



# **SUMMER PROGRAMS**

## **Traffic Procedures & Other Rules**

**2018**

**LATIN SCHOOL OF CHICAGO  
59 W. NORTH BOULEVARD  
CHICAGO, IL 60610-1492**

## **Traffic Procedures**

We would like to thank parents in advance for following all traffic procedures, as well as obeying directions given by designated traffic safety personnel.

### **Dropping Off Students**

- If you drop students off at the school, please drop them off in front of the buildings on the south side of North Boulevard.
- Pull into the curb cut (chute) and drive as far east as possible (toward the intersection of North and Dearborn). This will allow other cars to pull in behind you and will give non-Latin traffic an opportunity to continue down the street. If you intend to stay at the school for any period of time, do not park in the loading zones in front of the school buildings.
- Drive no faster than 5 mph in the chute. There is no need to speed in and out, and doing so endangers all students in the area.
- Please follow all directions given by Latin staff and other safety personnel.
- Do not let students get out of your car in the intersection of North and Clark. Wait until you have entered the curb cut before unloading. Safety personnel may indicate that you are to pull up farther before letting students out of your car.
- Do not drop off students from any travel lane. This includes students being dropped off by taxi. If the chute is full, you must circle the block until the chute is cleared.
- To make the drop-off process as smooth as possible, please do whatever you can to have your child prepared to get out of the car quickly and safely, with all necessary belongings. Your child should be ready to leave your vehicle as soon as you come to a stop.
- **The driver must remain in the driver's seat at all times. Never leave a car unattended in the curb cut; this creates traffic problems for other vehicles. Cars left in the chute unattended may be ticketed and towed at the owner's expense.**

### **Picking Up Students**

- Do not come too early. Since parking is extremely limited, you will be asked to circle the block until your child comes out.
- If your child is not ready when you arrive, please circle the block until they are.
- When you see your child, please pull up to the curb and pull east, as close as possible to the intersection of North and Dearborn before stopping. If you do not pull forward, it is likely that cars behind you will block the intersection at North and Clark creating a dangerous traffic situation.
- To avoid congestion, you may want to designate an alternate meeting place. The west side of Clark Street just north of North Avenue is a loading zone (in front of Moody).
- The driver must remain in the driver's seat at all times. Never leave a car unattended in the curb cut; this creates traffic problems for other vehicles. Cars left unattended in the chute may be ticketed and towed at the owner's expense.

### **General Guidelines**

- Entering the bus turn-around across the street from the school with a car is illegal.
- It is illegal to use the alley as a throughway or for parking.
- If you decide to park your car, please take advantage of the legal parking options in the area. If you park illegally, you do so at your own risk. "No Parking" zones are clearly marked.
- Please do not block intersections, crosswalks or entrances to alleys and private homes. Do not park in the spaces behind the school, as these spots are reserved and paid for by faculty and staff.
- Please do not pick up or wait for students on the east side of Clark Street adjacent to the Upper School. This area is a CTA bus zone, and the area south of the CTA zone is reserved for school buses.
- Pick up or drop off your child only next to the curb. Stopping in the street, even for a moment, to let

a child in or out of your car is dangerous.

- Please drive safely. We would like to remind drivers that the use of handheld cell phones while driving is illegal in Chicago. This kind of distraction threatens the safety of students, other drivers, and school personnel.

### **Bicycles**

While students may ride bicycles to school, the School is unable to assume responsibility for lost or stolen property. Bring your bicycle to school at your own risk. A bicycle cage is located in the back of the building next to the loading dock, and accessible only with a school ID. The ID must be activated to access the cage. Bicycles may not be left in the bike cage overnight.

### **Rollerblades/Skateboards**

For safety reasons, you may not rollerblade or skateboard on school property and are requested not to rollerblade or skateboard on sidewalks adjoining school property, especially before and after school hours when the walks are congested. All rollerblades must be removed before entering the building.

### **Bus Passes**

Student Bus Passes (Ventra cards) are available for purchase from the Summer Programs office (US 305). The passes allow students to ride the bus at a reduced fare through the summer only, but require that funds be added at a CTA kiosk or online.

### **Elevators**

Elevators are not to be used by students unless they have specific permission from a faculty or staff member, or have an injury that prevents them from using the stairs.

### **Fire Drills**

Fire escape routes are posted in each room. In the event of a fire drill, please use the nearest exit and exit the building as quickly and quietly as possible. Please remain with your class for attendance purposes until you are instructed that it is safe to return to the building.

### **Health and Medication**

All parents/guardians are asked to accurately complete the Medical Form as part of the Summer at Latin registration process to provide the School with important medical information and the authority to act *in loco parentis* in case of an emergency.

Parents whose children require regular medication should notify the Summer Programs Office in writing. In some cases, it may be useful for the Office to have a supply of the student's medication, along with written instructions from a doctor for dispensing that medication if the need arises.

### **Personal Property**

Do not leave backpacks or other personal belongings unattended. The school is unable to assume responsibility for any lost or stolen property.

## **Attendance**

### **Responsibilities of Parents Regarding Absences**

We depend on the judgment of parents to determine whether a student is well enough to go to school. Moreover, we expect parents to help their children get the necessary sleep and nourishment to avoid

unnecessary illness or fatigue.

We have a responsibility to know where students are when enrolled in Summer at Latin. If a student is not in school, we need to know where the student is, and we need to be certain that the parent is aware that the student is not in school. Students with unknown absences will be contacted.

**If a student will be absent, WE ASK THAT A PARENT CONTACT THE SUMMER PROGRAMS OFFICE BEFORE 8:30 A.M. ON THE DAY OF THE ABSENCE AT (312) 582-6085 or send an email to [summer@latinschool.org](mailto:summer@latinschool.org).** Only a parent or legal guardian may notify the School of an absence.

### **Signing In and Out**

Students with Latin IDs are asked to badge in and out of the building each time that they enter or leave. If a student forgets their ID, they should add their name to the paper sign in sheet at the reception desk.

Students without Latin School IDs must sign in and out at the front desk each time that they enter or leave. Middle and High School participants in our Summer Programs have unrestricted sign out privileges. If your name does not appear on the sign-in sheet, please write in your name each day.

### **Illness During School**

If a student becomes ill during the school day, go to the Summer Programs Office (US 203 or 303) for assistance. If it is decided that the student should go home because of illness, the Office will telephone a parent to report the illness and to get permission to send the student home. No student shall be permitted to go home without parental consent.

In case of serious injury or illness, the student will be taken to a hospital (usually to Children's Memorial) and the parent will be phoned. Except in a life-threatening emergency, hospital personnel may not by law provide medical services without the consent of a parent or guardian.

### **Tardiness**

It is the student's responsibility to arrive on time every day. When a parent knows that a student will be late, the parent should call the Summer Programs Office (312-582-6085) or send a note explaining the reason for the tardiness.

### **Contact Information**

Parents or guardians who need to reach students at school are asked to leave a message with the Summer Programs Office (312-582-6083) or email [summer@latinschool.org](mailto:summer@latinschool.org).

## **Other Rules**

### **Cafeteria and Food**

The Cafeteria in our Upper School is not open during the summer. Students may bring a **nut-free** bag lunch.

### **Allergy Policy**

***As a 'Peanut/Tree Nut Allergy Aware' School we ask that all people not knowingly bring food products into the Lower, Middle, or Upper school buildings that contain peanuts or tree nuts.***

Latin School is committed to providing a safe and inclusive environment for all students. The school

recognizes the increased prevalence of food allergies and risks associated with exposure. Our goal is to reduce exposure in the school setting through education, awareness, and developing a policy that guides our practices and assigns shared responsibility and accountability. Unfortunately no school can guarantee a 100 percent nut-free or allergen-free environment.

### **The Role of Parents**

The School functions *in loco parentis* by law and by tradition. Consequently, parents are not normally involved in the disciplinary process as it runs its course within the School. In cases where prolonged suspensions, expulsion, or the denial of the student's opportunity to re-enroll for the next term are contemplated, the parents will be notified and may appeal in writing to the Headmaster or a designee.

## **Additional Information for Parents**

### **Delinquent Payment of Tuition and Fees**

As well as being an educational institution, a school is also a business with bills and payroll. We rely on parents to meet their financial obligations promptly and fully. When bills are unpaid, our recourse is to withhold services. Students may not be allowed participate in a program if their accounts are in arrears. Finally, students may be asked not to return to the School if their accounts are not paid in a timely fashion.

### **Photo Policy**

The Latin School occasionally takes photos of students and faculty in its programs for use in print and electronic publications and for archival purposes. If you have any questions about this practice, or the use of your child's photograph, please contact the School's Communications Office at (312) 582-6070.