



Student-Parent Handbook

2025-2026

Divine Child High School

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Dearborn, Michigan 48128

Telephone: (313) 562-1990

Fax: (313) 562-9361

Website: www.divinechildhighschool.org

OUR MISSION:

Divine Child High School, centered in the teachings of Jesus Christ, the rich Tradition of the Catholic Church, and the call to unconditional love, develops young men and women for lives of responsibility, leadership, and faith in action.

OUR MOTTO:

*Virtus Cum Scientia
Goodness with Knowledge*

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

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About

Mission Statement

Divine Child High School, centered in the teachings of Jesus Christ, the rich Tradition of the Catholic Church, and the call to unconditional love, develops young men and women for lives of responsibility, leadership, and faith in action.

School Facts

Motto	Virtus Cum Scientia
Colors	Red and Gray
Mascot	Falcon

Phone Directory

Main Office (7:15 a.m. – 3:00 p.m.)	(313) 562-1990
Fax	(313) 562-9361
Tuition Bookkeeper	(313) 277-3110

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 –
 we promise to remember these, with every passing year.
 Hail to thee, our Alma Mater, hail to thee.
 With the red and gray to guide 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



Daily Bell Schedules

REGULAR Schedule	
1	7:40- 8:25
2	8:30 - 9:15
Homeroom	9:20 - 9:30
3	9:30 - 10:15
4A	10:20 -11:05
LUNCH 4A	10:20 -11:05
4B	11:10 -11:55
LUNCH 4B	11:10 -11:55
5	12:00 -12:45
Examen	12:50 -12:55
6	12:55 -1:40
7	1:45 - 2:30

REVERSE REGULAR Schedule	
7	7:40- 8:25
6	8:30 - 9:15
Homeroom	9:20 - 9:30
5	9:30 - 10:15
4A	10:20 -11:05
LUNCH 4A	10:20 -11:05
4B	11:10 -11:55
LUNCH 4B	11:10 -11:55
3	12:00 -12:45
Examen	12:50 -12:55
2	12:55 -1:40
1	1:45 - 2:30

1:20 pm DISMISSAL Schedule	
1	7:40- 8:21
2	8:26 - 9:03
No Homeroom	
3	9:08 - 9:45
4A	9:50 -10:27
LUNCH 4A	9:50 -10:27
4B	10:32 -11:09
LUNCH 4B	10:32 - 11:09
5	11:14 - 11:51
Examen	11:56 - 12:01
6	12:01 - 12:38
7	12:43 - 1:20

11:30 am DISMISSAL Schedule	
1	7:40 - 8:09
2	8:14 - 8:42
No Homeroom	
3	8:47 - 9:15
4A/4B	9:20 - 9:48
NO LUNCH	
5	9:53 -10:21
Examen	10:26 -10:29
6	10:29 -10:57
7	11:02 -11:30

FLEX PERIOD Schedules											
FLEX 120		FLEX 90		FLEX 75		FLEX 60		FLEX 45		FLEX 30	
1	7:40 - 8:10	1	7:40 - 8:15	1	7:40 - 8:17	1	7:40 - 8:19	1	7:40 - 8:25	1	7:40 - 8:25
2	8:15 - 8:45	2	8:20 - 8:55	2	8:22 - 8:59	2	8:24 - 9:03	2	8:30 - 9:10	2	8:30 - 9:12
3	8:50 - 9:20	3	9:00 - 9:35	3	9:04 - 9:41	3	9:08 - 9:47	3	9:15 - 9:55	3	9:17 - 9:59
FLEX 120	9:20 - 11:20	FLEX 90	9:35 - 11:05	FLEX 75	9:41 - 10:56	FLEX 60	9:47 - 10:47	FLEX 45	9:55 - 10:40	4A	10:04 -10:46
4A	11:25 - 12:00	4A	11:10 - 11:45	4A	11:01 - 11:38	4A	10:52 -11:31	4A	10:45 - 11:25	LUNCH 4A	10:04 -10:46
LUNCH 4A	11:25 - 12:00	LUNCH 4A	11:10 -11:45	LUNCH 4A	11:01 - 11:38	LUNCH 4A	10:52 -11:31	LUNCH 4A	10:45 - 11:25	4B	11:51 -11:33
4B	12:05 - 12:40	4B	11:50 -12:25	4B	11:43 - 12:20	4B	11:36 -12:15	4B	11:30 - 12:10	LUNCH 4B	10:51 -11:33
LUNCH 4B	12:05 - 12:40	LUNCH 4B	11:50 -12:25	LUNCH 4B	11:43 - 12:20	LUNCH 4B	11:36 -12:15	LUNCH 4B	11:30 - 12:10	5	11:38 -12:21
5	12:45 - 1:15	5	12:30 -1:05	5	12:25 - 1:02	5	12:20 -12:59	5	12:15 - 12:55	FLEX 30	12:21 - 12:51
Examen	1:20 - 1:25	Examen	1:10 -1:15	Examen	1:07 - 1:11	Examen	1:04 -1:07	Examen	1:00 - 1:05	Examen	12:56 -1:01
6	1:25 - 1:55	6	1:15 -1:50	6	1:11 - 1:48	6	1:07 -1:46	6	1:05 - 1:45	6	1:01 - 1:43
7	2:00 - 2:30	7	1:55 - 2:30	7	1:53 - 2:30	7	1:51 -2:30	7	1:50 -2:30	7	1:48 - 2:30

Pastor and Principal Expectations

The Pastor and Principal of Divine Child High School hereby reserve the right to make any and all decisions in response to a student's behavior at the school and outside the school day. This includes, but is not limited to, discipline, dress code, attendance, academics, and enrollment.

Parents are expected to abide by the [Parent-School Partnership Agreement](#) that is distributed with the official handbook in the fall. This agreement helps affirm the shared school and parent commitment to the Divine Child High School mission.

The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.

While the school does not hold itself responsible for offenses committed outside of its jurisdiction, conduct that jeopardizes the mission, core beliefs, and good name of the school may be cause for disciplinary action, including 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 Pastor and Principal reserve 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.

Admission Expectations

Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals, teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community.

Please see below the Pastoral Letter from Archbishop Vigneron and the following Policy requirement for all Archdiocesan Schools (policies are located near the bottom of the letter).

[Archbishop Vigneron's Pastoral Letter "The Good News About God's Plan: A Pastoral Letter on the Challenges of Gender Identity"](#)

Requirements for Matriculation, Graduation, & Participation in Summer Activities

In order to matriculate to the next grade level and graduate from Divine Child High School, students must satisfy all end-of-year obligations including outstanding financial payments, return of school property (i.e. uniforms, etc.), detentions, Christian Service hours, and the annual Campus Ministry retreat requirement. Students who do not fulfill these obligations will not be able to participate in summer extracurricular school activities/clubs/sports, begin classes for the next academic year, walk at graduation, receive their diploma, or have their transcripts released until these requirements are fulfilled. Students who have not completed registration for the upcoming school year will also not be permitted to participate in summer clubs/activities/sports.

Parent/School Communication

Best Practice Communication

Per our [Parent-School Partnership Agreement](#), the school and parents agree to communicate regularly, professionally, and respectfully, striving to model Christ-like behavior at all times, even when conflicts arise. Our mission to develop young men and women for lives of responsibility, leadership, and faith in action also calls us to build student independence and self-advocacy. To this aim, expectations for communication between students, parents, and the school are the following:

- 1) A student will take the lead on communication with his/her teacher(s) in the event of an issue or conflict that requires resolution (e.g. questions about a grade or grading policy, concerns about instructional content, school responses to student behavior, etc.).
- 2) If, after speaking with his/her teacher, the student is not satisfied with the resolution, it would be appropriate for him/her to involve a parent or school counselor to help mediate a conversation with the teacher via a phone call or in-person meeting.
- 3) If a resolution still has not been reached, the student and/or parent should reach out to a school administrator for assistance with mediation. The School Administration is the final arbiter of school policy.

Tools for School Communication

Divine Child High School uses the following tools as the primary sources of communication. Parents and students are expected to subscribe/enroll with each of these tools and monitor them regularly.

PowerSchool

PowerSchool is the Student Information System (SIS) where student data and grades are housed. It serves as the definitive gradebook.

Schoology

Schoology, the Learning Management System (LMS), houses all course-specific information, including lessons, homework, and learning plans.

Week-in-Preview (Constant Contact)

Important communication is sent weekly by email in the Week-in-Preview publication or as stand alone email communications through Constant Contact.

Remind

Timely announcements and reminders are sent through the Remind text service, including emergency announcements. Parents must ensure they are signed up for Remind text services, which requires enrollment directly from your personal cell phone number. Please be sure to update any changes in email addresses and cell phone numbers. Please use prudence and charity in responding to Remind text alerts.

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 6:30 a.m. They must indicate closing specifically for Divine Child High School. Cancellations are also communicated through PowerSchool/Schoology, email, and Remind. Your PowerSchool/Schoology ID must be set up accordingly. Students are asked to refrain from calling the convent or rectory and are expected to search the identified communication resources. In case of a crisis, timely communication will be sent through the Remind text service.

Attire and Appearance

Overview

At Divine Child High School, our uniform guidelines are an expression of our shared Gospel values and a commitment to fostering a culture of professionalism, respect, and modesty. The way we present ourselves—through our attire and appearance—helps shape a learning environment where each student can thrive and reflects the dignity we hold for ourselves and one another.

Students are expected to arrive at school dressed appropriately and remain in proper uniform throughout the school day. This consistent approach helps us build habits of responsibility and integrity that extend beyond the classroom.

Should a student arrive out of uniform, they will visit the Attendance Office to address the issue and receive a pass to return to class. A detention will be issued as a reminder of our shared standards. In cases of repeated or serious uniform concerns, parents will be contacted to partner with us in supporting their student. At times, students may be asked to wait in the office or return home to make necessary adjustments.

Together, let us take pride in representing our school community well, growing in self-discipline, and honoring the values that guide us.

General Guidelines

- Hair and facial hair should be of a natural color, neatly groomed, and appropriate for a professional environment.
- Tattoos must be covered.
- Hats, bandanas, or headwear are not permitted to be worn anywhere in the building.

Uniforms

- Uniforms should be clean, neat, and worn in an acceptable manner.
- Undershirts must be black, gray, or white in color without logos or other printing.
- **Oxfords and polos must be tucked in during school hours.**
- Only school-issued uniform outerwear may be worn during the school day, with the required uniform collared shirt showing underneath.
- **School approved uniform outerwear includes DC seal or block DC quarter zip/full zip, DC logo cardigan/v-neck sweaters, and varsity letter sweaters. Seniors are permitted to wear their senior quarter zip/sweater.**
- **Dress shoes or school approved tennis shoes with socks are required.**
- Dress shoes must be solid brown, black, gray, navy blue, white, or khaki in color and professional in nature. Dress shoes with white soles are permitted.
- **If tennis shoes are chosen, they must be low or mid top (no high top) and exclusively black, gray, or white in color. Any combination of these three colors meets the guidelines, however no other colors are permitted.**
- The following are prohibited: open-toed shoes, shoes with no backs or half backs, clogs, boots of any kind, sandals, moccasins, or slipper-style shoes.

All new uniforms must be purchased from Educational Outfitters. To shop online, visit <https://educationaloutfitters.com/>.

Women

Ladies must...

- **...wear the solid black, gray, or new plaid kilt which must be accompanied by solid-colored black or gray leggings (no cutouts/fishnet). Uniform skirt hems must be at least fingertip length.** Alternatively, ladies may wear khaki chino slacks provided through Educational Outfitters (or a different brand as long as the pants are the same style, fit, texture, and color).
- ...wear long or short-sleeved, solid white Oxford dress blouses during the 2nd and 3rd quarters.
- **...not wear any facial piercings including the nose, eyebrow, and tongue.**

Ladies may...

- ...wear a short-sleeved or long-sleeved polo with DC logo (from Educational Outfitters) during the 1st and 4th quarters, as an alternative to the Oxford blouse.
- **...wear modest ear piercings.**

Men

Gentlemen must...

- ...wear khaki slacks provided through Educational Outfitters (or a different brand as long as the pants are the same style, fit, texture, and color). Slacks may not be rolled, pegged or have frayed cuffs.
- **...wear a complete long or short-sleeved white Oxford dress shirt with a button-down collar during the 2nd and 3rd quarters. Shirts may not have flaps over pockets or have more than one pocket.**
- ...wear a tie with white Oxford dress shirt with button-down collar shirt during the 2nd and 3rd quarter.
- ...wear a belt.
- **...not wear any piercings.**

Gentlemen may...

- ...wear a short-sleeved or long-sleeved polo with DC logo (from Educational Outfitters) during the 1st and 4th quarters, as an alternative to the Oxford shirt.

Falcon Friday Attire

On an officially designated "Falcon Friday," students may wear any Divine Child branded t-shirt, sweatshirt, or outerwear, with school-uniform bottoms and school shoes.

Guidelines for Out-of-Uniform Attire

Attire on out-of-uniform days must support the general standards of attire required in a professional environment. Clothing 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 or held until proper attire can be brought to school. The following are some examples of such dress and will not be permitted:

- Crop tops, tank tops, cut out, frayed, or any clothing revealing midriffs, half or full backs, or plunging necklines;
- Clothing with ads for alcohol, tobacco, drugs, or with profanity, sexual pictures, or inference to these items;
- Clothing with political messaging;
- Clothing designed to be transparent, mesh, or sheer when worn alone (including jeans with cutouts);
- Shorts (unless explicitly designated);
- **Female students may wear skirts provided they are at least fingertip length and accompanied by leggings (any color); skirts without leggings are not permitted**
- **Yoga pants or leggings by themselves are not permitted**
- Hats (unless explicitly designated);
- Visible undergarments and tattoos.

Technical fulfillment of the dress code with a sloppy appearance is not acceptable.

Attendance

Overview

School attendance is essential to allow for successful personal and communal growth in the school's mission. Parents are advised that there is a limit to student excused absences. Final exams are scheduled at the end of each semester, and no student will be excused from these exams. Parents/guardians are expected to plan vacations around established school breaks.

Extenuating circumstances requiring a student to miss exams must be pre-approved by the Assistant Principal of Academic Affairs. Students will be required to make up any missed exams.

Divine Child defines an absence as a lack of attendance for any single class, combination of classes, or an entire school day. **If the absence is communicated by a parent or guardian according to school protocols detailed below, it is considered excused; if it is not, it is considered unexcused.** School policy does not typically distinguish between absences for the variety of causes that may prompt the need to be away from school—necessary appointments, illness, vacations, etc—these are all considered absences. **Students are allowed 15 absences a semester, whether they are excused or unexcused, before they are considered truant and will lose credit for a course.** Unique circumstances, such as hospitalization, extended outpatient illness care, funerals, and approved college visits will be handled on a case-by-case basis if communicated to the Attendance Office or Assistant Principal of Student Affairs and proper documentation is submitted. The School Administration is the final arbiter of student absences.

Attendance at Mass and Campus Ministry programming that occurs during the school day is an expectation of enrollment at Divine Child. Intervention will take place for students who are absent for more than one Mass and/or spiritual program per semester.

The attendance policy affords general absences for students as they navigate things like appointments, illnesses, small procedures, vacations, etc. The assumption is that all of these matters can be reasonably managed within the allotted number of absences provided within the policy. Once students reach attendance limits, further absences will result in a school response as outlined below.

Reporting General School Absence

When a student is absent from school, a parent/guardian who is listed in PowerSchool must:

- Email or call the Attendance Office (attendance@divinechildhighschool.org or 313-562-1990 ext. 2225) before 8:00 a.m. on the day of the absence.
- **If no communication is received by 9:00 a.m. on the day of the absence, the absence will be considered unexcused and the Attendance Office will reach out via email and/or phone call as a reminder that communication is needed.**

- If communication is still not received by 2:30 p.m. on the day of the absence, the absence will be permanently recorded in PowerSchool as unexcused.
- In the case of an unexcused absence, students will not be eligible to make up the work, including projects, presentations, tests, or quizzes, that they missed on the day of the unexcused absence.

Reporting Planned and Planned-Extended School Absence

Planned absences must be communicated by a parent or guardian via email to the Attendance Office (attendance@divinechildhighschool.org) well in advance (at least 2 days); the student's teachers and counselor should be copied on the email. In the case of a planned-extended absence (2 or more days), in addition to the email communication noted above, the student should personally communicate with their teacher(s) and counselor either in person or through email to request a plan for making up missed work.

- Notification excuses planned and planned-extended absences, however, these absences still accrue toward the student absence total and school response identified below.

Student Responsibility for Missed Work

Students are responsible for obtaining and completing make-up work, including scheduling make-up assignments and assessments, when any school is missed.

Generally, students are allowed as many days to make up work equal to their number of absence days. However, these arrangements are to be made per the discretion of the teacher and in accordance with the policy in the teacher's syllabus.

Note: Students who are on attendance probation (12+ absences in a semester) will not be permitted to make up missed work including projects, presentations, tests, or quizzes that they miss due to further absences over 12. They are also ineligible for extracurricular activities for the remainder of the semester (school activities, clubs, and sports).

School Response to Excessive Absence

Absence policy and related school responses will be administered on a semester basis, as noted below, and on a per course basis. This means that a student who misses an exceptional amount of first hour courses, for example, would be subject to the consequences identified below.

Absences (Per Course) (Per Semester)	School Response
1-5 Absences	No action taken.
6 Absences	1st Warning email to student, parent/guardian.

10 Absences	2nd Warning email to student, parent/guardian.
12 Absences = Attendance Probation	Student is placed on attendance probation: a .pdf letter will be emailed to the student and their parent(s)/guardian(s) to inform them that attendance threshold has been met and the following consequences are in place: <ul style="list-style-type: none"> ● Student will no longer be eligible to make up missed classwork, homework, or assessments if absences continue to 13 or more; ● Student is ineligible for extracurricular activities for the remainder of the semester (school activities, clubs, and sports).
15 Absences = Truancy	The school will request a meeting between the school and the student and their parent(s)/guardian(s) to communicate loss of credit, discuss the status of attendance in other classes, credit recovery options, and student success in the future. The meeting may establish an attendance contract to capture the highlights of the meeting and to clarify school expectations and future responses.

This policy will be enforced as stated above, unless the school receives parent/guardian communication and supporting evidence (doctor's notes/other documentation) to warrant an exception. Unique circumstances and proper documentation should be communicated and submitted to the Attendance Office or Assistant Principal of Student Affairs. Extenuating circumstances may include, but are not necessarily limited to, hospitalization, extended outpatient illness care, funerals, and approved college visits. The School Administration is the final arbiter of student absences.

Truancy

Per the Michigan Department of Education, students who have missed at least 10% of the school year are considered chronically absent/truant. The consequences for truancy for semester attendance are outlined above. **The DCHS truancy policy is even more generous than the State policy; as such, there are no exceptions to attendance probation and truancy school responses. Students who show consistent patterns of truancy semester over semester may be required to withdraw from DCHS.**

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 and with the necessary materials for class, including a charged iPad. A student who reports to the first hour after the 7:40 a.m. bell is considered

tardy and must report to the Attendance Office. Students arriving more than 20 minutes late to first hour are considered absent and will be logged absent in the attendance system for that class period. **In this case, a parent/guardian should call or email the student in so that the absence is recorded as excused rather than unexcused.**

Students are also expected to be on time to all of their non-first hour classes throughout the day. Students who arrive after the bell rings to start that particular class will be required to go to the Attendance Office to get a late slip; the Attendance Office will record a tardy. **Students who arrive more than 10 minutes into the class period will be considered skipping class; the school response to skipping class is outlined below.**

Tardies for first hour class and non-first hour classes are added together into one total. The following chart outlines the school response to excessive tardiness:

Total Tardies	School Response
1-4 Tardies	No action taken; notice emailed to parent(s)/guardian(s) of tardy
5 Tardies	One detention entered and one detention entered for each tardy thereafter; email alert to student and parent(s)/guardian(s) for each detention entered and notice emailed to parent(s)/guardian(s) of each tardy
15 Tardies	<p>The school will request a meeting between the school and the student and their parent(s)/guardian(s) to discuss any of the following: loss of eligibility to make up missed classwork, homework, or assessments, loss of eligibility for extracurricular activities for the remainder of the semester (school activities, clubs, and sports), loss of credit, plan for student success in the future.</p> <p>The meeting may establish a tardy contract to capture the highlights of the meeting and to clarify school expectations and future responses. Continued excessive tardies may be the cause for requested or forced withdrawal.</p>

In rare circumstances, tardies will be noted as “excused” if a situation exists that impedes the collective arrival of students, like inclement weather. In these situations, the tardy will not be logged in a manner that accrues toward and triggers consequences. Any personal situation (traffic, rides, failure to wake up) is not considered excused. The School Administration is the final arbiter of the tardy designation.

Early Dismissals

To communicate an early dismissal request, an email or phone call to the Attendance Office (attendance@divinechildhighschool.org or 313-562-1990 ext. 2225) from a parent/guardian should be received by 10:00 a.m. **As we are a Catholic community, our expectation is that students will be present for the entire day when Mass or Campus Ministry programming is happening. Repeated absences during Mass time alone (a dismissal and return) will be addressed on an individual basis beginning with a conversation after the first occurrence followed by additional school responses with the second and future occurrences.**

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. Generally, the student is expected to return to classes immediately following the funeral service.

Attendance Eligibility

To participate in any extracurricular (school activities, clubs, sports), a student must be present at least 4 full class hours (for Period 4, this includes both the class and lunch portion of the period). 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. If a student has excessive tardies and/or absences as outlined in the Attendance and Tardy Policies above, he/she will be subject to the rules written therein. Emergency situations will be evaluated by the Administration. The School Administration is the final arbiter of the attendance eligibility designation.

Skipping Class

Amount of Class Time Missed Per Occurrence	Consequence: These general consequences may be adjusted by a school administrator based upon the unique circumstances of the particular case of skipping. Students will not be eligible to make up the work that they missed while skipping class, including projects, presentations, tests, or quizzes. Every case of skipping class will be recorded as skipping class but counted as an unexcused absence in the student absence total.
More than 10 Minutes and Less than 1 Class Period	Detention issued by teacher, attendance secretary, or school administrator.
1 Class Period	Two detentions issued by teacher, attendance secretary, or school administrator.
2-3 Class Periods	Saturday detention issued by attendance secretary or school administrator.

More than 3 Class Periods	In-School Suspension for one day
Repetitive Occurrences of Skipping Class Regardless of Class Time Missed	In-School Suspension for two days and a meeting with a school administrator to discuss possible further consequences such as loss of eligibility to participate in school activities, clubs, and sports or Out-of-School Suspension. Repeated occurrences of skipping class may result in requested or required withdrawal.

Academics

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. Fulfill retreat and Christian Service requirements
4. Meet all financial responsibilities regarding tuition, fees, books, cafeteria balances, etc.
5. Meet all other obligations in reference to detention, return of school property, office forms, etc.

Requirements	DCHS Credits Required	Description
Applied and Fine Arts	1	Any two courses in Fine Arts, Applied Arts, or Performing Arts
English	4	One credit per year Standard Sequence: English 9, English 10, English 11, English 12LC (Lit & Comp) and English 12RC (Rhetoric & Comp) Honors/AP Sequence: Honors English 9, Honors English 10, AP English Lang & Composition, AP English Lit & Composition**
Math	4	One credit per year
Science	3*	1 Biology, 1 Chemistry, and one additional Science credit
Social Studies	3*	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*** and 0.5 Health
Computer Literacy	0.5	1 course: Web Design, Intro to Technology, Programming, AP Computer Science Principles, or AP Computer Science A
Electives	3.5	Additional courses from any department beyond the required courses count as elective credit.

* 4 strongly recommended

** The Rhetoric & Comp requirement is embedded into the curriculum of AP English. If a student does not complete the full year of AP English Literature, English 12RC must be completed.

*** Participation in the 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, Theology, and World Languages).

Grading Scale

Letter	Percent	Academic Points	Honors/AP Points
A+	100-99	4.333	5.333
A	98-93	4.00	5.00
A-	92-90	3.667	4.667
B+	89-87	3.333	4.333
B	86-83	3.00	4.00
B-	82-80	2.667	3.667
C+	79-77	2.333	3.333
C	76-73	2.00	3.00

C-	72-70	1.667	2.667
D+	69-67	1.333	2.333
D	66-63	1.00	2.00
D-	62-60	0.667	1.667
F	59-0	0.00	0.00
I	100-0		

In rare situations, an "I" may be granted to indicate a final grade's status as "Incomplete". These must be approved in advance by Administration and be resolved in a reasonable period of time (usually two weeks).

Final Semester Grades and Grade Point Average

- Each semester grade is built from the following grades: Quarter (40%), Quarter (40%) and Final Exam (20%).
- 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 but the grading scale does round down at 0.49 or less and up at 0.5 or greater.
- Total Credits represents all the courses (including Pass/Fail) a student has passed.
- Certain classes have been designated as honors classes. Honors points will be awarded in these courses.
- **Many honors and AP classes require students to maintain a minimum grade (usually 80% or higher) to remain in honors/AP. Students who do not maintain this minimum grade at the end of the semester may be moved into the standard-level course.**
- Graduation Honors are determined by the 7th semester cumulative GPA as determined by the computer grading program. This includes Valedictorian and Salutatorian honors; these terms of recognition are not altered or amended at the conclusion of the 8th semester.
- 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.

Class Rank

- Class Rank indicates a student's academic placement in his/her graduating class based on weighted cumulative grade point average.
- Class rank will not be released until the end of 1st semester of junior year.

Advanced Placement Exam Policy

- DCHS requires students enrolled in AP Courses to take AP exams. When students choose not to take AP exams, the course grade transitions to the non-honors grading scale (4.0, rather than 5.0). In this situation, students are still responsible for taking an alternate final exam.
- AP courses are graded on a 5.0 scale and factored into a student's overall GPA accordingly. Divine Child retains a practice of allowing AP test scores to improve a student's course grade, if AP test scores reveal a level of obvious mastery. AP Test scores are used to replace both semester grades according to the following outline but are never used to decrease a student's semester grade.
 - A score of "5" can result in grade replacement of an A for both semesters.
 - A score of "4" can result in grade replacement of an A- for both semesters.
 - A score of "3" can result in grade replacement of a B+ for both semesters.
- A student who receives a failing (F) semester grade in an AP Course cannot benefit from grade replacement practices, and instead retains the failing grade.
- Senior students cannot benefit from grade replacement practices, as by the time AP scores are released, final high school transcripts have long been finalized and submitted to colleges.

Academic Honor Code

DCHS expects that all students will abide by the Academic Honor Code which requires that each student completes and takes credit for his/her own work.

Violations of the Academic Honor Code

- Copying from another student's quiz/test/exam.
- Talking during a quiz/test/exam, regardless of intent (unless the teacher specifies an oral component that is part of quiz/test/exam).
- Giving another student answers during a quiz/test/exam or quiz/exam questions in advance (without teacher's permission).
- Copying another student's work or providing one's work to another student to copy.
- Presenting a group's work as one's own work. (In some cases, a teacher may assign a group project. In other cases, students may work in groups to study for a quiz/test/exam. Unless otherwise specified by the teacher, all student assignments and assessments are meant to be completed individually by the student.)
- Using notes or other materials during a quiz/test/exam without permission of the teacher.
- Physical or digital theft of a quiz, test, or exam or accepting and/or using a stolen quiz, test, or exam.
- Sabotaging someone else's work.
- Sharing or sending photos of questions, answers, assignments, or assessments.
- Having others take any exam/assessment instead of taking the exam oneself.

- Plagiarism of any kind. Students should note the following when preparing assignments:
 - Work generated through AI, either in writing, presentations, images and other intellectual property, may not be represented as a student's own work.
 - Whenever a student uses the exact words of anyone else, the student must put them in quotation marks and indicate the source of the quotation.
 - Changing a few words from an outside source does not excuse a student from plagiarism.
 - Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own is considered plagiarism.
 - A student who uses ANY outside source for an assignment must credit that source in the assignment or paper.
 - A student who borrows the ideas of anyone else to a significant extent must credit that source in the assignment or paper.
 - A student must provide sources when a teacher requests them. An attempt to conceal sources when they are requested is cheating.
 - These principles apply to oral, artistic, printed, electronic, and unpublished sources and submissions as well.
 - These principles apply to rough drafts, extra-credit assignments, and other written or electronic assignments.
 - Any student who is unsure whether they are complying with this policy should consult their teacher before submitting their assignment.

Consequences for Violations of the Academic Honor Code:

At DCHS, honor code violations are considered extremely serious. Each honor code violation will be reviewed by the teacher on a case-by-case basis and will result in the following course of action:

- **The faculty/staff member who discovers the violation will take the assignment/quiz/test/exam/project from the student(s) and inform administration.**
- **Consequences include, but are not limited to: zero grade on the assignment/quiz/test/exam/project and detention.**
- **A notification of the incident will be sent to both the student and his/her parent(s)/guardian(s) and a record will be created in the student's behavioral file regardless of whether or not a detention was recorded.**
- **Repeated instances of academic honor code violations may result in suspension, loss of eligibility for extracurricular/athletic activities, being placed on an academic contract, immediate and irrevocable course failure, and/or required withdrawal.**
- **Note that any incident involving a violation of the academic honor code may jeopardize academic honors, valedictorian eligibility, and membership in honor societies and leadership organizations at DCHS.**

Academic Intervention and Review

Continued academic success, even beyond the most basic graduation requirements, is an important part of the mission of Divine Child High School. The policies outlined below have been developed in response to students' needs with a desire to develop structure and support to cultivate student growth.

Academic Mentoring Program (AMP)

Any student earning a GPA below 2.0 GPA at the end of a quarter on the quarterly grade is required to participate in academic intervention through the Academic Mentoring Program (AMP) for the following quarter. This teacher-led mentor program guides academic improvement through weekly meetings. Enrollment in AMP is also related to participation eligibility, which is described in the Student Life section on Participation Eligibility. Requests to voluntarily opt into AMP will be handled on a case-by-case basis by the AMP Coordinator and School Administration.

Academic Review Process

Student academic progress will be reviewed on a quarterly basis. Any student who displays evidence of academic concern may be subject to the Academic Review Process. This process engages an Academic Review Board to evaluate a student's academic data and likelihood of academic success to identify next steps in a student's academic journey. This may result in the establishment of an academic contract, identification of additional academic intervention, or requested or required withdrawal.

The following circumstances, among others, are examples of academic concern that would result in an academic review:

- Repeated placement (earning below a 2.0 GPA over multiple quarters) in the Academic Mentoring Program (AMP).
- Failure to engage in AMP, when required, or failure to engage in planned academic intervention.
- Multiple instances of course failure.

DCHS seeks to support student growth and to create opportunities for all students to achieve. When it becomes evident that a student is not positioned for success at Divine Child High School or when mutual cooperation cannot be sustained between the student, parents, and the school, DCHS reserves the right to request or require a parent to withdraw a student. The School Administration is the final arbiter of enrollment decisions related to academics.

Student Transfers/Withdrawals

Students who withdraw from Divine Child must satisfy all outstanding tuition balances and other obligations before their high school transcript will be released. Additionally, students should seek counsel from DCCHS Administration and Counseling relative to the timeline for withdrawal. Students who exit prior to the official end of a semester and before completion of that term's

final exams are at risk for not earning course credit. Students who complete only a quarter of a school year of coursework and then unenroll, for example, are not eligible for semester credit.

Student Code of Conduct

Overview

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. 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.

Students are expected to exhibit proper behavior at all school-sponsored events. This includes no fighting, no booing/heckling, no harassment or discriminatory treatment, 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 nicotine products applies to all school-sponsored events and athletic events in which the school is involved, regardless of the site.

Discriminatory Harassment: (AOD Student Policy)

In line with the mission of Divine Child High School, Divine Child Parish, and the Catholic Church, which upholds the dignity of all persons, a student shall not intentionally engage in harassment. Harassment means any threatening or insulting language, use of technology (including social media), written, verbal, or physical conduct directed against a student or a group of students or a school employee that denigrates or shows hostility or aversion toward an individual because of the race, color, religion, sex, national origin, disability, or other legally protected status of the Person that:

- place a student or school employee in reasonable fear of harm to their person or damage to their property,
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or

- has the effect of substantially disrupting the orderly operation of the school.

Harassing conduct or communication includes but is not limited to the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, that relate to race, color, religion, sex, national origin, age, disability, or other legally protected status and;
- Written or graphic materials that degenerate a group because of race, color, religion, sex, national origin, age, disability, or other legally protected status that are placed on walls, boards, desktops, social media, or in an email or text message or elsewhere.

Appropriate consequences will be enforced for any/all use of discriminatory language or behavior/harassment. Consequences may include, but are not limited to, suspension and/or dismissal from the school.

Drug, Alcohol, Nicotine, and Tobacco Policy

Under-age drug, alcohol, nicotine, and tobacco use is against the law. Divine Child High School's policy for all students in regards to these substances is as follows:

Offenses:

1. Use or possession of any illegal or unauthorized paraphernalia, medicines, inhalants, drugs or narcotics, including but not limited to vapes, e-cigarettes, or nicotine pouches, 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 address any misuse/abuse.

Disciplinary Action:

- The following consequences relate to use of any tobacco/nicotine/alcohol/drugs at any school-related activity, on school property or in the immediate area of the school building (including Levagood park and the surrounding area).
 - Notification of the Police.

- School suspension (depending on the nature of the action).
- Evaluation of concerns regarding substance abuse by school social workers, with possible further evaluation and referral to substance abuse specialist. A school health consultant may also provide education relating to risks of behavior.
- Participation/Attendance in school activities, sports, practices, clubs, dances, etc. may be suspended for up to 30 days. Some student activities associated with specific organizations, like Link Crew, among others, must also adhere to the specific consequences outlined in their organizational charters or membership rules. Athletic teams may also have team-specific player contracts with more severe consequences. Students are responsible for fully understanding the terms of membership associated with any activity in which they participate.
- Restorative action may be required, depending on the offense, which would require additional work on campus (ie. helping DCHS Operations team, supporting Wellness Club activities, etc.).
- Subject to random drug testing.
- The severity of violation will be evaluated, and a student may be placed on a disciplinary contract outlining that additional serious rules violations may be cause for expulsion.
- Severity of violation or repeated violations may result in immediate 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: vapes, e-cigarette, and nicotine pouches, marijuana, heroin, hallucinogens, steroids, opium, cocaine, LSD, barbiturates and amphetamines is prohibited on or off campus.

Disciplinary Action:

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

Technology Expectations

Students are expected to uphold standards of digital communication that reflect their membership in the Divine Child faith community. Digital communications should demonstrate a student's commitment to treat others with dignity, respect, and compassion. The Administration of Divine Child reserves the right to discipline its students for failure to support these digital citizen expectations, including but not limited to communications sent by phone, iPad, smart watch, or computer or through internet or social media platforms.

It is the expectation that parents monitor engagement in electronic communication that happens outside of the school day. In some cases, electronic communication that happens outside of school plays a role in fracturing the school community and, ultimately, interferes with the learning process. When this occurs, violations of the standards below, or others yet named, are subject to review and possible disciplinary action.

Integrity through digital citizenship means that a student must not:

- Post information that could cause disruption to the educational process;
- Represent themselves or Divine Child High School (or its affiliate staff members) in a dishonest manner, including falsifying information as if it originated from another student, staff, community member, or the high school itself;
- Post information about or communicate with others in a manner that is intended to be (or perceived as) threatening, harassing, abusive, or includes known unwelcome communication;
- Post, communicate, support or share communications that are inherently offensive, racially insensitive, or prejudicial; or
- Post or share private information about faculty, staff, or another student.

Integrity through digital citizenship also demands discretion with the use of pictures and videos.

To that end, a student must not:

- take photographs, audio, or video recordings of other students and/or school employees without their explicit permission, whether on campus or at an event; or
- take video or audio recording on campus that has not been directly approved by school personnel and in support of the educational process.

Violations of DCHS digital citizenship standards that also violate the standards of law will be handed over to the School Resource Officer.

Cell Phones and Other Electronic Communication Devices

The use of cell phones, smart watches, and headphones is prohibited everywhere on our campus during the entirety of the school day with the exception of the designated "lunch wing" during a student's assigned lunch period. Once the bell rings at 7:40 am, students are to have phones and other electronic devices silenced and put away, except for the space identified above. This rule also applies to the hallways, bathrooms, and shared community spaces that may be used throughout the school day.

Note: Headphones may be used only when a teacher gives permission for instructional purposes.

If a parent/guardian needs urgent access to a student, they should call the Main Office (ext. 2234) or Attendance Office (ext. 2225) to arrange contact. Similarly, if a student needs to contact a parent on an urgent matter, they should report to the Main Office or Attendance Office for support.

Students caught violating the cell phone/electronic device policy will receive the following consequences:

- **First offense:** The phone or device will be confiscated and a detention will be given. The student may pick up their phone from the Attendance Office at the end of the day.

- **Second offense:** The phone or device will be confiscated and a detention will be given. A parent/guardian must pick up the phone **OR** the student must pay a \$25 penalty fee before getting their phone back.
- **Third offense:** The phone or device will be confiscated and a detention will be given. A parent/guardian must pick up the phone **OR** the student must pay a \$50 penalty fee before getting their phone back.
- **Fourth offense: A parent must meet with a school administrator along with the student to retrieve the phone. A detention will be given and consequences for further violations will be explained. This conversation will be documented and the two together will serve as the basis of a student phone contract.**
- **Repeated violations of the phone/device contract may result in more severe disciplinary action such as ineligibility for extracurriculars (school activities, clubs, and sports), suspension, and/or required daily checking in and checking out of the phone in the Attendance Office.**

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 the privacy of others, respect for law and for property. At Divine Child High School, 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, including 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 very 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 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 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 and 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 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 of the School Equipment.
- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems. As well as all cloud services that use accounts provided by the school, including but not limited to, Google Apps, email, PowerSchool, Facts, Schoology, iCloud.
- (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, anything otherwise enumerated in 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 accessed 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

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.

Subject to the terms of this Policy, 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 noncompliance, 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 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.

Subject to the terms of this Policy, 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.

Users violating any of the above rights and responsibilities will face disciplinary action deemed appropriate in keeping with the policies of the school, such as:

- a. may be banned from using school hardware and denied access to the Internet and other online services.
- b. may be required to make full restitution for any unauthorized expenses incurred or damages caused.
- c. in serious matters, suspension or expulsion may result.

Conduct Transgressions and Disciplinary Action

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 quarter) 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. Disruptive conduct that interferes with the educational process
- b. Roughhousing/physical behavior that is deemed unsafe
- c. Disrespectful behavior toward adults or fellow students
- d. Violations of the dress code
- e. Failure to use passes properly (digital or paper)
- f. Failure to follow the absentee procedure
- g. Failure to park in assigned areas or follow parking/parking lot 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. Use of cellphones, earbuds, and smart watches outside of the lunch wing during a student's lunch time
- k. Unauthorized consumption of food/drinks outside of the lunch wing
- l. Inappropriate language or gestures (written, vocal or visual)
- m. 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 additional detention obligation. Students are not exempt from detentions due to jobs, extracurricular events or activities, practices or games. Failure to serve all detentions by the end of the quarter will result in additional disciplinary actions which may include Saturday detention clearinghouses, suspension, and ineligibility for extracurriculars (school activities, clubs, and sports).

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 school may also make use of in-school suspensions at its discretion.

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, including those that may fall on the weekend, if the suspension spans the weekend.
3. Students suspended from school must acquire information from PowerSchool/Schoology and contact teachers 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 (insubordination is aggravated during drills and announcements, during sacred times, and in sacred places)
- 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 on school premises, the immediate surrounding area, or at a school related activity
- h. Possessing/smoking/chewing tobacco/vaping or e-cigarettes on school premises, the immediate surrounding area, or at a school related activity

- i. Falsifying a parent's/guardian's signature or written/verbal communications
- 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, including those that are racially offensive or intentionally discriminatory (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 School Administration in conjunction with the Pastor. The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school's ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.

Student Life

Counseling Department

Each student has a counselor who is available to offer educational and personal counseling. Counseling offices are located in the middle hallway nearest the Main Office Hallway. The counselors offer guidance in the areas of academics, college/career planning, and social/emotional needs. They 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.

Participation in School Activities

Participation in extracurricular opportunities is the best way for students to fully engage in the high school experience. All students are encouraged to participate in at least one school activity. The following areas impact participation eligibility.

Attendance Eligibility:

To participate in any extracurriculars (school activities, clubs, and sports), a student must be present half of the school day (at least 4 class hours). If a student is absent or serving an in-school or out-of-school suspension, he/she may not participate in any extracurriculars. This applies to after-school and evening activities, as well as activities during regular school hours. If a student has excessive tardies and/or absences as outlined in the Attendance and Tardy Policies above, he/she will be subject to the rules written therein. Emergency and extraordinary situations will be handled by School Administration on a case by case basis.

Academic Eligibility:

Any student earning below 2.0 GPA at a quarter-end is ineligible to participate in all extracurriculars (school activities, clubs, and sports) for the entirety of the following quarter. Students can regain eligibility in two week periods (occasionally greater than or less than two week periods as outlined in Academic Mentoring Program [AMP] communications) if they successfully participate in AMP. Successful participation in AMP is defined as a student having 1) no F's, 2) a GPA equal to or above a 2.0, and 3) met with their mentor for all required meetings when the bimonthly grade and attendance check occurs. If a student fails to meet any one of these three criteria, they will be ineligible, regardless of their current academic progress, until the next grade and attendance check. Students who miss multiple mentor meetings may be deemed ineligible for the remainder of the quarter at the discretion of the AMP Coordinator and School Administration.

Campus Ministry

Divine Child High School forms disciples who are committed to putting their faith into action. To this end, students are expected to complete at least one retreat experience per year and to fulfill annual Christian Service goals.

Retreats:

A retreat presents students with an opportunity to step back from the normal routine of daily life and spend time reflecting on their relationship with God and relationships with each other. Students are expected to participate in at least one retreat every year. The Campus Ministry retreats vary in length and content. Information will be provided to students each year about the expectations for their retreat.

Christian Service Goals:

- Freshmen and sophomores are required to complete at least 5 hours of service, while juniors and seniors must complete at least 10 hours. All service must be completed through an activity or organization listed on our Approved Service List. The Approved Service List is published on the DCHS website under Faith Life: Christian Service and in the Christian Service Folder on the student's Schoology Theology course. In addition, all freshmen and sophomores will participate in grade-level service days, which will take place during the school day. Grade-level service dates will be announced with advanced notice as they approach. Please note that hours completed on Grade-Level service days do not count toward the student's DCHS Christian Service Goal.

At the beginning of the 2025-2026 school year, students in the class of 2026, 2027 and 2028 must be up to date on their previous year's Christian Service Goals and Retreat Experience to attend classes and participate in extracurriculars (school activities, clubs, and sports). Students in these classes will remain ineligible to participate in extracurriculars and attend classes the following year/graduate until their previous year's Christian Service hours are submitted, verified, and approved. Students in the class of 2029 will become ineligible for extracurriculars the day after their Christian Service Goal deadline as outlined in Campus Ministry communication if they have not met their goal. Students in the class of 2029 will remain ineligible to participate in extracurriculars and attend classes the following year until their Christian Service hours are submitted, verified, and approved. The Retreat Experience must be completed by the end of the school year to participate in summer extracurriculars (school activities, clubs, and sports) or attend classes the following year. Students will become ineligible for extracurriculars on the Monday after the last day of Final Exams and remain ineligible until the Retreat Experience is completed and approved.

Mass Attendance and Conduct Guidelines

- **Mass Attendance:** Students are required to attend Mass as a school community 3-4 times per month.
- **Seating Arrangement:** Students must sit with their 3rd Period class (or occasionally another designated period) for the entire duration of Mass. This implies that leaving one's seat during Mass should be a rare occurrence and only for emergencies. No student is permitted to leave or return to their seat during the Consecration except for an emergency.
- **Behavior During Mass:** Students should pay attention to the movements of the Mass and remain quiet and focused. Chewing gum or using electronic devices (phones, smartwatches, earbuds, etc...) are not allowed.
- **Respectful Participation:** Students are expected to participate in appropriate postures during Mass, including standing and sitting at the designated times, reflecting respect for the worship space.
- **Guidelines for Reception of Communion:** Non-Catholic individuals or Catholic individuals not properly disposed should refrain from receiving the Holy Eucharist. They may either remain seated in the pew or come forward with arms crossed to receive a blessing; all are encouraged to come forward for a blessing. Catholic individuals who are properly

disposed may proceed forward to receive the Eucharist.

Campus Spaces, Events, and School Safety

Spaces

Bernardine Franciscan Learning Center (BFLC/Library)

More than a traditional high school library, the BFLC embodies Franciscan hospitality, providing an accommodating space for students, staff, alumni, parents, parishioners, and guests. The BFLC is open from 7:00 a.m. to 5:00 p.m. Monday through Friday; any modifications to this schedule will be communicated in advance. 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.

Cafeteria

The school provides the services of the Cafeteria for the convenience of the students. Vending machines are available in the Atrium, but are only to be used before/after school and during a student's lunch hour period. 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..., or take property that does not belong to them. Students are dismissed table-by-table and only after a cafeteria moderator examines the area for food and litter. During their lunch period, students are free to move about the lunch wing (Cafeteria, APR, Gym, Atrium, and BFLC) but no student is permitted to enter the academic wing without a Securly or paper pass/appointment being created/accepted by a teacher/staff/administrator.

Parking Lot, Motor Vehicles, and 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.

- All students who drive regularly to school are expected to register their car in order to purchase a parking permit to park in the South Lot for \$25 or to receive a free permit to park in the Levagood Lot.
- Registration forms may be obtained through the Attendance Office. All students who drive to school regularly are encouraged to register and park in the school's South Lot as they will be guaranteed their own spot, it is on school property, and is under camera surveillance – none of these are the case for the Levagood Lot. Seniors get first priority for South Lot parking permits, followed by Juniors, followed by Sophomores once they have their license.
- Students using either parking lot must display their parking permits prominently at all times

or face disciplinary action at the discretion of the school administration.

- Students must observe speed limits and park in assigned areas. Students who drive recklessly or speed on campus can have their parking privileges revoked. Additionally, they may receive disciplinary action at the discretion of the school administration.
- 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.

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 in the presence of another administrator or faculty/staff member with or without the presence of the student who that locker is assigned to. 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 or share lockers without the permission of the Administration. Students are also responsible to keep lockers clean, without storing food overnight. Any locker problems should be reported to the Attendance Office. All repairs should be reported 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 or the Athletic Offices. When necessary, a school administrator has the right to inspect a locker in the presence of another administrator or faculty/staff member with or without the presence of the student to whom that locker is assigned.

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 to 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.

Events

Assemblies

Student assemblies are held to provide students with information and/or to foster a mission-centered school culture. It is expected that each student acts in a respectful and courteous manner. Students are not allowed to bring food, drinks, books, or iPads to an assembly.

Dance Policy

1. All students must present proper school ID at the door (students and guests).
2. Guests are allowed for formal dances (Homecoming, Winter Formal, and Prom), but proper guest pass paperwork must be received and approved before a student will be allowed to purchase a ticket for a guest.
3. Guests must be currently enrolled in high school (including homeschooled students) and in good standing with their school or an alumnus from within the previous two years.
4. The DCHS student is responsible for informing their guests of DCHS attire and behavior policies.
5. Students will be admitted no later than 30 minutes after the start of the dance and will be released no sooner than 30 minutes before the end.
6. Attire should be modest and appropriate for the occasion in a manner that reflects the inherent dignity of each student as a child of God and a temple of the Holy Spirit.
7. Smoking/vaping, drinking of alcohol, or use of controlled substances will not be tolerated. No outside beverages may be brought into the dance. 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.
8. Appropriate language must be used at all times.
9. Affection should be displayed at appropriate times and places and in a manner consistent with our mission statement.
10. Students are expected to dance appropriately.
11. Respect must be shown to all adults, peers, and chaperones at all times.
12. Re-entry into the dance will not be permitted.
13. Students must communicate the schedule for the evening, including transportation plans, with their parents.
14. In order to attend Prom, students must be 16 or older on the day of the Prom. There are no exceptions to this rule.

An administrative representative supervises all school dances. All Divine Child High School students are welcome at dances. Prom is a Junior and Senior dance. A Sophomore may attend Prom if he/she is invited and meets the criteria above. Freshmen are not permitted to attend Prom. A detailed Dance Policy is promulgated prior to any dance and is available upon request.

School Safety

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 silently 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. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) drills guide students through the steps necessary to respond to threats inside or outside the school building, with a variety of dynamic responses outlined. 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 the community. The Divine Child High School Administration has made Emergency Management Guides available for faculty and 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

Student Entrances and Exits

Students arriving after the start of school must enter through the doors located by the Main Office, where they must check in with the Attendance Office. After 7:40 a.m. all other entrances will be locked. No person may prop a door for any length of time. The school administration will respond to any person who props a door during the school day for any length of time and for any reason.

Guests and Visitors

All guests and visitors must be registered at the Main Office; all contractors must be registered at the Operations Office. The school utilizes the Raptor Visitor Management System. Students who wish to bring a relative or guest must obtain permission from a school administrator at least 48 hours prior to the visit. On the day of the visit, the guest must register in the Main Office. Unauthorized persons will be asked to leave the school grounds. Guests should be appropriately dressed.

Behavioral Threat Assessment

DCHS is committed to providing a safe and secure learning environment for students and staff. This policy establishes a school-based threat assessment program to provide for timely and methodical school-based threat assessment and management.

Threat assessment best occurs in school climates of safety, respect, and emotional support. Student behavior, rather than a student's demographic or personal characteristics will serve as the basis for a school-based threat assessment. The threat assessment process is distinct from student discipline procedures. The mere fact that threat assessment is being conducted does not by itself necessitate disciplinary action. The administration will not impose suspension or expulsion, including emergency expulsion, solely for investigating student conduct or conducting a threat assessment.

Structure of Threat Assessment Team

The DCHS Administration shall establish and ensure the training of a multidisciplinary threat assessment team. As the threat assessment team must be multidisciplinary, it might include persons with expertise in:

- Counseling, such as a school counselor, a school psychologist and/or school social worker,
- Law enforcement, such as a school resource officer,
- School administration, such as a principal or other senior administrator,
- Instructional Support, such as a member of the ISP team,
- And one or more practicing educational staff members.

Additional Policies and Procedures

Health

Medication

It is the responsibility of parents and/or guardians to inform the school administration if a student is subject to any medical need that requires regular or periodic attention while at school. School personnel will not dispense or administer any medicine to students without written parent/legal guardian permission, physician authorization, and written dispensation instructions. If prescription or non-prescription medicine must be taken during school hours, the school administration or their designee (school nurse or attendance administrative assistant) will supervise the administration of the medicine by the student in the presence of another adult.

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.

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.

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 administration/faculty/staff of Divine Child High School. If an ID card is lost, a request can be made in the Attendance Office for a duplicate. There is a \$10.00 replacement charge.

Backpacks and Purses

Students are NOT permitted to carry backpacks and/or 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. Exceptions to this rule will be handled on a case-by-case basis by the school administration upon the request of a student or their parent/legal guardian.

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 donated to the poor. The school is not responsible for lost or stolen articles. The taking or damaging of property that does not belong to an individual will not be tolerated. In the event of lost or damaged property, report the incident to school administration or school security immediately.

Snack and Pop Machines

Snack and pop machines may only be accessed before school, during a student's lunch period, and after school. Students may also not access the Falcon Feeder prior to the end of their school day.

Work Permits

During the school year, permits may be obtained and issued by the Main Office staff. During the Summer, permits may be obtained through your local school district.

Food and Drink

Food and drink are not permitted to be consumed in the halls or common areas of the school; they may only be consumed in a classroom with the explicit permission of the faculty/staff member supervising that area. Water contained in a clear water container may be consumed at any time and location as long as it is not a distraction to the space and activity going on.

Novena 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.