

# 2021-2022 SCHOOL YEAR STUDENT/PARENT HANDBOOK

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# **ROSEMONT SCHOOL SONG**

*(Sung to the tune of "Hey Look Me Over")*

**We are the students of Rosemont School,  
fresh full of sunshine, bursting with sparks.**

**We like to study, all the day long.**

**We read and we write and we concentrate  
and work with numbers too. Come on and  
GO, GO, Rosemont! On to the end, pals we  
have made here will always be our friends.**

**We're a little bit short of the elbow room,  
but just give us some time and look out world,**

**Here We Come! GO ROSEMONT!**



## TABLE OF CONTENTS

### SECTION

### PAGE

#### **INTRODUCTORY INFORMATION & GENERAL POLICIES**

Mission Statement	1
Values	1
Visitors	1
Home/School Communication	2
Quarterly Newsletters	2
After School Transportation Plans (Grades K-4)	2
Bicycles, Skateboards, Hoverboards, Scooters	2
Birthday Celebrations	2
Water Bottles	2
Treats & Snacks	2
Permission To Go Home For Lunch	2
Lunch Rules	2
Cafeteria Rules	3
Outdoors Morning Line-Up & Recess	3
Field Trips	3
Excuse Time from Physical Education	3
Technology	3
Cell Phones/Smart Watches/Personal Electronic Devices "Away For The Day"	3
E-Books & Electronic Devices	4
Video & Audio Monitoring Systems	4
Access To Student Social Networking Passwords & Websites	4
Dress Code	4
Animals On School Property	4
Guns & Weapons	4
School Operations During A Pandemic Or Other Health Emergency	4

#### **ATTENDANCE & GRADUATION**

School Day Times	5
Student Entrances	5
Student Absences	5
Absence Policies (Excused & Unexcused)	6
Returning For After School Functions After Going Home Ill	6
Release Time for Religious Instruction/Observance	6
Make-Up Work	6
Late Student Pick-Up Fees	6
Tardy Procedures	6
Truancy	6
Leaving School Grounds	7
Homework	7
Grading	7
Perfect Attendance	7
Parent/Teacher Conferences	7
Standardized Tests	7
Promotion	8
Home & Hospital Instruction	8
Graduation	8
School Closings/School Messenger System	8

## **BUS TRANSPORTATION, STUDENT DROP OFF & VISITOR PARKING**

Bus Transportation Overview & Schedule	8
Bus Conduct	8
Bus Rules	9
Student Drop Off & Pick Up	9
Visitor Parking	9

## **PRIMARY GRADES – Preschool through 2nd Grade**

Teachers	9
Overview	10
Reading/Language Arts	10
Mathematics	10
Science/Social Studies	10
Physical Education/Health	10
Foreign Language	10
Fine Arts	10
Technology	10

## **INTERMEDIATE GRADES - 3rd, 4th, and 5th Grade**

Teachers	10
Overview	11
Reading/Language Arts/Writing	11
Mathematics	11
Science/Social Studies	11
Physical Education/Health	11
Foreign Language	11
Fine Arts	11
Band/Music	12
Technology	12
Grading Scale	12
Year End Awards	12

## **JUNIOR HIGH GRADES - 6th, 7th, and 8th Grade**

Teachers	12
Overview	13
Reading/Language Arts	13
Mathematics	13
Science	13
Social Studies	13
Foreign Language	13
Health/Protective Behaviors	13
Art	13
Physical Education	14
Music	14
Concert Band	14
Technology Lab	14
Pathways Program	14
Grading Scale	14
Quarterly Awards	15
Year End Awards	15

## **RESOURCE PROGRAMS**

Teachers	15
Behavior Support Services	15
Learning Support	16
Speech and Language Support	16
Student Services Team	16
Learning Center	16
English As A Second Language	16
Title I Program – Reading Resource	16
Response to Intervention (RTI)	16
Student Impact Regarding RTI	16
Community Resources	17
Enrichment Opportunities	17
Literacy Activities for Families (L.A.F.F.)	17

## **EXTRACURRICULAR ACTIVITIES**

Grades 1 – 8 Activities	17
Junior High Activities	17
Attendance Requirements for Participation	17
Academic Requirements & Attendance - Jr. High Homework Program/RTI	18
Disciplinary Requirements for Participation	18
Requirements for Participation in Sports & Clubs	18
Youth Sports Concussion Safety Act	18
Bus Transportation for Sporting Events	18

## **PARENT VOLUNTEER GROUPS**

Benefit Club & Officers	18
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## **RESIDENCY REQUIREMENTS & ELIGIBILITY**

Room Parents	19
Residency Requirements	19
Military Service Obligation	19
Required Registration Documents	19
Preschool & Kindergarten Age Eligibility	19
Preschool Screening	19

## **SCHOOL FEES, WAIVER OF STUDENT FEES & MEAL COSTS**

School Fees	19
Waiver of Student Fees	20
Student Technology Fee & Chromebook Insurance	20
Meal Costs	20

## **HEALTH & SAFETY**

Health Examinations & Immunizations	20
Dental Examinations	21
Vision Examinations	21
Exemptions	21
Accidents & First Aid at School	21
Student Medication Authorization	21
Self-Administration of Medication	21
Undesignated Medications	22
Emergency Aid to Students	22
Communicable Diseases	22
Head Lice	22

Safety Drill Procedures & Conduct	22
VOLO Asap (Active Shooter Awareness Program)	23

## **SEARCH & SEIZURE**

Overview	23
School Property & Equipment as well as Personal Effects Left There by Students	23
Students Searches	23
Seizure of Property	23
Questioning of Students Suspected of Committing Criminal Activity	23

## **DISCIPLINE & CONDUCT**

C.O.B.R.A. Overview	24
Behavior Expectations	25
Discipline Procedures	26
Restitution Examples	26
Suspension, Expulsion & Due Process	26
Prohibited Student Behavior & Conduct	26
When & Where Conduct Rules Apply	27
Disciplinary Measures	27
Re-Engagement of Returning Students	27
Behavioral Interventions	28
Bullying, Intimidation & Harassment Prevention & Response	28

## **STUDENT RECORDS**

Overview & Parent Rights	28-30
Student Records Policy (Permanent & Temporary)	31
Related Service Logs	32

## **RESPONSIBILITIES & RIGHTS**

Students	32
Teachers	32
School District	33
Parents	33
Annual Notice To Parents About Educational Technology	34

## **GENERAL NOTICES**

School Visitation Rights	35
Teacher Qualifications	35
Homeless Child's Right to Education	35
Food Allergies	35
Accommodating Individuals with Disabilities	35
Equal Opportunity & Sex Equity	35
Care of Students with Diabetes	36
Suicide & Depression Awareness & Prevention	36
Sex Education Instruction	36
Pesticide Application Notice	36
Mandated Reporters	36
Sex Offender & Violent Offender Community Notification Laws	36
Erin's Law	36
National Suicide Prevention Lifeline & Crisis Text line	36

<b>LEYDEN-NORWOOD ATHLETIC CONFERENCE SCHOOLS</b>	<b>38</b>
<b>SCHOOL CALENDAR</b>	<b>39</b>

## **INTRODUCTORY INFORMATION & GENERAL POLICIES**

### **MISSION STATEMENT**

Our mission is to provide a quality education which will inspire every child to become a lifelong learner who is a respectful, socially responsible, contributing member of the global community.

### **VALUES**

As a Rosemont School community, we believe:

- That the collaboration and communication between the home, school, and community has a direct correlation to and is essential to the quality of the education and experience of each student.
- That with high expectations, students have a shared responsibility for their learning and can achieve success to their full potential.
- In fostering a positive, safe, and nurturing environment that respects and encourages individuality.
- In providing a rigorous and well-balanced curriculum that supports the diverse needs of each student.
- In preparing students to succeed and become lifelong learners in a changing world, incorporating technology and other available resources.

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building (entrance 1) and proceed to the main office. Visitors should identify themselves and inform the office staff of their reason for being at school. All visitors must present a drivers license or state ID, wear the issued visitors badge, and check out upon leaving.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **HOME/SCHOOL COMMUNICATION**

Communication between the school and the home is important to ensure student academic progress. While the school has a system of report cards, progress reports, and assignment notebooks which are sent home on a regular basis, parents are encouraged to contact the classroom teacher or the homeroom teacher when they have questions about their child's performance, or are interested in being more actively involved in their child's learning. Many times, parents have questions or concerns about courses their child is taking, particular lessons, or activities they are involved in. If you have questions, we ask that you discuss your questions with the teacher involved. If you still have questions, then we ask that you make an appointment to discuss your questions with the school Administration.

### **QUARTERLY NEWSLETTERS**

Quarterly Newsletters will be sent via email to all parents and posted on our website, highlighting important events at school, Benefit Club news, individual achievements and other school information.

### **AFTER SCHOOL TRANSPORTATION PLANS (Grades K - 4)**

If your child will be leaving early or returning home via an alternate method not stated on your child's After School Transportation Plans form, a note must be written in your child's assignment notebook to your child's teacher. Without communication from a parent/guardian a child will be sent home the usual way. Unless it is unavoidable, please do not call during the school day to change your child's after school transportation plans. Plans should be made in the morning before sending your child to school, and communicated with the teacher using your child's assignment notebook, or by emailing your child's teacher.

### **BICYCLES, SKATEBOARDS, HOVERBOARDS, SCOOTERS**

Children in Grades 1 through 8 may ride their bicycles to and from school. Children are asked to lock their bicycles in the bicycle rack provided by each entrance. The school assumes no responsibility for the loss or damage of any bikes that are brought to school. Skateboards, hoverboards, or scooters are not permitted on school grounds.

### **BIRTHDAY CELEBRATIONS**

Birthday treats, bouquets of flowers, balloons, and gifts for students or their classmates are not permitted. To celebrate your child's birthday, we suggest you donate a grade level appropriate book to school for the class to share. Birthday party invitations can only be distributed in school if one is available for every student in class.

### **WATER BOTTLES**

All students in preschool through 8th grade are permitted to bring water bottles to use during the school day, however junior high students are asked to only bring clear water bottles.

### **TREATS & SNACKS**

Due to health concerns and allergies, treats and snacks are only permitted for certain classroom holiday parties such as Halloween and Valentine's Day. All treats and snacks must be approved in advance and must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging.

### **PERMISSION TO GO HOME FOR LUNCH**

If a child goes home for lunch on their own, a Permission To Go Home For Lunch On Own form must be completed by the parent and returned to the school office. All students are required to sign out in the office daily before leaving, and upon return from lunch. Students who do not return on time, or who do not sign back in, may have their home for lunch privileges suspended. Students are only allowed to sign out and walk to their house. Students are not allowed to have lunch at a friend's house.

### **LUNCH RULES**

Students are not allowed to bring soda pop, energy drinks, or coffee to school for lunch. Students are not allowed to have food delivered to school on their own. If a lunch is dropped off at school, it must be labeled with the student's first and last name, and placed on the outdoor lunch drop off table located outside of the main entrance. Students are not permitted to have school lunches microwaved or refrigerated.



### **CAFETERIA RULES**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Students will clean up their area and throw away any trash in the garbage can.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade or share food or drink at anytime.
- Students shall remain seated except to return to the lunch line or throw away garbage.
- Students shall report spills to a lunchroom supervisor immediately.
- Students shall immediately become silent during lunch supervisor announcements.
- Students shall be dismissed from the cafeteria only by a lunch room supervisor.
- Students are not permitted to have food microwaved or refrigerated at school.

### **OUTDOORS MORNING LINE-UP & RECESS**

Students will be outside for morning line-up and recess unless the real feel is below 20 degrees, or in cases of extreme rain or snow.

### **FIELD TRIPS**

Field trips are provided for all grades throughout the school year and are planned extensions of the curriculum. All students are expected to participate. Costs are kept to a minimum. At the beginning of each school year parents are asked to sign a Field Trip Permission form giving their child permission to attend all field trips during the year. No siblings will be allowed on a class field trip.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for failure to complete coursework, behavioral or safety concerns, or other reasons as determined by the school Administration.

### **EXCUSE TIME FROM PHYSICAL EDUCATION**

Students may be excused from gym or swim class with a written request from a parent for no more than one day. After the first day, a written excuse note from a physician is required. Requests must be submitted in advance direct to our school nurse via a hand written note or an email.

### **TECHNOLOGY**

We are a 1:1 teaching and learning environment.

### **CELL PHONES/SMART WATCHES/PERSONAL ELECTRONIC DEVICES "AWAY FOR THE DAY"**

Students are not permitted to use cell phones, smart watches, or personal electronic devices on the Rosemont School Campus. This includes bus runs to and from school, morning drop off, lunch/recess, locker rooms, bathrooms, during indoor sporting events, concerts, or performances held inside Rosemont School. If a parent/guardian needs to communicate with a student, they should call the school.

Cell phones, smart watches, and personal electronic devices are to be turned off when entering Rosemont School and be given to homeroom teachers to safety monitor until 3:00 p.m. We respectfully ask that all devices remain off. If this rule is not followed, the following actions will be taken:

- 1st Offense - Students will be able to pick up their device in the office at the end of the day.  
Parents will be notified of the offense.
- 2nd Offense - A behavior log will be written.  
Parents will be responsible for picking up their child's device at the end of the day.
- 3rd Offense - Students will lose privileges of all devices until further review, and a 2-hour Reflection Time will be served.

The school assumes no responsibility for the loss or damage of any cell phones, smart watches, or electronic devices brought to school by students.

### **E-BOOKS & ELECTRONIC DEVICES**

Use of electronic books for reading purposes is permissible when using a dedicated e-book. Internet access is not allowed. Reading is the only permissible use of the device during the school day. Care and use of the device is the sole responsibility of the student. Sharing of devices is not permitted. No radios, tape players, CD players, or cameras are permitted without permission from the school Administration.

### **VIDEO & AUDIO MONITORING SYSTEMS**

Video and audio cameras are active on school buses, in public areas of the school building, and in the school parking lot to record student conduct. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on the video monitoring system, these recordings may be used for the purposes of investigation into misconduct, and as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement.

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **DRESS CODE**

Students dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. This includes all extra curricular activities and events, including dances, as well as sporting events that take place in the school building after regular school hours. An inappropriately dressed student will be given school clothing to wear and/or asked to call home for alternative acceptable clothing.

Specific guidelines concerning school dress code include:

- Hats, bandanas, sweatbands, or any other head coverings shall not be worn in the building. Any hat brought to school shall be removed before entering. The only exceptions are religious reasons, and school spirit days (as approved by principal).
- Garments that depict substances or activities that would be illegal for students are prohibited.
- Garments that contain messages or symbols that include inappropriate sexual or suggestive language are prohibited.
- Clothing that is considered revealing is prohibited. Such clothing includes, but is not limited to, bare midriffs, holes, rips, tears in clothing, low-cut tops, short skirts and short shorts (relaxed arms at sides should touch mid-thigh). Sleeve length and opening must be appropriate for school setting. Sleeves/straps on tank tops should be no less than three fingers wide.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the school Administration in the case of an education opportunity for students, provided that the animal is appropriately housed, humanely cared for, and properly handled, and students will not be exposed to dangerous animal or an unhealthy environment.

### **GUNS & WEAPONS**

Water guns, play guns, real guns, or weapons of any type are not permitted at school or on school grounds.

### **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably such as Covid-19. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## **ATTENDANCE & GRADUATION**

### **SCHOOL DAY TIMES**

School begins at 8:30 a.m. for students in Kindergarten through Grade 5. School begins at 8:25 a.m. for Junior High students in Grades 6-8. Dismissal is at 3:00 p.m. for Kindergarten through 8th grade. The 4-year old Preschool is from 8:30 a.m. through 11:00 a.m. The 3-year old Preschool is from 12:15 p.m. through 2:45 p.m. Rosemont School District 78 provides no supervision for students and is not responsible for the supervision of students on Rosemont School grounds before 8:10 a.m. Please do not drop off or send your child to school before 8:10 a.m.

### **STUDENT ENTRANCES**

Preschool (3 & 4-year) will enter through the Preschool classroom side door. Grades K-2 enter through the main entrance #1, and line-up in the lunchroom. Grades 3 & 4 will line-up outside entrance #1 (or in the hallway in times of inclement weather), and enter through entrance #1. Grades 5 through 8 will line up outside, or in the gym foyer, and enter through entrance #8.

### **STUDENT ABSENCES**

It is essential for children to attend school regularly in order to obtain maximum benefit from instruction. It is the responsibility of the parent/guardian to see to it that the children attend school regularly. If for any reason a child must be absent from school, parents need to call the school before 8:30 a.m. the day the child is absent. If the parent has not called the school before 8:30 a.m. the school will call home to verify the absence. If a child has been absent with no call from a parent, after the third time, a wellness check will be conducted by the Rosemont Public Safety Department.

### **ABSENCE POLICIES (Excused & Unexcused)**

There are two types of absences, excused and unexcused. Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the school Administration. All other absences are considered unexcused. Pre-arranged absences, such as vacations, must be submitted in writing and approved by school Administration, and are considered unexcused. Taking a sibling to college, staying home due to family being in town, no reason given, personal day, or any other time off other than an illness, are considered unexcused. Absences from academic learning time due to vacation is discouraged.

If a student is absent for 3 consecutive days, a doctor's note is required in order for the student to return to school (Applicable to grades K-8; Preschool is excluded from this rule). Without an official doctor's note, all missing work will be considered late and the student will not receive full credit. If a student is absent for 10 consecutive days without a valid excuse from a doctor, their enrollment status will be changed from active to withdrawn and the student will no longer be enrolled for the current school year. In order to return to school, the student's parent/guardian will need to come to the school office and re-register their child and pay the set registration fees.

### **RETURNING FOR AFTER SCHOOL FUNCTIONS AFTER GOING HOME ILL**

If a child leaves school ill, they cannot come back for any after school activities, sports, or evening events.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the school Administration at least 5 calendar days before the student's anticipated absence. Students excused for religious reasons will be given an opportunity to make up any homework and tests.

### **MAKE-UP WORK**

If a student absence is excused, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. If a student is absent one day, he/she will have one day to makeup the work missed. If a child is absent for two days, he/she will have two days to makeup the work. Requests for homework to be sent home will be at the discretion of the individual teacher. Homework if made available, must be picked up by a parent. It may also be sent home with a sibling, but cannot be given to another student. If a student absence is unexcused, work determined by the teacher will be made up after the student returns to school. The student may be required to stay in from recess, after school, attend Homework Program, or miss other classes or specials to receive the missed instruction.

### **LATE STUDENT PICK-UP FEES**

A late fee of \$1.00 per student, per minute, will be charged if a student is picked up 5 minutes after the scheduled dismissal time. This policy applies in all situations including the regular 3:00 p.m. dismissal days, 2:00 p.m. dismissal on certain days as noted on the School Calendar located in the back of this handbook, 4pm dismissal for any child who remains after school for after school programs or activities, or any other later dismissal for any activities or events taking place. Payment is due at the time of the student pick-up.

### **TARDY PROCEDURES**

We ask that parents call if they know their child will be tardy. If a child is not in school and is not called in absent, the child is considered truant and this is noted on the permanent record. If a student is tardy more than 5% of school attendance days, they will be considered a chronic truant and the proper authorities will be notified. A child will be marked tardy if they arrive 5 minutes late. When a child is tardy, they are to check-in at the front office before heading to class.

### **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Per Illinois State Law, students who miss 5% or more of the 174 regular school days without valid cause (an excused absence) are considered chronic truants. Truancy letters will be mailed home at the end of the 1st, 2nd, and 3rd quarter. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists, the school district will take further action. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **LEAVING SCHOOL GROUNDS**

No child is allowed to leave the school or the school grounds without the permission of the parents/guardian. In the event the parents/guardian must remove a child from school before the end of the school day, a note signed by the parent/guardian must be brought to the school office, or a note must be written in the child's assignment notebook, or a phone call must be made to the school office no later than in the morning before the start of the school day. We ask that you not call mid-day to request to have your child dismissed early, as it disrupts the classroom learning. The parent/guardian is asked to come into the school office to pick up their child.

### **HOMEWORK**

Homework is an important part of our school's academic program. It allows additional opportunities to practice what has been taught in school and to strengthen skills. Homework is also important in preparing the students for high school. Completing homework on time and in a proper manner is the responsibility of the student. All assignments are to be turned in on the date they are due. Any late assignment will not receive full credit. No credit will be given for work submitted after the unit test on related material is given. All students should have some homework every night and parental involvement in this area is vital. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Parents are required to check over their child's assignment notebook daily to see that the work is completed. Current grades are always available online in TeacherEase (Grades 1 through 8).

### **GRADING**

School report cards are issued to students 4 times a year at the end of each quarter. Midway through each grading period, teachers send progress reports to parents. Primary and Intermediate grade reports will be sent home with students. Junior High reports will be mailed. Please see the School Calendar located in the back of this handbook for end of 1st, 2nd, 3rd, and 4th quarter dates for report cards, and mid-quarter dates for progress reports. Preschool report cards are sent home twice a year in January and May.

### **PERFECT ATTENDANCE**

Perfect attendance is calculated based on a student not marked absent or tardy for the quarter, or leaving during the school day and returning, or leaving prior to the end of the school day.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences will be scheduled in October and February of each year. However, parents are encouraged to contact the classroom teacher at anytime should a problem arise. Teachers will do their utmost to keep parents informed at all times. Please see the School Calendar located in the back of this handbook for parent/teacher conference dates and times.

### **STANDARDIZED TESTS**

Students and parents/guardians should be aware that students will take standardized tests as noted on the School Calendar, located in the back of this handbook. The Measurement of Academic Progress (MAP) and AIMSweb are administered three times per year. The tests are administered in the early Fall, Winter, and late Spring. These tests measure student achievement from one year to the next in the areas of reading, language arts, and mathematics. The State of Illinois also requires that students participate in the Illinois Assessment of Readiness (IAR) testing, and the Illinois Science Assessment (ISA) testing.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year.
- Ensure students get a good night's sleep the night before exams.
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
- Remind and emphasize for students the importance of good performance on standardized testing.
- Ensure students are on time and prepared for tests with appropriate materials.
- Teach students the importance of honesty and ethics during the performance of these and other tests.
- Encourage students to relax on testing day.

## **PROMOTION**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **HOME & HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school because of a medical condition may be eligible for instruction in the student's home or hospital, or remote learning can be implemented.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

## **GRADUATION**

A student is eligible for 8th grade graduation from Rosemont Elementary School after successfully completing the educational program adopted by the Board of Education. Student participation in graduation ceremonies is at the discretion of the school Administration. The valedictorian and salutatorian are selected by averaging all final numerical grades at the end of the Junior High years (Grades 6, 7, 8). Please see the School Calendar located in the back of this handbook for graduation ceremony dates and times for both 8th grade students as well as Kindergarten students.

## **SCHOOL CLOSINGS/SCHOOL MESSENGER SYSTEM**

The Superintendent will make a decision on the closing of school (heavy snowfall, boiler breakdown, health emergency, etc). Parents will be notified by School Messenger whenever there is a school closing. If a heavy snowfall should begin after 8:30 a.m. children will not be dismissed until normal dismissal time. In the event of a tornado warning at 3:00 p.m. children will remain at school until the warning is lifted. In order to receive these important messages via our school messaging system, please notify the school if your phone numbers have changed.

## **BUS TRANSPORTATION, STUDENT DROP OFF & VISITOR PARKING**

### **BUS TRANSPORTATION OVERVIEW & SCHEDULE**

The Board of Education provides a bus for transportation of students living outside the residential area. There is also a bus stop inside the residential area. Bus eligibility is based solely on where a student lives. Students in the 4-year Preschool are permitted to ride the bus to school in the morning, however there is no bus service for the 4-year Preschool dismissal. There is no bus service for students in the 3-year preschool program. The Bus Schedule approximate pick-up times and locations is as follows:

7:55 a.m. - Pickup at 9504 Glenlake Avenue Bus Stop

8:05 a.m. - Pickup at Executive Condos Bus Stop (across from the playground)

8:10 a.m. - Pickup at Devon/Kirschhoff Bus Stop

On certain days an early bus run at 7:05 a.m. will be available for Band students, Drama Club students, Junior High Homework Program and RTI students. Students who need to come early for other teacher specified reasons are also eligible to ride the bus.

### **BUS CONDUCT**

Students are expected to follow all school bus rules when riding the school bus. These rules apply when riding the bus to and from school, as well as on school field trips, or athletic events. The discipline policy set in place applies to bus conduct. A student may be suspended from riding the bus for up to 10 consecutive school days for violating any of the school Bus Rules. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent/guardian to notify the school that the student does not have alternate transportation.



## **BUS RULES**

- \*Students are not permitted to ride the bus other than to the bus stop to which they are assigned.
- \*Students are not permitted to ride the bus to a friend's home.
- \*Students are to be at the bus stop 5 minutes before arrival time of bus, dressed properly for the weather.
- \*No standing or playing in the street while waiting for the bus.
- \*Wait to be signaled by the bus driver before crossing the street.
- \*Stay away from the bus until it stops completely and the driver signals you to board.
- \*Enter the bus in single file without pushing.
- \*Take a seat, buckle seat belt, remain seating facing forward at all times.
- \*Hands, arms and head must not extend through the bus windows.
- \*Windows are not to be lowered beyond the safety mark.
- \*Eating and drinking are not allowed on the bus.
- \*Backpacks and other belongings need to remain out of the aisle and away from emergency exits.
- \*Loud conversation, profane language, silence devices, or throwing objects will not be tolerated.
- \*Discourteous actions or threats to the bus driver or other students will not be tolerated.
- \*Dangerous objects or pets may not be transported.
- \*Always listen to the bus driver's instructions.
- \*Wait for the bus to come to a complete stop before standing up to exit.
- \*Stay out of the danger zone next to the bus so the bus driver can see you.
- \*Never run back to the bus, even if you dropped or forgot something.
- \*No cell phones, smart watches, or personal electronic devices are to be used while riding the bus.
- \*Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

## **STUDENT DROP OFF & PICK UP**

Signs indicating the required traffic patterns for student drop off and pick up must be followed. The drop off and pick up lane is intended for that purpose only. At anytime throughout the school day, if you need to physically get out of your vehicle to help your child, or to enter the building, **you must use a designated parking spot.** Vehicles located in illegal locations will be ticketed.

## **VISITOR PARKING**

The school has ample legal parking spots in both the front and back parking lots for visitors. Vehicles may not be parked, or stopped, in any other areas other than a legal parking spot. Vehicles may not be parked or located in the bus lanes or in front of the building entrances. If you need to come in to the school to drop off an items for your child, or pick up your child, **you must park in a legal parking spot.** Vehicles located in illegal locations will be ticketed.

## **PRIMARY GRADES** **Preschool through 2nd Grade**

### **TEACHERS**

3-Year Preschool:	Mrs. Kathleen Dermody
4-Year Preschool:	Mrs. Kathleen Dermody
Teacher Aide:	Mrs. Lourene Solarz
Teacher Aide:	Mrs. Daisy Idefonso
Kindergarten:	Miss Cathleen Pope
	Mrs. Hannah Banaszak
Teacher Aide:	Mrs. Danielle Calka
First Grade:	Mrs. Kate Gilhooly
	Miss Lauren Pusateri
Second Grade:	Mrs. Kristen Hines
	Mrs. Nicole Swanson
Art:	Mrs. Christine Vogel
Music:	Mr. Scott Lindstrom
Physical Education/Health:	Mrs. Sarah Rhodes
Spanish:	Ms. Felicia Rivas
Learning Center:	Mrs. Lourene Solarz
Social Worker:	Mrs. Janet Kester
Speech & Language:	Ms. Karen Allen



## **OVERVIEW**

The Primary Grades (Preschool-Grade 2) maintain the philosophy that a nurturing environment coupled with educational and social-emotional growth resources available will promote each child's unique learning development.

## **READING/LANGUAGE ARTS**

The McGraw-Hill Wonders reading series integrates reading, writing, speaking, and listening components in a balanced language arts program. The writing process includes story organization, rough draft, edit, and revised final copies. Online resources such as Accelerated Reading (AR), Star Reading, IXL Spelling, and EPIC are used as needed.

## **MATHEMATICS**

The *My Math* Math series, aligned to the Common Core State Standards (CCSS) is taught in Grades K-2. Online resources such as IXL Math, Star Math, Xtra Math, or Freckle Math are used as needed.

## **SCIENCE/SOCIAL STUDIES**

Teachers present age-appropriate lessons to cover Common Core State Standards (CCSS) topics in community and STEM activities. The scientific method to investigations is also taught.

## **PHYSICAL EDUCATION/HEALTH**

Physical activity is a very important part of a young child's daily life and is provided during Physical Education classes four days a week. The fifth day is devoted to health class. Grades 1 and 2 participate in swim class two days a week. (Note: There will be no swim for the 2021-22 school year due to the new school building construction.)

## **FOREIGN LANGUAGE**

The Spanish foreign language program is introduced starting in Kindergarten and is designed to help children develop a foundation for subsequent foreign language study including listening, speaking, reading, and writing.

## **FINE ARTS**

The principles and elements are introduced beginning in Preschool. Students are encouraged to explore the Fine Arts using a variety of media and instruments to create 2D and 3D musical works of art.

## **TECHNOLOGY**

Students in Kindergarten through 2nd grade are afforded the opportunity to use 1:1 Chromebooks. Keyboarding, word processing, utilizing search engines and researching using online tools are introduced and reinforced.

## **INTERMEDIATE GRADES** **3rd, 4th, and 5th Grade**

### **TEACHERS**

Third Grade:	Miss Amanda-Ann Beniaris
Fourth Grade:	Miss Brittany Hurst Miss Erin Purcell
Fifth Grade:	Mrs. Victorine Cline Mrs. Kathleen Guzaldo
Spanish:	Ms. Felicia Rivas
Art:	Mrs. Christine Vogel
Band/Music:	Mr. Scott Lindstrom
Physical Education/Health:	Mrs. Sarah Rhodes (3rd Grade) Mr. Cameron Stephens (4th & 5th Grade)
Learning Center	Mrs. Lourene Solarz
Social Worker:	Mrs. Janet Kester
Speech & Language:	Ms. Karen Allen





## **OVERVIEW**

The Intermediate Grades at Rosemont Elementary School are composed of students in Grades 3, 4, and 5. It is the school's philosophy that by continuing a nurturing environment in the classroom, and by providing developmentally appropriate opportunities for independence and choice, students will continue to develop the personal growth and skills, attitudes, and understandings which will provide a basis for personal and academic success.

## **READING/LANGUAGE ARTS/WRITING**

The reading program includes the Wonders reading series, children's novels, Accelerated Reader, and wide reading of materials chosen by the individual child under teacher direction from both the Learning Center and classroom libraries. The Learning Center staff provides support to the classroom teacher in the development of library skills, and the familiarization of various literary types. There is an emphasis on developing grammar skills and writing for a variety of purposes. A special effort is made to integrate reading, writing, speaking, and listening components throughout a balance language arts program. Interventions are provided as needed. The encouragement of the love of reading is a prime focus of the intermediate grades language arts curriculum.

## **MATHEMATICS**

Mathematics at the Intermediate Grade levels is intended to develop problem-solving skills. Children continue to use hands-on problem solving strategies, real life experiences, and patterning to develop mathematical concepts and abilities. Although computation skills continue to be emphasized, calculators may be used in appropriate situations. Mental math and estimating abilities are stressed. IXL Math is utilized to practice and strengthen overall math skills. Interventions are provided as needed to help each child achieve maximum growth in mathematics.

## **SCIENCE/SOCIAL STUDIES**

The science curriculum of the Intermediate Grades includes a study of life, physical and earth sciences. Hands-on experiments develop an understanding of the scientific method. The social studies curriculum develops knowledge and understanding of the world in which we live. There is an overall emphasis on geography, U.S. history, economics, and government in the Intermediate Grades.

## **PHYSICAL EDUCATION/HEALTH**

Physical Education classes are conducted for children in the Intermediate Grades, with at least one of these days devoted to swimming and health class. For swimming, all girls must wear a one-piece swimsuit. Students in 4th and 5th grades will need to have a school gym uniform. Students in 5th grade will need to have a school swim uniform. Students have the option to purchase their swimsuit from the P.E. department or on their own. Swimsuits purchased on own must be dark blue or black. Grade 5 also require a Polar heart rate monitor strap. Gym/swim uniforms and heart rate monitor straps are purchased from the school at the time of registration. Students will be required to dress in uniform for class on a regular basis, or points will be deducted. Students will also participate in fitness testing twice a year in the fall and spring. (Note: There will be no swim or the 2021-22 school year due to the new school building construction.)

## **FOREIGN LANGUAGE**

The Spanish foreign language program is designed to help children develop a foundation for subsequent foreign language study including listening, speaking, reading, and writing. It is also aimed at developing an interest in foreign language and the various cultures in which Spanish is the primary language. The program is geared to introduce vocabulary, phrases, conversational dialogue, reading novels, writing and culture. Besides the language aspect of Spanish, another goal is to develop a cultural awareness, specifically with how it applies to our ever changing and increasing global environment.

## **FINE ARTS**

Students in the Intermediate Grades are introduced to the principles and elements of Art. The students experience utilizing various techniques and mediums that include line, shape, form, color, value, texture, and space, to create drawings, paintings, clay sculptures, and design. Students are encouraged to explore the Fine Arts using a variety of media and instruments to create 2D, 3D, and musical works of art.

## **BAND/MUSIC**

Classes will explore aspects of music such as singing, alone and with others, a varied repertoire of music, performing on instruments, alone and with others, improvising melodies, variations, and accompaniments, composing and arranging music within specified guidelines, reading and notating music, listening to and analyzing music, evaluating music and music performances, understanding relationships between music, the other arts, and disciplines outside the arts, understanding music in relation to history and culture.

Students in grade 3 will learn to play a recorder instrument. In fourth grade, students will learn to play a band instrument as part of the general music curriculum. After winter break, students can choose if they will continue performing with the band. Once a student has begun the semester in band, they must remain in the band for the entirety of that semester. The Cobra Band will be comprised of any fourth grade student participating in band. Cobra Band students will have two rehearsals and one lesson time during the school day each week. The Wind Ensemble will be comprised of any fifth grade student participating in band. Wind Ensemble students will have one rehearsal and one lesson time during the school day each week. Students starting band in fifth grade or higher will join a band and/or lesson group at the discretion of the music teacher. Attendance at all school concerts is mandatory.

## **TECHNOLOGY**

Students in 3rd through 5th grades are afforded the opportunity to use 1:1 Chromebooks in the classroom and computer lab. Keyboarding, word processing, utilizing search engines and researching and practicing skills using online tools are part of the curriculum provided.

## **GRADING SCALE**

99 - 100	A+	83 - 84	C+
95 - 98	A	79 - 82	C
92 - 94	A-	77 - 78	C-
90 - 91	B+	75 - 76	D+
87 - 89	B	72 - 74	D
85 - 86	B-	70 - 71	D-

Current grades in all subjects are available online in TeacherEase.

## **YEAR END AWARDS**

4th & 5th grade students will be a part of the Junior High Year End Awards Assembly, and based on participation, will be presented with a Rosemont "R" along with individual awards for Band, Presidential Youth Fitness, and Sports.

## **JUNIOR HIGH GRADES** **6th, 7th, and 8th Grade**

### **TEACHERS**

Language Arts (7 & 8):	Mr. Ryan Rhodes
Language Arts/Math (6):	Mrs. Deanna Wisniewski
Math (7 & 8):	Mrs. Julie Fritz
Science:	Mrs. Anne Tondola
Spanish:	Ms. Felicia Rivas
Social Studies:	Mr. Peter Schaul
Art:	Mrs. Christine Vogel
Band/Music:	Mr. Scott Lindstrom
Physical Education/Health:	Mr. Cameron Stephens
Health (7 & 8)	Mrs. Sarah Rhodes
Learning Center:	Mrs. Lourene Solarz
Social Worker:	Mrs. Janet Kester



## **OVERVIEW**

The Junior High at Rosemont School is composed of students in grades 6, 7, and 8. Each Junior High student is assigned a homeroom teacher. It is this homeroom teacher's relationship with the students, which continues to offer the basis for personal growth and development, positive school attitudes and the necessary organization for Junior High students to be successful now that they have a different teacher for most classes.

## **READING/LANGUAGE ARTS**

Reading instruction at the Junior High level has a process orientation. Building vocabulary and increasing comprehension are both emphasized through the use of a wide range of strategies. The materials used for instruction are many. The use of novels, a literature anthology and nonfiction articles form the core of the reading program. The curriculum also includes a variety of language experiences in the areas of writing, listening, and oral communication. These skills are emphasized through the writing of narration, persuasion, and exposition essays. Listening and oral communication are taught through direct instruction, presentations, and speeches.

## **MATHEMATICS**

The Mathematics program reflects the importance of mathematical literacy. Math topics are introduced, maintained and extended, in the areas of whole numbers, fractions, decimals, estimating, problem solving, measurement, geometry, percent, graphs, integers, and rational numbers. The study of Algebra is woven throughout the curriculum. In all strands the students are encouraged to reason mathematically and to have confidence in their ability to do mathematics. The appropriate use of the scientific calculator is stressed in all classes. Goals are set for each quarter during the school year. Individual interventions are provided as needed to help each child achieve maximum personal growth.

## **SCIENCE**

The Science program examines one basic area at each level. 6th graders are introduced to earth science, which covers such topics as astronomy, geology and the history of our planet. 7th graders study life science, which includes such topics as the structure and function of cells and the principles of heredity. 8th graders study physical science exploring the laws of motion, simple machines, leverage, and the properties of matter. Students in grades 6, 7 and 8 will learn scientific principles through a myriad of experiences in the science lab. Students in 7th grade participate in the annual Invention Convention.

## **SOCIAL STUDIES**

The Social Studies program is designed to give the students skills to help them form global concepts about the world. These skills include understanding historical events, utilizing maps, globes and charts, and forming an educated opinion about events in the past and their relationship to the present. We begin the study of World Regions and Cultures in 6th grade and the focus of 7th & 8th grade is United States History. Throughout the Social Studies program students also learn Geography, Sociology, and Economics. Students in 6th grade participate in the annual Social Studies Fair, and the class trip to Springfield, Illinois. Students in 8th grade participate in the class trip to Washington, DC.

## **FOREIGN LANGUAGE**

The Spanish foreign language program is designed to help children develop a foundation for subsequent foreign language study including listening, speaking, reading, and writing. It is also aimed at developing an interest in foreign language and the various cultures in which Spanish is the primary language. The program is geared to introduce vocabulary, phrases, conversational dialogue, reading novels, writing and culture. Besides the language aspect of Spanish, another goal is to develop a cultural awareness, specifically with how it applies to our ever changing and increasing global environment.

## **HEALTH/PROTECTIVE BEHAVIORS**

This program stresses the importance of making responsible decisions, selecting a healthy life style, mental and emotional health, and becoming health conscious. Topics of instruction include: first aid, CPR, body systems, relationships, disease control and prevention, environmental health, drug education, AIDS and STDs, and human growth and development.

## **ART**

Students continue to explore the process of visual art through the elements and principles of design to create 2D & 3D works of art. Drawing, painting, and pottery are all incorporated into art instruction.

## **PHYSICAL EDUCATION**

A comprehensive curriculum including team sports, individual and dual sports, recreational activities, life survival, physical fitness, and exercise physiology is offered. Students are expected to develop or improve physical skills, understand better the skill techniques, understand rules and strategies of various activities, and maintain or develop a positive attitude toward being physically active. While attitudes and behaviors are regularly assessed, skill performance and/or knowledge of content form the basis for student evaluation. All junior high students who do not already have a school gym and swim uniform, and Polar heart rate monitor straps must purchase these items at the time of school registration, and will be required to dress in uniform for class on a regular basis (swim uniforms can be purchased on own, but they must be dark blue or black, and one piece suits for girls). Not dressing in the appropriate uniform will cause grades to drop. Students are not allowed to share uniforms. Fitness testing will be completed twice a year in the fall and spring. (Note: There will be no swim for the 2021-22 school year due to the new school building construction.)

## **MUSIC**

Students develop skills, creative thought and aesthetic awareness through music. Through verbal and visual experiences, exploring various media, studying problem solving, learning new vocabulary and applying knowledge on projects, students are encouraged to grow in these areas. Individual growth is encouraged through appealing and purposeful experiences.

## **CONCERT BAND**

The Rosemont Concert Band is made up of students in grades 6-8. This is an elected class, which will meet for rehearsals during one period everyday. Once a student has begun the semester in band, they must remain in the band for the entirety of that semester. During daily rehearsals, students will learn breathing exercises, playing techniques, note and rhythm reading skills, and rehearse and perform a variety of wind band repertoire. Concert attendance is mandatory. Each student in the Concert Band will receive at least one individual lesson before school per quarter. Students are expected to arrive promptly for their lesson and if not, the lesson may be rescheduled for another day.

## **TECHNOLOGY LAB**

Our Technology Lab is a computer driven Junior High program that provides multi-sensory experiences for students through audio, video, software, text, and hands-on experiences. This program transfers the responsibility for learning to the student. This is achieved through cooperative learning where paired students rotate through exciting curricular topics located at workstations, using computers, video, hands-on activities, and other materials.

## **PATHWAYS PROGRAM**

The Pathways program is designed to provide students with the opportunity to participate in band, as well as obtain useful study skills by learning how to set goals, get organized, and communicate effectively. Later in the year, students will be able to explore a variety of topics that span multiple subject areas. The pathways program is graded on a 5-1 scale shown below.

5 - Exceeded Expectations  
4 - Met Expectations

3 - Approached Expectations  
2 - Partially Met Expectations  
1 - Did Not Yet Meet Expectations

## **GRADING SCALE**

99 - 100 A+

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95 - 98 A

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92 - 94 A-

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90 - 91 B+

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87 - 89 B

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85 - 86 B-

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83 - 84 C+

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79 - 82 C

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77 - 78 C-

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75 - 76 D+

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72 - 74 D

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70 - 71 D-

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Current grades in all subjects are available online in TeacherEase.

The following subjects are averaged to calculate Honor Roll:

Grade 6

Language Arts, Reading, Math, Physical Education, Science, Social Studies, Spanish.  
Specials: Art, Health, Music (averaged into one grade, with one subject per quarter).

Grades 7 - 8

Language Arts, Reading or Spanish, Math, Physical Education, Science, Social Studies.  
Specials: Art, Health, Music, Tech Lab (one subject per quarter).

**QUARTERLY AWARDS**

Students will be recognized at the quarterly awards ceremony for their academic achievement. The quarterly honor roll will be calculated in the following manner (any student who receives a D or an F in any class, or more than one C in a class, will be excluded from the honor roll): High Honor Roll - 95% and above; Honor Roll - 85% and above.

**YEAR END AWARDS**

Academic Scholarship Award: All students achieving high honor roll for 4 out of 4 quarters will receive a scholarship pin.

Academic Achievement Award: All students achieving a combination of honor roll or high honor roll 4 out of 4 quarters will receive the lamp of knowledge pin.

Perfect Attendance Award: Perfect attendance pin will be awarded to any student not marked tardy or absent, or mid-day early departure, for the entire school year.

Band Awards: Years of band service pins will be awarded.

8th Grade Band Scholarship Award: \$200.00 will be awarded to students who have stayed in band throughout 8th grade, and their final class schedule includes being enrolled in Concert Band in High School.

Presidential Youth Fitness Award: Students earn this award for scoring in the healthy fitness zone in all five areas of health and related fitness.

Other Awards: Students will also receive awards for participation in Patrol, Choir, Drama, Recycling, Sports, and various clubs.

**RESOURCE PROGRAMS**

**TEACHERS**

Resource Teacher:	Miss Jamie Williams
Speech & Language:	Ms. Karen Allen
Reading Resource:	Mrs. Lisa Maltais
Math Resource:	Mrs. Kate O'Donnell
Social Worker:	Mrs. Janet Kester
Enrichment Teacher:	Mrs. Lisa Maltais
ELL Teacher:	Mrs. Carolyn McAleer
Early Childhood Special Ed Teacher:	Mrs. Kelly Baran



**BEHAVIOR SUPPORT SERVICES**

The Behavior Support Services combine the services of the social worker, and the behavior support resource teachers to help children develop the social behaviors that are prerequisite to a successful school experience. Services are designed to increase the range of positive behaviors available to children and their parents and teachers who work with them.

### **LEARNING SUPPORT**

Learning Support is a multi faceted program designed to help children overcome weaknesses in their academic areas while maintaining adequate academic progress so they can profit from the variety of educational experiences offered to them. Efforts are made to strengthen areas of weaknesses and to learn strategies so that the children can learn independently. Classroom teachers are aided in developing programs that match the child's learning style. Parents are helped to gain the skills they need to deal positively with their child's strengths and weaknesses.

### **SPEECH AND LANGUAGE SUPPORT**

Speech and language support is available to students with problems in receptive or expressive language, voice, fluency, appropriate use of language, and articulation. The impact of the speech and language problems on social adjustment and classroom performance is carefully considered. In addition to individual or small group therapy, speech and language stimulation within the classroom setting is provided.

### **STUDENT SERVICES TEAM**

The Student Services Team, comprised of supportive services personnel, meets weekly to discuss the progress of individual students. Plans are developed to insure that all children are receiving instruction which is appropriate for them. Rosemont School is a member of the Leyden Area Special Education Cooperative Services (LASEC) which provides school psychologists, occupational and physical therapists, and hearing and vision educators.

### **LEARNING CENTER**

The students of Rosemont School have full access to library services and books. Students receive library skill instruction and book talks to enhance the appreciation of literature. The Learning Center staff plans and implements units of study to effectively combine the curriculum with Learning Center resources and activities.

### **ENGLISH AS A SECOND LANGUAGE**

Children who attend Rosemont School with English as the second language in their home are provided language support. The State requires the district to collect information on a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency. Once identified, the child will be given the State of Illinois "ESL-ACCESS," test every year until he/she meets the state requirements. Services are provided to students on a pull-out/push-in basis.

### **TITLE I PROGRAM – READING RESOURCE**

Rosemont School receives Title I funds which are used to supplement the salary of our Reading Resource teacher. Working with students in grades Kindergarten through 8 who need additional support in reading. Parent and teacher communication in the program is facilitated with progress reports and a contract, which is signed in the fall of each school year. This program highlights the efforts of home and school working together for reading improvement.

### **RESPONSE TO INTERVENTION (RTI)**

In accordance with Illinois Admin. Code 226.130, school districts in Illinois are required to use a process that determines how a student responds to scientific, research-based interventions when determining whether that student is or continues to be eligible for special education services under the category of a specific learning disability. Like many other districts in Illinois, Rosemont School will be using their resources to provide interventions for students who struggle in the classroom.

### **STUDENT IMPACT REGARDING RTI**

Parents will be informed of how students perform on nationally normed assessments and state level testing through teacher communication, conferences, and district mailings. These assessments include, but are not limited to: Illinois Assessment of Readiness (IAR) testing, AIMSweb curriculum based measurement testing, Measure of Academic Progress (MAP) testing, assessments from grade level core curriculum, and STAR assessments.

If a student performs below average on these assessments, teachers will inform parents of an academic area of concern and what steps can be taken to help improve student performance. A schedule will be created for the individual student that is least invasive to the child's education, yet will allow teacher intervention in the area of concern. This intervention may require a student to miss other classes or specials. If a student does not show growth after receiving intervention in those targeted areas, then parents, teachers, and school specialists will intervene to discuss extra support or special education services.

### **COMMUNITY RESOURCES**

From time to time, there may be a family in need of some additional support beyond what the school can provide. Listed below are some local agencies that have crisis workers available 24/7 to address your family's needs. Please do not hesitate to contact our School Social Worker for additional resources specific to your family's or student's needs.

Leyden Family Services: 847-451-0330  
Resurrection Crisis Line: 708-681-4357  
CARES Hotline: 800-345-9049

### **ENRICHMENT OPPORTUNITIES**

Enrichment opportunities are offered to students in grades 3-5 who demonstrate special abilities and/or unique talents in all areas of learning. Student eligibility is based on a matrix, taking into consideration the following criteria: test scores on the MAP, IAR, academic grades and teacher recommendation. Activities are individualized and coordinate with the grade level curriculum. A major goal of the program is to provide critical and creative thinking experiences.

### **LITERACY ACTIVITIES FOR FAMILIES - L.A.F.F.**

L.A.F.F. is a family-oriented program that meets four times during the school year. This program encourages family reading time along with a wide variety of arts, crafts, and/or computer activities. Families with children in grades Pre-K through 5 have the opportunity to sign-up to participate in this fun and exciting program. Information regarding L.A.F.F. will be sent home before the first meeting. Parents are asked to sign-up in advance in order to coordinate the program's materials and activities. Please see the School Calendar located in the back of this handbook for L.A.F.F. dates and times.

## **EXTRACURRICULAR ACTIVITIES**

### **GRADES 1 - 8 ACTIVITIES**

Rosemont School extracurricular activities meet regularly before school, after school, and on occasion during lunch recess time. Activity timelines are created so that students will have an opportunity to select several. Activities include Swim Club (tryouts for Grades 1 through 5), and Leyden-Norwood Athletic Conference Sports including Basketball, Volleyball, Softball, Soccer, Cross Country and/or Cheerleading (tryouts for Grades 5 through 8). Whether or not a child participates in extracurricular activities is dependent upon parent permission, child's interest, ability in the activity, and the child maintaining satisfactory grades. (Note: Swim Club will not be offered during the 2021-22 school year due to the construction of the new school building.)

### **JUNIOR HIGH ACTIVITIES**

Junior High students are encouraged to widen their scope of activities to pursue their expanding interests, learn about new areas, and develop skills. Rosemont Elementary School offers all Junior High students the opportunity to participate as much as possible, provided students maintain satisfactory grades. Additional activities include: 8th Grade Class Officers and Student Council, Bucket Drumming Ensemble, Drama Club, Safety Patrol, Recycling, and Scholastic Bowl.

### **ATTENDANCE REQUIREMENTS FOR PARTICIPATION**

Students must attend school for the full day to participate in any after school activity, including sports and dances. An authorized medical note, or approval by school Administration, are the only exceptions to this rule. We encourage all medical appointments to be made after school as much as possible. State Law requires full compliance with this ruling. Children who do not comply will be excluded from classes by State Law.



### **ACADEMIC REQUIREMENTS & ATTENDANCE - JR. HIGH HOMEWORK PROGRAM/RTI**

Homework Program (7:15 a.m. to 8:15 a.m. - Monday through Thursday) for 5th to 8th grade students is required for all students that have two D's or one F based on the weekly eligibility report. The expectation is that all students behave appropriately and therefore, the following disciplinary procedures will be in place. If a student receives three verbal or written warnings from the Homework Program teacher in one quarter, they will be removed from Homework Program for the remainder of that quarter and will no longer be allowed to participate in extracurricular activities. After a student has been removed due to three warnings, they may attend Homework Program during the following quarters, however, if their behavior does not improve, they can be removed without any notice. RTI services for Junior High students will also take place Monday through Thursday mornings from 7:45 a.m. to 8:15 a.m.

If a student misses a required Homework Program or RTI session, or has chronic tardies, they will be required to attend either the Primary Homework Program after school from 3:00 p.m. to 4:00 p.m. on the day missed, or they may be asked to attend the next morning, as determined by school administration. If a student misses a required session, they will not be permitted to participate in after school events, including extra-curricular activities and sports, on the day they missed either Homework Program or RTI. A student write-up will also be issued for every no show session. If a student misses 3 homework program and/or RTI sessions, they will be required to serve a Reflection Period from 3:00 p.m. to 5:00 p.m. on the next Wednesday.

### **DISCIPLINARY REQUIREMENTS FOR PARTICIPATION**

Any student serving a Wednesday Reflection from 3:00 p.m. to 5:00 p.m. will not be permitted to participate or attend any extra-curricular activities on that day.

### **REQUIREMENTS FOR PARTICIPATION IN SPORTS & CLUBS**

Illinois State Law and the Illinois Elementary School Association (IESA) requires that any child participating in Leyden-Norwood Conference Sports (Basketball, Volleyball, Softball, Soccer, Cross Country, Cheerleading) must submit an IESA Pre-Participation Examination Form and a Student/Parent Consent and Acknowledgement Form regarding Concussions to the athletic department by the first day of school. These forms can be found on the school website. Any student wanting to tryout for Swim Club, must have a current State of Illinois Health Child Examination on file in the school office. Parents and players must sign and return the "Code of Conduct" forms in order to participate in Leyden-Norwood Athletic Conference sports.

### **YOUTH SPORTS CONCUSSION SAFETY ACT**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including tryout, practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **BUS TRANSPORTATION FOR SPORTING EVENTS**

To ride the school bus to an after school event as a fan/spectator (playoff games only, not regular season games) student must present a note signed by the parent/guardian on the morning of the event to the school office, approved by the school Administration. Students will be expected to return on the school bus unless they have a signed note from their parent/guardian indicating alternative ride arrangements home.

## **PARENT VOLUNTEER GROUPS**

### **BENEFIT CLUB**

The Benefit Club of Rosemont School is a volunteer parent group, which works to provide a variety of fundraising activities throughout the school year. The purpose of the organization is to aid in promoting the educational and recreational opportunities and the general welfare of the youth of School District 78. Every family is encouraged to join Benefit Club. Dues are \$5 per family, per school year. Meetings of the members are held 5 times throughout the school year. Please see the School Calendar located in the back of this handbook for Benefit Club meeting dates and times.

Officers: President: Vanessa Cooper  
Vice President: Arielle Stephens  
Treasurer: Kristina Monaco  
Secretary: Meghan Carrillo



## **ROOM PARENTS**

Parent volunteers are sought to serve as room parents for grades K - 4. Room parents help with various parties, special activities, and field trips throughout the year.

## **RESIDENCY REQUIREMENTS & ELIGIBILITY**

### **RESIDENCY REQUIREMENTS**

A child who is a bona fide resident of School District 78 shall be eligible for enrollment in any school which may be operated by or on behalf of School District 78 provided that the child meets all other applicable criteria for enrollment in the school. Residency of a child for purposes of determining whether the child is a bona fide resident of School District 78 shall be based on the domicile of the child's parents or legal guardians. If a child's parents are, unmarried, legally separated, or divorced, then the child shall be considered to be a resident of School District 78, if the parent having legal custody of the child (nightly abode) has established his or her domicile within the School District boundaries. If a legal guardian other than a child's parents has been appointed for a child, then the child shall be considered to be a resident of School District 78 if the child's legal guardian has established his or her domicile within the School District. To establish proof of legal guardianship or custody, a court order must be provided (or any other document which the Superintendent determines that a child is a bona fide resident of the School District).

### **MILITARY SERVICE OBLIGATION**

If a pupil's change of residence is due to a military service obligation of the person with legal custody of the student, he/she may, with a written request from a legal custodian, maintain his/her residency as determined prior to military obligation.

### **REQUIRED REGISTRATION DOCUMENTS**

The following documents are required in order to prove residency and register your child for school:

- Your child's original birth certificate (county issued, not hospital).
- Parent drivers license.
- Proof of residency - Your most recent real estate tax bill or current apartment lease.  
(If you have a lease extension, it must be attached to the original lease.)
- Proof of residency – Your most recent electric bill or gas bill.
- Proof of immunizations – Your child's most recent State of Illinois Child Health Examination report.

### **PRESCHOOL & KINDEGARTEN AGE ELIGIBILITY**

Our Preschool program provides learning to children who are 3 or 4 years old on or before September 1st (Illinois state law). The 4-year program is Monday through Friday from 8:30 a.m. to 11:00 a.m. The 3-year program is Monday through Friday from 12:15 p.m. to 2:45 p.m. Children must be fully potty trained to be eligible.

Children are eligible for Kindergarten if they are 5 years old on or before September 1st (Illinois state law). Kindergarten is a full day program Monday through Friday from 8:30 a.m. to 3:00 p.m., with an instructional program that fulfills the District's curriculum and goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.

### **PRESCHOOL SCREENING**

Rosemont School conducts a Preschool Screening every year. Children who expect to enroll in Preschool should participate in the Preschool Screening.

## **SCHOOL FEES, WAIVER OF STUDENT FEES & MEAL COSTS**

### **SCHOOL FEES**

Registration Fee: \$70.00 per student (Preschool through 8th grade)

*(Registration fees for students on the state lunch program are \$10.00 per student - excluding preschool)*

Kindergarten Graduation Fee: \$35.00 per student

8th Grade Graduation Fee: \$95.00 per student

Student Technology Fee & Chromebook Loan: \$50.00 per student (Grades K through 8)

Gym Uniform Fee: \$26.00 (Grades 4 through 8) - \$13 each for shirt and shorts

Swim Uniform Fee: \$25.00 (girls); \$30.00 (boys) - (Grades 5 through 8) - (Note: There will be no swim for the 2021-22 school year due to the new school building construction.)

Heart Rate Monitor Band: \$20.00 - (Grades 5 through 8)  
Sweatpants: \$17.00 (optional)

All fees must be paid in full at the time of new student registration, or by the set registration deadline for returning students. Late fees apply for registration fees not paid in full by the set deadline (\$10 after 15 days; \$20 after 30 days).

### **WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities, including textbooks, consumable materials, extracurricular activities, and other school fees. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent/guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The school Administration will give additional consideration where one or more of the following factors are present: An illness in the family; Seasonal employment; Emergency situations; Unusual expenses such as fire, flood, storm damage, etc.; When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the school Administration will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the school Administration.

### **STUDENT TECHNOLOGY FEE & CHROMEBOOK INSURANCE**

All students in kindergarten through 8th grade are required to pay a \$50.00 technology fee each school year. This fee covers the cost of the chromebook, charger, stylus, and case. This fee also covers the cost of student chromebook insurance for the school year. Details on this policy can be found on the Student Technology Fee & Chromebook Loan Agreement form that was signed by the parent and student and submitted with the registration paperwork.

### **MEAL COSTS**

Students may purchase lunch in advance using the monthly lunch order form. Daily cost for a lunch is noted on the order form. Free or reduced price meals are available for qualifying students. Applications are available in the front office beginning in July of the prior school year. Students also have the option of bringing a sack lunch from home.

If ordering lunch, please discuss order choices at the time of order and review daily with your child so your child knows if they are to bring a sack lunch or if they have ordered hot lunch. **Students who ordered lunch are expected to eat it.** Sack lunch will be returned on that day if a lunch was ordered.

## **HEALTH & SAFETY**

### **HEALTH EXAMINATIONS & IMMUNIZATIONS**

All students entering Preschool, Kindergarten, and Grade 6, as well as any student new to the district, regardless of the student's grade, are required to submit proof of a physical examination signed by a physician and parent. All immunizations must be listed on the appropriate medical form stating day, month and year of the physical. Proof of immunization against meningococcal disease is required for students in grade 6. A diabetes screening must be included as part of the health exam, though diabetes testing is not required. Students between the age of 1 and 7 must provide a statement from a physician assuring that the student was risk-assessed or screened for lead poisoning.

Failure to comply with the above requirements by the set deadline of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. If a medical reason prevents a student from receiving a required immunization by the deadline, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement must be signed by an appropriate medical professional.

Students interested in participating in any Leyden-Norwood Conference extra-curricular sports must submit the additional required IESA pre-participation examination form, and student/parent consent and acknowledgement form regarding concussions. Please see the Extracurricular Activities section of this handbook for additional requirements and details.

### **DENTAL EXAMINATIONS**

All students entering Kindergarten, Grade 2, and Grade 6 must present proof of a dental exam by the set deadline. The exam must have been performed by a licensed dentist within the last 18 months.

### **VISION EXAMINATIONS**

All students entering Kindergarten, as well as any student new to the district, regardless of the student's grade, must present proof of an eye examination by the first day of school. Eye exams must have been performed within the last year.

### **EXEMPTIONS**

A student will be exempted from the above requirements for any of the following reasons:

- Medical grounds if the student's parent/guardian presents to the principal a signed statement explaining the objection.
- Religious grounds if the student's parent/guardian presents to the principal a completed Certificate of Religious Exemption.
- Health examination or immunization requirements on medical grounds if a physician provides written verification.
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **ACCIDENTS & FIRST AID AT SCHOOL**

If a child is not well enough to remain in school, or if the child complains about his/her physical well-being, they are made as comfortable as possible in the nurse's office and the parent is called and asked to take the child home. In case of an accident, first aid is given. If it is considered serious, or if the child is uncomfortable, a parent is called. In all cases of accidents or illness at school every effort is made to contact the parents, but if unsuccessful and the child needs more than simple first aid, the school will call the paramedics who will transport the child to the hospital if they deem necessary.

### **STUDENT MEDICATION AUTHORIZATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a school Request For Self-Administration of Medication form.

This form shall be filed in the nurse office prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. A parent who needs to have medicine administered at school to his/her child may get this form in the school office or download it from the school website. This includes all over the counter medications, including cough drops, topical cream, etc. No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed form is on file in the nurse office. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **SELF-ADMINISTRATION OF MEDICATION**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school nurse.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school nurse.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **UNDESIGNATED MEDICATIONS**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **EMERGENCY AID TO STUDENTS**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **COMMUNICABLE DISEASES**

The school observes recommendations of the Illinois Department of Public Health regarding communicable diseases as follows:

- Parents are required to notify the school if they suspect their child has a communicable disease, or if one has been diagnosed by a doctor.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
- If necessary, the school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- If necessary, a student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
- The school will provide an email notification to parents when a student is in the same grade as the student who had the communicable disease.

### **HEAD LICE**

The school observes recommendations of the Illinois Department of Public Health regarding head lice as follows:

- Parents are required to notify the school office if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- If necessary, the school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.
- The school will provide an email notification to parents when a student is in the same grade as the student who had the head lice.

### **SAFETY DRILL PROCEDURES & CONDUCT**

Safety drills will occur at times established by the school. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of 3 evacuation drills, a

minimum of 1 severe weather (shelter-in-place) drill, a minimum of 1 law enforcement drill, and a minimum of 1 bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **VOLO ASAP**

All administration, faculty, and staff use the VOLO Asap (Active Shooter Awareness Program) app during the school day. This program allows us to communicate with all staff and public safety with a touch mobile app on our cell phones in case of an emergency situation.

## **SEARCH & SEIZURE**

### **OVERVIEW**

In order to maintain order, safety and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities include school liaison police officers.

### **SCHOOL PROPERTY & EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **STUDENT SEARCHES**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## DISCIPLINE & CONDUCT

### C.O.B.R.A. OVERVIEW

In order to create a positive environment for all at Rosemont School, teachers and staff will be implementing a school-wide PBIS (Positive Behavioral Interventions & Supports) system, which will recognize students for positive behaviors. Throughout the day, students will be acknowledged for displaying appropriate behaviors in any setting of the school. They will have opportunities to win small prizes when following the COBRA rules. This plan is to help recognize students who follow expectations and to promote a positive school community.

#### **C.O.B.R.A.**

C-arving

O-n task

B-eing prepared

R-espectful

A-chieving goals

It is Rosemont School's belief that most misbehavior can be traced back to students not following one of these five expectations of being a student. If a student breaks one of these expectations, a behavior log will be written via TeacherEase.

# Rosemont Behavioral Expectations

Voice levels: 0 = silent, 1 = low, 2 = medium, 3 = high  
All Settings

	Hallway Voice Level: 0	Cafeteria Voice Level: 1-2	Recess Voice Level: 2-3	Bathroom and Locker Room Voice Level: 0-1	Bus Voice Level: 1-2
<b>Caring</b>	<ul style="list-style-type: none"> <li>Compliment others</li> <li>Celebrate peoples' differences</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Let others sit next to you</li> </ul>	<ul style="list-style-type: none"> <li>Include others with others</li> <li>Play fair</li> </ul>	<ul style="list-style-type: none"> <li>Knock before opening bathroom stall door</li> <li>Throw away all trash in trash can</li> <li>Report any problems to teacher</li> <li>Only bring approved swim uniform and gear</li> </ul>	<ul style="list-style-type: none"> <li>Treat others the way you want to be treated</li> <li>Tell the truth</li> <li>Admit mistakes</li> <li>Only bring approved equipment and instruments on the bus</li> <li>Report problems to the driver</li> </ul>
<b>On-Task</b>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Ask questions</li> <li>Use active listening</li> <li>Put materials away promptly</li> <li>Have materials/equipment ready and organized</li> <li>Follow classroom routines for arrival and dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Line up promptly when your teacher arrives</li> <li>Put recess toys away neatly before end of lunch period</li> </ul>	<ul style="list-style-type: none"> <li>Line up promptly when your recess time is over</li> <li>Play safely so that you can be ready to learn in class</li> </ul>	<ul style="list-style-type: none"> <li>Listen to your teacher's directions</li> <li>Always flush</li> <li>Always wash hands</li> <li>Take all belongings with you when you exit the locker room</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the driver during bus drills and emergencies</li> <li>Take all belongings with you when you exit the bus</li> <li>When you exit the bus, go directly to your destination</li> </ul>
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>Participate</li> <li>Exercise self control</li> <li>Clean up after yourself and others</li> <li>Bring only necessary items to school</li> <li>Respond appropriately as directed by an adult</li> <li>Be a helpful bystander</li> </ul>	<ul style="list-style-type: none"> <li>Bring your lunch and milk money</li> <li>Eat your lunch</li> <li>Speak only with others at your table</li> <li>Discard items before end of period (recycle)</li> <li>Raise hand for assistance</li> <li>Have money and food choice ready</li> <li>Stay in seat until dismissed</li> <li>Only bring appropriate items to cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Use good sportsmanship</li> <li>Return recess equipment</li> <li>Stay in the designated playground area</li> <li>Wear safe and appropriate clothing</li> <li>Play appropriate games (no contact sports)</li> </ul>	<ul style="list-style-type: none"> <li>Always keep items in locker</li> <li>Always have gym uniform</li> <li>Take no more than five minutes in the bathroom and locker room</li> <li>Only bring approved gym shoes</li> </ul>	<ul style="list-style-type: none"> <li>Keep the aisle clear</li> <li>Keep food and drinks in your bag while on the bus</li> <li>Sit and stay in the seat assigned to you by the bus driver</li> <li>Follow directions and safety rules</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Work together</li> <li>Raise hand when appropriate</li> <li>Be a committed listener during a conversation (eye contact, not interrupting)</li> <li>Keep hands, feet, and body to self</li> <li>Cover your mouth/welbow when you sneeze or cough</li> <li>Follow adult directions</li> <li>Use appropriate language /tone/content</li> <li>Provide others with personal space</li> </ul>	<ul style="list-style-type: none"> <li>Hold door open for next person</li> <li>Use names when greeting someone</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Keep rocks, sticks, and other objects on the ground</li> <li>Appropriate conversation</li> <li>Play fairly</li> </ul>	<ul style="list-style-type: none"> <li>Quietly wait your turn</li> <li>Respect other's property</li> <li>Respect other's privacy</li> <li>Provide others with personal space</li> <li>Report vandalism</li> </ul>	<ul style="list-style-type: none"> <li>Keep body and objects inside the bus</li> <li>Keep your hands and feet to yourself</li> <li>Be courteous; use appropriate language, tone, and volume of voice</li> <li>Keep the bus clean and in good condition</li> </ul>

It's a GREAT day to be a COBRA and ACHIEVE YOUR GOALS!

## **DISCIPLINE PROCEDURES**

The Education Reform Act passed by the Illinois State Legislature requires local Boards of Education to develop a policy on student discipline through the establishment of a parent-teacher advisory committee. The policies set forth by this committee must address circumstances under which teachers may remove students from classrooms for disruptive behavior, and provisions for due process for students must be included. A copy of the guidelines must be made available to parents and guardians. Rules and regulations must be explained to all students. These rules deal with behavior and procedures which are consistent with the goal of developing wholesome social and human relationships and attitudes. All students are to be clearly aware of the rules. The superintendent and teachers will attempt to deal with discipline with a uniform approach in all areas of the school.

## **RESTITUTION EXAMPLES**

If a student marks a desk, the student will be required to clean the marks off the desk. If a student willfully damages school property including books, the student will be required to pay for such damages.

## **SUSPENSION, EXPULSIONS & DUE PROCESS**

There are certain procedures which school officials must follow in connection with suspending or expelling a student for gross disobedience or misconduct. These are specified in the Illinois School Code. Students involved in such a proceeding are entitled to due process. This means that no action will be taken against such a student until the student is informed of why the action is being taken and she/he is given an opportunity to respond. Parents are always notified before any suspension and/or expulsion occurs. Due process is always followed.

## **PROHIBITED STUDENT BEHAVIOR & CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Students shall not run, talk loudly, or yell in the hallways, nor shall they push, shove or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Chewing of gum is not permitted in school.
- Using a cell phone, smartphone, video recording device, personal digital assistant, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cell phone. All cell phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless the supervising teacher grants permission, or use of the device is provided in a student's individualized education program (IEP).
- Smoking of any kind is prohibited on school grounds. This includes, but is not limited to, cigarettes, vaping, e-cigarettes, etc.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer, or a school computer network, or other comparable conduct.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (911), signaling or setting off alarms or signals indicating the presence of an emergency, indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.



### **WHEN AND WHERE CONDUCT RULES APPLY**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **BEHAVIORAL INTERVENTIONS**

To ensure a safe, positive classroom environment, classroom teachers will use a variety of behavioral interventions including:

- Clearly defining classroom and school-wide behavioral expectations.
- Teaching, role-playing, and regularly practicing all classroom procedures and routines.
- Quietly redirecting students and holding private conversations away from others.
- Refraining from engaging in an argument or power struggle with students.
- Acknowledging students who are demonstrating appropriate behaviors.
- Analyzing the reasons why a student is not complying with behavioral expectations, including determining the motivation, evaluating environmental factors, and documenting behavior on a behavior log via TeacherEase.
- Collaborating with social worker, colleagues, administration and parents to develop behavioral intervention plans. These plans will be regularly monitored and evaluated for effectiveness.
- Utilizing with administration a variety of consequences including loss of privileges, Reflection Times (Wednesday's - 3:00 p.m. to 5:00 p.m.), in school/out-of-school suspensions or expulsions.

Reflection Time will be assigned to students who have not shown improvement or growth from interventions made by teachers or multiple behavior logs (3 in 1 month period) have been recorded and reviewed by school administration. Reflection periods (teacher monitored) are served on Wednesday's from 3:00 p.m. to 5:00 p.m. Bus service is not provided at 5:00 p.m.

## **BULLYING, INTIMIDATION & HARASSMENT PREVENTION & RESPONSE**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the school social worker, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school social worker or any staff member. Anonymous reports are also accepted.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

## **STUDENT RECORDS**

### **OVERVIEW & PARENT RIGHTS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
- 2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **STUDENT RECORDS POLICY (Permanent & Temporary)**

Rosemont Elementary School District 78 keeps records of its students in two files, a Permanent Record file and a Temporary Record file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. Procedures as outlined in the Rules and Regulations to Govern School Student Records are as follows:

#### **Permanent Records**

The Student Permanent Record consists of the following information:

- Basic identifying information, including student and parent/guardian names, addresses, student birth date and place, and gender.
- Academic transcript, including grades, graduation date, grade level achieved.
- Attendance record.
- Accident reports and health record.
- Record of release of permanent record information.

The Student Permanent Record may also include:

- Honors and awards received.
- Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations.

No other information shall be placed in the student permanent record.

#### **Temporary Records**

- The Student Temporary Record consists of all information not required to be in the student Permanent Record and may include:
- Family background information.
- Intelligence test scores, group and individual.
- Aptitude test scores.
- Reports of psychological evaluations including information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement test results.
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations.
- Honors and awards received.
- Teacher anecdotal records.
- Disciplinary information.
- Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
- Any verified reports or information from non-educational persons, agencies or organizations.
- Other verified information of clear relevance to the education of the student.
- Record of release of Temporary Record information.

## **RELATED SERVICE LOGS**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## **RESPONSIBILITIES & RIGHTS**

### **STUDENTS**

#### **RESPONSIBILITIES:**

As a student it is my responsibility to:

- Be prepared to learn
- Attend school and be on time for all classes with all materials.
- Complete all my assignments on time (and see that my teacher gets missing work).
- Help make school a safe place
- Respect my own property, other students' property, and the school.
- Care about making the classrooms, halls, and playgrounds safe and clean places to be.
- Bring to school only those things which are appropriate to my education and not items which could be dangerous to me or someone else.
- Help make the school a good place to learn
- Respect and listen to teachers, substitute teachers, secretaries, aides, volunteers, custodians, and bus drivers.
- Respect and listen to my classmates.
- Be quiet when and where other people are working and in the halls.
- Be patient with others and respect their feelings and rights.
- Care about and help those who need it.
- Speak kindly to and about others, and use no unacceptable language.
- Be courteous to teachers, other adults in the school, and classmates.

#### **RIGHTS:**

As a result of accepting my responsibility as a student, I have a right to:

- Learn.
- Work without being disturbed.
- Feel safe in the classroom, lunchroom, hallways, and on the school grounds.
- Be respected by others.
- Have my property be respected and reasonably safe.
- Expect that I will not receive verbal or physical abuse from other students.
- Due process, which means my "side" of a disciplinary matter will be heard.

### **TEACHERS**

#### **RESPONSIBILITIES:**

As a teacher in this district, it is my responsibility to:

- Remember that children learn by the example I set.
- Be consistent and fair in dealing with children.
- Provide an atmosphere conducive to learning in the classroom.
- Have respect for children's feelings, recognizing their unique differences and needs.
- Be a ready listener to the children in my class.
- Promptly communicate with parents on issues of concern so that we can work together.
- Be willing to help a child who asks for help.
- Prevent discipline problems in or out of the classroom from unduly interfering with the educational process.
- Help the students understand the ideas in this booklet

## **RIGHTS:**

As a result of accepting my responsibility as a teacher in this district, I have a right to:

- Be treated with respect.
- Have parental support in working toward the behavior expected of their children.
- Expect cooperation from parents in developing recommendations made in the best interests of the child.
- Be in an environment that is conducive to teaching.
- Expect that each child try to be a good listener.
- Have my students arrive on time and follow the school calendar.
- Expect that students will be prepared for class.
- Work with small groups in the classroom without interruptions.
- Remove a student from the classroom for disruptive behavior

## **SCHOOL DISTRICT**

### **RESPONSIBILITIES:**

The Board of Education of the school district will have the responsibility to:

- Provide an atmosphere for education which is safe and clean.
- Provide qualified and effective teachers and other professionals.
- Provide an up-to-date course of study to prepare students for high school.
- Establish discipline policies.
- Keep parents informed of district issues and changes in school policy regarding discipline.
- Follow Board policy in regard to the suspension and expulsion of students causing disruption of the learning process for other students.
- Follow all other legal requirements of state law.

### **RIGHTS:**

As a result of accepting its responsibility as the Board of Education, the Board has a right to:

- Expect reasonable cooperation from teachers, parents, and students.
- Expect that parents, staff, and students will communicate with the Board of Education through the regularly established channels of communication.
- Expect that its policies will be followed.
- Expel any student as set forth in Board policy.

## **PARENTS**

### **RESPONSIBILITIES:**

As a parent it is my responsibility to:

- Remember that my child will learn by the example I set.
- Support the school and its expectations for the behavior of my child.
- Communicate my concerns to my child's teacher.
- Recognize and appreciate the efforts of my child's teacher in working with the unique needs of all children.
- Teach my child a respect for laws, authority, and the rights of others.
- Teach my child to respect both private and public property.
- Make sure that my child arrives at school every day on time and has a way home.
- Provide conditions at home designed to help my child study and complete homework.
- Follow the school calendar, being sure that my child does not miss school unnecessarily.
- On school days be sure that my child is prepared for school and healthy enough to attend school.
- Discuss the ideas in this booklet with my child.

### **RIGHTS:**

As a result of accepting my responsibility as a parent, I have a right to:

- Expect that my child will be provided an opportunity to learn in an environment conducive to learning.
- Expect that my child will be provided a safe environment in which to learn.
- Expect that my child's teachers and others in the school environment will treat my child with respect.
- Expect that discipline policies will be administered fairly and consistently.
- Expect that the teachers or Principal will promptly communicate both academic and disciplinary concerns to me.

#### STEPS TO RESOLVE CONCERNS:

- Meet with the teacher over any concern.
- Meet with teacher and Principal if the concern is still not resolved.
- If a satisfactory resolution has not yet been reached, a parent may meet with the teacher, administration, and Board of Education in Executive Session.

#### **ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-8 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-8 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-8 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-8 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district



## **GENERAL NOTICES**

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired.
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes educational organizations and schools, food bank and meal programs, local service organizations, family shelters, medical services, and other support. For more information, please contact our school social worker.

### **FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the principal. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent if they have a disability that will require special assistance or services and, if so, what services they require. This notification should occur as far in advance as possible. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Students with disabilities who do not qualify for an individualized education program (IEP) may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

### **EQUAL OPPORTUNITY & SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, or status as homeless. No student shall, based on sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent. Any grievances will be heard by the Superintendent. If the issue cannot be resolved, the concerned individual may meet with the Board of Education in Executive Session.

### **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school/school functions, a Diabetes Care Plan must be submitted to the school Administration. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

### **SUICIDE & DEPRESSION AWARENESS & PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention.

### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **ERIN'S LAW**

On January 24, 2013, Governor Quinn signed into effect Public Act 097-1147, also known as Erin's Law. This law requires child sexual abuse prevention education for children in Preschool through 8th grade. Students in our school will receive information that delicately raises awareness and gives children a voice to speak up if they feel unsafe or uncomfortable. Through the use of a variety of resources, students will receive information during their health class and their social emotional learning time with Mrs. Kester. Additional information can be found on the school website on Mrs. Kester's webpage under Parent Resources.

### **NATIONAL SUICIDE PREVENTION LIFELINE & CRISIS TEXT LINE**

On July 23, 2021, Governor Pritzker signed into effect Public Act 102-134. This law requires schools to provide contact information for the National Suicide Prevention Lifeline and for the Crisis Text Line. Parent Resources are listed below and our school Social Worker, Janet Kester, is always available at 847-825-0144.

Leyden Family Services - 847-451-0300  
Resurrection Crisis Line - 708-681-4357  
CARES Hotline - 800-345-9049

National Suicide Prevention Lifeline - 800-273-8255  
Crisis Text Line - Text HOME to 741741 for free 24/7

## LEYDEN-NORWOOD ATHLETIC CONFERENCE SCHOOLS

### ADDRESSES & DIRECTIONS

#### **ELM SCHOOL**

7607 W. Cortland Street  
Elmwood Park  
708-452-3550

Take Higgins to East River Road. Right on East River Road to Cumberland (First Avenue). Right on Cumberland to Thatcher. Veer off Thatcher to Bloomingdale. Left on Bloomingdale to 76th Ct. Left to school.

Note: All Elm School soccer games will be played at Elmwood Park High School, 8201 W. Fullerton Avenue, Elmwood Park.

#### **GILES SCHOOL**

4251 N. Oriole Avenue  
Norridge  
708-453-4847

Take Higgins to East River Road. Right on East River Road. East River Road becomes Montrose when you cross Cumberland. Continue on Montrose to Oriole. Turn right on Oriole.

Note: All Giles and Leigh soccer games will be played on the road. All Giles home softball games will be played at Ridgewood High School, 7500 W. Montrose, Avenue, Norridge.

#### **HESTER SCHOOL**

2836 Gustav Street  
Franklin Park  
847-455-2150

Take Mannheim Road to Grand Avenue. Left on Grand Avenue to Gustav, which is one block West of 25th.

Note: All Hester soccer games will be played at Pietrini Elementary School, 9750 Fullerton Avenue, Franklin Park.

#### **LEIGH SCHOOL**

8151 W. Lawrence Avenue  
Norridge  
708-456-8848

Take Higgins to East River Road. Right on East River Road to Lawrence. Left on Lawrence to Prospect. Right on Prospect to the school.

Note: All Leigh soccer games will be played on the road.

#### **LINCOLN SCHOOL**

9750 Soreng Avenue  
Schiller Park  
847-678-2916

Take Mannheim Road to Lawrence Avenue. Left on Lawrence. Right on 25th. Left on Soreng Avenue.

#### **MANNHEIM SCHOOL**

2600 Hyde Park Avenue  
Melrose Park  
847-455-5020

Take Mannheim Road three blocks south of Grand Avenue to Drummond. Turn right onto Drummond and proceed to Hyde Avenue.

**PENNOYER SCHOOL**

5200 N. Cumberland Avenue  
 Norridge  
 708-456-9094

Take Higgins to Cumberland. Right on Cumberland to Foster. Right on Foster to the school located at the northwest corner of Foster and Cumberland.

**RHODES SCHOOL**

8931 W. Fullerton Avenue  
 River Grove  
 708-453-6813

Take Higgins to River Road. Turn right on River Road. Take River Road to Fullerton. Right on Fullerton. Proceed 4 more blocks to the school. Parents should drive down the alley and park in the back lot and enter through door 7.

**RIVER GROVE SCHOOL**

2650 Thatcher Avenue  
 River Grove  
 708-453-6172

Take Higgins to East River Road. Turn right on East River Road to Cumberland. Turn right on Cumberland to Grand. The school is located on the southwest corner of Cumberland and Grand.

Note: All River Grove home softball games will be played at Shelton Field 8592 W. Herrick in River Grove.

Note: All River Grove Soccer games will be played at the River Grove School Soccer Field which is at Rhodes Elementary School located at 8931 W. Fullerton in River Grove, 3-4 blocks west of River Road.

**UNION RIDGE SCHOOL**

4600 N. Oak Park Avenue  
 Harwood Heights  
 708-867-5822

Take Higgins to East River Road. Right on East River Road to Lawrence. Left on Lawrence to Harlem Avenue. Left on Harlem Avenue (stay in the right lane). First street is Gunnison (turn right). From Gunnison go to Oak Park Avenue.

**ROSEMONT SCHOOL - HOME SOCCER FIELD  
 LANGE PARK @ THE ROSEMONT PARK DISTRICT**

6140 Scott Street  
 Rosemont  
 847-823-6685

Inside the gated community of Rosemont.

Note: Backup in case of unplayable field conditions is the Barry Rec Center

7128 W. Barry Street  
 Rosemont  
 847-298-1965

Take Mannheim north to Touhy Street. Turn left on Touhy. Turn left on Barry Street.

**ROSEMONT SCHOOL - HOME SOFTBALL FIELD  
 LANGE PARK @ THE ROSEMONT PARK DISTRICT**

6140 Scott Street  
 Rosemont  
 847-823-6685

Inside the gated community of Rosemont.

Take E. Higgins Road to N. River Road. Turn right on River Road. Turn right on Balmoral Avenue. Turn right on Pearl Street. Turn right onto Bryn Mawr/Jennie Finch Way.

## 2021-22 Rosemont School Calendar

### August

09	School Board Mtg. – 5:30 pm
10	New Student Registration Day – 8:30 to 2:30
16	Teacher Institute Day – No School
17	Preschool Parent Open House 8:30 – 2:00
17	First Day of School <b>(K-8)</b> – Early Dismissal at 2:00 pm
18	First Day of School <b>(PK)</b>
18	First <b>Full</b> Day of School <b>(K-8)</b>
23-27	Fall MAP Testing <b>(K-8)</b> – NO FIELD TRIPS*
31	Aimswab Testing <b>(K-8)</b> – NO FIELD TRIPS*

### September

01	Aimswab Testing <b>(K-8)</b> – NO FIELD TRIPS*
06	Labor Day Holiday – No School
08	Open House/Benefit Club Mtg. – 7:00pm
09	Picture Day
10	Grandparents' Day
10	Mid Quarter
13	School Board Mtg. 5:30 pm
22	L.A.F.F. Night – 6:30 pm

### October

07	End of 1 <sup>st</sup> Quarter
08	Teacher Institute Day – No School
11	Columbus Holiday – No School
12	School Board Mtg. – 5:30 pm
12	Benefit Club Mtg. – 5:45 pm
13	Picture Retake Day
21	Early Dismissal – 2:00 pm
	Parent/Teacher Conferences – 2:30 pm to 7:30 pm
22	No School
	Parent Teacher Conferences – 8:00 am to 1:00 pm
25-27	White Pines Outdoor Ed. Trip
27	L.A.F.F. Night 6:30 pm

### November

08	School Board Mtg. – 5:30 pm
08-12	Cultural Event Week
11	Veterans' Day Holiday – No School
15	Mid Quarter
23	Early Dismissal – 2:00 pm
24-26	Thanksgiving Break – No School

### December

01-02	Santa's Workshop
07	Science/Social Studies Fair – 6:30 pm
09	Kindergarten/Band Program – 2:00/7:00 pm
13	School Board Mtg. – 5:30 pm
14-15	Aimswab Testing <b>(K-8)</b> – NO FIELD TRIPS
21	End of 2 <sup>nd</sup> Quarter
21	Early Dismissal – 2:00 pm
22	Winter Break Begins – No School

### January

05	Teacher Institute Day – No School
06	Classes Resume after Winter Break
10	School Board Mtg. – 5:30 pm
10	Benefit Club Mtg. – 5:45 pm
17	M.L. King Holiday – No School
18-21	Winter MAP Testing <b>(K-8)</b> – NO FIELD TRIPS*
26	L.A.F.F. Night – 6:30 pm

### February

04	Mid Quarter
14	School Board Mtg. – 5:30 pm
17	Early Dismissal – 2:00 pm
	Parent/Teacher Conferences – 2:30 pm to 7:30 pm
18	No School
	Parent/Teacher Conferences – 8:00 am to 1:00 pm
21	Presidents' Day – No School
23	L.A.F.F. Night – 6:30 pm

### March

04	Preschool Screening – By Appt. Only
07	Casimir Pulaski Day – No School
10	Music in Our School Concert
11	End of 3 <sup>rd</sup> Quarter
14	School Board Mtg. – 5:30 pm
14	Benefit Club Mtg. – 5:45 pm
25	Early Dismissal – 2:00 pm
28	Spring Break Begins

### April

04	Classes Resume after Spring Break
07-08	Springfield Trip
11	School Board Mtg. – 5:30 pm
11	Benefit Club Mtg. – 5:45 pm
15	No School
21	Drama Club Play
22	Mid Quarter
26	Graduation Pictures
27	8 <sup>th</sup> Grade Leaves for Washington DC Trip
27-29	Spring MAP Testing <b>(7<sup>th</sup> grade)</b>
30	8 <sup>th</sup> Grade Returns from Washington DC Trip

### May

03-04	Aimswab Testing <b>(K-7)</b> – NO FIELD TRIPS*
09	School Board Mtg. – 5:30 pm
09-13	Spring MAP Testing <b>(K-6)</b> – NO FIELD TRIPS*
11	Art Fair/Ice Cream Social/Band Performances
16	Teacher Institute Day – No School
22	8 <sup>th</sup> Grade Graduation – 2:00 pm
25	Kindergarten Graduation – 9:30 am
25	Last Day of Preschool
27	Last Day of School if no Emergency Days Used (Students Dismissed at 11:30 am)

### June

13	School Board Mtg. – 5:30 pm
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\* No Field Trips or any extra events during the School Day, i.e. Jr. Achievement