strapless or low-cut shirts.
4. No bags / purses or coats will be allowed into the gym. There is a coat check available when you arrive at the dance. However, the school is not responsible for any stolen or misplaced items.
5. Smoking, drinking of alcohol or use of controlled substance will not be tolerated. No outside beverages may be brought into the dance. Refreshments are sold in the cafeteria and must be consumed in the cafeteria. Any student or guest suspected of being under the influence of alcohol or other illegal substances are subject to a breathalyzer and/or police intervention. For DCHS students the drug and alcohol policy will be followed.
6. The guidelines for dancing are **“face-to-face, leaving space”**. This means that all students are face to face while dancing, with appropriate space between one another. Grinding, front to back dancing will not be tolerated. Chaperones will use their discretion as to what is appropriate dancing. Failure to follow the guidelines will result in disciplinary action. Students will be given one warning. A second intervention from a chaperon will result in the student’s dismissal from the dance and parents will be contacted.
7. Appropriate language must be used at all times. Affection should be displayed at appropriate times and places.
8. In order to attend Prom, students must be 16 on the day of the Prom.
9. Students may not leave the dance early.
10. Re-entry into the dance will not be permitted.

National Honor Society Membership Selection Process

- I. Membership in the National Honor Society is an honor bestowed upon a student for outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities (*National Constitution, Article VIII, Section I*).

- II. Final selection for membership is by a majority vote of the Faculty Council comprised of five faculty members nominated by the Advisors and appointed by the Principal (*Article IX, section I*).

- III. To be eligible for membership at DCHS, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at DCHS the equivalent of one semester (*Article IX, Section I*).

- IV. The Selection Process:
 - A. The NHS Advisor(s) reviews grade records to compile a list of all juniors and seniors who have at least a 3.7 cumulative GPA.
 - B. A letter is sent to all academically eligible juniors and seniors, inviting them to an informational meeting to discuss the selection process, the requirements for membership, the activities of the organization, and the responsibilities of the members.
 - C. At the informational meeting, students receive the necessary selection process paperwork to help the Advisors and the Faculty Council to obtain information about their service and leadership. This paperwork includes the following:
 - A. Student Activity Information Form
 - B. Essay Commitment Form
 - C. Outside Evaluation Form (a recommendation from someone who is not a DC staff person nor a relative)
 - D. Five Teacher Evaluation Forms
 - D. Each faculty member is given a list of those students who are academically eligible and who have indicated an interest in becoming a member of the NHS. They are asked to rank the candidates on a scale of 1 to 5 (5 being the highest) in the area of leadership, service, and character.
 - E. The Faculty Council convenes and evaluates the eligible students' character, leadership, and service on the basis of their Student Activity Information Forms, their commitment essays, the outside evaluation, the five faculty evaluations, and the faculty surveys.

- Each eligible student will receive a *yes*, *no*, or *abstain* vote from each Faculty Council Member. In order to be selected, a student must receive a *yes* vote from the majority of the Faculty Council.
- F. Candidates will be notified by mail about the Faculty Council decision. In accordance with NASSP rules and recommendations, all working papers of the selection process will be destroyed after a decision is reached. Only the names of those selected will be presented to the Advisor(s) and Principal. This ends the NHS selection process.
 - G. New members attend the next scheduled meeting and are apprised of their membership responsibilities. Later, they are formally inducted during a special ceremony.
- V. Criteria used for selection:
- A. *Scholarship*: Student has a cumulative grade point average of 3.7 at the time of invitation. This 3.7 GPA must be maintained for active membership.
 - B. *Character*: The student upholds high standards of honesty, reliability, respect, and responsibility and the principles of morality and integrity both inside and outside school.
 - C. *Leadership*: A positive influence on friends and classmates, the student is a person who initiates and assumes responsibility for tasks and their completion.
 - D. *Service*: The needs of others are put above self-interest. Effort and talent are given for the school, parish, and community without expecting recognition or reward.

SCHEDULE A

- Zero: 6:50 – 7:35
- 1. 7:40 – 8:35
- 2. 8:35 – 9:32
- 3. 9:32 – 10:24
- 4. A 10:24 – 10:54 B 10:54 – 11:24 C 11:24 – 11:54
- 5. 11:54 – 12:46
- 6. 12:46 – 1:38
- 7. 1:38 – 2:30

SCHEDULE B-Long 2nd Hour (additional 14 minutes)

- Zero: 6:50 – 7:35
- 1. 7:40 – 8:31
- 2. 8:31 – 9:36
- 3. 9:36 – 10:27
- 4. A 10:27 – 10:57 B 10:57 – 11:27 C 11:27 – 11:57
- 5. 11:57 -- 12:48
- 6. 12:48 – 1:39
- 7. 1:39 – 2:30

SCHEDULE C-Long 5th hour

- Zero: 6:50 – 7:35
- 1. 7:40 – 8:30
- 2. 8:30 – 9:18
- 3. 9:18 – 10:05
- 4. A 10:05 – 10:35 B 10:35 – 11:05 C 11:05 – 11:35
- 5. 11:35 – 12:54 (class:11:35–12:23, meetings:12:23–12:54)
- 6. 12:54 – 1:42
- 7. 1:42 – 2:30

SCHEDULE D-1:20 dismissal

- Zero: 6:50 – 7:35
- 1. 7:40 – 8:25
- 2. 8:25 – 9:13
- 3. 9:13 – 9:56
- 4. A 9:56 – 10:21 B 10:21 – 10:46 C 10:46 – 11:11
- 5. 11:11 – 11:54
- 6. 11:54 – 12:37
- 7. 12:37 – 1:20

SCHEDULE E-11:30 dismissal

- Zero: 6:50 – 7:35
- 1. 7:40 – 8:15
- 2. 8:15 – 8:50
- 3. 8:50 – 9:22
- 4. 9:22 – 9:54 (No Lunch)
- 5. 9:54 – 10:26
- 6. 10:26 – 10:58
- 7. 10:58 – 11:30

SCHEDULE F-Liturgy

- Zero: 6:50 – 7:35
- 6 7:40 – 8:18
- 1 8:18 – 8:53
- 2 8:53 - 9:31
- 3 9:31 – 10:06
- 4 A 10:06 – 10:36 B 10:36 – 11:06 C 11:06 – 11:36
- 5 Liturgy 11:36 – 1:06 (students attend Liturgy with 5 hour)
- 5 1:06-1:48
- 7 1:48 – 2:30

SCHEDULE M: Monday (first Monday of month)

- Zero: 6:50 – 7:35
- 1. 7:40 - 8:28
- 2. 8:28 - 9:15
- 3. 9:15 – 10:00
- 4. A 10:00 – 10:30 B 10:30 – 11:00 C 11:00 – 11:30
- 5. 11:30 – 12:15
- 6. 12:15 – 1:00
- 7. 1:00 – 1:45

NOVENA TO TO THE DIVINE CHILD, JESUS

Divine Child Jesus, we believe in You,
we adore You, and we love You;
have mercy on us.
We remember Your words to the disciples:
Ask and you shall receive.
Seek and you shall find.
Knock and the door shall be opened.
Trusting in Your infinite goodness and trusting that
You always keep Your promise,
We ask this intention, which we pray
in the silence of our hearts.
Divine Child Jesus, bless and protect us.
Divine Child Jesus, bless and lead us.
Divine Child Jesus, bless and provide for us.
All this, we ask through the intercession
of Your Holy Mother, Mary, and in
Your powerful and Most Holy Name.
Amen.

ALMA MATER

We bring to thee, we sing to thee, Divine Child High,
A pledge of truth and loyalty, a promise to stand by.
The song that lies within our hearts,
the things that we hold dear –
promise to remember these, with every passing year.
Hail to thee, our Alma Mater, hail to thee.
With the red and gray to guide to us on to victory.
Years from now when we recall the memories gone by.
We'll sing anew our song to you, Divine Child High.
Though we shall one day bid farewell to those we knew,
the friendships that have blossomed here,
the years will not undo.
We learned of truth and loyalty
these lessons we hold dear.
And may the faith we've come to share grow stronger
every year.
Who can tell what lies before us on our way?
God alone can see the future. Only He can say.
We will weather every storm. Our faith will never die.
We'll be true and loyal to Divine Child High

School Map

