

Rowe Elementary School Volunteer Handbook



2018-2019 School Year

WELCOME

Letter from our Principal

Hello to all of our Rowe families, friends, and supporters,

It is a tremendous privilege to welcome you all to the 2018-2019 school year! I cannot adequately put into words how excited I am for this school year. This summer has been filled with meaningful learning for my leadership team and I as we prepare to lead Rowe to our best year yet. Specifically, we participated in a professional development event this summer that has refocused our efforts on the relationship between equity and instruction, to ensure that we are actively, aggressively, and consistently deconstructing the impact of unconscious racism within our school context so that every scholar at Rowe has the opportunity to pursue the best version of themselves. This will most prominently be on display via the work we put in front of scholars every day. At Rowe, college success is the ultimate outcome for every scholar, that means the work scholars are doing every single day must reflect that, and we must all embrace the productive struggle that comes with that.

With that in mind, we have set some really ambitious goals for ourselves moving forward. The three big goals heading into this school year are:

- On the 5E Survey, Rowe will earn a score of **Organized**
- On NWEA, by the end of school year 2020-2021, Rowe will be in the 90th percentile for attainment
- On our interim assessments, by the end of school year 2020-2021, Rowe scholars will average a 75% in ELA and Math

Why these goals? Let me start with 5E. There are many factors that go into a school being an exemplary school – specifically, **Effective Leaders, Collaborative Teachers, Ambitious Instruction, Involved Families**, and having a **Supportive Environment**. We are aiming to be excellent in each of these categories so we can ensure our goal of being an excellent school for all scholars and families is achieved.

With respect to NWEA – at the time of me writing this letter, we are not yet sure of what our SQRP rating will be this past school year. With that said, we are very confident in the work our teachers, our staff, and you all did on behalf of our scholars. Regardless of how strong the outcome will be; we know we need to always strive for better. NWEA is important not only for the SQRP score, but for its role in serving as a data point to predict college success. The short of it, scholars, on average, need to be at least in the 70th percentile to be deemed *college ready*. Being college ready, however, is not the goal at Rowe. The goal at Rowe is for scholars to be beyond readiness, we want our scholars to be successful – Dean’s List, Fulbright winners, Rhodes Scholars. For our scholars to be on that trajectory the 70th percentile is not enough. The 90th percentile is our goal.

Lastly, a huge part of our work this year is consistent exposure to grade level content. NWEA is not the best measure for strictly grade level content, our interim assessments are. That data point combined with NWEA will assure us sufficient information to make sure Rowe scholars are learning and growing at the highest levels.

Through my 3 years as principal at Rowe, I’ve learned and grown so much as a person, as an educator, and as a leader. There have been so many wonderful moments that have affirmed what an honor it is to call Rowe home, and there have been moments that have challenged me to get better. I embrace both experiences with the same growth mindset: learn from it and get better.

My promise to you all is that we will continue to learn and continue to get better.

All the best,



Volunteer Responsibilities

First and foremost, thank you your willingness to volunteer at Rowe! We are so fortunate to have community members like you. As a volunteer, your service is an important part of our success at Rowe. You are a valuable member of our Rowe family!

Mandated Background Checks:

In order to ensure we are compliant with CPS policy, all of our ongoing Rowe volunteers will be required to complete the CPS mandated background check. This is at no charge to you. You will need to bring the Rowe-specific Background Check form to the location below to be fingerprinted. If you have any questions regarding this process, please contact Monica Falcon from Human Resources at mfalcon@nush.org.

Accurate Biometrics

4843 N Milwaukee Ave
Chicago, IL
Mon to Fri 9am to 5pm
Sat 9am to 2pm
No appointment necessary

We appreciate your willingness to complete this background check. Once your background check has been cleared, you will receive your volunteer placement.

In the event of your absence:

Please email your cooperating teacher to make them aware of your absence as soon as possible ☺

SCHOOL OPERATIONS

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. Please note that at Rowe, we have two buildings, drills look slightly different at each building.

RES- Rowe Elementary School (grades K-5)	1424 N. Cleaver, Chicago, 60642	312-445-5870
RMS- Rowe Middle School (grades 6-8)	1420 W. Augusta, Chicago, 60642	312-445-5875

<p style="text-align: center;">Code White: Law Enforcement Lockdown</p> <ol style="list-style-type: none"> 1. RES: Lock your classroom door with the bolt lock and handle lock. RMS: Lock your classroom door by removing the magnet. 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. Email res_ops@nush.org with a count of everyone in your class and missing scholar names. 6. RES- If threat is internal, recess runs to Lozano. RMS- If threat is internal, run to the Northwestern Settlement. 7. If threat is external, recess monitor blows whistle repeatedly and enters building to closest classroom. 8. Listen for "Rowe Rockets are 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 classroom. 2. Grab your green/red ring from the door. 3. Walk class down 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 (all west at RMS). 7. Do a class headcount. 8. Hold up red card (thumbs down) if missing scholars, green card (thumbs up) if all present. 9. Report missing scholars to 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. LT/Ops calls 911 and parents. 3. LT/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. 5. Please be prepared to step in and support the situation when you hear "Code Blue- Soft Lockdown." 6. "Rowe Rockets 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 classroom in single-file line. 2. Line up in two lines along hallway wall closest to classroom, away from windows. 3. Scholars tuck knees under and cover backs of heads/necks. 4. Remain in position until all clear signal.

Facility Usage Good to Knows:

Bathrooms:

- RES: bathroom on the first floor Leadership Team office space or the scholar restrooms are accessible for your use.
- RMS: three staff bathrooms located on the first floor for your use.

Microwaves/ Refrigerators:

- RES: available for your use in the Operations office (first floor)
- RMS: available for your use in the main lobby

Parking:

- RES: staff parking lot in the back (southwest of the building)
- RMS: staff parking lot located in the back of the building
- There is also street parking surrounding both campuses- make sure to read street signs!

Building Maps:

- Available upon request!

Helpful Information to Know About Rowe:

Our School Vision and Mission

Rowe Elementary School prepares scholars to succeed in and graduate from college by cultivating the desire and expectation to go to college and delivering an academically rigorous curriculum infused with unique social and emotional programming, as led by Northwestern University Settlement House.

We best serve our scholars and their families by instilling the college mindset — holistically preparing them to successfully navigate the road to 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.

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

- Cultivate the expectation and desire to go to college;
- Deliver a rigorous academic instruction; and,
- 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 college. 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 to show:

PRIDE: Our scholars believe in themselves and who they will become. They show pride in their uniform; they use scholarly language at all times; and they demonstrate the belief that they will attend and graduate from college.

SUCCESS: Our scholars demonstrate success by always operating at their full potential. This means participating in all classroom activities, completing class work and homework, and working hard to meet their goals.

HONOR: Our scholars distinguish themselves by honoring and respecting others. Rowe scholars are taught to make the right choices, even when it is hard.

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

SCHOLAR LIFE

Daily School Schedule

To best prepare our scholars, Rowe has an extended school day to allow more time for academic enrichment and growth. We will open our doors at 8:10 AM for breakfast and dismissal begins at 3:30.

Scholar Dress Code

In addition to adhering to the expected behaviors that ensure a safe and successful school environment, all scholars are expected to follow the Scholar Dress Code. Rowe faculty and staff strictly enforce the dress code and model professional attire at all times. The Dress Code applies during all school days and during all school events.

The Dress Code has been adopted to improve the educational environment for all scholars. Specifically, we have instituted a dress code for the following reasons:

- to foster a sense of school identity and community;
- to prepare scholars for the expectations related to professional attire that future institutions, organizations and employers will have;
- to ensure that our scholars focus on learning instead of clothing;
- to increase school safety and security by making the presence of visitors/outside immediately apparent;
- to reduce the cost of clothing for families.

THE SCHOOL UNIFORM

Scholars wear the Rowe uniform the duration of the day when they do not attend P.E.

Grades Kinder - 2	Grades 3-5	Grades 6-8
Shirt	Shirt	Shirt
white collared shirt	button down white collared shirt with stiff collar appropriate for use with a tie	button down white collared shirt with stiff collar appropriate for use with a tie
Pants	Pants	Pants
navy slacks, pleated shorts, or navy pleated skort	navy slacks, pleated shorts, or navy pleated skort	navy slacks, pleated shorts, or navy pleated skort
Socks	Socks	Socks
all black, all white, or all navy socks <i>no logos</i>	all black, all white, or all navy socks <i>no logos</i>	all black, all white, or all navy socks <i>no logos</i>
Shoes	Shoes	Shoes
all black shoes <i>sneakers preferred</i>	all black shoes <i>sneakers preferred</i>	all black shoes <i>sneakers preferred</i>
Belt	Belt	Belt
<i>optional</i> , all black belt	<i>if wearing pants</i> , all black belt	all black belt (if pants have belt loops)
Vest	Vest	Blazer
Rowe-issued navy vest with school logo	Rowe-issued navy vest with school logo	Navy Rowe-issued blazer
	Tie	Tie
	Solid navy blue necktie or girls' toptie	Solid navy blue necktie or girls' toptie
Cardigans, and Track Jackets		
During colder months, scholars may wear the navy Rowe track jacket, or they may wear their own solid navy cardigan over the Rowe vest. Scholars may also wear boots to school, but they must bring their school shoes and change at the beginning of the day.		

THE SCHOOL P.E. UNIFORM

Scholars wear the P.E. uniform the duration of the day when they attend P.E.

Grades Kinder - 2	Grades 3-5	Grades 6-8
Shirt	Shirt	Shirt
Rowe-issued blue P.E. shirt or Summer Homework shirt	Rowe-issued blue P.E. shirt or Summer Homework shirt	Rowe-issued blue P.E. shirt or Summer Homework shirt
Pants	Pants	Pants
Rowe-issued navy track pants or Rowe-issued navy gym shorts	Rowe-issued navy track pants or Rowe-issued navy gym shorts	Rowe-issued navy track pants or Rowe-issued navy gym shorts
Socks	Socks	Socks
all black, all white, or all navy socks <i>no logos</i>	all black, all white, or all navy socks <i>no logos</i>	all black, all white, or all navy socks <i>no logos</i>
Shoes	Shoes	Shoes
all black sneakers	all black sneakers	all black sneakers

Nutrition Policy

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. This means that all scholars will be able to have breakfast, lunch, and a healthy snack while at school.

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.

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) • Fruit juice • Flavored waters • Milk, water, tea • Popcorn • Granola • Cereal Bars • Pretzels • Jello • Cheese Sticks • Graham Crackers • Vanilla Wafers • Animal Crackers • Hummus • Rice Cakes • Pita Chips • Muffins • Bagels • Tortillas 	<ul style="list-style-type: none"> • Chips (i.e. Takis, Cheetos, etc.) • Cracker Jacks • Donuts • Pastries • Snack Cakes • Pop Tarts • Cupcakes • Candy • Chocolate • Gum • Suckers/Lollipops • Fruit Rollups, 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

Nutrition Policy

At Rowe Elementary 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.

Breakfast

Rowe provides breakfast all scholars between the times of 8:10am and 8:25am. Breakfast will be delivered to the classrooms (both at RES and RMS) at 8:10am. Scholars who arrive at school late are expected to

have eaten breakfast at home. Scholars should refrain from bringing a breakfast that does not align with Rowe's healthy foods criteria (see healthy foods list).

Snack

Rowe believes that healthy snacks are an essential fuel for learning. As such, Rowe requires that all snacks consumed in school (provided 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 or be asked to put away the food.

Nut Free Policy

Rowe Elementary has all nut free classrooms. We have a number of scholars who have severe allergic reactions to peanut 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 students and families refrain from bringing any products containing peanuts into the building if there is a scholar with an allergy in their class.

Holiday Celebrations & Birthday Celebrations

Rowe wishes to maintain the celebratory spirit that holidays and birthdays can create.

Birthday celebrations take place only on Friday. Families may bring in edible items as part of a birthday celebration however; it is *they should provide a healthy snack from the list above or choose a non-edible option* (see examples on the healthy foods list). Treats should be prearranged with classroom teacher. 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.).

Holiday celebrations (Halloween, Valentine's Day, Rising Rockets, Classroom Celebrations and other holidays). Parents are asked that if they choose to bring in food items, they follow the approved snack list.

POSITIVE BEHAVIOR SUPPORT

At Rowe Elementary School, we utilize a positive behavior support approach to discipline. We believe that all Scholars can learn the skills necessary to be successful in school, to demonstrate **Pride, Success, and Honor**, and to use these skills and values to become successful college students. A positive behavior support system approaches behavior from an educational, proactive perspective that requires positive relationships and a preventative approach, rather than a reactive approach. Therefore, you will see that the following Code of Conduct defines expected behaviors first; then school rule infractions; followed by possible strategies for correcting the behavior.

As with academics, we believe that Scholars should be praised and rewarded for meeting behavior expectations. For this reason, we have a number of creative opportunities for Scholars to receive rewards. Some of these opportunities include, but are not limited to:

Policy on Bullying Behavior

At Rowe Elementary School, 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. In order to maintain these

rights, all scholars and team members have the responsibility to demonstrate the core value of Honor by treating others with respect and care at all times. In order to ensure that our school continues to be a safe, welcoming place for everyone, bullying behavior is not tolerated in any form at Rowe Elementary School. Bullying behavior is contrary to State law and the policy of Rowe Elementary School.

Bullying is prohibited on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, gender-related identify or express, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed outside of school (at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school) **if the bullying causes a substantial disruption to the educational process or orderly operation of a school.**

This item #4 applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred. It does not require school to staff or monitor any non-school-related activity, function, or program.

Reporting- Bullying and Abuse

For the purposes of this policy and as defined under the Illinois *School Code*, the terms used mean the following:

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed at a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- 1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- 2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- 3) Substantially interfering with the student's or students' academic performance; or
- 4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Aggressive conduct toward other students that is not severe or pervasive shall not be deemed as bullying, but may constitute other inappropriate behaviors leading to discipline under the Rowe Code of

Conduct, of any student who engages in such behavior. Students who engage in bullying conduct also shall be disciplined under the Rowe Code of Conduct.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in the school, including without limitation school administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Students, school staff, and parents/guardians who witness bullying or who have information about actual or threatened bullying shall immediately report it to the Principal, Assistant Principal, or Director of School Operations, or any Rowe Elementary School employee. A report may be made orally or in writing.

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." If you suspect abuse, please report it immediately to the Principal, Assistant Principal, or Director of School Operations, or any Rowe Elementary School employee.

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.

Mr. Sutton, Principal
tsutton@nush.org; 773-754-6227

Ms. Christine McCracken, Director of School Operations
cmccracken@nush.org; (773) 435- 5893

Ms. Bohannon, Assistant Principal
Rowe Elementary School, 1424 N. Cleaver, Chicago, IL 60642
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Ms. Walker, Assistant Principal
Rowe Middle School, 1420 W. Augusta, Chicago, IL 60642
swalker@nush.org