



2023-2024

Student-Parent Handbook

Divine Child Elementary School is a parish school dedicated to instilling Catholic values and achieving academic excellence.

****Statements in this handbook are subject to amendment with or without prior notice. The school principal will attempt to keep the school families informed of all changes as soon as practical.***



DIVINE CHILD ELEMENTARY

25001 Herbert Weier Drive
Dearborn, MI 48128
divinechildelementaryschool.org

Please complete this page &
return it to the main office by **Thursday, September 8th.**

I have reviewed and agree to abide by the Divine Catholic Elementary School's Parent/Student Handbook found at www.divinechildelementaryschool.org and agree to abide by all policies, procedures, and expectations.

Parent/Guardian _____ Date _____

Student Name & Grade

Student Name & Grade

Student Name & Grade

Student Name & Grade

WELCOME

Dear Families,

Divine Child Elementary School provides children with a well-rounded educational experience, rich in the teachings of Jesus Christ. The faculty and staff create an environment of academic excellence giving each student the opportunity to develop as a whole person: spiritually, socially, physically, emotionally, and intellectually in order to meet the challenges of the future.

We thank you for selecting DCES for your child(ren)'s education and look forward to partnering with you to create a welcoming, stimulating, and engaging environment. Please let me know if you have any questions or concerns.

God Bless,

J. Mike Courage
Principal



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MISSION STATEMENT



Divine Child Elementary is a parish school dedicated to instilling Catholic values and achieving academic excellence.

The Archdiocese of Detroit holds that Catholic schools:

- † Integrate faith and values into every part of the educational experience. Whether in the classroom, on the athletic field or in chapel, our students learn to think and act according to the mind and heart of Jesus Christ. We provide a second home for students where morals and values are supported by educators who also serve as role models in faith.
- † Challenge students to achieve their full potential in academics. Data shows our students score higher on standardized tests than their public school counterparts. Nearly all Catholic School students move on to attend college.
- † Educate students wholly, in mind, body and spirit. We offer that through solid academics, after-school activities and opportunities to worship and practice the faith. A Catholic education gives students a strong foundation as members of society and the Catholic community.

The Catholic Church and Divine Child recognize parents as the primary educators of their children. The education of students at Divine Child is a partnership between parents and the school.

DCES PRAYER

Dear Lord, Thank you for all the blessings you have given Divine Child Elementary School. Our school strengthens us academically, spiritually and mentally so we can make good choices in life. We thank you, Father, for our wonderful parents and inspiring teachers, our principals and priests, for our special uniforms and educational programs, for recess and the excellent sports programs, and all of our great volunteers. Your miracles of nature make our school and parish grounds very beautiful. Lord, guide us through each school day so that we can keep learning new things and grow stronger in Your image. Help us to spread the good news we have learned about Jesus. We pray for Your continued blessings over Divine Child Elementary School. Amen.  Composed by the Students of Divine Child, 1994 

SCHOOL HOURS

Monday –Friday: 8:00 – 3:00 First Bell: 7:50
Check monthly calendar for early dismissals!
Drop off begins no sooner than 7:30am

Any unscheduled school closing will be broadcasted on radio stations WWJ and WJR and TV channels 2, 4, and 7. Please listen to one of these options if you think classes will not be in session. Register for www.clickondetroit.com for instant text messages. Parent e-mail message/text will also be utilized.

ATTENDANCE

Any absence from school MUST be verified by a parent via phone call the morning of the absence. If a student arrives after 8:00am they will be marked tardy. If your student is tardy (after 8:00 am) please bring them to the Visitor's entrance and buzz the office. In the event that a student needs to leave the school before closing hours, a parental note or phone call designating the time must be sent to the office prior to the dismissal. A parent MUST sign out the student before the student will be released.

Excessive Absences

A student must be present a minimum of 160 days to be considered for promotion to the next grade. For absences of twelve (12) or more days within a quarter, parents will be called or a letter will be sent informing them of the absences. A doctor's excuse for illness may be required for each absence after twelve (12) days. The school reserves the right not to assign a grade for the grading period. An incomplete may be assigned until the work is completed.

Truancy

Truancy is declared when a student is absent from school without school authorization and/or parental consent. Leaving school during the school day without the approval of the Principal will be treated as truancy. A pattern of truancy will be reported to the authorities.

PHONES/SMART DEVICES

If it is necessary to make a phone call, the student MUST use only the office phone. The use of the phone should be for emergency situations only. If a cell phone is brought to school, it must be in the off/vibrate-only mode and stored in the backpack. ***Cell phone use is prohibited between the hours of 7:50-3:10.*** Students who do not comply will have the cell phone immediately confiscated and stored in the office. After confiscation, a parent must retrieve the phone from the office and review further cell phone regulations and fines.

All other smart devices including but not limited to apple watches/smart watches must be in school mode. Messaging, phone calls, recording, social media use, etc. is not permitted during the school day. Any student using this device in an inappropriate manner will lose the privilege of wearing/bringing it to school for the remainder of the year.

**Student cell phone use may be granted by a teacher for class/academic purposes on a teacher by teacher basis, to be used ONLY for the instructed purpose during the instructed time.*

DRESS CODE

Students must adhere to the Divine Child Elementary School dress code at all times. All students may wear the Red DC Polo (from Schoolbelles) during 1st and 4th quarters only. Polos are optional, collared shirts may be worn all four quarters if desired. Collared shirts will be required during 2nd and 3rd quarters.

GIRLS

Grades K - 4

Jumpers: Schoolbelles styles, knee length

Polo: Schoolbelles or Educational Outfitters Red with DC logo (1st and 4th quarter only- optional)

Blouse: White, Long or short sleeved, peter pan or oxford style collar (2nd and 3rd quarter required)

Sweater: Schoolbelles or Educational Outfitters Red Cardigan or Vest

Grades 5 – 8

Skirt: Schoolbelles, knee length

Polo: Schoolbelles or Educational Outfitters Red with DC logo (1st and 4th quarter only- optional)

Blouse: White, Long or short sleeved, peter pan or oxford style collar (2nd and 3rd quarter required)

Sweater: Schoolbelles or Educational Outfitters Red Cardigan, Pullover or Vest

BOYS

Grades K – 8

Slacks: Black

Belt: Required Grades 5-8

Polo: Schoolbelles Red with DC logo (1st and 4th quarter only- optional)

Shirt: White Oxford (2nd and 3rd quarter required)

Tie: Schoolbelles Red

Sweater: Grades K – 6 Schoolbelles, Red Cardigan or Vest
Grades 7 – 8 Schoolbelles, Red Pullover or Vest

All students are required to wear closed toe, low heel, black or brown dress shoes. Shoes should not be canvas or have white soles, they should not be gym/tennis shoes. Students must wear ankle or knee socks or tights. Black leggings are permitted under jumpers and skirts when it is cold.

Girls are encouraged to wear shorts under their uniforms. Hairstyles are to be conservative with natural hair color. No sculptures or designs; boys' hair should be above shirt collar and above eyebrows, no shaved heads or lines. No makeup is permitted. All t-shirts/camisoles worn under the shirt/blouse must be plain white and tucked into the waistband with the dress shirt/blouse. Attire must always be modest and appropriate.

GYM CLOTHES

Shirt: Uniform T-shirt/sweatshirt or Spirit shirt/sweatshirt

(Red, Black, or white long sleeve shirt may be worn under the t-shirt.)

Pants: Black loose athletic pants or Spirit pants

(No spandex, No leggings, No yoga, No button-down style, No tear away, No dragging length, etc.)

Shoes: Tennis shoes – flat bottomed and fastened without zippers, rollers or lights.

PEACE SHIRT DAYS: Grade level color t-shirt, gym pants/spirit pants, and tennis shoes.

If a student cannot comply with the dress code on a particular day, a parental note must be submitted in the morning. Students will call home for a change of clothes when not in compliance. If proper uniform cannot be provided and is not excused, students will be required to serve a lunch detention.

MEDICATION

A form signed by the doctor stating medication, dosage, and time to be given during school hours must be submitted and on file in the office. The school allows a student to possess and use metered dose asthma inhaler/epinephrine auto-injector (epi-pen) or epinephrine inhaler provided a written approval from the physician and parent is on file in the office along with a written emergency care plan. All prescription medication must be provided in a labeled prescription container and stored in the school office. School personnel will not dispense or administer any medication without both parent permission and physician instructions. Non-prescription medication cannot be administered by the office personnel. Parents are welcome to report to the clinic to administer non-prescription medication during school hours. Students may not store any medication in their locker, backpack, or on their person. All medication must be administered in the school clinic

Emergency Medical Forms

The emergency medical form is essential for medical action to be taken upon sudden need. The authorization of this form does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity of such surgery, are obtained prior to the performance of such surgery. The form must be on file for all registered students **the first day of school every year.** New students registering during the school year have one week to complete the form.

Illness in School

Should a child become ill during the school day, a parent/guardian will be asked to pick up the child. If unable to reach the parent/guardian, the authorized person on the emergency medical form will be contacted to pick up the child. In the event that the authorized person picks up the child, and the child's immediate family has voice mail/answering machine, a notice will be left stating that the child went home with the authorized person and why. If the illness is of a life threatening nature, the emergency services will be called immediately followed by a call to the parents.

A child who exhibits the following signs of illness will be isolated in the school office and must be picked up:

- Temperature elevated to 99.5 degrees Fahrenheit or above (*the child must be fever-free, diarrhea and/or vomit-free for at least 24 hours without medication before returning to school*)
- Skin rash of undetermined origin
- Diarrhea and/or vomiting
- Evidence of lice infestation
- Abdominal pain
- Has an accident and may possibly need medical attention
- Has signs or symptoms of a communicable disease including Pink Eye (Conjunctivitis)

Parents/guardians should keep a child home from school following these health guidelines:

- If a child has a runny or stuffy nose with flu-like symptoms, he or she should not come to school.
- A child should stay home for 24 hours after a fever breaks.
- If a child is sick during the night or in the morning before school, he or she should stay at home.
- If strep throat is suspected, the child must have a strep test taken to be sure that strep is not present. If strep is detected the student may return to school only with a doctor's note.
- Children having diarrhea should be kept at home.

Children who are ill and come to school are not only subjecting the other children to illness, but are also

at higher risk of catching something else since their resistance is lower.

The following are a list of the most common communicable diseases and their symptoms:

- Chicken Pox – feverish...with a rash that appears in the form of small pimples which will fill up with a clear fluid. Rash frequently begins on the trunk of the body or under arms. Incubation period is 14-21 days.
- Conjunctivitis (pink eye) – Redness and swelling of the membranes of one or both eyes with some burning and itching, sensitivity to light, and a discharge. Immediate medical treatment is needed. Exclusion from school until fully recovered.
- Head lice (pediculosis) – If your child is suspected of having head lice, he/she will be sent home immediately. Following evidence of proper treatment and that all nits have been removed, the child may return to school. The school does not routinely check children for nits/head lice. The school should be contacted immediately if you discover your child has head lice.
- Fifth's Disease – Fever, bright red rash usually beginning on face (slap cheek) and spreads to trunk, and extremities. Normally clears in one week. Incubation period 12-14 days.
- Hand, Foot & Mouth (coxsackievirus) – Fever with a raised rash particularly on palms, soles and around the mouth that progress to blisters and scabs. May have painful sores in mouth that cause swallowing to be difficult.
- Scarlet Fever and Streptococcal (sore throat) – fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever/scarlatina. Incubation period is 2-5 days. Isolation for 48 hours after the start of antibiotic treatment is suggested. Child may return to school with a note from the doctor that the child has been treated and is released to return to school. Incubation is 3-6 days.
- Ringworm (tinea) – If on scalp, may have patches of temporary baldness and hair of affected area will be brittle. If on skin will have flat ring like rash with inflammation that may itch and burn.
- Mononucleosis – Fever, sore throat with swollen glands, fatigue and possibly abdominal pain. Incubation 30-50 days.
- Covid-19 - Fever, congestion, cough, cold like symptoms, fatigue, loss of taste or smell, etc. Students exhibiting these symptoms should be tested for Covid-19 and isolate for the CDC recommended number of days after testing positive.

Communicable Diseases and Bloodborne Pathogens

Catholic Schools in the Archdiocese of Detroit must comply with all state and local law and health department regulations regarding communicable diseases. The recommendations of the local health department shall be followed and shall include reporting to appropriate agencies.

Immunization Requirements

Pupils in preschool through grade 8 unless otherwise exempt, must be immunized against certain diseases by type of vaccine and number or required doses. The parents/guardians submit written evidence obtained from the physician that their child meets or exceeds the minimum immunization requirements, which are:

DPT (diphtheria, tetanus, pertussis) and/or Td Vaccine – dosage: 4;

Polio – dosage: 3;

MMR (Measles, Mumps, Rubella) – dosage: 2;

Hepatitis B - dosage: 3;

Varicella – dosages: must be administered on or after the 1st birthday before beginning kindergarten. A written statement from physician claiming history of disease is acceptable.

Child Abuse/Neglect

The Michigan Law (Act No. 238, Public Acts of 1975) requires that all cases of suspected child abuse and/or neglect be reported to the appropriate office of the Michigan Department of Social Services. A report will also be made to the Catholic Schools Office. State law requires school administrators, school counselors, teachers, social workers and members of the clergy, have reason to believe that a child under the age of eighteen years has been abused or neglected must report the matter promptly.

“Child abuse” is defined as harm or threatened harm to a child’s health or welfare by a parent, legal guardian, teacher, teacher’s aide, clergy, or any other person responsible for the child’s health or welfare through non-accidental, physical or mental injury, sexual abuse, sexual exploitation, or maltreatment. “Child neglect” is defined as failure to provide adequate food, clothing, shelter or medical care.

ADMISSIONS

Non-Discriminatory Policy

Divine Child Catholic Elementary School is committed to quality education within a Catholic environment. Consistent with this commitment, DCES has established an admissions policy which fosters family involvement in the parish.

Divine Child Catholic Elementary Schools do not discriminate against students in admissions to participation in any school program or activity on the basis of race, ethnic origin, sex, or handicap which is unrelated to the student’s ability to utilize and benefit from the educational opportunities, programs and facilities offered by the school.

Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school’s ability to accommodate those needs. The final decision will be made by the building Principal.

Enrollment

Children of parish members and children of other Catholic parishes which do not have schools receive first consideration for admission. Thereafter, non-Catholic children may be admitted where there is space available, but only if their parents agree to their children’s participation in the integrated religious education program offered by the school. All students are expected to participate in all instructional programs offered by the school. Parents are expected to support and cooperate with all educational policies of the school. Parents who do not abide by the school policies or instructional programs and/or are disruptive in their actions to such may be asked to withdraw their children from the school.

Every new student will be admitted to DCES on a trial basis for one semester. If there is consistent poor behavior, a poor attitude or inattention to academics, or disciplinary problems, the student will be asked to leave at the end of the trial period.

Priority for admissions to Divine Child Elementary School is as follows:

- Students registering for Kindergarten must be five (5) years of age by September 1 and score age appropriately on the Kindergarten Readiness Screening.
- Students registering for first grade must be six (6) years of age prior to September 1.
- Students currently enrolled
- New families who are Church of the Divine Child parishioners
- Tenure in the parish as determined by parent date of registration in the parish

The Principal or Pastor reserves the right to limit the capacity of a classroom. Once a quota is reached, students are placed on a waiting list.

Registration Procedures

These procedures are in accordance with Section 3313.672 of Senate Bill 321, legislation dealing with missing children that became law on April 9, 1985. Section 3313.672 states:

“A pupil at the time of his/her initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of his birth and copies of those records pertaining to him maintained by the school that he most recently attended. If the pupil does not present copies of the items required by this section, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this and of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code.”

The Michigan Immunization Law requires “all children enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit a statement signed by a physician that they have been immunized or protected against small pox, diphtheria, tetanus, pertussis, rubella, measles, poliomyelitis, hepatitis B, and varicella (chicken pox). “ The school office provides forms for physician’s completion. No child will be admitted without this form on file. The State of Michigan also requires all children entering kindergarten to have their hearing and vision screened at least once between the ages of 3 and 5.

At the time of registration, the following items are required:

- Birth Certificate
- Baptismal Certificate (if baptized)
- Immunization Record - All children accepted into the school are required to have proper immunizations in accordance with established regulations from the State of Michigan.
- Academic and Behavioral Records, Psychological Reports, Test Results, IEP’s, Court Orders (if applicable)
- A signed Release of Records form

Student Records

A permanent record card is kept indefinitely by the school. A cumulative file of educational data for each student enrolled in the school is also maintained in the school office. The cumulative file contains: all standardized test scores, grade cards, photos, reports of all special services (i.e. speech therapy, psychological testing, IEP’s). These files are locked and are only available to certified staff members.

The parent/guardian will be given a Release of Records Form to complete and sign, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to DCES.

Custodial and Non-custodial Parents

Divine Child Elementary School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, or that your child is protected by a court order from seeing a non-custodial parent, it is the responsibility of the

custodial parent to provide the school with an official copy of the court order. Any step-parent listed on the emergency card will be treated with the same rights and privileges as the parents of the student unless written documentation acceptable (Legally binding) to the Principal is provided. Divorced parents should provide the school with a copy of the custody section of the divorce decree. It is in the best interest of the student when families strive for mutually satisfactory pre-arrangements. Initiating discussions of issues such as financial commitment, sharing of parent letters or communications, school day visits, and extracurricular activity involvement rests with the parents.

Withdrawal

When students withdraw from Divine Child Elementary School, they are to return all property belonging to the schools and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred. The school secretary will respond to any request for transfer of student records to or From DCES. However, if fees and/or tuition are in arrears, grades or transcripts may be withheld until such amounts are paid in full. Health records will be forwarded to the receiving school.

Transfer Students

Students who are transferring to DCES will be admitted only after application forms and tuition arrangements are completed. Registration will not be finalized until records have been reviewed by the Principal and the parents and students have signed the Probational Acceptance Form. The school secretary will respond to any request for transfer of student records to or From DCES. However, if fees and/or tuition are in arrears, grades or transcripts may be withheld until such amounts are paid in full. Health records will be forwarded to the receiving school.

ROLE OF THE STUDENT

Each student has the responsibility to develop good work and study habits along with following the school regulations for dress and behavior. The discipline chart helps to focus on the positive aspects of student behavior by listing the basic school wide rules. It begins with "DIVINE" recognizing our reverence and dependence on God, the Divine Child. Next the acronym for CHILD is vertically explained: C=Courteous actions and speech, H=Hands to self, I=Include others, L=Listen and learn, and D=Dedicated to Divine Child. The discipline chart also reviews what a broken rule would look like. The rest of the chart has descriptions of the possible consequences for behaviors that violate the five school rules. See chart on page 15-16.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as Facebook, Instagram, Twitter, Tik-Tok, Snapchat, etc. will be disciplined, up to and including expulsions. If, in the opinion of the administration, the educational partnership of parent/school is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child.

CURRICULUM

"Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it."
(cf. Vatican II, Education)

Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school. Without the cooperation of the parents, the school cannot fully educate the child.

Michigan Association for Nonpublic Schools (MANS) is the accrediting agency for Divine Child Elementary Schools. Curriculum guidelines flow from the Archdiocese of Detroit Religion Course of Study, Michigan Academic Content Standards, and National Content Standards. The Common Core Content Standards, accepted by the state of Michigan, are the minimum level of instruction and DCES works to exceed these guidelines.

Star 360 Tests are administered three times each year as a standardized assessment in grades K-8. Star assesses student benchmark level in Reading and Math.

The DCES teachers are fully licensed by the State of Michigan and participate in ongoing professional development. All faculty members are dedicated, caring, and committed to the ministry of Catholic education. Our fine Catholic school educators make a difference in the students' lives by integrating learning and living a commitment of faith.

Academic Honors

Honor Roll: Students in grades 5 through 8 who receive all As and Bs in:

- All academic content areas
- And all As and Bs in conduct and effort in all classes

Grading Policy

Percentage grades will be used on the report cards for grades 3 through 8. Grading scale is as follows:

A	100% - 93%	C	82% - 72%	F	0% - 59%
B	92% - 83%	D	71% - 60%		

Any student who earns a failing grade (F 0% - 59%) in any two quarters, in the same subject, will be required to complete credit recovery during the summer. Credit recovery is offered through a third party vendor and will be at the cost of the family.

Homework

Homework assignments reinforce learning begun at school and allow students to practice skills. Parents can assist their child/ren with home assignments in the following ways:

- Provide a quiet spot away from the television, computer and phones.
- Check to see what was accomplished during the study time regarding completeness, neatness, and correctness.
- Be willing to listen and offer assistance when requested from the child.
- Encourage, but do not pressure your child.

If for some reason the child does not complete an assignment, a note of explanation from the parents is

expected.

Absence due to vacation/personal leave

Students who miss school for family events (other than bereavements) will be expected to keep up with work assigned on the website. Worksheets etc. given during their absence can be collected after they return to school. It is the student's responsibility to collect missed work. Teachers will not be expected to re-teach material taught while a student was out on a personal absence. Students (or parents) are expected to inform teachers of upcoming absences but teachers are not expected to have all the work available prior to the departure.

Assignments during Absences

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete school work while ill. The student will be allowed the number of days of absence to make up the missed work. Example: two days absence = two days to make up work. Upon the return of the student, it is the student's responsibility to find out from the teacher what work must be completed and to decide a completion deadline. Assignments not completed by the deadline will be treated as missing assignments.

Requests for homework must be made at the time the child's absence is called in to allow teachers opportunity to gather necessary materials. When homework is requested, please be sure to come to the school office at dismissal to pick up work. Parents/guardians who ask teachers to prepare work for a student who is absent should consider the following:

- If the student will be absent for only a day the student should be able to make up work upon returning to school.
- When work has been sent home, there is an expectation that the work will be completed.

Instructional Support Program

The school's Instructional Support Program makes recommendations and suggests interventions to remediate problems when students are experiencing difficulties or struggles with academics, behavior, medical, or social skills. Parents are always invited to be present when the team meets. Our best successes for students come about when the parents and staff develop a plan together and when each keeps the other informed about the child's progress. All interventions are a means of figuring out how best to teach a student who is experiencing academic, behavioral, medical, or social difficulties. The team consists of the Principal, teacher/s, and support staff as appropriate. Where appropriate, staff from the Dearborn ISD will meet to discuss testing and services.

DCES is committed to providing educational services to all students; speech therapy, occupational therapy, physical therapy, remedial math and remedial reading are services provided to qualifying students. An accommodation plan is determined by academic services personnel, classroom teachers, along with parents. Academic services personnel from DCES or Dearborn ISD work with teachers to ensure that these accommodations are carried out.

Promotion, Placement and Retention

The decision to place or retain a student at a grade level will not be finalized without the consultation of the parent/guardian. The consultation will occur prior to the beginning of the fourth quarter. All options such as previous interventions, summer school, tutoring, and academic testing/evaluations will be considered. However, parent permission is not required to retain, place or promote a child at grade

level.

Report Cards

Quarterly Reports are issued four times a year at nine-week intervals. The purpose of the quarterly report is to communicate meaningful information concerning achievement to parents and others who are authorized to access educational data. Although children vary in their rate of educational development, continuous progress is the goal for each child.

FACTS Management System

At all times parents can access their child's current grades on Facts www.factsmgt.com. Log in information is distributed at the beginning of the year for new students. Returning students retain the same log in information throughout their time at DCES. It is highly recommended that parents activate their own accounts, rather than relying on accessing grades through the student account.

Communication with Teachers

We encourage students and parents to communicate with their teachers in order to foster a successful academic experience. If you need to reach your child's teacher for questions regarding academics, behaviors, etc. please email them directly. Teachers will respond to email within 24 hours on school days.

CONDUCT AND BEHAVIOR

In accordance with the mission statement of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students' sense of appropriateness will indicate to them. ***The Principal reserves the right to determine the appropriateness of an action if any doubt arises.*** Items such as, but not limited to, knives, guns, matches, cigarettes, alcohol, drugs, vapes, any type of tobacco products, laser lights, iPods or other mp3 players, tablets, smart devices, inappropriate books or pictures, or anything that will detract from a learning situation are not allowed at school. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students can be requested for return by the parent/guardian.

DIVINE	
C <i>(Courteous Actions and Speech)</i>	Excessive talking in class, hall or cafeteria Poor Church Behavior: Talking, laughing, gum chewing, poking, not participating, not kneeling, slamming kneelers etc. Teasing: Name calling, Put downs, Insults Inappropriate Language Intimidation: glaring, leering, staring, eye-rolling Poor Manners
	Harassment/Bullying Verbal threats Nasty/Malicious notes Coercion Hazing Mean tricks Stalking Inappropriate Internet Usage Disrespectful to Staff/Students
	H <i>(Hands to Self)</i> No Injury Caused: Pushing/Shoving Grabbing /Hitting / Poking Play Fighting Kicking/Tripping Pinching Slapping Throwing Public Display of Affection (Junior High) Injury Caused: Hitting/Punching Spitting/Biting Kicking Tripping Throwing Similar actions causing injury
I <i>(Include Others)</i>	Gossiping Making mean Jokes Spreading/Repeating Rumors Note Writing/Drawing/Writing hurtful words Excluding/Shunning
L <i>(Listen & Learn)</i>	Disruptive behavior Multiple missing assignments Repeatedly not bringing materials to class Cheating/Plagiarism/Falsifying Information* Poor Attendance
D <i>(Dedicated to DC)</i>	Uniform Policy Infractions Textbook Infractions Locker Infractions
	Stealing Abusive Behavior Vandalism/Graffiti Harmful Internet Posting False activation of alarm Use of illegal substance <div style="text-align: right;">Having a weapon/weapon look alike</div>

*Cheating/plagiarism/falsifying information will also result in a "O" score / lower conduct.

*Cell phone/Electronic device (MP3, I-Pod) use is prohibited from 7:50 a.m.-3:10p.m.

If out, the cell phone/electronic device will be taken and stored in the office.

First offense = return to parent;

Second offense=return to parent after payment of fine.

***The Administration of Divine Child reserves the right to discipline its students for**

off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This includes inappropriate internet use.

	<i>Consequence 1</i>	<i>Consequence 2</i>	<i>Consequence 3</i>
Warning	<ul style="list-style-type: none"> * 1 lunch detention * Administration notification * Behavior report (A Specific Plan for Primary) 	<ul style="list-style-type: none"> * 2 lunch detentions or 1 day after school detention * Behavior report * Parent notification 	<ul style="list-style-type: none"> * 2 after school detentions * Behavior report * Parent Conference
	<ul style="list-style-type: none"> * Removal from classroom to office * 1 day suspension * Behavior report * Parent Conference 	<ul style="list-style-type: none"> * Removal from classroom to office * 2 day suspension * Behavior report * Parent Conference * Counseling referral 	<ul style="list-style-type: none"> * Removal from classroom to office * 3 day suspension * Behavior report * Parent Conference * Counseling verification
Warning	<ul style="list-style-type: none"> * 1 lunch detention Administration notification * Behavior report (A Specific Plan for Primary) 	<ul style="list-style-type: none"> * 2 lunch detentions or 1 after school detention * Behavior report * Parent notification 	<ul style="list-style-type: none"> * 2 after school detentions/ or 1 day suspension * Behavior report * Parent Conference * Possible Counseling Referral
	<ul style="list-style-type: none"> * Removal from classroom to office * 1 day suspension * Behavior report (A Specific Plan for Primary) * Parent Conference * Possible Counseling Referral 	<ul style="list-style-type: none"> * Removal from classroom to office * 2 day suspension * Behavior report * Parent Conference * Counseling Referral 	<ul style="list-style-type: none"> * Removal from classroom to office * 3 day suspension (Expulsion) * Behavior report * Parent Conference * Counseling verification
Warning	<ul style="list-style-type: none"> * 1 or 2 lunch detentions/ 1 after school detention * Behavior report (A Specific Plan for Primary) * Administration notification 	<ul style="list-style-type: none"> * 2 lunch detentions/ 1 after school detention * Behavior report * Parent notification 	<ul style="list-style-type: none"> * Multiple after school detentions/ 1 day suspension * Behavior report * Parent Conference * Possible Counseling Referral
Warning	<ul style="list-style-type: none"> * 2 lunch detentions/ 1 after school detention * Parent notification * Administration notification 	<ul style="list-style-type: none"> * 1-2 after school detentions * Behavior report * Parent notification 	<ul style="list-style-type: none"> * 1 day suspension * Behavior report * Counseling Referral * Parent Conference
W	<ul style="list-style-type: none"> * 1 lunch detention * Behavior Report (A Specific Plan for Primary) 	<ul style="list-style-type: none"> * 2 lunch detentions or 1 after school detention * Parent Notification 	<ul style="list-style-type: none"> * 1-3 after school detentions * Behavior Report * Parent Conference
	<ul style="list-style-type: none"> * Removal from classroom to office * 1 day suspension * Behavior report/Police Report *Parent Conference * Pastor Meeting 	<ul style="list-style-type: none"> * Removal from classroom to office * 2-3 day suspension/expulsion *Behavior report/Police report *Parent Conference *Counseling Referral 	<ul style="list-style-type: none"> * Removal from classroom to office * 3-5 day suspension/expulsion * Behavior report/Police report *Parent Conference *Counseling Verification

****FIREARMS / DANGEROUS WEAPONS / VIOLENT ACTS/THREATS**

Weapons/violent acts/fighting/ harassments/threats/bullying/teasing/sexual conduct-communication are not tolerated in our school. Sexual harassment refers to behavior that is not welcome, offensive, and fails to respect the rights of others. Harassment can be conduct or communication. (jokes, pictures, cartoons, foul language, unwelcome comments, etc.) Drugs/alcohol/ vapes/ tobacco products are always prohibited. Carrying or possession of firearms or other dangerous weapons, including look-alikes, on school property is a violation of Federal law and Archdiocesan policy. The legal policy requires recommendation of expulsion and police notification.

Search and Seizure

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, there is a right to search for and seize weapons or other dangerous or illegal objects, where the school official has reasonable grounds to believe that such are in the possession of a student. Teachers and other staff members shall make the administration aware of reliable knowledge concerning the whereabouts of such materials.

If a body search is required, it shall be conducted in the principal's or pastor's office or other appropriately private place. Another person of the same sex shall conduct the search of the student with pastor or principal acting as witness.

If a student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action up to and including expulsion from school.

ELECTRONIC INFORMATION ACCESS AND USE FOR EDUCATIONAL PURPOSES

Divine Child Elementary 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. Every User must read, sign and abide by 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 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.

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 minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. 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.

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.

CYO SPORTS/EXTRACURRICULAR ELIGIBILITY

Divine Child Elementary School and Parish offer a variety of after school activities in which students may choose to participate. Students in grades 3-8 may try-out for any of the following DC sport teams: Gr.3-8 Boys Football, Gr. 3-8 Cheerleading, Gr. 4-8 Cross-Country, Gr. 4-8 Boys & Girls Soccer, 4-8 Girls Volleyball, Gr. 4-8 Boys and Girls Basketball, Gr. 4-8 Boys Baseball, Gr.4-8 Girls Softball, Gr. 4-8 Bowling, Gr. 4-8 Lacrosse, and Gr. 4-8 Track. Extra-curricular activities are also available to students in certain grade levels; such as Choir, Student Council, Art Club, etc.

Students must have a **2.0 grade point average and satisfactory conduct** in order to be eligible at the time of sign-ups to participate in the CYO sports program and/or extracurricular activities. Special class grades are also tabulated in the grade point average. A student may be suspended from play/participation if conduct on/off-school premises is not in line with behavior expectations of the school. If a student is suspended or absent from school during the day, sport activities, practices, and extracurricular activities are forfeited for the day.

LUNCHTIME PROCEDURES

1. Follow the directions of the supervisors.
2. Stay seated while eating and maintain a clean area.
3. Dispose of litter properly; recycle when appropriate.
4. Speak to one another in soft tones, without yelling.
5. Use only school provided play equipment.

6. Play respectfully and moderately.
7. Play the board and card games provided in the classroom.

Hot lunch may be ordered monthly through the Parent Portal on the school website. Students who do not order hot lunch bring a bag lunch. Soda pop and caffeinated beverages are not allowed. Students eat first and then go outside for recess. In case of extreme cold (below 20°F) or rain, students stay in their homeroom. During the winter months, sweatpants/snow pants/leggings can be slipped on under the jumper/skirt prior to going outdoors. Students should have hats, scarves, and mittens during the winter season. Students with snow pants, boots, and gloves will be permitted to play in the snow. Students without this cold weather gear will not be permitted to play in the snow. Lunchtime behavior infractions will be handled by the lunch monitor and/or teacher/office when necessary.

Divine Child Elementary School is a nut free school. Students should not bring lunch or snack items containing any/all nuts. Any student who has nuts in their lunch or snack will be required to eat their snack or lunch in the school office.

CARE FOR SCHOOL PROPERTY

The school buildings and grounds are to be kept clean and neat. DIVINE CHILD IS A SMOKE FREE FACILITY!

Every student is responsible for all textbooks, which must be covered, and issued library books during the school year. If a book is lost or damaged over the course of the year, an additional fee will be charged. Each student is responsible for keeping his/her locker clean. Writing on the lockers and placing stickers or pictures on the lockers are prohibited. Lockers are school property and can be opened by a staff member for any reason. Any student who defaces school property will face disciplinary action. All materials used for research and projects including Internet use must be in keeping with Catholic values. A signed permission slip for internet use must be submitted at the beginning of the year.

CODE OF CONDUCT FOR VOLUNTEERS

Parental participation is an integral part of our school as our children directly benefit from this support and involvement. In addition to highly recommended Open Houses, concerts and parent-teacher conference attendance, each D.C. family is obliged to fulfill the following each school year:

- Donate 15 hours of service (10 hours for a single parent). Each service hour not completed will require a \$10 payment by the last day of school.
- Sell Parents Guild Raffle tickets
- Contribute to the Holiday Boutique Bake Sale

The elementary school has a volunteer program called D.O.V.E.S. (Dedicated Official Volunteers Emanating Spirit). **Each family is responsible for reporting its own service hours.** DOVES Family Report Forms and a Volunteer Sign In/Out book in the office are the only acceptable methods for reporting Service Hours. Please do not wait until the end of the school year to turn in your service hours.

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of our archdiocese.

A volunteer must:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where he or she is alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.

- Refuse to accept expensive gifts from children, youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

A volunteer must not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth through fevers or other contagious situations.
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this *Code of Pastoral Conduct* or failure to take action mandated by this *Code of Pastoral Conduct* may result in removal as a volunteer with children and/or youth.

The following is a reprint from the **Code of Pastoral Conduct For Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers**. The **Code of Conduct for Volunteers** can be found on the Archdiocese of Detroit website at www.AODonline.org. Click on Promise to Protect Pledge to Heal and then on Volunteer Code of Conduct.

Volunteers

The Archdiocese of Detroit, in following the mandate from the United States Conference of Catholic Bishops, requires all parishes to perform criminal background checks on all parish and school staff and volunteers who may be in a position to have unsupervised contact with children, the elderly or the disabled. The purpose is to ensure all personnel working with the at-risk groups have no misdemeanor or felony convictions that impact the safety of at-risk individuals: children, elderly, handicapped, etc.

All staff and volunteers will receive a copy of the Archdiocesan Background Check Policy and an Authorization form. The completed form is to be returned to the Background Check Administrators through the school office. All information remains strictly confidential.

New staff and volunteers are also required to attend a *Protecting God's Children* workshop within six months. Attendance is required for all parish staff and volunteers who have contact with children. If the workshop is not attended, that person's name is removed from the approved list to chaperone activities, coach, etc. even though there was a successful background check. The parish is required to repeat background checks every seven years and is required to submit compliance information to the Archdiocese. The mandatory screening is a condition of employment or volunteer assignment. The school principal will be provided with a list of staff and volunteers who have submitted an authorization form. Teachers must check with the principal prior to accepting the service of any volunteer whose duties would include unsupervised contact with the children. If a name is not on the list, volunteer service will not be allowed. Please review the Archdiocese of Detroit's *Code of Conduct for Volunteers*

found in this handbook.

Emergency Procedures

Emergency Management Guide

The Emergency Management Guide details how the school will operate during critical incidents affecting students, faculty, staff or facilities. It is designed to provide guidance for personnel who discover, or are notified of, any emergency situation. The written plan is located in the teacher emergency bag near each classroom door and refers to natural disasters, environmental and building disasters etc. Training sessions are held annually with appropriate updates and practices. Please do not call our school buildings during an emergency. Phone lines must remain open for specific directions from emergency officials for the school.

DCES Emergency Drills-An Explanation Guide for Students and Families

The following drills take place at DCES annually. Please review this page carefully so you are able to discuss these precautionary measures with your students to help reinforce at home how and why we practice these drills at school.

Fire Drills:

Fire drill practice takes place to show students how to evacuate the building in the event of a fire emergency. Signs are posted in the rooms to show where the evacuation route is from each room. Students and staff will follow that route to the designated safe location outside of the school, away from potential fire danger. Students and staff will be alerted to the drill by a fire alarm siren or by a verbal message over the school PA system by a member of the school administration team. At the conclusion of the drill the students and staff will be signaled by the administration to go back into the building and resume their classes. Parents will be unable to pick up their children during drills and must wait until the conclusion of the drill to take their children to appointments, home for the day, etc.

In the event of a real fire emergency, parents that come to school to pick up their children must sign their child(ren) out with the classroom teacher from the safety zone outside, after showing photo ID, before taking their children off the DCES grounds

Tornado Drills:

Tornado Drill practice is done to prepare students and staff for what to do during a severe weather emergency. Signs are posted in the rooms to show where the evacuation route is from each room in each building. Students and staff will be alerted to the drill via a message on the PA system. Students will be expected to sit on the floor of their designated safety zone with their heads covered for the duration of the drill or until the severe weather has passed. Parents will be unable to pick up their children during drills and must wait until the conclusion of the drill to take their children to appointments, home for the day, etc. In the event of a real severe weather emergency, parents that come to school to pick up their children must sign their child(ren) out with the classroom teacher from the safety zone inside the school, after showing photo ID, before taking their children home. **Note: In the event of severe weather, it is at the parents own risk to be moving and evacuating their child(ren) from their designated secure location on the DCES campus.

Lockdown Drills:

Lockdown Drill practice is done to prepare students and staff for what to do during a safety emergency or threat of danger at the school campus. An announcement is made over the PA system allowing students and staff to know that a lockdown is taking place. Teachers will pull down their interior window shades, lock their doors and move the students to a corner of the room away from the windows and the doors (this could be a closet or a storage area). Teachers will keep the students calm and silent while waiting for the drill/emergency to end. There will not be exchange of classes, movement in the hallways or classrooms or around the school grounds. **Under no circumstance may a person enter or exit the school campus during a drill or an actual lockdown. Students, staff and parents must remain in their locations until an all-clear message is given over the PA system by the school administration team.

Shelter in Place Drills:

Shelter in Place Drills are conducted to prepare students and staff for what to do in the event of a potential threat to the campus. An announcement is made over the PA system alerting students and staff that a Shelter in Place is occurring. Teachers would lock their classroom doors but continue on teaching within their classrooms as normal. Limited hallway activity may occur. There will not be any usage of external doors and students and staff must stay in the building until an all-clear is given. **Under no circumstance may a person enter or exit the school campus during a drill or an actual Shelter in Place. Students and staff must remain on campus until an all-clear message is given over the PA system by the school administration team. Parents must wait for dismissal until an all-clear message is given.

False Fire Alarm, Bomb Threat or Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school.

RIGHT TO AMEND

No attempt is made in this handbook to cover every possible situation, policy, regulation or disciplinary action. It is understood that the Principal, in frequent contact with the Pastor, is empowered to handle situations not specifically mentioned in this publication. Divine Child Elementary School, the Principal and/or Pastor, retain the right to amend this handbook. Parents will be given prompt notification if changes are made.