

Divine Providence School

Mary, Mother of Divine Grace Parish



2023 - 2024 Parent and Student Handbook

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Divine Providence School Mission Statement

Divine Providence School is a Christ centered community fostering the gospel message through education and service. Together with parents, we guide our students toward a life of Christian leadership. Providing a challenging curriculum, we prepare our students to contribute positively to an ever-changing global society.

Philosophy Statement

Catholic schools must be faith centers: teaching the message, building community and extending itself in service. The members of the faculty of Divine Providence School realize they share in the teaching mission of the Church and strive to meet these challenges.

The educational program of Divine Providence School is directed toward the growth of the total person. In accordance with this ideal, the faculty gives prime importance to the dignity and worth of the individual student. Members of the staff assist the students in building a positive self-concept and developing their potential. The desired outcome includes the spiritual development of the students in accord with the school's dedication to the Providence of God, focusing on the Father's love and care for one another.

In carrying out this ministry, the teachers strive to develop excellence in all curriculum areas, to instill strong values, to seek the discovery of truth, and to prepare the students to face the future with hope. This ministry will then lead the students to see beyond themselves to the larger world community, with its need for transformation through justice, sharing, and love.

The philosophy of Divine Providence School focuses on the formation of the child as the foremost responsibility of the parents with the school, the Church, and the community as secondary agents. The need for developing the Christian person is dependent on mutual trust, cooperation, respect and a partnership with home, school, and parish.

Divine Providence School embraces this philosophy as the foundation for our existence, and a catalyst for a Christ centered world.

Accreditation and Recognition – Addendum C: School related policies of the Archdiocese of Chicago.

Divine Providence Catholic School has earned full accreditation from the Office of Catholic Education of the Archdiocese of Chicago and full recognition by the Illinois State Board of Education.

PARISH ADMINISTRATION

Mary, Mother of Divine Grace Parish Marymotherofdivinegrace.org

Pastor: Reverend Neil Fackler	nfackler@archchicago.org
Associate Pastor Fr. Bill McFarlane	wmcfarlane@archchicago.org
Resident: Reverend Thomas Winikates	
Dir. of Enrollment & Marketing: Mrs. Linda Hawkins	lhawkins@archchicago.org
Deacon: Dcn. Richard Hudzik	rhudzik@archchicago.org
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Religious Education Admin.: Sr. Christine Nantaba, IHMR	cnantaba@archchicago.org
Dir. of Liturgy & Adult Faith Formation: Dcn. James Sponder	jsponder@archchicago.org
Facilities Director: Mrs. Rose Guterrez	

Mary, Mother of Divine Grace Parish

Divine Providence Church

2550 Mayfair Avenue
Westchester, IL 60154
(708) 562-3364

Divine Infant Church

1601 Newcastle Avenue
Westchester, IL 60154

Divine Providence School

2500 Mayfair Avenue
Westchester, IL 60154
708-562-2258

Divine Providence Extended Day 773-682-6196

2023-24 SCHOOL FACULTY AND STAFF – Addendum G: Faith’s Law

Mrs. Jennifer Burnson - 6th Grade/Jr. High Science & Social Studies Teacher

Mrs. Cheryl Butler - 2nd Grade Teacher

Mrs. Lori Caruso – Junior Kindergarten Teacher / Extended Day Coordinator

Miss Samantha Caruso – Kindergarten Teacher

Mrs. Rita Doerge – Secretary

Mrs. Tracy Fleischer – 1st Grade Teacher

Mrs. Sarah Galdek - Resource Teacher

Mrs. Beth Heil – 3rd Grade Teacher

Mr. Carlos Lopez - Principal

Abigail Martin - Pre-School Teacher

Mr. Uriel Portillo - Band Teacher

Mrs. JoLyn Santore – Pre-School Teacher's Aide

Mrs. Barbara Sifton – Teacher Assistant

Mr. Zenon Stoklosa – Maintenance

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TUITION 2023-2024

KINDERGARTEN (must be 5 by September 1, 2023) THROUGH 8TH GRADE

1 Child	\$6,520
2 Children	\$11,025
3 Children	\$15,265
4 Children	\$16,220

PRE-SCHOOL: Must be 3 years old by September 1, 2023

3 days a week, Full Day	\$4,400
3 days a week, Half Day	\$3,740
5 days a week, Full Day	\$5,900
5 days a week, Half Day	\$4,900

JUNIOR KINDERGARTEN Must be 4 years old by September 1, 2023

5 days a week, Full Day	\$5,900
5 days a week, Half Day	\$4,900

ADDITIONAL FEES

Registration Fee (Non Refundable)	\$150 per family before 3/6/23, \$200 after 3/7/23
Graduation: Grade 8	\$150 per child
Fundraising Fee: PS – 8 th grade	\$250 per child, max \$500 per family
FACTS Fee	\$50 per account

Tuition and Fees for 2023-2024

- **Registration Fee** – This is a per family fee for the purpose of reserving student placement in our school and to offset the administrative costs associated with the registration process. This fee is non-refundable.
- **Fundraising Fee** – Each family is required to contribute payment for raffle tickets for every student in school, and will then have the opportunity, if they choose to do so, of “recovering” their contribution by selling their tickets to other people and keeping the proceeds.
- **Graduation Fee** – There will be a graduation fee assessed for each eighth grade student. This fee will offset expenses which include class photo, cap and gown, diploma, awards and class ribbons.
- **FACTS Management** - The tuition management company charges \$50 for handling the monthly payment plan. There is no annual FACTS fee if a family chooses to pay the total annual tuition for the upcoming school year on or before their August due date.

SACRAMENTAL FEES

Sacramental fees are used to help with the preparation of the Liturgical celebrations of both Sacraments of the Holy Eucharist and Confirmation.

First Reconciliation and First Communion, Grade 2:	\$100 per child
Confirmation, Grade 8	\$125 per child

- **Confirmation Fee** - There will be a Confirmation fee assessed for every Catholic student who will be receiving the Sacrament of Confirmation. This fee will offset expenses which include sacrament textbooks, supplemental materials given to each student, retreat facilitator and meal(s) for students.
- **First Communion Fee** - There will be a First Communion fee assessed for every Catholic student who will be receiving the Sacrament of First Communion. This fee will offset expenses which include sacrament textbooks and supplemental materials given to each student.

TUITION, BOOKS, AND SUPPLIES

Tuition rates are set by the Pastor, the Director of Operations, and the principal. Divine Providence School uses FACTS Management Program to handle all tuition payments. All families must register online at <https://online.factsmgt.com/signin/41K32>. Payment options are available on this website. The parent phone number is 866-441-4637.

Tuition payments are not accepted at school.

Late Fees: A monthly charge will be added to your FACTS account on all tuition payments and incidental expenses that are not paid on time.

Parents who are one month in arrears will receive a notification of non-payment. Exclusion dates from school attendance will be in effect from school when a family has not kept their tuition responsibilities current. Exclusion from school will remain in effect until all past due tuition and fees have been paid in full.

All tuition and fee payments must be completed by June 1, 2024

Students of families with outstanding balances will not be allowed to participate in any of the end of the year activities or celebrations including graduation, nor will families with outstanding balances be able to re-register for the next academic year.

Any exception due to financial hardship should be brought to the attention of the principal and is subject to review.

Prorated tuition for students who enroll late or withdraw early: If a student withdraws from the school prior to the 10th calendar day of the month, fifty percent of the tuition for that month will be refundable. If a student withdraws from the school on the 10th day of the month or after, the tuition for the month is fully earned. Beyond the month of withdrawal, as outlined above, any tuition pre-paid by the student's family will be refunded. Fees, i.e. registration, graduation, mandatory fundraising, FACTS management, are not prorated or refundable.

Tuition Referral Credit: A \$100 / per month credit will be issued of the current school year to any family who refers another family to Divine Providence School as long as the following stipulations are met: the referral family must be listed by the referred family on the school registration form; the referred family must attend Divine Providence for the entire school year; if more than one family is listed on the referred family's registration form, the credit will be divided equally; both the referral family and the referred family must be current on tuition in order to receive the referral credit.

DAILY SCHOOL SCHEDULE

7:45 a.m Doors open for students' arrival

8:00 a.m. Tardy Bell – Classes begin – Students must be in their seat.

11:30-12:20 Lunch and Recess

3:00 p.m. Dismissal grades K - 8

All tardy students must be signed in by a parent.

PRE-SCHOOL / JUNIOR KINDERGARTEN SCHEDULE

Half day classes: 8:00 a.m. – 11:30 p.m. Full day classes: 8:00 a.m. – 2:50 p.m.

EXTENDED DAY SCHEDULE:

Divine Providence School offers an extended day program for before and after school care for students in grades Kindergarten – 8th as well as Pre-School (3 yr. old) and Pre-Kindergarten (4 yr. old) students that are enrolled in the full day programs.

There is a registration fee per family of \$25.00 for this program. The hourly rate is \$6.00 per child. Extended Day runs from 7:00 a.m. - 7:45 a.m., and again after school from 3:00 p.m. - 5:30 p.m.

Please see more information on the Extended Day Program in the School Operations Section.

ADMISSIONS/ATTENDANCE POLICY

In the admission of students to Divine Providence Catholic School the order of priority shall be as follows:

1. Children of Parishioners
 1. Children from families with children already enrolled.
 2. Children now reaching school age.
2. Transfer students from other Catholic schools
 1. From schools that are merging or consolidating.
 2. From schools not offering full programs grades 1-8
3. Children of non-parishioners
 1. Children from families with children already enrolled
 2. Children from families newly moved into the parish.
 3. Transfer students from public schools.

Parish/school authorities may make discretionary exceptions to these priorities in favor of fostering values of social justice and personal spiritual development.

ADMISSION-AGE

A child entering grade 1 must be 6 years of age on or before September 1st. A Kindergarten student must be 5 years of age on or before September 1st. Pre-Kindergarten and Pre-School children should be 4 and 3 respectively by September 1st of the year they are beginning that grade. Children must be potty trained in order to be admitted into our Early Childhood program.

ADMISSIONS – PLACEMENT

Transfer students may be given a placement test to help determine grade level in Divine Providence School. **All transfer students who enter Divine Providence School are placed on probationary status until the end of their first year.**

ADMISSIONS – RECORDS – Addendum D: Record Requests and Transfers

For admission of a student to Divine Providence School, the following records must be submitted:

1. Official transfer from previous school.
2. An official copy of the birth certificate.
3. Sacramental records (Baptism, Communion, and Confirmation).
4. A record of compliance with the local and State of Illinois health requirements which include a dental examination and a complete physical examination.

An educational record of each child is kept on file in the school office. The records include the progress report of the child for each year, results of standardized tests, attendance, and tardy records. Health records are also included.

A parent/guardian who wishes to inspect education records shall submit a written request to the principal. This request shall identify as precisely as possible the education record or records he or she wishes to inspect. The written request shall be placed in the permanent file.

NON-DISCRIMINATORY STUDENT ADMISSION STATEMENT (Archdiocesan Policy 402.02) – Addendum B: Discrimination Resolution

Divine Providence School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. Divine Providence Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school.

Divine Providence Catholic School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, athletic or other school-administered programs.

ATTENDANCE

School is a setting where, in addition to academic and social learning, students begin to learn responsibilities necessary in everyday life. **The school requires students to attend daily during the entire regular school term.**

Daily school attendance is compulsory in the State of Illinois for children 6 through 17 years of age. The responsibility for compliance with the law belongs to the parent(s)/guardian(s) of the child. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

- The parent/guardian must report all absences by 9:00 a.m. **A doctor's note is required after being absent three or more days due to illness.**
- Students unable to participate in Physical Education class or recess must have a written excuse from a doctor to this effect
- Students who leave school early due to illness may not return that day to participate in any extra-curricular activity. Any student who is absent cannot participate.
- Students who are determined to have a temperature of more 100.4 degrees Fahrenheit or more at school will be required to be dismissed immediately to parents or emergency contact, and must be kept home until 24 hours fever free without the use of medications that lower the temperature
- Students will have one day to make up homework for each day absent
- Students who have been absent for two or more consecutive days must bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to others
- A student is considered tardy if he/she enters the classroom after the 8:00AM bell has rung. **Students tardy to school must be signed in by a parent.**

- Student tardiness negatively impacts the school day by creating significant disruptions. Students are expected to arrive to school on time, fully prepared for the school day. Students grades 4-8 who are chronically late (5 times/trimester) will receive an after-school detention. **Students that are tardy to school must be signed in by a parent.**

- Family vacations are STRONGLY DISCOURAGED during the school year.

The State of Illinois requires by law compulsory attendance by all children between the ages of six and seventeen. Accurate records of daily attendance are required to be maintained by the school. If a child must leave prior to the dismissal time he/she must be signed out by a parent/guardian or emergency contact.

- In case of emergency, students will only be released to another adult with the consent of the parent
- A parent/guardian taking their child(ren) out of school for an extended period of time, must send a note to the school office and to the teacher(s) prior to the date of absence, indicating date and reason for absence
- Teachers will not be held accountable for preparing lesson plans in advance for a student who will be absent for a family vacation

ACADEMIC PROGRAM

CURRICULUM

The major subject areas covered in kindergarten through 8th grade include Religion, English, Reading, Spelling, Mathematics, Science, Social Studies, Music, Physical Education/Health, and Spanish. All students are expected to complete coursework in all subject areas.

The academic programs for 7th and 8th grade students are planned and structured in a way to ensure learning and academic success in Language Arts, Math, Science, and Social Studies. An advanced math course is offered to these students. This course requires the students to work more independently and to be motivated learners. It is expected that students in this program will be able to enroll at the public or private high school of their choice and be eligible to take honors courses in the various academic courses. Determination about a student's placement in the advanced math course of study is based on several criteria including student report cards, student standardized test scores, student attitude and work ethic, and teacher recommendation. Students can be moved from one course of study to another at any time during the first trimester of the academic year at the discretion of the administration to ensure a student's academic success. After the first trimester, changes in placement will only be made in special circumstances.

Alternative Learning Day(s)

On Alternative Learning Days students do not report to their school building but have activities for each class to work on from home. This allows students to work on assignments on their own, utilizing technology when applicable, and experience learning outside of the classroom. Teachers are available electronically throughout the day (9AM - 3 PM) to help with assignments and activities. This also allows the school the flexibility to continue learning during inclement weather or other unexpected closures. Each grade has a plan in place and will use materials available online and sent home with the student ahead of time to be ready in the event that the school building needs to be closed. Specific plans can be communicated by 9:00 AM via email for any alternative learning days. Work will be due as designated by the teacher. Work not completed and submitted to the teacher by the date due will be considered absent for the school day.

STUDENTS IN GOOD STANDING

Any student participating in an after-school, school sanctioned activity (i.e., sports/athletics) must maintain a good standing. They must maintain a grade of C / Passing in all subjects and be in good disciplinary standing with administration. Reminder – students who are absent from school may not participate in any school sanctioned program on the day of the absence.

CONFERENCES

Parent Teacher conferences are scheduled annually for the purpose of constructively discussing the child's rate of progress and other matters of mutual concern. Two optional parent/teacher conferences are scheduled later in the school year. Additional conferences may be initiated at any time by either the parent, teacher, and/or principal. Parents are encouraged to discuss all academic and behavioral problems with the teacher first. If the issue cannot be resolved in this manner, then the principal should be consulted. The school reserves the right to host conferences in person or virtual.

COMMUNICATION WITH TEACHERS/ STAFF

If any meeting in addition to the parent-teacher conference is necessary, the teacher or parent must schedule a meeting for a mutually agreed-upon time.

To contact a teacher, please use their e-mail, or call the office and leave a request with the secretary. Your call or email will be returned within 48 hours. The teachers may not have phone calls or interviews when they are engaged in teaching or supervising children. Parents may not call teachers on their private lines. Teachers may also be contacted via their school e-mail accounts. Please see list of faculty and staff e-mail addresses on pages 7 – 8 or on the school page at the parish website.

FIELD TRIPS

All field trips are to be educational in nature and directly related to the curriculum. Before a field trip is arranged, the principal must be consulted as to the destination, date and time, and must grant approval for the trip. Teachers are responsible for making all arrangements for the field trip, including reserving the bus, arranging chaperones, and notifying any staff who will be affected by a schedule change (school secretary, specials teachers, lunchroom personnel).

Parents/guardians will be notified in advance of a field trip and are required to give their written permission for each field trip. Ordinarily, chaperones will be parents/guardians of the children going on field trips. Since they have the serious responsibility of supervising particular children assigned to them, it is important for parents not to bring younger children along. Parents who would like to serve as chaperones must complete all the necessary Archdiocesan requirements for volunteers in order to be allowed to assist in the supervision of children. Teachers must check the volunteer status of a potential chaperone prior to asking the parent/guardian to volunteer. All chaperones and parent volunteers must be at least 21 years of age and comply with the following Safe Environment requirements:

- Criminal Background Screening
- Code of Conduct Personnel Acknowledgement form
- Child Abuse and Neglect Tracing System form
- Safe Environment (Virtus/Protecting God's Children) Training
- Mandated Reporter Training

Appropriate supervision of field trips is essential. Teachers are responsible for the supervision of their students during the entire field trip. This includes staying with the students until they are picked up by their parents/guardians if the field trip ends after the school dismissal. When on the bus, one chaperone sits in the back of the bus so that proper supervision is possible.

A field trip permission form must be used for all field trips. No other forms are acceptable, including phone calls. Classroom teachers must bring the signed fieldtrip permission form for each student in their class on the field trip; copies of these signed forms are to be retained in the school office.

Teachers and supervisors must bring cell phones on field trips. If an illness or injury occurs, the teacher contacts the parent/guardian and the principal. If the parent/guardian cannot be reached, the police or paramedics are called; the matter is placed in their hands. However, it is imperative that the parent/guardian and the school administrator are notified as soon as possible.

GYM DAYS

Because of the importance of physical fitness for our students, each class Pre-School through 8th grade will have weekly physical education. Gym classes will be held outside as much as possible to allow students fresh air. Students in grades 1 – 8 must wear their gym uniforms to school on gym days. All students, Pre-School through 8th grade must wear gym shoes on gym days.

HOMEWORK

One of the chief means of communication between parents and the school is homework. Homework assignments give parents the chance to learn the general theme of their child's courses. It also enables them to see the type of work their child is producing.

Written work is not the only type of homework; study and oral assignments are also given. Whatever type is assigned, the child must realize early that homework is his/her personal responsibility, and must be done consistently with emphasis on completeness, accuracy, and quality. Primary grade children will often need the assistance of their parents to complete assigned projects.

Homework is intended to be a review and/or reinforcement of the lessons learned that day in school. Parents can help by providing the child with a quiet place to study, and by seeing that telephone calls, watching television programs, and using a device for any other reason than schoolwork are discouraged during this period.

In the event an emergency prevents completion of a homework assignment, a note of explanation should be written by parents to their child's teacher(s).

ACADEMIC GRADING SYSTEM

Percentages:

A+	99-100	GPA 4.33	B+	91-92	GPA 3.33	C+	83-84	GPA 2.33	D+	75-76	GPA 1.33
A	95-98	GPA 4.00	B	87-90	GPA 3.0	C	79-82	GPA 2.0	D	71-74	GPA 1.00
A-	93-94	GPA 3.67	B-	85-86	GPA 2.67	C-	77-78	GPA 1.67	D-	69-70	GPA 0.67

Grades below a 68 are considered not passing - U/F 0-68 GPA 0.00

DEVELOPMENTAL SCALE – Special Classes: Pass: 70 – 100% Fail: 0 – 69%

Honor Roll Status for GRADES 6th, 7th & 8th

GOLDEN HONOR ROLL REQUIREMENTS – To achieve Golden Honor Roll status students must have a grade point average of 3.67 and above in the subjects of Language Arts, Math, Science and Social Studies.

SILVER HONOR ROLL REQUIREMENTS – To achieve Silver Honor Roll status students must have a grade point average of 3.0 - 3.66 in the subjects of Language Arts, Math, Science and Social Studies.

Academic grades of D, F, U, in ANY subject will exclude a student from the honor rolls.

REPORT CARDS

Report cards are issued at the end of each trimester to students in kindergarten through grade 8 and serve as an invaluable assessment of the child's academic progress and social development. The Power School program provides grades electronically in grades 1 - 8.

The Achievement Code in each subject is based on the accomplishing of goals, objectives, and requirements:

- A – Consistently does superior work;
- B – Usually does above average work;
- C – Usually does average work;
- D – Usually does below average work;
- U – Usually does unsatisfactory work or no work at all.

SHADOWING

8th grade students and second semester 7th grade students may shadow at a high school of their choice. 8th grade students will be allowed one day to shadow as a student activity, and it will not be counted as an absence. It is recommended that this is done no more than twice during the school year. Any more than twice jeopardizes the student's success in his/her studies.

TESTING

Standardized tests are given at intervals during the student's life. Achievement tests are currently given to students in grades K through 8. The purpose of the testing program is to improve teaching and learning.

DIAGNOSTIC EVALUATION OF STUDENTS

The parent(s) applying for initial or continued enrollment of their child in Divine Providence School may be required, as a condition of their enrollment, to obtain a diagnostic evaluation for the child. Such an evaluation would be warranted if the child displays or has a history of behavioral, physical or academic deficiencies which might cause harm to self, continuing disruption of normal operations of the classroom, continuing patterns of failure, or the inability to perform within age-appropriate expectation for the required course of study.

The principal will be responsible for presenting the case for evaluation to the parent(s) after conferring with the teacher(s), reviewing documented observations of the student in various school settings, and reviewing samples of the student's work.

The principal will assist the parent(s) in finding appropriate evaluative service in the public or private sectors. The evaluating agency must be properly certified to conduct the screening required. The screening must take place within four weeks following the conference with the principal unless a case backlog makes this impossible. All costs, if any, will be the responsibility of the parent(s).

Upon completion of the evaluation, a staffing will be held. This will include the parent(s), evaluator, teacher, and the principal. Based upon the information obtained, a plan of action will be developed to address any deficiencies documented by the screening and or observation. If these defined needs cannot be addressed by continued enrollment in Divine Providence School the principal may require the parent(s) to seek other placement.

SCHOOL POLICIES

ADDRESSES, TELEPHONE NUMBERS, and E-MAIL

Change of address, telephone numbers, and/or e-mail addresses must be reported to the school immediately. This is to facilitate communications with the home, especially in the case of illness or accident. **All parents must provide the school with accurate contact information, including emergency contacts, to allow the school to always communicate with the family during the school day.**

BUS

Bus transportation is provided for our students living north of Cermak Road, south of Roosevelt Road, west of Manheim and east of Wolf Road. Each rider will receive a schedule of pick-up and drop-off points and times.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some other adult to supervise the riders. Proper student behavior is essential for the safety of all students. At the beginning of each school term, a set of bus rules and procedures for dealing with bus violations are sent to the families of the students riding the bus. THE OFFICE MUST BE NOTIFIED IF A CHILD IS NOT TAKING THE BUS HOME FROM SCHOOL ON ANY GIVEN DAY. If a child will not be taking the bus home from school on a particular day all year (for example, choir practice every Wednesday after school) an explanatory note at the beginning of the school year to be kept in our files will suffice. At the end of each school day all bus riders are to report to the bus monitor regardless of whether or not they will be riding the bus on that particular day. If a student does not report to the bus monitor, the bus may leave without them and the school is not responsible for their transportation home.

CHILD CUSTODY

Because Divine Providence School assumes responsibility for children in the school, it is important that we are notified of any special arrangements regarding custody of and access to children whose parents are divorced or separated.

Buckley Amendment

Divine Providence School follows the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT and permits parents to inspect and review their child's school records. Divine Providence School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school provides the non-custodial parent access to the academic records and to other school related information regarding the

child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CODE OF CONDUCT

"It is the task of the Catholic School to cultivate in students the ability to make correct judgments, to promote a sense of values, and to encourage just attitudes and Christian behavior..." Pope John Paul II.

Discipline is an important aspect of life. The goals of Divine Providence School include creating an environment that is conducive to the development of the whole Christian person and creating a pleasant, caring atmosphere where every child can strive to attain his/her maximum potential. In order to achieve these goals, we must work together to teach our children respect for property and individuals and to take responsibility for personal behavior.

BEHAVIOR EXPECTATIONS

RESPECT FOR EVERYONE

- Students will follow the directions of all teachers and supervisors
- Students will not disrupt the learning environment
- Students will speak and act appropriately towards each other
- Students will show respect and dignity towards every one and avoid any activity that may harm or endanger others. This includes settling disagreements without fighting (physically or verbally)
- Students will maintain appropriate habits of speech, dress, and cleanliness including being in full uniform daily
- Students are expected to assume responsibility for their school and the property of others

. CLASSROOM/ LUNCHROOM EXPECTATIONS

- Students will come prepared for all classes with the necessary books, materials and attitude for learning. This also includes prompt and regular classroom attendance
- Students are expected to meet classroom standards for behavior and performance
- Students will complete all assignments in at a level of high quality and in a timely manner
- Students are expected to be responsible for gathering and completing assignments missed due to absence
- Students will act in accordance with school policies and regulations
- Students will maintain appropriate behavior during lunch
 - All students are expected to show respect to lunchroom and playground personnel
 - All students are expected to clean up after themselves

- All students are expected to keep their voices at an indoor, conversational level All students are expected to raise their hands if they require assistance
- All students are expected to walk in the building

INTEGRITY

- Students will be honest
- Students will be truthful
- Students will admit to and take responsibility for their mistakes Students will never cheat, steal, copy, etc
- Students will not copy work (or allow others to copy their work)

Any violations of these standards will result in an automatic detention, and no credit given for the work.

BEHAVIOR CONSEQUENCES

All students at Divine Providence School are held to high expectations of good behavior while they are on school/parish property or representing Divine Providence outside of the school setting. Students who represent Divine Providence School through extracurricular programs, including athletics, are also held to a high standard of conduct. In addition, as children grow, they are expected to become more responsible for their actions and to model behavior that is appropriate and helpful to our younger students. Students are expected to follow the behavior guidelines set forth in this handbook. If a student chooses to engage in behavior that fails to adhere to the expected code of behavior, consequences will result. These consequences may include the following:

A) Detention – A detention may be issued for multiple violations of school policies/rules or immediately if a serious infraction is committed by a student. If a detention is issued for an infraction, a detention form will be issued, signed by the administering faculty/staff member, and sent home for parental signature and follow up. The detention form must be signed and returned to the homeroom teacher the following school day.

B) Students who fail to adhere to the Code of Conduct may also be suspended and/or removed from participation in extracurricular activities.

C) Probation – Any student who repeatedly disregards the guidance of parents, teachers, and administrators, and does not correct inappropriate behavior as stated in this handbook may be required to adopt a student behavioral contract. This will

result in probationary status for the student. If further inappropriate behavior occurs, the parent/guardian may be asked to remove their child from the school.

D) Suspension/Expulsion - Actions of the most serious nature will result in the student risking suspension and/or expulsion from school as determined by the school administration and pastor. These actions include, but are not limited to:

- Possession, solicitation, use, or distribution of tobacco, alcoholic beverages, drugs or controlled substances. This includes vaping.
- Possession or use of any instrument that may be used as a weapon. Guns are never allowed.
- Fighting
- Threatening behavior toward an adult or student
- Bullying and/or harassment
- Vandalism or theft of school property or the property of others
- Tampering with protective fire equipment or safety equipment
- Involvement in gang activity and/or display or use of gang symbols or paraphernalia
- Derogatory comments (verbal, internet chat, e-mail, etc.) regarding Divine Providence faculty/staff or any adult connected to our school/parish
- Misrepresentation of Divine Providence School through the use of technology (internet, email, picture phone, etc.)
- Gambling or placing money related bets while on school property
- Ongoing disruptive behavior that impedes the ability of other students to work, the rights of others, and/or negatively impacts the environment in the school setting
- Tampering with computer equipment

All students have the right to due process that includes notification, an opportunity to be heard, and the right to a fair decision.

Bullying and Harassment - Bullying Policy

Everyone at Divine Providence School is committed to making our school a safe and caring place for all students. As members of a Catholic community, we will work to make our school a place where all are welcome and can work and play in an environment of mutual respect. We will not tolerate bullying of any kind in our school and in activities sponsored by our school and/or parish community. Parents, teachers, administrators and the community must work together to eliminate bullying/harassment. The cooperation of all is necessary in addressing this issue.

Respect for others is an essential part of the Catholic school discipline code. Unfortunately, much of our culture promotes aggressive behavior. Creating a peaceful school community requires much diligence and guidance. Any form of demeaning or disrespectful behavior toward others is unacceptable and will not be allowed. BULLYING/HARASSMENT is

defined here as an intentional, repeated, hurtful act (verbal, non-verbal or physical) committed by one or more persons toward others.

BULLYING/HARASSMENT is characterized by

- Aggressive behavior toward others
- Repeated over a period of time
- An imbalance of power

DIRECT BULLYING/HARASSMENT can take many forms but not limited to:

teasing, hitting, stealing, taunting, pushing, hurtful words, picking on others, destroying property, cruel jokes/tricks, threats, pinching, spitting, name calling, ganging up on someone, biting.

INDIRECT BULLYING/HARASSMENT can take many forms but not limited to:

Crank phone calls, rude gestures, misusing email, text messages, instant messages or other forms of communication, individual or group exclusion, spreading gossip or rumors, writing cruel or threatening notes. Bullying/harassment behaviors will not be ignored.

GANG ACTIVITY

Gang-related activities have no place in Divine Providence School, which is responsible for fostering a gospel-based spirit. The following activities or behaviors shall be constituted as violations and are subject to disciplinary action.

- Any conduct on or off school premises that may be gang-related
- Any conduct that may be gang related during school sponsored events or activities
- Students wearing clothing or symbols that may be, in the manner displayed, gang related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing
- The display of signs or symbols on paper, notebooks, textbooks, or other possessions that may be gang related
- The use, possession, and/or concealing of a weapon

PARENT/ GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to always demonstrate respectful behavior towards faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to verbal abuse, threats, harassment, assault or battery of the faculty, administration, staff, students and volunteers of the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting
- Conduct school business with the other parent/guardian of the student. When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:
- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school

Archdiocese of Chicago Policy 408.03: Withdrawal of students based upon the conduct of parents/guardians.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on Divine Providence Church or Divine Providence School may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others.

School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- Actions gravely detrimental to the moral, spiritual and physical welfare of other students
- Actions which are detrimental to the school's reputation
- Grave offenses which may include a violation of criminal law
- Actions so outrageous as to shock the conscience or behavior of the community

SEXUAL HARASSMENT REGULATION

Sexual harassment by one employee toward another, by an employee toward a student, by a student toward an employee, or by one student toward another is unacceptable conduct.

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student, who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth. Divine Providence will determine the facts regarding all allegations in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

STUDENT SUBSTANCE ABUSE

Students in possession of illegal substances and paraphernalia within the jurisdiction of the school or parish property or their sponsored events shall be suspended immediately pending a school investigation. A conference will be held with the principal, parent, parent/guardian, child, pastor and other appropriate persons as determined by the principal.

If the violation is founded, professional evaluation and if necessary, treatment shall be provided by the parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose continued suspension or expulsion. In extreme or special circumstances expulsion may be considered at an earlier time in the process. Police notification shall be made at the appropriate time, as directed by the law.

WEAPONS – Addendum E: School Incident Reporting System

Students shall not carry, possess, or use weapons in school, on school premises, or other school sponsored events. Violation of this policy will result in immediate suspension and possible expulsion. Police notification is required for any weapons found on school property or in a student's possession.

2023-2024 DRESS CODE

SCHOOL UNIFORMS

D.P. monogrammed polos, jumpers, skirts and all gym uniforms **must be** purchased at Schoolbelles Uniform Company

General uniform policies for boys and girls are as follows:

- Students in preschool, prekindergarten, and kindergarten do not wear uniforms, but must adhere to the shoe/sock policy listed below
- Twill navy pants or shorts for boys and girls may be purchased at stores other than Schoolbelles, as long as they are uniform brands, such as French Toast or Lands End. Cargo styles and dockers are examples of styles that are not allowed.
- Divine Providence uniform sweatshirts, fleece jackets, and Spirit wear are optional and are the ONLY type of sweatshirts and jackets allowed in class
- Navy walking shorts may only be worn from August 24th until October 15th, and from April 15th until the last day of school
- Solid, dark colored belts are mandatory for all boys as well as all girls wearing uniform trousers or shorts. Belts should be basic (no designs, etc.)

Boys Grades 1 – 8

- White knit short sleeve-monogrammed shirt
- Navy dress twill trousers or shorts (within the designated time periods)

Girls Grades 1 – 4

- Round neck pleated jumper OR
- Navy dress twill trousers or shorts (within the designated time periods)
- Oxford cloth blouse, short or long sleeved, polo (Schoolbelles) or white turtleneck shirt
- Monogrammed knit over-blouse (polo), short or long sleeve, from Schoolbelles
- Optional approved uniform items: monogrammed sweatshirt and fleece jacket purchased at Schoolbelles; navy blue (plain) cardigan sweater; any approved "Spiritwear"

Girls Grades 5 – 8

- Kilt skirt or split skirt. Skirts must be no more than 3 inches above the knee OR
- Navy dress twill trousers or shorts (within the designated time periods)
- Monogrammed knit over-blouse (polo), short or long sleeve, from Schoolbelles
- Optional approved uniform items: monogrammed sweatshirt and fleece jacket purchased at Schoolbelles;
- Navy blue (plain) cardigan sweater; any approved "Spiritwear"

Shoes and Socks for Boys and Girls:

- All students in grades PreSchool – 8th grade must have shoes that are fully closed and/or tied. Light up shoes are not allowed.
- Boots may be worn to and from school, but not during the school day
- All styles of platform shoes, flip flops, sandals, slippers/moccasins, and "crocs" are a safety hazard and are therefore prohibited
- Solid socks in red, navy, white, green, black and gray are allowed. Girls may wear solid color tights, nylons, knee highs, or crew socks

- Violations of the uniform code will result in an out of uniform notice being issued. Repeated infractions will warrant additional consequences.

PHYSICAL EDUCATION UNIFORMS – Grades 1-8

Gym uniforms must be worn on gym days. The following gym uniforms are required:

D.P. Shorts

D.P. T-shirt

D.P. Sweatshirt D.P. Sweatpants

Gym shorts may be worn only from August 31st until October 15th, and from April 15th until the last day of school. Sweatpants must be worn from October 15th until April 15th.

Gym Shoes - required for each class.

Shoes must either tie or velcro at the instep. Shoes must give freedom to bend at the ball of foot and ankle and provide support for running and jumping. Platform styles and roller blade styles are a safety hazard and are therefore prohibited.

PERSONAL APPEARANCE

Large jewelry is not allowed. Girls are allowed to wear one pair of small post earrings. No other piercings are allowed. Watches and small religious medals must be removed for Physical Education classes.

All students are to be clean, well-groomed and in uniform from the first day of school. One reason for the wearing of a school uniform is that it is a symbol of pride for oneself and for the school community. We, as a faculty, need your cooperation to enforce the uniform regulations. Together we can then be proud of how our total school community presents itself to the public.

Student's hair is to be neatly trimmed and brushed. The hair should not cover the child's eyebrows as to impair the vision. Boys are not allowed to have extreme haircuts, including tails or ponytails. Hair length on boys is to be no longer than the collar of the shirt. **Students will not be allowed to alter their natural hair color.** Unnatural hair color is defined as a hair color that is different from the person's natural color. Hairpieces are not allowed. The principal reserves discretion on questionable hair styles. Girls are not allowed to wear any type of makeup to school. Nail polish may be worn over natural nails, which must be a short length. Anything excessive is not allowed. Administration reserves the right to decide if anything is considered excessive. Girls with pierced ears may wear small earrings, however, dangling or large earrings will not be allowed. Boys may not wear earrings. Students are not permitted to wear large, bulky necklaces or chains, etc. in school. Out of consideration for others we request that students refrain from using scented products.

OUT OF UNIFORM DAYS

All students must wear appropriate clothing. Unacceptable attire will result in a call home for a change of clothing.

- No make-up or hats may be worn unless specifically designated by Administration
- Hair may not be dyed
- Shoe policy is the same as above – fully closed shoes, no flip flops, “croc”, etc.
- Girls may not wear yoga pants, leggings or tights unless with pants, shorts, or skirts
- On photograph days, it may be required to have students dress up. The school administration will determine appropriate student attire on these days.

EQUAL EMPLOYMENT OPPORTUNITIES

Divine Providence School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. As an institution of the Archdiocese, Divine Providence School assures “equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one’s ability to perform the essential functions of one’s job” (Policy 202.1 - Archdiocese of Chicago)

TECHNOLOGY - Addendum A: Concerning Student Rights

Acceptable Use Procedures

Elementary and secondary schools may provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is not different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

Divine Providence School has established technology protocol that will:

- Prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors, and including but not limited to the intranet, Internet access,, fax, e-mail, stand along computer and telephone;
- Comply with the provisions of the Children's Internet Protection Act (Pub. L., No. 106-554 and 47 USC 254 (h)).

Use of the technology resources that are prohibited include, but are not limited to:

- Violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- Attempting any unauthorized access, including backing of any computer system;
- Downloading unacceptable materials;
- Re-posting personal communication without the author's prior consent
- Violating copyright law;
- Using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- Downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- Changing or attempting to alter any configuration, program or password on any computer of system;
- Using a school computer without knowledge/approval of school personnel responsible for the computer;
- Using inappropriate language, pictures, and gestures in any form on the Internet;
- Using the Internet for entertainment or limited self-discovery function;
- Using the Internet for unauthorized purchases.

The school is primarily responsible for:

- Applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- Teaching proper techniques and standards for Internet participation;
- Guiding student access to appropriate areas of the Internet;
- Informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- Monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource;
- Disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The school is NOT responsible for:

- Unauthorized costs or charges that are incurred by students over the Internet;
- Any damages the student may incur, including loss of data;
- The accuracy or quality of any information obtained through any school Internet connection.

Parents/Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

Students are not allowed to use the messaging app during school hours. Any student who uses this app during the school day will be disciplined accordingly. Multiple offenses may result in loss of privilege of using their device in school. Any work missed in school because of this discipline will be made up by the student at home. This includes a student's message to a family member that he/she is not feeling well. This information is critical for the school staff to inform the parent that their child is not feeling well. The student not feeling well must report to the office at which time a phone call to the parent will be placed.

MENTAL HEALTH PROTOCOL

Divine Providence School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at X School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to Divine Providence School:

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.
 - Student/family confidentiality is adhered to as dictated by the [Ethical Code of the American School Counselor Association](#).
 - All documentation should be faxed or emailed to the attention of the principal or school designee.
4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.
5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and

confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.

6. Re-entry back to X school academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - Evaluation date and outcome/diagnosis
 - Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to Divine Providence school
 - Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment
7. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.
 - This meeting will occur the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.
 - The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of X school. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved.
 - Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.
8. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.
 - This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.
 - The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.

PARENT ORGANIZATIONS

The Parent Organizations of Divine Providence School are an extremely vital part of the very existence of the school. Without these, the "school family" would cease to exist. The children would still receive instruction on a daily basis, the building would still stand, and the faculty would still be paid, but there is so much more to educating than the clinical atmosphere being described above. Parental involvement is an integral part of a child's education and Divine Providence families help to foster such an environment through parent organizations. The parent organizations of which we speak are the Family-School Association, School Advisory Board ("SAB") and the Athletic Association. Each parent organization in itself

helps to provide necessities for the children, and together, these organizations' contributions and collective efforts formulate the family atmosphere that is so important in rearing and educating children in the twenty-first century. In cooperation with the faculty, these parent organizations create the "school family."

DIVINE PROVIDENCE FAMILY-SCHOOL ASSOCIATION

The Family-School Association is very active, and the members are a tremendous support to the school. This organization's goals are to enhance the educational opportunities of the students in our school and to provide an avenue for communication and engagement between school families and administration. Parents are encouraged to take an active role in support of this organization. Meetings are held throughout the year and your attendance is strongly encouraged.

DIVINE PROVIDENCE ATHLETIC ASSOCIATION

The function of the Athletic Committee is to develop objectives and guidelines for the operation of the extracurricular athletic program. They select the athletic coordinator, recruit the coaching staff, and are responsible for whatever fund raising activities are necessary to insure their budget. Parents are encouraged to participate.

DIVINE PROVIDENCE SCHOOL ADVISORY BOARD

The Advisory School Board is a "Board" established by the Pastor of Mary, Mother of Divine Grade Parish Catholic Church. The Board will work in collaboration with the Pastor and the Principal in the promotion of the sustainability and vitality of the Catholic school. The board works in an advisory capacity to advise and counsel to enable the school to reach its key goals established by the Archdiocese of Chicago's Office of Catholic Schools.

It is expected that the School Advisory Board members work together toward the common goal of promoting the mission and vision of Catholic education. SAB members agree to a Code of Ethics that avoids situations that present actual, perceived or potential conflict between their interest and the interest of the SAB. The board's ethics require confidentiality, objectivity, fairness, and maintenance of unity.

Boards are not responsible for:

- Acting as a grievance committee for any group or party
- Hiring, evaluating or terminating faculty and staff; nor do they advise principals of their responsibility in personal matters
- Administering the school or telling the principal how to administer to the school
- Implementing policies and procedures

SPIRITUAL GROWTH

Divine Providence follows a program of studies to reinforce the concepts and values taught in a Christian home. These studies are essential to the total education of the maturing students. Family life should be supportive of the Christian values the school aims at nurturing in the students.

Students of other faiths attending the school will follow the religious education course provided in the school and will participate in all religious activities except in the reception of the sacraments.

PRAYER

Prayer is recognizing the presence of God and is necessary in a person's spiritual formation. Formal prayer is taught and used in the classroom as well as spontaneous and creative prayer. The students begin and end the day with prayer.

RELIGIOUS OBLIGATION

The success of our religious education program is dependent upon the full and active support of the parents. **Parents are reminded that students are expected to be practicing Catholics, attending weekly liturgies and receiving the sacraments often.**

Attending weekly Mass with their parents/guardians and witnessing their parents' regular prayer and practice of Christian virtues will reiterate the importance of the Catholic faith – not only in doctrine, but in practice throughout their daily lives.

Parents/guardians are invited to attend the all-school prayer services and liturgies throughout the year. Dates and times for these services may be found on the monthly school calendar.

SACRAMENTS

First Reconciliation and First Communion are received in 2nd grade. Confirmation is received in 8th grade.

Parents are expected to be directly involved in the religious education of their children. Sacramental parent meetings are held to provide parents with educational help to enable them to assist in the preparation for these sacraments.

Opportunities for the Sacrament of Reconciliation are provided twice during the school year for all Catholic students. Parents, however, should encourage their children to receive the sacrament frequently.

SCHOOL EXTRACURRICULAR ACTIVITIES

Student participation in extracurricular activities is intended to enhance the educational program provided by the school. However, participation in an extracurricular activity is a privilege. As participants, students are required to represent our community in appropriate ways. Students who are unable or unwilling to maintain academic standards or conduct themselves appropriately may be suspended or removed. Eligibility reports will be issued weekly.

ALTAR SERVERS Altar servers are recruited from students in 4th to 8th grades. Students may elect to become servers any time after 3rd grade. Training and scheduling is conducted by the parish staff.

BAND Participation in the Divine Providence Band is offered to students in grades 4 - 8. Lessons this fall are given virtually once a week. Students who have completed the 3rd grade may begin taking lessons during the summer prior to entering 4th grade.

CRUSADER'S MENTORING PROGRAM Does your child need a little help with reading or math skills? Perhaps your child would like to play educational games with a middle school mentor? Some of the 7th & 8th grade students will volunteer once/week on a designated day to provide a mentoring program for students in grades 1 - 6. The program has a fall session and a spring session. Students will meet in designated classrooms from 3:00-3:45. Parents of the younger children are asked to provide a healthy snack for your child.

SPORTS A variety of team sports are available to students in grades 5 – 8. BOYS: basketball and soccer
GIRLS: basketball, soccer, cheerleading, and volleyball

STUDENT COUNCIL Students in grades 4 through 8 are eligible to participate in the school Student Council. The executive board is an elected position held by 7th and 8th grade students. The council works in conjunction with the faculty and administration in providing a variety of activities for the students. Students who would like to run for or participate in Student Council must not have any grade lower than a C.

YEARBOOK COMMITTEE Students in grades 6 – 8 may participate in planning and creating the annual school yearbook.

SCHOOL OPERATIONS

AFTER SCHOOL

Proper behavior as the students exit the school building is required. Students enrolled in the Extended Day Program are to report there promptly after their class is dismissed.

Students who do not walk home must be picked up by parents/caregivers at dismissal – students in grades K – 8 are dismissed at 3:00. Pre-School and Pre-Kindergarten students are dismissed at 2:50. Students not picked up within these time frames will be sent to our Extended Day program and fees will apply if they are there for 15 minutes or more.

Loitering in front of the school building is not permitted. Students may not participate in behavior which jeopardizes the safety of others or defaces school property.

All students who are walking home or meeting their ride outside the car dismissal line must have a walker's permission form on file signed by their parent(s). Please tell your children before school where to meet the ride home and if there is a different person picking up. In case of inclement weather, parents may go through the drive through lines, but please tell your child **before school starts** that they must wait in the school until their name is called. The school is not responsible for children who have permission to walk once they exit the building.

BICYCLES

Students may ride bicycles to school. Helmets are recommended. The bicycle rack is in the southwest corner of the campus near the Ministry Center. Bicycles should be locked in the bicycle rack with individual locks. The school is not responsible for damage to or theft of bicycles. Bicycles should be registered with the local police department.

Bicycles are to be walked to and from the bicycle rack. Students may not carry passengers on their bicycles and are expected to observe courtesy and traffic regulations while riding their bicycles. Skateboards, scooters, and roller blades/skates may not be used or brought to school/parish property. The school/parish is not responsible for any damage to or thefts of skateboards, scooters, roller blades/skates, and other sports equipment on school/church grounds.

BIRTHDAYS/OTHER CELEBRATIONS

The focus of celebrations of any kind in the classroom shall be upon the acknowledgement of the event being celebrated and the camaraderie of the students/faculty/parents involved and not about food, decorations, and/or similar activities.

Treats must be store brought and will be passed out at the teacher's discretion. It is highly recommended that a goodie bag or other non food item be passed out rather than a sweet treat. Their birthday will be acknowledged at the beginning of the school day.

CELL PHONES / SMART WATCHES

The following guidelines must be followed for students who bring cell phones to school. If these guidelines are not followed, students who disregard the guidelines will no longer be permitted to bring a cell phone to school. Please see the policy of smartwatch in the uniform section.

- **Upon entering the building, cell phones must be turned off.**
- Cell phones of students must be kept in their backpacks throughout the school day.
- Cell phones may be used by students to contact parents after dismissal or during an extra-curricular activity if given permission by the faculty supervisor. Use of phones on the school premises should be confined to communicating with parents, only with faculty permission

If a staff member observes a student using a cell phone outside the guidelines, they will take the phone. Parents must schedule a conference with the principal for the return of the phone. The school is not responsible for any lost, stolen and/or damaged cell phones.

CHEWING GUM

Chewing gum is not permitted in the school.

CONFLICT

Difference of opinion is essential in the varied experiences of school. When a parent disagrees with a teacher's decision, the following guidelines should be followed:

- The teacher should not be disagreed with or criticized in the presence of the child.
- The parent should communicate with the teacher as soon as possible and seek to resolve the conflict.
- Should a disagreement ensue, a school administrator may be contacted (by teacher or parent) to mediate the situation.

STUDENT DROP OFF and PICK UP PROCEDURES

Morning Arrival Procedure

Students must be dropped off at their designated door: Preschool, Junior Kindergarten and Kindergarten students use Door 4 in the back (west) parking lot. School staff will be at the doors to help the children inside.

Students in grades 1 – 8 will use the main doors on Mayfair.

Parents/caregivers pull into the designated areas and children exit on the right side of the vehicle.

After children have exited and safely cleared away from your vehicle, parents/caregivers should immediately pull away from the area and proceed cautiously.

There is NO PARKING in the drop-off/pick-up zones or in the school's north and south driveways from 7:40-8:10 a.m. and from 2:45-3:15 p.m.

Afternoon Pick-up Procedure

Important Note: Everyone picking up students MUST present the sign that is printed with the child's last name. This is a security feature that allows the child to be released to the individual.

1. Pre-school and Pre-Kindergarten HALF DAY students, assisted by school staff, will be dismissed at **11:30** from Door 2 in the north driveway.
2. Full day Pre-School and Junior-Kindergarten students will be dismissed at **2:50** from Door 4 in the west parking lot.
3. Kindergarten students, assisted by school staff, will be dismissed at **3:00** from Door 4 in the west parking lot.
4. Full day Junior Kindergarten and Kindergarten students who use the Extended Day program after school will be brought to the Mayfair Room by teacher's assistants where Extended Day staff will be waiting.
5. All other students in grades 1-8 who do not have walker permission will be dismissed from the main entrance. Using 2-way radios, school staff outside will call each name to faculty inside, and the child/ren will then be released. Those who walk will exit the school, while those who have rides home will wait until their name is called.
6. Students in grades 1 – 8 going to Extended Day will gather in the Mayfair Room where Extended Day staff will be waiting.

EARLY DISMISSAL

Arrangements in writing or by emailing the teacher or secretary must be made for students to be excused before dismissal time. As a courtesy to the classroom teacher and their lesson plans, we request a 24 hour notice if possible. Parents are to

come directly to the office to meet the child and sign the child out of the building. Students will not be allowed to wait in the front of the building for their parents during the day.

ELECTRONIC DEVICES

The learning atmosphere can be interrupted by the indiscriminate use of electronic devices. These items are temptations for theft and are disruptive to the learning environment. Teacher permission must be obtained to use these devices for a class activity. Teachers may use discretion if they feel that any electronic device is used inappropriately and send the item to the office. The device will be returned to the student at the end of the school day. Parents will be notified of the infraction.

EMERGENCY ACCIDENT PROCEDURE

If an accident involving a student occurs, the child is sent to the Main Office. If there is any doubt as to whether the individual should be moved, the Main Office will be contacted, and the proper authorities will be notified.

Please note by signing the "Medical and Emergency Notification Information" form, you have authorized the School Principal or an authorized staff member to obtain necessary medical services that may be required for a child if parents or guardians are unavailable. By signing the form, you have agreed to assume responsibility for any diagnosis/treatment and/or for medication deemed necessary. Therefore, it is of paramount importance that all personal information listed on the emergency contact records be accurate and up to date.

All injured students requiring medical attention will have an Accident Report Form sent to Gallagher-Bassett Insurance Company. The Main Office will handle the filing of the report.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to close the school for weather or other emergency, parents/guardians will be notified by email or text

The Superintendent of the Archdiocese of Chicago reserves the right to close the entire system (all elementary schools in the Archdiocese) for any reason. For reasons of safety, schools must follow the Superintendent's directive to close.

EXTENDED DAY PROGRAM

This program is considered an extension of the school day, and all school rules apply. Schedules and guidelines include:

Snack time (after school): Students should bring a snack to have immediately after school and may include a small drink. Due to food allergies, sharing snacks with other students is not allowed. Homework/quiet time (after school): will immediately follow snack time. It is each child's responsibility to begin homework. If there is no homework, children can read, draw, color, or work on puzzles. Children are allowed to watch movies selected by the extended day staff members. We insist that children are quiet during this time for the consideration of those that are doing homework.

Playtime (after school): There will be time for games and free play. Weather permitting, the time may be spent outside. If available, the gym can be used for free play.

Parent Guidelines: any questions, concerns, or issues involving extended day activities should be discussed with an extended day staff member. Parents are never to approach a child who is not their own.

EXTENDED DAY STUDENT GUIDELINES

It is our intent to create a pleasant, fun, safe, and secure atmosphere for all children enrolled in the program. The following rules must be followed:

- Children must treat the extended day staff members with respect and obey all instructions.
- Running, jumping, rough playing and shouting is not allowed.
- Children must treat one another and their personal property with respect.
- Physical and/or verbal abuse will not be tolerated.
- Damage to school property will not be tolerated.

FORGOTTEN ITEMS

Being prepared for school is essential for a successful day. We expect our students to come with their needed materials daily. Items, including books forgotten at home, lunch, and classroom materials, are not to be delivered to the classroom. No materials other than an electronic device, lunch or water bottle are to be dropped off.

GRADUATION REQUIREMENTS

In order for an eighth-grade student to graduate and receive a diploma from Divine Providence School, the following expectations must be met:

- • completed the school's academic requirements;
- • achieved a passing grade on the Constitution of the United States and the State of Illinois examination;
- • adhered to the school's code of conduct;
- • returned all school materials

HEALTH AND SAFETY

EMERGENCY CONTACT INFORMATION

Each child is to have an emergency form on file in the school office. This form contains phone numbers, indications of serious health problems, and the names and phone numbers of the doctor and an emergency contact to care for the child if the parent cannot be reached.

AIDS

Divine Providence School will adhere strictly to the Archdiocesan policies and guidelines before admitting a child with AIDS to be enrolled in the school.

Allergies

Because there are students with food allergies, we ask parents to refrain from providing snacks for all students in the class that contain dairy, certain fruits, nuts or any product that is processed in an environment that processes nuts. Please check with your child's teacher to determine what is safe for all. Please refer to the section on Birthdays/Other Celebrations. At this

First Aid

If minor injuries should occur during the school day, children will be given first aid. A parent/guardian is informed, if necessary, or called immediately if the injury is questionable or more serious.

Head Lice

Head lice, on occasion, do affect our students. Procedures are in place to try to prohibit the spread of head lice. A child's head may only be privately checked for head lice if they exhibit symptoms. Parents will be notified if the child may have head lice. While head lice do not cause disease, they are a nuisance and can spread quickly. For that reason, Parents are expected to pick up their child immediately to begin treatment. Treatment must be successful before the child can return to school. Siblings may be inspected for head lice also upon return to school.

Illness

An ill child will be sent to the Main Office. If a child needs to go home, the Main Office will contact a parent (or an adult on the emergency card, if no parent can be reached). The child is to be picked up from the Main Office as soon as possible. A child should not return to school until he/she is completely recovered from the illness.

We ask that you be considerate to the other children in the class and do not send your child to school if they are sick or have a fever of 100.4 degrees Fahrenheit or greater. Children should remain home until they are fever free for 24 hours without the use of fever reducing medications. In addition, if a child is vomiting or experiencing diarrhea, they should remain home until they are free of these symptoms for 24 hours.

Other situations that may be necessary to keep your child home are, but not limited to: a severe or uncontrollable cough, runny nose with severe congestion that interferes with normal activity; purulent conjunctivitis (pink eye) until 24 hours after treatment has started, rash with fever or behavior changes; strep throat or other streptococcal infection until 24 hours after starting antibiotics and fever has subsided; lethargy.

Do not send your child to school if they are ill. Tests, assessments and school work can be made up when they return. Report the absence to the office.

On the second consecutive day of absence, a doctor's note will be required to re-enter school.

Communicable diseases- when the school becomes aware of a student with a contagious/ communicable disease, the school shall notify the parents/ guardians in writing.

Health professionals determine the incubation period for contagious diseases/ conditions. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school. Questions regarding communicable diseases should be directed to the local health department.

If your child has seen a doctor for an illness and has been diagnosed with a transmittable disease (i.e. conjunctivitis, strep, fifth disease, scarlet fever, etc.) please notify the school.

COVID PROTOCOLS

COVID Protocols change due to infection rates. Divine Providence School follows protocols set by the Archdiocese of Chicago.

- Individuals with symptoms of COVID-19 or any illness should stay home while sick.
- Individuals who test positive for COVID-19 must isolate from all school activities for five days and report the positive case to their school. Upon their return to school, no masks are required if they test negative on/after day 5.
- Absent a negative test, recently positive students must mask for days 6-10 and social distance at lunch.
- PCR tests, professionally administered antigen/rapid tests, and home tests are allowed in any situation requiring a test. Note that PCR tests are not recommended when returning to school post isolation, as their sensitivity will likely result in positive readings post infectious period.
- Based on data collected since removal of the mask mandate earlier this year, contact tracing is no longer required. Close contacts will no longer be identified, and thus no longer be required to mask, quarantine or social distance at lunchtime.
- Schools should inform families of all in-classroom, positive COVID-19 cases. Families are encouraged to take any precautions they consider appropriate.
- When there are three cases in a classroom within a 10-day period, all students in that classroom must mask for 10 days.
- While vaccinations are recommended to help prevent serious symptoms, there is no vaccination requirement for either students or staff.

MEDICATIONS – Addendum Medical Cannabis Policy

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. **You must have the DOCTOR complete the appropriate form or we will not be able to administer any medication to your child. These forms can be obtained from the school office.**

MEDICATION ADMINISTRATION

Divine Providence School retains the right to deny requests to administer medication to the student provided that such a denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/ guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/ guardian or designee administer the medication in school.

PHYSICAL EXAMS AND IMMUNIZATIONS

Section 27-81 of the School Code of Illinois states that each child has a health examination within one year prior to entering school for the first time. The exam must be repeated within one year prior to kindergarten, and upon entering the sixth and ninth grades. The Health Report form must be completed by a physician and returned to school by the first day. The Department of Public Health also requires that each child present proof of immunity against certain diseases.

Dental exams are mandated by the State of Illinois for children entering kindergarten, grade 2 and grade 6. Dental exams for the remaining grade levels are strongly encouraged. The State of Illinois requires all children beginning kindergarten or first grade for the first time, or children who are transferring into Illinois from out of state, to have a comprehensive eye examination prior to starting school. This examination must be done by an optometrist or ophthalmologist.

HOME/SCHOOL COMMUNICATION

The principal will distribute information on a weekly basis through email. This contains important dates as well as information about all events that are transpiring at school. You may also find communication on our school website. Other forms of communication are:

- Phone calls to parent/guardian
- Report cards
- E-mail

- Notes from teachers
- Parent meetings
- Power School

INSPECTION OF ACADEMIC RECORDS

You have the right to look at your child's records maintained in the school file. The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure. You have the right to request corrections in your child's records if you believe the information is inaccurate.

INSURANCE

Currently no student accident insurance is offered through the school.

INTERNET ACCESS

All students of Divine Providence School will have access to the internet in their classrooms. In order to ensure the security of the network and appropriateness of the accessible material, each student and/or student's parent will be required to sign an Acceptable Use Policy. This policy requires that students not access, send, or post pornographic, illegal, obscene, sexually oriented, threatening, or harassing material or information that is damaging to another's reputation.

The school will not post personally identifiable information on a website without written permission. Students are not to add software or websites to the school network hardware. Violations of these policies will result in disciplinary action up to and including expulsion and criminal charges.

LUNCH PROCEDURES

The school provides a hot lunch program through the Archdiocese Hot Lunch Program. **Fast food is not allowed.** Please make sure a child's forgotten lunch is brought to school by the correct lunch time.

NUISANCES

Articles which may become a nuisance in the school, classroom, or playground must not be brought to school and will be taken from the child by the teacher in charge. **School is not responsible for lost or stolen items.**

PARTIES

Personal:

Because of the feeling of discrimination on the part of children not invited, no invitations to home parties will be handed out in the school or classroom unless all boys/girls in the class have been invited.

Please see section on Birthdays/Other Celebrations for in school policy.

PLAYGROUND RULES

1. Students are to show respect for property, other students, and playground supervisors.
2. Fighting, bullying, or name calling will not be tolerated.
3. The safety of all students will determine the activities allowed on the playground. All landscaping materials are to be left intact on the ground.
4. NO THROWING OF STICKS, STONES, OR SNOW WILL BE TOLERATED.

PRAYER/PLEDGE

Each day is to begin and end with a prayer. After the morning prayer, the Pledge of Allegiance is recited.

PROPERTY OF SCHOOL AND SEARCH

A student will be required to pay for any damage to school property and to books belonging to the school. We reserve the right to inspect all school and personal property brought into the school by students if deemed appropriate and/or necessary.

REPORTING ALLEGATION/SUSPICION OF CHILD ABUSE/NEGLECT

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

REQUEST FOR TEACHERS

Classroom placement for students is professionally determined by teachers and the administration in relation to:

- Equal gender (as close as possible) in each homeroom
- Special academic needs
- Social considerations

Teachers at each grade level follow the same curriculum objectives during the year though teaching styles may vary. Requests for particular teachers will not be considered.

SCHOOL-SPONSORED ACTIVITIES

Plans for all school-sponsored activities **must** have the approval of the principal and/or the appropriate faculty member/s.

SAFETY MEASURES

For practice in evacuating the building in case of fire or disasters, the Archdiocesan regulation requiring fire, tornado and lockdown drills are followed.

For the protection of students, all school doors will be locked during school hours. Anyone wishing to gain access to the building must ring the bell to the left of the south front door. A monitor and buzzer system is installed in the office.

TELEPHONE

No teacher or student will be called from class to the phone except in the case of an **emergency**. Phone messages to be delivered to children interrupt classes and are discouraged; however, **emergency** messages will be delivered to teachers and students.

Teachers will not leave their classrooms to take phone calls from parents. Return calls will be made by teachers within 48 hours. The school telephone lines are reserved for school business and emergencies.

TUITION FINANCIAL ASSISTANCE Tuition Grant Qualification and Process:

1. Families requesting a tuition grant must complete the following steps:

- a) Register for school and pay any corresponding registration fees.
- b) Verify with the school office that they are on good standing with their tuition balances

- c) Completely fill out FACTS Grant and Aid, by set deadlines, all grant application forms, which will include W2 and federal tax information. (1040 forms)
- d) All families that are eligible for Archdiocesan scholarships (such as Caritas) must apply before an award will be granted.
- e) Must agree to provide all follow-up information requested.
- f) Must keep all awards and correspondences confidential.

2. The Grant Application process will be as follows:

- a) Families request a grant following steps listed in policy #2.
- b) Grant Applications will be prioritized based on financial need as stated by FACTS Grant and Aid.
- c) All applications will be reviewed by the Financial Aid Committee, which will consist of the Principal, Pastor or other Parish Priest, and may have a representative from the Parish Council. No active parent is allowed to sit on the committee.

3. Once a grant amount is decided upon, the applicant will be informed via e-mail as to the amount of the award. The school reserves the right to interview all/any applicants to determine validity of the data contained in the application.

4. The tuition grant is **only** applied to the tuition portion of the tuition and fees charged.

Tuition Grants Timeline:

- 1. Only Students in good academic and disciplinary standing will be eligible for a tuition grant, along with financial need.
- 2. The total amount of grant money to be given out yearly will be determined each year by the Pastor and Principal in accordance with the school budget.
- 3. All returning families **MUST APPLY** for aid **by APRIL 15th** of the current school year for aid awards for the following year.

VACATIONS

Vacations during the time school is in session are strongly discouraged. Students may miss vital class presentations which cannot be made up; therefore, grades may suffer. However, if a child is to miss school because of a family vacation, the school must be notified prior to leaving, and any schoolwork must be made up. Teachers are not expected to plan work ahead for students who take a vacation during school time.

VISITORS/PARENTS

All parents and visitors must report to the school office upon entering the building. NO PARENT OR VISITORS MAY ENTER THE

SCHOOL CORRIDORS OR CLASSROOM WITHOUT PERMISSION FROM THE OFFICE. Parents/visitors must not open the outside doors to any visitors. Any individual entering the building must be allowed entrance by the school office or school personnel only.

VOLUNTEER/ CHAPERONE GUIDELINES

All volunteers must meet Protecting God's Children Requirements.

Every family is expected to complete 15 volunteer hours per year. Volunteering is an important of Catholic education, it not only supports our efforts as a school but it also helps to build a sense of community.

Prior to a field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.
2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be always on active supervision of her/his group of students. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they always behave appropriately. *"If you can't see the student, you are not supervising!"*
3. Students must always stay with you. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. **Count, count, count throughout the day!**
4. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.

7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.
8. To comply with school policy, chaperones may not
 - use, sell, provide, possess or be under the influence of drugs or alcohol.
 - use tobacco or tobacco products in the presence of, or within the sight of, students. . possess any weapon or firearm.
 - administer any medication, prescription or nonprescription, to students.
9. Questions regarding these guidelines should be directed to the principal or the teacher.

PRINCIPAL'S RIGHT TO AMEND PARENT/STUDENT HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school will keep the parent/guardian informed of all changes as soon as possible. Some changes may be made immediately due to unforeseen circumstances.

Addendum A: Student Technology and Rights

- A. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- B. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,
- C. The school may require the student to share content in the course of such an investigation.
- D. Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

Addendum B: Discrimination Resolution

- A. Any concerns regarding discrimination can be brought to the attention of the Office of Catholic School within the Archdiocese of Chicago.
- B. As per Illinois PA 102-0360, Divine Providence School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- C. Divine Providence School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Addendum C: Accreditation and Recognition - School related policies of the Archdiocese of Chicago.

- A. Divine Providence School operates under the auspices of the Archdiocese of Chicago. Therefore, Divine Providence School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the

operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

- B. All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Addendum D: Record Requests and Transfers

- A. Divine Providence School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.
- B. Certified copies of transfer students' records are requested within 14 days of enrollment. Divine Providence School sends unofficial records of students transferring to other schools within 10 days of the request. Official records are sent once all financial obligations have been met.

Addendum E: School Incident Reporting System

- A. Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

Addendum F: Medical Cannabis Policy

- A. Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

- B. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Addendum G: Faith's Law

- A. The school has developed an employee code of professional conduct policy that addresses all required elements specified in 105 ILCS 5/22-85.5(d).
- B. The school has posted its employee code of professional conduct policy on its website, if any, and included the policy in any staff, student, or parent handbook provided by the school.
- C. The school has notified the parents or guardians of enrolled students of the availability of the Sexual Abuse Response and Prevention Resource Guide at the beginning of each school year and has linked the resource guide on its website.
- D. The school provides notice to the parents or guardians of an enrolled student with whom an employee, agent of the school, or a contractor of the school is alleged to have engaged in sexual misconduct as defined in Section 22- 85.5(c) of the School Code.
- E. The school provides notice to the parents or guardians of a student when any formal action has been taken by the governing body relating to the employment of the alleged perpetrator following the investigation of sexual misconduct, including whether employment was terminated or whether the governing body accepted the resignation of the employee.



DIVINE PROVIDENCE SCHOOL
MARY, MOTHER OF
DIVINE GRACE PARISH

(708) 562-2258
2500 Mayfair Avenue
Westchester, IL 60154

[Asbestos Content & Management Plan](#)

July 20, 2023

TO: Parents, Teachers and all other School Employees

FROM: Carlos Lopez

RE: Notification Letter Concerning [Asbestos Content & Management Plan](#) for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

The school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire. If you have any questions or concerns, please contact me in the school office.

Sincerely,

Carlos Lopez
Principal