



ST. CONSTANCE ELEMENTARY SCHOOL

5841 W. Strong Street • Chicago, Illinois 60630
P: 773-283-2311 • F: 773-283-3515
www.stconstanceschool.org

2017-2018 PARENT-STUDENT HANDBOOK



ST. CONSTANCE SCHOOL

Phone: (773)283-2311 Fax: (773)283-3515
Principal Email: evapanczyk@hotmail.com
Office Email: office@stconstanceschool.org

www.stconstanceschool.org

TABLE OF CONTENTS

Philosophy Statement	1
Welcome to St. Constance School.....	3
St. Constance School’s Mission Statement.....	3
Admission Policies	4
Non-Discrimination	4
Eligibility	4
Reregistration.....	5
Transfer from St. Constance School	5
Student Records	6
Health Records	6
Custody	7
Substance Abuse Policy.....	7
Arrival and Dismissal Procedures.....	8
Arrival	8
Dismissal	9
Attendance and Scheduling	9
Extended Day Programs	10
Emergency Closing	11
Tuition.....	12
Tuition Payment Schedule	14
Policy on Late Tuition	15
Policy for Refunds	15
Policy for Non-Sufficient Funds	16
Family Vacations.....	16
Absence	16
Tardiness	16
Early Dismissal.....	17

Homework Policies.....	17
Student Assessment	18
Lunch	19
Playground Safety	20
Field Trips	20
Respect and Responsibility	20
Procedures for Intermediate Discipline and Behavior.....	22
Procedures for Junior High Discipline and Behavior	23
Standardized Testing	26
Cooperative Services	26
Security	26
Safety	27
Safety Patrol.....	27
Asbestos	28
Student Accident Insurance	28
Fire and Tornado Drills.....	28
Parent Involvement Opportunities	28
Mandatory Services Hours	29
Requirements for Employees and Volunteers	31
Protection of Children and Youth	
Uniform Code	32
Gym Uniform	34
Out of Uniform Days.....	34
Sexual Harassment	35
Arrival and Dismissal Procedures.....	36
Arrival (Drop-off Lane)	36
Dismissal (Pick-up Procedure)	36
General Parking Lot Rules.....	37
Diagrams of Parking Lot Movement	38

Philosophy Statement

St. Constance School is a Catholic community that strives to integrate the message of Jesus within our academic curriculum. The philosophy is based on the belief that home and school are co-workers, responsible for creating an environment for the child that nurtures his/her spiritual, psychological, social, and intellectual growth to the highest possible level.

Our curriculum offers opportunities for growth in the relationship with Jesus, while building competence in academic, creative, and physical development. The faculty, aware that the Catholic Faith is not merely taught from books but more realistically from them, strive to provide the children with role models for Catholic living in their relationship with one another, with parents and with the children. The school seeks to build a practical framework for fostering student growth by helping students use gifts and talents, accept limitations, develop a just and loving moral code, and develop minds that inquire and seek answers.

The school community strives to provide a model for Catholic identity. Working cooperatively we prepare our students to become contributing members of the Twenty-first Century society.

**St. Constance School
5841 W. Strong Street
Chicago, Illinois 60630
www.stconstanceschool.org**

**Ph: (773)283-2311 / Fax: (773)283-3515
Email: evapanczyk@hotmail.com**

August, 2017

Dear Parent/Guardian,

The Parent-Student Handbook 2017-2018 is available online at:

www.stconstanceschool.org

There have been some changes made in the handbook. Note that not every single guideline can be stated in this handbook, and I, the administrator, can amend and will issue directives which are felt to benefit the children and present them with good behaviors and modeling for their future lives. Please take time to read through the handbook. After you and your child/children have discussed the pertinent information, please, sign the bottom portion of this note and return it to school before or on Thursday, August 31, 2017.

Sincerely,

Mrs. Eva M. Panczyk



We have read and discussed the information in the Parent-Student Handbook. We understand the policies and guidelines stated in the handbook and agree to abide by them.

Student Name(s)

Grade(s)

Parent Signature

Date

Welcome to St. Constance School!

St. Constance School is a Catholic elementary school teaching children in preschool through eighth grade. St. Constance has been fully certified by both the State of Illinois and the Archdiocese of Chicago. At St. Constance, we endeavor to educate all students within the limits of the school's educational program. This handbook will assist us as we work in partnership with our children in learning, growing in faith and building our community here at St. Constance. May God bless and guide us as we work together during this school year!

St. Constance School's Mission Statement

Our culturally diverse Catholic school serves as an educational component of St. Constance Parish. We are a welcoming community, which shares the spirit of prayer and worship, seeking to be a sign to the world.

St. Constance School provides a dedicated and professional faculty committed to the development of each student's academic, spiritual and social growth. With the skills, values and knowledge acquired, our students will become respectful, responsible and capable citizens embracing life-long learning.

Recognizing the parent/guardian as the child's primary educator, the faculty and school parents are encouraged to communicate freely. Parents and teachers are united together in Christ to promote the successful endeavors of our children.

Admission Policies

NON-DISCRIMINATION

St. Constance School is operated under the auspices of the Catholic Bishop of Chicago, a sole corporation, the Archdiocese of Chicago.

St. Constance School admits students of any race, color, sex, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students in this school.

St. Constance School does not discriminate on the basis of sex, color or national and ethnic origin in administration of educational policies, government loan programs, athletic or other school-administered programs.

Anti-Discrimination Policies:

1. The school complies with applicable Federal and State laws prohibiting discrimination, including:
 - a. Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.)
 - b. The Individuals with Disabilities Education Improvement Act (20 USC 1400 et seq.)-cf. Glossary
 - c. The Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.)
 - d. Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.)
 - e. Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.)
 - f. The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.)
 - g. Relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)
2. The school maintains a written description of its methods for complying with the applicable nondiscrimination requirements identified in items D.1.a-g. above.

ELIGIBILITY

St. Constance School exists for the children of St. Constance Parish. The admission of students other than parishioners shall be based on the availability of classroom space. Provided that space is available, students will be admitted in the following order:

1. Catholic students from other parishes where there is no local school.
2. Catholic students from other parishes where there is a parish school, but permission to attend is granted by the pastor/principal.
3. Non-Catholic students.

NEW STUDENTS entering Preschool, Pre-K, Kindergarten, or First Grade, must present the following:

1. Birth certificate to verify the child is three years of age on or before September 1 to enter Preschool, four years of age on or before September 1 to enter Pre-K, five years of age on or before September 1 to enter Kindergarten, or six years old on or before September 1 to enter First Grade, as mandated by the State of Illinois requirements.
2. Copy of Baptismal certificate for all Catholic children.

TRANSFER STUDENTS must present official records, including health records, academic records/official transfer with grade placement, baptismal certificate, if Catholic, and any other papers as deemed necessary for admission. Admission is probationary for all students for the first year. Intermediate and Junior High admissions will also require an interview with the principal prior to acceptance. If necessary, parents of transfer students will be required to sign a letter agreeing to specific conditions regarding a child being accepted into and continuing education at St. Constance.

REREGISTRATION

Registration of current St. Constance students for the following academic year usually takes place during February – March. A non-refundable registration fee is required of all students. Open enrollment takes place after registration of current students. Transfers are accepted throughout the year based on space availability, according to the transfer policy previously stated.

TRANSFER FROM ST. CONSTANCE SCHOOL

Transfer requests signed by the parent will be honored when received. The transfer and records will then be forwarded to the new school. It is expected that all financial obligations to St. Constance would have been met prior to the transfer.

STUDENT RECORDS

St. Constance School maintains a cumulative, permanent record for every student in attendance, according to established guidelines of the Office of Catholic Education of the Archdiocese of Chicago.

RIGHT TO INSPECT Parents/guardians have the right to look at their child's records which include report cards, attendance, health records, accident report and directory data such as name, address and telephone number. They may call for an appointment to come in during regular school office hours from 7:30 a.m. to 3:15 p.m.

DISCLOSURE The school will not disclose any information in a child's permanent record to third parties unless:

1. A parent gives written consent.
2. The information is requested by a school to which the child is officially transferring, or
3. The request for information meets some of the limited circumstances as outlined in the Office of Catholic Education publication, "Guidelines for Students Records."

HEALTH RECORDS

Completed Medical Forms are due in the school office by the first day of school for the following:

Preschool 3yrs. – complete medical form

Pre-K 4yrs. – complete medical form

Kindergarten – complete medical, dental, and eye exam forms

2nd Grade – dental forms

6th Grade – medical & dental forms

Transfer Students – Please contact school office.

New Immunization Needed Per The State of Illinois

Starting with the 2014-2015 school year, the State of Illinois has mandated new vaccine requirements for all Illinois schools.

Meningitis

All students entering the sixth and twelfth grades will be required to show proof of recent meningococcal conjugate vaccination (MCV). All sixth graders will be required to show proof of one dose received on or after 11 years of age. All twelfth graders will need to show proof of receiving two doses unless the first dose was administered after 16 years of age.

CUSTODY

St. Constance School, under the auspices of the Archdiocese of Chicago, abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parent with access to all academic records and school information regarding the child. If there is a court order specifying that no information be given to the non-custodial parent, an official copy of such an order must be provided to the school.

SUBSTANCE ABUSE POLICY

In accordance with Archdiocesan policy, St. Constance School maintains the following policy:

The possession, use or sale of drugs and/or alcohol by students on school property, whether during class time or at special events, even off St. Constance property, where students are representing St. Constance School is prohibited and illegal.

If students are found with, selling or using drugs and/or alcohol:

1. The child will be suspended, pending a school investigation.
2. A conference with the principal, parents, child and those deemed appropriate by the principal will be held.
3. If the violation is founded, professional evaluation and treatment will then be provided by the parents. Depending upon the extent of the problem, disciplinary actions such as extended suspension and/or expulsion may also be invoked by the principal.
4. Police notification, as directed by law, will be made.

5. Circumstance, such as age, severity of the offense, prior conduct, reason, parent cooperation, student response, prognosis for treatment, etc., will be considered in follow-through procedures and disciplinary actions.

ARRIVAL AND DISMISSAL PROCEDURES

The following procedures facilitate the arrival and dismissal from the school building each day. All families and staff are asked for their cooperation to ensure the safety of our students and to alleviate parking problems and street congestion.

ARRIVAL:

1. All students are expected to be in line at 8:00 a.m. when the school bell rings. Running or playing on the grounds prior to school is not allowed.
2. Two entrances have been designated for arrival. The east entrance (off the porch by Room 103) will be used for students in Kindergarten, Grades 1, 6, 7 and 8. The breezeway entrance will be used by students in Grades 2, 3, 4, and 5.
3. Preschool and Pre-K students will use the main door on Strong Street.

Only students who are tardy/late and the Preschool and Pre-K children should use the main door. Frequent tardiness will necessitate a parent meeting with the principal.

All students in Kindergarten through Grade 8 attend 8:00 a.m. Mass on Wednesday each week. **Beginning in October, Preschool (3yr) and PreK (4yr) will also attend Mass.** On Wednesday, students are to arrive at **Church** by the 7:55 a.m. church bells. Readers and acolytes must be in the sacristy by 7:45 a.m. on this day. If students arrive after this time, they will be considered tardy.

If there is a Holy Day of Obligation or Special Liturgy on another day, the Wednesday Mass will be canceled.

Please note: **Parents taking care of school business at any time during the school day should use the main door on Strong Street.**

DISMISSAL:

1. The dismissal bell rings at 3:00 p.m. for all students. Students in half day Preschool and Pre-K will be dismissed at 11:30 a.m. at the main door by the teacher.
2. Three (3) exits are designated for dismissal. The main door should be used by Preschool and Pre-K children and students who walk west on Strong or north on Monitor. The east door (by Room 103) should be used by students who walk east on Strong. The breezeway door should be used by students who walk east on Ainslie or who are driven home from school.
3. The parking lot is open until 2:55 p.m. for drivers to park in the lot. **No cars should move from the lot until all children are away from the lot and a signal is given.**
4. Parents in cars **should not park** on Strong Street in front of the school or the rectory to pick up students.
5. Parking on the street is available on Ainslie or on Monitor.

Please review the parking rules and diagrams at the end of this handbook.

ATTENDANCE AND SCHEDULING

Regular attendance is important for children in order that they may benefit from all the programs that St. Constance School has to offer. Excessive absences and tardiness may result in poor academic progress and could affect promotion to the next grade level.

DAILY SCHEDULE: Preschool and Pre-K morning session 8:00 a.m. – 11:30 a.m. Preschool and Pre-K full day session through Grade 8 – 8:00 a.m.– 3:00 p.m.

On Mass days students are expected to arrive in church no later than 7:55 a.m. Half-day dismissal is at 11:30 a.m. (no lunch). Please consult the monthly calendar for specific information.

Parents of children detained by a teacher after school will be notified prior to dismissal.

EXTENDED DAY PROGRAMS

St. Constance School offers **Extended Day Programs**. The programs are the **Before School Program** and the **After School Program**.

The **Before School Program** will run from 7:00 a.m. until 7:50 a.m. The Before School Program will be located in **Room 106** and students should enter via the breezeway doors. Students utilizing this program must arrive before 7:40 a.m. At 7:50 a.m., when teacher supervision of the parking lot begins, students in the Before School Program will line up on the parking lot with their classmates.

Fees for the Before School Program are as follows:

\$5.00 for any portion of the morning session.

The **After School Program** will run from 3:00 p.m. until 6:00 p.m. in **the Library**. Students should be picked up via the breezeway doors. Fees for this program are as follows:

\$5.00 daily if students are picked up between 3:00 and 4:00 p.m.

\$10.00 daily if students are picked up after 4:00 p.m.

There is a late pick-up fee of \$5.00 for pick up between 6:00 and 6:10 p.m. After 6:10 p.m., an additional \$1.00 per minute will be added to the \$5.00 late pick-up fee. Please note that this will be strictly enforced. Late payments for either program will eliminate your child from attending until your bill is made current. All students must be signed out each day. Once a child leaves the After School Program, he/she cannot return. For example, if a child leaves the After

School Program to go to basketball practice or a piano lesson, he/she may not return to the After School Program. Arrangements must be made by you for care or pick up at this time. If a student enrolled in the After School Program participates in school related extra-curricular activities (such as Spanish classes), they may use the After School Program following the activity. The After School Program includes time for homework, play time, a daily activity and story time. An afternoon snack will be provided by the program.

The After School Program will be in operation on half days of school. **Children using the program on these days are required to bring a lunch from home.** The fees for half days are as follows:

\$5.00 from 11:30 a.m. – 12:30 p.m.

\$10.00 from 11:30 a.m. – 3:00 p.m.

\$15.00 from 11:30 a.m. – 6:00 p.m.

All fees for both programs must be paid **directly to the school office**. You will receive a billing on the first day of the school week following the week the program was used. **During the last week of operation, fees are to be paid on a cash basis only.** If a child is enrolled in both programs, the fees for both programs may be combined and paid by a single check.

Each year there is a \$10.00 non-refundable registration fee charged to enroll in the **EXTENDED DAY PROGRAMS**. This registration fee is per family and covers both the Before School Program and the After School Program.

If a parent needs to contact the **EXTENDED DAY PROGRAMS** while they are in session, the phone number is (773) 283-2311 ext. 48.

EMERGENCY CLOSING

In case of extreme weather or other emergency, an announcement may be made over the local television broadcast system regarding the closing of school. Information about specific television stations will be sent home in the fall of each school year.

A telephone system is in place for our school through School Reach. You would be contacted by telephone if an emergency should close the school. In the event of any emergency, you will be contacted regardless of the time.

TUITION

Tuition is paid monthly. Please see the tuition payment schedule for dates. It is the responsibility of the parent to be current with monthly tuition payments. Payments are to be made by the due date. St. Constance School Board, in consultation with the Parish Finance Committee, will advise parents of tuition guidelines. Fundraisers are a part of the parent contract at registration, as well as parent volunteer hours. Financial obligations must be met and payment current for any transfer of records or reregistration for the next school year.

For the 2017-2018 school year, we will be using the FACTS Tuition Payment Plan. Families will be able to pay their tuition in one of three ways:

1. Payment in Full with FACTS- Due August 1st (\$0 Cost)
2. Semester Payments with FACTS in July and December (\$10 family cost)
3. Monthly payments with FACTS- over a period of 10 months beginning in August through May are due by the 15th of each month (\$30.00 extra fee is charged by FACTS Tuition Management in the beginning of August, when payments are made monthly)

FACTS has a variety of payment options. Monthly invoices can be received in the mail or by e-mail. Automatic bank payments can also be made. Parents can also use a MasterCard, Discover or American Express credit card, which will result in an additional 2.5% convenience fee. Scheduled payments are to be made by the 15th of each month. Tuition payments will no longer be accepted at the school office as you will be directed to go through FACTS.

In order to set up your payment plan, please visit our website and click "FACTS Tuition Payment" and make your selection.

One of the universal challenges in Catholic education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the service of FACTS Tuition Management. With FACTS, the school maintains all decision-making control. We will continue to be able to adjust to any special circumstances that may arise. At the same time, the improved financial stability brought about by the new program will enable us to give increased time and attention to our educational goals.

FACTS Tuition Payments are to be made by the due date. St. Constance School Board, in consultation with the Parish Finance Committee, will advise parents of tuition guidelines. Fundraisers are a part of the parent contract at registration, as well as parent volunteer hours. Financial obligations must be met and payment current for any transfer of records or reregistration for the next school year.

- A. **Active Parishioners** – Active members are baptized Catholics (or at least enrolled to become Catholic) who are registered parishioners and who demonstrate their commitment to their Catholic faith by regularly attending weekly liturgy, volunteer time or service in a parish or school ministry and provide regular financial support to the parish and school. If it is deemed necessary, you will be asked to meet with the pastor and/or school board in regard to your status as an active parishioner. Active Parishioner tuition rates can be found on the following page.

- B. **Active Non-Parishioners** tuition is one child = 6,330.00; two children = \$10,000.00; three or more children = \$13,450.00. All other fees (registration, supply and/or book fee) are the same. Active Non-Parishioners are Catholics who belong to a parish other than St. Constance or non-Catholics, either of whom are active at St. Constance Parish by demonstrating, at a minimum, their participation in the life of St. Constance Parish by regularly attending weekly liturgy, volunteer time or service in a parish or school ministry and provide regular financial support to the parish and school.

- C. **Non-Active Parishioners and Non-Parishioners** tuition is \$7,050.00 **per child** (cost basis). All other fees are the same as above.

2017-2018 TUITION PAYMENT SCHEDULE
(ACTIVE PARISHIONER RATES)

Registration Fee(Preschool-8th): \$125.00

Supply Fee (Preschool and Pre-K): \$125.00

Book Fee (K-8): \$205.00

PRESCHOOL and PRE-K*

<u>PROGRAM</u>	<u>ANNUAL TUITION</u>	<u>MONTHLY PAYMENT</u>
3 YR. OLD PRESCHOOL, 3 DAYS ½ DAY	\$2,520.00	\$252.00
3 YR. OLD PRESCHOOL, 3 DAYS FULL DAY	\$3,680.00	\$368.00
3 YR. OLD PRESCHOOL, 5 DAYS ½ DAY	\$4,060.00	\$406.00
3 YR. OLD PRESCHOOL, 5 DAYS FULL DAY	\$5,880.00	\$588.00
4 YR. OLD PRE-K, 5 DAYS ½ DAY	\$4,060.00	\$406.00
4 YR. OLD PRE-K, 5 DAYS FULL DAY	\$5,880.00	\$588.00

* Please note Preschool and Pre-K rates are separate and excluded from the family rates

ELEMENTARY SCHOOL K-8th GRADE (PARISHIONER RATE)

PROGRAM	ANNUAL TUITION	MONTHLY PAYMENT
1 STUDENT, K-8	\$5,700.00	\$570.00
2 STUDENTS, K-8	\$8,850.00	\$885.00
3 STUDENTS, K-8	\$11,900.00	\$1,190.00
1 PS OR PK & 1 K-8 STUDENT	PS or PK RATE+ \$4,430.00	PS or PK + \$443.00
1 PS OR PK & 2 K-8 STUDENTS	PS or PK RATE + \$7,930.00	PS or PK + \$793.00

POLICY ON LATE TUITION

1. Parents who are late in paying will be charged a \$30.00 late fee.
2. They will be asked to remit the payment or to contact the School Board president.
3. The School Board president may extend the time for payment up to one month.
4. Families whose tuition is over one month late will meet with the pastor/principal to discuss their financial obligation to St. Constance School. Students will be subject to exclusion for delinquent tuition payment.

POLICY FOR REFUNDS

With the onset of the school year, fees are not refundable. If a transfer is necessary any **prepaid** tuition will be reimbursed.

* Prices reflect students registered by April 1, 2017.

POLICY FOR NON SUFFICIENT FUNDS

A Non-Sufficient Funds Fee (NSF) of \$30.00 will be applied for returned checks payable to St. Constance School for items other than tuition payments. NSF Fees for tuition payments will be handled by FACT Tuition Management.

FAMILY VACATIONS

Vacations during school time are discouraged. If a family chooses to take a child/children out of school, a note is to be sent to the school indicating the time the student will be absent from school. **Teachers are not expected to have schoolwork ready for a student to take with them on such a trip. It is the responsibility of the student and parent to see that assignments are completed upon return to school.**

ABSENCE

When a child is absent for any reason, it is necessary that the parent call the school office at (773) 283-2311 before 8:30 a.m. There is an answering machine available 24 hours a day to take messages. If a child is home ill for several days, **the parent should call each day** to report the absence. **A note explaining the reason or the absence should be sent to the child's teacher upon returning to class.**

While we encourage attendance, if a child is really ill, he/she should be kept home for the health of the child, classmates and faculty.

Frequent absences may necessitate a summer school program.

TARDINESS

The bell to enter school rings at 8:00 a.m. Any child who arrives at school after 8:05 a.m. will be considered tardy. **Frequent tardiness will necessitate a parent meeting with the principal.** On days when students attend the 8:00 a.m. Mass they are expected to arrive at church by 7:55 a.m. Students who arrive after this time will be considered tardy.

EARLY DISMISSAL

Please try to avoid scheduling doctor or dental appointments during the school day. When this is unavoidable, please notify the child's teacher and the school office.

The school office will notify the parent of a child who becomes ill during the school day. A parent may then come to pick up the child, if necessary. Children dismissed from school during the day **MUST** be picked up at the school office. Students **will not** be allowed to go home alone.

HOMEWORK POLICIES

Homework reinforces and reviews what has been taught during the school day. Long-term or research assignments should be worked on at home. Reading is always encouraged for the entire family, especially for enjoyment. The following are daily homework guidelines to continue the partnership in learning between school and home.

Preschool	TBD/as needed
Pre-K	Designated weekly assignments
Kindergarten	15 minutes
Grade 1	30 minutes
Grade 2	45 minutes
Grade 3	1 hour
Grade 4	1 hour and 15 minutes
Grade 5	1 hour and 30 minutes
Grade 6-8	1 hour and 45 minutes to 2 hours

You may request that homework for an absent child be sent to the school office for pick up at dismissal (3:00 p.m.) or you may request that work be sent home with a sibling or friend. When necessary, students in Junior High may arrange for a friend to bring work home for them when they are absent.

Though we want students to have ample time to enjoy the weekends, at their discretion, teachers may assign homework to be done over the weekend. Work done over the weekend helps to reinforce skills that were taught during the school week. Students should also use time on weekends to work on long-term assignments, research projects, etc. Students who have unfinished work from the preceding week will be expected to complete the work over the weekend.

STUDENT ASSESSMENT

Learning is our goal. We are on an A – F grading scale. Every effort will be made to work with students to ensure success in school. To assure consistency throughout the grade levels, **all teachers use the following grade scale.**

99%	A+	91-92	B+	83-84	C+	75-76	D+
95-98	A	87-90	B	79-82	C	71-74	D
93-94	A-	85-86	B-	77-78	C-	69-70	D-
			0-68	F			

Student weekly work for Grades 1 – 4 will be sent home on Friday. A sign-off sheet will accompany the folder containing the student’s work. After reviewing the child’s work, parents are required to sign and date the sign-off sheet. These folders must be returned to school on Monday and will be used each week. If a parent has any comments or questions regarding the student’s work, those comments for the teacher can be noted on the sign-off sheet.

A **Weekly Report Sheet** for Grades 5 - 8 will be sent home on Thursday. Each teacher has the opportunity to inform the parent of any missing assignments; test grades, when applicable; homework grades, if applicable; and any comment or comments about the student’s work and behavior. If there is no comment then the student is doing well at that time. The teachers may

send work home in the folder from time to time; the parent and student should discuss the assignments. The Weekly Report Sheet must be signed (with comments, if appropriate) and returned to the homeroom teacher on Friday. If any concerns by a teacher surface at any time other methods of communication, such as note, telephone call, or e-mail may be used.

Mid-Trimester Reports will be completed for students in Grades 1 – 8. After being reviewed by the principal, the report will be sent home for review by the parent/guardian. All parents are required to acknowledge receipt of the mid-trimester report by signing and dating the report and returning it to school.

Report Cards will be sent out shortly after the end of each trimester. Report card envelopes must be signed by a parent/guardian and returned to school to acknowledge receipt of the report cards.

LUNCH

St. Constance School has a closed campus and children do not go home for lunch. A hot lunch program is offered to all children through the Archdiocesan Food Service Professionals. Lunch may be brought from home or obtained through the program, which also offers milk as an option. Information regarding hot lunch is sent home each month. Students may purchase only juice from the vending machines during lunch periods. **“Fast food” lunches are NOT permitted in school.**

Lunch monitors are parents and grandparents who assist the principal and teachers with supervising the lunchroom and playground each day. In addition, they assist with the cleaning of Borowczyk Hall lunchroom facility after lunch each day. There are two options for monitoring during lunch. The first option is that of earning Volunteer Hours for the **Mandatory Service Hours**, or the second option is a stipend paid to monitors for each day worked; this stipend is paid to monitors on a trimester basis. In addition; fifth, sixth, seventh, and eighth grade students assist adult monitors during the lunch and recess periods.

PLAYGROUND SAFETY

The following rules apply to students' behavior during recess:

1. Pushing, shoving or running in line, or fighting of any kind is not permitted.
2. Balls are provided for each classroom to use on the playground, but bats are not permitted. Balls are not to be brought from home, but jump ropes from home may be used on the playground. These should be used as jump ropes only.
3. Students are to stay in the areas assigned to their class for safe play.
4. In case of injury or serious discipline problem, the adult on duty will determine the need for notification of the parent with the office.
5. Children are **NOT** allowed to speak with anyone except those designated on the playground during school time. Parents are asked not to call their children over to their cars to speak with them or to be on the playground unless acting as an assigned playground supervisor. Important messages may be left in the office.

FIELD TRIPS

Field trips are planned by teachers to enrich our curriculum. Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

RESPECT AND RESPONSIBILITY

Respect and responsibility are expected of all students. Our Christian life of faith calls us to exhibit positive attitudes and proper behaviors in our day to day living as a community of believers. We strive to show respect to self, others and property.

We have a zero tolerance policy regarding verbal and nonverbal bullying.

We believe that rules of discipline and behavior, which are reasonable, fair and consistently enforced, encourage self-discipline as well as an awareness of personal dignity, personal rights and personal responsibility.

General rules of behavior for all students of St. Constance School include:

1. No graffiti outside of or within the school will be tolerated.
2. No name calling, derogatory words or profanity are allowed.
3. No gum is allowed in school.
4. No locker decorations including mirrors, posters, magnets, chandeliers etc. are allowed.
5. No radios, I pods or CD players, large amounts of money, personal electronic games, or other valuables are allowed in school. Cell phones may only be used in case of an emergency. No making or receiving calls or text messaging during the hours of 7:50 a.m. and 3:00 p.m. If the cell phone is misused it will be taken and a parent must come to the school office for it. St. Constance School will accept no liability for loss of the phone.
6. No fighting is permitted at any time. Fighting will be dealt with by the principal. Suspension is the usual consequence, followed by a readmission conference with the child, parent and principal before the child returns to school.
7. No toys, dolls, sports or other trading cards are permitted in school. These will be taken away from students.
8. Students are required to remain quiet in the halls and stairwells at all times.
9. Students must show respect for all persons of authority in the school, which includes all school and parish staff as well as volunteers.
10. Students must respect school, parish and neighbors' property by refraining from littering and by walking on the sidewalk rather than on grass/lawns.
11. All hard covered textbooks must be covered at all times. Students are responsible for monetary replacement of any books that are lost, damaged or destroyed. Students will be advised of the replacement cost of the book by the school secretary.

12. Students may not throw snow anywhere around St. Constance School or Church.
13. Students are required to wear the school uniform daily except on days sanctioned by the principal as an “Out of Uniform” day. The school uniform does not need to be worn on the day a student celebrates his/her birthday. However, students must be dressed appropriately and in good taste.
14. In an effort to promote Christian unity, “cliques” are discouraged. Students should strive to include all their classmates in activities and group discussions.

Every possible offense cannot be written; therefore, the principal has the right to use disciplinary sanctions when inappropriate conduct occurs.

The following are absolutely forbidden and are ordinarily subject to **IMMEDIATE SUSPENSION OR EXPULSION**: physical assault; possession of alcohol, drugs, or tobacco products; possession or use of a weapon; vandalism; sexual misconduct; and truancy. Upon reasonable cause, the principal or assistant principal reserve the right to inspect all school and/or personal property, including lockers. In disciplinary matters, the principal will make all final decisions in regard to the safety and welfare of individual students and the school community as a whole.

PROCEDURES FOR INTERMEDIATE DISCIPLINE AND BEHAVIOR (Grades 3 and 4)

The intermediate division follows the General Rules of Behavior that have been established at St. Constance School. If a child’s behavior interrupts the learning process or is inappropriate the following disciplinary measures are enforced:

- Step 1:** A verbal warning will be given. This will inform the child of what they have done and they will be asked to stop.
- Step 2:** The teacher will change the student’s seat.
- Step 3:** The teacher will issue the student a “White Slip” which will explain what behavior was disruptive. The student will have to write a reflection and will be asked to examine how their choices

could have been changed to avoid receiving a “White Slip”. The parent will sign this notice.

- Step 4:** Upon receipt of 2 “White Slips” a parent conference (with the parent, child and teacher) will be called to discuss what course of action will be taken. The principal will confer when necessary.
- Step 5:** Any student who cannot behave within established school guidelines may be ineligible for participation in school field trips or other grade functions.

We are committed to providing a positive, Christian classroom environment that fosters an atmosphere of mutual respect between teacher and student, and between student and student. With this goal in mind, it is essential that parents, teachers, administrator, and students work together to support this endeavor.

PROCEDURES FOR JUNIOR HIGH DISCIPLINE AND BEHAVIOR (Grades 5, 6, 7, and 8)

If Junior High students are well disciplined, their behavior provides an atmosphere conducive to learning. When a student chooses to violate his/her own right to learn or that same right of others, by failing to observe school policies, rules or practices, he/she will face the consequences. Disciplinary measures such as social and academic notices, reflection periods, suspension or expulsion may be imposed separately or progressively as the situation warrants.

When school rules are violated, the consequences will be immediate. Violation of lesser rules will be handled in accordance with ordinary classroom procedures and if warranted with the Junior High procedures.

St. Constance Junior High uses a documented procedure for disciplinary action. In the event of major rule violations or repeated violations of lesser rules, parents are informed of each step by an Automatic Social Reflection Notice or Academic Notices, which will be issued to the student. The notice is to be signed by a parent and returned the next day to the Discipline Supervision Teacher.

A Reflection period will be served by the student upon receipt of an Automatic Social Reflection Notice or three Academic Notices. This will be a period of 40 minutes and will be supervised by a teacher. Parents will be notified of the date and time of the Reflection period. During the Reflection period the student will fill out a form describing the choice made which resulted in the

receipt of the notice. The student will be asked to examine how the choice could have been changed to avoid the Notice.

Reasons for an Automatic Social Reflection Notice are:

1. Disrespectful in Speech or Manner
2. Verbal and/or Physical Abuse of Others
3. Discourteous Behavior
4. Disruptive Behavior
5. Academic and/or Personal Dishonesty
6. Other Inappropriate Behavior Perceived

A student may receive an Academic Notice for lesser infractions of our Academic Procedures. The following are some of the reasons for which an Academic Notice may be given:

1. Homework assignments not returned on the day on which they are due
2. Coming unprepared for class without necessary books and materials
3. School related materials not returned by the due date
4. Tests, signed by the parent, not returned when due
5. Other inappropriate behaviors

The following procedures will take place for the Academic Notice:

Step 1: When a student is unable to acceptably change his/her behavior after a conference with his/her teacher, the student will be issued an Academic Notice. This notice must be signed by a parent and returned to school the following day.

Step 2: When a student receives three (3) Academic Notices in one quarter, he/she will be required to serve a one (1) hour Reflection Period after school. Parents will be notified of the day of this Reflection Period in advance. During this Reflection Period, supervised by a teacher, the student will fill out a form describing the choices which resulted in the receipt of the Academic Notices and will be asked to examine how their

choices could have been changed to avoid receiving the notices. Each additional three (3) notices in one quarter will result in another Reflection Period.

- Step 3:** A conference will be held for any student receiving three (3) Reflection Periods in one quarter. The conference will include the parent, the student and the Junior High teachers. At this conference we will determine a course of action to prevent the reception of any more Automatic Social Reflection Notices and/or Academic Notices by the student.
- Step 4:** A conference will be scheduled involving the parent, the student, the Junior High teachers and the principal for any student who receives four (4) Reflection Periods during a quarter.
- Step 5:** An IN-SCHOOL SUSPENSION may be invoked for any additional Reflection Periods (which will be served as stated above) totaling five (5) or more Reflection Periods in one quarter. During this suspension, the student will be isolated from all school activities on that day. He/She will be required to report to the school office during normal school hours, including lunch and recess, and be separated from class and classmates. He/She will be required to report to the school office during normal school hours, including lunch and recess, and be separated from class and classmates. He/She will be required to work on an independent basis on assignments provided.
- Step 6:** OUT OF SCHOOL SUSPENSION The Student may be barred from school entirely until a conference is held with the principal, the parents and the student. An OUT OF SCHOOL SUSPENSION is the result of serious violations and is the decision of the principal.
- Step 7:** EXPULSION is the termination of the student's privilege of attending St. Constance School and requires a transfer to another school. Except in extreme cases, expulsion will be imposed only after a period of suspension. This is ordinarily invoked when drastic action is required to ensure the safety and rights of others and to prevent disruptions of the school environment. This is the decision of the principal.

STANDARDIZED TESTING

Students in Grades 3 through 8 are administered the ***Aspire Test*** during April of each school year. Parents will be notified in advance of the dates on which the tests will be given. Parents will receive the results of these tests as soon as they become available.

COOPERATIVE SERVICES

Assessment services are available to all children in the State of Illinois and in the City of Chicago through the Chicago Public School system. Services include: speech evaluation and educational and/or psychological testing. St. Constance School cooperates with the local public schools in accessing these services when needed.

SECURITY

An emergency card is distributed to all families at the beginning of each school year. The information on these cards is to help the office contact parents in case of an emergency. **Please keep these updated if changes occur.** Both parents' signatures are required on the card.

Visitors are to enter the school at the Strong Street Main Entrance **only**. There is a video security system at that door. Please ring the bell located on the left-hand side of the entrance. All other doors are locked at all times. Students and faculty are **not** allowed to open any door to visitors. All visitors will be directed to the main entrance.

All visitors, including parents, are to report to the school office before going into the school building. Visitor badges are distributed in the school office. **Teachers may not be approached by parents during the school day (8:00 – 3:00) without a scheduled appointment. Appointments may be made in the school office.**

The office maintains a "Lost and Found." If a child loses something in school, please check for it in the office. Children are encouraged not to bring money or other valuables to school, since the school cannot be responsible for lost valuables.

School requests for money will normally be in writing. All money sent to school (i.e., book clubs, bake sales, missions, etc.) should be in an envelope and marked what it is for.

Students may use the telephone in school in case of an after school emergency. The school will contact the home in the event of an illness.

The school secretary cannot, except in emergency situations, be called upon to pass messages along to students.

Teachers and students will not be called out of class for a telephone call unless it is an emergency situation. Teachers and students will be given important messages by the office. Anticipated emergency situations should be discussed with the principal.

SAFETY

St. Constance School is concerned about the safety of our children. The cooperation and support of our parents is appreciated in continuing our record of safety. **It is important that all traffic and safety rules are followed when driving or walking in the vicinity of the school.**

Bicycles should be walked at all times while on school property. During the school day, bicycles are to be locked in the bike rack at the breezeway entrance. No skateboards will be allowed in the school building.

SAFETY PATROL

Students in the Junior High are given the opportunity to participate in the safety patrol. **All students, as well as parents who drop-off or pick-up children from school, are expected to respect the role of the safety patrol and the directions which they give.** Patrol members are required to exhibit courtesy, dependability, concern for others and leadership. While being of service to St. Constance School, your child will have the opportunity to grow in qualities needed for leadership.

Patrol duty begins at 7:45 a.m. and ends at 8:00 a.m. and resumes at 2:55 p.m. and continues until 3:10 p.m. Patrol teams are rotated so that no one child has to be on duty every week. Written parental permission is necessary before any student engages in safety patrol.

Due to circumstances beyond the control of the school, there may be times when students are not on duty at the normally designated crossings. Parents must be aware that they are responsible for the safety of their children traveling to and from school. However, by providing this service, St. Constance School and the Catholic Bishop of Chicago accept no liability for the safety of the students.

ASBESTOS

In compliance with federal and State of Illinois regulations, we inform you that the building has been inspected for ASBESTOS and a management plan is in effect. A copy of the asbestos report is in the principal's office. A licensed manager is on-site at the local level.

FIRE AND TORNADO DRILLS

Fire and tornado drills are regularly conducted throughout the school year. Periodically, fire drills are performed under the supervision of the Chicago Fire Department. At the time of the drill, everyone in the building is required to participate and must evacuate the building.

PARENT INVOLVEMENT OPPORTUNITIES

The **St. Constance School Board** is an advisory body to the pastor and principal, helping to establish policy, approve the budget and set tuition rates, facilitate public relations and assist with the operation of the school. The Board provides fund raising support. Parents are encouraged to attend Open Board meetings. As per the Financial Commitment Letter, all school families are encouraged to volunteer fifteen (15) hours of service to St. Constance School/Parish. All families are encouraged to continue to participate in school and parish functions even after their mandatory volunteer obligation has been fulfilled.

The **St. Constance Home and School Association** is the parent organization for the school. All parents of St. Constance School are members of the Home and School Association. The Home and School Association provides assistance with special projects, parent education, and social activities for families and fun events for children. Some of the activities which have been under the Home and School Association's sponsorship are Back to School Night, Fall Festivities, Lunch with Santa, Uniform Exchange, Spring Events, Ice Cream Social, Dance-A-Thon, etc. The principal often calls upon the Home and School Association to host school events and to coordinate various activities.

Lunch monitors are parents, grandparents and adult family members who assist the principal and teachers with supervising the lunchroom and playground each day. In addition, they assist with the cleaning of Borowczyk Hall after lunch each day. These monitors can earn volunteer hours or be paid a stipend for each day worked; this is paid on a trimester basis.

The **St. Constance Sports Association** is an organization of parents that coordinates league play in basketball and volleyball for St. Constance students in Grades 4 – 8. Soccer, Track and Cross Country are also offered through the Sports Association. Members of the Sports Association coach the teams, schedule practices and games, supervise and provide security for games, etc., all in the context of our school philosophy and in consultation with the principal.

The involvement and support of parents allow us to enrich and enhance the education received by our students at St. Constance School. There are many other opportunities for parents to become involved.

MANDATORY SERVICE HOURS

Aside from the mandatory service hours, it is imperative that school families support St. Constance School and Parish by their participation and attendance at the variety of school and parish sponsored events.

Participation in such liturgical functions as Family Masses, Rosary devotions, Stations of the Cross, etc., help to join us together as a family of faith. These bonds are strengthened as we join together in the many social functions sponsored by our school and parish organizations. Being a member of a school and parish involves more than just paying your dues, it means playing an active role in the life of your school and parish.

All officers of the St. Constance Home and School Association, all officers of the St. Constance Sports Board, all St. Constance Sports Association

coaches, and all the members of the St. Constance School Board will be given credit for their service hours requirement by way of their option of service.

The following are the procedures every family must follow for tracking volunteer hours:

1. Work fifteen (15) hours between May 1 of the previous school year and April 30 of the current school year.
2. Every time you volunteer your time, you will receive a coupon from the person coordinating the event or fund raiser. Below is a sample of the coupon you will receive.

St. Constance Volunteer Coupon
Project Worked: _____
Name: _____
Child's Name: _____
Total Hours Worked: _____
Project Supervisor: _____
Date: _____

If you do not receive your coupon within a couple of weeks after the volunteer opportunity, please contact the person(s) who coordinated the event at which you worked.

3. Each school family is required to work fifteen (15) hours in service to the school between May 1 and April 30. You will be informed through school correspondence of the many volunteer opportunities available. Each time you work service hours you will be given a coupon. It is your responsibility to be aware of volunteer opportunities and to keep track of your service coupons.

If you have been unable to work the required fifteen (15) hours, a \$350.00 fee will be assessed to your account on May 1st of the current school year. **No partial hours will be accepted.** Fifteen (15) hours of service must be worked to avoid paying the \$350.00 fee.

REQUIREMENTS FOR EMPLOYEES AND VOLUNTEERS PROTECTION OF CHILDREN AND YOUTH

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. References are called and documented (local principal's initials, dated) on the **7703 form** of the person being considered for employment. The school retains all application forms for at least one year following the interview.

Criminal Background Screening

1. All employees and all volunteers who work with children must complete an online background check.
2. **No one may begin to work or volunteer unless the criminal background check has been completed and approved.**
3. School employees hired after July 1, 2007 must be screened through digital fingerprinting procedures. Dates and sites are posted on the Archdiocese of Chicago website.
4. All school employees and volunteers are **required** to complete the **eApps** form, online. For assistance, call the Office for the Protection of Children and Youth at **312-751-5251**.

Safe Environment Training

1. All employees and all volunteers who work with children must register and attend the **Virtus/Protecting God's Children** training program within three weeks of beginning employment, ministry or service.
2. The **Certificate of Attendance** received at the Virtus Training is to be kept in the personnel file or volunteer file at the place of employment/ministry.
3. Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, at the time of completing your application for volunteering.

4. If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.

Code of Conduct

1. All employees and all volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgment Form**.
2. The signed Code Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

Child Abuse and Neglect Tracking System (CANTS)

1. All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System paper form (CANTS). The form is to be given to the local administrator.
 2. One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.

Note: All of the above are available online at www.archchicago.org under the Protecting God's Children link.

UNIFORM CODE

Please note that the dress code will be strictly enforced by teachers and administration. All students are expected to dress in compliance with the following uniform dress code. Parents are expected to support the teachers and administration by encouraging their children to abide by the uniform dress code.

School colors are most often identified with the colors of our sports teams; therefore, our school colors are **red and black**.

GIRLS: Kindergarten through Grade 8

Girls in Kindergarten – Grade 2 will wear the blue plaid uniform jumper. Girls in Grades 3-8 will wear a blue plaid uniform skirt. **The uniform jumper or skirt may not be worn more than one (1) inch above the knee.** During the cold weather (November through March), navy dress slacks may be worn to school in place of the uniform jumper or skirt. Slacks may be corduroy.

Shirts/Blouses: White, long or short sleeve, blouse or knit shirt with collar. White turtleneck shirts may be worn from November through March.

Blouse/Shirt must be tucked in at all times.

Socks: White or navy ankle, knee highs or tights.

Make-Up: Make-up, including nail polish may **not** be worn in school. Make-up and/or nail polish will be removed by the student if worn to school.

BOYS: Kindergarten through Grade 8

Navy dress pants: twill or corduroy. Pants must be worn at waist level secured with a black belt.

Shirts: White polo style knit shirt with collar. White turtleneck shirts may be worn from November through March. No oversized shirts or baggy pants are permitted. **Shirts must be tucked in at all times.**

Socks: Blue, black or white crew socks.

ALL STUDENTS: Kindergarten through Grade 8

Shoes: Black, brown or navy rubber soled shoes. Hiking boots or any shoes that extend above the ankle may not be worn. **Clogs, sandals or any open backed shoes are never permitted. Heel on shoes should be no higher than 1 inch.** Gym shoes may be worn only on the days students have gym class. Any shoes resembling gym shoes will not be permitted except on gym days.

Sweaters: Only the navy cardigan or v-neck sweater with the St. Constance emblem purchased from SchoolBelles may be worn in school. Sweatshirts purchased from SchoolBelles may be worn during gym class and may also be worn during regular school classes in lieu of the school sweater.

Shorts: Both girls and boys may wear navy blue school walking shorts in August and September. Shorts may be worn in May when authorized by the school principal. **These shorts may be worn no more than 1 inch above the knee.**

Jewelry: A wristwatch may be worn to school; other jewelry on hand or wrist is not permitted. Students may wear a cross or a religious medal on a simple chain around the neck. As a safety consideration, these items should not be worn in gym class. **Girls may wear one (1) stud earring in their lower earlobes only.**

Hair: Hair should be neat and styled for school. Boy's hair should be trimmed evenly across the neck and not to be worn below the collar. **Hair color may not be changed in any way with dyes or chemicals.**

SchoolBelles Uniform Company supplies our school uniform jumpers and skirts. All families are encouraged to purchase school blouses, shirts, pants, slacks, walking shorts, and sweatshirts from SchoolBelles.

GYM UNIFORM

Gym uniforms should be purchased through the HSA. The gym uniform consists of navy gym shorts, white shirt with St. Constance emblem, white socks and gym shoes. During the colder months navy sweat pants and shirt may be worn. Students may wear their gym uniform to school on the day or days when they have a gym class scheduled unless they are notified differently by their teachers.

OUT OF UNIFORM DAYS

On special occasions, (i.e. Halloween, Valentine's Day, Spirit Day, etc.) students may be allowed "Out of Uniform" days. Information and notification regarding the specific type of clothing allowed during the "Out of Uniform" day will be sent home with students prior to the actual day. Students have the choice of dressing in compliance with the guidelines set for the day or wearing their school uniform. Parents should keep in mind that no matter what the theme or purpose of the "Out of Uniform" day, students must always be dressed appropriately for school. Girls' attire may not include any skirt or short that is shorter than 1 inch above the knee; no open back shoes; no low cut or tight tops with midriff showing at any time; no nail polish; no make-up; no jewelry except as indicated in the

Uniform Code Boys need to be in compliance with the theme and color or colors of the day with no inappropriate shirt logos or colors in evidence. Students who abuse the dress code will not be allowed to participate in further “Out of Uniform” days. Final decisions regarding appropriate attire rest with the principal.

SEXUAL HARASSMENT

Sexual harassment of one employee by another, of an employee by a student, a student by an employee, or of one student by another is unacceptable. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

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

Any student or employee who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

PROCEDURE: The school will determine the facts regarding all allegations of sexual harassment in a prompt and confidential manner and will take appropriate corrective action when warranted.

St. Constance School employs technologies to assist students, administration, faculty and staff. Cameras, still and video, are used to aid in the growth and development of all at St. Constance School.

Cameras are used for documentation, entertainment, discipline, public relations and data gathering for the school. Pictures, videos, etc., taken during school or during school-related activities, may be used without the expressed written permission of parent and/or guardian.

St. Constance School is in compliance with the United States Conference of Catholic Bishops and the Archdiocese of Chicago regarding **Protecting God’s Children** through the LURE and the Family Life components of our curriculum and other programs developed through Title IV funding.

St. Constance School, as part of the Archdiocese of Chicago, adheres to all of the policies and guidelines set down by the Office of Catholic Education as found in “The Elementary School Policies and Guidelines.”

ARRIVAL AND DISMISSAL PROCEDURES

Please note the procedures for dropping-off and picking-up your child/children at school.

ARRIVAL **DROP-OFF LANE:**

1. The east traffic lane closest to the convent will be used to drop off students.
2. Cars using the drop-off lane will enter the lot via Strong Street and will exit the parking lot via Ainslie Street. Traffic will move from north to south in the lot.
3. Adults using this lane cannot leave their vehicles to walk the child/children to the school building. Students must exit the car at the designated drop-off point and should proceed directly to the place where their class lines up.
4. **THE DROP-OFF LANE IS ONE LANE OF TRAFFIC. THERE IS NO PASSING LANE. YOU CANNOT MOVE YOUR CAR UNTIL THE CARS AHEAD OF YOU MOVE.**
5. **NO VEHICLES ARE ALLOWED TO PARK ON STRONG STREET TO DROP OFF CHILDREN. ALL VEHICLES MUST ENTER THE PARKING LOT.**

NO VEHICLES, EXCEPT THOSE BELONGING TO THE TEACHERS, WILL BE ALLOWED TO PARK ON THE LOT IN THE MORNING.

DISMISSAL **PICK-UP PROCEDURE:**

1. When picking up your child/children at 3:00 p.m., all cars must enter the lot off of Strong Street. Please make two (2) single file parking lanes facing Ainslie Street exits. The east parking lane should be used by cars which will exit going east on Ainslie. The west parking lane should be used by cars which will exit going west on Ainslie.
2. **NO CARS MAY MOVE UNTIL ALL CHILDREN HAVE CLEARED THE PARKING LOT.** Once the children have cleared the lot, the chains will be removed from the exits. **PLEASE DO NOT MOVE YOUR VEHICLE UNTIL THE CAR AHEAD OF YOU MOVES.**

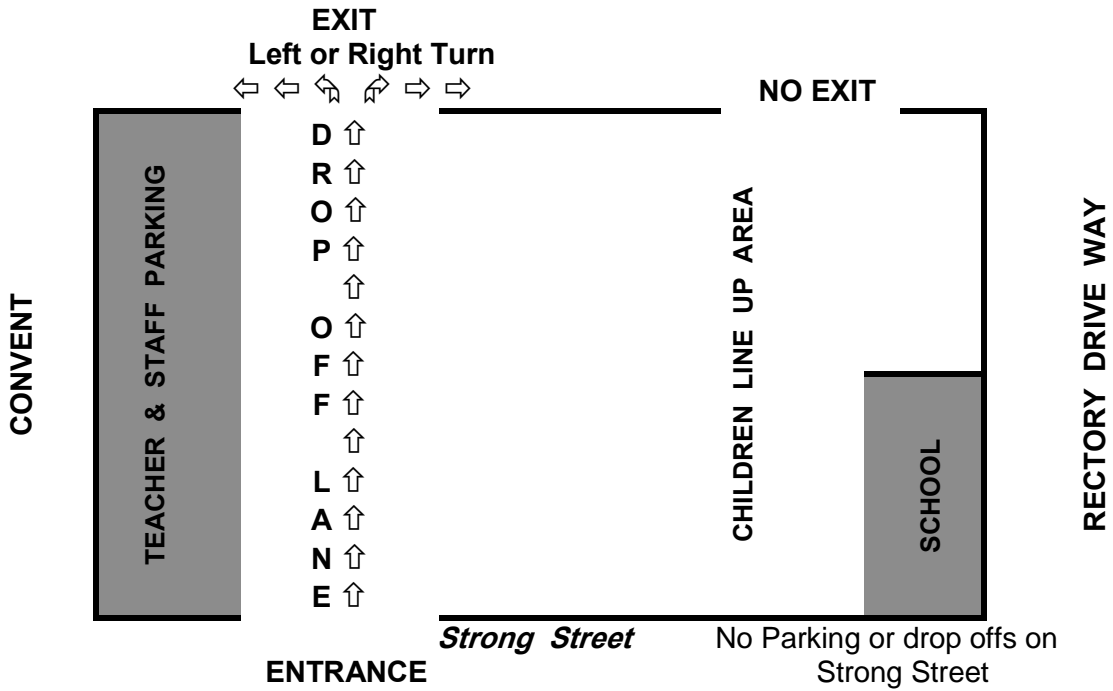
GENERAL PARKING LOT RULES:

- 1. The safety of all students is of paramount importance. If this parking lot policy does not improve the general safety conditions in the lot, we may be forced to close the parking lot to all traffic.**
2. All traffic moves from north to south in the parking lot. The ENTRANCE is on Strong Street and the EXIT is on Ainslie Street.
3. Please be sure to notify any adults who drop off or pick up children at school of these procedures.

Please refer to the diagrams of the Morning and Afternoon Procedures on the following page.

MORNING PROCEDURES

Ainslie Street



AFTERNOON PROCEDURES

Strong Street

Ainslie Street

