

Dear Parents/Guardians of St. Constance School,

Whenever a change or addition to our School Handbook is needed, we will notify you of that through an addendum. Please note that the following addendums/amendments have been added to our School Handbook and go into effect immediately.

These addendums are being implemented in the interest of complying with standards and expectations issued by the Illinois State Board of Education and the Archdiocese of Chicago. I am informing you of these updates so that we can maintain our status as a recognized school in the State of Illinois. The addendums will be incorporated permanently into the new version of the School Handbook in the next academic year.

Thank you for choosing St. Constance School for your child's elementary school education. We value your partnership and are happy to be part of your child's academic and social success. Together as partners we enable your child to grow academically, emotionally and spiritually.

If you have any questions or concerns, please do not hesitate to contact me.

Most Sincerely,

A handwritten signature in black ink, appearing to read "D. Douglas", written in a cursive style.

Principal

St. Constance School Handbook Addendums

Effective Immediately

Adoption of Office of Catholic School Policies and Procedures and State of Illinois Requirements

Governance

St. Constance School operates under the auspices of the Archdiocese of Chicago. Therefore, St. Constance School adopts in whole all policies set forth in the **Educational Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Non Discrimination Statements

As per Illinois PA 102-0360, St. Constance School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

St. Constance School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

School Student Records/Missing Persons Records Act

St. Constance School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

Transfer Students

Certified copies of transfer students' records are requested within 14 days of enrollment. St. Constance School sends **unofficial** records of students transferring to other schools within 10 days of the request. **Official** records are sent once all financial obligations have been met.

Student Attendance Requirements

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at St. Constance School are **required** to attend school **daily**.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance.

The attendance record is placed in the student's permanent file each school year.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

Social Media Statement

Students and their parents/guardians are advised that St. Constance School, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty of St. Constance School may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

School Incident Reporting System

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

Adoption of State Requirements

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

School Curriculum

The instructional program of St. Constance School includes religion, language arts, mathematics, the biological, physical and social sciences, the fine arts and physical education and health education.

Medical Cannabis Policy

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

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