

**DIVINE PROVIDENCE SCHOOL
STUDENT-PARENT HANDBOOK
2011-2012**

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2011-12**

**DIVINE PROVIDENCE CATHOLIC SCHOOL
POLICIES and PROCEDURES PARENT/STUDENT PUBLICATION**

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Please Note: It is important to read and understand the Divine Providence School Handbook. All members of the school community are expected to become familiar with and abide by the policies in the handbook. Please take the time to read and discuss this document as a family.

Message from Father Tom Unz

Divine Providence Catholic School is an integral part of the Divine Providence Faith Community that has existed in Southwest Westchester for 55 years. As such we are committed to Catholic education and faith development for all students attending our school. The Catholic faith is an integral part of our school curriculum as is evidenced by our religion classes, by our prayer at the beginning of each day, by our liturgies and prayer services and by the integration of religion into all areas of the curriculum. Our teachers and staff do a wonderful job of teaching the gospel message of Jesus both by their words and by their actions.

Our School exists primarily to promote the teachings of our Catholic Faith. The teachers assist you, our parents, in your role as the primary religious educators of your children in the ways of faith. Through religious education and a variety of other activities, our students in pre-school through eighth grade explore their Catholic heritage and strengthen their faith tradition. All students participate in daily prayer and religious instruction. The children participate in monthly liturgies as well as in prayer services throughout the year. However, we need the good example of our parents to continue to promote the Catholic faith at home. Through your participating regularly in our weekend Masses, you provide a good example for your children of putting your faith into action. You also teach them by your words and actions.

We are very proud of Divine Providence Catholic School. Our curriculum is Catholic, Vital and Excellent. Our technology program continues to expand. We have Smart Boards in all of our classrooms. We have iPads in some of the classrooms. We have added Spanish to the curriculum. Many of our graduates are on high school honor rolls. Scores in all areas of the curriculum continue to improve. All of this speaks well for Divine Providence. As proud as we are of our academic and technological progress, we are even more mindful of our students' growth in faith. This area is not measured easily but the seeds are being planted and this is our real purpose for existing.

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

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.

DIVINE PROVIDENCE PARISH/SCHOOL ADMINISTRATION

DIVINE PROVIDENCE RECTORY
2550 S. Mayfair Avenue
Westchester, IL 60154
Phone: (708) 562-3364

Pastor: Rev. Thomas E. Unz
pastor@dprov.org

DIVINE PROVIDENCE SCHOOL
2500 S. Mayfair Avenue
Westchester, IL 60154
Phone: (708) 562-2258

Principal: Mr. Jerry Spatara
principal@dprov.org

DIVINE PROVIDENCE RELIGIOUS
EDUCATION OFFICE
2540 S. Mayfair Avenue
Westchester, IL 60154
Phone: (708) 562-3422

Director: Ms. Chris Schweihs-DeFoe
divprovdre@dprov.org

DIVINE PROVIDENCE YOUTH
MINISTRY
2540 S. Mayfair Avenue
Westchester, IL 60154
Phone: (708) 562-3427

Director: Ms. Diane Coglianesi
divprovym@dprov.org

DIVINE PROVIDENCE MUSIC
MINISTRY
2540 S. Mayfair Avenue
Westchester, IL 60154
Phone: (708) 562-4551

Director: Mr. Rich Jurevich
divprovmusic@dprov.org

2011-12 School Faculty/Staff

MR. ANDREW BEDNARCZYK – 5 th Grade Teacher	gradefive@dprov.org
MRS. KAREN BLASE – Asst. Principal/2 nd Grade Teacher	gradetwo@dprov.org
MRS. ROSEMARIE BUCKLEY – Early Childhood Aide	
MISS SARAH CAMMARATA – 3 rd Grade Teacher	gradethree@dprov.org
MRS. LORI CARUSO – Hot Lunch Coordinator/Early Childhood Aide	
MRS. EVELYN COCO – Extended Day Aide	
MRS. PAULA DUFF – 4 th Grade Teacher	gradefour@dprov.org
MR. PHILIP ENNS – Band Director	schoolband@dprov.org
MRS. CHRYSTAL FARMAR- Secretary	schoolsec@dprov.org

2011-12 School Faculty/Staff (continued)

MRS. DEBBIE FEYEREISEN – Kindergarten Aid

MRS. EILEEN GLEESON – Physical Education Teacher physed@dprov.org

MR. DAVID HADAC – Maintenance Assistant

MS. MARY HANSEN – 7th Grade Teacher gradeseven@dprov.org

MRS. ADRIANA HOWE – Learning Resource Teacher resource@dprov.org

MRS. MICHELLE JATCZAK – Technology Coordinator schooltechnology@dprov.org

MS. KRISTA JOHNSON – 6th Grade Teacher gradesix@dprov.org

MRS. TINA LAMBESIS – Early Childhood Aide

MR. OTTO OBREST – Director of Maintenance

MRS. KAREN PAULASKAS – Director of Enrollment Management diren@dprov.org

MRS. BEVERLY PAVICHEVICH – Kindergarten Teacher kindergarten@dprov.org

MRS. GERRY PUNCOCHAR – Early Childhood Teacher prekindergarten@dprov.org

MRS. JOLYN SANTORE – Extended Day Coordinator

MS. REBECCA SCHREIBER – 8th Grade Teacher gradeeight@dprov.org

MRS. DONNA SCHROEDER – Tuition Administrator/
Primary School Aide tuitionadmin@dprov.org

MRS. CHRISTINE SHUFLIT – Early Childhood Teacher preschool@dprov.org

MR. JERRY SPATARA – Principal principal@dprov.org

MRS. SUNDY URBAN – Music Teacher schoolmusic@dprov.org

MRS. DANA VESELSKY – 1st Grade Teacher gradeone@dprov.org

SR. COLLETTE MARY WHITE – Junior High Math colletteop10@gmail.com

TUITION 2011-12

PARISHIONER

1 CHILD K-8	\$4,115
2 CHILDREN K-8	\$6,935
3 CHILDREN	\$9,655

PRE-SCHOOL (3 year olds):

5 DAYS/FULL DAY (8:20-2:45)	\$3,150
5 DAYS/HALF DAY (8:20-11:30)	\$2,520
3 DAYS/FULL DAY (8:20-2:45)	\$2,250
3 DAYS/HALF DAY (8:20-11:30)	\$1,700

PRE-KDGN. (4 year olds):

5 DAYS/FULL DAY (8:20-2:45)	\$3,150
5 DAYS/HALF DAY (8:20-11:45)	\$2,520

NON-PARISHIONER

1 CHILD K-8	\$6,045
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PRE-SCHOOL (3 year olds):

5 DAYS/FULL DAY (8:20-2:45)	\$3,150
5 DAYS/HALF DAY (8:20-11:30)	\$2,520
3 DAYS/FULL DAY (8:20-2:45)	\$2,250
3 DAYS/HALF DAY (8:20-11:30)	\$1,700

PRE-KDGN (4 year olds):

5 DAYS/FULL DAY (8:20-2:45)	\$3,150
5 DAYS/HALF DAY (8:20-11:45)	\$2,520

FEES and SUPPLIES **PARISHIONER/NON-PARISHIONER**

Registration	100.00 per family
Books and Technology Grades 1-8	250.00 per child
Books and Technology Kindergarten	225.00 per child
Books and Technology Pre-School and Pre-Kindergarten	150.00 per child
Lunch Supervision Kindergarten – 8	50.00 per child
Office of Catholic Schools Pre-School – 8	23.00 per child
Fundraising Fee Pre-School – 8	250.00 per child
Graduation Grade 8	100.00 per child
Confirmation Grade 8	80.00 per child
First Communion Grade 2	40.00 per child
SMART Tuition	38.00 per family
Family/School Dues Pre-School – 8	20.00 per family
Athletic Dues Pre-School-8	5.00 per family

TUITION, BOOKS, AND SUPPLIES

Tuition rates are set by the School Advisory Board in consultation with the Pastor and Principal. Parents then have two options for payment. One method is to pay in full. Parents who choose this method will receive a bill in the summer for their tuition. This bill will be due in full, along with all fees, on a designated date in August. Our second option is a tuition management program SMART. SMART gives our parents the option of 10 or 11 month payment plans. Applications for the SMART payment plan can be obtained in the school office.

Parents who are two months in arrears will receive a notification for payment within 15 days. Suspension of a child from school is a possibility for continued non-payment unless an extension has been granted by the principal or pastor. Please notify the principal immediately if there is a problem.

All payments should be completed by the time specified by your SMART payment books. Report cards may be withheld if payment is not up to date by the last day of school. Families with outstanding balances will not be accepted for the next academic year. **Any exception due to financial problems is subject to review by the Pastor and Principal.**

Tuition and Fees for 2011-2012

- **Registration Fee** – This is a per family fee for the purpose of reserving a child/ren placement in our school and to offset the administrative costs associated with the registration process.
- **Books and Technology Fee** – Books, supplies and any material needed to provide for our instructional program. Students will be expected to pay for damage to books and equipment. This includes writing in/on non-consumable texts, desks, and materials. The technology fee will be used to purchase/lease, upgrade, or replace hardware, to purchase software and to offset the costs to operate our technology lab.
- **Lunch Supervision Fee** – In order to ensure the safety and offer help to our children during lunch and recess, several parents are hired to provide support. These aides are paid a salary for their services.
- **Office of Catholic Schools** – The Archdiocese of Chicago Catholic Schools Office provides ongoing support, training and resources to all Archdiocesan schools. This includes legal advice, policy/administrative assistance, training for teachers and staff, access to a variety of professional and written resources, and various other types of assistance that directly and/or indirectly support our school.
- **Fundraising Fee** – Each family will be asked 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.
- **Confirmation Fee** - There will be a Confirmation fee assessed for each eighth grade student. This fee will offset expenses which include sacrament text books, 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 each second grade student. This fee will offset expenses which include sacrament text books and supplemental materials given to each student.
- **Family School Fee** - These fees are used to support our Family School Organization, whose student learning and our overall educational mission.
- **Athletic Dues** - All Divine Providence families contribute a small fee to support our students’ athletic teams, including school intramural and skill development programs.

DAILY SCHOOL SCHEDULE:

8:10 A.M.	Main doors open – School day begins.
8:20 A.M.	Tardy Bell – Classes begin
11:45 A.M.	Lunch Bell – End of morning classes (pre-school – grade 5)
12:00 P.M.	Lunch Bell – End of morning classes (grades 6 – 8)
12:25 P.M.	End of lunch/recess (pre-school – grade 5)
12:30 P.M.	Afternoon classes begin (pre-school – grade 5)
12:40 P.M.	End of lunch/recess (grades 6 – 8)
12:45 P.M.	Afternoon classes being (grades 6 – 8)
2:50 P.M.	Regular dismissal

PRE-SCHOOL / PRE-KINDERGARTEN SCHEDULE

Pre-School - 3 yr. olds – Half day classes: 8:20AM – 11:45AM

Full day classes: 8:20AM. – 2:45PM

Pre-Kindergarten - 4 yr. olds – Half day classes: 8:20AM– 11:45AM

Full day classes: 8:20AM – 2:45PM

GYM DAYS

Because of the importance of physical fitness for our students, each class Kindergarten – Grade 8 will have two class periods per week of physical education. Pre-Kindergarten classes will be scheduled for one physical education class per week.

EXTENDED DAY

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 \$5.00 per child. Extended Day runs for 6:45-8:10AM, and again after school from 2:50-6:00PM.

The program begins on the first **full** day of school and ends on the last **full** day of school.

ADMISSIONS/ATTENDANCE POLICY

IN THE ADMISSION OF STUDENTS TO DIVINE PROVIDENCE SCHOOL THE ORDER OF PRIORITY SHALL BE AS FOLLOWS:

1. Children of Parishioners
 - A. Children from families with children already enrolled.
 - B. Children now reaching school age.
2. Transfer students from other Catholic schools
 - A. From schools that are merging or consolidating.
 - B. From schools not offering full programs 1-8
3. Children of non-parishioners
 - A. Children from families with children already enrolled,
 - B. Children from families newly moved into the parish.
4. 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.

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 one semester of attendance.

ADMISSIONS – RECORDS

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 copy of the child's social security card.
5. 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 311,312, 1990)

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. These include **regular** attendance and punctuality necessary for a student's success in school.
- The parent/guardian must report all absences by 9AM.
- Students unable to participate in Physical Education class or recess must have a written excuse 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 have been absent for three 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 pupil is considered tardy if he/she enters the classroom after the 8:20AM bell has rung. If a child is tardy, a parent must accompany the child into the school to sign him/her in. Excessive tardiness can result in truancy and may require a conference with the principal.
- 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 sixteen. Accurate records of daily attendance are required to be maintained by the school. If a child must leave prior to the dismissal time s/he must be signed out by a parent/guardian at the school.

- In case of emergency, students will only be released to another adult with the consent of the parent.
- A written note must be sent to the office in the morning indicating the specific time the child will be picked up.
- 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.

ACADEMIC PROGRAM

ACADEMIC PROGRAMS

Students in Grades 7 and 8 will be placed in one of two academic programs. Each of these programs is planned and structured in a way to ensure learning and academic success in language arts, math, science, and social studies. The Divine Providence Catholic School Academic Track provides a challenging course of study for students. These courses offer additional academic support to our students and move at a typical pace to ensure that all learning objectives are met successfully. Students who complete this program are expected to be able to enroll at the public or private high school of their choice.

The Divine Providence School Accelerated Readiness Curriculum offers courses that are advanced and are taught at a faster pace to allow more content to be covered. These courses require the student to work more independently and to be motivated learners. It is expected that students in this program 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 these courses of study is made 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 quarter of the academic year at the discretion of the administration in order to ensure a student's academic success. After the first quarter, changes in placement will only be made in special circumstances.

COMMUNICATION WITH TEACHERS/ STAFF

If any meeting in addition to the Parent-Teacher conference is necessary, the teacher or teacher may arrange for it.

To contact a teacher, please call the office (708-562-2258) and leave a request with the secretary. Your call will be returned. The teachers may not have phone calls or interviews when they are engaged in teaching or supervising children. We request that you do not call teachers at their homes. Teachers may also be contacted via e-mail accounts. Please see list of faculty and staff e-mail addresses on page six.

CONFERENCES

Parent Teacher conferences are scheduled annually, usually at the end of the first quarter, for the purpose of discussing constructively the child's rate of progress and other matters of mutual concern. An optional parent/teacher conference is scheduled for January; however, additional conferences are encouraged and 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.

CURRICULUM

The major subject areas covered in grades 1-8 include; Religion, English, Reading, Spelling, Mathematics, Science, Social Studies. Spanish is taught in grades 6, 7 and 8. Art is taught on a weekly basis.

Music, Physical Education/Health, and Computer Literacy are taught by special teachers.

FIELD TRIPS

Educational field trips are an extension of the curriculum. Before any child may go on a field trip the parents must sign a permission slip for their child. They may also be asked to help defray any transportation and /or admittance expenses. The wearing of school uniforms is at the discretion of the teacher/principal. Proper conduct is expected at all times.

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 neatness. Primary grade children will often need the assistance of their parents to complete assigned projects.

Homework is intended to be a "filling out" or a completion 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 and watching television programs 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. This cannot be a request to omit the assignment, but merely a request for postponement.

ACADEMIC HONOR ROLL SYSTEM

Percentages: 100 – 98%A+	82 – 80%C+
97 – 95%A	79 – 77%C
94 – 92%A-	76 – 74%C-
91 – 89%B+	73 – 70%D
88 – 86%B	69 – Below..U
85 – 83%B-	

GRADES 6th, 7th & 8th

GOLDEN HONOR ROLL REQUIREMENTS – Minimum of 5 A's in core academic subjects with all others not being less than a "B".

SILVER HONOR ROLL REQUIREMENTS – A combination of A's & B's in the core subjects and only one C in other subjects.

Core academic classes-Religion, Reading, English, Science, Social Studies, Spelling, Math.

Others-Art, Computer, Physical Education, Music, Spanish

At each quarter, students who achieve honor roll status will be recognized.

Since an important part of a student's Christian education is the development of a wholesome character, a check mark in the following areas of the PERSONAL AND SOCIAL GROWTH section of the report card will disqualify a student from being awarded any Honor Roll Award. The disqualifying check mark areas are:

- 1) RESPECTS AUTHORITY
- 2) RESPECTS PEERS

- 3) RESPECTS PROPERTY
- 4) HELPS CREATE A PLEASANT LEARNING ATMOSPHERE

LIBRARY

Students will have the opportunity to visit the school library weekly. Depending on their grade, students can check out one or two books at a time. Books should be returned by the due date stamped in the book. While the school does not charge overdue fines, a student will not be allowed to check out a book if he or she has overdue books. When the student returns the books, he or she can use the library. If a book is lost or damaged, the library will ask for a replacement fee. When paid, the student can again use the library.

REPORT CARDS

Report cards are issued quarterly in grades K-8 and serve as an invaluable assessment of the child's academic progress and social development. In addition mid-quarter reports for grades 5-8 are also sent.

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.

In sub-topics under each subject, and in Personal and Social Growth a check mark indicates the need for improvement in that area. Pre-Kindergarten and Pre-School evaluations are issued twice a year.

SHADOWING

8th grade students and second semester 7th grade students may shadow at a high school of their choice. Shadowing must be preapproved at least one week in advance. 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. A form verifying the student's current good standing is required prior to permission being granted by Divine Providence School.

TESTING

The Terra Nova Achievement Test and Intelligence tests are given at intervals during the student's life. Achievement tests are currently given in Grades 3, 4, 5, 6, and 7. The purpose of the testing program is to improve teaching and learning. All testing is done in the spring.

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 communicate with the family at all times during the school day.

BUS

The Westchester Public School system provides bus transportation 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. **A WRITTEN NOTE MUST BE PRESENTED AT THE SCHOOL OFFICE 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

- Conduct and Discipline

“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 creates 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 everyone and responsibility for personal behavior.

- Behavior Expectations

I. Respect for Everyone

- A) Students will follow the directions of all teachers and supervisors
- B) Students will not disrupt the learning environment
- C) Students will speak and act appropriately towards each other
- D) 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)
- E) Students will maintain appropriate habits of speech, dress, and cleanliness including being in full uniform daily
- F) Students are expected to assume responsibility for their school and the property of others

II. Classroom/Lunchroom Expectations

- A) Students will come prepared for all classes with the necessary books, materials and attitude for learning. This also includes prompt and regular classroom attendance
 - B) Students are expected to meet classroom standards for behavior and performance
 - C) Students will complete all assignments in at a level of high quality and in a timely manner
 - D) Students are expected to be responsible for gathering and completing assignments missed due to absence
 - E) Students will act in accordance with school policies and regulations
 - F) Students will maintain appropriate behavior in the lunchroom
1. All students are expected to show respect to lunchroom and playground personnel
 2. All students are expected to clean up after themselves
 3. All students are expected to keep their voices at an indoor, conversational level
 4. All students are expected to raise their hands if they require assistance
 5. All students are expected to walk in the building

III. Integrity

- A) Students will be honest
- B) Students will be truthful
- C) Students will admit to and take responsibility for their mistakes
- D) Students will never cheat
- E) Students will not copy homework (or allow others to copy their homework)

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. Detentions will be served after school from 2:50-3:30 PM on Tuesday or Thursday and monitored by a faculty member. Students scheduled to attend after school care will be charged the normal rate while serving a detention.
- 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:
 - Possession, solicitation, use, or distribution of tobacco, alcoholic beverages, drugs or controlled substances
 - Possession or use of any instrument that may be considered 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
- Truancy (absence, including excessive tardiness, from school without an acceptable excuse)
- 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 other	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 demonstrate respectfully behavior at all times with 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: harassment, verbal abuse, assault of or threats to 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.

- 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 our 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 the both the safety of the students and the reputation of the school in incidents of public scandal.

School handbooks should include clear expectations for student conduct and behavior as well as statements about notification of parents/guardians regarding inappropriate student behavior on or off school premises.

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

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

2011-12 DRESS CODE – Grades 1 – 8

SCHOOL UNIFORMS

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

Bridgeview Ct. Plaza	Oak Shopping Center
7763 S. Harlem Avenue	1527 Lee Street
Bridgeview, IL 708-598-8008	Des Plaines, IL 847-375-1394

or shop Schoolbelles.com

- Uniforms are not required for PreSchool, PreKindergarten and Kindergarten students
- For all other grades, Schoolbelles is transitioning uniform items to display the new logo. Students may still wear their former uniforms until it becomes time to purchase something new.
- Twill navy pants and 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 shorts and dockers are examples of pants that are not allowed.
- Divine Providence uniform sweatshirts are the ONLY type of sweatshirt allowed in class.
- Navy walking shorts may only be worn from August 22nd until October 15th, and from April 15th until the last day of school.

Boys Grades 1 – 8

- White knit short sleeve-monogrammed shirt.
- Navy dress twill trousers
- D.P. sweat shirt

Solid, dark colored belts are mandatory, place of purchase is optional. Belts should be basic (no designs, etc.).

Girls Grades 1 – 4

- Round neck pleated jumper
- Oxford cloth blouse, short or long sleeved, or white turtleneck shirt
- Spirit wear sweatshirt
- White polo or turtleneck may be worn under the sweatshirt

Girls Grades 5 – 8

- Kilt skirt or split skirt. Skirts must be no more than 3 inches above the knee
- Knit over-blouse, short or long sleeve
- D.P. sweatshirt
- White polo or turtleneck may be worn under the sweatshirt

Girls Grades 1 – 8

- Girls' pleated front twill navy slacks may be worn from November 15th until March 15th.
- Girls' pleated front navy walking shorts may only be worn from August 22nd until October 15th, and from April 15th until the end of the year. Dark colored belts are mandatory with slacks and shorts.

Shoes and Socks for Boys and Girls:

- All students in grades PK – 8 must have shoes that are fully closed and/or tied and do not leave black marks on the floors.

- Boots may be worn to and from school, but not during the school day.
- All styles of platform shoes (i.e. gym shoes, sandals, clogs, etc.), flip flops, slippers/moccasins, and “cros” 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. Boys must wear crew socks. All socks must cover the ankle; sports socks are not allowed.

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 26th until October 15th, and from April 15th until the last day of school.

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

Jewelry is not allowed with the exception of small post earring for girls, watches (must be removed for Physical Education classes) and small religious medals (must also 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, ponytails, or lines shaved into their heads. 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.

Girls are not allowed to wear any type of makeup or nail polish to school. 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, jewelry, nail polish, 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, “cros”, etc.

LUNCH PROCEDURES

Time allotted for lunch and recess is 40 minutes. Students may bring their own lunch or prepay for a lunch through the school lunch program. Since we try to promote healthy eating habits, fast food is not allowed.

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. Electronic devices should be turned off and kept in the backpack during school hours. **School is not responsible for lost or stolen items.**

PARTIES

Personal:

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

School:

Certain holidays may be celebrated with small classroom parties with the permission of the classroom teacher and the principal. These are held during the last forty-five minutes of the school day. Room mothers and parents planning the party need to confer with the classroom teacher, so the teacher has knowledge of and input into the party activities planned.

PLAYGROUND RULES

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

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 necessary.

SCHOOL-SPONSORED ACTIVITIES

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

TECHNOLOGY

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.

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, Board of Specified Jurisdiction (“BSJ”) 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 COMMITTEE

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.

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 Divine Providence Catholic School is intended to enhance the educational progress provided by the school. However, participation in extracurricular 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 at the end of the 3rd to 8th grades. Students may elect to become servers any time after 4th grade. Training and scheduling is conducted by the parish Pastoral Associate.

BAND

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

CHILDRENS CHOIR

Interested students in grades 3-8 are invited to join the parish children's choir. The children's choir participates at weekend liturgies during the school year. Practice is held one afternoon per week. The choir is under the direction of the parish music minister.

PEER MEDIATION

Students in grades 6-8 participate in a program designed to problem solve conflict among peers. Leaders will be designated and trained to act as peer mediators with students in grades 2-8. Leaders will mediate conflict on the playground and in classroom situations. Peer mediators are selected by faculty members.

PRINCIPAL ADVISORY TEAM

Students in grades 6-8 are selected and trained to become focus group leaders. These students meet with students and faculty to advise school administration.

SPORTS

A variety of team sports are available to students in grades 5 – 8.

BOYS: basketball, soccer, track & volleyball

GIRLS: basketball, soccer, cheerleading, track & 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 8th grade students. The council works in conjunction with the faculty and administration in providing a variety of activities for the students.

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 to the Extended Day classroom promptly after their class is dismissed. 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. **Please adhere to the No Parking areas.**

EARLY DISMISSAL

Arrangements **in writing** must be made for pupils 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. Therefore, all radios, CD players, cell phones, ipods, and electronic games are to be left in the coatroom and not in the classroom. Teacher permission must be obtained to use these devices for a class activity. Items will be sent to the office if they are seen during school. A parent will have to claim them after school.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to close the school for some emergency, you will be notified by telephone relay. School closing will also be announced on WBBM and WGN radio.

- With respect to the closing of school due to severe weather, the Catholic school will follow the decision of the local public school district.
- The Superintendent reserves the right to close the entire system (all elementary schools in the Archdiocese) for extreme weather (cold, flooding, etc.). For reasons of safety, schools must follow the Superintendent's directive to close.

HEALTH AND SAFETY

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.

Emergency Cards

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 people in the neighborhood to care for the child if the parent cannot be reached.

Insurance

In August of each year, accident insurance forms from Mutual of Omaha are sent home with each student to be signed by parents whether they purchase insurance or not. Parents are given the opportunity to obtain either the school day or around the clock coverage. If, because of an accident, it becomes necessary to make use of this insurance, the school must be notified.

Medications

Parent/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 fill in all appropriate forms by the first week of school or we will not be able to administer any medication to your child.**

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.

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 Department of Public Health also requires that each child present proof of immunity against diphtheria, pertussis (through age 5), tetanus, polio, rubella (through age 9) and mumps. Beginning with the 2008 school year, 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.

INTERNET ACCESS

All students of Divine Providence School will have access to the internet in their classrooms and the computer room. In order to ensure the security of the network and appropriateness of the accessible material, each student will be asked 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.

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.

SAFETY MEASURES

For practice in evacuating the building in case of fire or disasters, the Archdiocesan regulation requiring fire and tornado 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 pupil 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 at their earliest convenience. A convenient time to call teachers is 2:55 – 3:15 p.m. at school.

The school telephone lines are reserved for school business and emergencies.

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. Forgotten lunches or other items should be left at the office, marked with the child's name and grade. For the safety of the students we ask that parents/visitors not open the doors for other visitors. Any individual entering the building must be allowed entrance by the school office or school personnel only.

**Divine Providence School
2011-12 Calendar**

August	15	Fee Payment Night 7:00-9:00 p.m.
	17	Faculty Orientation
	18	Staff Development
	19	Staff Development
	22	School Begins for Grades 1 – 8; 8:20 - 11:45 a.m.
	22	Early Childhood Meet and Greet 8:30-10:00 a.m. (Pre-S, Pre-K, Kindergarten)
	23	First Full Day K – 8, Dismissal 2:50 p.m.
	23	Extended Day Programs Begins
	23	Hot Lunch Program Begins
	27	Back to School Family Barbeque
	29	1 st Day for 3 year olds
	29	1 st Day for 4 year olds
	September	5
6-7		Vision and Hearing Screening
17		Market Day Pick-Up 8:30-9:30 a.m.
20		Mid-Quarter
21		School Pictures Pre-School – Grades 1 - 7
October	1	Craft Fair
	10	Columbus Day - No School
	15	Market Day Pick-Up 8:30 – 9:30 a.m.
	16	Oktoberfest
	tbd	School Pictures Retakes Pre-School – Grade 7
	20	End of 1 st Quarter
	21	Religion Conference - No School
	27	1 st Quarter Report Cards Sent Home
	28	Faculty Inservice - No School
November	4	11:45 Dismissal - Parent/Student/Teacher Conferences
	7	Technology Conference - No School
	12	Market Day Pick-Up 8:30 – 9:30 a.m.
	23	No School
	24	Thanksgiving - No School
	25	No School
December	1	Raffle Ticket Proceeds Due
	7	Mid-Quarter
	7-8	Santa’s Secret Shop
	10	Market Day Pick-Up 8:30 – 9:30 a.m.
	20	Christmas Program 7:00 p.m.
	22	Christmas Vacation Begins 2:50 p.m.
	23 – Jan 4	Christmas Break - No School

DIVINE PROVIDENCE SCHOOL
2011-12 Calendar

January	5	Classes Resume 8:20 a.m.
	10	8 th Grade Graduation Pictures
	13	End of Second Quarter
	16	Martin Luther King Day - No School
	20	Second Quarter Report Cards Distributed
	21	Market Day Pick-Up 8:30 – 9:30 a.m.
	21	First Reconciliation 1:00 p.m.
	20	Parent Teacher Conferences
	28	No Religious Education Classes
	29	Catholic Schools Week Begins
	29	Open House/Pancake Breakfast
February	13	Mid-Quarter
	17	Faculty Inservice - No School
	18	Market Day Pick-Up 8:30 – 9:30 a.m.
	20	President’s Day - No School
	22	Ash Wednesday
March	16	Religion Conference - No School
	15	End of 3 rd Quarter
	17	Market Day Pick-Up 8:30 – 9:30 a.m.
	23	3 rd Quarter Report Cards Sent Home
April	6	Good Friday - No School
	9-13	Easter Vacation - No School
	16	Classes Resume
	18	Spring Picture Day
	21	Market Day Pick-Up 8:30-9:30 a.m.
	27	Mid-Quarter
	28	First Holy Communion
May	2	May Crowning
	18	Last Day for 3yr. Olds
	18	Last Day for 4yr. Olds
	19	Market Day Pick-Up 8:30 – 9:30 a.m.
	23	8 th Grade Awards Presentation 1:00 p.m.
	24	Kindergarten Promotion 9:30 a.m.
	25	No School
	28	Memorial Day - No School
	30	8 th Grade Graduation 7:00 p.m.
June	1	End of 4 th Quarter
	5	Final School Dismissal 10:30 a.m.
	6, 7, 8	Make-up Days, if needed
	7	Golf Outing
	16	Market Day Pick-up 8:30 – 9:30 a.m

\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.

