

Rowe Elementary & Middle School Family Handbook



2023-24 School Year

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WELCOME

Letter from the Principal

Hello to all of our Rowe families:

Our Family Handbook is designed to outline important information for Rowe scholars, parents, and guardians. We hope you will take time to read through it to familiarize yourself not only with our procedures, policies and expectations, but also with the many resources that are available to you! We know that the academic and emotional success of our scholars will be optimized when all of us: Family, School, and Settlement, work closely together!

We are here to provide support to every scholar and their family so please reach out to let us know how we can help. We look forward to a wonderful school year!

Jason Smith, Principal of Rowe Elementary School

Key Contacts

Rowe Elementary School		
Staff Member Name	Title	Email
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OUR SCHOOL VISION & MISSION

In collaboration with the Northwestern University Settlement and our families, we serve our scholars by cultivating the desire and expectation to go to college and delivering an academically rigorous curriculum infused with unique social and emotional programming. Our approach is to holistically prepare scholars to successfully navigate the road to top performing high schools and college graduation. We believe that our community is full of brilliant young people who, when provided an excellent education, are able to compete at colleges across the country.

- **Mission:** Our mission is to prepare scholars to succeed in and graduate from high school by delivering rigorous academic instruction, providing opportunities for exceptional experiences, partnerships with parents, and providing social and emotional support to scholars and families.
- **Vision:** Our vision is to become a top-performing school in the city of Chicago with 100% of our scholars matriculating to a high performing Rowe-recommended high school to prepare for success in college and/or career readiness in order to disrupt generational poverty.

Three goals encompass our mission and help us achieve our vision:

- **Strong School Culture:** Cultivate an environment where the expectations and goals for staff, scholars, and families ensure that our scholars will matriculate to top performing high schools,
- **Strong Academic Attainment:** Deliver rigorous and coherent academic instruction, through engaging and culturally responsive curriculum.
- **Social Emotional Growth:** Provide social and emotional support to scholars and families.

School Culture and Values

All aspects of our school culture and value statements are created with the goal of sending all of our scholars to high performing high schools. We have high expectations for our scholars, and high expectations for our staff and administrators. Three core values – pride, success, and honor – are the foundation for our school culture. We expect all scholars to demonstrate these values through everything they do, from assignments to interactions with others. We expect our scholars, families, and staff to show our core values.

	PRIDE	SUCCESS	HONOR
Rowe Scholars	We believe in ourselves and who we will become.	We work hard to meet our academic and social goals.	We care for others and do the right thing, even when it's hard.
Rowe Staff	I show P ride by: being p ositive, p rofessional, and p artnering with p urpose.	I show S uccess by: s eeking solutions, s tepping into action, and s triving for growth in order to s erve my community.	I show H onor by: h olding myself and others accountable, being h onest, and h aving integrity and h umility.
Rowe Families	We believe in our scholars and who they will become. We partner with Rowe staff to affirm the commitment we have to our scholars' development.	We work with our scholars at home to meet academic and social goals. We collaborate with Rowe staff to seek solutions and support the implementation of plans that will enhance our scholars' academic and social growth.	We strengthen our community by holding ourselves and our Rowe scholars and families to high expectations.

For more information about our school culture and values, as well as detailed descriptions of our school discipline policies, please see the Scholar Code of Conduct.

SCHOLAR LIFE

School Year Calendar

- Our school calendar will be shared in the summer and will be accessible via our website (roweelementaryschool.org).
- For SY23-24, the first day of school will be **August 21st, 2023** and the last day of school will be **June 6th, 2024**.
- During the year, we have a variety of non-attendance days (e.g. staff development, report card pick up, federal holidays, etc.). Please be sure to review the calendar carefully! While we have done our best to align our school calendar with CPS, there are a few dates that are different.
 - All school breaks are aligned with CPS.
 - Report Card Pick Up and Teacher Professional Development Days may differ from the CPS calendar.

Daily School Schedule

To best prepare our scholars for future success, Rowe has thoughtfully differentiated schedules based on the age of the scholars. Please note that our schedule looks slightly different by grade level. Please review carefully. Additionally, please note that **all scholars at Rowe receive breakfast, snack, and lunch FREE of charge**.

Rowe Elementary School Schedule		
8:10- 8:30	Arrival & Breakfast	School begins at 8:30am with Scholar Creed and Morning Meeting
3:30	Dismissal - M, T, Th, F	Scholars will begin transitioning to outdoor dismissal at 3:20pm
1:30	Dismissal - W	Scholars will begin transitioning to outdoor dismissal at 1:20pm

Rowe Middle School Schedule		
8:00- 8:10	Arrival & Breakfast	Advisory begins at 8:10
3:15	Dismissal- M, T, Th, F	Scholars will go to lockers and exit the building by 3:25
1:15	Dismissal- W	Scholars will go to lockers and exit the building by 1:25.

Attendance

Successful scholars are in school on time every day for the entire day. Missing even one day of class can have a negative impact on a scholar's progress due to the rigorous academic curriculum. Regular, on-time attendance is required. Families are expected to ensure that their child is in school and should not allow their child to miss a day of school except in the case of illness or emergency. Families are expected to work with Rowe collaboratively to find a solution to attendance challenges by contacting the main office and/or scheduling a meeting.

Families will receive an automated call every time their child is absent from school. Please contact us to report your child's absence.

- **Call the main office at 312-210-8478**
- **Report E-Absence in Aspen Parent Portal**

- **E-mail us at attendance@nush.org**
- **Send a written note with your child**

Rowe Elementary Outreach

Rowe Elementary prioritizes attendance. Parents are expected to notify us when their child is going to be absent. If you do not notify us in advance of your child’s absence, you should expect to receive a personal phone call from a Rowe staff member by the end of the day **every day** your child is out. Please consistently update your contact information with the Rowe main office.

For more information about Rowe’s attendance communication and support please see the Scholar Code of Conduct.

Early Dismissal

In order to protect instructional time, we ask that parents do not request an early dismissal for reasons other than a family emergency or an unavoidable conflict with a medical appointment. This policy is

Scholar Uniform Policy

Rowe’s uniform policy has been adopted to improve the educational environment for all scholars. Specifically, Rowe upholds a uniform policy for the following reasons:

- to foster a sense of pride in our school identity and community;
- to prepare scholars for the expectations related to professional attire that future institutions, organizations and employers may have;
- to ensure that scholars focus on learning instead of clothing;
- to increase predictability and reduce the cost of clothing for families.

Rowe upholds two uniforms, a regular uniform and a gym uniform. Each scholar’s enrichment schedule will be shared with families at the beginning of each quarter (RES) or each semester (RMS) so that families know when their scholar should wear the regular uniform vs. the gym uniform.

In order to maximize scholar learning, clothing items or accessories that become distracting will be put away (e.g. in the scholar’s backpack or locker). Repeated incidents may be subject to consequences laid out in Rowe’s Scholar Code of Conduct.

Due to Chicago’s varied weather throughout the year, Rowe staff will use discretion to ensure scholars are safe and comfortable at all times. For example, on warm days, scholars may be allowed to remove their vests during recess.

THE REGULAR ROWE UNIFORM
<i>Scholars wear the Rowe uniform the duration of the day when they do not attend P.E.</i>
TOPS
Grades K-8
White or blue collared or polo shirt
Rowe-issued navy blue vest with school logo, cardigan, or Rowe track jacket to match uniform. No hoodies.
BOTTOMS
Grades K-8

Pants	Socks	Shoes
Navy slacks, shorts, or navy skort, or jumper dress	Any socks	Any color close-toed shoes <i>(sneakers preferred)</i> No Crocs, sandals, flip-flops, high-heeled shoes

THE ROWE GYM UNIFORM		
<i>Scholars wear the gym uniform the duration of the day when they attend gym/physical education (P.E.).</i>		
TOPS		
Grades K-8		
Rowe or Settlement issued or earned t-shirt		
BOTTOMS		
Grades K-8		
Pants	Socks	Shoes
Rowe-issued navy track pants or Rowe-issues navy gym shorts	Any socks	Any color close-toed shoes <i>(sneakers preferred)</i> No Crocs, sandals, flip-flops, high-heeled shoes.

ADDITIONAL UNIFORM DETAILS	
<i>Please note that as styles and trends change, the uniform policy may be revised or updated.</i>	
Optional Tops	RES (K-5): Scholars may choose to wear a navy Rowe track jacket or an all navy or black sweater or hoodie (no logos) over their Rowe vest on regular uniform days or over their Rowe gym shirt on gym/P.E. days. RMS (6-8): Rowe scholars may wear Rowe track jackets (no other hoodie/sweater allowed).
Jewelry	K-8: Scholars may wear jewelry that does not distract in the classroom. Smart watches are not allowed (see Scholar Code of Conduct).
Make Up	RES (K-5): Scholars may not wear makeup. RMS (6-8): Scholars may wear make up. Makeup products should not be brought to school and should never be shared.
Nail Polish	K-8: Scholars may wear nail polish on their nails.
Head Coverings	K-8: Hats, durags, bandanas and other head coverings are not allowed, with the exception of those that are part of established religious dress.
Hair Colors & Accessories	K-8: Scholars may have any hair, bead, barrette, bows or headband colors.
Weather Boots (Rain or Snow)	K-8: Boots worn to protect feet from snow or rain must be taken off and replaced by uniform shoes when scholars arrive at school. Boots may be worn when scholars go outside to recess (K-5) and dismissal, but they should be kept in the classroom closet (K-5) or locker (6-8) during the school day to help keep floors clean and safe (i.e. dry, not slippery).
Tights	K-8: If a scholar chooses to wear tights, they must be black, white or navy blue.
Undergarments	K-8: Undergarments should not be visible through uniform

	clothing.
Accidents	K-2: For our youngest scholars, we <i>*highly*</i> recommend that families pack an extra uniform in their child's backpack in the event of an accident.

School-Wide Dress Down Days

Rowe will occasionally plan a day(s) for scholars to dress down for special occasions (e.g. Spirit Week). Dress down days will be communicated on the monthly calendars and included in regular family communication. All scholars will be encouraged to participate in designated dress down days. If a scholar chooses not to dress down with the theme, they need to wear the appropriate school uniform.

Uniform Purchasing:

Your child's annual fee will provide you with **one** gym/physical education (P.E.) uniform:

- One (1) pair of navy track pants
- One (1) Rowe gym/P.E. t-shirt

Parents or guardians are responsible for purchasing the remaining required uniform pieces.

Only materials with school logos **MUST** be purchased from the school. This means that Rowe blazers, track jackets, and vests will be available for purchase online at our website (roweelementaryschool.org) or in the main office:

- **RES (K-5)** - (312) 445-5870, open daily between the hours of 9:00am- 2:45pm, and 3:30pm- 4:00pm
- **RMS (6-8)** - (773) 799-2730, open daily between the hours 8:10am - 2:45pm. Please note: in the interest of student safety, the school is not open to parents/public during dropoff and pickup.
- On Wednesday's the main offices hours are 9:00 am- 1:45 pm (**RES**) and 8:10 am - 1:30 pm (**RMS**)

For your convenience, we endeavor to have school uniform pieces available throughout the year. If families facing financial barriers need assistance purchasing uniforms, we offer payment plan options and financial assistance through Northwestern University Settlement Association as appropriate and as funds are available.

ACADEMIC PROGRAM

Curriculum Overview

Instruction at Rowe is standards-based. This means that instruction is dually founded in what federal law mandates as well as what our Rowe scholars need to learn based on their current performance. As a result, scholars are held to the highest standards for achievement year after year. Each subject area has access to and regularly utilizes commercially-created curriculum. These resources ensure the following:

- Alignment to Common Core State Standards
- All methods are research backed and created by true content and developmental experts
- Consistency within grade levels and across grades vertically
- Coverage of all necessary skills and knowledge in an appropriately scaffolded manner

Additionally, teachers at Rowe are viewed as professional educators who have expertise in their content and their scholars. Therefore, Rowe teachers may adapt the commercially-created curricula as this allows for the following:

- Teachers can utilize their individual teaching styles and strengths
- Teachers can respond to ongoing assessments/data and adjust course where necessary
- Teachers can differentiate within a classroom with scholars with diverse needs
- Teachers can utilize Rowe's unique partnerships with various external parties

English as a Second Language

Rowe realizes that many scholars may come from families where English is not the primary language at home. We are committed to ensuring that all scholars, regardless of their native language or English proficiency, receive instruction to ensure that they are succeeding at or above their grade level.

Rowe offers a Transitional Program of Instruction for English Language Learners. The TPI provides linguistic support, based on students' English proficiency levels, for scholars requiring ESL services. Scholars' English proficiency levels are assessed according to families' responses to the CPS Home Language Survey. Scholars not yet demonstrating proficiency in all English domains (Speaking, Listening, Reading, and Writing) will qualify for ESL services and accommodations. Regardless of ELL status, if families anticipate that additional language support will be needed, please contact the building-specific ESL Coordinator:

School related documents will be translated into Spanish to ensure that clear communication will occur between the school and families. Additionally, the Bilingual Parent Advisory Committee (BPAC) is a committee for parents of English Learners that meet quarterly to discuss the special needs of linguistically diverse learners. BPAC is committed to the inclusion of ELL families in all aspects at RES.

Scholars with Disabilities

Rowe is available to all scholars with disabilities who are eligible for CPS-funded education. We are committed to making our school accessible to all scholars, and ensuring that all scholars succeed academically. Rowe Elementary and Middle School promotes the Least Restrictive Environment (LRE) for scholars with exceptional needs. This allows for a school environment that focuses on creating an inclusive, nurturing, and supportive culture toward special education.

Rowe Elementary and Middle School emphasizes a school environment with an inclusive, nurturing and collaborative culture towards special education. Our special education program is designed to ensure scholars with exceptionalities are given appropriate educational opportunities to meet their individual needs and that teachers are given the tools and strategies to achieve success in the classroom. Rowe promotes inclusion of students with a variety of learning needs, which allows for a community of diverse learners that promotes acceptance. For more information please contact the Director of Diverse Learning or the Case Manager.

- Director of Diverse Learning: Sara Bruns (sbruns@nush.org)
- Special Education Case Manager: Amanda Russi (arussi@nush.org)

Academic Integrity

Rowe expects that all scholars act with integrity when completing all assignments. Copying another scholar's work, cheating on a test, or plagiarizing content is an offense that Rowe takes very seriously. For more information about the consequences for misbehaviors related to academic integrity please see the Scholar Code of Conduct.

Definitions:

- **Cheating:** If a scholar copies another scholar's work (either in-class work, or on an assessment), or if a scholar gives another scholar his/her work, it is considered cheating.
- **Plagiarism:** If a scholar uses someone else's ideas or words as his/her own, or imitates the language, ideas, and thoughts of another author (or person) and represents them as his/her original work, it is considered plagiarism.

If scholars are unsure about an assignment or unsure about a test question or testing procedure, they should go to their teacher and ask for direction. After the first occurrence of either cheating or plagiarism, the teacher will notify parents/guardians and a member of the Leadership Team, and we will follow our grading policy accordingly. We will follow our discipline progression for continued cheating and plagiarism. Again, Rowe

expects that all scholars will act with integrity and take pride in their work. Acting dishonestly will reduce a scholar's ability to learn the material and succeed in the future.

Homework

Purpose: The Rowe Elementary School homework program will serve as an important connection between home and school, and prepare scholars for Highschool and College readiness by reinforcing and extending school learning, experiences, and interests. Assignments have the following purposes:

- To prepare for, reinforce, and extend concepts introduced in class
- To activate prior knowledge and assess student understanding
- To establish study habits and self-reliance
- To allow parents/guardians and teachers to monitor student progress
- To prepare scholars for success in career and college readiness

Time: The following are the suggested average time allocations for teacher-directed homework assignments. This may vary based on individual student needs. All students are encouraged to read in addition to these times.

K-2	3-5	6-8
15 - 30 minutes	30 - 45 minutes	45 - 1 hour

Homework Grade: Scholars will receive a weekly grade in ASPEN for homework completion in the following subjects. This grade will account for 10% of their subject grade.

- **RES:** ELA and Math
- **RMS:** ELA, Math, S.S and Science

F	D	C	B	A
0 pts	6.5 pts	7.5 pts	8.5 pts	10 pts
No homework is turned in	Some Complete and Late	Some Complete and On-Time / Completed and Late	Most Complete and On-Time	Complete and On-Time

Family Involvement/ Communication:

Families should be aware of scholars' weekly homework assignments. As scholars get older, they will be able to complete assignments with increased independence, but scholars in younger grades may need additional support and guidance. Each classroom will post weekly homework assignments to Google Classroom by EOD Monday.

Report Cards and Grading Guidelines

Rowe's grading system is designed to fairly and accurately represent scholars' learning within a quarter. It includes both summative assessments which show a scholar's mastery of grade level standards (e.g. Unit Assessments) and more formative assessments that represent both scholars' developing mastery and effort toward meeting grade level standards (e.g. weekly quizzes, projects, exit tickets, etc.). Scholars' grades are a

combination of both performance on grade level assignments (Summative) and effort based assignments. See below for the categorical grade breakdown by subject.

Grading Scale and Weights

Grading Scale											
Letter	A		B			C			D		F
Percent	93 - 100%	90 - 92.9%	87 - 89.9%	83 - 86.9%	80 - 82.9%	77 - 79.9%	73 - 76.9%	70 - 72.9%	67 - 69.9%	60 - 66.9%	0 - 59.9%
GPA	4.0		3.0			2.0			1.0		0

ELA and Math: K-8 S.S and Science 6-8		
Category	Description	Weight
Summative Assessments	Evaluates scholar learning at the end of an instructional period	40%
Formative Classwork	Monitors student learning to provide ongoing feedback	50%
Homework	To prepare for, reinforce, and extend concepts introduced in class	10%

Science: K-5 Enrichment K-8		
Category	Description	Weight
Summative Assessments	Evaluates scholar learning at the end of an instructional period	40%
Formative Class Work	Monitors student learning to provide ongoing feedback	60%

Acceleration Policy

Rowe Elementary and Middle School does not believe in acceleration (i.e. "skipping a grade") unless there is extensive and sufficient documentation to support it. There are many academic and social emotional costs that do not outweigh the benefits. Instead, we believe in creating a plan to ensure we are meeting the needs of every scholar, including the highest academic performing scholars, and we believe this should be done within their assigned grade level. Additionally, scholars who excel academically through their grades and test scores will be targeted for academic enrichment programs, both in and out of Rowe. At times, Rowe may be able to provide an academic scholarship for programs, based on funding and scholar achievement.

Retention Policy

It is our goal that all scholars earn promotion to the following grade. Rowe will follow the CPS district promotion policy for the 2023-2024 school year. We will share this policy very early on with our team, scholars, and families so we can support scholars to be successful. Our retention policies are in place to ensure that scholars who are promoted are ready for the rigor and content of the next grade. Parents/guardians of scholars at risk of retention shall be notified in writing at report card pick-up on a quarterly basis if their child is in danger of retention.

English Language Learners (ELLs) will not be retained unless the teacher and the ELL Team recommend retention. To be retained, ELLs must be receiving a D+/D/D-/F in reading or math. Attendance records will also be investigated.

Scholars with IEPs may be recommended for retention based on different criteria outlined in their IEP.

Summer Academy

Rowe will operate a Summer Academy to offer additional instruction to scholars during the summer months. A scholar may be recommended to attend Summer Academy based on their academic performance over the course of the school year. Spots in Summer Academy will be prioritized for scholars who need extra support in reaching grade level goals. Summer Academy spots are limited and families can expect to begin receiving Summer Academy sign up information beginning in the Spring.

Field Trips

Rowe's academic curriculum will be supplemented by Field Trips throughout the school year. If the field trip falls on a school day, the scholar will be required to attend school as if it is a regular day. Rowe will send home a permission slip with scholars at least a week in advance of all field trips. If a signed permission slip is not returned to the school, the scholar will not be permitted to attend the field trip.

All standards of behavior laid out in the Scholar Code of Conduct apply to scholars when they are in school and also on field trips. All parent/guardian volunteers who attend trips should be treated with the same courtesy and respect as teachers. When we are outside of the school community, it is important that Rowe scholars and staff model and apply our core values regardless of the setting.

ADDITIONAL SCHOLAR SUPPORT

Students in Temporary Living Situations (STLS) Program

Every child, no matter their living situation, shall have equal access to the same free, appropriate education and programs as is provided to other children and youth. No scholar shall be discriminated against, segregated from the mainstream school population, or isolated on the basis of his/her homelessness or stigmatized.

This commitment to the educational rights of homeless children and youth applies to all services, programs and activities provided or made available by Rowe, including but not limited to free and reduced lunch programs, school fee waivers, before and after school programs, preschool programs, school supplies, including uniforms, and academic support, including tutoring beyond that offered to all students attending the school.

All Rowe employees are expected to treat children, youth and their families who are experiencing homelessness with respect, compassion and sensitivity. Learn more about the STLS program [HERE](#).

If a scholar at Rowe is experiencing homelessness they can reach out to Rowe's STLS liaison Haleigh Schegna hguerin@nush.org

Rowe: A Program of the Northwestern Settlement

For more than 125 years, Northwestern Settlement has nurtured, educated, and inspired children and families in need in Chicago. Focusing on changing lives through education, social services, and the arts, Northwestern Settlement's programs are fully integrated to meet the complex needs of our neighbors. On their own, these programs offer enriching experiences and meet essential needs. Together, they are transforming communities. Northwestern Settlement's comprehensive approach to community building provides our neighbors:

- Immediate assistance for short-term emergencies
 - Food Pantry and Support Services (773)-278-7471
- Knowledge, opportunities and support to disrupt generational poverty
 - Early Childhood Education (773)-969-5512
 - Rowe Elementary School (312)-445-5870
 - Rowe Middle School (773)-799-2730
 - After School (773)-969-5583
- Access to a rich, city-wide network of additional programs and services
 - Family CARES Center (773)-278-7471
 - House in the Wood Camp (262)-728-2752
 - Adventure Stage Chicago (773)-342-4141
 - AmeriCorps Project Yes! (773)-969-5578

The Settlement is dedicated to the success of Rowe scholars and families. We encourage all families to become active participants in The Settlement programs, and to contact the main office at (773) 278-7471 or visit www.nush.org.

Emergency Services

Rowe and The Settlement are committed not only to helping your scholar succeed at school, but for the entire family to succeed at home. The Settlement's Emergency Services exists to support families in need of temporary support, food, clothing, and other assistance.

If your family needs assistance, please contact a school social worker or office clerk and she will help you work with The Settlement Emergency Services to get you the help your family needs. Please do not hesitate to ask for assistance – we are all working together to help your child get to college and will do our best to help support your family in that effort.

List of services provided by Emergency Services:

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Support <ul style="list-style-type: none"> ○ Clothing ○ Household supplies and furniture ○ Food pantry ○ Holiday Assistance ● Health care <ul style="list-style-type: none"> ○ Eyeglasses | <ul style="list-style-type: none"> ● Counseling and other support <ul style="list-style-type: none"> ○ Immigration counseling ○ Homelessness support ○ Legal aid ○ Tax assistance for seniors ○ Transportation assistance ○ General counseling |
|---|---|

After School Program

The After School Program offers school readiness and recreational activities for children (ages 5 to 12) in a safe environment before and after the school day. Trained and qualified adult group workers provide children with instruction on social and emotional skills needed to conquer academic and life challenges by focusing on positive building blocks.

The After School Program is housed in both Rowe Elementary School and Rowe Middle School. We provide our scholars with age-appropriate social emotional support and academic guidance from staff. Our scholars also participate in a wide variety of group and individual activities, homework help, and various clubs focusing on different areas of interest.

All of the After School staff meet the requirements and qualifications set by the state of Illinois and the Department of Children and Family Services (DCFS). Our staff participate in ongoing training focusing on health & safety, child development, classroom management, among others.

- After School, School Year - Monday-Friday
 - Once school dismisses, scholars meet for After School programming beginning with a snack (supper) and followed by age-appropriate programming in a group setting.
- Full Days, Most Days - Off During School Year
 - On most non-school days, the After School Program operates full day programming in which scholars are served breakfast, lunch, and snack and participate in a variety of activities including neighborhood walks, field trips, art activities, and more.
- Summer Adventure, Summer Vacation - Monday-Friday
 - During the summer months, the After School Program operates Summer Adventure programming, where scholars participate in field trips, swimming, academic activities including reading & Summer Academy outdoor & recreational activities, and much, much more!

Enrollment Information:

Our program is a 12- month program and enrollment is on a rolling basis depending upon availability throughout the school year and in the summer months. There is a monthly copayment for each family, which is determined at the time of enrollment based on income and family size. The After School Program is licensed by the Department of Children and Family Services (DCFS) and funded through the Illinois Department of Human Services (IDHS) and Action for Children (AFC).

Enrollment Qualifications:

- Scholars must be enrolled at Rowe Elementary School
- Scholar must be ages 5-12 years old
- Income qualifications identified by IDHS or AFC

For more information about the program or questions on how to enroll your scholar in the After School Program, please contact Martha Castillo, the After School Coordinator, at mcastillo@nush.org or 773-969-5583/ 224-340-5259 (cell phone).

Early Childhood Program

We integrate responsive care into a research-based curriculum known as the "Creative Curriculum," which is aimed at developing Social-Emotional, Physical, Cognition, Language, Literacy, Mathematics, Science and Technology, Social Studies, The Arts, and English Language Acquisition skills.

Through play based learning experiences, children are set up for thriving, kindergarten and beyond.

Goals and Expectations:

Our goal is to prepare children and families for academic success through a comprehensive school readiness plan that was created in conjunction with kindergarten teachers.

Curriculum:

We provide a variety of activities that support our school readiness goals and the whole child development. Children are assessed quarterly and individualized goals are created for each child.

Social/Emotional:

Children are guided by a strength based approach in promoting self awareness, establishing and sustaining positive relationships.

Family Cares

In June 2017, Northwestern Settlement partnered with Children's Home + Aid to provide free, bilingual on-site mental health counseling and family wellness services to members of the Settlement community.

All staff at The Family Cares Center are Qualified Mental Health Practitioners and are overseen by Susan Velazquez LCPC. Individual therapists may possess an MA, MSW, LPC, LSW, LCPC, or LCSW. All therapists receive professional development and continuing education throughout the year including but not limited to Parent Child Interaction Therapy, Domestic Violence training, Trauma Informed care training, and Cultural Awareness training.

The Family CARES Center meets a variety of behavioral and emotional needs through a comprehensive approach to services. We primarily serve children between the ages of 2 and 14 years old who are already enrolled in any of Northwestern Settlement's programs. Parents with Medicaid or Managed Care Medicaid whose children are receiving services with our program are also eligible for our services.

Our services are available in English and Spanish. Leadership Team members are sensitive to all sexual orientations, gender identities, and cultural values. Our services include:

- **Group Therapy:** Group therapy is a form of psychotherapy in which a group of patients meet to describe and discuss their problems together under the supervision of a therapist.
- **Family Therapy:** Family therapy is a form of psychotherapy that seeks to reduce distress and conflict by improving the systems of interactions between family members.
- **Individual Therapy:** Individual therapy is a joint process between a therapist and a person in therapy. Common goals of therapy can be to inspire change or improve quality of life. People may seek therapy for help with issues that are hard to face alone. Individual therapy is also called therapy, psychotherapy, psychosocial therapy, talk therapy, and counseling.
- **Parent Child Interaction Therapy:** PCIT is an evidence-based treatment for young children between the ages 2 and 6 years old with behavioral problems. PCIT is conducted through "coaching" sessions during which you and your child are in a playroom while the therapist is in an observation room watching you interact with your child through a one-way mirror and/or live video feed. You wear a "bug-in-the-ear" device through which the therapist provides in-the-moment coaching on skills you are learning to manage your child's behavior.

Counseling

Rowe has two full-time Deans of Scholars who work closely with leadership and teachers. Scholars who are removed from class for behavioral issues, are returning from suspensions, or are otherwise referred may meet with the Dean on an informal basis. In addition, scholars may be referred by the school administration to the Social Worker for short term counseling. Parents/guardians will be notified if their child is to have regular meetings with the Social Worker. Written permission from a custodial guardian is required for short term social work. Parents/guardians or teachers can request that a scholar be referred for counseling services.

Families who may need additional or specific counseling needs can contact a Dean of Scholars or the school social worker for a referral to Family Cares. The Rowe Social Workers will work with the Director of Family Cares to make referrals to specific counseling services or other community resources for families of Rowe scholars. If you would like to contact the Family CARES department directly, you may email Bryan Heidel, Vice President of Family CARES, at bheidel@nush.org.

FAMILY INVOLVEMENT

The education of a Rowe scholar is optimized when families are committed, involved and accountable for their scholar's education.

Required Parent Involvement

- Beginning of the year mandatory family orientation (multiple sessions are offered in August)
- Report Card Pick Up Conferences at the end of quarters 1 and 3.
 - Quarter 4 report cards will be sent home with scholars and/or mailed home on the last day of school.
- Attend two Rowe School Functions
- Read and sign the Rowe Family Pledge

Optional Parental Involvement

- Classroom Parent (Volunteering in your scholar's classroom)
- Attend Parent Academy Workshops
- Attend Rowe's Coffee with the Principals
- Field Trip Chaperone
- Community Outreach

Family Communication

- Weekly Principal Emails
- Monthly Calendars
- Rowe's Facebook Page
- Rowe's Instagram
- Rowe's Website

Report Card Pick Up

Parent-teacher conferences are scheduled twice a year, after quarters 1 and 3, and are labeled on the school calendar as Report Card Pick-Up. These conferences are **mandatory**, and teachers will be prepared to talk about your child's performance, academic and SEL strengths, and areas in which he or she needs additional support. Families will be notified about sign-ups two weeks before conferences. If families are unable to attend on the scheduled date, they should contact their child's teacher to arrange an alternate time to meet.

Family Partnership

Rowe believes that strong family partnerships have a large impact on a scholar's progress in school. We welcome family members to be involved and engaged in their scholar's education at Rowe, and to attend school events, participate in committees, and be accessible for our teachers to contact you.

School Events

Rowe will have events throughout the year that families are invited to attend. Information about these events will be communicated through the Sunday Family Email, Rowe website, Rowe Facebook and Instagram, email, text alert, and/or notes home from teachers. Please note that most formal Rowe communication is **paperless** (calendar, email, handbooks) and can be found in the weekly Principal Updates, from Office Clerks, on our website or via Facebook and Instagram.

DeansList for Families

One of the most important ways Rowe will communicate with families is through the DeansList for Families app. Through the app, Rowe will send weekly progress reports, classroom bulletins, and other notifications. Please make sure that you have downloaded the app and are logged in using your scholar's unique validation code. If you need more information, please contact the main office or Dean Castro (RES) or Dean Brown (RMS).

Family Issue Resolution Process

Partnership with families is a core value of our school and an essential element to your student's success in school. We know conflict will arise during the school year. As partners, we are responsible for modeling positive conflict resolution processes. We want to hear your concerns and also to resolve those concerns as quickly and efficiently as possible. If you have a concern, please do not hesitate to reach out by following the procedure below:

<p>Step 1: Talk to the Involved Staff Member</p>	<p>If you have a concern about an interaction between your scholar and another scholar at Rowe, please contact the teacher who either witnessed or has the most context related to the specific incident. We expect Rowe families to show honor by avoiding direct confrontation with Rowe scholars.</p> <p>If you have a concern about a teacher or another staff member at Rowe, please contact that person to request a phone call from or an in-person meeting with that staff member. Whenever possible, we encourage parents to speak directly with staff members to resolve concerns.</p> <p>If you do not have a Rowe staff member's contact information, please call Rowe Elementary at (312) 445-5870 or Rowe Middle School at (773) 799-2730 to obtain it.</p>
<p>Step 2: Notify School Leadership of the Issue</p>	<p>If you are unable to successfully resolve your concern after speaking with the involved staff member, please request a meeting with the assistant principal of the school: Akesha McLean (RES) or Diana Smith (RMS). Please note that in-person meetings generally cannot be accommodated without advance notice and scheduling. If you are still needing assistance, please contact Principal Jason Smith jsmith@nush.org</p>
<p>Step 3: Contact the Settlement President</p>	<p>In all CPS schools, parents, guardians, or community members should first attempt to address their concerns with the established leadership within the school. However, in the event you are unable to resolve your concern after following the procedure above, please contact our president, Carole Wood @ cwood@nush.org. While our school is a part of CPS, we have our own President who handles concerns related to our school.</p>

Step 4: Contact the Office of Innovation and Incubation	If your questions or concerns are not adequately resolved by school leadership or the president, please contact the Office of Innovation and Incubation at 773-553-1530.
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Rowe Anti-Bullying Policy

At Rowe, we hold the belief that all scholars have the right to feel safe in their classrooms and in school, and all scholars have the right to feel welcome in their community. The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. It is the goal of Rowe to create a learning environment in all its school communities where all scholars feel safe and supported, are protected from bullying, and are able to succeed academically and develop socially and emotionally into responsible citizens. For information related to Rowe's Anti-Bullying Policy, including Rowe's bullying report form, please see the Scholar Code of Conduct.

Parents or scholars that would like to report bullying and or retaliation due to reporting any incident, may utilize the [Rowe School Form for Reporting Bullying and Retaliation](#).

NOTE: The reporter may remain anonymous, but no discipline will be imposed based solely upon an anonymous report.

SAFETY, WELLNESS, & PRIVACY

Health Information

In order to enroll at Rowe, every scholar must have up-to-date physical and health records, including immunizations. Under State law, and CPS policy, scholars may be excluded from school until records are provided. This means that new scholars will not be allowed to attend school if they do not have updated medical records. Dental and Medical forms are available in the Main Office and posted on our website for your convenience.

In general, scholars will not be sent home during the school day for upset stomachs, common colds, sore throats without a fever, or headaches. The exception is if the scholar has a medical condition that is noted on the registration form. If a scholar falls ill or is injured during the school day and must go home, a parent or guardian will be called and is expected to come and pick the child up from school. The child may not spend the day resting in the main office – if he or she is not well enough to attend class, he or she must be at home. We are able to provide a note to your employer to excuse a brief absence from work due to a child's illness.

If a scholar is injured during the school day, but does not need to go home, a Rowe staff member may administer first aid if required and will be sent to the nurse. An incident report will be completed and sent home. Depending on the type of injury, A Rowe staff member may call the scholar's parent/guardian to make them aware of the injury.

In the event of a medical emergency during the school day, Rowe is obliged to notify the proper medical and emergency authorities, set aside an area where the injured scholar(s) can be taken, and notify the scholar's parent/guardian(s) or the emergency contact identified on school records. Rowe will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured scholar to a designated medical facility.

The Rowe designee will make every effort to provide support, assistance, and resources to the injured scholar until medical attention is secured. It is very important that contact numbers for parents/guardians,

guardians, and other emergency contacts are kept up-to-date in case of emergency situations. **Please report any changes in contact numbers to the Main Office as soon as possible.**

Physical Education

All Rowe scholars participate in physical education classes. This is an important part of our curriculum. If your scholar has any condition that might prevent him or her from participating fully in physical education classes, please provide a doctor's note to make arrangements for alternate activities and assignments, and submit the doctor's note to the front desk. The Operations Manager will communicate the alternative request with the physical education teacher.

Movement Breaks

Rowe recognizes that a responsive classroom is one that does not restrict movement but rather infuses movement into academic curriculum. Rowe Teachers strive to integrate movement through active "brain breaks" that get students up and moving in between learning.

Medication Policy

If a scholar requires medication of any kind (prescribed or over-the-counter), the scholar's parent/guardian must submit an Authorization to Dispense Medication form and must give the medication in the original container to the School Nurse. The Authorization to Dispense Medication form is available in the office for you to complete before you bring medication to school. All over-the-counter medications must be new and sealed. All prescribed medications must have the scholar's name on the bottle label.

All medication will be stored in a locked location and only authorized school personnel will have access. **Scholars are not permitted to carry medication with them, even if it is over-the-counter (e.g., Advil, Robitussin, etc.).**

All medication that is given to the school to be dispensed must be labeled with the following information:

- Scholar and medication name
- Doctor and Pharmacy's name and phone number

The parent/guardian of any scholar who is required to carry an asthma inhaler on his/her person must provide an Authorization to Dispense Medication form specifying that the scholar needs to carry the inhaler with him/her and a second inhaler that is kept in the Nurse's Office.

Breakfast, Lunch & Snack

Rowe Elementary School is part of the National School Lunch Program. Breakfast and Lunch is provided at no cost to all scholars under the Community Eligibility Program (CEP) as of September 2014. All scholars will be able to have breakfast, lunch, and a healthy snack while at school.

Rowe provides breakfast to all scholars when they arrive at school. Scholars who arrive at school late will be provided a breakfast and the opportunity to eat it before beginning their academic day. Scholars should refrain from bringing a breakfast that does not align with Rowe's healthy foods criteria (see healthy foods list).

Rowe believes that healthy snacks are an essential fuel for learning. As such, Rowe requires that all snacks consumed in school (donated and purchased individually) meet certain criteria. In order to educate parents and scholars about what healthy snacks are, Rowe provides an approved list of snacks that can be consumed in school. Unhealthy snacks (snacks not on the healthy foods list) are prohibited. The logical

consequence for a scholar who brings an unhealthy snack (or lunch) to school is that he or she will have his or her food confiscated and returned at dismissal.

All meals and snacks provided at Rowe Elementary School meet nutritional criteria for school meals. Monthly menus are available for families on the Rowe Elementary website. Scholars who prefer to bring their own lunches are welcome to do so; however, all food items must adhere to our school nutrition policy. Please avoid sending anything that needs refrigeration or heating as these appliances will not be available.

Nutrition Policy

At Rowe Elementary and Middle School, we believe in providing our students with the tools to make healthy choices: academically, socially, emotionally, and *physically* that will allow them greater wellness throughout their lives. One such tool is providing students with nutrition and health education. In order to reinforce and model concepts about nutrition that students are taught, Rowe has created wellness policies to ensure that our values are reflected in our daily choices and behaviors.

HEALTHY FOODS LIST	
Approved*	Not Approved
<ul style="list-style-type: none"> ● Fruit ● Vegetables ● Yogurt ● Cottage Cheese ● Apple Sauce ● Fruit Snacks (natural) ● Cereal ● Crackers (Triscuits, Wheat Thins, Goldfish, Cheez-its, Cheese sandwich crackers) ● Flavored waters ● Milk, water, tea ● Popcorn ● Granola ● Cereal Bars ● Pretzels ● Jello ● Cheese Sticks ● Graham Crackers ● Vanilla Wafers ● Animal Crackers ● Hummus ● Rice Cakes ● Pita Chips(see linked list for approved chips) ● Muffins ● Bagels ● Tortillas 	<ul style="list-style-type: none"> ● Cup of Noodles/Ramen ● Chips (i.e. Takis, Cheetos, etc.) ● Cracker Jacks ● Donuts ● Pastries ● Snack Cakes ● Pop Tarts ● Cupcakes ● Candy ● Chocolate ● Gum ● Suckers/Lollipops ● Fruit Roll Ups, Gushers, Candy ● Rice Krispie Treats ● Cookies ● Soft drinks ● Soda ● Sweetened tea ● Juice drinks ● Lunchables (that contain candy or cookies) ● Fast Food ● McDonalds (including breakfast) ● Hot Chocolate ● Any peanuts (Rowe is a peanut free school) ● Coffee drinks (Starbucks, Dunkin Donuts, etc.)

Nut Policy

Rowe Elementary has a number of scholars who have severe allergic reactions to nut products. **You will be alerted if a nut allergy is present in your child’s classroom. For the safety of these scholars we ask that scholars and families refrain from bringing any products containing nuts into the building.**

Celebrations

Scholars learn better at healthy schools! As such, Rowe is committed to being a “Healthy CPS School” by demonstrating its commitment to a safe and healthy learning environment. As such, Rowe allows healthy celebrations. Healthy celebrations include parties that acknowledge students’ achievements, birthdays and

holidays, while providing an opportunity to focus on FUN rather than food. Celebrating in healthful, scholar-centered ways can ensure schools send consistent health messages and create an environment that positively influences scholar health and learning. Healthy Celebrations can also teach healthy lifestyle choices that will continue into adulthood.

Specifically, this means that Rowe is committed to:

- Not serving food in competition with service of the National School Breakfast or National School Lunch programs.
- Ensuring all food celebrations during the school day comply with United States Department of Agriculture and CPS nutrition guidelines.
- Not using food as a means of punishment or consequence.
- Allowing ***ONLY* two** celebrations per year that may include foods of minimal nutritional value.
 - RES: Make Believe Day and Valentine's Day
 - RMS: Cultural Celebration Week & Fall RMS Spirit Week
- Allowing ***ONLY*** nonedible treats for birthday celebrations
 - RMS does not allow class celebrations, but allows scholars to decorate the lockers of their peers with materials that can be easily removed (no glue, markers, etc.). Decorations must be removed at the end of the school day.

SCHOOL OPERATIONS

School Year Fee

All Rowe scholars pay a school year fee annually. We understand there are circumstances that make fees challenging to pay, please know we have payment plans and will work with families to complete this payment. **The fee for the school year is \$100.00. This fee must be paid by all scholars at the end of the school year.** This fee is **non-refundable**. The school year fee covers one gym uniform, all classroom supplies, limited laptop insurance, and participation in additional academic activities.

We understand there are circumstances that make fees challenging to pay, please know we have payment plans and will work with families to complete this payment. Our school year fee is meant to enrich your scholar's experience at our school, not be a barrier to your child's participation in our school. If at any time, your family experiences a financial hardship that makes you unable to keep up with school charges, please speak to the Operations Team.

Only the Operations Team takes payments. Scholars or families may make payments before or after school. If possible, we prefer payments to be made directly on our [website](#) or by credit/debit card in person. When scholars or parents/guardians pay fees, they will receive a receipt indicating payment. **Please save all receipts.**

Scholar Supplies

Rowe scholars will show honor, a Rowe core value, by respecting the property of the school, their classroom and their classmates. Scholars are responsible for keeping their materials in the condition in which they received them. Scholars and their families are responsible for Rowe-issued supplies and will be required to pay for supplies that are damaged or lost.

Scholars at Rowe have daily access to laptops and each RMS scholar will be assigned their own laptop. Scholars and families will be responsible for laptops that are lost or damaged after the first repair. Approximate costs include:

- Repair \$50
- Full keyboard - \$85
- Laptop Power Cord Replacement \$35
- Loss - \$200

The school fee (outlined below) will cover all materials that scholars will use throughout the day to complete their work.

Emergency Drills

To make sure scholars are safe, we will conduct multiple fire and severe weather drills. Scholars will be taught how to proceed to designated safe zones during the first month of school. Drills may or may not be announced in order to truly assess our preparation. See below for a quick guide on emergency drills taught & practiced with scholars:

<p style="text-align: center;">Lockdown Drill: Law Enforcement Lockdown</p> <ol style="list-style-type: none"> 1. Lock your classroom door with the bolt lock. 2. Turn off all lights and unroll window flags. 3. Quietly move all scholars away from the doors and windows. 4. Ensure all scholars are quiet. 5. If your class is accounted for and in place, slide the green card on the ring into the window. 6. If anyone in your room requires medical attention or is unaccounted for, slide the red card on the ring into the window. 7. Email adiaz@nush.org with a count of everyone in your class and missing scholar names. 8. If the threat is internal, recess runs to Pulaski Park. 9. If the threat is external, a recess monitor blows whistle repeatedly and enters the building to the closest classroom. 10. Listen for "Rowe Rockets All Clear." 	<p style="text-align: center;">Fire & Code Red: Medical</p> <p><u>Fire</u></p> <ol style="list-style-type: none"> 1. Line up scholars quickly and silently in the classroom. 2. Grab your green/red ring from the door. 3. Walk class down the nearest stairwell straight downstairs. 4. Classes can double up on the stairs, no more than two. 5. Do not stop on the landings. 6. Walk class out and along the sidewalk outside the fence. 7. Do a class headcount. 8. Hold up the red card if missing scholars, green if all present. 9. Report missing scholars to an Ops or LT member with radio. <p><u>Medical</u></p> <ol style="list-style-type: none"> 1. Dial 4000 for backup to serious injury. 2. PT/Ops calls 911 and parents. 3. PT/Ops administers necessary medication. 4. Scholar transported to hospital.
<p style="text-align: center;">Code Blue: Soft Lockdown</p> <ol style="list-style-type: none"> 1. Close your door and do not allow students to leave for any reason. 2. Continue instruction as usual through the entirety of the code call. 3. You may need to hold your scholars through a transition and into a different class period. 4. If you are needed to support a scholar during a crisis you will be alerted via text or walkie talkie communication. Please be prepared to step in and support the situation when you hear "Code Blue." 5. "All clear" announcement will be made when normal movement can resume. 	<p style="text-align: center;">Code Yellow: Shelter in Place</p> <ol style="list-style-type: none"> 1. Lead scholars out of the classroom in a single-file line. 2. Line up in two lines along the hallway wall closest to the classroom, away from windows. 3. Scholars tuck knees under and cover backs of heads/necks. 4. Remain in position until the all clear signal.

School Closings

If Chicago Public Schools close due to inclement weather, Rowe will also close. We will post on Instagram and FB and will communicate with families via DeansList. You can also check the Emergency Closing Center online at <http://www.emergencyclosingcenter.com/complete.html>. In the event that weather conditions make travel to school hazardous and unsafe, but Chicago Public Schools do not close, it is recommended that parents/guardians use their discretion in bringing their scholar(s) to school. However, these absences will be unexcused. Office Clerks will notify families by phone, text and/or Instagram/Facebook post if there is a last minute cancellation (for building flooding, power outage, facility malfunction, or other emergency situation).

Once the school day has begun, school will not be canceled early in the event that weather conditions become bad during the day unless required by Chicago Public Schools. If parents/guardians choose to pick their scholar(s) up early when Rowe is remaining open, these early dismissals will be unexcused.

Security Policy

Guest access to Rowe will be limited for safety reasons. External school doors are locked in order to maintain security. Visitors must ring the doorbell and be granted access by the main office to enter the building. All visitors must check into the main office and present a valid state I.D.

Scholars will only be permitted to leave campus with a listed emergency contact after signing out with the main office. To revise your child's emergency contacts please contact the Operations Team. If someone who is not listed as an emergency contact attempts to pick up a scholar, the school will call the child's parent/guardian for approval. The scholar will not be allowed to leave the school without parent/guardian approval.

Any family member who is interested in volunteering at the school on a consistent basis must request background check paperwork from the Operations Team and submit and receive approval before beginning.

For information related to Rowe's Search and Seizure Policy please reference the Scholar Code of Conduct.

Scholar Records

The following policies and procedures were developed in compliance with the Illinois School Scholar Records Act and the rules and regulations to govern school scholar records, effective March, 24, 1976, issued by the Illinois State Board of Education.

Definition of Scholar Records:

1. "Scholar Records" shall mean any written or recorded information concerning a scholar by which a scholar may be individually identified and which Rowe Elementary School maintains.
2. Recorded information maintained by a staff member for his or her exclusive use, or his or her substitute, shall not be considered a part of the scholar records.
3. Scholar records will include IEP and 504 plans, when applicable.

Scholar Permanent Record

The Scholar Permanent Record shall consist of:

1. Basic identifying information, including scholar's name and gender
2. Academic transcript, including grades, class rank, graduation dates, grade level achieved and scores on college entrance examinations
3. Attendance records
4. Health records and accident reports
5. Honors and awards received
6. Record of release of permanent record information

Temporary Records:

The Scholar Temporary Records shall consist of all information not required to be in the scholar's permanent record and may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information through test administration, observation or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities
7. Teachers' anecdotal records

8. Disciplinary information
9. Special education files including the reports on which placement or non-placement was based and all records and tape recordings relating to special education placement hearings and appeals
10. Any verified reports or information from non-educational persons, agencies or organizations
11. Other verified information of clear relevance to the education of the scholar
12. Record of release of temporary record information to individuals not on the school staff

Inspection of Scholar Records:

1. Parents/guardians shall have the right to inspect, challenge and copy scholar records of that parent's child until one of the following events occurs:
 1. The scholar attains 21 years of age; or
 2. The scholar attains 18 years of age-and declares himself or herself financially independent of his or her parents/guardians.
2. Scholars shall have the right to inspect and copy their permanent record. Scholars shall not have access to their temporary records until they:
 1. Attain 18 years of age
 2. graduate or,
 3. Assume financial independence.
3. Scholar records shall be made available to parents/guardians and eligible scholars within fifteen (15) school days of the time a written request for review is submitted to the records custodian.
4. Whenever access to scholar records is granted to parents/guardians or scholars, a qualified staff member shall be present to interpret information contained in these records.
5. Copies of scholar records shall be provided to eligible parents/guardians or scholars at a cost of 25 cents per page. No parent/guardian or scholar shall be denied a requested copy of scholar records due to inability to bear the cost of such copying.
6. Whenever a parent/guardian or scholar desires a copy of information contained in the scholar's records, he or she shall:
 1. Submit a written request to the main office; and
 2. Pay the school 25 cents per page of copy.

Right to Control Access of Scholar Records:

School officials shall release scholar records to the official records custodian of another school in which the scholar has enrolled or intends to enroll upon the written request of such official or scholar, provided that the parent/guardian receives prior written notice of the nature and substance of the information to be transferred. Parents/guardians may, upon written request, inspect, copy and challenge such information.

Once parents/guardians have been notified of their right to inspect, copy and challenge information to be transferred to another school and the parents/guardians do not respond within ten (10) school days, the records shall be forwarded to the requesting school.

Access to Records without Parent/Guardian Consent:

1. School staff members who have a current and legitimate educational interest in the scholar records shall have access as needed for professional purposes to both the scholar's permanent and temporary records.
2. School officials shall release scholar records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, the school officials shall notify the parents/guardians in writing regarding the judicial order and the information so provided.
3. Scholar records may be made available to researchers for statistical purposes, provided that: a) Permission has been received from the State Superintendent of Education; and b) No scholar or parent shall be personally identified from the information released.
4. Information may be released without parental/guardian consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the scholar or other persons.

5. If a scholar is 18 years of age and the scholar is financially independent of parents/guardians, the scholar may request the parents/guardians be denied access to his or her records.
6. A scholar who desires to declare himself or herself financially independent of his or her parents/guardians shall submit a request in writing to the school's records custodian.

Challenge Procedures:

1. A parent/guardian shall have the right to challenge the accuracy, relevance or propriety of any entry in the scholar records of his or her child, exclusive of grades. A request to challenge the contents of a scholar record shall be made in writing to the school by the parents/guardians and shall state in specific terms what entries in their child's record are being challenged.
2. The Principal shall conduct an informal conference with the parents/guardians within fifteen (15) school days of the receipt of the written challenge.

Maintenance of School Records:

1. Scholar permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the scholar has transferred, graduated or permanently withdrawn from school.
2. Scholar temporary records shall be maintained until August 1st of the year the scholar transfers, graduates or permanently withdraws from school. The records of special education scholars shall be maintained for a period of three (3) years. Information maintained by staff members for their exclusive use shall be destroyed by the staff member maintaining the information no later than the scholar's transfer, graduation or permanent withdrawal from the school.
3. The Principal shall be responsible for having all scholar records verified and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information on all scholars' files.

Mandated Reporting

All Rowe Elementary School personnel are mandated reporters, in accordance with state and federal laws, of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed—physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm." Once you become aware that a scholar may be the victim of abuse of neglect **you must:**

- a. **Notify the Social Worker of the situation immediately.**
- b. **Call the DCFS hotline at (800)25-ABUSE with the assistance of a social worker.**
- c. **Work with school personnel to document appropriately.**

While these steps are taking place, a school social worker will assist you and the child in understanding the ramifications of the call. Together with you they will debrief the child and, when appropriate, will contact the parent(s)/guardian.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

When calling the hotline you must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age, or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm).

If a report is taken (the intake worker will inform you of this over the phone), the report must be confirmed in writing to the local investigation unit within 48 hours of the hotline call. Always ask for the intake worker's name over the phone as well as the address to where the report confirmation should be mailed.

Physical Abuse is defined as occurring when a parent or a person responsible for the child's welfare "inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means." Such common injuries include bruises, human bites, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent "creates a substantial risk of physical injury" by choking or smothering a child, shaking or throwing a small child, and violently pushing or shoving a child into fixed objects. Other circumstances include incidents of domestic violence in which the child was threatened, or violations of orders for the perpetrator to remain apart from the child. Acts of torture are defined as "deliberately or systematically inflicting cruel or unusual treatment which results in physical or mental suffering." When reporting physical abuse, it is important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse must be handled sensitively. When a child attempts to disclose sexual abuse, observe the child closely and listen attentively while maintaining a calm demeanor. The mandated reporter must pay very careful attention to the disclosure of sexual abuse, but should not encourage the scholar to disclose information in addition to what is being given voluntarily. Take very careful notes, writing the scholar's words verbatim as much as possible. Take action immediately by talking to a school social worker or assistant principal and then placing the call.

Neglect occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment," or when an adult "provides inadequate supervision of a child (particularly small children)."

Rowe maintains the right to retain a child and call DCFS and/or the Chicago police department to report neglect in the instance that a parent/guardian arrives to pick up a scholar and is under the influence of drugs, alcohol or other controlled substances.

If you have any questions regarding this policy or DCFS procedures, please see contact a school administrator.

Policy Distribution & Review

This policy shall be posted on the Rowe Elementary School website and included in the Student Code of Conduct and Family Handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. This policy shall be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

The school leadership team shall review and re-evaluate this policy and make necessary and appropriate revisions every year.

Rowe Elementary School Family Pledge

Before the beginning of each school year, all Rowe parents/guardians will sign a Family Pledge that indicates their willingness to support their child throughout his/her studies at Rowe. In exchange for what scholars and families pledge to do, the faculty and administration of Rowe pledge to work to provide scholars with a safe and orderly environment in which they can achieve academic success.

As a Rowe parent/guardian, I am committed to, involved in, and accountable for my child's education.

I will show **PRIDE**: I believe that my child can and will attend college or post-secondary schooling.

- I understand that Rowe has high standards and rigorous curriculum because that will help my child achieve his / her highest potential.
- I will do my best to attend all school events and celebrations because my involvement will further my child's education.
- I will make sure that my child is dressed in Rowe uniform every day.

I will show **SUCCESS**.

- I will ask for help from teachers, staff, and Emergency Services when I need it, so my child can continue to focus on his or her education.
- I will encourage my child regularly and check in with him or her about what he or she is learning in school.
- I will attend all mandatory orientations, parent-teacher conferences and report card pick-up days.
- I am responsible for getting my child to school on time every day regularly and will avoid picking them up early, allowing them to stay in school all day.
- I am responsible to pick up my child from school on time every day regularly.
- I will pay all fees by the required date.
- I will attend a minimum of 2 Rowe school events over the school year to benefit my scholar's educational programming.

I will show **HONOR**.

- I will proactively talk to the teachers and administration about any concerns I have about my child's education.
- If I have any problem or issue with the teachers, administration, or education my child is receiving, I will address it immediately with the necessary people within Rowe or the school board.
- I will respond to all communications from Rowe staff and teachers in the requested time frame.

I will read the 2023-2024 Family Handbook and agree to comply with all of the policies mandated by Rowe Elementary. Specifically,

- I will review the Family Pledge and Scholar Life section. I understand the importance of the scholar being present regularly and on time.
- I understand the purpose of this handbook is to communicate school policies and I will read the Family Handbook in its entirety, including the sections related to Code of Conduct.
- We agree to abide by the policies as explained in this Handbook.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____