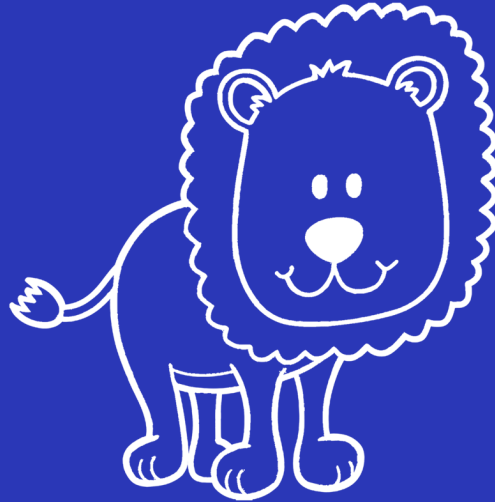


**Academy of St. Priscilla
at Divine Savior**



Family Handbook and Calendar
2011-2012

Academy of St. Priscilla at Divine Savior Handbook

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Prayer

A Prayer for the Community of Academy of St. Priscilla

Lord, help us to be a people of faith,
Trusting and living the gospel message,
Celebrating your love for us,
For all humankind.

Lord, help us to be a people of prayer,
At one with you in joy and sorrow,
At one with each other as we praise and petition,
As we grieve and give thanks.

Lord, help us be a people of hope,
Finding ways to be present to each other's needs,
Having the courage to be and to serve
The least of our brothers and sisters.

Let mercy, justice and compassion
Flow from our community.

Strengthened by Sacrament,
Moved by the Spirit,
We build the kingdom of God,
We become the Body of Christ. Amen.

Message to Parents

This handbook is provided for all families that have students in the Academy of St. Priscilla at Divine Savior Catholic School. Please read it and keep the handbook available for reference during the school year. We are grateful to be able to work with you and your

children this year and appreciate the support that you give to the school.

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

It is expected that all families become actively involved in the Academy of St. Priscilla at Divine Savior in order to reinforce the values and attitudes for a truly Christian life. Attendance at Sunday liturgy is a reinforcement of those values and attitudes. Parents and their children also agree to act at all times in accordance with these values and attitudes. Failure of a family member to act in a truly Christian manner or cooperate fully with the Academy of St. Priscilla may lead to the removal or non re-registration of the family member attending the school.

Mission

Our Faith - Our Commitment - Your Future

Our mission as a Primary Center of Excellence is to provide a strong quality Catholic educational environment for young children in a setting that supports their developmental needs. The school values multi-age programming, with cultural, ethnic, and economic diversity in its family population and program implementation. The classroom curriculum and instruction is supportive of the needs and interests of the children enrolled as well as their developmental level. The school emphasizes and supports the importance of the family in the life of the young child as they begin their school experience. School activities are based on this important component whenever possible.

School Philosophy

The Academy of St. Priscilla at Divine Savior is a Catholic School which provides each student with a superior education - one that develops their individual, spiritual, intellectual, physical and cultural potential to the full extent.

Rooted in Catholic traditions, The Academy provides a diverse and inclusive environment and an exemplary academic curriculum, thus enabling the student to become an educated and vital member of the Christian and secular community. We are a constant reminder to our neighboring communities that Catholic education instills in the student values and ideals essential for Christian living in a contemporary society.

We, the faculty and administration, provide a safe and healthy environment and a contemporary, challenging academic curriculum. Most of all, we commit ourselves to fostering the unique talents and potential of each child. Teachers and parents share responsibility with the student for the spiritual, moral, and academic growth of the student.

We support an ongoing curriculum that is designed to enhance individual development while fostering participation in the faith community through prayer, worship and action. By example, learning experiences, faith sharing, Liturgy, and service, the students are encouraged, strengthened, taught, supported, and gently led toward shaping the future that is theirs.

Our goal: To be the school of choice for every Catholic grade school parent in our area.

Program Philosophy and Goals

During the early childhood years, children are learning to trust others outside their families, gain independence and self-control, take initiative, and assert themselves in social acceptable ways. Children are also learning to think and they learn by doing. Children make sense of the world around them through active involvement with their environment. They observe what happens when they interact with materials and other people. As they engage in a variety of activities, they add pieces of information to what they already know, and come to new understandings about the world.

Our Early Childhood Program is developmentally appropriate. This means that the activities the children engage in are appropriate for their age and developmental level. It also means that teachers work with each child to ensure their individual, educational, and developmental needs are met.

The goal of the Early Childhood Program is to provide a rich environment that encourages children to observe, be active, make choices, and to experiment. Through interactions with the environment children will develop in the following area: *Physically* children will enhance both their large and small muscle control using all their senses in learning. Children will develop *socially and emotionally* as they experience a sense of self-esteem, develop a positive attitude toward life, and demonstrate cooperative, pro-social behavior. Children will develop their skill of *language* as they expand verbal communication skills, participate in discussions with peers and teachers, learn songs and rhymes, and a beginning sense of phonemic awareness. Finally children will develop *cognitively* as they acquire learning and problem solving skills, expand logical thinking skills, develop beginning reading and writing skills, acquire concepts and information leading to a fuller understanding of the world, and demonstrate skills in make-believe play.

Admission Policy

Age of Admission

A child entering Pre-Kindergarten must be three or four, and a child entering Kindergarten must be five years old by September 1st respectively.

Admission of a New Student - Registration

For the admission of a Kindergarten, first grade, or a transfer student, parents shall present: 1) an official copy of the child's birth certificate 2) the Baptismal record (if applicable) 3) a record of compliance with local and state of Illinois health requirements. Admission to grades first through second grade also requires a report card from the previous school year. Along with every new registration, there is also a \$100.00 Registration Fee.

The school may decline enrollment to any applicant whose placement may impair the health, security, well-being, or educational progress of other students or any applicant whose special needs may not be well-served by the program or staff of the school. Such decisions shall be made by the Director's discretion after consultation with the Assistant Superintendent of Catholic Schools for Vicariate IV, faculty, or other appropriate individuals or agencies.

Non-discrimination Policy

Archdiocesan schools do not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of educational policies, loan programs, athletic, or other school-administered programs.

Tuition Rates and Fees

Grade/Age	Monthly	Annual
<i>Pre-School (3 year olds)</i>		
Three Day/Full Day	\$290	\$2,900.00
<i>Pre-Kindergarten (3 and 4 year olds)</i>		
Five Day/Half Day	\$350.00	\$3,500.00
Five Day/Full Day	\$495.00	\$4,950.00
<i>Kindergarten - 3rd Grade</i>		
One Child	\$495.00	\$4,950.00
Two Children	\$745.00	\$7,450.00
Three Children	\$965.00	\$9,650.00
Four Children	\$1,090.00	\$10,900.00
Registration Fee		\$100.00
Book and Materials Fee		\$200.00
Fundraising Fee		\$200.00

Tuition Policy and Smart Tuition

1. All tuition payments will be collected through Smart Tuition based on the plan option selected by the family.
2. All payments must be paid to Smart Tuition on time in order for the school to meet its financial obligations.
3. Fees and tuition payments must be current prior to the first day of classes or the particular student for whom such tuition and fees are delinquent shall not be entitled to attend School, until such delinquencies are brought current.
4. Each parent of a newly registering or re-registering student must complete and sign a Tuition Payment Agreement.
5. The following shall apply to the payment of tuition and fees:

- a. All tuition paid shall be deemed non-refundable; provided however, that families seeking refunds of such tuition shall be entitled for a refund under Paragraph 7, below; and
- b. Tuition for a new school year shall be paid to Smart Tuition pursuant to the Agreement under one of the following three options:
 - i. Payment of tuition in one full installment, due August 15.
 - ii. Payment of tuition in quarterly installments, due August 15, November 15, January 15, and May 15.
 - iii. Payment of tuition in eleven consecutive, monthly installments, due commencing on August 15 with a final monthly installment due by June 15.
 - iv. Payment of tuition in twelve consecutive, monthly installments, due commencing on July 15 with a final monthly installment due by June 15, in which the new school year begins.
 - v. Option to choose payment date of the 1, 15, or 30 of each month.
6. A late fee of \$30 per month will be assessed by Smart Tuition to tuition accounts 10 days in arrears.
7. All tuition must be current before registration for a given new school year will be accepted.
8. The families of withdrawing students who seek a tuition refund under Paragraph 4 above, shall set forth a request for the refund and the reason for the withdrawal of the of the student in a written petition for the review from the director. A refund will be granted if parents have paid more tuition than the prorated amount.
9. Tuition payments shall be mailed, paid by credit card, or debited from a bank account directly to Smart Tuition for the Academy.
10. In cases of need, funds for tuition assistance may be available. Applications for such financial assistance are available in the school office.
11. Families with financial hardships are expected to initiate discussions with the principal regarding payment plan options.
12. Tuition is set at a higher rate because the Academy of St. Priscilla does not receive any subsidy from the adjoining parish.
13. A student may be excluded from classes until all tuition payment obligations have been met.
14. Tuition and fees will be prorated for students who transfer in during into the school during the year. Whenever a child is moving to a new school, parents must come to the office to fill out a release of records so that the student's file can be sent to that school.
15. Notwithstanding anything contained in this Policy to the contrary, the School reserves the right to pursue collection of tuition and fees due hereunder or under the Contract in any manner allowed by law or in equity and thus, more stringent collection methods for delinquent tuition accounts may be implemented as warranted by the individual situation.

School Calendar

The school calendar contains scheduled events for the school year. Dates and times and events can be added or changed at any time during the year. School calendars are contained within the handbook. Extra handbooks and calendars are available in the school office.

School Hours

Pre-School

Three Days/Full Day
8:05 - 3:00PM
Tuesday, Wednesday, Thursday

Pre-Kindergarten

Five Days/Half Day
8:05 - 11:30AM
Monday through Friday

Five Days/Full Day
8:05 - 3:00PM
Monday through Friday

Kindergarten - 2nd Grade

First Bell: 7:55AM

Tardy Bell: 8:05AM

Dismissal Bell: 3:00PM

Half Day Dismissal: 11:30AM

Extended Day Program Hours

Before School: 7:00AM - 8:00AM

After School: 3:00PM - 6:00PM

Half Day Dismissal Hours: 12:00PM - 6:00PM

Curriculum

Religion

The Catholic faith is an integral part of the Academy of St. Priscilla. The students will learn the principles of our Catholic faith, including morals and values. The Religious Education Program is to assist parents, who are the primary educators of their

children, in fostering the child's growth in faith. The teacher, sharing his/her faith, calls forth from the student a faith that is living, conscious, alive, and service oriented. Daily prayer, God's Word in Scripture, and liturgical celebrations unite students and their teachers in community and deepens their relationship with God. Experiences are provided through which students are led to recognize the implications of the Gospel in their lives. Through daily religion classes, students are instructed in the fundamental mysteries of faith and sacramental life of the church. Our students are life-long learners who will act with faith, integrity, and a sense of community to create unity among all persons with God, each other, and all of creation.

Liturgical Celebrations

The mission of the Academy is to evangelize our families. The goal of the school is to encourage mass attendance at our monthly family mass, and also to encourage Family Faith time at the school. Special liturgies and prayer services are planned during the course of the year with special emphasis on holy days of obligation and other important feast days. Respectful attitude, prayerful atmosphere, and active participation are expected of the students during any liturgical celebration. Formal and creative prayer will be said daily, and joint preparation for the Sacraments involve the priests, parents, faculty, and students.

Pre-School

The curriculum of the Pre-School is designed to ensure an optimal experience on all levels and give students a broad background in cognitive and sensor experiences, pre-reading and pre-math skills, and small and large muscle skills they need in future school years. It also provides work in listening skills; verbal fluency; discrimination of size, shape, texture, and color; letter and number forms; sequencing, sorting, categorizing, and socialization skills, all in a caring and Christian environment.

Pre-Kindergarten

The Pre-Kindergarten curriculum prepares the whole child with the necessary skills for Kindergarten. The daily program provides real-life experiences which promote individual growth and well-being within each student. Students continue to build upon the rich learning experiences from the Pre-School program. Reading is one of the main focuses of the Pre-Kindergarten curriculum. The students develop a reading readiness through the Happily Ever After program from the Rowland Reading Foundation.

Grades Kindergarten through 3rd Grade

The curriculum prepares students to be 21st Century learners in-depth learning of topics through hands-on application, Inquiry Based Units. Students receive individualized instruction tailored to their unique gifts and abilities. The students will be learning with the themes of literacy, social interaction, and problem solving. The curriculum will also consist of the content areas of reading, language arts, mathematics, science, social studies using current materials and the teaching method of Differentiated Instruction. In addition to regular academic assessments, students are assessed for literacy, reading comprehension and vocabulary growth using DIBELS (Dynamic Indicators of Basic Early Literacy Skills).

Specials

The students will have the opportunity to learn the basics of the Spanish Language, Physical Education, Library, and Art.

Computer/Library Media Center

The use of the Media center is considered an educational privilege. The following rules have been set for the use of the space and equipment:

1. A quiet atmosphere is expected at all times.
2. The students will demonstrate respect for the computers and their components (hardware, software, etc.) at all times.
3. All students and parents will sign a User Agreement and Acceptable Use Policy which will be kept on file.
4. A filtering system is used to ensure appropriate and ethical use of the Internet at school. Students and parents/guardians are responsible for the appropriate and ethical use at home. Inappropriate use of technology at home may subject a student to consequences at school. Inappropriate use includes harassment, use of the school name, remarks directed to or about teachers/staff, offensive communications and safety threats.
5. Students may check out one book for one week and may be renewed.
6. A student with an overdue book may not check out another book until the overdue book has been returned.
7. If a book is damaged or lost, a fine or replacement fee will be charged.

Physical Education

All children participate in the school's physical education program. Students will be graded on effort, cooperation, and skill. Our program is designed to help the students develop physically. No child will be excused from participation in the classes without a doctor's release or parental note. Students who are unable to participate in P.E. classes due to an illness or injury also may not participate in recess.

Special attire is required for physical education. All students must wear gym shoes, the Academy Spirit Wear t-shirts, shorts or sweatpants, and white sweat socks.

Enrichment

After the school day, the Academy offers various enrichment classes for the students. These enrichment classes are not mandatory, but another way for our students to learn and express themselves. The enrichment classes are a part of an eight week program offered twice during the school year, during the Fall and Spring.

Procedures

Academic

Grading

Our students will be graded based on the Illinois State Learning Standards and Archdiocesan Curriculum. Report cards are issued three times each year (trimesters) and supplemented with mid-trimester reports. The Academy uses a "standards-based system" when reporting student progress to parents through our report card. Our Pre-School students will receive report card in the Fall and once again in the Spring, and supplemented with mid-trimester reports. A copy of the report card will be placed in the assessment portfolio of each student, as well as his/her academic file.

Conferences are scheduled at the end of the first and second trimester. The students are encouraged to attend the conference with their parents/guardians. A second conference will be optional after the second trimester when deemed necessary to the child's progress. A parent or teacher may request a conference at any time.

Assessment Portfolio

In addition to progress reports and report cards, Academy teachers use authentic portfolio assessments to gauge students'

subject matter mastery. These performance assessments, student reflections and student goal-setting procedures are essential components of the portfolio program — one rigorously aligned with State of Illinois and National learning standards.

The portfolio itself is a collection of work that our teachers use to communicate student progress from year to year. Although the portfolio remains in school, it is always available for parents to view, by appointment.

Portfolio Night

Each spring, students invite their parents into the classroom to view their portfolios, to engage in a dialogue about classroom experience and to demonstrate growth. During Portfolio Night, students will share their portfolios with their parents, set academic goals, and evaluate goal progress.

Portfolios teach students to evaluate their own progress. The process of sharing portfolios with parents in a formal conference allows each student to develop communication and presentation skills, while keeping their parents in touch with their needs and accomplishments. Portfolio Night is an additional reporting tool, adding value to the way a report card grade does not provide.

DIBELS

DIBELS: Dynamic Indicators of Basic Early Literacy Skills Students in grades Kindergarten through 2nd grade at the Academy will be tested using DIBELS. DIBELS measures assess the 5 Big Ideas in early literacy identified by the National Reading Panel: Phonemic Awareness, Alphabetic Principle, Accuracy and Fluency, Vocabulary, and Comprehension. DIBELS are a series of short tests given to students to screen and monitor their progress in learning necessary skills to become successful readers. The

students will be tested three times during the course of the school year to benchmark their progress.

Homework

Daily homework is assigned to help the students' review, comprehend, and enrich subject matter. The time spent on homework will vary according to the child's needs and maturity. Students are expected to accept responsibility to complete assignments on time.

In the Primary Grades (Kindergarten through 2nd), if there are any missing or incomplete assignments, at first a verbal warning will be given. More than three missed assignments in a trimester will result in parent notification.

Arrival and Dismissal

The school doors open at 7:55. Students may enter into the building and walk to their classrooms. The tardy bell rings at 8:05. Students should be in the classrooms and ready to begin their day by 8:05.

For both arrival and dismissal, parents must use the parking lot **behind** the church/school building.

Emergency School Closings

In the event of inclement weather, families will be notified through a phone tree if school will be closed. The following radio or TV stations will also carry the information: WGN (720 AM), WBBM (780 AM), WLS (890 AM), and WFLD (Ch. 32 TV)

The Emergency School Closing Center may be accessed at: www.emergencyclosing.com for closing information.

Health and Safety

All students will be expected to participate in outdoor recess. Students will be excused from outdoor recess **only** with a doctor's written request.

Prior to entering Pre-Kindergarten and Kindergarten, every student is required to have the necessary immunizations according to state regulations. Dental exams are required for students entering Pre-Kindergarten and second grade.

The school does not carry general accident insurance.

Every student **must** have on file in the school office the medical form "Medical Information & Emergency Form" which is sent home during the first week of school each year.

An emergency form must be filled out for each student at the beginning of the new school year. **It is imperative that we have the name and telephone number of two alternates in the event parents cannot be reached when needed, since a student who is ill cannot be sent home without notification to the parents. Please inform the school when phone numbers change.** The parents or alternates are responsible to transport the ill student home.

If illnesses such as H1N1, strep throat, chicken pox, etc., occur in a given room, parents of children in that room will be notified. The student's health deserves careful consideration. Students should not remain in school when they have a rash, fever, sore throat, severe cold, or other communicable diseases. This is not only injurious to the student, but also endangers the health of others. If a student has had a contagious disease, he/she **must** have a doctor's permit to return to school.

When a student is suspected of having a communicable nuisance, such as pediculosis (head lice) or any other, the following steps will be followed: 1) Parent of child will be notified. 2) Parents of all children in the room will receive a letter of notification of the situation.

Medication

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. No school personnel shall administer any prescription or nonprescription medicine unless a completed Medication Authorization Form (provided by the school) has been received by the school director.

Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication only if a completed Medication Authorization Form and Physician Request for Self-Administration Form has been completed and received by the school director.

A note from a parent must be send to the homeroom teacher on any day that a child needs to use cough drops.

Security

As a safety measure, all outside doors will be locked. We ask parents who are bringing their children to school in the morning to leave them at the front door rather than to enter the building with them. All persons who need to enter the school building must use the front entrance office, sign in, and obtain a visitor's badge. Office personnel will open doors. Students are not allowed to open school doors for parents or visitors.

Searches Conducted by School Personnel

All property of the school, including desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses or articles of clothing that are left unattended on the school campus.

Child Custody

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records. Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.

It is the responsibility of the custodial parent to provide the Director with an official copy of the court order. Unless informed otherwise through court order, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours. A school should give a non-custodial parent the opportunity for copies of report cards. Upon request, a Parent-Teacher conference will be given at a time other than that of the custodial parent.

If a school has on record a court order indicating the limited visitation right or no visitation rights and a parent makes application to volunteer services in the school, the principal need not accept the application. If the Director judges that a parent who has limited visitation rights is volunteering to increase contact with a child, the Director should notify the custodial parent and have him/her settle the issue.

In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to records, the law is followed.

Academy Policies

Uniform Code

Academy students wear a specified uniform. This code applies to all grades. For the student's comfort and flexibility, summer and winter uniform options are available. The uniforms are available to be purchased through Land's End - www.landsend.com/school or at your local Sear's store. In order to purchase the uniform the Preferred School number is needed: 900133349.

General Rules

1. Students in Kindergarten - 3rd Grade: Shirts are to be tucked in at all times.
2. Jewelry is to be conservative and appropriate. Girl's earrings are to be small and fit within the earlobe.
3. **Hair is to be properly groomed.** Boy's hair must be above the collar and above the eyes. Boys are not permitted to have shaved areas or braids in their hair.
4. Crew socks, knee length socks, or tights must be worn every day.
5. Gym shoes are allowed every day. Students are NOT permitted to wear "light-up" shoes or Heely's. Flip-flops or open backed shoes are NOT permitted. Students who do not yet know how to tie their shoes must wear shoes with Velcro.
6. Students in first and second grade should also wear a belt with pants or shorts.

Boys - options

- Long or short sleeve shirts with the Academy logo (go to www.landsend.com/school for available colors.)
- Crewneck sweater with the Academy logo.
- Navy or Khaki plain front pants or shorts. During the winter months, corduroy pants may also be worn.
- Crewneck sweatshirt with the Academy logo.

Girls - options

- Long or short sleeve shirts with the Academy logo (go to www.landsend.com/school for available colors.)
- Crewneck sweater with the Academy logo.
- Cardigan sweater with the Academy logo.
- Navy or Khaki plain front pants or shorts. During the winter months, corduroy pants may also be worn.
- Crewneck sweatshirt with the Academy logo.
- Short sleeve polo dress with the Academy logo.
- Solid jumper in Navy or Khaki with the Academy logo.
- Skort in Navy or Khaki with the Academy logo.

Spirit Day Dress

Once a month, the Academy celebrates its School Spirit with Spirit Day. Students may wear their Spirit Wear t-shirts, sweatshirts, and jeans. This is not a dress down day, but a day to show school spirit.

Lunch and Lunch Supervision

Students will have the option of ordering lunch each day through the Hot Lunch Program or bringing a lunch from home.* Students not ordering through the Hot Lunch program are required to bring their lunch from home each day. Be sure to send your child with a **healthy lunch and drink**. Lunch should not be delivered on a daily basis unless previous arrangements have been made with the approval of the director. **Fast food lunches may not be brought in for students**. Students will eat lunch with supervision by parents and teachers. Parents are encouraged to volunteer for lunch duty. Please check the lunch duty calendar to sign up for a day. Parents committing to lunch duty will receive a \$50 stipend at the end of each trimester.

Rules for the Lunch Room will be posted for all to see. If a child is not following the rules, consequences will be given.

**Lunch will only be ordered if at least 20 of our families participate.*

Absence Responsibilities and Tardiness

Success in school requires regular attendance. A student who is needlessly absent misses valuable continuity of instruction, thus his/her work is affected. However, a child should not attend school if it is detrimental to his/her health or that of others.

Those in the Extended Day Program will be admitted between 7:00 and 7:50 AM. Other students will be admitted into the building at 7:55 AM.

The office **MUST** be notified by an adult if a student will be absent for the day. Call the school office, (708)452-0323 to report an absence. Parents will be contacted if an absence is not reported.

A written request by the parent is required for any release from the school, i.e. doctor appointment. The request should state the reason for release and sent to the teacher. Parents should meet the child at the office. A child will not be released on his/her own.

A student must be in the classroom by 8:05AM or he/she will be considered tardy. After five tardies during a trimester, students will be charged \$5.00, and an additional \$1.00 for every tardy thereafter during the trimester.

Vacations and Leaves of Absence

Vacations during regular school time are strongly discouraged. Vacation dates and free days are sent home to parents so that families are able to plan trips during school breaks. We encourage vacation arrangements to be made to coincide with these dates.

Extended absence may result in a student falling behind so much that progress may be jeopardized. If absence from school is unavoidable, missed schoolwork will be given after the child returns to school. The student will have one week to complete the missed assignments and tests.

Fire Drills and Disaster Drills

Fire drills are conducted periodically during the school year as required by law. Every fire drill is held on the assumption that the fire is real. Everyone without exception must evacuate the building quickly in a silent, orderly manner. Complete cooperation is mandatory.

Disaster and tornado drills are conducted to ensure the safety of the students when severe warnings are issued. The students are expected to proceed in a silent and orderly manner to the areas of safety.

Safe Environment Requirements – Protecting God’s Children

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

Volunteers

All parents are encouraged to volunteer at school. All volunteers who work with children must complete the following within three months of service:

- Volunteer application and Background check
- Attend the Virtus/Protecting God’s Children training
- Sign a Code of Conduct form
- Complete the Illinois Child Abuse and Neglect Tracking System (CANTS) form.

Parents interested in volunteering, please contact the school office (708)452-0323.

Communication

The Academy of St. Priscilla at Divine Savior has a number of ways in which information is sent to the parents and community:

1. School calendar
2. Family newsletters are emailed and sent home every Thursday. Families are required to read the newsletters, as they contain important information and updates.
3. Classroom newsletters
4. On occasion, letters or permission slips will be sent home to students. Parents are asked to read the letters and return the signed slip if requested. Letters may also be emailed to parents, so be sure a correct email address is on file in the school office.
5. Local parish bulletins are used frequently to share information and school happenings.

6. Website

Technology

In an effort to be “green” the Academy will be continuing to email the Family Newsletter each week.

The teachers and staff have email addresses. Email may be used as a means of correspondence between the teachers and the parents. If an email is sent to a teacher during the school day, she may not have the opportunity to respond until after school hours. Teachers will respond to an email within a 24 hour period.

Parents are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, 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 his/her family.

Parent Presence/Classroom Interruptions

Teachers are always happy to meet with parents. Best results are obtained when teachers and parents work cooperatively. Parents **may not** confer with teachers while the students are entering the building during morning drop off or while the children are in the classroom. If you have business to discuss with the teacher or Director, please send a note, email, or call the office to arrange for an appointment. No one will be allowed to visit the classroom without the knowledge and permission of the teacher and Director.

If parents deliver forgotten articles, bring them to the school office marked with the child's name. Someone from the office will bring the items to the classrooms.

Parent Concerns

If the parent is concerned about a situation with a teacher, the proper procedure is to speak to the teacher about the situation. If the parent wishes a third person to be involved, the Director is the next person to be contacted. School Board members have no jurisdiction over the teachers or students and should not be contacted.

Parents should call or email the teacher to schedule an appointment.

Field Trips

Field trips serve as "classrooms without walls." The experiences serve to introduce new ideas and to reinforce classroom study. As such, they are an important component of the curriculum. Written parental permission is required for any field trip. During the course of the school year, the students will be taking walking field trips, as well as bus field trips. Field trips are a privilege. Students who fail to meet academic or behavioral requirements may be denied participation.

Bullying

Bullying is contrary to Gospel values and has no place in our school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons. All allegations of bullying must be taken seriously, promptly

investigated and dealt with appropriately by the administration and staff of the school.

Bullying is NOT tolerated at our school. We do not tease, call names, or put people down. If we see someone being bullied, we speak up and stop it (if we can) or go for help right away. We make new students feel welcome and treat each other with kindness and respect. We respect the rights of each others' property (school property too).

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 our out of school that reflects negatively on the Church or Catholic 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.

Consequences for such actions will be determined in accordance with the Discipline Code of the Academy.

Harassment

The administration and staff of the Academy of St. Priscilla at Divine Savior believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school property.
- Weapons include but are not limited to the following: knives, bats, pipes, sticks, handguns, and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

Parents of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Discipline Code

As members of a Christian Education Faith Community, students are expected to display a positive attitude toward their education, and thus, behave in a manner that enhances the learning process. Each child is expected to put forth the necessary effort to make school a place where everyone is welcome and where we can pray, study, socialize, and play in an atmosphere of mutual respect. In order to ensure this educational environment, every student has the same rights and corresponding responsibilities within the school community.

Student Rights

- Right to a Christian educational environment where charity and justice prevail.
- Right to an education - to be presented with challenging, well-prepared, instructional opportunities, supplemented with appropriately designed reinforcement and/or homework assignments.
- Right to be safe; not to be endangered, threatened, or intimidated.
- Right to be treated with respect and understanding; not to be laughed at, called names, be the object of sarcasm or ridicule, or have one's feelings hurt by deliberately unkind remarks.
- Right to hear and be heard.
- Right to be clean and safe school facility.

Disciplinary Procedures

The discipline code includes measures that are progressive and foster student personal growth. Children are treated with respect and dignity at all times. Daily efforts are made to foster good communication between teaching staff, faculty/administration, and parents/guardians of students enrolled in the school. When

conflicts arise regarding disciplinary matters, an effort is made to find a peaceful resolution at the level closest to the source of the conflict: student and student; student and teacher/adult supervisor; student and principal; teacher and parent; parent and principal.

Discipline means guiding and directing children toward acceptable behavior. The most important goal of discipline is to help children gain self-control over their actions. Teachers discipline children to help them learn the consequences of their actions. Children need to assume responsibility for their actions and develop an awareness of the rights of others. Simple understandable rules will be used with the children. Children will be made aware of the relationship between their actions and the consequences that follow. Teachers who have an ongoing relationship with the child will be responsible for discipline and will use the following approaches: 1) redirection to another activity, 2) loss of privilege or activity, 3) where age appropriate, helping children resolve their conflicts, 4) anticipate and intervene before disruptive behavior occurs, 5) praising positive behavior. If a child cannot be redirected and is exhibiting an undesirable behavior that endangers him/herself or other children in the room, the child will be removed from the classroom and a phone call will be made to the child's parents asking that he or she be picked up immediately.

Children will never be subjected to corporal punishment or to verbal abuse. Meals or parts of meals will not be withheld as punishment and children will never be punished for toilet accidents.

General School Rules

1. Chewing gum is NOT allowed at ANYTIME.
2. School doors open at 7:55.
3. Remove hats when entering the building.
4. Be courteous and thoughtful of others.

5. Respect shared property and hallway displays by keeping them clean and undamaged.
6. Follow directions of the lunch supervisors.
7. Clean up all garbage after lunch.
8. At recess, play safely, take turns, and be kind to others.
9. Obey adult supervisors at recess.
10. Respect the property and rights of our neighbors.

Serious Behavior Violations

- Persistent classroom disruption
- Fighting
- Snowball or rock throwing
- Disrespect of school personnel and volunteers
- Dishonesty or cheating
- Abusive or foul language
- Harassment of students or school personnel
- Conduct unbecoming of a Christian student
- Inappropriate behavior during fire/disaster drills
- Bullying

Consequences

Continuous or overt disregard of any school rule will result in appropriate disciplinary action. The purpose of disciplinary action is to help the student to accept more responsibility for his or her own actions and to become more self-disciplined. Discipline will be grade appropriate by consensus of the teachers and the Director. Minor offenses are usually handled by a verbal warning from the teacher or a staff member. The homeroom teacher will keep a record of frequency of minor offenses. Where warranted, discipline problems may require a meeting with parents and/or intervention of the Principal.

Faculty and Staff

Mrs. Jennifer Hodge
Mrs. Angie Clarke

Academy Principal
Administrative Assistant

Ms. Nancy Marek
Mrs. Tracy Aguilar

Pre-Kindergarten Teacher
Pre-Kindergarten Aide

Ms. Kim Marquardt
Mrs. Rachel Sibick

Kindergarten Teacher
Multi-age Teacher

Mrs. Katie Brown

P.E., Library, and Art Teacher

EDP Director

Ms. Amanda Gonsiorek

Marketing Director