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Dear Rutledge Hall Families,

On behalf of Rutledge Hall School, welcome to a new school year full of amazing learning opportunities for our entire school community!

A new school year brings many questions and opportunities to review procedures to ensure a smooth start to the year and transition back into common routines. As always, the safety and well-being of our students is a central focus when developing logistical plans that impact the daily operations at school. Please take a moment to review the outlined procedures and discuss with your child(ren) in preparation for our much anticipated return to school! Reassure your child(ren) that the staff at our school will be supporting the reinforcement of these policies through their presence and assistance as these routines become second nature.

WELCOME A NEW STAFF IN THE MAIN OFFICE

- Please join me in in welcoming two new teammates to the main office at Rutledge Hall:
 - Ms. Arleen LaRosa - While she may not be an unfamiliar name to many who have previously attended Rutledge Hall, Arleen steps out of the role of Paraprofessional and into the role of Administrative Assistant. She is excited and ready to welcome all our families back to school!
 - Ms. Shejla Bigos - Shejla is a Lincolnwood native who attended our SD74 schools. She will be joining us as our school nurse and is eager to provide the best care to all of our students!

ARRIVAL PROCEDURES | 7:45 a.m. - 8:00 a.m. (School Start Time)

- Student drop-off will be available in front of Rutledge Hall as well as on East Prairie Rd. Students will enter through their grade level's designated door where Rutledge Hall faculty will direct students to their designated waiting areas within the building. Upon arrival, students will be welcomed and directed to enter the building immediately as outlined below:
 - **3rd Grade | Enter Door 1 (Front Rutledge Hall Entrance)**
 - **4th Grade and 5th Grade | Enter Door 4 (Rear Rutledge Hall Entrance by playground)**

DISMISSAL PROCEDURES | 2:45 p.m. (School Dismissal Time)

- The line-up for student pick-up will begin in front of Rutledge Hall and continue on East Prairie. **Please travel slowly and safely. Students will exit as follows:**
 - **Door 1 (Front Rutledge Hall Entrance)** | 3rd & 4th grade students who are taking the bus or meeting their ride in the car pickup line
 - **Door 3 (Rear Rutledge Hall Entrance by playground adjacent to East Prairie)** | All walkers will exit from this door.
 - **Door 8 (Side Rutledge Hall Entrance facing Lincoln Hall)** | 5th grade students who are taking the bus or meeting their ride in the car pickup line

One campus, One community
Preparing, inspiring, and empowering learners;
one moment at a time.

TRAFFIC PLAN

- Please build in enough time to travel safely around campus for drop-off and pick-up of students, especially during inclement weather. As always, our top priority is to ensure that all students arrive and dismiss school safely.
- Parents can continue south down East Prairie Road towards Pratt Avenue, but only a right turn is allowed at the intersection of East Prairie Road and Pratt Avenue.
- Parents can turn right to access the front of the Rutledge Hall school building from East Prairie Road and continue down the lane to access Pratt Avenue. Only a right turn is allowed at this point, as well.
- Please visit our district website at: <https://www.sd74.org/domain/429> to see a visual representation of our traffic plan.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

As outlined on the curriculum page of our District's website, our school wide behavior expectations follow the Positive Behavior Intervention Strategies (PBIS) framework. Please visit <https://www.sd74.org/Page/565> to learn more about the District's program. At Rutledge Hall, our students are expected to behave in a way that promotes a respectful, responsible, and safe environment. This expectation will be maintained across all areas of the school in alignment to our behavior expectation matrix found at <https://tinyurl.com/rhontrack>. Our students are expected to "Take Responsibility And Choose Kindness" as they stay on TRACK while following our school wide behavior expectations. To support our students' behavioral success our staff will

- reinforce the schoolwide expectations through their own classroom expectations.
- engage in whole school learning opportunities during critical periods of the school year.
- engage in celebrations throughout the school year to recognize student success in staying on TRACK.

Please take a moment to review our school wide expectations and feel free to share and discuss them with your child(ren)!

SAVE THE DATE | RUTLEDGE HALL CURRICULUM NIGHT 2024

Please mark your calendars for the evening of **September 10th at 6:00 pm** when we will host our annual Curriculum Night event for all Rutledge Hall families. More information is forthcoming in advance of this event.

We are eagerly awaiting the return of our students this week and look forward to a great school year with our entire learning community!

If you have any questions regarding any of our procedures, please do not hesitate to reach out.

In Partnership,

Aliaa Ibrahim

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