



DIVINE PROVIDENCE
— **ACADEMY** —

**Parent and Student
Handbook
2025-2026
School Year**

Updated 3/12/2025

Table of Contents	1
Mission Statement Page	3
Admission Policy Page	4
Academic Policy Page	5
Arrival Page	5
Birthday Recognition Page	5
Boots Page	5
Bus Page	6
Communication Page	6
Concerns Page	6
Confidentiality Page	6
Conflict Resolution Page	7
Discipline Code Page	7
Behavior Rubric	8
Crisis Plans Page	11
Custody/Student Information Sharing to Non-Custodial Parents Page	11
Daily Schedule Page	11
Drills: Fire, Tornado, Lockdown Page	12
Drug/Alcohol Use or Possession Page	12
Emergency Contact Information Page	12
Emergency Closing Page	12
Extra-Curricular Activities/ Athletics Page	13
Harassment Page	13
Violence/Bullying	14
Health/Medication	14
Accidents/ Illness Page	14

Appointments 14
Communicable Diseases 14
Immunizations 15
Holy Days Page 15
Homework Page 15
Liturgical Celebrations/Masses Page 15
Lunch Page 15
Parent Cooperation 15
Parent Participation Page 16
Parent/Teacher Conferences Page 16
Physical Examination Page 17
Recess Page 17
Release of Students Page 17
School Board Page 17
Student Pick Up/Drop off Page 18
Student Records Page 18
Supplies Page 18
Tardiness Page 18
Technology, Computers, Electronic Devices, and the Internet Page 18
Use of Artificial Intelligence Policy 19
Telephone Use Page 20
Tuition/Fees 20
Tuition Delinquency Page 20
Visitors Page 21
Uniform Policy Page 21
Weapon Free School 23
Wellness Policy 24-27

Mission Statement

The Diocese of Grand Rapids Mission Statement:

Catholic Schools in the Diocese of Grand Rapids will provide a Christ-centered education, which prepares children spiritually, intellectually, socially and culturally for their life journey. Our schools will be centers for academic excellence, innovation, and Catholic Christian values.

Divine Providence Academy's Mission Statement:

As a Catholic Academy, we cultivate courageous servants of God by nurturing strengths and promoting leadership through academic and spiritual excellence.

Vision:

As a Catholic community, Divine Providence Academy Welcomes all students to receive an Individualized education in a Nurturing environment centered in God and in Service to others.

Root Beliefs

- Every Minute Counts
- Quality Matters
- All Will Learn
- Personalized Education
- Know, Love, and Serve God
- Value Traditions, Open to Providence

Charisms- A charism is a Catholic school's unique identity, special focus, and particular spirit that enables the school to evangelize and glorify God.

The Dominican Sisters of Grand Rapids are inspired by the spirit of their founder St. Dominic de Guzman and joined the worldwide Order of Preachers (OP) carrying out an 800-year mission: to praise, to bless and to preach.

Beginning in 1853, four Sisters from Regensburg, Germany, traveled to New York, responding to the call "Sisters, come and teach." On October 25, 1877, five Dominican Sisters arrived in Traverse City, Michigan. Following in the footsteps of our patron Saint Dominic de Guzman, only God could know how our lives will ripple outward.

Divine Providence Academy is committed to living the charism in the spirit of St. Dominic. The Dominican charism is rooted in the Four Pillars of Dominican Life: prayer, study, community and service. These pillars provide the lens we use to live and study in our community, and to preach the Gospel of Jesus Christ.

4 Pillars of Dominican Life

- **Prayer**
- **Study**
- **Community**
- **Service**

Admission Policy

Divine Providence Academy does not discriminate on the basis of race, sex, religious affiliation, or disability if the person's needs can be met within reasonable accommodation on part of the school.

To request admission or to address questions relating to this subject, parents should begin by calling the main office of Divine Providence Academy (St. Joseph - (616) 899-5300, St. Catherine (231) 853-6743, or by filling out an inquiry questionnaire on our website at divineprovidenceacademy.org

Academic Policies

Students will always put forth a best effort. Scores will be assigned to student work per each teacher's determination.

Assignments will be turned in on time unless special arrangements have been made with the teacher assigning the due date. Loss of privileges will result if work is incomplete or consistently missing. If work is missing due to an excused absence, the student has an equal amount of time to turn it in per the length of the excused absence. For example, if a student is ill for one day, he/she would have one extra day beyond the day it was due to have it be deemed "on time." If a student is gone for three days due to illness, the make-up time for assignments missed is three days.

Accommodations for disabilities that prevent a student from performing to his or her ability will be considered, implemented, and based on individual students. Parent input will also be requested and valued when such a circumstance presents itself.

Plagiarism will result in an automatic zero and/or "do-over" for a student. If it is a habitual occurrence, it will be grounds for dismissal from school due to lack of academic integrity.

Report Cards will be based on the Diocesan standards. Daily work and/or quizzes and tests may show a letter grade.

Arrival

Before Care is open to all families based on availability from 6:30-7:30am for \$6.00 per day. Parents may drop off students from 7:30-7:40am. Doors open at 7:40-7:45. School starts promptly at 7:45. Students will be marked tardy after 7:45am. If a family arrives after 7:45am they must sign in at the office with the school administrative assistant. Students are dismissed from their classroom at 2:45pm. Aftercare is available to all families based on availability from 2:45-6:00pm for an additional charge of \$6.00/hr.

Birthday Recognition

Students may have a non-uniform day on the day that they are celebrating their birthday and can bring in a treat for the whole classroom. Visits by entertainers or elaborate celebrations are not appropriate for school and will not be permitted. Home party invitations should not be delivered at school unless every boy, every girl, or everyone in the class is invited.

Boots

During inclement weather, students must wear boots that can be removed before entering the classroom or must bring an extra pair of shoes. Students' names should be inside boots for easy identification.

Bus

Bus service is provided by Coopersville Public Schools and Ravenna Public Schools. Saint Joseph Campus families may contact Lee or Julie at (616) 997-3299. St. Catherine Campus families may contact Tim Funk at (231) 853-2218 ext. 6 for questions regarding transportation.

Communication

Most communications from school, (newsletter, calendars, and special information, etc.) will be sent electronically. Some may be sent home to each family through the family mail carrier who will be the oldest or only child. We must rely upon our students to deliver the information to you; please help by reminding your child of the importance of bringing all communications home and returning all responses promptly back to school. Please be diligent to check daily for communications. Our website is a great resource for calendar updates and special announcements.

During the school day all direct communication with teachers and students should be made through the School Office. Staff will respond to parent emails within 24 hours. Important phone messages will be delivered to the students by the Office. Students may use the school office phone if given teacher or Office permission.

Please email the School Office if a student is not following the usual mode of transportation home. Avoid last minute phone calls with such changes at dismissal as it is a very busy time of the school day.

Concerns

Concerns of any type (academic, behavioral, etc.) should be communicated first to your child's teacher and then to the principal. If you do not feel that a concern is properly addressed from the principal, go to Father Andrew .

Confidentiality

Divine Providence Academy feels strongly about the importance of confidentiality and will keep confidential any conversation deemed as such from the confider within reason. For example, if it is determined by the confessor that the health, safety, or lives of others could be impacted, the situation will be escalated through the appropriate channels.

Conflict Resolution

Good communication between home and school is vital to all of us. If there is a misunderstanding, or a difference of opinion between the parents, teachers, or administration, contact should be made as soon as possible so that information can be clarified. It is asked that you follow the chain of command shown below for working through concerns:

1) Teacher 2) Principal 3) Priest

Teachers are generally available in their classroom after the school day for consultation. It is advised to contact them ahead of time to ensure availability. Parents are strongly encouraged to work out classroom difficulties directly with the classroom teacher. If the parent/teacher meeting does not bring about a satisfactory resolution, the principal should be contacted to help with the resolution of the problem.

***It is not advisable to come to a Board meeting wishing to voice a concern unless you have made prior arrangements with the Board President.

Discipline Code

Staff members and parents work together to guide each child to develop self-discipline. As parents, you will be apprised of your child's behavior and effort on the students' interim reports, report cards and at conferences. If you would like an update in between these times, check with the homeroom teacher.

Be like **CHRIST**: Communicate, (**H**onor all with) respect, **R**esponsibility, **I**ntegrity, **S**elf control

Expectations for ALL Settings During the School Day

Communicate:

- Follow voice level expectations
- Use appropriate language
- Active Listening
- Greet each other
- Build each other up

(Honor all with) respect:

- Follow directions - first time
- Follow the dress code
- Please and Thank you
- Participate in prayer & Mass

Responsibility:

- Do your best work always
- Use technology appropriately (Acceptable Use Policy & Cell Phone Policy)
- Engage in school

- Follow procedures

Integrity:

- Be honest
- Take responsibility for your actions
- Make the right choice always even if no one else is looking

Self control:

- Walk in hallways
- Respect personal space - yours and others
- Appropriate physical interactions
- Keep work spaces clean and organized
- Be Safe

DPA Behavior Rubric

The goal of discipline is a development of inner self control and understanding of self, as well as, Christian responsibilities to others. Outward controlled behavior is designed to develop within the students responsibility for his/her actions and at the same time maintain the desired degree of order in the classroom, on the school grounds, and at school-sponsored events.

Divine Providence Academy anticipates that parents are concerned, cooperative, and supportive in dealing with any behavioral problems which may arise and expects that this cooperation is made apparent to the student. Students/parents/guardians are to respect authority, which includes adherence to school rules, regulations, procedures and Christian principles. These principles include, but are not limited to, the following:

- 1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of Divine Providence Academy

The following building wide rubric contains three components. These components categorize many of the behaviors witnessed within an educational setting. The Principal has final discretion in each individual case.

Fundamental Classroom Management Issues

- Excessive Horseplay
- Throwing things
- Running down the hall/in classroom

- Etc.

Fundamental Classroom Management Issues-Consequences

1st Offense	Take 5 Warning and talk to the child about behavior.
2nd Offense	Take 5- communicate behavior to Principal Staff member writes an incident report and student will fill out Restorative Think Page Time to Think (during recess for an appropriate amount of time) and/or Silent Lunch
3rd Offense	Take 5 Behavior Plan Parent Contact and Admin Contact

Verbal/Mental

- Teasing
- Lying
- Swearing
- Exclusion
- Verbal Abuse (Yelling at someone)
- Rumors
- Mean notes
- Just kidding behaviors
- Gossip
- Etc.

Verbal/Mental-Consequences

1st Offense	Take 5 Apology to person harmed
2nd Offense	Take 5- Staff fill out incident report- Fill out restorative thinking page Time to Think (during recess) and/or Silent Lunch Apology to person harmed Service to person harmed
3rd Offense	Take 5 Staff fill out incident report

	Think Time (during recess) and Silent Lunch Apology to person harmed Conference with Principal and Parents Behavior Plan Possible Suspension
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Physical

- Hands to yourself
- Fighting
- Flinching (acting like you are going to step at or hit someone but don't)
- Vandalism
- Theft
- Etc.

Physical

1st Offense	Take 5- Communicate with Principal Staff fill out incident report- Fill out restorative thinking page Time to Think (during recess) and Silent Lunch Apology to person harmed
2nd Offense	Take 5 Staff fill out incident report- Fill out restorative thinking page Time to Think (during recess) and Silent Lunch Apology to person harmed Service to person harmed
3rd Offense	Take 5 Staff fill out incident report- Fill out restorative thinking page Think Time (during recess) and Silent Lunch Apology to person harmed Conference with Principal and Parents Behavior Plan Possible Suspension

- Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

- Divine Providence Academy respects the confidentiality of parents and students. In accordance, information can only be given to the parent of the student receiving the consequence.
- It is the classroom teacher's duty to design, implement and maintain routines and procedures that are most favorable to the teaching/learning environment of a specific grade level. Students are responsible for upholding the school's expectations and rule, accepting the consequences for failure to do so.

Crisis Plans

Divine Providence Academy is committed to the safety and well-being of its students, teachers, and staff. As such, during the school day, all exit doors are locked to prevent exterior entry. Only a school employee may open the exterior doors to allow entry.

Divine Providence Academy also takes possession of a weapon very seriously. If a student is found to be in possession of a weapon, including, but not limited to; fire arms, knives, explosive devices, or any item that can be used to threaten or injure another person, as determined by the staff, the student will be subject to suspension and possible expulsion. This policy includes possession of a weapon on or near the Divine Providence Academy campuses, at any student activity, or during any form of transportation to and from school or school related events (field trips, sporting events, etc.).

Custody / Student Information Sharing to Non-Custodial Parents

Divine Providence Academy 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, Divine Providence Academy will provide the non-custodial parent with access to academic records and other school information regarding his / her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. This same policy will also apply to never married parents.

Daily Schedule

Campus specific information for the daily schedule, including start / end times will be communicated by the individual campus prior to the beginning of the school year. School start times for 2024/2025 school year are 7:45-2:45 at both St. Catherine's and St. Joseph's Campus. Students may be dropped off at 7:30 and doors will open at 7:40am. Students are counted as tardy at 7:46am. Students are dismissed from their classroom at 2:45pm. Aftercare is available to all families from 3:00-6:00 pm for an additional charge.

Drills: Fire, Tornado, Lock Down

When a fire, tornado, or lock-down alarm sounds, persons (students and adults) in the school building follow a predetermined plan which has been practiced and is posted in each room. Michigan State law is followed in regards to the number of drills per year.

Drug/Alcohol Use or Possession

Schools are considered to be “Drug-Free Zones.” As such, if a student is found in possession or is using drugs or alcohol on school grounds, at school, or at a school event, the police will be notified.

Use or possession of drugs or alcohol may result in expulsion or suspension with mandatory drug assessment, screening, and counseling.

Use or possession of drugs or alcohol and other behavioral or discipline records, will be documented in a student’s records, and as such will be forwarded to a student’s next school of attendance.

Parents may not use nor be under the influence of drugs or alcohol at school events including athletic contests or field trips.

Emergency Contact Information

Each family is required to complete an Emergency Authorization Form listing the name, address, and phone number of an adult whom we may contact in case of an emergency if the school cannot reach either parent. If this changes, please notify the School Office in writing to update your form.

Emergency Closing

School closings due to inclement weather conditions (or any emergency Closing) are announced in the early morning over local TV and radio stations. You may also find school closings listed on the Internet at: www.woodtv.com.

Students are NOT sent home during a tornado or thunderstorm WARNING but parents may come to the Office and sign out their child at any time in that circumstance.

Please note that at no time do we expect parents to send children to school if conditions in their area are impassable. Weather conditions do vary within our areas, as do the conditions in which some of us wish to drive. The usual absence call must be made to the School Office if you elect to keep your child home for these reasons.

It may be necessary for children to be instructed where to go in case the parents are not home during an emergency school closing.

Extra-Curricular Activities /Athletics

Athletic opportunities are available for students in grades 3rd – 8th through the GRACEAC (Grand Rapids Area Catholic Elementary Athletic Council) League. Student athletes must have a completed physical record on file in the school office and must meet the eligibility requirements of the Diocese in order to participate in a school team sport. The school does not provide transportation to or from games and or practices. Transportation is the responsibility of the parent. Students who participate in the school athletic program must be covered by insurance. The Diocese of Grand Rapids, through the Michigan Catholic Conference, also provides coverage for students during school hours or at school sponsored events. A sports fee will be required for each season your child participates in.

-Band Students in grades 5 through 8 are given the opportunity to participate in the school band program. A few instruments may be rented for student use during the school year.

-Class Parties - Class parties are permitted for major holidays. Parties for other milestone events may also be scheduled at the permission of the Principal. Details of class parties will be sent home via standard communication.

-Field Trips - Our Diocese Insurance Carrier requires written consent of parents before a student is permitted to go on a field trip with a school group. A Parent Permission Form requesting permission will be sent home in advance of a trip and it should be returned promptly. If a student does not return the signed form by the designated field trip day, the student will remain in the school building in an assigned room at school until the class returns. No phone calls will be made to the parent for permission. Field trips are privileges and a student may be denied participation in them by a parent, teacher, or the Principal, if he/she fails to meet academic or behavioral standards. Participation in school field trips is limited to students enrolled in the participating class and parent chaperones.

In many instances, we rely on parents for transportation. Drivers are not to make any stops going to and from the destination unless an emergency arises. Drivers are required to complete a Volunteer Driver Information Sheet before transporting students for a field trip. Also, it is the driver's responsibility that all children have the necessary car or booster seats.

In keeping with the school philosophy, alcohol or drug use by parents or students on school trips is strictly forbidden.

Parent chaperones are required to have completed VIRTUS training. Please see the school office for information.

Harassment

Any and all forms of harassment directed toward students, staff and parents will not be tolerated. This refers to behavior that is personally offensive, fails to respect the rights of others, or creates an intimidating/ hostile educational environment.

Violence/Bullying

We have learned that if we consistently address smaller issues of misbehavior, many of these behaviors do not grow into full-blown incidents of bullying.

Although we have wonderful children at Divine Providence Academy, it is normal for children to make mistakes. While all incidents of violence will be addressed, it is important to note that in order for a situation to be deemed bullying, it must be of a repetitive nature.

Health / Medication

Non-prescription medication, such as Tylenol, can be administered by a staff member with the completion of a medication consent form. All medications, whether prescription or over the counter, must be brought to the school in their original container by the parent or guardian, not by the child.

If it is necessary for a student to take prescription medication during the school day, parents and physician must complete and return the “Administration of Medication Consent Form” with instructions for dispensing the medication. The medication will be kept locked in the school office and dispensed from there. The school does not accept responsibility for the timing of medication. Students with asthma may keep their inhaler at the school office and come down to use as necessary. All medications must be picked up at the end of the school year.

Accidents / Illness

We are careful to inform parents of any injury or illness that may require further attention. If a major mishap should occur, we will use the information given on the Registration Form that is filled out at the beginning of each school year. Our policy is to call a parent if there is any question regarding the health and welfare of a child.

Appointments

Arrange doctor/dentist appointments outside of school hours whenever possible. Parents must come in to the School Office to sign their child in/out for appointments.

Communicable Diseases

Contagious illnesses such as covid, measles, impetigo, chicken pox, pink eye, ringworm, hand foot & mouth, etc. must be reported to the school as soon as known. The school contacts the Muskegon or Ottawa County Health Department and is also required to enter the information on a health department reporting form. DPA is required to report flu-like illness, stomach virus, and

chickenpox. This reporting enables the school to notify other parents in a given class that their child has been exposed to a specific illness.

DO NOT send your child to school with a fever. This is a great disservice to the sick child as well as the other children and staff. Children should be fever free for 24 hours before returning to class. DO NOT send your child to school if they have experienced flu-like symptoms during the previous 24 hours.

Immunizations

Incoming students, 7th Graders, and Kindergarten must have up-to-date immunization records before the beginning of the school year.

Immunization records needed for other after school activities should be obtained from your healthcare provider.

Holy Days

When a Holy Day falls on a school day, students in grades K-8 will attend Liturgy during regular school hours unless otherwise specified.

Homework

Homework most often refers to assignments given to students that are to be completed in a satisfactory manner and given to their teachers when due. The amount of time spent on homework is difficult to determine because of individual ability and study habits. Parents should confer with the teacher if a child is spending an inordinate amount of time on homework each day. If a student is absent, parents may make arrangements with a sibling or classmate to bring assignments and books home. Parents may come after school, not during the school class time, to pick up homework.

Liturgical Celebrations / Masses

Students and teachers plan school liturgies. Parents are invited and encouraged to attend. Students in grades K-8 have the privilege of participating weekly in a celebration of the Eucharist. Students take turns planning and serving at the Mass. Students are encouraged to participate fully in silent as well as spoken prayers, singing, and in special service roles as lector, altar servers, gift bearers, etc. Catholic – Christian values are integrated into all aspects of the students' day.

Lunch

Students must bring their own food unless hot lunch is desired. Hot lunch must be pre-ordered according to each campus' food service provider.

Parent Cooperation

As a Consideration of Enrollment Divine Providence Academy believes the education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent Participation

Divine Providence Academy has many different activities and projects in which parents may participate.

Volunteers and adults who attend events are invaluable at Divine Providence Academy. Those who volunteer, or attend events at school will strengthen relationships with staff, develop relationships with other parents, and develop a sense of pride in contributing to students' success. In order to be a volunteer in any capacity the following is required:

- virtusonline.org
- Click on First time Registrant
- Begin the registration process
- Click on Grand Rapids Diocese
- Create a user ID and password
- Under Primary location choose Divine Providence Academy
- Choose Volunteer only. If you click on parent you will not be given an option to take the online training.

You will receive an email confirmation that will direct you to the online training.

You will complete the following documents online.

- Background Check
- Standards of Ministerial Behavior
- Volunteer Contact Information
- Virtus Protecting God's Children Online Training

If volunteering to drive for field trips, please request a Volunteer Driver Information Sheet by emailing or calling the school office. This will need to be completed and sent back to us along with a copy of your insurance policy showing liability limits of policy.

Parent / Teacher Conferences

Parent/Teacher Conferences are held twice each school year – at the end of the 1st and 3rd marking periods – for the purpose of discussing the student’s rate of progress in school and other matters of mutual concern. An appointment for an unscheduled conference may be made at any time during the school year by writing or calling their child’s teacher.

Physical Examination

Students must comply with the State of Michigan regulations regarding entrance into a Michigan school. A record of a physical examination signed by a doctor must be on file in the School Office when a student enters a Michigan school for the first time. A sports physical is required each year prior to participation in sports.

Recess

Unless it is raining or the wind-chill temperature is below 0 degrees, the children will be expected to go outside, dressed appropriately. Only those who are hurt or ill will have permission granted to stay inside during this period. (Please help your children remember hats, gloves and boots.)

Release of Students

For the safety of our students, no student is to leave the school grounds at any time without permission from the office. Parents must sign their child out with the school office when picking up their child for any excused dismissal. The office will notify the teacher to have the child report to the office.

Students will not be released from school without verified parent or guardian approval. We reserve the right to have the person to whom the child is released present identification and sign the student release log, indicating time and purpose of release. The parent or guardian or authorized adult must pick the child up at school. No child will be permitted to walk home alone during school hours. A non-custodial parent may have access to his or her child, or have the child released to him/her, only with the written permission of the custodial parent. Where applicable, parents should inform the school of custody arrangements.

School Board

The Divine Providence Academy School Board of Directors works with our faculty and administration to assure the smooth operation of our school. Our board is made up of members from the parish and local communities, business and education professionals. The School Board of Directors is a board of limited jurisdictions, which means it works in collaboration with our Principal and Canonical Administrator to oversee the school operation.

Student Pick Up / Drop Off

Campus specific information regarding pick up and drop off of students will be provided to parents at Open House prior to the beginning of each school year. Questions can be directed to the school administrative assistant.

Student Records

Upon receipt of a record request from another school to which a student has applied for admission or which a former student is attending, all academic records and documented behavioral or discipline records, including use or possession of drugs or alcohol, will be forwarded to the requesting school. Student records will not be released until a signed request for records form has been received and all tuition is paid to date.

Supplies

It is up to the parents to provide the supplies requested by the teacher for their child. A detailed list of supplies needed by each student for the school year will be sent to each family.

Tardiness

Students will be marked tardy at 7:46 am. Families must sign their children into the office if they arrive at school after 7:45am. If a family arrives after 11:30am the student will be marked absent for the AM session and will be marked present for the PM session.

Technology, Computers, Electronic Devices, and the Internet

Use of school computers and technology, including the internet is considered a privilege. During instructional time, practice time, or educational use time, any abusive or destructive behavior will result in disciplinary action, which may result in loss of computer privileges. When using the school's technology, the user must realize that he/she is representing the Catholic community and must therefore uphold Christian, ethical, and legal requirements.

Use of cell phones, electronic devices, and / or the internet during instructional periods is prohibited unless the device is being used as part of the educational process with approval of the teacher.

It is the students' responsibility to ensure that their cell phones are turned off and out of sight during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action, including confiscation and return of the phone to the students' parents or guardians. Students shall be personally and solely responsible for the security of their cell phones &/or electronic devices.

The classroom teacher reserves the right to ban any electronic device, or internet usage based on inappropriate usage.

Our Catholic school students are formed to strive for personal excellence as a spiritual goal. They are expected to be Christ-like in word and action and to use right judgment and show integrity when completing academic coursework. Academic misconduct, including any forms of cheating or plagiarism, will not be tolerated and dishonesty undermines our mission as a Catholic school. All academic work submitted by students to their instructors is expected to be the student's own work.

Use of Artificial Intelligence Policy

I. Purpose

- A. Artificial Intelligence (AI) tools are now being used more frequently in the field of education. This policy seeks to promote ethical behavior and provide parameters around the responsible use of AI tools to complete academic work.
- B. Artificial Intelligence (AI) is defined in this policy as: The ability of a machine or computer system to perform tasks commonly associated with intelligent beings. This can be seen in applications such as image recognition, image generation, language translation, and text generation.
- C. Plagiarism: The presentation of another's ideas, words, or creative work as one's own without proper acknowledgment.
- D. AI-Assisted Cheating: The misuse of AI tools or technologies, such as language models, to complete or assist in academic work without proper authorization or citation.

II. Scope

- A. This policy applies to all students, faculty, and staff. It encompasses all forms of academic work, including but not limited to homework, quizzes, tests, essays, projects, presentations, and any other assignments or assessments.

III. Policy

- A. It is understood that all academic work which a student submits to his/her instructor is the result of the student's own work. This includes completing assignments and assessments independently, unless instructed otherwise, and appropriately citing all sources.
- B. Acts of academic dishonesty using AI include but are not limited to the following actions: prompting an AI chatbot (such as ChatGPT) to create a full writing assignment, generating an image using an AI tool when asked to produce an original work, using an AI tool to perform mathematical calculations for an assignment.
- C. Faculty and staff are responsible for educating students about the principles of academic integrity and the responsible use of AI tools in their academic work.
- D. Students are responsible for understanding the proper use of AI tools and technologies in their academic work. When using AI, students must:
 - 1. Seek approval from their instructor before using AI tools for any assignment or assessment.
 - 2. Clearly indicate and cite any AI-generated content within their work.
 - 3. Use AI ethically and responsibly, recognizing the limitations of AI-generated content and avoiding overreliance on such tools.
- E. Any suspected violation of this policy will be investigated using the school's established procedures for academic dishonesty.

Telephone Use

The school phone is a business phone and is not to be used to make arrangements to go home with a friend etc. Students' use of the school phone should be limited to emergency calls only. Access to use the phone may be granted by school personnel. Students are not allowed to use personal cell phones or smart watches to school during school hours.

Tuition/Fees

The Grand Rapids Diocese requires that all schools use a tuition management company in regards to tuition collection. Current tuition rates can be obtained by contacting any campus of the Divine Providence Academy or on the website at divineprovidenceacademy.org

Tuition Delinquency

Families failing to pay tuition, according to the school tuition payment guidelines, will be informed that their student(s) will not be re/admitted to the school. If families are not current in their payment of tuition:

At least 10 days prior to the beginning of school, their student(s) will not be readmitted on the first day of school.

At least 10 days prior to the beginning of second semester, their student(s) will not be readmitted on the first day of the second semester.

At least 10 days prior to the end of the school year, their student(s) will not be allowed to complete the school year and the transcript will remain incomplete.

A student may be denied admission to the school at any time during the school year due to tuition delinquency.

Tuition delinquency accounts will be submitted to a professional collection agency to pursue collection. If the student is in their final year at the school, him /her:

Will not be eligible for a parish subsidy to any other Catholic school in the diocese until payment is made in full.

Will not have his/her completed records/transcripts released until payment is made in full.

If a family pays the full past-due balance and pays the full second semester before the first day of the second semester, or makes other payment arrangements in writing, the student(s) may be readmitted.

Visitors

Parents and visitors are welcome at Divine Providence Academy. To ensure the safety and well-being of our students, all parents and visitors are required to stop at the School Office to indicate their presence and purpose in the building.

Uniform Policy

The purpose of the uniform policy at Divine Providence Academy is to help promote the traditions of a Catholic Education and to provide a standard for our students, which fosters an environment conducive to learning, respectful behavior, and school pride. A uniform policy promotes discipline, looks neat, creates an atmosphere free from competition where dress is concerned, and provides us a means of quickly identifying people who may not belong on school grounds.

Policy Enforcement - Parents are expected to be the primary monitors of the uniform policy. Please help us by ensuring your child is in proper uniform attire each day. The uniform policy will also be monitored by Home Room teachers. Uniform violations will be handled as follows:
 First violation: Note/email to parent/guardian. Second violation: Phone call to parent/guardian. Third violation: Parent/guardian will be asked to bring appropriate clothing to their child at school.

Permitted:	Not Permitted:
Navy blue uniform-style pants or capris	cargo pants
Navy blue uniform-style shorts that are "fingertip length" or longer	cargo shorts
Navy blue leggings under skirts/jumpers	holes in uniform pieces
Navy blue or white shorts under skirts/jumpers	
White tights under skirts/jumpers	
Girls navy blue uniform-style skirts, skorts, scooters, jumpers that are "fingertip length"	jumpers with deep v-cut fronts and open sides
White or light blue uniform polo; long or short sleeve	navy blue shirts
solid-white short sleeved undershirts	layering long sleeves under short sleeves
Navy blue or white sweaters	hooded sweatshirts (including DPA logo)
DPA current logo navy blue crewneck sweatshirt	DPA crewnecks with OLD logos
Shoes that are <i>safe, non-distracting, & appropriate for school</i>	Slides or clogs
Sandals with backs on them	sandals without backs or flip flops (with or without a back on them)
Belts: blue, black, brown, grey	

Permitted: (semi-casual days)	Not permitted: (semi-casual days)
Shirts with appropriate wording	tank tops, crop tops, shirts with holes
Jeans and khakis	Pants with holes
athletic pants, wind pants, joggers	pajama pants
appropriate length shorts, skirts, and dresses	Spaghetti strap dresses

Uniform policy notes:

Shirts must be tucked in for field trips, mass, and whole school events.

DPA T-shirts may be worn on gym days with uniform bottoms.

Sturdy athletic shoes must be worn for physical education/gym

Suggestions for **Where to Buy Uniform Pieces**. There are many school uniform vendors, both online and in stores. Below is a list of some of the more popular. Keep in mind that the biggest differences among vendors are quality and durability, and “seasoned” parents may have helpful reviews worth asking about. Walmart, French Toast (online at frenchtoast.com) Target, Meijer, Old Navy, Kohl’s.

Weapons

Students are prohibited from bringing and having weapons in school and school sponsored activities, or having weapons in school or at school sponsored activities, on the school premises, on a school bus. State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. “Dangerous weapon” may include a firearm, BB gun, dagger, stiletto, knife with blade, pocket-knife opened by mechanical device, iron bar or brass knuckles. Definitions A weapon is any object which can be used to threaten or injure another. It includes, but is not limited to “dangerous weapons” as defined by the State of Michigan law. School premises include the school building and the adjacent grounds including but not limited to parking lots, playground and busses. Immediate vicinity of the school means a block radius of the school. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school, shall be immediately excluded from classes pending investigation. A search can be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of a student’s person, pockets (the student empties his/her pockets.) book bags, purse, lunch bag, etc. Questioning of the same purpose may include questioning by the administration, a member of the administration team, a school teacher, the pastor or a person acting in the place of any of these. When a body search is conducted it shall be in the administrator or pastor’s office or other appropriate place. If a student refuses to cooperate or interferes with a search of a person or possessions or premises: s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises. Any student found to be in violation of the school’s policy is subject to disciplinary action, up to and including expulsion. The administration may exercise the options to both keep non-school persons out of the school and/or retain students in the school until police have completed their investigation. Any student determined to have brought a firearm to school will be expelled for a period determined by the administrator.

Wellness Policy

Introduction:

Divine Providence Academy, a member of the Diocese of Grand Rapids, is committed to the health and development of all students and to the continuing growth of student knowledge to maintain a healthy lifestyle.

Purpose of Policy

To follow regulations set forth in 2004, which established that all schools receiving federal funds for their meal program form a Wellness policy. The Hunger-Free Kids Act of 2010 expanded upon the policy set forth in 2004.

Requirements of the policy by law

1. Include goals for nutrition education, physical activity and other activities that promote student wellness
2. Establish nutrition guidelines for all foods available on campus during the school day
3. Provide assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations issued by the Secretary of Agriculture
4. Establish a plan to measure the Wellness Policy effectiveness
5. Include constituents, staff and the public in the development of the policy

Goals for the Wellness Policy

- Ensure that our Policy aligns with our mission as a Catholic school
- Ask for and use input from families, staff and students
- Promote and utilize environmentally-safe procedures
- Use of and promotion of local markets and farms
- Emphasize recycling and reduction of waste
- Integrate the health curriculum into the cafeteria experience

Mission

Divine Providence Academy believes that healthy individuals are defined not only by their physical health, but also by their psychological and spiritual well-being. The overall wellness of an individual is determined by the combination of these three aspects. Through faith, we recognize that our physical being is a gift. It is our responsibility to respect and nurture this gift so that we can fulfill our mission to be disciples of Christ.

Divine Providence Academy recognizes that there is a link between physical health and a student's ability to learn in school. The school has a duty to provide information on proper nutrition, activities that promote good health and dietary selections that are suitable to maintaining a good physical well-being.

Further, Divine Providence Academy recognizes that the experiences of eating together and participating in activities together are fundamental to the development of an individual's social health. These experiences help foster relationships, build the community and nurture the spiritual life of our students.

Wellness Policy Requirements

- 1. Include goals for nutrition education, physical activity and other activities that promote student wellness*

Nutrition Education – Divine Providence Academy encourages all staff (administrators, teachers, food service and non-teaching staff) to communicate the importance of proper dietary choices.

- No student will go hungry
- Financially-sound food service program that provides nutritious meals
- Nutrition education and the eating experience are integrated into the curriculum
- There will be free and safe drinking water throughout the facility, as well as clean locations for hand washing
- Students and staff will participate in recycling programs

Physical Activity – Divine Providence Academy recognizes that opportunity for physical activity is beneficial to the overall wellness of students and the community. Such activities promote cooperation, individual achievement and positive self-image in the achievement of a goal. The school's programs will include physical education courses, individual and team sports, band, clubs and extra-curricular activities.

- Physical Education teachers will utilize a curriculum that demonstrates and connects the relationship between physical activity, healthy eating habits and health
- Activities will be adapted for students with a physical disability
- PE teacher will monitor activity during excessively hot or inclement weather conditions

Activities that promote wellness – Divine Providence Academy believes that learning is cross-curricular and connections can be made among different contents. All staff play a role in helping students understand the importance of their individual wellness. Additionally, it is important that staff stress to students that our actions in the world today will affect the quality of life for future generations. An important part of the activities will be education of the staff to be able to utilize sound practices.

- Teachers and staff are encouraged to participate in classroom activities that promote or integrate nutrition education, gardens, renewable energy, and other sustainable procedures
- Staff, students and visitors will be encouraged to recycle, conserve resources, use biodegradable products and dispose of waste in a sound way
- The students will understand Stewardship as it relates to sharing God's resources.
- Regular professional development will be provided to food service staff that includes the topics of basic nutrition, nutrition education, benefits of local agriculture and will provide excellent school meals
- Staff will be continually informed and educated on decisions made regarding the kitchen and school programs. They will also take part in learning and developing sustainable programs

2. Establish nutrition guidelines for all foods available on campus during the school day

Divine Providence Academy believes helping students and families understand that maintaining healthy eating habits will aid them in a life-long mission of a healthy lifestyle. We will accomplish our vision through the following goals in health education, physical education, environmental care and education, classroom content and food service.

- Meals will be planned based on nutrition and USDA-approved products that students will find appetizing and satisfying
- Parents will be encouraged to provide healthy lunches.
- Parents will be encouraged to provide healthy snacks and meals for out-of-school activities
- Nutrition information will be available for all lunch products

- **It is encouraged for students to bring water bottles to school each day, along with 1-2 healthy snacks. Students are not allowed to bring in pop. Gum may only be brought in during testing sessions.**

3. Provide assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations issued by the Secretary of Agriculture

The Director of Food Services will continually review the wellness policy to ensure that the policies are not less restrictive than those set by the Secretary of Agriculture.

4. Establish a plan to measure the Wellness Policy effectiveness

As Divine Providence Academy adopts the wellness policy, the school will develop an active role in policy effectiveness, recommendations and an overview of school activities where food is served. The committee will work cooperatively with the food service director at Coopersville and Ravenna Public schools in evaluating the operations, and will report to the principal annually on its findings.

The following are to be included in the evaluation process:

- Financial statement and business plan
- Recommendations for delivery and cost effectiveness of the food service providers
- Summary of student preferences
- Description of service and participation
- Report on the goals
- The nutritional value of foods to be served
- Inventory for current equipment and budget for new equipment
- Review of food sales including cost analysis, quantity of local products, fresh products, seasonal products, fruit and vegetable consumption, pre-packaged foods and processed foods

5. Include constituents, staff and the public in the development of the policy

The committee formed will be a group of Divine Providence Academy stakeholders that aid the review and modification of the wellness policy. The goal is for the committee to meet twice annually. The Committee will be a diverse and inclusive group that will include, but is not limited to the following:

- Principal
- Food service director from Ravenna or Coopersville Public School
- 1 Staff member
- 1 student
- A Home and School Parent representative