



# Constellation Schools

**Puritas Community Elementary**

**2017-2018 STUDENT HANDBOOK GUIDE**

*"The Right Choice for Parents and a Real Chance for Children"*

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## **MISSION STATEMENT**

Constellation Schools provides every child an opportunity to obtain an excellent education to ensure life-long success.

## **VISION STATEMENT**

Constellation Schools will create an exceptional learning community characterized by high expectations and academic excellence.

Our students will be actively engaged life-long learners and become responsible involved citizens.

Our families will support their children and school as important, welcomed members of our learning community.

Our teachers will be inspiring, compassionate and committed to the success of every student.

Our leaders will provide superior service, resources, and support to ensure the success of every student.

Our Board of Directors will guide our school in creating a culture of excellence that ensures the success of every student.

## **VALUE STATEMENT**

We believe all children deserve an exceptional education in a safe, caring, nurturing environment.

We will create a student focused community of learners where children excel, become responsible ethical citizens, and are prepared for success in career, college and life.

# GENERAL INFORMATION

## SCHOOL HOURS

### **Bell Schedule**

7:45 a.m. - 8:15 a.m.- Doors open for Student Breakfast  
8:00 a.m. - Doors open for all students  
8:15 a.m. - 11:30 a.m. - Morning classes  
11:30 a.m. - 12:30 a.m. - Lunch/Recess  
12:30 a.m. - 3:30 a.m. - Afternoon classes  
3:30 a.m. - Dismissal Procedures

## **ATTENDANCE POLICY 4.1070**

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth in Policy 4.1090 whenever a student is absent.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where School is in session by authority of the Board.

Repeated unexcused absences/tardiness shall be grounds for disciplinary action.

A student is tardy when a student is more than five minutes late for School or for a class. If a student misses more than half a class, the student will be marked absent for the class. Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

A student is excessively absent from school if a student is absent from the School with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in one (1) school year. Within seven (7) days of a student becoming excessively absent from School, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

**Please refer to the complete School Policy 4.1070, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **PROCEDURE FOR ABSENCES 4.1090**

1. A Parent must call the School to inform the School that his/her child or children will be absent from School. This phone call should take place within the first hour that School is in session.

2. If a Parent fails to call the School as prescribed in Part A, School personnel will call the Parent to inform him/her of the Student's absence.
3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the Student's absence.
4. Students who fail to attend school the day of an after school activity or evening event, may be excluded from the activity/event.

**Please refer to the complete School Policy 4.1090, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **DISMISSAL PROCEDURES**

At 3:25 p.m. all students who walk or ride the daycare bus are dismissed from their classrooms. The goal is to get these students safely out of the busy parking lot before the full dismissal at 3:30. Younger siblings are picked up by older siblings and dismissed out the door of the oldest child.

Grades K, 1 & 2- will be dismissed out the back door.

Grades 3 & 4-will be dismissed out the side door.

### **EMERGENCY SCHOOL CLOSING 5.2120**

When the School is closed for a weather related condition or an emergency, Teaching and Non-teaching staff will not be required to report. Notification will be through the local media, parent notification system, Constellation Schools Website, Facebook Page and Twitter.

#### **1. Weather Related**

a. The School will close when the local public school district in which it is located closes due to hazardous weather conditions.

b. If the local public school district closes an individual school building, but not the entire district, due to hazardous weather conditions, then the Principal, in consultation with the Executive Director, will determine whether the School will be closed.

#### **2. Non Weather Related Emergency Closing**

a. If the local public school district in which the School is located is closed for a reason other than severe weather or generally hazardous conditions created by the weather, then the Principal, in consultation with the Executive Director, will determine whether the School will be closed.

b. If, prior to the school day beginning, a health and/or safety condition develops in the School building, (i.e. no water, no electricity, no heat, etc.) then the Principal, in consultation with the Executive Director, will determine whether the School will be closed.

**Please refer to the complete School Policy 5.2120, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **EMERGENCY PREPAREDNESS AND EVACUATION OF SCHOOL BUILDINGS 5.2090**

The safety of employees and Students includes preparedness and planning for possible natural and man-made disasters. The Board authorizes a system of emergency preparedness which shall insure that the health and safety of Students and staff are safeguarded.

### **Emergency Evacuation Location**

Gunning Recreation Center  
16700 Puritas Avenue, Cleveland OH 44135

**Please refer to the complete School Policy 5.2090, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **APPROPRIATE DRESS GUIDELINES 4.2010.7**

The Board has adopted the following reasonable dress code and grooming guidelines to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Prohibited Student dress or grooming practices include those which (1) present a hazard to the health or safety of the Student himself/herself or to others in the School, or, (2) materially interfere with school work, create disorder, or disrupt the educational program. All students are expected to wear neat, clean clothing that is appropriate for an educational environment. The Principal may require students to change any attire deemed inappropriate. For this purpose, the Principal may ask the student's parents to bring different clothing to the school, or to remove the child from the premises. Adherence to the dress code is expected from the first day of school to the last. The school dress code must be worn every day and failure to do so will result in disciplinary action. The dress code consists of the following:

- White, light blue or navy blue button down shirts with collars or polo's
- Black or navy blue dress pants
- Girls may wear navy blue or black knee length skirts or jumpers
- Navy blue or black knee length uniform style dress shorts may be worn when temperatures exceed 80 degrees.
- Navy blue, white, black, or light blue sweaters
- White or light blue turtlenecks may be worn under shirts or sweaters
- Navy blue, black or Constellation sweatshirts may be worn in cool weather. **ABSOLUTELY NO HOODED SWEATSHIRTS/GARMENTS MAY BE WORN DURING SCHOOL.**
- Boys may wear navy blue or black ties (optional)
- Black, white or navy blue socks
- Black dress shoes are preferred. Clean tennis or basketball shoes in good condition may be worn. (boots may be worn to school in the winter but must be removed during school)
- Plain belts – black or brown – no decorations

Violations to the uniform requirement include, but are not limited to:

- Any clothing not identified above
- Any clothing with pictures or wording
- Hooded sweatshirts

- Sweatpants
- Open toed shoes
- Tennis shoes that light up, are neon bright or glitter styles
- Visible tattoos
- Jeans
- Piercing – Students may wear no more than two small post earrings per ear; worn in the ear lobe
- T-shirts
- Jewelry
- Any shirts that expose the shoulders or have a V neck
- Any clothing, shoes, hair color or style deemed inappropriate by the Principal

**Adopted: May 18, 2017**

**Please refer to the complete School Policy 4.2010.7, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **STUDENT CONDUCT 4.2010**

The School is a “character education” school in addition to being focused on high academic achievement for children, and we believe it is important to live and practice the values, positive character traits and behaviors that we teach every day. Character development is an essential part of the education that takes place in the school. To ensure an environment conducive to learning we have developed specific rules, regulations, policies and procedures to provide guidance to (1) students – so that there will be no ambiguity as to what is expected, and, (2) staff – so that when it is necessary to discipline a student, it will be done fairly and respectfully. It is essential that the disciplinary policies and procedures adopted by the Board be consistently applied to all students. All employees are expected to know and enforce these policies and procedures. Disciplinary Policies and Procedures may be amended or modified, from time-to-time, as the Principal deems necessary and/or advisable. Our expectations are as follows:

- Students will respect authority and conform to school rules of conduct
- Students will be respectful of one another
- Students will respect the rights and property of others, including teachers, students, and the school
- Non-violence, peace and concern for one another is the foundation of all school activity
- Each person possesses unique gifts that should be recognized and accepted
- Students will attend school every day, be on time, and be prepared to learn
- Students will comply with the appropriate dress code each day and will present a neat, clean appearance
- Students will exercise self-discipline and self-control in all aspects of school activities
- Students will assist in maintaining an orderly, clean school environment
- Students have an affirmative obligation to report violations of this Code of Conduct or other School policies and rules

**Please refer to the complete School Policy 4.2010, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **DISCIPLINARY ACTION 4.2010.3**

Progressive discipline will be utilized whenever possible and appropriate; however, there may be instances where circumstances dictate immediate remedial and corrective actions to protect Students, Staff, or the

School. In these cases, the Principal may determine the necessary disciplinary action and the timing of such action.

**Please refer to the complete School Policy 4.2010.3, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **CONDUCT AND/OR BEHAVIOR INFRACTIONS 4.2010.6**

All students are expected to conform to the Student Code of Conduct at School, on the School premises, at School activities or functions whether on or off the School premises and on transportation to and from School, if paid for or provided by the School and are subject to the School's disciplinary process when they fail to do so. Students may also be subject to the School's disciplinary process for a violation of the Student Code of Conduct, regardless where it occurs, if the misconduct is directed at School Staff or their property.

**Please refer to the complete School Policy 4.2010, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **ANTI-HARASSMENT, INTIMIDATION AND BULLYING 4.2020.1**

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards.

**Please refer to the complete School Policy 4.2010.1, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **ANTI-HAZING 4.2020.2**

The School prohibits all acts of hazing. Hazing, like other violent and disruptive behaviors, is conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and civil environment.

Hazing or hazing activity means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. For purposes of this Anti-Hazing policy, mental harm means mental stress, anxiety, physical injury, sickness, injury to feelings, humiliation, mental anguish, and/or depression, connected to and arising from the hazing activity. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times, regardless of whether the activity occurs on or off of property owned, used or controlled by the School, so long as the hazing activity is in any way connected to the activities or incidents that have occurred on property owned, used or controlled by the school. This policy will be actively enforced at all times.

Hazing is a violation of School policy separate and distinct from harassment or other prohibited conduct. No student, including leaders of student organizations, may plan, encourage or engage in any hazing activity. Students having engaged in hazing activity and who fail to abide by this policy are subject to disciplinary action including suspension, expulsion, removal or permanent exclusion as set forth elsewhere in this policy manual, and may be liable for civil and criminal penalties pursuant to State law.



Staff are to be particularly alert to possible conditions, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering Staff member of the prohibition contained in this policy and are required to end all hazing activities immediately. All hazing incidences are reported immediately to the Principal or his/her designee.

No Staff shall encourage, permit, condone or tolerate any hazing activities, and Staff who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties pursuant to State law.

*R.C. 2307.44, 2903.31; 3313.661*

**Please refer to the complete School Policy 4.2010.2, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **GANG ACTIVITY 4.2020.3**

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Students are prohibited from engaging in gang activities while at School, on School property, or at School-sponsored events.

As used herein the term “gang” means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity.

The term “gang Activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function. These activities include recruiting students for membership in any gang and threatening or intimidating other Students or Staff to commit acts or omissions against his/her/their will in furtherance of the common purpose and design of any gang.

A violation of this policy is grounds for either suspension or expulsion from School.

**Please refer to the complete School Policy 4.2010.3, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **ACADEMICS**

### **CHARACTER EDUCATION 2.3020**

We work consciously to nurture the character development of each student by teaching and modeling excellent core values. Our character education philosophy is the basis of our school-wide code of conduct.

**Please refer to the complete School Policy 2.3010, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **COMMON CORE**

Our curriculum is aligned with the Ohio's New Learning Standards and is designed to guide students toward their grade level goals. Content areas include: Language Arts, Math, Science, Social Studies, The Arts, Computer Technology, Health, Physical Education and Character Education (values).

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE 4.2010.8**

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.). **Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.**

**Please refer to the complete School Policy 4.2010.8, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **TESTING 2.2040.4**

Constellation Schools shall assess student achievement in all content areas in compliance with Ohio law and as mandated by the Ohio Department of Education.

**Please refer to the complete School Policy 2.2040.4, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **THIRD GRADE READING GUARANTEE AND MID-YEAR PROMOTION 2.2070**

A student must reach a minimum proficiency score on the Grade 3 American Institutes for Research (AIR) to move on to fourth grade. If a student does not reach that score, the student may still move on to fourth grade if they qualify for a retention exemption. These exemptions apply to:

- Limited English proficient students who have been enrolled in the U.S. schools for less than three full school years of instruction in an English as a Second Language program;
- Special education students whose IEPs specifically exempt them from retention;
- Any student who has received intensive remediation for two years and was previously retained in kindergarten through third grade; and
- Students who demonstrate reading competency on a Reading AIR Alternative approved by the Ohio Department of Education.

**Please refer to the complete School Policy 2.2070, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **STUDENT PROMOTION AND RETENTION 2.2070**

The Board recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is

in harmony with his/her own development. Parent(s) and students are made aware of the instructional objectives, performance standards, and promotion criteria. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parent(s) and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards is applied consistently throughout the School. All promotion and retention decisions are subject to the third grade reading guarantee requirements.

**Please refer to the complete School Policy 2.2070, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **SEARCH FOR CHILDREN WITH DISABILITIES UNDERWAY**

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability. Before school districts can serve children, they must be found. Many children with disabilities are preschoolers. Parents may not be aware their child has a disability or that there are programs and services available. All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law. For example, the school district will send records on request to a school district or other educational agency in which a student intends to enroll. The parents may have a copy of those records upon request. The school district will keep a record of all persons who review confidential records with the exception of authorized school employees, or other educational agency personnel. The school will also maintain a list of those employees who may have access to records.

### **IDEA MODIFICATION**

This Constellation school provides educational service to disabled students utilizing funding from the federal government through, IDEA Part B to enhance the basic program. Public comment on the use of these funds is welcome.

### **HOME SCHOOLER NOTICE**

This Constellation school is a community school established under Chapter 3314 of the Revised Code. The school is a public school, and students enrolled in and attending the school are required to take state mandated assessments and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education.

### **NON-DISCRIMINATION 2.1070**

The School does not discriminate in the administration of the educational and admission policies and procedures, or other school programs, and enrolls students without regard to color, sex, national and/or ethnic origin, disability, race, religion, or on any other basis prohibited by federal, state, or local law.

## STUDENT SERVICES

### IMMUNIZATION REQUIREMENTS 5.1160

Prior to being enrolled in the School, a child's parent or guardian must provide a complete medical report, including immunization records, signed by the child's physician, including: evidence that the child has been immunized against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, rubella and varicella. The School will maintain a copy of each student's immunization record and shall make these records available to the child's parent upon request. A copy of the school's summary immunization report shall be provided to the Ohio Department of Health no later than October 15<sup>th</sup> of each year on the forms prescribed by the director of health. Students must be excluded from school on the 14<sup>th</sup> day of school if the immunization record is not on file at the school and is not in compliance with the state requirements.

The following Table represents the State-mandated immunization requirements:

	<b>FALL 2017 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b><u>K</u></b>            Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4<sup>th</sup> birthday, a fifth (5) dose is not required. * <b><u>1-12</u></b>            Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b><u>Grades 7-12</u></b>            One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
<b>POLIO</b>	<p><b><u>K-7</u></b>            Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b><u>Grades 8-12</u></b>            Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b><u>K-12</u></b>            Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>
<b>HEP B</b> Hepatitis B	<p><b><u>K-12</u></b>            Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose.            The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>

<b>Varicella</b> (Chickenpox)	<b><u>K-7</u></b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <b><u>Grades 8-11</u></b> One (1) dose of varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b> Meningococcal	<b><u>Grade 7-8</u></b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <b><u>Grade 12</u></b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

### **ADMINISTRATION OF MEDICATION 5.1170.1**

The School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, only if a physician’s request is completed.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician or other licensed health professional authorized to prescribe medicine and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. [O.R.C. 3313.68][3701.8]

**Please refer to the complete School Policy 5.1170, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **HEALTH SERVICES**

The School Health Services Program is designed to promote the physical and emotional health of all students. The School Health Services Program provides the following on-site:

- Health Screening: Vision – grades K, 1,3,5,7. 9 and new students  
Hearing – grades K, 1, 3, 5, 9, 11 and new students

### **PARENT RESOURCES**

#### **APPLICATION PROCESS 4.1010**

All admission procedures will be in compliance with Section 3314.06, of the Revised Code. Applications will be available during the first two weeks of December for the succeeding academic year. The school will accept applications from students wishing to enroll in the school. Preference will be given to students attending the School and to siblings of such students. Applications submitted after the close of the December application period will be subject to space availability after the lottery (if a lottery is conducted), and will be handled on a

first-come, first-serve basis, until the maximum enrollment has been reached in each grade level. A waiting list may be established for prospective enrollees.

**Please refer to the complete School Policy 4.1010, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **ELIGIBLE STUDENTS 4.1020**

Students residing in any school district within the State of Ohio are eligible to attend the School. The preferred entry point for enrollment in the school will be kindergarten, however, the Principal, with the approval of the Board, may admit students in any grade. Kindergarten enrollees must be five years old by September 30 of the year the student is to be admitted, or have turned five by the date established by the state to qualify for early enrollment, and successfully completed the School's early enrollment testing. First Grade enrollees must be six years old by September 30 and have successfully completed a developmentally appropriate Kindergarten program, or have an approved waiver. Students enrolling in other grades must have evidence that they successfully completed the prior year course of study.

**Please refer to the complete School Policy 4.1020, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

### **EMERGENCY STUDENT INFORMATION**

Please provide the school with the most current information on how to contact family members in case of emergency. Parents are required to complete Student Emergency Forms at the beginning of each school year. **When any changes occur during the school year, please submit in writing to the school office changes such as a new home address, phone number, business phone number and persons to be contacted.** In the case of divorce, child custody, or re-marriages, the school should be notified and receive proper documentation. In the absence of documentation, by law, both parents have equal rights.

### **PROGRESSBOOK**

Progressbook is a password protected and secure web portal available to all families who have students enrolled in Constellation Schools. It provides access to monitor your child's progress.

**Contact the Principal at your child's school for more information.**

### **PARENT TEACHER CONFERENCES**

We welcome the opportunity to meet and talk with parents regarding their student's progress. Parent-Teacher Conferences are held at the end of the first grading period to discuss your child's progress.

### **PARENT SUPPORT ORGANIZATION 2.1190.5**

Parents are expected to create a parent-run organization to support the school. Such an organization would be an independent entity, separate and apart from the school. However, any activity or initiative undertaken by the Parent Support Organization, including fund raising activities, on behalf of the School, in the name of the School, on School property, or, at any School-sponsored event, must be approved in advance by the Principal.

**Please refer to the complete School Policy 2.1190.5, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**

## **VOLUNTEERS 5.2040**

All prospective volunteers are required to complete a criminal background check every three years. There is no charge to have this done. The background check is done at our Administrative Office in Parma. Please contact the Human Resource Department at 216-712-7600 to schedule an appointment.

**Please refer to the complete School Policy 5.2040, which is available on our website at [www.constellationschools.com](http://www.constellationschools.com).**



## 2017-2018 CALENDAR OF EVENTS

August 23	New Staff Orientation
August 24	Building Work Day
August 25-30	Professional Development Days
August 31	½ Constellation All Staff & ½ Building Work Day
September 1	Open House
September 4	Labor Day (No School)
September 5	First Day of School
September 29	Professional Development /RTI Day (No School)
November 2	1 <sup>st</sup> Quarter Ends
November 6	Building Work Day (No School)
November 7	Professional Development Day (No School)
November 15-16	Evening Parent Conferences
November 17	Teacher Flex Day (No School)
November 20-21	Professional Development Days (No School)
November 22-24	Thanksgiving Break (No School)
Dec 25 - Jan 5	Winter Break (No School)
January 15	Martin Luther King Day (No School)
January 23	2 <sup>nd</sup> Quarter Ends
February 19	President's Day (No School)
March 22	3 <sup>rd</sup> Quarter Ends
Mar 30	Good Friday (No School)
April 2-6	Spring Break
May 25	Last Day of School for Students



May 25	4 <sup>th</sup> Quarter Ends
May 28	Memorial Day (No Staff)
May 29	Building Work Day/K-Screening
May 30	Building Work Day
June 4-June 29	Summer School