

ST. CONSTANCE ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK

2025-2026



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TABLE OF CONTENTS

Welcome/Mission/Philosophy	1
Acknowledgment Form	3
Admission Policies	4
- Non-discrimination	4
- Eligibility	4
- Cooperative Services	5
- New Students	5
- Transfer Students	5
- Probation Period	5
- Registration	5
- Transfer from St. Constance	6
- Student Records	6
- Health Records	6
- Immunizations	7
- Custody	7
- Substance Abuse Policy	7
Arrival and Dismissal Procedures	9
- Arrival	9
- Dismissal	9
Attendance and Scheduling	11
- Daily Schedule	11
- Mass Attendance Policy	11

- Family Vacations	11
- Absence	12
- Tardiness	12
- Early Dismissal	12
- Emergency Closing	12
Extended Day Programs	13
Tuition	15
- 25-26 Tuition Payment Schedule	16
- Policy For Refunds	17
- Policy For Non-sufficient Funds	17
Homework Policies	18
- Student Assessment	19
- Standardized Testing	20
Lunch	21
Safety and Behavioral Expectations and Discipline	22
- Playground Safety	22
- Field Trips	22
- Respect and Responsibility	22
- Procedures for Intermediate Discipline and Behavior	24
- Procedures for Upper Division Discipline and Behavior	25
- Attacks on School Personal	28
Safety and Security for Staff and Students	29
- Security	29
- Communication and Phone Calls	29

- Safety with Regards to Traffic and Transportation	29
- Safety Patrol	30
- Asbestos	30
- Fire, Tornado, Bus, Lockdown Drills	30
Volunteer Information and Requirements	31
- Parent Involvement Opportunities	31
- Volunteer/Service Hours	31
- Mandatory Requirements for Employees and Volunteers Protection of Children and Youth	33
Uniform Code	35
- Regular Uniform	35
- Gym Uniform	36
- Out of Uniform	37
Sexual Harassment Policy	38
Arrival Dismissal Procedure with Diagram	39
Student Personal Items	43
Covid and Measles Guidelines	44

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 with a robust data driven curriculum. 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 is 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 school recognizes that parents and teachers are united together in Christ to promote the successful endeavors of our children.

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
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August, 2025

Dear Parent/Guardian,

The Parent-Student Handbook 2025-2026 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 28, 2025.

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

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

The admission of students shall be based on the availability of classroom space as well as being able to meet the student's educational needs. Students with a 504 Plan or IEP must be approved to ensure we can meet the requirements of those plans. A student's past if transferring may also be considered at the discretion of the administration.

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.

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

- As mandated by the State of Illinois requirements, the 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, f
 - Five years of age on or before September 1 to enter Kindergarten
 - Six years old on or before September 1 to enter First Grade,
- Copy of Baptismal certificate for all Catholic children.

TRANSFER STUDENTS must present the following to the school office:

- Official records which include but are not limited to:
 - health records,
 - academic records/official transfer with grade placement,
 - baptismal certificate, if Catholic, and
 - any other papers as deemed necessary for admission.

PROBATION PERIOD

Admission is probationary for all students for the first year. Intermediate and Upper Division 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 the school as well as continuing education at St. Constance.

REREGISTRATION

Registration of current St. Constance students for the following academic year usually takes place during February to 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. – completed medical form

Pre-K 4yrs. – completed medical form

Kindergarten – completed medical, dental, and eye exam forms

2nd Grade – completed dental forms

6th Grade – completed medical & dental forms

Transfer Students – Please contact the school office to discuss what forms may still be necessary after transfer.

Immunization Needed Per The State of Illinois

The State of Illinois has mandated the following vaccine requirement for all Illinois schools in addition to previous requirements.

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.

All State Mandated Medical Requirements must be adhered to or the student will be unable to attend school until met. All students must be in compliance by September 1st.

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, alcohol, cigarettes/

e-cigarettes/any type of vaporizers/vapes 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 any of the items listed above:

- 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 should be followed for 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 outside of the school building 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 Grades 1, 2, 5, and 6. The breezeway entrance will be used by students in Grades 3, 4, 7, and 8.
- 3. Preschool, Pre-K, and Kindergarten students will use the main door on Strong Street.

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

Please note: **Parents taking care of school business at any time during the school day must only 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. The (3) exits designated for dismissal are: the main doors on Strong Street, the east door (porch door by Room 103), and the breezeway door in the parking lot by Ainslie Street.
- 3. The parking lot entrances off of Ainslie Street will be open until 2:55 p.m. for drivers to park in the lot. The entrance off of Strong Street will be open

until 2:59 p.m. **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 at risk of getting a ticket.
- 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.

Half day dismissal is at 11:30 a.m. (no lunch). Please consult the monthly calendar for specific information.

ATTENDANCE AND SCHEDULING

Regular daily 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.

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

MASS ATTENDANCE POLICY FOR THE 2025-2026 SCHOOL YEAR

All students in Grades 1 – 8 attend 8:30 a.m. Mass on Tuesday each week. **Beginning in October, Kindergarten will also attend Mass.** On Tuesday, students are to arrive at school at regular school time (8:00 am) and teachers will take students to Mass.

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

FAMILY VACATIONS

Vacations during school time are discouraged. If a family chooses to take a child/children out of school, an email or a note is to be sent to the school at least 1 week in advance 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 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 administration.**

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 ahead of time.

In the event of a child becoming sick during the school day, the school office will notify the parent of the child. A parent must then come to pick up the child. Children dismissed from school during the day **MUST** be picked up at the school office. Students **will not** be allowed to go home alone.

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 will 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. Please make sure that you fill out the required emergency sheet so you are in the School Reach System.

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 **the Library** 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:

\$8.00 for any portion of the morning session per student.
(**One student in attendance**)

\$12.00 for any portion of the morning session per student
(**Two students in attendance**)

\$15.00 for any portion of the morning session per student
(**Three or more students in attendance**)

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:

\$8.00 daily if student is picked up between 3:00 and 4:00 pm
(**One student in attendance**)

\$12.00 daily if students are picked up between 3:00 and 4:00 pm
(**Two students in attendance**)

\$15.00 daily if students are picked up between 3:00 and 4:00 pm
(**Three or more students in attendance**)

Families will be charged an additional \$4 to their fee if students are picked up after 4:00 pm

There is a late pick-up fee of \$8.00 for pick up between 6:00 and 6:10 p.m. per student. After 6:10 p.m., an additional \$1.00 per minute will be added to the \$8.00 late pick-up fee per student. 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, 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:

From 11:30 am – 12:30 pm

\$8.00 (One student in attendance)

\$12.00 (Two students in attendance)

\$15.00 (Three students or more in attendance)

From 11:30-3:00 pm

\$15.00 (One student in attendance)

\$25.00 (Two students in attendance)

\$30.00 (Three students or more in attendance)

From 11:30am-6:00pm

\$20.00 (One student in attendance)

\$36.00 (Two students in attendance)

\$48.00 (Three students or more in attendance)

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 \$20.00 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.

TUITION

Tuition is paid monthly. Please see the tuition payment schedule in your individual FACTS account for dates. It is the responsibility of the parent to be current with monthly tuition payments making payments by the due date. The St. Constance School Board, in consultation with the Archdiocese, will advise parents of tuition guidelines. Financial obligations must be met and payment current for any transfer of records or reregistration for the next 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 August & January (\$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 (\$45.00 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 3% convenience fee. Scheduled payments are to be made by the 15th of each month. Tuition payments should be made through the FACTS financial institution.

In order to set up your payment plan, please visit our website and click “FACTS Tuition Payment” under SCS Parents: Forms and Resources 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 continue to use the service of FACTS Tuition Management. With FACTS, the school maintains all decision-making control. We continue to be able to adjust to any special circumstances that may arise.

2025-2026 TUITION PAYMENT SCHEDULE

Registration Fee (Preschool-8th): \$150.00

Supply Fee (Preschool and Pre-K): \$140.00

Book Fee (K-8): \$220.00

Technology Fee (Preschool-8th): \$100.00

<u>PROGRAM</u>	<u>ANNUAL TUITION</u>	<u>MONTHLY PAYMENT</u>
Early Childhood 3 yr old and 4 yr old		
3 YR. OLD, 3 DAYS ½ DAY	\$3,500.00	\$350.00
3 YR. OLD, 3 DAYS FULL DAY	\$4,800.00	\$480.00
3 YR. OLD, 5 DAYS ½ DAY	\$5,100.00	\$510.00
3 YR. OLD, 5 DAYS FULL DAY	\$7,000.00	\$700.00
4 YR. OLD, 5 DAYS ½ DAY	\$5,100.00	\$510.00
4 YR. OLD, 5 DAYS FULL DAY	\$7,000.00	\$700.00

Please note that early childhood (ages 3-4) rates are separate and excluded from family rates; monthly payment is [payment per month based on 10 month school year

PROGRAM	ANNUAL TUITION	MONTHLY PAYMENT
1 STUDENT, K-8	\$6,600.00	\$660.00
2 STUDENTS, K-8	\$10,000.00	\$1,000.00
3 STUDENTS, K-8	\$13,450.00	\$1,345.00

- 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 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, 2025.

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.

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. Requests must be made no later than 9:00 a.m. so teachers have sufficient notice & time to get the work organized. When necessary, students in Junior High may arrange for a friend to bring work home for them when they are absent. All assignments can be found on the teachers' homework websites which can be located on our main website: stconstanceschool.org

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 or late work from the preceding weeks 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.

PowerSchool for Grades 1 - 8 can be checked by the parents daily. PowerSchool logins are given to the parent in 1st grade and continue until the student graduates. If a child transfers to St. Constance in a different grade, their PowerSchool login is then provided for the parents. Comments and missing assignments are listed in PowerSchool. It is recommended parents check PowerSchool weekly. 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, two copies of 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 one copy of the report and returning it the following school day.

Report Cards will be sent out shortly after the end of each trimester. After being reviewed by the principal, one copy of the report will be sent home in an envelope for

review by the parent/guardian. All parents are required to acknowledge receipt of the report card by signing and dating the report card envelope.

STANDARDIZED TESTING

Students in Grades K through 8 are administered the ***iReady Reading and Math diagnostics*** three times, one during each trimester, throughout the school year. The results of these will be sent home with the child's report card at the end of each trimester.

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 through email communication with FSP. If your child does not participate in the hot lunch program, please send them with a packed lunch at the beginning of the school day. It can be disruptive to classes for the student to be called to pick up their lunch. **“Fast food” lunches are NOT permitted in school. Any McDonalds that is sent in spite of this rule will need to be eaten by the office.**

Please note: the school is a tree nut free zone due to the severity of a reaction that allergy can cause. Do not send your child with anything that includes nuts. Thank you for your understanding and cooperation with this policy.

Lunch monitors are parents, guardians, and grandparents who volunteer and assist the teachers with supervising the lunchroom and playground each day. In addition, they assist the eighth grade students with the cleaning of Borowczyk Hall lunchroom facility after lunch each day. All lunch monitors must be Virtus trained and compliant. In addition; fifth, sixth, and seventh grade students assist adult monitors during the lunch and recess periods.

SAFETY AND BEHAVIORAL EXPECTATIONS AND DISCIPLINE

PLAYGROUND SAFETY

The following rules apply to students' behavior during recess:

- 1. Pushing, shoving, or fighting of any kind is not permitted.
- **2. Students must remain on the black top of parking lot only and are not permitted to go on the sidewalk or into the street.**
- 3. Balls are provided for each classroom to use on the playground, but bats are not permitted. Balls that are brought from home may only be volleyballs or a soft ball such as kick balls. No basketballs, footballs, baseballs, soccer balls are to be used during recess.
- 4. If circumstances arise where it is necessary, students are to stay in the areas assigned to their class for safe play.
- 5. 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.
- 6. Students are **Never** allowed to play on or by the Convent or the grass surrounding after school.

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. Field trips are part of the educational experience and not optional.

RESPECT AND RESPONSIBILITY

Respect and responsibility are expected of all students. Our Catholic 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 when 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 large amounts of money, personal electronic games, or other valuables are allowed in school. Smart watches may not be worn. Cell phones may only be used in case of an emergency. No making or receiving calls, text messaging, or use of other apps for messaging, music, or games, during the hours of 7:50 a.m. and 3:00 p.m. If the cell phone is misused or a smart watch is found, it will be confiscated, and a parent must come to the school office for it. St. Constance School will accept no liability for loss/damage of the phone or any electronic devices.
- 6. No fighting is permitted at any time. Fighting will be dealt with by the administration. Suspension is the usual consequence, followed by a readmission conference with the child, parent and administration before the child returns to school.
- 7. No toys, dolls, sports, or other trading cards are permitted in school. These will be confiscated from the student.
- 8. Students are required to always remain quiet in the halls and stairways.
- 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. Students are responsible for monetary replacement of any books and workbooks that are lost, damaged, or destroyed. Students will be advised of the replacement cost of the book by the school Office Manager.

- 12. If school chrome books or tablets are negligently or purposefully damaged by a student, that school family is financially responsible for the replacement or repair of that device.
- 13. Students may not throw snow anywhere around St. Constance School or Church.
- 14. 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.
- 15. **On regular uniform days, non-school sweatshirts/sweaters are not permitted; students must have a St. Constance School cardigan sweater, fleece pullover, or SCS emblem sweatshirt to wear during the cold-weather months.**
- 16. 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/vapes; possession or use of a weapon; vandalism; sexual misconduct; and truancy. Upon reasonable cause, the principal or assistant principal reserves 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:

1. A verbal warning will be given. This will inform the child of what they have done, and they will be asked to stop.

2. The teacher will change the student's seat.
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.
4. Upon receipt of 3 "White Slips" a parent conference (with the parent, child, and teacher) will be called to discuss what course of action will be taken. The administration will confer when necessary.
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, administrators, and students work together to support this endeavor.

PROCEDURES FOR UPPER DIVISION DISCIPLINE AND BEHAVIOR

(Grades 5, 6, 7, and 8)

If Upper Division 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 Upper Division 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 teacher who issued the white slip.

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 60 minutes

and will be supervised by a teacher. Parents will be notified of the date and time of the Reflection period.

Reasons for an Automatic Social Reflection Notice are:

- 1. Disrespectful in Speech or Manner to teachers, students, and others
- 2. Verbal and/or Physical Abuse of Others
- 3. Discourteous Behavior to anyone
- 4. Disruptive Behavior in class, hallways, bathrooms, church, etc.
- 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. Progress reports, report cards, and tests not signed by the parent or not returned when due
- 5. Other inappropriate behaviors at the discretion of teachers and administration that do not uphold the values of Saint Constance School

The following procedures will take place for the **Academic Notice**:

1. When a student is unable to acceptably change his/her behavior after a verbal warning, the student will be issued an Academic Notice. This notice must be signed by a parent and returned to school the following day.
2. When a student receives three (3) Academic Notices in one TRIMESTER, he/she will be required to serve a one (1) hour Detention/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. Each additional three (3) notices in one TRIMESTER will result in another Reflection Period.

3. A conference will be held for any student receiving three (3) Reflection Periods in one TRIMESTER. 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.
4. A conference will be scheduled involving the parent, the student, the Junior High teachers, and the administration for any student who receives four (4) Reflection Periods during a TRIMESTER.
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 TRIMESTER. 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 work on an independent basis on assignments provided.
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 administration.
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 administration.

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

Attacks are of two types, and both are to be reported to the law, the police, OCS, and to the ISP on SIRS:

- **Aggravated Battery** – A person commits aggravated battery if he or she intentionally or knowingly without legal justification and by any means causes bodily harm to an individual or makes physical contact of an insulting or provoking nature with an individual, he or she knows the individual harmed to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated Battery means there was physical harm to the victim.**
- **Aggravated Assault** - A person commits an aggravated assault, when, without legal authority, he or she engages in conduct that places another in reasonable apprehension or fear of receiving an aggravated battery, and, he or she knows the individual assaulted to be a teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated Assault means there was no physical harm to the victim, only the fear or threat of harm.**

SAFETY AND SECURITY FOR STAFF AND STUDENTS

SECURITY

An emergency form is distributed to all families at the beginning of each school year. The information on these forms is to help the office contact parents in case of an emergency. **Please keep these updated if your cell phone number, email address, home address, etc changes.** Both parents' signatures are required on the form.

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.

COMMUNICATION AND PHONE CALLS

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. Please also list your child's name on the envelope.

Students may use the office 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 WITH REGARDS TO TRAFFIC AND TRANSPORTATION

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 always be walked while on school property. During the school day, bicycles are to be locked in the bike rack at the breezeway entrance. No skateboards or scooters will be allowed in the school building.

SAFETY PATROL

Students in the Upper Division 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.

Currently, patrol duty begins at 2:55 p.m. and continues until 3:10 p.m. Patrol teams are rotated on a weekly basis. Written parental permission is necessary before any student engages in safety patrol.

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, TORNADO, BUS, AND LOCKDOWN DRILLS

Fire, tornado, bus, and lockdown drills are regularly conducted throughout the school year. Fire drills are performed under the supervision of the Chicago Fire Department and Lockdown drills under the supervision of the Chicago Police Department. At the time of any drill, anyone in the building is required to participate in order to ensure safe procedure should the real event occur.

VOLUNTEER INFORMATION AND REQUIREMENTS

PARENT INVOLVEMENT OPPORTUNITIES

The **St. Constance School Board** is an advisory committee to the administration, 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.

The **St. Constance Home and School Association (HSA)** 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, and much more! The administration often calls upon the Home and School Association to host school events and to coordinate various fun activities for students.

Lunch monitors are parents, guardians, grandparents and adult family members who assist the teachers with supervising the lunchroom and playground each day and must be Virtus trained and compliant. In addition, they assist the 8th grade with the cleaning of Borowczyk Hall after lunch each day.

The **St. Constance Sports Association with the St. Robert Bellarmine (Bruins) Sports Association** is an organization of parents that coordinates league plays 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 administration.

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.

VOLUNTEER/SERVICE HOURS

It is imperative that school families support St. Constance School by their participation and attendance at the variety of school 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 in the many social functions sponsored by our school and church organizations. Being a member of a school and church involves more than just paying your dues, it means playing an active role in the life of your school and faith.

All active officers of the St. Constance Home and School Association, all active officers of the St. Constance Sports Board, all active St. Constance Sports Association coaches, and all the active members of the St. Constance School Board will be given credit for their service hours requirement by way of their option of service. *Must be Virtus trained and compliant with all the Protecting God's Children requirements* All information and links to trainings are listed on the school's website. Also on page 0000000 of this handbook.

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 fundraiser. 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.

MANDATORY 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. 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.

Monthly bulletins must be completed regularly in order to be in compliance and to be able to volunteer.

- 3. The sites for the Safe Environment Training (Virtus/Protecting God's Children) and Mandated Reporter Training (MRT) have the links posted on the school's website. www.stconstanceschool.org (Go to: SCS Parents, Forms & Resources: will find links to both trainings)
- 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.

Standards of Behavior

- 1. All employees and all volunteers who work with children must read, sign and date the **Standards of Behavior Acknowledgment Form** (Code of Conduct formerly).
- 2. The signed Standards of Behavior 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.

Mandated Reporter Training

- 1. All employees and all volunteers who work with children must complete the Mandated Reporter Training (MRT) which is found on the Archdiocese website at www.archchicago.org
- 2. The certificate must be brought to the school office and placed in an employee or volunteer file. The training must be completed every 3 years.

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, black or navy ankle, knee highs or tights. **(No Leggings will be allowed)**

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

Pants: Navy dress pants: twill or corduroy. Pants must be worn at waist level.

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: **New this year:** All students (Grades PS-8) are allowed to wear athletic shoes (gym shoes) **every day** at school. **Clogs, sandals, crocks, 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 day students have gym class. Any shoes resembling gym shoes will not be permitted except on gym days. Socks must be worn at all times.

Socks/Tights: Socks must be worn at all times. In colder months, girls may wear black, white, or navy tights. **NO LEGGINGS** are permitted.

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 (not a smartwatch) 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.**

All Grades PreS-8th: **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. Hair may not be shaven with spikes/mohawks.**

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 sweatpants and shirts 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, (Halloween, Valentine's Day, Spirit Day, Birthdays, 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 on the previous page.**

Uniform Code Students 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. Parents will also be called and expected to bring an appropriate change of clothing, or the student will be given a uniform to wear out of our storage for the day. Final decisions regarding appropriate attire rest with the principal.**

SEXUAL HARASSMENT POLICY

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 LURES 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 exit their vehicles to walk their 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 barricades will be removed from the exits. **PLEASE DO NOT MOVE YOUR VEHICLE UNTIL THE CAR AHEAD OF YOU MOVES.**

GENERAL PARKING LOT RULES:

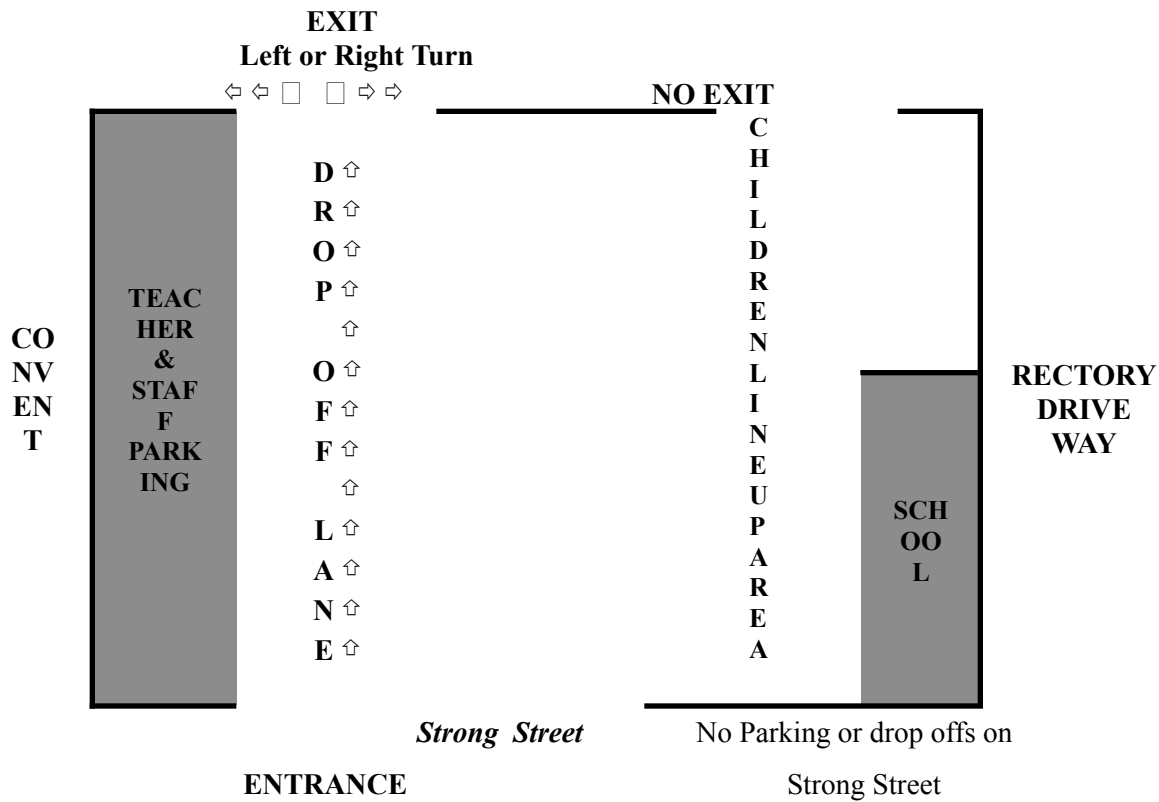
- 1. **The safety of all students is of paramount importance. If this parking lot policy does not improve the general safety conditions in the lot, we may be forced to close the parking lot to all traffic.**

- 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.

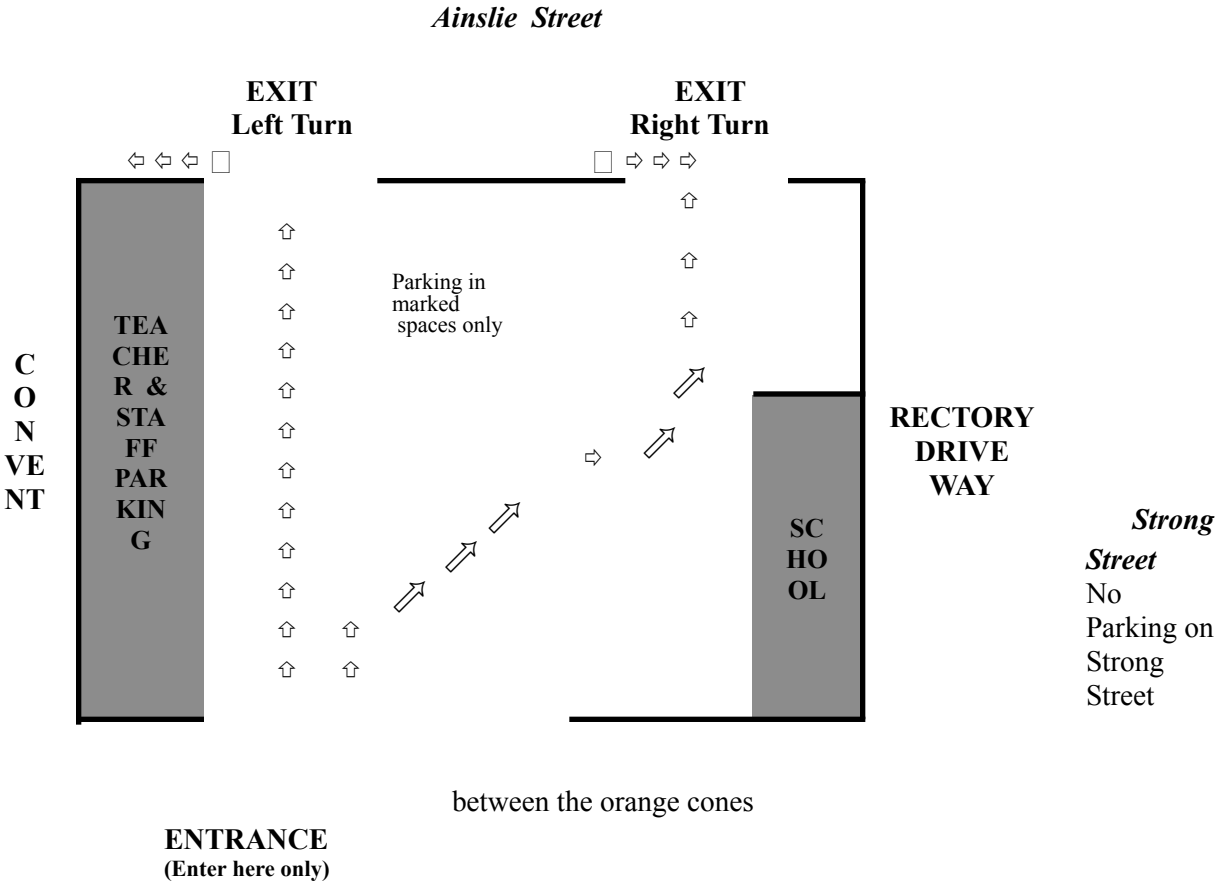
MORNING PROCEDURES

Ainslie Street



AFTERNOON PROCEDURES

***Strong
Street***



STUDENT PERSONAL ITEMS

LOST AND FOUND

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. Please label your child’s uniform, lunch bag and water bottle.

ELECTRONICS

Cell Phones - Students must turn off cell phones prior to the 8am school bell. Cell phones may only be turned back on after the 3pm dismissal bell. Cell phones must be kept in the lockers. *If a student has their cell phone with them, a teacher will confiscate and deliver it to the office where a parent or guardian may pick it up after 3pm.*

Fit Bits/Android Watches/Computer Watches/Apple Watches – **are PROHIBITED in school at all times.** Students may only wear regular wrist watches. IF a student brings a “smart watch” of any kind, the teacher will confiscate it and deliver it to the office where a parent or guardian must pick it up after 3pm.

All electronic devices brought to school by the students are the students’ responsibility. If any are lost or damaged, the school will not be held responsible.

COVID/MEASLES GUIDELINES

COVID

COVID Guidelines and protocols change from week to week by the CDC. The Archdiocese of Chicago and Catholic Schools follow these rules for the children's safety. Up-to-date guidelines and changes will be emailed to families as they become available, as well as posted on the school website: www.stconstanceschool.org

MEASLES

The United States has been diagnosing more measles cases across the country. Due to that, communication from the State of Illinois has been sent to all Archdiocese of Chicago Schools regarding protocol that is codified in IDPH Administrative Code Part 690, Section 690.520.

If a measles case should occur at Saint Constance School, the following will apply:

We are to have all staff and students who are not vaccinated for measles be kept from returning to Saint Constance until 21 days after the last measles exposure.

We here at Saint Constance will ensure steps will be put in place to ensure that those at home will continue to receive the same education as their peers.

Thank you for your understanding as we are bound by certain laws and regulations set forward by the State of Illinois.