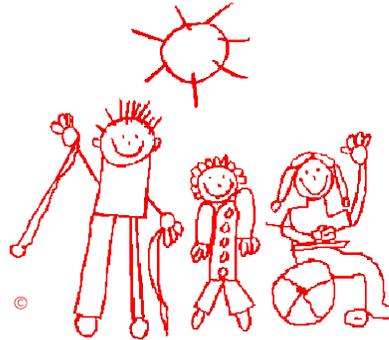


# Wilma G. Rudolph Learning Center

110 North Paulina St. Chicago Illinois 60612

## Student/Parent Handbook 2016 -2017



Main Office: (773) 534-7460

Fax: (773)534-7466

[www.rudolph.cps.edu](http://www.rudolph.cps.edu)

Student Hours: 7:45am-2:45pm

Principal: Holly A. Dacres

Assistant Principal: Sarah Dentz

**Transportation Coordinator:** Cristina Meraz

Sunrise – (773) 224-8050 or (773) 378-1800

*Please indicate your child's bus route when calling*

# Welcome to Rudolph Learning Center!

## Mission Statement:

Wilma Rudolph Learning Center's mission is to foster a safe and supportive learning environment using evidenced-based learning strategies for all students. We will engage all stakeholders in providing an individualized, modified grade level appropriate curriculum focused on functional academics, communication, life skills, language development, social skills, and access to technology. As a community, we strive to nurture the development of the whole child (physical, intellectual, emotional, and social) through creative instructional programs and inclusive partnerships with families that support students in reaching their full potential.

## Vision Statement:

Our vision for Rudolph is to create a learning environment that ensures each student access to a developmental scope & sequence that includes adapted grade level curriculum, functional academics, social skills, life skills, transitional/ English Learner (EL) supports, sensory and evidence-based behavioral strategies which will lead each student to increased independence and the essential knowledge to be active members of their community. In order to implement innovative practices, we are committed to data driven instruction; as well as, education for staff & parents through professional development that is based on student needs.

\*\*\*\*\*

*This student handbook is provided to help parents have a clear understanding of policies and procedures that are set in place at Rudolph. Use this resource as a reference, but don't hesitate to call the main office if you have questions or concerns that we can assist you with. Please read all to note the new policies and procedures.*

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## **School Start Times**

School hours for students are 7:45am to 2:45pm. PreK student hours are from 7:45am-10:45m for the AM Session and from 11:45-2:45pm for the PM Session.

Students eat breakfast in the classroom from 7:45-8:15am. All students are expected to be in the building at 7:45am for the start of the school day, regardless if they are having breakfast or not. It is imperative that all students (bus and parent driven) arrive promptly. Students who arrive after 9:00am will be marked tardy. Parents that drop off students must directly hand their children to a staff member in the main office.

## **Emergency Information Request Form**

All parents are required to fill out and return the Emergency Information Request Form for each student—even if all of the information is unchanged from last year. Furthermore, parents must notify the school immediately if an address, phone number, email or any other contact information changes during the school year.

**\*\*In an emergency, every minute counts!\*\***

## **Family Income Information Forms**

Family Income Information Forms are sent home annually in September. Applications are renewed on a yearly basis. Funding derived from these forms is the foundation for many programs sponsored at the school. Please complete these and return them to school.

## **Breakfast and Lunch**

CPS will provide breakfast and lunch free of charge to all students. Monthly menus are available on the school website.

## **Outside Food**

New Federal guidelines prohibit adults from bringing in outside food to share with students. If you would like to bring treats to school, they can only be non-edible treats, such as pencils, small toys, etc.

## **Student Attire**

Please dress your child appropriately for the weather of the day. If the weather changes, please understand that Rudolph staff may alter clothing attire to ensure student safety and comfort.

## **Transportation**

The buses drop off students in front of the school along Paulina Street. To avoid ticketing, parents are not allowed to park their cars on the west side of Paulina Street as this is reserved for school buses only. Parking is available in the school parking lot or on Washington Boulevard for drop off. Problems with busing can be addressed through:



Sunrise – (773) 224-8050 or (773) 378-1800

- Please call the bus company by phone when your child is sick or will not be coming to school; identify your child's bus route when you call.
- Students must be picked up and dropped off at the same location Monday through Friday.
- In the event that you are unable to meet your child at the bus, you must authorize another person for release. Please see the sample form at the end of the handbook. Please submit the person's name and a photocopy of his/her ID to the main office.
- In the event that buses are running late for afternoon drop off, you will receive a phone call from the office to notify you of the delay and the approximate time s/he should arrive home.
- In order to ensure smooth busing operations, it is very important that you notify the school of an address change should one occur.

### **Morning Drop-off & Afternoon Pick-up by Parents**

Parents bring/pick-up students at the main office where students are escorted by teachers/assistants/staff. To ensure safety, students must be handed directly to a staff member and parents or persons authorized for pick up. Parking is available in the school lot and on the east side of Paulina Street.

### **Early Dismissal**

When a student departs for an early dismissal (i.e., outside therapy, illness, etc), parents come to the main office and sign their child out. A staff member will bring the student to the main office.

## **Student Attendance and Absences**

Please notify the office (773-534-7460) when your child is sick and will not be attending school. When your child returns to school, please provide a signed note indicating the reason for absence. A template of the absence note is at the end of this handbook. Forms can also be picked up in the main office. Fill them out and return it signed to the school. There are six valid reasons for a student's absence from school:

1. Student illness
2. Death in the immediate family
3. Observance of a religious holiday
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or legal guardian for the safety of a child
6. Other situations beyond the control of the student as determined by the principal or principal's designee

Furthermore, when a student who is bused has been absent and plans to return the following day, the parent should call the bus company so that the bus driver can be notified to stop for the student the next morning.

### **Student Illness**

When a student has a fever, diarrhea, a contagious rash, or is vomiting, s/he should remain at home. If a student becomes ill at school, the nurse will call to inform the parent and request that the student be picked up. Students must remain fever free, without medication, for 24 hours before returning to school.

### **Medication Authorization**

In order for a student to be allowed to take medication at school, it is required by Board of Education policy that the parent supply completed physician's order authorization and consent forms from the doctor and the parent to the school. No medication will be given to students without proper medical forms being completed and on school file. Forms are available from the nurse. Medication must be handed to a bus attendant or dropped off at the main office (ie, a student may not transport medication in a backpack, pocket, etc). See the medication policy on the CPS website for specifics about the medication policy.

### **Immunization Requirements**

As required by state law, students are to have all health examinations and immunizations, dental and eye exams on file at the school by October 15th. If current physical exams are not on school file by this date, then the student is not in compliance with the law and will be excluded from attending school until such file is on record with the school.

## Communication

There are a variety of ways that Rudolph engages parents through communication:

### 1. Website

The Rudolph Learning Center Website has the most current and up to date information it. Bookmark our school's website to get the latest information possible. The website is:

[www.rudolph.cps.edu](http://www.rudolph.cps.edu)

### 2. Phone Calls

All staff members can be contacted by phone and left a message to return your call. You can call (773) 534-7460 to leave a message with your child's teacher. You should receive a call back within 24 hours to address your concern.

### 3. Email

All teachers have their emails listed on our website. Email your child's teacher and he/she should get back to you within 24 hours. Please note that some teachers do not have access to their emails at home, but will get back to you the following day. Electronic emails will be used this year to send home important information if we have your email on file. It is important that you include your email address on your child's emergency form to receive electronic communication; otherwise, hard copies of information will go home on a weekly basis in your child's backpack.

### 4. Conferences

All teachers will meet with you if you want to meet with them in person. Please feel free to set up a time with your child's teacher to discuss your child's progress at a mutually agreeable time for both.

### 5. Robo Calling

Robo calls are calls are electronic reminders of important events that take place throughout the year. They are pre-recorded messages and made to every student's phone number as listed on the emergency form.

### 6. Facebook

Rudolph has a Facebook page that is managed by one of our parents. Please join the page at:

<https://www.facebook.com/groups/745618658789195/>

### 7. Twitter/Tweets

Follow Rudolph Learning Center at @RudolphLC. If you do not have a Twitter account, simply text "follow RudolphLC" to 40404 to receive the latest announcements on your phone. To unfollow, simply text "stop RudolphLC". You will no longer receive tweets.

*(Note: Message and data rates may apply.)*

## **Grades**

Report Cards will be given out along with IEP progress reports at the end of every quarter. If a student is not successful in the meeting his/her IEP goals, then the team will meet with you to reconvene an IEP meeting to determine new IEP goals.

Rudolph Learning Center students will be graded using a modified grading criteria in the areas noted below. Parents will be notified of the student's progress toward meeting quarterly benchmarks on the Chicago Public Schools IEP Progress Report. Standard classroom grades are based on a significantly modified curriculum. Student grades will assess instructionally appropriate materials in all content subject areas, based on IEP goals and quarterly benchmarks.

### **Description of Modified Grading Criteria for Language Arts/Reading, Mathematics, Science and Social Studies**

- A = Exceeds benchmark/goal criteria
- B = Meeting benchmark/goal criteria
- C = Emerging/progressing skills toward benchmark/goal criteria
- D = Lack of progress skills toward benchmark/goal criteria
- F = Excessive unexcused absences



## **Student Code of Conduct**

At the beginning of the year, all parents are given a new copy of the student code of conduct for reference purposes.

## **Supplies**

The school provides basic supplies (crayons, pencils, scissors, glue, etc.) for students. Due to the diversity of the classrooms, each teacher compiles a separate supply list that is distributed at the beginning of the year. Supply lists may include hand sanitizer, Kleenex, paper towels, wipes, etc. If you are unable to contribute supplies, please let the classroom teacher know.

## **Lost and Found**

Clothing and large items that have been found will be placed in the main office. Every effort will be made to return labeled items to the owners. Unclaimed items will be donated to charity after a reasonable length of time.

## Monthly Calendar

A calendar is sent home at the beginning of each month. Dates and times for parent meetings, LSC meetings, non-attendance days and special events taking place at the school are indicated on the calendar as well as the website. The calendar is also posted on the LSC/ Parent bulletin board found outside the main office.

## Parent Classroom Observation Policy

Parents and/or therapists are welcome to come to Rudolph Learning Center and observe the student in the classroom setting. Observations must be scheduled in advance by completing an observation request form, with three preferable dates, then returning it to the office. Once the Observation Request Form has been submitted, you will receive a confirmation letter back, confirming dates and times of teacher and related service provider (RSP) availability.

We ask that observers remain in the classroom for a reasonable amount of time (40 to 60 minutes) to minimize the disruption to other students in the classroom. Please note that teachers are unavailable for conferencing directly after the observation unless their prep period follows immediately after the observation or there is a time scheduled for discussion. Rudolph Learning Center has limits as to how many observations can take place within a year with one teacher.





## 2016-2017 CPS CALENDAR ELEMENTARY AND HIGH SCHOOLS

AUGUST					NOVEMBER					FEBRUARY					MAY				
1	2	3	4	5	7	8	9ESPT	10HSPT	11*	6	7	8	9	10	1	2	3	4	5
8	9	10	11	12	14	15	16	17	18	13	14	15	16	17	8	9	10	11	12
15	16	17	18	19	21	22	(23)	24*	25*	20*	21	22	23	24	15	16	17	18	19
22	23	24▲	25	26	28	29	30			27	28				22	23	24	25	26
29*	30*	31*													29*	30	31		

SEPTEMBER					DECEMBER					MARCH					JUNE				
5*	6	7	8	9	5	6	7	8	9	6	7	8	9	10	5	6	7	8	9
12	13	14	15	16	12	13	14	15	16	13	14	15	16	17	12	13	14	15	16
19	20	21	22	23	19	20	21	22	23	20	21	22	23	24	19	20Q	21+	22*	23e
26	27	28	29	30	/26/	/27/	/28/	/29/	/30/	27	28	29	30	31	26e	27e	28e	29e	30

OCTOBER					JANUARY					APRIL					JULY				
3	4	5	6	7	(2)	(3)	(4)	(5)	(6)	3	4	5	6Q	7#	3	4	5	6	7
10*	11	12	13	14	9	10	11	12	13	/10/	/11/	/12/	/13/	/14/	10	11	12	13	14
17	18	19	20	21	16*	17	18	19	20	17	18	19ESPT	20HSPT	21	17	18	19	20	21
24	25	26	27	28	23	24	25	26	27	24	25	26	27	28	24	25	26	27	28
31					30	31									31				

LEGEND	
<p>Q End of Quarter + Teacher Institute Days # School Improvement Days * Holiday Day of non-attendance for students Anticipated Window for Summer Programs ( ) Schools closed-- no salary paid</p>	<p>// Schools closed—salary paid except as provided by budgetary action HSPT High School Parent-Teacher Conference Day (Report card pickup) ESPT Elementary Parent-Teacher Conference Day (Report card pickup) e Emergency day-school in session if student days fall below state requirement ◆ Each school is provided 3 professional development days that can be used flexibly over the course of the school year ▲ School clerks begin working on Wednesday, August 24, 2016</p>

HOLIDAYS			
September 5	Labor Day	January 16	M. L. King Day
October 10	Columbus Day	February 20	President's Day
November 11	Veterans Day	May 29	Memorial Day
November 24, 25	Thanksgiving Holiday		

*Please note: November 25, December 26 and January 2 are holidays for the district offices. November 23 is a non-attendance day for students and school-based staff.*

**NOTES:**

- **SCHOOL CALENDAR**— School clerks begin on August 24, 2016. Teachers and Chicago Teacher’s Union (CTU) – represented Paraprofessionals and School-Related Personnel (PSRPs) begin on **August 29, 2016**.  
Other school-based employees begin between August 29, 2016 and September 6, 2016.  
Students begin classes on Tuesday, September 6, 2016 and end on Tuesday, June 20, 2017. Both days are full days of school for students.
- **QUARTERS**— Each quarter ends on the following day:  
Q1 ends November 3, 2016      Q3 ends April 6, 2017  
Q2 ends February 2, 2017      Q4 ends June 20, 2017
- **PROGRESS REPORT DISTRIBUTION DAYS**— Schools will distribute progress reports on the following dates:  
Q1 on October 7, 2016      Q3 on March 10, 2017  
Q2 on January 9, 2017      Q4 on May 19, 2017
- **PARENT-TEACHER CONFERENCE DAYS**— Parents are asked to pickup report cards and conference with teachers after the first and third quarters. Parent-Teacher conference days are non-attendance days for students. Elementary and high schools are expected to run a Parent-Teacher Conference Day:  

<u>Elementary</u>	<u>High School</u>
Q1 on Wednesday, <b>November 9, 2016</b>	Q1 on Thursday, November 10, 2016
Q3 on Wednesday, <b>April 19, 2017</b>	Q3 on Thursday, April 20, 2017
- **REPORT CARD DISTRIBUTION DAYS**— Please note that report cards for the second and fourth quarters will be sent home:  
Q2 on February 10, 2017      Q4 on June 20, 2017
- **TEACHER INSTITUTE DAYS**— Teacher institute days are non-attendance days for students. These days are approved by the State Superintendent of Instruction for teacher professional development. Teacher institute days are principal-directed, except September 2, 2016, which is half-principal and half teacher-directed.  
Days include: August 31, 2016; September 1, 2016; September 2, 2016 and June 21, 2017.
- **SCHOOL IMPROVEMENT DAYS**— School Improvement Days are non-attendance days for students and are for teachers and staff to review student data, plan instruction, and engage in development aligned to school priorities. They are principal-directed except on February 3, 2017 which is half principal-directed and half teacher-directed, and on April 7, 2017, which is teacher-directed.  
Days include: November 4, 2016; February 3, 2017; and April 7, 2017.
- **PROFESSIONAL DEVELOPMENT FLEX DAYS**— Each school is provided 3 Professional Development Days to be used flexibly across the year: August 29, 2016, August 30, 2016 and June 22, 2017. Professional development days are principal directed.
- **VACATIONS**— Schools are closed for the following breaks:  
Winter vacation— Schools are closed from December 26, 2016 to January 6, 2017.  
Spring vacation— Schools are closed from April 10, 2017 to April 14, 2017.
- **GRADUATION DATES**— High school graduation ceremonies cannot be held prior to June 10, 2017. Elementary graduations ceremonies cannot be held prior to June 15, 2017.
- **ANTICIPATED SUMMER PROGRAMS**— Anticipated Summer Programs include Summer Bridge, Bilingual Bridge, English Language Summer Support, Extended School Year, Summer Acceleration and High School Summer Credit Recovery.

## **Parent Volunteer**

The home-school connection is vital in creating a strong and healthy partnership between parents and staff. Volunteering at Rudolph Learning Center provides multiple opportunities for parents to be actively involved in student and school related activities.

If you are interested in sharing your time and talents at Rudolph, we ask that you complete a CPS Volunteer Application. The application is available in the school office and can be accessed on the website ([www.rudolph.cps.edu](http://www.rudolph.cps.edu)) under the parent menu tab. Please return the application to the office when it is complete; you will be notified when your status as a volunteer has been approved.

*We know that your time is at a premium; we will work with you to create a flexible schedule that meets your needs. We know that great things can happen when parents and teachers work together for the best interest of our students. Thank you for considering a volunteer experience at Rudolph; together, we can make a difference in the lives of our students!*

## **Volunteer Guidelines**

Approval for a background check must be submitted before a parent can begin volunteering in the school. A TB test must also be on file before any volunteering (beyond 5 hours per week) can begin. Once approved, you will be called by the school and notified that you can begin volunteering, with a set schedule and list of duties. We thank you for your interest in volunteering at Rudolph Learning Center! To make your experience a beneficial one for you and the students, we ask that you follow these guidelines when you volunteer.

1. Volunteers are required to complete a volunteer application before volunteering in the school. Volunteer applications can be downloaded from the Rudolph Learning Center website or ask for one in the main office.
2. Volunteers are required to sign in and sign out at the security desk upon arrival and departure and wear a volunteer badge throughout the day at the school.
3. Volunteers are asked to maintain the safety of all of our students while they are in the classroom or hallways.
4. Volunteers are placed in classrooms that have requested assistance and not in the classroom where their child is in.
5. Volunteers are expected to act as positive role models at all times.
6. Volunteers may not dispense medication to students.
7. Volunteers may not be left alone with students (in the classroom, bathroom, hallway, etc) or report out to parents about their children.
8. Classroom supervision and student discipline are the responsibilities of the teacher.
9. Cell phone usage is prohibited when working with students and in the classroom.

**IMPORTANT RUDOLPH DATES TO REMEMBER**

**Rudolph Celebrations**

<b>DATE</b>	<b>CELEBRATION ACTIVITY</b>
<b>September 2</b>	Open House
<b>October 7</b>	Hispanic Heritage
<b>October 31</b>	Halloween
<b>November 22</b>	Thanksgiving
<b>December 9</b>	JSC Santa Visit
<b>January 27</b>	Winter Festival
<b>February 14</b>	Valentine's Day
<b>February 24</b>	Black History Alive
<b>March 17</b>	Women's History
<b>March</b>	All school field trip
<b>May 5</b>	Let's Move
<b>May 17</b>	Parent Appreciation Brunch
<b>June 6</b>	All school field trip-Zoo
<b>June 9</b>	Friends and Family Day
<b>June 15/16</b>	Kindergarten and 5 <sup>th</sup> Grade Graduation
<b>June 19/20</b>	Field Days

**LSC/Parent Meeting** - LSC Meetings are held on the 3<sup>rd</sup> Thursday of each month at Rudolph Learning Center in the lunchroom at 9:30am. All parents are invited to attend to hear news and business about what is going on at Rudolph Learning Center. Parents or community members interested in joining our LSC, please contact the office or visit the website for an application

**LSC Meeting Dates 2016-17**  
**Council (LSC) Members**

- September 15  
Representative
- October 20
  
- November 17
- December 15
  
- January 19
- February 16
- March 16
- April 20
- May 18
- June 15

**2016-17 Local School**

Principal      ESP

Holly A. Dacres  
Thomas Russell

Parent Representatives  
Teacher Representative

Ayanna Peters Anna Waldron  
Maricela Carbajal  
Rosa Cole  
Maria Del Pilar  
Christopher Brackenridge  
Erika Mendoza

# **Rudolph School Supply List 2016-2017**

(\* These supplies may be requested again mid year to replenish stock)

## Student Items

- Standard Size Backpack
- Medical Equipment (including any medication, feeding, or hydration supplies to be used at school)
- 2 Folders (plastic with prongs for paper)
- Diapers, baby wipes (If needed)
- Spare Clothing (to be updated with seasonal/weather changes)
  - 2 shirts
  - 2 pair of pants or shorts
  - 2 pairs of socks
  - 2 pair of underwear (or toileting supplies as needed)
  - pair of shoes (if possible)

## Classroom Items

- \*2 boxes of tissues without lotion and fragrance-free
- \*1 container of fragrance-free baby wipes to be used for hands and face
- \*2 large bottles of hand sanitizer
- \*2 containers of disinfecting wipes or spray

### Art Supplies

- 1 box of jumbo crayons
- 1 box of washable markers
- Box of sandwich sized zipper bags
- Package of paper lunch bags
- Bag of Flour
- Bag of Sugar
- Container of vegetable oil
- Food Coloring
- Package of baking soda

## School Items

- \*Fragrance Free Regular Laundry Detergent

School Organization  
2016-2017

<b>Administration</b> Holly A. Dacres Sarah Dentz	<b>Clerical Staff</b> Cristina Meraz Rosario Calderon
<b>Room 1</b> Mary Beth Kelly Therese Johnson Marisol Franco	<b>Room 2</b> Kathryn Freely-Sullivan Aletha Brown
<b>Room 3</b> Sara Kenny Billy Avery Sandra Calderon Jonathan Williams	<b>Room 4</b> Kim Baratta Kristy Colyer Elvia Garza Sonia Varela
<b>Room 5</b> Bridget Kraft Carla Daniel Colleen Kendall	<b>Room 6</b> In Process Daniel Marshall Kara Prude Bertha Sanchez
<b>Room 7</b> Ann Reider Maria Guardado Michelle Hernandez	<b>Room 8</b> Sarah Didricksen Sherri Manning Julian Ramirez Debbie Sanders Kelly Tucker
<b>Room 9</b> Char Clay Armani Darling Lori Eskridge Maria Gallegos Thomas Russell	<b>Art</b> Anna Waldron
<b>Physical Education</b> Daniel Caponigri	<b>Bilingual Education and Library</b> Fernando Olszanski
<b>Counselor</b> Elizabeth Reed	<b>Security</b> Wil Alexander
<b>Psychologist</b> Ashley Cahill	<b>Nurses</b> Janice Jamison-Wilson
<b>Speech-Language Pathologists</b> Breanne Bockwoldt Colleen Butler	<b>Occupational Therapists</b> Erica Berger
<b>Social Worker</b> Krishna Patel	<b>Physical Therapists</b> Marit McCausland Jacqueline Abreu
<b>Hearing</b> Carolyn Depcik	<b>Vision</b> Bridget Hickey

**Student Release Form (bus transportation)**

I, \_\_\_\_\_, authorize the  
*(parent / guardian name)*

bus attendant or CWA to release my child \_\_\_\_\_ to the  
following person(s) upon arrival at the designated bus drop off address.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Please attach a photocopy of each person's photo identification or bring to the main office and we will copy it for you.

Submit this form to the office.

**CHICAGO PUBLIC SCHOOLS  
MEDIA CONSENT FORM AND RELEASE**

School \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_ I hereby consent to have \_\_\_\_\_  
(relation, full name, date of birth)

photographed, video taped, audio taped or interviewed by the Board of Education of the City of Chicago (the "Board") or the news media when school is in session or when my child is under the supervision of the Board. I understand in the course of the above described activities that the Board might like to celebrate my child's accomplishments and work. Therefore, I further consent for the Board's release of information on my child's name, academic/non-academic awards and information concerning my child's participation in school-sponsored activities, organizations and athletics.

I also consent to the Board's use of my child's name, photograph or likeness, voice or creative work(s) on the Internet or on a CD or any other electronic/digital media or print media.

As the child's parent or legal guardian, I agree to release and hold harmless the Board, its members, trustees, agents, officers, contractors, volunteers and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's name, photograph or likeness, voice or creative work(s), on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's name, photograph or likeness, voice or creative work(s).

I understand that I may cancel my consent by providing written notice to the principal.

\_\_\_\_\_  
Signature of Parent or Guardian or Student if age 18 or over

\_\_\_\_ I do not consent to my child being photographed, video taped, audio taped and/or interviewed by the Board or the news media when school is in session or when my child is under the supervision of the Board. I do not consent for the Board to use creative work(s) generated and/or authored by my child on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.

\_\_\_\_\_  
Signature of Parent or Guardian or Student if age 18 or over

REASON FOR ABSENCE NOTE

The first day an absent student returns to school, the parent/guardian must provide the school a signed "Reason for Absence Note" that identifies the reason and date for each student absence. Please to call 773-534-7460 to report your child's absence on a daily basis whenever they will not be in school.

\_\_\_\_\_

*Student Name*                                      *Room #*                                      *Date(s) of Absence(s)*

Indicate below the valid cause for the student's absence:

- Student Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to you for your child's safety/health

Explain \_\_\_\_\_

\_\_\_\_\_

- Other situations beyond control of the student

Explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Date



# New to Rudolph?

*Here are some helpful resources for our new parents*



## **Our Website - [www.rudolph.cps.edu](http://www.rudolph.cps.edu)**

- This has up-to-date information about school events, photos, resources for parents, links to classroom websites, lunch menus and so much more.....
- There is also a social story book that can be downloaded to help the transition to our school. Paper copies are available upon request.

## **Facebook - Wilma Rudolph Parent Network**



- This is a great way to connect with other parents at our school. Parents share resources, ask questions and just share proud pictures of their wonderful kids.

Parents share

## **Twitter - RudolphLC**

- This is a quick, easy way to stay updated on the latest at Rudolph. If you don't have a Twitter account, text "follow RudolphLC" to 40404 to receive text updates on your phone (Note: Message and data rates may apply.)



## **Local School Council**

- Please consider joining or attending our monthly meetings where important school decisions are discussed and made.

## **Parent Resource Library**

- We have many books available for parents to borrow. A full listing is available in the main office and on our website at <http://www.rudolph.cps.edu/p-resource.html>

## **Parent Workshops**

- Check your child's bag for flyers about our great workshops where you can learn about resources available for your child. This is also a great way to connect face-to-face with other parents from our school.

## **Newsletter**

- A quarterly newsletter is sent home with the students showcasing school and class events. Spotlights are done about staff as well to help parents learn more about staff serving your students.