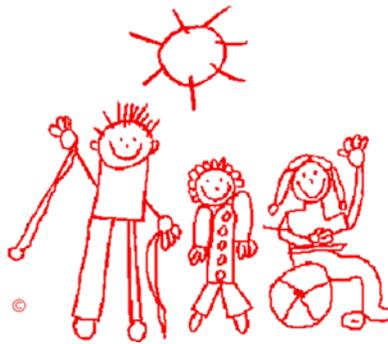


# Wilma G. Rudolph Learning Center

110 North Paulina St. Chicago Illinois 60612

## Student/Parent Handbook 2017 -2018



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: Dana D. Galati

**Transportation Coordinator:** Cristina Meraz

Alltown (847) 674-0090 \* (773) 248-0090

\* (773) 256-0090 \* (773) 638-3660

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

# Classroom Organization

Principal: Holly Dacres  
Assistant Principal: Dana Galati

Room 1 <b>Mary Beth Kelly</b> Therese Johnson Marisol Franco	Room 6 <b>Carolyn Williams</b> Thomas Russell Colleen Kendall Aletha Brown
Room 2 <b>Kelly McCann</b> Sonia Varela Armani Darling	Room 7 <b>Ann Reider</b> Maria Guardado Bertha Sanchez Aletha Brown
Room 3 <b>Sara Kenny</b> Sandra Calderon Kara Prude Jonathan Williams	Room 8 <b>Sarah Didricksen</b> Billy Avery Kristy Colyer Sherri Manning Debbie Smith
Room 4 <b>Agnes Vogelsinger</b> Michelle Hernandez Julian Ramirez	Room 9 <b>Char Clay</b> Maria Gallegos Elvia Garza Daniel Marshall Kelly Tucker
Room 5 <b>Bridget Kraft</b> Carla Daniel Lori Eskridge	Room 155 <b>Mary Smith</b> Sandra Hunter
<b>Art</b> -Anna Waldron <b>Physical Education</b> - Nicholas Pergolizzi <b>World Language Education</b> - Fernando Olszanski	<b>Bilingual Support</b> - Juliana Morales <b>Counselor/Case Manager</b> - Elizabeth Reed

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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.*

### **School Start Times & Early Dismissal Procedures**

School hours for students, including students enrolled in the full-day PreK program, are 7:45am to 2:45pm. Half day 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 8:00am will be marked tardy. Parents are allowed to take students to the classroom between 7:45 and 8:00am. Parents that drop off students after 8:00am must directly hand their children to a staff member in the main office, with the exception of PreK students.

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.

### **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.

### **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 provides breakfast and lunch free of charge to all students. Monthly menus are available on the school website. You are able to send your child's breakfast or lunch should you choose to or because of dietary needs.

### **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**

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. It is important to always send extra clothes to school (t-shirts, shorts, pants, socks, underwear and sweatshirt). Students participate in learning through play as well as hands on art projects and as such students may get messy at times.

### 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:  
Alltown – (847) 674-0090 \* (773) 248-0090 \* (773) 256-0090 \* (773) 638-3660



- Please call the bus company by phone when your child is sick or will not be coming to school;  
Identify your child's name and 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. Pick-ups for new addresses may take 5-10 business days to go into effect.

### Student Attendance and Absences

Notify the office (773-534-7460) when your child is sick and will not be attending school (excused absence). 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 symptoms such as: a fever, diarrhea, a contagious rash, pink eye, lice, 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 symptom free without medication for 24 hours before returning to school. In some cases, a doctor's note may be required to medically clear a student to return 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 1st. 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 not be able to attend school until such file is on record with the school.

### **Parent/ 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
  - Bookmark our school's website to get the latest information possible. The website is: [www.rudolph.cps.edu](http://www.rudolph.cps.edu)
- 2. Monthly Calendars & Newsletters**
  - Provides current events and CORE vocabulary words for home use.
- 3. 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.
- 4. 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. It is important that you include your email address on your child's emergency form to receive electronic communication.
- 5. Conferences**
  - All teachers are available to meet 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.
  - There are two scheduled report card pickups per year. See attached calendar for specific dates.
- 6. Robo Calling**
  - Robocalls 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.
- 7. Facebook**
  - Rudolph has a Facebook page! Please like us at "Wilma Rudolph Learning Center".
- 8. Twitter/Tweets**
  - Follow Rudolph Learning Center at @RudolphLC or @PrincipalDacres.

## **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 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 will receive 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.

## **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 the Office of Diverse Learner Supports & Services (ODLSS) observation request form, with three preferable dates, then returning it to the office. Once the ODLSS 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 follows the ODLSS observation policy and guidelines. Form is attached for your convenience.

### **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. Complete a volunteer application before volunteering in the school. Applications can be downloaded from the Rudolph Learning Center website or in the main office.
2. 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. Help maintain the safety of all of our students while they are in the classroom or hallways.
4. Placed in classrooms that have requested assistance and not in the classroom where their child is in.
5. Act as positive role models at all times.
6. May not dispense medication to students.
7. Will 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 Dates to Remember 2017-2018

\*\*Dates are subject to change based on availability\*\*

DATE	CELEBRATION ACTIVITY
<b>October 6</b>	Hispanic Heritage
<b>October 31</b>	Halloween
<b>November 21</b>	Thanksgiving
<b>December 8</b>	JC's Santa Visits Rudolph
<b>January 26</b>	Winter Festival
<b>February 14</b>	Father Daughter Dance
<b>February 23</b>	Black History Alive
<b>March 23</b>	Women's History
<b>March 13-14</b> <i>(Tentative)</i>	All school field trip
<b>April 9</b>	Autism Awareness Celebration
<b>May 7-11</b>	Teacher Appreciation Week
<b>May 11</b>	Mother's Day Tea
<b>May 4</b>	Let's Move
<b>June 5</b>	All school field trip-Zoo
<b>June 8</b>	Friends and Family Day
<b>June 14/15</b> <i>(Tentative)</i>	Kindergarten and 5 <sup>th</sup> Grade Graduation
<b>June 18</b>	Field Day

### LSC/Parent Meeting *(Tentative)*

*(3rd Thursday of every month at 9:30am)*

September 21	February 15
October 20	March 15
November 19	April 19
December 16	May 17
January 18	June 1

# **Rudolph School Supply List 2017-2018**

*(\* 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 Plastic Folders
- 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
- 2 Rolls of paper towels
- 1 Container of ground coffee
- \$10 gift card to grocery store (examples: Target, Jewel, Costco, Walmart)
- 1 Box of jumbo crayons
- 1 Box of washable markers
- 1 Package of glue sticks
- 1 Box of sandwich sized zipper bags
- 1 Box of large sized zipper bags
- 1 Package of paper lunch bags
- 1 Container of plain table salt
- 1 Container of vegetable oil
- 1 Bottle vinegar
- 1 Box of food coloring
- 1 Package of baking soda
- 1 Bottle of liquid fragrance free laundry detergent





# PARENT AND STUDENT 2017-2018 CPS Calendar for Elementary and High Schools

AUGUST 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28♦	29+	30+	31+	

NOVEMBER 2017				
M	T	W	T	F
		1	2Q	3#
6	7	8	9	10
13	14	15EPT	16HPT	17
20	21	22	23*	24*
27	28	29	30	

FEBRUARY 2018				
M	T	W	T	F
			1Q	2#
5	6	7	8	9
12	13	14	15	16
19*	20	21	22	23
26	27	28		

MAY 2018				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28*	29	30	31	

SEPTEMBER 2017				
M	T	W	T	F
				1+
4*	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18Q	19#	20♦	21	22
25	26	27	28	29

OCTOBER 2017				
M	T	W	T	F
2	3	4	5	6
9*	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15*	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12Q	13#
16	17	18EPT	19HPT	20
23	24	25	26	27
30				

JULY 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Legend:**  Days of non-attendance for students    **Q** End of Quarter    **+** Teacher Institute Days    **#** School Improvement Days

**EPT** - Elementary Parent-Teacher Conference Day (Report Card Pick-Up)    **HPT** - High School Parent-Teacher Conference Day (Report Card Pick-Up)

♦ **Professional Development Flex Days** - Each school is provided 2 Professional Development Days. Professional Development Days may be used flexibly across the year.

### \*Holidays

- September 4.....Labor Day
  - October 9.....Columbus Day
  - November 23, 24.....Thanksgiving Holiday
  - January 15.....M. L. King Day
  - February 19.....President's Day
  - May 28.....Memorial Day
- Thanksgiving Break:** Schools are closed from Wednesday, November 22, 2017 to Friday, November 24, 2017.
- Winter vacation:** Schools are closed from Monday, December 25, 2017 to Friday, January 5, 2018.
- Spring vacation:** Schools are closed from Monday, March 26, 2018 to Friday, March 30, 2018.

### Important Dates:

- Classes begin** - Tuesday, September 5, 2017. **Classes end** - Monday, June 18, 2018. Both days are full days of school for students.
- Progress Report Distribution Days** - Friday, October 6, 2017, for the first marking period. Monday, January 8, 2018, for the second marking period. Friday, March 9, 2018, for the third marking period. Friday, May 18, 2018, for the fourth marking period.
- Elementary Parent-Teacher Conference Day (Report Card Pick-Up)**  
EPT - Wednesday, November 15, 2017 and Wednesday, April 18, 2018. These are non-attendance days for students in elementary school.
- High School Parent-Teacher Conference Day (Report Card Pick-Up)**  
HPT - Thursday, November 16, 2017 and Thursday, April 19, 2018. These are non-attendance days for students in high school.
- Report Card Distribution Days** - Friday, February 9, 2018, for the second marking period. Monday, June 18, 2018, for the fourth marking period.

**Attendance is a key factor for student success . . . always plan vacations around your child's school calendar.**