## MAIN CONTACTS:

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<th>South Loop Elementary School</th>
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<tr>
<td><strong>Primary Building</strong></td>
<td><strong>Pre- School Building</strong></td>
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<tr>
<td>1212 S. Plymouth Ct. Chicago, IL 60605</td>
<td>1915 S. Federal St. Chicago, IL 60616</td>
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<tr>
<td>Phone (773) 534-8690</td>
<td>Phone (773) 534-9066</td>
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<tr>
<td>Fax (773)534-8689</td>
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<th>South Loop Elementary School</th>
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<td><strong>Middle School Building</strong></td>
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<tr>
<td>1601 S Dearborn</td>
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<tr>
<td>Chicago, IL 60616</td>
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<tr>
<td>Phone (773) 534-4664</td>
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<tr>
<td>Tara Shelton, Principal</td>
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<tr>
<td><a href="mailto:tsshelton@cps.edu">tsshelton@cps.edu</a></td>
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Andrew Rhodes, Assistant Principal  
arhodes2@cps.edu

**Follow us**  
Instagram: @slooplions  
Twitter: @sloopschool  
Facebook: @SouthLoopElementary  
www.southloopschool.org
Message from the Principal:

It is with great pleasure I take this opportunity to welcome you to South Loop Elementary School!

This handbook is provided to assist you in learning about CPS and South Loop School’s Policies and Procedures. You will also find information for volunteer opportunities and student activities offered at South Loop School.

We look forward to the school year and hope all of our students enjoy a rewarding and successful year.

Lion Pride,
Mrs. Tara Shelton
Our Mission & Vision:
Our mission is to prepare every student at South Loop School to develop 21st Century life skills by providing a standards-based curriculum that fosters student leadership, academic rigor, fine arts integration, social and emotional consciousness, and an understanding and acceptance of diverse cultures in an inclusive environment.

We envision a school climate that embraces our diversity, where every child can succeed academically and artistically.

We envision our graduates taking ownership of their learning, investing in their communities, and achieving success in a global society.
About South Loop Elementary School

South Loop Elementary School is a diverse school in the heart of the Chicago’s South Loop. Our school service families in our school’s neighborhood and throughout the city of Chicago through our academic programs: Tuition- Based Pre-school The Regional Gifted Center, The Fine Arts Magnet Cluster, The CPS Neighborhood School, and a Community School. Although our school has five distinct programs, we build bridges across these programs to strengthen our academic and fine arts components to build educational equality.

South Loop School offers a Tuition-based Pre-school Program. The Tuition Based Preschool program provides a ten hour school day for a fixed tuition. The program operation is the length of the CPS school year.

South Loop School is a Kindergarten – 8th Grade Neighborhood School with a strong academic program focusing on integrating the fine arts. In addition to general and special education teachers, the school offers full time teachers for fitness and health, library science, general music, band, visual arts, in addition to a part time English as a Second Language teacher.

South Loop School is a Fine Arts Magnet Cluster School. Pending available space, an annual lottery is held for students citywide who are interested in seeking enrollment in the school. Families who live outside of the school’s neighborhood boundaries may apply for enrollment during the months of October - December of each calendar school year (this includes sibling lottery). Visit CPS Office of Access and Enrollment for more information.

South Loop School opened its doors as a Regional Gifted Center in 2002. Enrolled students are from the school’s neighborhood and other neighborhoods throughout the city of Chicago. We are phasing out this program. This is our final year for a Regional Gifted Center program.

South Loop School is a Community School with a tuition based extended day program designed to meet the academic and social emotional needs of students through a diverse collection of engaging and thought provoking activities. The Extended Day Program is committed to helping students understand the transformative power of art; to see art as a social and political device, as a medium for personal growth, as a common ground where communities can gather; and as a path to discovery. The program operates daily from 3:30 pm 6:00 pm (8am to 6pm during the months of June to August). This program is also offered during the winter and spring breaks.
Children do not have to be a student enrolled at South Loop School to register for the program. Visit southloopschool.net for financial aid options or contact Krystal Strange at kstrange@youth-guidance.org or 773 534-8698.

South Loop School is on the move. With invested Local School Council members, parents, and teachers, we are prepared to provide our students with an environment that encourages learning and exploration. We aim to exceed our expectations and prepare every child for the challenges of high school, for active service in our community, and for the complex demands of the 21st Century. Thank you for being a part of our South Loop Family.
Frequently Asked Questions

1) When is the first day of school?
   Tuesday, September 3, 2019

   **Pre-school Building:** 8:00 am to 6:00 pm. **Earliest drop-off: 8:00 am.** Parent/Guardian must sign student in.
   **Primary Building-Kdg-3rd:** 8:00 am to 3:00 pm. **Earliest drop-off: 7:30 am.** Students must report directly to the lunchroom for breakfast
   **Middle School Building- 4th-8th:** 8:20 am – 3:30 pm. **Earliest drop-off 7:45am.** Students must report directly to the lunchroom for breakfast.

   **Drop Off Procedures:**
   **Pre-School:** Please utilize Kiss- and -Go beginning at 7:55 am in the school’s driveway. Students are considered tardy at 8:35am. If you want to remain with your child on the playground please walk, bike or park on Archer Street (adhere to parking signs). Please do not park on Plymouth Court or Federal Street during drop off to ensure an easy flow of traffic for neighbors and South Loop families.

   **Primary Building:** All South Loop parents/guardians must drive to 14th Street and Federal Street, turn right and drop-off at the designated area. Look for Kiss N Go staff and always follow the flow of traffic, as it is extremely important to prevent traffic congestion. Students can only be dropped off on Plymouth Court after 8:15 am. Do not park on Plymouth Court it is a designated bus pick-up/drop off area only.

   Please **do not park in the school’s parking lot between the hours of 7:00 a.m. – 4:00 p.m. daily.** Staff will not be asked to move their vehicles for blocked cars. If you need to visit the main office, please park on State Street. Follow all parking signs posted.

   **Plymouth Court procedures:**
   **Do not at any time stop or park between the parking lot exits on Plymouth Court to the red stop sign (located on the tree).** This is designated as a “bus only” area.

   If you want to remain with your child on the playground please walk, bike, or park on State Street. Students are considered tardy after 8:05 am.
**Middle School Building:** Please utilize Kiss –and- Go beginning at 7:45 am. Enter on 17th State Street or 17th Clark Street. Make a right or left turn unto Dearborn Street. Pull to 16th Dearborn - drop off. Make a right turn on Dearborn and head east on 16th Street. Do not use 16th street. We want to be neighborly to Day Star School and prevent any traffic congestion.

Extended Day Program begins on the first day of school. Applications will be available on the school’s website in the beginning of August.

2) **What is the key contact information for each school location?**

**Pre-School Building**
Address: 1915 S. Federal Street Chicago, IL 60616  
Phone: 773.534.9066  
Fax: 773.534.9072  
Lead Teacher: Mrs. Tiffany Barnlund  
tabarnlund@cps.edu  
773 534-9069

**Primary Building: Kdg- 3rd**
1212 S. Plymouth Court Chicago, IL 60605  
Phone: 773.534.8690  
Fax: 773.534.8689  
South Loop School Website: [http://www.southloopschool.org/](http://www.southloopschool.org/)

**Middle School Building: 4th-8th**
1601 S Dearborn Street Chicago, Il 60616

3) **What are the CPS websites?**

General Information: [http://www.cps.edu/Pages/home.aspx](http://www.cps.edu/Pages/home.aspx)  
Parent Volunteer Application [Volunteer Application](#)  

4) **When can I see class list and drop off school supplies?**

Class list: Wednesday, August 28th from 8:00 am- 3:00 pm –Primary Building Entrance Only.
School Supplies Drop – off: Drop off: Kdg- 3rd Primary Building and 4th-8th Middle School Building.
August 26th – 28th - Monday- Wednesday 8:00 am – 3:00 pm
Please label with your child’s first and last name and grade.
Families can visit the main office to submit updated medical, eye and dental records from 8:30am - 3:00pm. Teachers will not be available.

Building Tours
August 29th 6pm – 7pm
Primary Building-Kdg-3rd
Middle School Building- 4th-8th

OPEN HOUSE DATES and TIMES
All Kdg-3rd Grade Families: Tuesday, September 17, 2019 – 6:15 pm to 7:00 pm. Primary Building
You will hear an overview of your child’s school year from the classroom teacher and enjoy an ice cream social sponsored by the Local School Council (LSC).

All 4th-8th Grade Families: Wednesday, September 18, 2019 – 6:15 pm to 6:45 pm. Middle School Building
You will hear an overview of your child’s school year from the classroom teacher and enjoy an ice cream social sponsored by the Local School Council (LSC).

All 7th-8th Grade Families: Wednesday, September 18, 2019 at 6:45 pm.
You will hear an overview of middle school policies, Student Bill of Rights, selective enrollment, selective prep, high school selections, 2019-2020 assessments, promotion policy and middle school expectations from Mrs. Shelton, Mr. Rhodes, and Mrs. Brewer.

5) What is the Chicago Public Schools 2019-2020 calendar?
Click here to access the 2019-2020 CPS calendar

Please be aware of students’ non-attendance days occurring during the calendar school year (holiday and non-holiday related) so you can arrange for childcare accordingly, including school improvement days, winter and spring vacations.

6) What is the Extended Day Program?
An after-school program providing enrichment in academics and the opportunity to participate in a diverse range of creative programs from the end of the school day to 6:00pm. A hot snack is provided daily.

Extended Day Locations:
- Primary Building: Kdg – 3rd grades
- Middle School Building: 4th-8th grades

Please go to this link to obtain more detailed information and links to the applications: http://www.southloopschool.net/extending_the_day.php [update to new link]

The 2019-2020 application and programming information is now available on the school’s Website: southloopschool.org.

Contact Krystal Strange at 773 534-8698 or kstranage@youth-guidance.org for more information.

7) What programs are available to students during the Extended Day Program?

There are many programs available for students enrolled in Extended Day. Many programs are also available for students not enrolled in Extended Day. Samples of these programs may include: Lookingglass Theatre, Barrel of Monkeys, Cooking Class, Ballet, Girl Scouts, Brownies, Daisies, Sport camps, music lessons, Chess Education, Children’s Choir, Language program, Yoga, Jazz band, Robotic club, algebra club, yearbook club, and many more! Registration for some of these activities will be available during orientation nights.

Program information is available on the South Loop School website and email blasts, Please see the Extended Day Program booklet (available during open house only), upcoming email blasts from South Loop School and the school’s website for enrollment forms, more information and fees.

8) What are the health requirements to attend a Chicago Public School?

- In order for our school to stay medically compliant please update medical records (eye, dental, physical) and submit before October 1, 2019.
- Click here to view the Chicago Public Schools minimum health requirements and forms to ensure your child may be enrolled at South Loop Elementary School.
- The CPS site outlines key dates and forms around dental, vision, physical exams, and immunizations. A copy of these completed forms should be provided to the school nurse in person (mailbox located in the Main Office) or by fax 773-534-8689.
- Medical exclusions begin in the month of October for students not within compliance.
- **Exemptions:** Waivers for religious or medical reasons must be submitted in writing as described in the Board of Education Policy 704.1.
- Any question please contact the school’s nurse at 773 534-8692

9) **What happens if I miss the deadline for Health requirement forms?**

Your child may not attend school until the requirements are met. These days of missed school do not count as an excused absence. Non-medical compliance letters were sent home with students during the last week of school.

10) **What is South Loop School’s uniform policy?**

The South Loop Elementary School uniform consists of solid navy blue bottoms and white tops:

- **Bottoms:** Solid Navy blue uniform pants, shorts, capris, skirts or dresses to the knee. Leggings and jeans are not permitted.
- **Tops:** Solid white shirts with sleeves. Sweaters and sweatshirts may be white or navy blue. The only permitted logo is the South Loop Elementary School logo or motto. Tank tops, logos outside of SLES logo, stripes, polka-dots, etc. are not permitted.
- **Outerwear & Accessories:** Outerwear (coats & jackets), tights, socks, shoes and hair accessories are at your discretion. Shoes should be appropriate for school activities, including recess. Flip flops, open toe shoes & skate shoes are not permitted.

Where to purchase:
- General Uniform items can be found at Lands’ End, Target, Sears, JC Penney, or Children’s Place.
  - South Loop Elementary School receives 3% cash back from all uniform purchases at Lands’ End. Preferred School Number: 900121088
- Uniform options with the South Loop Elementary School logo or motto can be purchased from our school’s new spirit shop at https://southloopschool.org/shop/ or gently used options at our Resale Shop, opened periodically throughout the year.
Non-Compliance:
If a child is not complying with the dress code, the school will follow the Students Bill of Rights and a parent will be called to bring the appropriate clothing. Extracurricular activities, such as after-school sports, may be revoked as a result of consistently not wearing the required school uniform.

11) What is South Loop School’s gym uniform policy?

Your child will be assigned a particular day of the week for gym class. On this day the mandatory South Loop Elementary School Gym Uniform consists of solid navy blue shorts or sweatpants and solid gray top:

Gym Uniform: A South Loop Elementary School gym uniform is required on the student’s assigned gym day. SLES shirts, shorts, sweatshirts, and pants can be purchased on the school’s spirit shop: https://southloopschool.org/shop/. Students wearing all blue or all grey is not an approved gym uniform. Gym/Tennis Shoes are required for gym. Students will not participate in gym without the required uniform or shoes.

12) Are there exceptions to the South Loop School uniform policy?

There are several opportunities throughout the year, such as:
- **Spirit Wear Days**: Each Monday, students may follow the uniform policy or wear any South Loop Elementary School Pride Wear shirt.
- **Anti-Bullying Day**: Each Wednesday, students are encouraged to wear a solid purple shirt and jeans to take a stand against bullying.
- **Out of Uniform Days**: Beginning on September 27th and every Friday leading up to the 8th graders’ field trip, students may donate $2 to come to school out of uniform. Proceeds benefit the SLES 8th graders’ annual field trip.
- **Sport Team Days**: The school celebrates Chicago sports teams throughout the year and students may wear the colors, shirts, or jerseys of our sports teams. These dates will be announced via SLES website and email blasts.
- **Picture Day**: Students do not have to wear a school uniform picture days.

13) What is the student school fee for all K-8th grade students?
The student school fee is $75.00 per child. (Two children per family limit). School fee can be paid in one, two or three installments. Please pay the school fee by December 2nd. The money collected from school fees help support programs we offer to the students and resources we need for instruction.

**Payment Options:**
Fees can also be paid using your Aspen account. More information for this payment option will be sent out soon.

New Payment Option for the following fees only. Using the link below, fees can be paid by check or credit card:

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https://magic.collectorsolutions.com/magic-ui/Login/cps-23751-south-loop-elementary
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School Fee- $75
Band- $50 (Only for students who rent a South Loop Instrument)
Graduation- $75
8th grade Luncheon -$50 per person (Student and two guests only)
8th grade fundraiser: September 27th - March 29th only. $2.00 every Friday or pay a one-time payment of $42 per student
Kdg- 8th grade Field trips

14) What are the arrival protocols? What are the dismissal protocols?

**Pre-school Building:** Do not park in the drive way at any time. A staff member will be available for Kiss & Go sign in at 8:00 am. If you want to escort your child into the building please find parking on Archer Ave or Federal Street. Please adhere to all parking restrictions.

**Primary Building:** Parents please do not park in the school’s parking lot during the hours of 7:00 am-4:00 pm. The parking lot is designated for CPS staff only. Towing is strictly enforced.

**Middle School Building:** Do not park on Dearborn or 16th Street at any time.

**ARRIVALS:**
- K-3rd grades are located at the Primary Building.
  - Drop off on Federal Street only. Look for Kiss and Go Volunteers.
  - Stay in your car please. Keep moving forward. Do not pass around the car in front of you.
The school day begins at 8:00 a.m.

Students may arrive at 7:30 a.m. for the free Breakfast Program in the lunchroom.

**Students cannot wait in the park during this time without parent supervision.**

Classroom instruction begins promptly at 8:00 a.m. Students are tardy for school at 8:05 am.

- **4th-8th grade students’ school day begin at 8:20 a.m. and ends at 3:30 p.m.**
  - Drop off on Dearborn Street only. Pull forward. Stay in your car. Turn right on Dearborn Street and head east to State Street.
  - Students may arrive at 7:45 a.m. for the free breakfast program. Students must report to the lunchroom until 8:00 am. Playground supervision is provided at 8:00 am.
  - Students cannot be dropped off in the playground or school’s main entrance prior to 7:45 am.
  - Students enter the building at 8:20 a.m. to go their lockers and prepare for the school day.
  - Classroom instruction begins promptly at 8:30 a.m. Students are tardy for school at 8:35 a.m.

If driving to drop off your child, please use the Kiss N Go program and follow the flow of traffic pattern. Kiss N Go is staffed by parent volunteers to assist students getting out of the car and keep the traffic flowing. Do not exit your vehicle. Please make sure your child has everything (not in the trunk of your car) to exit the vehicle to keep the traffic flowing. Do not pull forward in the drop off lane to open your trunk or handle last minute logistic with your child. The drop off lane must stay clear to allow for traffic flow. Do not stop or park near the main entrance of the schools. If you need a longer time to drop off, park on Plymouth Court (west side of street) near the playground entrance or 16th State Street. Do not park or stop in the school bus pick up/drop off area at any time.

Please remember to follow the “South Loop Way” – Be Safe, Be Respectful & Be Responsible! Please be courteous to our volunteers.

**DISMISSAL: Pick –up Procedures**

**Pre-school:** Please do not park in the driveway. Enter the building to please sign out your child. Students must be signed out daily.

Kdg- 8th grade: After-school care is provided for parents who are unable to make arrangements for pick up at 3:00 pm or 3:30 pm. Please visit Youth-guidance.asapconnected.com for more information for our Youth Guidance – after care program.
Also attached Gavin and Logan’s most recent CCA approval.

**Primary Building:** Dismissal is at 3:00 p.m. Students not enrolled in after-care must be picked up at 3:00 pm. Any repeated incidents of students remaining after 3:10 pm will be reported to DCFS.

- Kindergarten- 4th grade students must be picked up by a guardian, parent and/ or older sibling. Students will not be allowed to walk home without a parent, guardian or older sibling. After 3:10 students will be brought back into the building to sit by the main office. **Students cannot wait in the park area without a parent or guardian.**
- Kindergarten classrooms 124 &127: Pick-up on Federal Street door number 7
- Kindergarten classroom 131: Pick up from the playground door number 3.
- 1st grade classrooms 220, 221 & 224: Pick-up on Plymouth Court door number 2
- 2nd grade classrooms 225, 226 & 205: Pick up on Plymouth Court main entrance. Do not park cars in the school bus drop off area by the main entrance.
- 3rd grade classrooms 207, 208, 209: Pick up on Federal Street playground door number 6.
- A mounted CPD officer and Mr. Robles, South Loop Elementary’s security guard, will stand at the South corner of 13th Street and Plymouth Court to prevent driving North on Plymouth Court. 12th Plymouth Court is a one way heading South from 2:45 pm -3:15 pm daily.

**Primary Building:** After-Care Pick-up

After 3:05 p.m., please ring the main entrance bell and sign your child out. Provide your child’s name and grade to the after-care staff, and be prepared to provide a photo ID, should it be requested.

All South Loop Parents must follow the below guidelines for pick-up:

- Enter the community at 14th Street and State Street.
- Head West to Federal Street – **Do not turn right onto Plymouth Court.**
- Make a right turn (North) onto Federal Street.
- Head North past 13th Street to the school. **Do not turn on to 13th Street.**
- Pull to the curb on the school side for pick-up.
- Turn right into the school lot and crossover to Plymouth Court.
- Make a complete stop at the stop sign, then turn right onto Plymouth Court.
- **Do not stop or park in the bus zone.**
- Head South to the stop sign located on the tree.
● After the stop sign, pull to the curb on the school side for pick-up or head south to 14th Street and pull to the curb for pick-up.
● Turn left onto 14th Street and exit the community.
● NEVER TURN RIGHT ONTO PLYMOUTH COURT FROM 13th STREET OR 14th STREET.
● If you park, do not block our neighbor’s driveways for any reason or you will be ticketed.

MIDDLE SCHOOL: Dismissal is at 3:30 pm. Students not enrolled in after-care or supervised by a parent or guardian must leave the school premises by 3:45pm

● Students will be waiting on Dearborn Street beginning at 17th Dearborn to 16th Dearborn in grade level order: 8th, 7th, 6th etc. 4th grade will be close to the main entrance.
● Continuously pull forward to pick up child. Do not hop around the car in front of you. Turn right on 16th Dearborn Street.
● 4th grade students must be picked up by a parent, guardian and/or sibling. 4th grade students will not be allowed to walk home without supervision.
● 5th-8th students will be dismissed from door number 1- main entrance.
● 4th-8th students cannot wait in the play area, Marianos Store or the corner of 16th & 17th Dearborn Streets
● 4th-8th students with repeated patterns of remaining on school premises after 3:45 pm will be reported to DCFS.
● After 3:05 p.m., please ring the main entrance bell and be prepared to provide a photo ID, should it be requested.

It is important for EVERYONE to follow the pick-up protocol. If we all do our part, it will make pick-up transitions run much smoother and more quickly, as well as ensure the safety of all our students.

15) What are the lunch meal options and snack policy for students?
We are a peanut and nut free school. If your child has any dietary needs please inform the classroom teacher and the main office on the first day of school. A monthly breakfast and lunch menu will be available monthly on the school’s website

**Breakfast**
South Loop Elementary School provides a free breakfast to all students in all grades.
Enrollment: No application or enrollment is required.
Lunch

South Loop Elementary School provides a free lunch to all students in all grades. Students can bring their own lunch. Please note the school is a candy, gum, excessive sweets, and nut-free school. Glass bottles are not allowed. **All forms of red dye chips (Flaming Hots, Takis, etc) are banned.** Only healthy chips are allowed for snack and lunch. See approved list below.

**Enrollment:** While all students receive a free lunch, it is imperative to complete the lunch applications provided at the start of each school year procedures to secure appropriate school funding.

Your child may bring a lunch from home. Please Note: South Loop Elementary School is free from excessive sweets gum, candy, and nuts.

Our nut-free policy includes all* tree nuts. In order to ensure the safety of all children, please adhere to this school-wide policy, refraining from all nut products.

Some nut alternatives in lieu of peanut butter or almond butter include sunflower seed spread (sun butter) or soy nut butter, as neither contain nuts. For pre-packaged lunches (like a *Lunchables*), any candy, gum, or nut products must be removed prior to sending to school.

*all tree nuts includes peanuts, almonds, brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

Students enrolled in the extended day program must follow the school-wide policy by bringing an extra healthy snack (fruit cup, fruit, fruit snacks, and/or healthy bar).

**Middle School parents, please do not order lunch for students and have it delivered to the school. This is a serious disruption and the food order will not be accepted or delivered to your child.**

After consideration of the length of the school day and students' lunch time, we have implemented a short snack time into the students' schedule for **Kdg- 4th grades only.** Each teacher determines the snack time for his/her class. Snacks must be chosen from the list provided below (Finger foods only). Teachers will send home more information the first week of school.

Allergen-Free* Snack List

*Free of peanuts, tree nuts, and eggs
● Fruit and vegetables
● Chips- No red dye chips
● Pirate's Booty
● Pringles Snack Pack
● Sun Chips
● Baked chips
● Veggie chips
● Crackers
● Barnum's Animal Crackers
● Cheez-It Crackers
● Pepperidge Farm Goldfish
● Townhouse Crackers
● Triscuit Crackers
● Water-unflavored, unsweetened, and non-carbonated
● Applesauce-squeeze packet
● Popcorn
● Skinny Pop Popcorn
● Smart Food Popcorn
● Pretzels
● Rold Gold Pretzels
● Betty Crocker Fruit Snacks
● Fruit Roll-ups
● Special K Bars
● Teddy Grahams

16) What is a typical day for a K-8th Grade?

Daily activities include reading, social studies, science, math, writing, computer class, recess, lunch, weekly gym, library, music, art, Spanish, technology and/or band.

Please note: Lunch period is 20 minutes and the recess period is 25 minutes, please prepare your child accordingly. Specific details about your child’s academic programming will be given by each teacher at the Welcome Back to School Open House.

17) Will my child have recess?

If the weather is over 40 degrees and not raining, recess will be outdoors on the playground. If the weather is below 40 degrees, raining, or snowing then indoor recess will occur in the classroom or the gymnasium. Please donate board games, card and/or hand held games to your child’s classroom for indoor recess.

18) How do I contact my child’s teacher?

The ideal way to access your teacher is via email. Every teacher will provide an email address for home-school communication. Teachers may have additional communication methods available to families (classroom website, room parents and/or a classroom Google page). All staff contact information is provided on the school’s website.
Please note: Teachers will not be able to accept phone calls during the school day. A phone message will be placed in the teacher’s mailbox. Your phone call should be returned within 24 hours.

If you would like to schedule a Parent-Teacher conference, please email your child’s teacher directly to schedule. The teacher should reply within 24 hours to confirm a meeting date and time. Conference timing will be just before or after school hours. The day of the conference, enter the main entrance of the school, sign the visitor’s log, and obtain a visitors pass before proceeding through the building.

19) What do I do when my child is absent from school?

Send a note to the teacher the next day your child returns to school stating the reason for and the date of the absence. It is not necessary to call the main office to inform the school of your child’s absence.

20) What are the avenues of communication from the school?

- The school website: http://www.southloopschool.net/
  - Check frequently and review the monthly calendar for upcoming events.
- Social Media:
  - Twitter: @sloopschool
  - Instagram: @slooplions
  - Facebook: Facebook: @SouthLoopElementary
- Email blasts: Weekly email blasts titled "Week-at-a-Glance."
- Daily blasts: Provides school-related information/latests. Contact Ms. Garcia at nlgaricia2@cps.edu if you are not receiving email correspondence from the school.
- Room Parents: Each classroom will have a designated room parent responsible for formulating a classroom email list and providing up to date information to the class.
- Report Card Pick-up and distribution: A 1st and 3rd quarter student led conference (November 13th and April 22nd) will be scheduled with your child and his/her teachers to discuss your child’s academic performance. 2nd and 4th quarter report cards are sent home (February 7th and June 16th) with your child.
• Mid-quarter progress report (October 4th, March 6th, December 13th and May 22nd): A report detailing your child’s progress prior to the end of a grading period. This is the time to schedule parent conferences if your child is below a ‘C’ in any area.

Aspen Student Information System: Provides a daily account of your child’s academic performance. You can view health compliance, grades, class and home assignments, attendance, student fees and schedules. This is your daily communication of your child’s progress. Please contact your school to provide your up-to-date email address and request a Parent Portal account in Aspen. Once parent contact information has been verified by the student’s school, parents will receive a signup email from Aspen. If you don’t receive the signup email, we recommend to check your Spam folder. If you are unable to locate the email, please contact your school for assistance. To learn more about the Aspen’s features, watch the video in the link below.

English
Español

• Classroom websites: Provide important classroom information. Will be provided by your classroom teacher
• Local School Council Meetings: 6:15 pm every second Wednesday of the month.

21) How are birthdays and holidays celebrated?

South Loop Elementary School has instituted a “no treats” policy for birthdays in order to decrease emphasis on sweets and disruption to the school day. To celebrate your child’s special day, they are encouraged to donate their favorite book to the classroom.

South Loop Elementary School celebrates secular holidays through academic and creative projects to emphasize the educational, cultural and creative value of a holiday. The school avoids holiday celebrations and parties in order to preserve the academic environment and decrease the emphasis on treats. The classroom teacher may find some other form of honoring these holidays at the approval of the principal.

22) What are the volunteer opportunities at the school?

South Loop Elementary School is successful due to the strong involvement and dedication of our families, faculty, staff, and students. We are committed to the development and education of our children and are excited for you to join in on the journey!
Below is a list of SLES volunteer opportunities, expectations, and contacts. Reach out to contacts directly or fill out our volunteer form to become involved today.

**ANNUAL FUNDRAISERS**
Boosterthon | Fall Fundraiser | Spring Benefit

**FAMILY & COMMUNITY EVENTS**
South Loop Around the World | Daddy Daughter Dance | Green Initiatives | Kindergarten Welcome Picnic | Mom /Son Night

**SCHOOLWIDE EVENTS**
Back to School Picnic | End of School Carnival | Scholastic Book Fair | Winter Dance

**SCHOOL PROGRAM NEEDS**
Box Tops for Education | Uniform Resale | Lost & Found | Lunch Cafe Crew | Safety Patrol Point Person | School Tour | Teacher & Principal Appreciation | Volunteer Coordinator

**CLASSROOM NEEDS**
Ad-Hoc Requests | Room Parent
Parent Volunteer Application [Volunteer Application](#)

To volunteer for field trips, classroom activities, parent-led student clubs/programs or any school activity where students are present, you MUST register as a volunteer with CPS every school year:
[Volunteer Levels and Applicable Requirements](#)
[Apply for or Re-certify Volunteer Clearance](#)

While we greatly appreciate parent volunteers, parents are not allowed to volunteer in the classrooms during classroom instruction. Volunteers may be asked to volunteer during school hours to make copies, help organize classroom/homework packets and/or help in the lunchroom. Activities (class projects, secret reader etc.) taking place in the classroom are coordinated directly by the individual teacher or room parent while most school wide activities are coordinated by parent lead committees. Room parent volunteers will coordinate all classroom volunteer opportunities with the classroom teacher.
Parents can volunteer more than one time after every parent has had an opportunity to volunteer. Volunteers cannot be accompanied with other children during volunteering. Only parents, guardians or grandparents can attend field trips.

**23) What is the Local School Council (LSC)?**

The Local School Council is comprised of the principal, 6 elected parent representatives, 2 appointed teacher representatives, 1 appointed school staff representative, and 2 elected community representatives. Local School Councils are the site-based management team of each school and participate in the governance of school for a 2 year term.

**The LSC is responsible for:**
- Principal Evaluation and Contracts
- Approval of Continuous Improvement Work Plan (CIWP)
- Approval of Expenditure Plan
- Engaging parents and community members through various committees

**Meetings:**
The LSC meets monthly at 6:15 p.m. in the Middle School’s Cafeteria. These are largely business meetings with an opportunity for public comment. Parents, community members, teachers and staff are invited to attend this open forum and meeting minutes are posted to this site after being finalized by the council.

The LSC lead 3 committees that welcome parent involvement:
- Finance committee- help support fundraising initiatives
- Communications committee- help market the school
- Family Involvement Group (FIG) – parent group whose mission is to encourage family involvement at South Loop School. FIG organizes the Family Fun nights and other social events during the school year.

To become involved in any committee, please contact the South Loop School Volunteer Coordinators at slsvolunteers@gmail.com or visit the school’s website to find meeting dates.

**24) What is Friends & Family of South Loop School Inc.?**
Friends & Family of South Loop School, Inc. is a non-profit fundraising group for South Loop School. Friends & Family works in conjunction with the Finance Committee of the LSC and operates with a parent organized board in order to facilitate financial transactions between families/community and South Loop School. Donations made to Friends & Family are tax deductible per IRS guidelines. These donations are allocated to serve the interest and needs of all South Loop students.

25) When are School Picture Days?

Fall picture day is September 26, 2019 for K-7th grade only. Picture retake day will take place on October 28, 2019. Spring picture day for K-7th grade only is on April 15, 2020. Students can wear their own preferred clothing on this day. School uniform is not required. Pictures taken in the fall picture session will appear in the yearbook and class photo. The purchase of picture packages and yearbooks are optional.

Eighth grade picture day is on January 9, 2020 and retake day is on February 4, 2020.

26) What is the protocol for my child if they have a medical condition or medical needs?

All parents must complete the Student Medical Information and Emergency Action Plan forms located on the school’s website. Notification and documentation must be given to the school nurse, the classroom teacher and/or Ms. Krystal in Extended Day on the first day of school if your child has any drug or food allergies or any underlying health condition such as but not limited to: diabetes, asthma, sickle cell, heart condition, severe allergies or requires administration of medication during the school day. Please provide the classroom teacher with 4 wallet size or larger pictures of your child.

27) Is there a school nurse?

A school nurse is assigned to South Loop School a minimum of 1 day per week, primarily to assist in medical form documentation and review students with ongoing medical conditions. The nurse’s schedule is determined by CPS and may not be available at all times. If your child is ill on a day that the nurse is not present, your child will be sent to the office and you will be contacted by an office staff member.

If your child has a fever above 100.4, you will need to make arrangements to immediately pick up your child from school.
28) What is the school supply list?

Classroom supply lists are available prior to the start of school via the South Loop School’s website southloopschool.org.

29) What is the Leader in Me End of the Year Carnival for Kdg-4th students?

The carnival is a reward for students who follow the South Loop Way all school year. Students will not be permitted to attend the carnival that had one or more of the following infractions: 3 or more suspensions, detentions (5 or more), not wearing school uniform, excessive discipline referrals, or not following the South Loop Way on a consistent basis. Any Kdg-2nd who fall under any of the categories above will miss 30 minutes of carnival time.

30) Is there after care?

Yes, Youth Guidance. Please visit Youth-guidance.asapconnected.com for registration information. After care begins on the first day of school. Youth Guidance is also available during a few days of winter and spring breaks. The program is offered at the end of the school year in June – August 14th from 8:00am – 6:00 pm daily.

For more than 13 years, South Loop Elementary has partnered with Youth Guidance as their longest-running site to provide after-school care options and over 20 year-round enrichment program options. Youth Guidance provides safe, engaging options for students from the end of the traditional school day until 6:00 p.m. through several options: Full-Time, Part-Time and Punch Card Extended Day options. The trained, passionate staff works with school administration to provide well-rounded academic and extracurricular supports so every child feels comfortable, safe, and encouraged in their own personal growth and development.
SCHOOL INFORMATION, POLICIES, AND PROCEDURES:
Below is detailed information about South Loop School’s protocols. The following school information, policies, and procedures are in alphabetical order.

ASPEN PARENT PORTAL
IMPORTANT NOTE: To access the new Aspen Parent Portal, all current portal users and parents who are interested in creating an account for the first time must set up a new account. Existing Parent Portal accounts will not automatically be transferred to Aspen. Follow the steps below to set up a new Aspen Parent Portal Account.

How can I create a Parent Portal account?
Please contact your school to provide your up-to-date email address and request a Parent Portal account in Aspen. Once parent contact information has been verified by the student’s school, parents will receive a signup email from Aspen. If you don’t receive the signup email, we recommend to check your Spam folder. If you are unable to locate the email, please contact your school for assistance.

I’ve received emails from my school in the past, why don’t you have my email on file for Aspen?
While your school may have your email address on file, it may not have been added to the previous student information system, IMPACT SIM. Only email addresses in SIM were moved to Aspen.

I had a Parent Portal account before the change to Aspen, why don’t I have one now?
Security features, such as login credentials, prevent us from being able to transfer accounts from one system to another.

I received an email to create a Parent Portal account in Aspen, are there additional resources that can help me with the setup process?
Here is a short video that walks you through the setup process.

I have multiple children in CPS, but I do not have Parent Portal access for all of them. How can I fix this?
Please contact your school if you are experiencing this issue. There are a few reasons why this might be happening, which we have listed below for your reference. Your school will be able to determine which of these reasons is causing the issue and resolve it for you.

1. We do not have you listed as a contact in Aspen for your children.
2. The former system contained multiple accounts for you, possibly with conflicting information (e.g., different names, home addresses, email addresses, phone numbers). In Aspen, your contact information should be verified and merged into a single account in order for all of your children to appear in your Parent Portal account. This allows for more efficient security and management. Your school can help ensure that the correct contact record is attached to your children.

ANTI-BULLYING & HARASSMENT POLICY
South Loop School will follow the discipline procedures outlined in the Student Bill of Rights for any Bullying verified and unverified allegations.
The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve and that bullying cause physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, sexual harassment, and violence. It is the goal of the Chicago Board of Education (“Board”) to create a learning environment in all its school communities where students are protected from bullying so they feel safe and supported in their efforts to succeed academically and develop emotionally into responsible, caring individuals.

The Board asks every Chicago Public School (“CPS”) student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

**Bullying definition:** any physical or verbal act, including communications made in writing or electronically, directed toward a student or students, and meets All of the following criterion:

1. Imbalance of power
2. Severe or pervasive
3. Intent was to cause harm
4. Behavior has detrimental effects on targeted student.

Scope Bullying is contrary to Illinois law and this policy is consistent with the Illinois School Code. This policy protects CPS students against bullying and harassment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The Board recognizes the particular vulnerability of students with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender. Nothing in this policy is intended to infringe upon any expression protected by the First Amendment to the United States Constitution or Section 3 of Article I of the Illinois Constitution.

Bullying is prohibited:
• during any school-sponsored or school sanctioned program or activity;
• in school, on school property, on school buses or other Board-provided transportation, and at designated locations for students to wait for buses and other Board-provided transportation ("bus stops");
• through the transmission of information from a CPS computer or computer network, or other electronic school equipment;
• when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;
• when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school related or sponsored program or activity or on Board-provided transportation;

Definitions
“Bullying” means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

• placing the student in reasonable fear of harm to the student's person or property;
• causing a substantially detrimental effect on the student's physical or mental health;
• substantially interfering with the student's academic performance; or
• Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying behaviors may also qualify as other inappropriate behaviors listed in the Student Bill of Rights. When deciding whether inappropriate behavior constitutes bullying, administrators should consider the student’s intent, the frequency or recurrence of the inappropriate behavior, and whether there are power imbalances between the students involved.

While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the student's intent and power imbalances.
“Cyberbullying” means using information and communication technologies to bully. This definition does not include cyberbullying by means of technology that is not owned, leased, or used by the school district, unless an administrator or teacher receives a report that bullying through this means has occurred. This policy does not require a district or school to staff or monitor any non-school-related activity, function, or program.

“Retaliation” means any form of intimidation, reprisal or harassment directed against a student who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying.

“Peer Conflict” means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. When school employees are aware of peer conflict, they are expected to guide students in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions. These interventions are designed to prevent Peer Conflict from escalating to Bullying.

ATTENDANCE POLICIES
Regular attendance is imperative to ensure a successful and positive academic growth in school.

Students returning to school after an absence must bring a written statement to the teacher signed by the parent(s), explaining the reason for the absence. CPS policy will be followed regarding contacting parents of students who have five or more unexcused absences (absence without a parent note). An absence due to a vacation is considered unexcused. Students are allowed one day to make up assignments due to a one day absence. Students can have up to 3 days to make up assignments due to two or days of absences.

Note: Five (5) clock hours of instruction are required for a full day of attendance. A minimum of 2½ hours of instruction is required for a half day.

Students arriving after 10:30 am (Primary Building) 11:00 a.m. (Middle School Building) or leaving before 12:00 (Primary Building Branch) 1:00 p.m. (Middle School Building) will be marked for a half day of attendance. Note: All 3rd, 6th and 8th students with 9 or more unexcused absences must attend CPS summer bridge program.

BIRTHDAY CELEBRATIONS
In order to decrease emphasis on sweets and disruption to the school day, South Loop has a "no treats" policy for birthdays. If you would like to send something to school with your child to commemorate their birthday, please donate your child’s favorite book or a trinket. Birthday recognitions are provided by the classroom teacher.

**BUS TRANSPORTATION**

Students are required to adhere to bus rules and regulations. If a student's behavior creates a safety hazard on the bus, the student may be deprived of bus riding privileges. Parents will be expected to provide transportation to and from school if a bus suspension should occur. The behavior and safety of the student at the bus stop is the responsibility of the parent.

**CAFETERIA**

Free breakfast and lunch programs are available for all K-8th grade students. Breakfast will be served from 7:30 – 8:00 am in the Primary Building and 7”45 am -8:30 am in the Middle School building. A breakfast and lunch menu will be posted on the school’s website at the beginning of each month.

Applications for free lunch will be sent home the first week of school. We ask every family to complete an application even if you know you will not qualify for free lunch. School funding is based on the number of completed applications.

**CALENDAR**

**CPS school year calendar:**

-  **CPS Elementary and High Schools Calendar - English Version**

**South Loop’s school year Assessment Calendar:**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>What is it?</th>
<th>Who Takes It?</th>
<th>How long does it take?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>REACH Performance Tasks</td>
<td>It evaluates teachers on student growth and quality of teaching practice.</td>
<td>Kdg- 8</td>
<td>40- 60 minutes</td>
<td>September 16- November 1st, February 3rd- March 2nd, April 20th-May 15th, May 4th – June 5th</td>
</tr>
<tr>
<td>KIDS Kindergarten Individual Development Survey</td>
<td>KIDS is an instructionally-embedded, observational rubric designed to help teachers and families better understand the developmental readiness of children entering kindergarten. KIDS relies on evidence from observations,</td>
<td>Kdg</td>
<td>Varies</td>
<td>September 3rd- October 30th</td>
</tr>
<tr>
<td>Assessment</td>
<td>Description</td>
<td>Grade(s)</td>
<td>Duration</td>
<td>Schedule</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TRC/mClass</td>
<td>TRC is an early literacy assessment used to identify where students are in order to support reading development.</td>
<td>Kindergarten-2nd Grade</td>
<td>30 minutes</td>
<td>September 3rd - October 11th, December 9th - January 31st, May 4th – June 12th</td>
</tr>
<tr>
<td>NWEA (MAP)</td>
<td>NWEA measures each student’s growth in math and reading from year to year. The spring assessment is used for promotion and CPS admission processes.</td>
<td>1st-8th Grade</td>
<td>Approximately 90 minutes per subject</td>
<td>September 3rd - October 4th, December 9th – January 31st, May 11th- June 12th</td>
</tr>
<tr>
<td>IAR (Illinois Assessment of Readiness) Replaced PARCC</td>
<td>IAR is aligned to the Common Core State Standards, and is a measurement of students’ skills and abilities based on grade level standards in language arts and math.</td>
<td>3rd-8th Grade</td>
<td>6-9 hours, (over the course of a week)</td>
<td>Typically March- April</td>
</tr>
<tr>
<td>ISA</td>
<td>Illinois Science Assessment (ISA) is a science test required by ISBE for students in grades 5 and 8.</td>
<td>5th, 8th</td>
<td>1 hour</td>
<td>April 13th- April 30th</td>
</tr>
<tr>
<td>ACCESS</td>
<td>Assesses English language proficiency and growth.</td>
<td>Students K-8 enrolled in Bilingual Program</td>
<td>3 hours</td>
<td>January 15th - February 19th</td>
</tr>
<tr>
<td>DLM-AA</td>
<td>The DLM-AA assesses student achievement for students with significant cognitive disabilities in lieu of the PARCC and MAP.</td>
<td>Students with significant cognitive disabilities in grades 3-8.</td>
<td>Varies, individualized</td>
<td>March 11th- May 6th</td>
</tr>
<tr>
<td>Algebra Exit Exam</td>
<td>Assessment used for students enrolled in Algebra to determine high school credit.</td>
<td>8th</td>
<td>90 minutes</td>
<td>May 26th- May 29th</td>
</tr>
<tr>
<td>NAEP National Assessment of Educational Progress</td>
<td>This assessment monitors what U.S. students know and can do in key subject areas at the elementary, middle, and high school levels</td>
<td>4th Grade</td>
<td>90 – 120 minutes</td>
<td>January – March School Specific Dates</td>
</tr>
</tbody>
</table>
CELL PHONE POLICY

Cell phones must be turned off and stored at all times when on the school bus, on school property or inside the school building. Failure to adhere to this policy will result in discipline according to the Student Bill of Rights. While cell phones have offered parents a direct link to their children, they can and have created problems by disruption to the educational process. **Cell phone cannot be out for any reason during school hours/school activities (recess, lunch and morning drop off).** **South Loop will NOT be responsible if a cellular device is lost, stolen, or misplaced and will not investigate/look for lost or stolen cell phones**

In the event of an emergency only, please contact the main office for communication with your child(ren) please do not call or text your child during school hours. Any student who does not adhere to this policy will have the following consequences:

- **1st offense:** Cell phone confiscated and returned to a parent only at the end of the day.
- **2nd offense:** Cell phone confiscated and a 1 day after-school detention or in-school detention.
- **3rd and ongoing offense** will result to following the guidelines of the Student Bill of Rights.

COMMUNICATION METHODS

- Communication Committee (LSC)
- Local School Council Agenda & Minutes
- Automated Phone Message System
- Quarterly School Newsletter
- Quarterly Teacher Newsletters
- Classroom websites
- Monthly Parent led tours for Prospective Families
- Aspen Portal (online access to grades)
- Parent Volunteer Coordinators
- Progress Reports (the 5th week of each quarter)
- Quarterly Report Card Distribution
- Parent/Teacher Conferences 1st/3rd Quarters
- Awards and Recognition Assemblies
- Room Parents
- School Website www.southloopschool.net
- Week-at-a-Glance email blasts (please add southloopschool@gmail.com to receive messages).
- Welcome Back Open House
COMMUNICATION CONTACTS

The main office is a very busy place with limited staffing. Please assist us in the following ways. We are unable to call students down from class to accept phone calls, interrupt instruction to relay messages to students, or give out information about the time a child arrived to school.

Contact the following if you have questions regarding:
Registration/Transfers, lunch applications, general student/school information and Aspen:

- **K-3rd grade programming:**
  - Ms. Wilson (773) 534-8690 or kmwilson@cps.edu
  - Mrs. Chan (773) 534-8690 or tcchan@cps.edu
- **4th-8th grade programming:**
  - Ms. Fleming (773) 534-4664 or bfleming@cps.edu
  - Mrs. Anders nranders@cps.edu
- Medical records, Immunization compliance, medical exclusion and dental records: School nurse (773) 534-8632
- Family services, high school fairs and selection, standardized testing and school records: Mrs. Brewer (773) 534-4533 or mbrewer@cps.edu
- Special Education Services – Case Manager: Mr. Williams (773) 534-8694 pdwilliams4@cps.edu
- Monthly menus: Mrs. Betty (773) 534-8697
- Fundraising: Ms. Lisa Johnson, lisamj716@aol.com
- Local School Council: Saadia Siddique, saadia.siddique@gmail.com Community partners, damaged or lost textbook replacement fees, Aspen pin #s, replacement progress reports or report card, Student Bill of Rights, transportation concerns: Mr. Rhodes, (773)534-8690, arhodes2@cps.edu
- Fine Arts Magnet Cluster Program: Mr. Zettl rzettl@cps.edu or Mrs. Anders nranders@cps.edu
- Landscaping, painting, clean and green, playground, school grounds: Mr. Bulvan, 773 534-8695 (Primary Building) and Mr. Johnson, 773 534-0401 (Middle School Building)
- Technical issues with e-mail blasts, technology donations, Computer Lab: Ms. Garcia (773) 534-8646 or nlgarcia2@cps.edu
- Extended Day programming: Ms. Krystal (773)534-8698, kstrange@youth-guidance.org

Any questions regarding payments or balances for the Extended Day Program should be directed to the tuition-based department at 312-253-4900 or email Tuition@youth-guidance.org.
COMMUNICATION
If you have any concerns related to academics or a supportive environment, please contact the classroom teacher. If your concern isn’t addressed or resolved, please contact administration (email is best). If your concern still isn’t resolved or addressed contact network supports.

COMMUNITY SERVICE
All National Junior Beta Club students are required to complete 20 community service hours (5 hours a quarter).

All community service hours must be logged and signed by the provider (Ms. Allababidi) on a South Loop School’s Community Service Log sheet. Log sheets will be provided to students in September and located on the school’s website. Any middle school student can participate in any of the Beta Club led community service projects. It is our goal to promote “giving back” mindsets in our students.

CONFERENCES
All conferences are by appointment only. Please contact the teacher directly via email or leave a note in the teacher’s mailbox located in the office.

If you would like to schedule a Parent-Teacher conference, please email your child’s teacher directly to schedule. The teacher should reply within 24 hours to confirm a meeting date and time.

Conference timing will be before or after school hours. The day of the conference, enter the main entrance of the school, sign the visitor’s log, and obtain a visitors pass before proceeding through the building. All visitors must have a visitor pass.

DISCIPLINE
DETENTION – 3rd-8th grade only
After school detention is for students who are consistently breaking the agreed upon expectations at South Loop will occur on Tuesday and Thursday from 3:30 pm- 4:30 pm. The following infractions include, but are not limited to:

- Chewing gum/ eating candy or eating during the non-designated time for snack.
- Unfixable out of uniform
- Repeated unfixable out of uniform (non-white or blue shirt, blue pants, hats, jeans (except on Wednesdays), etc.)
- Eating or drinking in class outside of approved snack time. (This is anything other than water)
Multiple behavior problems in a single class period (Repeatedly out of seat, off task, or being disruptive)
- Disrespectful dialogue with staff/teacher
- Unauthorized cell phone use (classroom, recess, lunchroom, hall, washroom etc.)

Detentions will be issued the next day after the infraction has occurred. For example, if the student is given a detention on Tuesday, detention will be served on Thursday. Detention will be served from 3:30 to 4:30pm. Those infractions occurring on a Thursday will be served either that same day or on the following Tuesday. If your child miss detention, they will then be assigned two detentions to make up. If your child miss a second detention, a parent conference will be scheduled and an automatic 1-2 days in-suspension will be given.

If your child receives a detention, a form will be sent home and it must be returned signed and given to the staff member covering detention. Without this form signed by a parent, they will not be admitted into detention and will be issued a makeup detention and an additional detention in its place. If a student miss two detentions without prior notice from a parent, a parent conference will be scheduled and an automatic 1-2 days in-school detention will be given.

Please be sure you and your child become familiar with the Chicago Board of Education Student Bill of Rights. This booklet is sent home the first week of school and lists the rules for conduct to ensure a safe culture and climate atmosphere. Click the link below

**Student Bill of Rights (SBOR)**

Supported by policies and regulations of the Student Bill of Rights, South Loop School has a “no tolerance” policy regarding sexual misconduct, bullying, intimidation (including cyber and text) and fighting in school or on school premises. Students should report any incidents of bullying, sexual misconduct and/or intimidation to school officials (any staff member) immediately.
**13 Sexual Misconduct Categories and Definitions**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grooming</td>
<td>Behavior an adult or significantly older child uses to build an emotional connection with children to gain their trust and break down their inhibitions for the purpose of sexual abuse.</td>
</tr>
<tr>
<td>Gender-Based Discrimination</td>
<td>Treating someone differently because of their sex /gender or the perception of their sex/gender to include pregnancy/childbirth (or related medical conditions and parental status), sexual orientation, gender identity and gender expression.</td>
</tr>
<tr>
<td>Sexual Violence</td>
<td>Sex acts, and attempted sex acts, that occur without the voluntary participation of one or more parties, that may involve the use of implicit or implied force. This is unwelcome oral, anal or vaginal penetration or inappropriate touching with force.</td>
</tr>
<tr>
<td>Inappropriate Touching</td>
<td>Knowingly or intentionally making or attempting to make unwelcome physical contact of genitals, anus, or breasts, whether direct or indirect through clothes or with an object.</td>
</tr>
<tr>
<td>Sexual/Gender Harassment</td>
<td>Severe, pervasive or persistent unwelcome conduct of a sexual nature. This includes sexual advances, requests for sexual favors, intimidation, offensive remarks about an individual's sex and/or gender and other verbal, nonverbal, or physical conduct of a sexual nature.</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>Violent, controlling, or intimidating behavior that an individual uses against a current or former dating partner. It can include emotional, physical and sexual abuse, stalking, yelling, and harassing, threatening, name-calling, threats of suicide, obsessive phone calling or text messaging, extreme jealousy and possessiveness.</td>
</tr>
<tr>
<td>Sexual Electronic Communication</td>
<td>Intentionally viewing, creating, possessing, or sharing sexual language or images/recordings without the voluntary participation of one or more parties.</td>
</tr>
<tr>
<td>Stalking</td>
<td>Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer emotional distress.</td>
</tr>
<tr>
<td>Sexual Bullying</td>
<td>Severe, pervasive or persistent unwelcome conduct of a sexual nature that is based on an imbalance of power or power and control with an intent to cause harm</td>
</tr>
<tr>
<td>Sexual Exploitation</td>
<td>Exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose</td>
</tr>
<tr>
<td>Exposure/Voyeurism/Masturbation</td>
<td>Exposing one's genitals, anus, buttocks, or breasts in a sexual nature; watching others when their body parts are exposed for sexual pleasure; or touching one's own genitals for sexual pleasure.</td>
</tr>
<tr>
<td>Voluntary Sex Act</td>
<td>A consensual voluntary sex act that occurs on CPS property, at a CPS sponsored event, in CPS provided transportation, or under CPS supervision. This includes any voluntary action that includes genital contact, including fondling, digital penetration, sexual intercourse, and oral sex.</td>
</tr>
</tbody>
</table>
Retaliation

Adverse employment action or adverse change in academic status, such as discipline or denial of or access to a service or benefit, against any person for having made a complaint or report of Discrimination, Harassment, or Sexual Misconduct, whether made internally, or externally with a federal, state, or local agency; or participating or aiding in an investigation of Discrimination, Harassment, or Sexual Misconduct, whether internal, or external with a federal, state, or local agency, is strictly prohibited.

Restorative Justice:
Restorative justice is a transformational approach to behavior management that recognizes conflict as a normal and continuous dynamic within human relationships. This conflict brings potential for constructive change processes that reduce violence, increase justice in direct interactions and social structures, and respond to real-life problems. Rather than focusing on the infraction, restorative justice centers on the harm that a behavior caused, the corrective action that must take place to repair relationships and the community, and the learning that must happen to reduce future anti-social behaviors.

Restorative Conversations:
Restorative Conversations are a first response to empower students to problem solve, repair relationships, and learn strategies to reduce the likelihood of a repeat occurrence. When we engage, we must listen and question to uncover the root of the problem rather than blame and accuse.

Conversation lengths will vary depending on the actions that prompt them, but all should incorporate the following steps:

Tell the Story
- What’s happened?
- What’s wrong?
- What were you thinking when you did that?

Explore the Harm
- Who has been affected by this behavior? In what ways?
- How has your behavior affected our learning today?
- How fair or unfair is this on others in the class?

Repair the Harm
- How can you go about fixing this?
- What exactly are you sorry for?
- How will this support others’ learning?
- How will it support your learning?

Reach an Agreement
- What do you need to do from now on?
- How can I support you to do this?

Plan Follow-Up
- When would be a good time to check in with you to see that you’re doing what we agreed?
- What support do you need from me to make sure this doesn’t happen again?

**Mandatory Parent Conference:** A mandatory conference may be scheduled if a student’s behavior warrants such an action. If the parent or guardian cannot attend at the scheduled time, please schedule an alternate time within a reasonable time frame. Failure to attend a requested parent conference can result in discipline being issued without parent input to address the issues.

**Suspension:** Acts of misconduct as provided for in the Student Bill of Rights that warrant suspension. In such cases, an official misconduct form and/or suspension notice will be submitted to the parent and teacher. A student will be considered trespassing if present on school grounds at any time during the period of suspension.

With the Student Bill of Rights as our foundation for following CPS policy and school rules it is necessary for all students, parents and staff to support our school wide P.B.I.S. program, more commonly referred to as, “The South Loop Way.” We want our community working daily to Be Safe, Be Responsible, and Be Respectful. Aside from the added benefit of a school environment that is conducive to education, homeroom classes receive positive incentives (lion paws and lion roars) for supporting "The South Loop Way.” Our school utilizes the “Leader in Me” program, showing our students to follow the guidelines of the 7 Habits by Stephen Covey.
The mission of the Chrome book 1:1 program at South Loop School is to create a collaborative learning environment for learners and to support cross-curricular technology engagement. This environment will enable and support students, parents, teachers, and staff to implement transformative uses of technology while enhancing students’ engagement with content and promoting the development of self-directed and lifelong learners. Chrome books will help students transition from consumers of information to creative producers and owners of knowledge.

Criteria for participation in the 1:1 program:

- Parents and students participate in a “best practices and getting to know your” chrome book training session in order to receive Chrome book (view the slide deck then complete the quiz at the end).
- Parents and students must read, agree to, and sign the Chrome book Use and Digital Citizenship Agreement.
- Parents pay the first installment of their $100 lease/per year fee (Current 6th graders only).
- Students must provide a protective case to carry their chrome book from place to place. Students will not receive their chrome books until a protective case or sleeve is provided (for quality cases or sleeves check amazon, for an inexpensive option, a padded mailing envelope would suffice). Chrome books have an 11.6” monitor.
- Students will be given a charger to keep with their chrome book.
- Students must keep up with the asset tags and labels provided on the chrome book. The asset tag is for security and inventory purposes. It is used to help track the computer in the event that it is lost or stolen. The student label will help quickly identify who the chrome book belongs to. If the sticker or asset tag comes off, the student is responsible for seeing Ms. Garcia immediately. Missing asset tags and labels may result in a $10 relabeling fee.
- Students may be asked to leave chrome books at school during testing periods to ensure they are updated and available for testing.
- Chrome books will be collected at the end of the school year. Every attempt will be made for students to retain their original Chrome book each year they attend South Loop School (7th & 8th Grade); Students in the lease to own program will receive the same chrome book each year until they graduate (6th grade).
- All Chrome books are the property of South Loop School and are managed by CPS. Students will receive an invoice for failure to return a Chrome book or charger at the end of the year.

Chrome book Care
Students are responsible for the general care of the Chrome book they have been issued by the school. Chrome books that are broken or fail to work properly must follow the “Submit Chrome book for Repair” procedures (see below). Replacement and loaner computers are NOT guaranteed. Students’ teachers all have access to a few loaners in the classroom, however, we cannot guarantee that a student will be given a replacement/loaner to take home, while their computer is being assessed and repaired.

- **General Precautions:**
  - No food or drink should be near the chrome book.
  - Cords, cables, and removable storage devices must be inserted and removed carefully.
  - Chrome books should not be stored near pets or where younger siblings can reach and damage.
  - Never leave Chrome books unattended.
  - Never leave Chrome books inside a car where high and low temperatures can damage them or they can easily be stolen.
- Take care when Chrome books are plugged in so the cord does not trip someone or cause the tip to break off inside the charging port
- Do not write or draw on the Chrome books. Stickers are okay, as long as they can be removed and do not cover any identifying labels that were placed on there by the school

### Transporting Chrome books around
- Always transport or store Chrome books inside their cases or protective sleeves. Although cases are reinforced to help protect the Chrome books, they are not guaranteed to prevent damage. Students must care for and protect their devices
- Never carry Chrome books while the screen is open
- Never lift or move Chrome books by the screen
- Always carry the chrome book using two hands

### Screen Care (Screen repair is $120)
- Heavy objects should not be placed on top of Chrome books
- Do not store Chrome books with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid (like pens, pencils, etc.)
- Clean screens regularly with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents.

### Asset Tags
- All Chrome books will be labeled with a CPS Asset Tag
- All chrome books will also have a label with the student’s name
- Do not remove or damage the asset tag or other school labels

#### Using Chrome books at School
Students are expected to bring a fully charged Chrome book to school daily

### Charging Chrome books
- Chrome books must be brought to school with a full charge
- Students should charge their Chrome books at home every evening. Have a cell phone? If you can charge your phone every night, you can charge your Chrome book
- Chrome books should keep their charge for the entire day, but just to be safe you may bring your charger to school

### Sound
- must be muted at all times unless permission is obtained from the teacher
- Headphones may be used at the discretion of the teachers (NO AIRPODS!)
- Students must provide their own headphones

### Printing
- Students are encouraged to digitally publish and share their work with teachers and peers
- Students cannot easily print directly from their Chrome books. However, files can be shared or emailed to another computer for home printing. Printers may also be available on site in the Media Center or Computer Lab if needed.

### Logging into a Chrome book
- Chrome books are managed by cps.edu, therefore students may only login to the computer using their CPS credentials
- Students should never share their account passwords with others, except their parents

### Managing and Saving Digital Work
- Student work will be stored in Google Drive and can be accessed from any computer with an internet connection
- Students may have the capability to store files on the Chrome book’s hard drive (but this is not recommended)
- The school is not responsible for the loss of any student work.
Chrome book Use Outside of School

- Students are encouraged to use their Chrome books at home and other locations outside of school
- A wifi connection is required
- Students are bound to the CPS Acceptable Use Policy and the guidelines of this chrome book contract/agreement.
- All chrome books are equipped with monitoring software, Go Guardian. The school has the right to restrict the use of Chrome books to academic based sites only. Parents may request that additional restrictions be placed on chrome books to limit student’s access. Please discuss this with your child’s homeroom teacher if you need additional restrictions.

Software

- Google Apps for Education
  - Chrome books seamlessly integrate with all of Google productivity and collaboration online tools including Google docs, sheets, slides, drawings, and forms
  - Web based applications and tools will also be available
  - Web based applications will not be available for download immediately, unless pushed by the Google Admin Console. If any apps are needed for academic work, students may ask Ms. Garcia to push the app from the Google Admin Console.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chrome book, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school may, without prior notice of consent, log, supervise, access, view, monitor and record use of student Chrome books at any time for any reason related to the operation of the school using installed monitoring software. By using a Chrome book, students agree to such access, monitoring, and recording of their use.

Submitting Chrome book for Repair

DO NOT give broken computers to the office, your teacher, our IT support, or Ms. Garcia. Please complete the following steps:

1. Fill out a “Repair Request” form. Fill this form out with your parent/guardian AND be sure to include their email address in the form (this is to ensure that parents are kept in the loop regarding repair)
2. Make sure you have both the asset tags and your name LABELED on your chrome book
3. As long as the repair request form is completed, place the chrome book on the “repair” shelf located in the computer lab. You may also place a post it with a short description of the repair problem (i.e. broken screen, charge port, OS recovery, etc.)
4. Your chrome book will be evaluated and determined if it needs to be sent out for repair or if it can be fixed on site. An invoice will be given for any repairs that require extensive services and cannot be fixed onsite.
5. If available, a replacement will be given as soon as possible for problems related to manufacturer’s defect. Once repair/replacement costs are paid, the student will be eligible for a replacement. **It is not guaranteed a replacement will be readily available. If a replacement is not available, and balances have been paid, the student will be put on a waitlist.**
**Cost of Repairs**
Parents will be held responsible for damage to their student's Chrome book including, but not limited to: broken screen, charge port, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value ($300). Lost chargers will cost $30. *Students in the lease to own program have the option to take their computer to be repaired by a vendor of their choosing. 

Repair of a computer that is accidentally damaged - dropped, spilled on, zapped by an electrical surge, etc. (what is referred to as "end user damage") - will not be covered by the manufacturer's warranty and is the responsibility of the student.

**Stolen or Lost Equipment**
If the chrome book is stolen, the police must be notified within twenty-four (24) hours of the theft. A police report must be filed. Failure to do so will result in the parent/guardian's complete responsibility for the chrome book's replacement. If the device is stolen or lost, the parent/guardian of the student shall notify the principal or assistant principal of South Loop School that the device is stolen or lost within twenty-four (24) hours of the loss or theft. In the event that the device is not recovered within five (5) business days from the date of the loss, the parent/guardian shall be responsible for the device's replacement.

**Appropriate Uses and Digital Citizenship**
School-issued Chrome books should be used for educational purposes and students are to adhere to the South Loop School Digital Citizenship Agreement at all times. Please read and sign the *Chrome book Use and Digital Citizenship Agreement.*

**Please sign and return ONLY the last page. Keep all other information for your records.**
**Students must have a signed agreement on file in order to be assigned a Chrome book.**
Chrome book Use and Digital Citizenship Agreement

South Loop School believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.) Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself
- I will keep my passwords private and will not share them with my friends
- I will be conscious of my digital footprint and careful about posting personal information
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files and can access them whenever I need them
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates, or posting them publicly)
- I will always logout before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my parent, teacher, Principal, or other adult at the school

Respect and Protect Others
- I will not use computers to bully or harass other people
- I will not log in with another student’s username and password
- I will not trespass into another student’s google drive, documents, files, or profile
- I will not disrupt other people’s ability to use school computers
- I will not pretend to be someone else and will be honest in my representation of myself
- I will not forward inappropriate materials or hurtful comments or spread rumors
- I will immediately report inappropriate behavior directed at my fellow students to my parent, teacher, Principal or other adult at school.

Respect and Protect the Learning Environment
- I will limit my web browsing at school to school research or personal research similar to that which I would do in class
- I will not visit inappropriate websites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific instructions or permission
- I will not send or read instant messages or participate in online forums or chat without specific teacher instructions
- I will only change background images and screensavers to school and age appropriate images

Honor Intellectual Property
- I will not plagiarize
- I will cite any and all use of websites, images, books, and other media
By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chrome book Use and Digital Citizenship Agreement. I agree to be financially responsible for the repair or replacement cost should the Chrome book (or charger) be lost, stolen, or damaged. This includes any damage or loss that occurs on or off school property.

I also verify that we (student and parent) have completed the following criteria (check all that is completed)

- We have completed the “Best Practices Training Session” and Passed the Quiz
- We read, agree to, and signed the Chrome book Use and Digital Citizenship Agreement below.
- We have a protective case to help prevent damage to the chrome book.
- (Current 6th graders only) Parents pay the first installment of their $100 lease/per year fee

Student Name: __________________________________________________________

Homeroom: _______________ Grade Level: __________________

Student Signature: ___________________________________________ Date: __________

Parent/Guardian Name:

______________________________________________________________

Parent/Guardian Email:

______________________________________________________________

Parent/Guardian Phone Number:

______________________________________________________________

Parent/Guardian Signature:

______________________________________________________________

Date: ______________________

*For School Use Only*

Chrome book Model: ______________________ Device Asset Tag# ____________________
DISMISSAL PROCEDURES
For the safety of our students, students not enrolled in our after-school program (Youth Guidance) must be picked up by 3:15 (Primary) and 3:45pm (Middle School) No exceptions. **Students cannot wait in the main office, main entrance of the school, park, playground, and the corner of 16th or Dearborn Street after 3:15 or 3:45pm without a guardian and/or parent.** Failure to comply with this policy will result in contacting CPD or DCFS.

DRESS CODE - UNIFORM POLICY
Students must wear solid navy blue bottoms (no jeans, leggings or black pants) and solid white tops. Shorts, dresses and skirts must touch mid-thigh or knees. Shirts must have sleeves and cover the midriff. Extracurricular activities or privileges, such as after-school sports, school related sports teams and non-academic field trips, may be revoked as a result of not adhering to the required school uniform policy.

Acceptable Uniform attire includes:
- Any solid white shirt. Any shirt with the “South Loop School” logo. Wednesdays only: Solid Purple shirt or Paws-Off purple shirt available for purchase on the school’s website southloopschool.org
- Clean solid white shirt (no print of any nature) this includes Aeropostle, Pink, Hollister, Polo, Nike, Adidas etc...
- Any solid Navy blue uniform pants/skirt (**No Jeans or Black bottoms outside of stated exceptions**)
- Purple Shirt and Blue jeans/shorts on Wednesdays only
- South Loop’s gym uniform (Solid grey shirt and solid blue bottom only) and gym shoes are required for P. E. class.
- All blue top/bottom, all grey top/bottom or white t-shirts are not acceptable as the gym requirement
- Indoor sweaters, jackets, or sweatshirts can only be solid white or navy blue. Blue jean jacket is acceptable.

EARLY DISMISSAL
No student will be released to any person other than the parent/legal guardian or those individual(s) listed on the “Emergency Information Form”. Written notification (fax or email), along with the parent’s picture ID, is required to release a child to anyone other than those individuals listed on the form. Phone calls from parents will not be accepted to release a student. In such cases, the parent will be contacted by a staff member for confirmation. Emergency forms are distributed during registration in September.
Emergency forms should be updated anytime your contact information changes. Also, emergency forms are updated in January.

Note: Five (5) clock hours of instruction are required for a full day of attendance. Please refer to the section on Attendance Policies in this handbook. A minimum of 2½ hours of instruction is required for a half day.

**EMERGENCY ALTERNATIVE EVACUATION SITE**

In the event of an emergency evacuation, students will be relocated to an Alternate Evacuation Site (Jones College Prep (primary building) and South Loop Hotel (middle school) or a site will be announced via an email blast). During such an event, parents should contact the Chicago Public Schools at (773) 553-1000 for information.

**EMERGENCY INFORMATION FORM**

Every student must have a current emergency form with accurate up-to-date information. When changes in phone numbers or addresses occur, parents/guardians MUST notify the school of the changes. The importance of maintaining updated information cannot be overemphasized. **This form must be updated in if there are any changes in address, email and/or phone numbers.** A request for updated information will be sent home every January.

Doctors/emergency rooms will NOT treat children without parent consent and in the event of an emergency, we must be able to reach parents. You will be requested to update this form in January.

**EXTRACURRICULAR ACTIVITIES POLICY**

Extracurricular activities provide important opportunities for South Loop School students. Any student who elects to participate in an extracurricular activity will be required to sign an extracurricular contract (parent/guardian’s signature also required). A student’s extracurricular eligibility is based on maintaining high standards in four areas of student responsibility:

- **Academics:** Grade Point Average – All athletes participating in interscholastic sports must maintain a grade point average (GPA) of “C” above. Any athlete with a grade average below this threshold will be conditionally eligible pending their adherence to required academic remediation. Athletes with a grade point averages below a ‘C” are required to adhere to an individual study plan (ISP), which the principal must approve. Athletes with an ISP must adhere to their plan as a condition of their eligibility. If a student fails to fulfill the requirements of their ISP, the student’s eligibility to participate will be withdrawn. GPA and ISPs will be reassessed at the end of each academic semester.
No Pass/No Play – Per the Board’s policy, all athletes are required to pass all of their classes each week. The failure of one or more classes by an athlete in a given week will result in temporary ineligibility for the following week.

- **Behavior:** Students must maintain and model excellent behavior at all times. The administration reserves the right to remove a student from any and all extracurricular activities at any time if that student is determined, by administrative review, to be in violation of this policy. Students with excessive detentions and/or suspensions cannot participate in extracurricular activities. Students who not follow the uniform policy will not be allowed to participate in non-academic activities or school teams/sports. This includes the extended day program.

- **Attendance:** CPS policy requires that the parent of any student who has recorded five or more unexcused absences during any quarter be formally contacted about these absences. Students who have five or more unexcused absences during a quarter will be ineligible for extracurricular activities.

- **School Uniform:** as per CPS policy, South Loop School has a school uniform policy detailed in this handbook. Students are expected to wear their school uniform to school each day. Students who consistently fail to comply with the school uniform policy will not be allowed to participate in extracurricular activities or sport teams.

**ELECTRONIC DEVICES**

Cell phones and mobile communication devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel. Examples of unacceptable usage can include but are not limited to: in restrooms, hallways, using during instructional time, texting, cyberbullying, sexting, taking pictures or videos, using phones in places of school business, and etc. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Bill of Rights.

**FIELD TRIPS**

All field trips are valuable teaching aids and educational in nature. They provide direct experiences for learning and are an extension of what is being taught in the classrooms. A signed permission slip is required for participation in ALL field trips. A Walking Field Trip Form will be sent home at the beginning of the year which will cover any walking field trips for the current school year.

Fees may be required for some field trips. Payment can be made in the form of exact cash only, Aspen or school’s website. Students who have demonstrated an unwillingness to adhere to school rules and the
Student Bill of Rights will be required to have his/her parent/guardian attend field trips to be eligible to participate and/or not allowed to participate.

Note: Chaperones are selected by the classroom teachers and/or room parent. Fees may be required of chaperones. Only parents, guardians and grandparents can volunteer for a field-trip. All volunteers must complete a volunteer application. Parent Volunteer Application Volunteer Application

FEES

Each year, due to the rising cost of books, technology, consumable instructional supplies and programs for our students, K-8 students pay a $75 school fee. This fee is collected by classroom teachers the first week of school. Payment can be made in the form of cash or money order made payable to South Loop School. You may also pay using Aspen or the school’s website: use the link below. There is a maximum fee of $150 per family. School fee can be paid in three installments.

Please pay the school fee before December 2nd. The money collected from school fees help support programs offered to the students and resources needed for instruction.

Payment Options:

You may pay your student fee by cash or money order from 8:00 am - 3:00 pm daily.

New Payment Option for the following fees only. These fees can be paid by credit card or check online using this link. https://magic.collectorsolutions.com/magic-ui/Login/cps-23751-south-loop-elementary

School Fee- $75
Band- $50 (Only for students who rent a South Loop Instrument)
Graduation- $75
8th grade Luncheon -$50 per person (Student and two guests only)
8th grade fundraiser: September 27th – February 28th. $2.00 every Friday or pay a onetime payment of $42 per student
All Field trips

GRADUATION

All eighth grade students are expected to meet the graduation requirements set by the Chicago Public Schools Elementary School Promotion Policy and the local school criteria. Students who do not meet the criteria will not graduate with their class and will attend a Summer Bridge Program.

View the promotion policy here: Elementary Promotion Policy.
Students must meet the promotional range on their 8th grade NWEA assessment. Promotion Policies will be sent home in September and will be available on the school’s website southloopschool.org. Attendance must not exceed nine days of unexcused absences. Students will be excluded from graduation activities and if they incur more than 2 violations in groups 4, 5 and/or 6 of the Student Bill of Rights and/or consistently violate school policies: cell phone, uniform and behavior during their 8th grade year. Graduation fees and requirements will be discussed with parents during the 8th grade parent meeting in September. The mandatory graduation fee must be paid in full by January 6, 2020.

Additional non-mandatory fees must be paid in full by March 27, 2020. Failure to turn fees in on time may exclude students from participating in the 8th grade luncheon and other related activities or delay in delivery of graduation items. We do not accept checks for non-mandatory fees.

Kindergarten transition will occur on June 15, 2020 at 10:00 am in the Primary Building.

HEALTH ISSUES
School Board Policy expressly states that school personnel cannot dispense medications to students unless it is a long-term requirement and unless all forms from the Health Department and/or doctor are completed and on file at the school. Under no circumstances will a child be permitted to carry any type of medication in school without prior permission from CPS. This includes all types of medications such as Aspirin, Tylenol, cough drops, or the like. Student health information will be collected and documented by the school nurse.

Students may (and are highly encouraged) to carry their own Epi pens. An emergency Epi pen is available in the main office for staff usage in any emergency.

Parents must complete the Emergency Action Plan and Student Medical Information Forms located on the school’s website. Submit the completed forms to the main office the first week of September.

Please inform the classroom teacher of any special circumstances related to your child’s health.

MEDICATION:
Please note: The school nurse is assigned to the school on a part-time basis. All other staff is not permitted to administer or distribute medication.

Note: Due to severe allergies, South Loop School is designated as a peanut, candy and gum free school.
HOMEWORK POLICY
The Chicago Board of Education has instituted a homework policy for all schools in the system.

Teachers communicate classroom homework policies in September. The following are suggested time allocations for teacher corrected homework assignments:

- Kindergarten - 15 minutes per day
- Grades 1, 2, and 3 - 30 minutes per day
- Grades 4, 5, and 6 - 45 minutes per day
- Grades 7 and 8 - 90 minutes per day

OBSERVATIONS
A parent/guardian may make a request to observe in his/her child’s classroom for up to one 40 minute period. A 24 hour written notice must be given to administration regarding these requests. To prevent disruption of the educational process, no verbal contact with students or the teacher is allowed while observing a classroom.

ORGANIZATIONS
Local School Council (LSC):
The LSC consists of 6 parents, 2 teachers, 2 community members, 1 paraprofessional and the principal of the school. The LSC supports the school’s development and the implementation of the School Improvement Plan (CWIP). Meetings are held on the second Wednesday of each month at 6:15 PM in the lunchroom. Elections are held every two years.

- Chairperson: Saadia Siddique at saadia.siddique@gmail.com

Friends and Family of South Loop, Inc.:
Friends & Family is a nonprofit organization focused to raise community, business and family awareness and involvement for the school's financial needs. The organization's primary mission is to fundraise for the continuation of South Loop's programs and to support the development of South Loop's vision and mission. The Finance Committee (LSC) meets on the first Wednesday of each month at 6:15 PM.

- Contact Person: Lisa Johnson at lisamy716@aol.com for more information.

Family Involvement Group (FIG):
FIG is a parent group with a mission to encourage involvement among families at South Loop School by participating in academic enrichment, social events and fundraising - for the benefit of all our children. Meetings will be held the first Wednesday of every other month at 6:15 PM beginning in October.

- Contact Person: Tracy Carlson at carlson.tracy@gmail.com for more information
**Dads Group**

More information will be available soon

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**REPORT CARDS**

Report Cards are issued at the end of every quarter (11/13, 2/7, 4/22 and 6/16), covering a period of approximately 45 school days each quarter. The Chicago Board of Education has designated two days during the school year for parents to pick-up grades and confer with their child’s teacher. Dates are in bold above. A child must be in attendance twenty-five days of the marking period to be eligible to receive grades.

South Loop School use the following Grading Scale to report students' progress in grades 1 - 8:

- **A** = 100%-90%
- **B** = 89%-80%
- **C** = 79%-70%
- **D** = 69%-60%
- **F** = 59% or below

In addition, Student Progress Reports will be issued to students at the midpoint (fifth week) of each quarter. Parents can access student’s grades and attendance online through Aspen Portal daily. PIN numbers must be obtained from the main office by the parent who registered the student. PIN numbers remain the same for as long as a student is enrolled in any Chicago Public School.

Please Note: Report cards will be held at the end of each marking period if there are any outstanding library fines, lost chrome books, chrome book chargers or lost textbook.

**ROOM PARENTS: WHO ARE THE ROOM PARENTS?**

Each South Loop School classroom has a Room Parent. They are recruited from the families of the children assigned to your class (“classroom families”). Typically, recruitment is by an open call for volunteers or by contacting a parent believed to be especially well suited to the task. Selection from among the volunteers is made via consultation between the Principal, the SLS Volunteer Coordinator, the SLS Room Parent Coordinator, and the outgoing Room Parents. Final selection discretion resides with the Principal.
Term “parents” includes all of the parents, grandparents, or other legal guardians who are valued participants in our South Loop School community and provide the homecare and school support that helps consolidate the South Loop School learning community.

HOW LONG DO ROOM PARENTS SERVE?
Room Parents serve for one academic school year.

WHAT DO ROOM PARENTS DO?
In general, Room Parents (RPs) help coordinate activities among the adults responsible for the children assigned commonly to a classroom. Room parents also act as a liaison between the classroom teacher and the parent community. They have a number of specific duties:

- Compile, update, and maintain a classroom family contact list.
- Assist and urge parents to sign up for and receive the official South Loop School email blasts.
- Coordinate a "Meet & Greet" for classroom families (typically held before the end of September).
- Maintain and moderate a classroom families’ e-mail list (or alternate/auxiliary communicational procedure): Anyone found using the email group other than the purpose outlined below will be removed from the group email.
- Act as a liaison between the classroom teacher and parents:
  - Suggest that parents communicate directly with the classroom teacher, vice-principal, or principal about personal classroom issues. Do not use the group email to discuss student, school or classroom related issues. Failure to adhere to this policy will result in dismantling the group communication.
  - Communicate with teacher about general parent issues relating to classroom policies, activities, or assignments.
- Help align understandings between the teacher/classroom and parents/home.
- Assist in guiding classroom families to answers about school related questions.
- Solicit volunteers and donations for classroom activities as requested by the teacher.
- Forward communications from teachers to the classroom families e-mail list.
- Communicate pertinent school / classroom news and volunteer opportunities as necessary.

Failure to perform the responsibilities of a room parent will result in a new room parent being selected.

Strictly Unacceptable:
- Discussion of teachers, administration other parents meant to harass, threaten or abuse an individual
- Direct advertising or personal promotion
• Profane. defamatory, offensive or violent language
• Trolling, or posting deliberately disruptive statements mean to hijack comment threads or throw discussions off-track
• Hateful or discriminatory comments regarding race. Ethnicity, religion, gender, disability, sexual orientation or political beliefs.
• Links or comments containing sexually explicit content material
• Discussion of illegal activity
• Spam, link baiting or files containing viruses that could damage the operation of other people's computers or mobile devices
• Acknowledgement of intent to stalk an individual or collect private information without disclosure
• Violations of copyright or intellectual property rights
• Content that relates to confidential or proprietary school information
• Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of the forum
• Any violations to rule number 4 will immediately be deleted and the violator will be removed from the group

If you are interested or have additional questions, please contact Room Parent Coordinators: Erika Berkey at erika@erikaberkey.com or Lisa Buenzow Taylor at lisabuenzowtaylor@gmail.com

**SCHOOL PROPERTY**

It is understood that normal wear and tear will take place in the use of books, instruments, technology tools and other school property. However, for articles that have been significantly damaged or lost, the student will be assessed the cost of repair or replacement.

**SCHOOL SUPPLIES**

Students are expected to come to school prepared to work each day. Grade-level supply lists are available on the school's website. Please check to see that your child comes to school every day prepared to do his or her best using the appropriate supplies.

Be sure to check with your child(ren) periodically to determine which supplies may need to be replenished.

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For program information contact: Ms. Krystal: kstrange@youth-guidance.org

For additional cost we offer other enrichments and extracurricular activities. Electives change from year to year, visit southloopschool.org for current information and registration details.

**TEXTBOOKS**
Textbooks are loans to the students at no cost to parents. Students and parents are responsible for returning all textbooks in good condition at the end of the school year or when receiving a transfer to another school. If books are damaged, defaced or lost, the student will be asked to pay the cost of replacement. We do not accept checks.

**TRAFFIC FLOW**
Do not drop off or pick-up students in the middle of the street. Please pull to the curb and continuously move forward for other waiting parents. This is a necessary precaution for the safety of all students. Do not stop or park by the main entrance of the schools at any time. Do not block our neighbor’s driveways for any reason.

**Volunteer for Kiss n Go.** Classroom room parents will provide information for volunteering.
*Please follow the flow of traffic detailed on the school’s website (southloopschool.org).
  * Adhere to the Volunteer signs.
• No parking directly in front of the school at any time (including pick up from Extended Day).
  Begin parking near the entrance of the playground (12th Plymouth Court)
• No parking on the resident sides of the street on Federal, Plymouth Court or 13th Street at any time.
• No parking near the entrance or exit of the parking lot (reserved for school buses).
• No parking in the school parking lot at any time prior to 4:00 pm.
• Participate in Kiss N Go.
• No parking during drop off on 12th Federal Street or 16th Street and Dearborn Street at any time.
• Do not exit your car during drop off.

Please contact the Volunteer Coordinators to volunteer for Kiss N Go: slsvolunteers@gmail.com

TRAFFIC PATTERN: Regular Schools Hours and Extended Day
Primary:

The flow of traffic is extremely important to prevent traffic congestion. All South Loop Parents/Guardians and Private transportation drivers must drive west to 14th Federal Street (second stop sign), make a right turn and drop off at the designated area. All students must be dropped off on 12th & Federal Street (playground entrance). Look for Kiss N Go staff/students. See graphic below.

• ABSOLUTELY NO PARKING ON FEDERAL ST. Students are dropped off on Federal. Federal must remain free of congestion.
• Do not park or drop off in near the main school entrance. This area is reserved for bus pick-up and drop-off only from 7am – 6pm daily. We are a pick up and drop off site for several CPS schools.
• Do not turn right on 14th Plymouth Court or Left on 13th Plymouth Court at any time.
• Have your child packed and ready to exit the vehicle in the designated area.
• Parents, Do not exit your vehicle for any reason. It is important to keep the flow of traffic moving.
• Extended Day families are expected to follow the flow of traffic at all times. We service several schools for After-school drop off. Plymouth Court must remain clear at all times.
• Do not drive north on Plymouth Court at any time.
• 12th Plymouth Court is a one way street – 2:45 pm – 3:15 pm
• Do not park in the entrances at any time-designated school bus zone
Primary Building:

Enter the community at 14th and State Street.

Keep West to Federal Street.

Turn right onto Federal Street.

Keep North past 13th Street to the school.

Drop off on the West side of the school building.

Keep North to school parking lot.

Turn right.

Go through the school parking lot.

Stop.

Turn right onto Plymouth Court.

Head South to 14th Street.

Turn left on 14th Street.

Exit the community.

★ Parking is strictly prohibited on residential side of all streets.

★ 15 minute parking limit on the school side of the street during pickup.

★ Please do not leave your vehicle unattended.

★ Please park in the parking lot after 3:30 p.m. for extended day pickup.

★ Absolutely no parking or standing in the cul de-sacs.

★ Do not park in the bus loading zone in front of the school.

★ Do not come North on Plymouth Court.
Middle School:

- Enter on 17th State Street or 17th Clark Street only
- Make a right or left turn on Dearborn Street
- Stay on the east side of the street
- Pull forward to 16th Dearborn to drop off curb side only
- Keep pulling forward.
- Do not hop around
- Wait patiently
- Do not stop or get out of your car
- Make a right turn only on 16th Dearborn
- Head east to 16th State Street.

Middle School Building:
**To ensure quick drop off, please make sure kids do not have things in trunk.**

If you need to stop or park, there are meter spots on State Street.

**PLEASE DO NOT DROP OFF OR PARK IN MARIANO’S PARKING LOT UNLESS YOU ARE MAKING A PURCHASE**

**RIGHT TURN ONLY ON 16TH AFTER DROP OFF!**

**DO NOT ENTER EASTBOUND FROM 16TH & CLARK**

**DO NOT ENTER WESTBOUND FROM 16TH & STATE**

**ENTER EASTBOUND FROM 17TH & CLARK**

**ENTER WESTBOUND FROM 17TH & STATE**

1601 South Dearborn Street

Chicago Police Department
TRANSFER POLICY
A transfer will only be issued to parents or legal guardians of students. No transfer will be processed if library fines, damage/lost technology, fees assessed for damaged lost books or instruments are outstanding.

Any student (excluding lottery and sibling lottery students) who no longer reside in the South Loop School’s attendance boundaries will be issued a transfer either at the end of a quarter or end of the school year.

TUTORING
When a student is identified as struggling academically, a conference will be scheduled with the principal and the classroom teacher to discuss the students’ academic progress. The principal will recommend options to support the academic success of the student.

Here are some great resources to support middle school students in math from foundational skills to acceleration and enrichment. These resources cover both computational fluency and conceptual understanding of content from that covers a wide range of math through high school topics.

City Wide Math Circles

This is a free program where CPS math teachers work with students from across the city on non-routine high quality math problems and investigations. The University of Chicago works as a partner with this program as well.

Mathcirclesofchicago.org

Here are resources for tutoring service providers:

Ivy League Tutoring
www.ivyleaguetutoringchicago.com

Kumon
www.kumon.com

Sylvan
www.sylvanlearning.com

Huntington
https://huntingtonhelps.com

Crystal Clear Tutoring
http://www.cctutoring.org

Best Brains
www.bestbrains.com

Here is a company that specializes in test prep for selective enrollment:

Selective Prep
www.selectiveprep.com

Here is a sample of some high quality online resources:

Algebra 1 Online
teachers.henrico.k12.va.us/math/hcpsalgebra1/modules.html

Desmos
Desmos.com

Front Row Education
frontrowed.com

IXL
ixl.com

Khan Academy
Khanacademy.org

Mathletics
Mathletics.com

Purple Math
Purplemath.com
Many of the online resources have apps. Here are some additional high quality apps that are available on iTunes and some are available on Google platforms as well:

- Algebra Touch
- Mathematical Formulas
- Math Flash Cards
- Virtual Manipulative

VISITORS
For safety reasons, no unauthorized persons are permitted in the building without permission. All visitors including parents are required to enter and exit through the main entrance and proceed to the main office, sign in and receive a visitor’s pass.

VOLUNTEERS
There are many opportunities for parents to volunteer throughout the school year. Please contact slsvolunteers@gmail.com for more information. All volunteers must complete a volunteer application. Click below to complete an application:

VOLUNTEER REQUIREMENTS:
Level I Volunteers A fingerprint criminal background check is required for all Level 1 Volunteers. A Level I volunteer is: 1. A parent providing volunteer service in their child’s school or classroom for 10 or more hours/week; 2. An individual providing volunteer service for 5 or more hours/week at a school where s/he does not have a child enrolled; 3. Any individual chaperoning an overnight school-sponsored trip, regardless of the hours/week that the volunteer serves (See also the Student Travel Policy); 4. Any individual serving in a coaching capacity, regardless of the hours/week that the volunteer serves (See also the CPS High School Athletic Association Bylaws); 5. Any individual serving as a student teacher or pre-service teacher, regardless of the hours/week that the volunteer serves (See also the Student Teacher and Pre-Service Teacher Enrollment Policy); 6. Any individual serving as a One-on-One tutor or
mentor, regardless of the hours/week that the volunteer serves; 7. Any individual providing volunteer service with students when such service may occur in an unsupervised setting, regardless of the hours/week that the volunteer serves; 8. Any individual providing volunteer service for a program where the program’s funding agency requires criminal record clearance, regardless of the hours/week that the volunteer serves. Level II Volunteers A fingerprint criminal background check is not required for Level II Volunteers.

A Level II Volunteer is: 1. A parent providing supervised volunteer service in their child’s school or classroom for less than 10 hours/week; 2. Any individual providing volunteer service for less than 5 hours/week at a school where s/he does not have a child enrolled; 3. An individual providing incidental volunteer service with no ongoing individualized interaction with a student(s) including those who speak at a class/assembly, judge academic competitions, give musical performance, participate in the “Principal for a Day” program, job shadowing event or other one-time event provided where there is direct supervision of the activity/event by regular school employees; 4. A parent accompanying his/her child’s class on a one-day field trip or another type of extracurricular activity that does not involve an overnight stay; 5. An individual providing volunteer service on projects/activities involving no or nominal contact with children (home-based volunteer activities, volunteers serving at Central or Network.

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