



# PARENT AND STUDENT HANDBOOK

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## **MISSION**

**It is the mission of Children of Peace to provide a faith-based and academically challenging curriculum in an environment that is emotionally supportive and culturally sensitive.**

## **SCHOOL VISION**

- **Develop an environment of respect and responsibility that includes the spirit and principles of our Catholic identity.**
- **Provide a rigorous, academically challenging, standards-based curriculum.**
- **Provide individualized instruction ensuring students live up to their full potential.**
- **Engage and motivate students through project-based and hands-on learning.**
- **Encourage independent and critical thinking.**



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## **GENERAL INFORMATION**

### **Guiding Principles for a Peaceful Learning Community**

#### **For people's feelings...**

Everyone is treated with compassion. We treat everyone fairly and respectfully regardless of race, ethnicity, religion, sexual orientation, physical appearance, size, strengths, or weaknesses. We welcome expressions of individuality.

#### **For people's ideas...**

We listen to others attentively. We speak in a respectful manner and tone. We use language that is appropriate in a school environment.

#### **For learning...**

We work together to maintain a peaceful and productive atmosphere.

#### **For safety...**

Firearms are prohibited from all buildings and school grounds.

### **The Peace Pledge**

The Peace Pledge is recited every afternoon at the end of the school day. It reminds our students to be vessels of peace in their home and community.

I pledge to be a peaceful person.

I pledge to be peaceful in my school, family, neighborhood, and community.

I pledge not to fight with others and not to encourage others to fight.

I pledge to set a peaceful example for others to follow, to make my world a more peaceful place for all children to be happy and safe.

### **School Hours of Operations**

The school day for students is Monday through Friday from 8:00 a.m. – 3:00 p.m. The tardy bell rings at 8:15. Students arriving after 8:15 are considered late and parents must sign the book at the Taylor Street entrance.

Parents are expected to pick up their child(ren) at 3:00 p.m. Students not picked up by 3:10 p.m. are walked over to Building B to the extended day after-school program. Students not picked up by a parent by 3:30 p.m. will be charged the after-school extended day school fee.

The school office hours are Monday through Friday from 8:00 a.m. – 3:30 p.m.

### **School Calendar**

The school calendar can be found on the school's website at:

<http://www.childrenofpeacechicago.org>



Important school dates, deadlines, and activities are also provided each week through our Parent Newsletter contained in the Wednesday Folder.

### **School Admissions**

All students are admitted on a probationary basis. The probationary period is 90 school days. During this probationary period students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school is incapable of supporting. The previous school for each transfer student from Grades 1-8 will be required to complete an “in good standing” form verifying the student left their former school with no serious discipline problems, especially suspensions, or expulsions, and making adequate yearly academic progress. During the 90-day probationary period, if the school determines the student is unable to perform with adequate growth in our school environment, any prepaid tuition will be prorated and refunded. The non-refundable registration fee per family is \$150.

### **Change of Address**

Parents must notify the office and the classroom teacher if they have a change of address, phone, or email. The school must maintain up-to-date records and be able to contact you for routine communication as well as during an emergency.

### **Health Requirements**

All Children of Peace students are required to adhere to the requirements established by the State of Illinois for all children attending public and private schools in Illinois.

- **Physical exam** is required for all students in Pre-Kindergarten, Kindergarten, and 6<sup>th</sup> grade. The physical exam must include up-to-date required **immunizations**. A copy of the physical and immunization record must be submitted to the school on or before October 15<sup>th</sup> of the school year. Failure to submit these documents will result in your child being excluded from school until he or she is in compliance.
- An **eye exam** is required for all students entering kindergarten. Eye exams must be submitted on or before October 15<sup>th</sup> of the school year or the child will be excluded from school until he or she is in compliance.
- A **dental exam** is required for all students entering kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade. The deadline to submit the dental exam is May 15<sup>th</sup> of the school year.

### **Medication Procedures**

- Any over the counter medication not prescribed by a physician such as cough drops, Tums, Tylenol, etc. and any prescription medication must be brought in by an adult in the original packaging with the student’s name, name of medication, and dosage. Medication received in bags or baggies will not be accepted.
- Students will not be given prescription and/or over the counter medication without a completed **Medication Consent form** which has been signed by the parent or guardian and the child’s health care provider.
- A **Student Self-Administration of Asthma Medication Consent Form** must be completed by the parent or guardian and a copy of the original box or prescription must be kept on file in the main office.



- The Illinois Food Allergy Emergency Action Plan and Treatment Authorization form is available for students who have food allergies and may require necessary medication during the school day. The form needs to be filled out and signed by the parent or guardian and the student's health care provider.

### **Tuition and Fees**

School operations are dependent upon tuition. We believe our tuition costs are affordable and our extensive scholarship programs through the Tax Credit Scholarship Program, Big Shoulders Fund, and Phoenix Scholarship Program make tuition affordable. No family will be denied admission because of financial hardship. We will work with families utilizing a "just" tuition policy.

We have two fees; the registration fee is \$150 per family annually and the fundraising fee is \$300 per family annually which can be paid at \$30 per month.

### **Scholarships**

Children of Peace awards about \$150,000 in tuition assistance to eligible parents. Grants are awarded by the school and range from \$250 to \$1,000. Big Shoulders provides scholarships, most of which are renewable each year provided the child makes adequate academic progress. Sims Scholarships award half tuition and Phoenix Scholarships make awards from \$250 to \$2,500. Children of Peace also provides reduced tuition to families with two or more children enrolled in the school. Parents who qualify are also eligible to receive a Tax Credit Scholarship which awards from \$2,000 to full tuition.

### **Tax Credit Scholarships**

The Illinois Tax Credit Scholarship Program, made possible by the Illinois Invest in Kids Act, provides donors a unique opportunity to contribute to scholarships that help lower-income families send their children to private schools — while reducing their own tax bill on dollars otherwise owed to the state.

Taxpayers may apply 75 percent of the total contributed as a tax credit against their Illinois income tax bill. For example, a taxpayer making a \$1,000 qualified contribution would be awarded a \$750 tax credit.

The first step is to go to [mytax.illinois.gov](http://mytax.illinois.gov) to create a MyTax Illinois account and receive a Contribution Authorization Certificate. Your contribution will help Children of Peace School and your family as well by reducing your Illinois tax liability. Tax Credit Scholarships are awarded through two Scholarship Granting Organizations, the Big Shoulders Fund and Empower Illinois.

Please note: With contributions from you, our most needy students will not receive a Tax Credit Scholarship.

### **Exclusion for Past Due Tuition Payments**

All tuition payments must be current or your child will be excluded from attending school until the tuition becomes current. If one tuition payment is missed without explanation, your child is eligible for exclusion from school.



**Exclusion day is on the last Friday of each month. Your child will be excluded until the tuition is current. If your family is experiencing a hardship, please contact our tuition manager to work out a repayment plan**

## **FACTS**

**FACTS is the online database that facilitates two functions. First, parents pay their tuition and fees through FACTS. Parents must first register and then they can decide how they want to pay their tuition and fees, e.g. monthly deductions from a checking or savings account or an invoice.**

**Secondly, parents who want to apply for financial aid are prompted to input their tax and other financial data into FACTS. FACTS determines financial need based on family income. All of our scholarships are needs-based and generally many are renewable each year provided the student has no grades lower than a C. No scholarships will be awarded unless a family has input their financial data into FACTS.**

## **Arrival to School**

**The school day begins at 8:00 a.m. and ends at 3:00 p.m. The tardy bell rings at 8:15. Students reporting after 8:15 must be dropped off at the Taylor Street entrance and the parent must sign the tardy to school book.**

## **Attendance/Tardy Policy**

**There is a strong correlation between attendance, tardy to school, and academic performance. Excessive absences will have a negative impact on a student's grades. It is expected that parents will keep their child home from school if they are feeling ill but students miss so much when they are absent.**

**If a student has to be absent, it is the parent's responsibility to notify the teacher and/or the office. To be counted as an excused absence, students must bring a note from home explaining the reason for the absence. Students are required to complete any and all assignments, tests, and/or quizzes during the time they are absent from school. Being absent from school is not an excuse to miss school work.**

## **Dismissal/Early Dismissal**

**The Montessori Program and Pre-School dismiss students starting at 2:50. The Montessori students dismiss from the Wolcott parking lot door. Pre-School students dismiss from Building B.**

**At approximately 2:55 p.m. all other teachers will walk their students to the exit doors in both Building A and Building B. Students going to after-care line-up in the hallway on the first floor in Building A and they are walked over to Building B as a group under adult supervision. Please check with your child's homeroom teacher for dismissal instructions. Classes are dismissed from the Taylor Street door, from the parking lot door, and from the door on Wolcott Street.**





On those occasions when a parent requests an early dismissal they must go to the main office and sign the student out of school for the remainder of the school day. Students will only be released to parents, guardians, or individuals designated by the parent in school records.

### **Special Bell Schedules**

We have special bell schedules with different dismissal times for half-days, staff meetings days, etc. When those days occur in the calendar, a copy of the bell schedule will be included in the Parent Newsletter and placed in your child's Wednesday folder.

### **Extended Day Program**

The morning extended day program operates from 6:00 a.m. – 7:50 a.m. At approximately 7:50 a.m. students in Montessori and grades 1-8 are walked over to Building A. Students in pre-school and kindergarten will be walked to their respective classrooms in Building B. The fee for the morning extended day program is a flat fee of \$6.00 per day.

The after-school extended day program operates from 3:00 p.m. – 6:00 p.m. When the school day ends at 3:00 p.m., students enrolled in the after-school extended day program are walked over to Building B. Students in the after-school extended day program receive a snack. The fee for the after-school program is \$7 per hour per day.

If a student is enrolled in after-care but s/he participates in one or more of the after-school extracurricular activities, they are not required to pay the \$7 during the activity time. All extracurricular activities are for one hour, from 3:15 – 4:15 p.m.

Parents will be charged \$5 per minute for each minute after the 6:00 p.m. pick-up time. Students will be excluded from the after-school extended day program if there is a pattern of students not picked up by 6:00 p.m.

### **School Visitors**

All visitors to the school including parents are required to go to the main office in Building A upon arrival. Parents cannot visit classrooms unless they have prior approval from the classroom teacher. **Parents as well as all visitors are prohibited from bringing firearms onto the campus or into any buildings.**

### **Emergency School Closing**

You will be notified in two ways should the school be required to close due to the weather. First you will receive an email and secondly, the school closing will be posted to the WGN-TV through their Emergency Closing Center:

<https://www.emergencyclosingcenter.com/>

Continuity of instruction is an imperative. Consequently, on those days school is closed due to weather, students will be engaged in eLearning using the Chromebooks issued to each student. Teachers will post eLearning assignments on their individual web pages on the Children of Peace website. Our website URL is



<http://www.childrenofpeacechicago.org>. Once there click on About then Faculty and Staff and scroll until you find the name of your child's teacher.

### **Emergency/Crisis Plan**

Every school in Illinois is required to have an Emergency/Crisis Plan on file. The Emergency/Crisis Plan for Children of Peace School is in the principal's office and is available for review upon request.

### **Child Abuse**

All faculty, staff, and volunteers are mandated reporters and required by law to report instances of child abuse. Any suspected cases of child abuse will be immediately reported to the Department of Children and Family Services.

### **Child Custody Issues**

Any issues regarding the rights and/or responsibilities of a custodial parent are settled by a certified court order. A court order is required to prevent a non-custodial parent from visiting the school, receiving academic and/or attendance information about the child, or to pick-up or drop off a child to school. The school will contact the Chicago Police Department to resolve any disputes.

### **Safety Drills**

The state of Illinois mandates specific safety drills schools must conduct throughout the school year. These drills are held during the school day and they are coordinated by faculty and staff. In some instances, a member of the Chicago Police Department (CPD) or the Chicago Fire Department (CFD) must be included in the drill. These drills include:

- Bus evacuation drill
- Fire drill (with the CFD)
- Tornado drill
- Shelter in place drill (with the CPD)

### **PowerSchool**

Every student and parent have an account in PowerSchool. PowerSchool is the student information system that contains attendance and grades for every student in each of their classes except for students in Pre-School and the Montessori Program. Students in Pre-School and the Montessori Program do not receive a letter grade except in Art, Music, and P.E. The Pre-School program utilizes the regular school curriculum. The Montessori Program incorporates some of the regular school curriculum as a resource but the program has a specialized curriculum that is followed by all Montessori classrooms throughout the country

Grades and attendance are updated in real time for students from Kindergarten to eighth grade. Parents can access PowerSchool through the parent and student portal at:

<https://archchicago.powerschool.com/public/home.html>



Parents can also download the Parent Portal app on their smart phone and you will always have access to your child's grades and attendance in real time. At the beginning of the school year, each parent will receive their unique login information. Student logins will be distributed to students by their classroom teacher.

## **ACADEMICS**

### **Communication**

Communication between the teacher and the parent is vital to the academic success of the students. Parents must ensure each of their child's teachers have their cell number and email address. Teachers can be contacted through their email address which will be distributed to parents at the beginning of the school year

### **Wednesday Folder**

Each Wednesday students will bring home their Wednesday Folder. This folder contains the work completed and graded by the student the previous week as well as the Parent Newsletter. The Parent Newsletter provides important information including any calendar updates or changes as well as any upcoming events or activities.

### **Grades/Grading Scale**

The grading scale at Children of Peace is as follows:

90 – 100	A
89 – 80	B
79 – 70	C
69 – 60	D
Below 69	F

The grades are not weighted so we do not calculate a grade point average (GPA) and we do not have eighth grade valedictorians or salutatorians.

### **Report Cards**

Report cards are issued three times a year; please check the school calendar on the school's website for dates report cards will be issued. Periodically, teachers issue progress reports which gives a snapshot of each student's progress. Parents can also visit the Parent Portal for up-to-date information about grades in real time.

### **Parent/Teacher Conferences**

There are two mandatory parent-teacher conferences during the school year. These conferences are intended to give parents and teachers an opportunity to meet and



discuss the child's learning and behavior strengths. It is the tripod of family, school, and God that forms the foundation necessary for our students to succeed. Of course, parents can meet with teachers at any time except during the school day. Parents can plan with their child's teacher to meet informally at any time during the school year

Please check the school calendar on the website at: [www.childrenofpeacechicago.org](http://www.childrenofpeacechicago.org) for the dates. Parent/teacher conferences are virtual and will be scheduled through your child's teachers.

### **Social and Racial Justice**

Cardinal Cupich wants every child to see God in each other. We have a moral imperative to treat everyone with dignity and respect. It is important, therefore, for teachers to teach students about discrimination and social and racial justice. Social and racial justice will be a multidisciplinary effort to address any pre-conceived notions about minorities.

### **Religious Education**

As a Catholic school all of our students will be taught the values of the Catholic church. We realize most of our parents are not Catholic but Catholic values are universal values of decency, compassion, empathy with a focus on God.

### **Social and Emotional Learning**

Embedded in the teaching of Religion is social and emotional learning or SEL. Students are expected to learn the five competencies of SEL and exhibit those competencies every day in their classroom and when interacting with other students or adults.

### **Homework**

The purpose of homework is to strengthen skills taught in class and provide opportunities for students to master content. There might not be written homework every day but students should read every evening for a minimum of 20-30 minutes above and beyond any homework they bring home. Parents of younger children should read to their child(ren) for a minimum of 20 minutes each evening.

## **ACADEMIC SUPPORT PROGRAMS**

Children of Peace has several academic support programs for students. Some of the support services require the student to have an IEP or a service plan.

**Speech Pathologist** – Our speech pathologist/therapist works with both hearing as well as deaf or hard of hearing students with underdeveloped speech. They work one-on-one with students to improve their speech issues.

**Hearing Itinerant** – Our hearing itinerant teacher provides direct service to students with varying levels of hearing loss.

**Title I** – We have two Title I teachers. One of the teachers facilitates small group support in ELA and Math based on student performance on the iReady diagnostic assessment. The other Title I teacher works with students on their executive functioning skills which



are skills children need in order to plan and achieve their goals. They assist students in developing skills in planning, organization, and time management.

**Counseling** – Parents or teachers can refer students to a certified counselor. Parents must complete a parental consent form to take advantage of this support service. Counseling services are available for all students through Student Savvy. Parents, teachers, or students can submit a referral. All referrals funnel through the principal. Parents must complete a permission slip, granting the counselor from Student Savvy permission to provide counseling services for boys and girls. Services are provided one day per week.

## **CURRICULUM – INSTRUCTIONAL PROGRAMS**

### **Religion**

#### **FINDING GOD – Grades Pre-K – 8**

This series is rooted in Scripture and Catholic doctrine. The teachings enable students to enter into a relationship with God and it encourages students to find God in all things.

### **Math**

#### **EVERYDAY MATH – Grades K-5**

Research based curricular that gives students multiple opportunities to revisit and master concepts. Incorporates math-based games and reinforces positive associations with mathematics. Professional development provided for teachers through BSF and the University of Chicago.

#### **Big Ideas – Grades 6-8**

Big Ideas is a math curriculum specifically for middle school and high school students. Big Ideas uses both a discovery and direct instruction approach to the teaching of mathematics. Exercises and activities enable students to develop a deep understanding of math and math concepts. Professional development is provided for teachers through BSF and the University of Illinois.

### **Reading**

#### **SUPER KIDS – Pre-K-2**

SuperKids is a comprehensive reading, language arts, and phonics program that utilizes evidence-based literacy programs.

#### **WONDERS – 3-5**

Wonders is a comprehensive, research-based reading and literacy curriculum that provides opportunities for students to develop core literacy skills.

#### **Grades 6-8**

There is no specific text for students in grades 6-8. Students read a variety of genre including fiction and non-fiction facilitating fluency, and development of



skills in grammar, spelling, vocabulary, reading comprehension, listening, and writing.

## **SOCIAL STUDIES**

### **Grades K-5**

The HMH social studies series for students in grades K-5 helps students become informed citizens using a standards-based approach. Curriculum uses student magazines to delivery inquiry-based learning

### **Grades 6-8**

HMH for grades 6-8 provides an inquiry-based social studies curriculum. In 6<sup>th</sup> grade students study the ancient and modern world history. In grades 7-8 students are immersed in the history of the United States 7<sup>th</sup> grade up to the Civil War, and for 8<sup>th</sup> grade from the Civil War to the present.

## **SCIENCE**

### **Grades K-8**

HMH – Science Dimensions provides a great learning environment for students to learn science through exploration, analysis, application, and explanation and how to think like a scientist. Comprehensive science instruction can spark students to think of careers in STEM or engineering.

## **ONLINE SUPPLEMENTAL INSTRUCTIONAL MATERIALS**

### **Reading Eggs**

Utilizes fun activities and games to make learning reading interesting, engaging and fun for students. Also focuses on phonics. Pre-K – Grade 2.

### **MathSeeds**

Fun and interactive math games that teaches core math skills as well as problem-solving skills. Pre-K – Grade 2

### **IXL**

Multidisciplinary internet-based curriculum in math, language arts, science, and social studies. Grades Pre-K – Grade 8

### **Defined Learning (ELA, Math, Science, and Social Studies)**

Challenges students to engage in interdisciplinary problem-based learning, Integrates non-fiction literacy throughout the across disciplines. Grades K-8.

## **MONITORING SOFTWARE**

### **GoGuardian**

This monitoring software tool enables teachers to manage student devices from the teacher's desktop computer. By monitoring student Chromebooks, teachers can ensure Internet safety and monitor each student's Chromebook to ensure students are on task.

## **VOLUNTEERS**



Only parent and grandparents of currently enrolled students can serve as volunteers at the school. All volunteers must adhere to and complete all protocols established by the Archdiocese of Chicago in order to volunteer. There are no exceptions. Protocols include all volunteers must complete can be found in the handbook on Page 19.

### **TEACHER OFFICE HOURS**

Teachers are generally available to meet with parents on school days in the morning from 7:30 – 7:50 a.m. and after school from 3:15 – 3:35. Parents must schedule meetings with each individual teacher; there can be no meetings or conferences during the school personal to their child during the school day at the discretion of the classroom teacher and the principal.

### **CHROMEBOOK RENTALS**

Each student is issued two Chromebooks at the beginning of the school year. Parents must sign a Chromebook rental agreement accepting full responsibility should the Chromebooks issued to their child is lost, stolen, or damaged. One Chromebook will remain at the school and the other will be issued to the parent for use by the child at home. These Chromebooks remain the property of Children of Peace School. The cost to replace a Chromebook is \$250. The cost to replace the charger is \$50.

### **RETENTION POLICY**

The Archdiocese of Chicago does not support student retention. If a student is not making adequate progress evidenced by their percentile score in iReady reading and/or iReady math will be strongly encouraged to participate in a summer program to remediate any deficiencies. A student may be retained if requested by a parent.

### **iREADY**

iReady is a nationally normed assessment tool that provides three diagnostic assessments each year. Based on the data provided by the diagnostic, iReady delivers personalized lessons in reading and math geared specifically to the data identified in the diagnostic. All students in Grades K-8 participate in the iReady diagnostic program.

### **SCHOOL WEBSITE**

The school website provides comprehensive information about the school and solidifies our Internet presence. Each classroom teacher has a web page on the website that provides specific information about their classroom or subject. The URL for the website is: <http://www.childrenofpeacechicago.org>

### **SOCIAL MEDIA**

Children of Peace enhances our digital footprint through Facebook and Instagram.

You can find us on Facebook at: <http://facebook.com/childrenofpeace>

On Instagram at: <https://instagram.com/childrenofpeace?igshid=NmZiMzY2Mjc=>

At linkin.bio at: <https://linkin.bio/childrenofpeaceschool>





## **CODE OF CONDUCT**

**Students must refrain from disruptive behavior. Inappropriate behavior can range from moderate to severe. Moderate inappropriate behavior can include not turning in your cell phone to the teacher, disrupting the classroom with talking, playing, etc., running in the halls, engaging in unacceptable physical interactions, e.g. hitting, pushing, etc., to more disruptive or severe misbehavior such as fighting, bullying,**

**A progressive set of interventions and consequences will be employed to promote positive behavior and interactions with others. Interventions progress from teacher-student conferences, to teacher-student-parent conferences, to teacher-student-parent-principal conferences where causes of the inappropriate behavior will be discussed, appropriate behavior expectations will be stressed, and a strategy to prevent recurrence will be developed. Repeated disruptive behavior can result in additional consequences including after-school or Saturday detention.**

**Students are in danger of suspension or expulsion if they bring weapons to school or if they weaponize items not considered a weapon, e.g. a pencil, scissors, pen, etc.**

### **Restorative Justice**

**The philosophy regarding student discipline at Children of Peace is restorative justice which focuses on mediation and agreement and undoing the harm caused. Offenders must take responsibility for their inappropriate behavior that caused harm to another person and make restitution with the student they harmed.**

**Restorative justice is in harmony with our social-emotional curriculum. We want students to develop the tools and skills to accept responsibility for their inappropriate behavior, to resolve conflict in a calm and peaceful manner, to build healthy peer-to-peer relationships, and prevent harmful behavior.**

**Social emotional learning is the foundation of our discipline practice. We want our students to develop social and emotional skills so they can learn how to manage their anger, have empathy for others, challenge biases and social injustice, and learn to resolve conflict while preventing harm to other people.**

**Students who violate school and/or classroom rules can be subject to loss of privileges, after school detention, Saturday detention, and for egregious or repeated misbehavior, suspension or expulsion.**

### **Dress Code**

**Students are expected to wear the school uniform each day . Our uniform vendor is Dennis Uniforms. You can visit their website at: <https://www.dennisuniform.com/> Our school code is GCOPSV. Once you enter the school code you can select the grade and sex of the child you will see the uniform appropriate for that grade. All of the items will have the school logo.**

**Occasionally, uniforms are on back order. When that happens, you must notify your child's homeroom teacher. Until your order is filled, your child should wear other apparel in the school colors (red and blue), e.g. navy-blue slacks or skirt, red polo shirt.**





**On the last Monday of the month for Birthday/Dress Down Day, all students with a birthday in that month are exempt from wearing the uniform on that day.**

### **Bullying**

**One of the values of the Catholic faith is to respect the dignity of each person. We are all created in God's image. Consequently, Children of Peace students should not engage in bullying others. Bullying can be physical (hitting, kicking), verbal (teasing or name calling), or emotional (excluding and rejecting others), and despite the fact that we're an elementary school, bullying can also be sexual in nature (unwanted touching, gestures, jokes). Bullying can be in person or online. It can occur in school or after school. Bullying is not acceptable behavior for any Children of Peace student.**

**Students who are the victim of bullying should immediately report the incident to the principal. Once the principal receives the report, the timeline to investigate the incident is 10 school days. Once the investigation has concluded the principal will notify the parents of the findings as well as written documentation of the incident. If the student is a victim of cyberbullying, documentation must be presented as part of the investigation.**

**The children of parents who threaten, bully, or harass teachers or staff will be expelled.**

**Sometimes when a student is accused of bullying they will use the excuse, "I was just playing." That is not an acceptable response. Two of the competencies in social emotional learning is being socially aware, i.e. developing the ability to be respectful of the perspective of others and secondly, to empathize with others while developing and maintaining healthy relationships with your peers.**

**One of the practices in restorative justice is "justice circles" which focuses on exploring the harm caused, accepting responsibility, and mediating the harm caused. Justice circles provide the opportunity for all parties involved to speak and listen to each other in an atmosphere that is safe.**

**Extreme inappropriate behavior or the inability or refusal of the student to exhibit the five competencies of social emotional learning will result in additional, more stringent consequences.**

### **Cell Phone Policy**

**Students are allowed to have cell phones but they are prohibited from using cell phones while on school grounds. Students enrolled in the extended day program must turn in their cell phones to the extended day staff. When going to class, students must turn in their cell phones to their classroom teacher.**

**If a student needs to contact their parent they are given a pass to the office where their phone call can be monitored. Students not adhering to this policy will have their phones confiscated until a parent retrieves the phone.**

### **Damage to School Property**

**Students will be held responsible for any damage to school property including textbooks and devices (Chromebooks, iPads) or damage to the physical plant (windows, doors, screens, toilets, faucets, etc.). Parents will be responsible for replacement costs for a book, device, or any other damage to school property.**



### **Students and Social Media**

The security filters on the schools' domain preclude students accessing social media. Unfortunately, students sometimes use social media to harass and bully other students. The use of social media to in any way denigrate a student, faculty, or staff member of Children of Peace School is prohibited. Parents be aware that the use of social media to harass and bully someone can be considered a criminal act and violation of the law.

### **Network Privileges and Access**

Access to the Children of Peace network is a privilege that carries a responsibility. A student's access to the Children of Peace Network can be temporarily restricted if a student engages in behavior that creates an unsafe or disruptive environment or causes harm to others.

## **STUDENT LIFE**

### **Celebration of our Faith**

As a faith community we acknowledge the presence of God in our midst each morning and afternoon with prayer. Our parish church is Our Lady of the Holy Family and our pastor is Father Peter McQuinn. Every Tuesday as a school family we celebrate our faith through prayer and worship with a weekly mass. Parents have an open invitation to worship with the school community every Tuesday, Mass starts at approximately 9:00 a.m.

Not all of our families practice the Catholic faith but for the parents who do, we provide an opportunity for children to celebrate the Act of Reconciliation, their First Holy Communion, and their Confirmation.

### **Celebration of Our Heritage**

Children of Peace School mirrors the diversity that is America. In our commitment to racial and social justice, we recognize and honor marginalized members of American society, most of whom are not included in our history books.

Each school day following morning prayer, we recognize and honor a person who has made significant contributions to America and to our world. From September 15 to October 15 we recognize and honor Hispanic Americans; In February we celebrate and honor African Americans; in March we celebrate and honor women; in May we celebrate and honor Asian American and Pacific Islanders.

### **Schoolwide Annual Celebrations**

- School Spirit Days – Every first Wednesday of the month students and staff wear Children of Peace gear.
- Birthday/Dress Down Day – The last Monday of every month students who celebrated their birthday during that month are not required to wear the school uniform. Teachers can wear jeans on Birthday/Dress Down Day.
- September - Feast of the Exaltation of the Holy Cross and Our Lady of Sorrows.
- September-October – Hispanic Heritage Month



- October – Grandparents Day. Feast of the Holy Rosary. Celebration of St. Luke Evangelist and writer of one of the Gospels. Trunk or Treat. We have a Halloween parade and distribute candy to the students. Red Ribbon Week – Focus on being drug free and not bullying others. Annual Pumpkin Patch Trip for Pre-K to second grade. Celebration of Holy Fire – 6<sup>th</sup>-8<sup>th</sup> grade students only.
- November – All Saints/All Souls Day. Thanksgiving Feast. Students treated to a catered Thanksgiving meal.
- December – St. Nicholas. Feast of the Immaculate Conception. Our Lady of Guadalupe Celebration. Christmas in the Round
- January – Catholic Schools Week – a week of activities celebrating Catholic education. Beginning of recruitment campaign for the upcoming school year.
- January – Dr. Martin Luther King’s Birthday Remembrance
- February – African American History Month
- March – St. Patrick’s Day
- March – Women’s History Month
- May – Cinco de Mayo
- May – International Day
- May – Asian Pacific Islander Month
- May – Memorial Day
- May – Crowning of Mary, the Blessed Virgin
- May-June – Eighth grade activities and graduation.
- June – Kindergarten graduation.
- June – Field Day – A day of fun and games.

### **Birthday Celebrations**

Birthday celebrations must be approved by the classroom teacher. For health and safety reasons food prepared at home cannot be served. Instead parents can provide purchased foods or non-food goodies to share, e.g. stickers, pencils, etc.

### **Field Trips**

Field trips provide an opportunity for teachers to extend learning beyond the walls of the classroom. Parents are often asked to serve as chaperones for field trips. In order to serve as volunteers parents must be in compliance with specific protocols determined and outlined by the Office for the Protection of Children and Youth. Parents interested in volunteering should notify the office. The steps are:

- Register in the VIRTUS system (<http://virtusonline.org>). A criminal background check is part of the registration process.
- Complete the CANTS 689 form. CANTS is an acronym for Child Abuse and Neglect Tracking System. Once completed, this form goes to the state of Illinois. This form must be completed annually.
- Complete a VIRTUS training session. Parents must register for this online course and complete the course at least 15 days prior to beginning serving as a volunteer in the school. The course is entitled Protecting Gods Children.
- Completion of Mandated Reporter Training. This is an online course and it must be updated every three years. Once the course is completed, the system will generate a Certificate of Completion. That form must be submitted to the school



office. The URL for the training is below. Parent volunteers also complete the CANTS 22 form.

<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=D9043B71FF8C4930E1250CAA5C961B8D>

- Parents must sign an affidavit pledging they will adhere to the behavior guidelines established by the Archdiocese of Chicago. This form, Standards of Behavior is an online form and you will be prompted to complete the form once registered in Virtus.

### **Eighth Grade Graduation**

Junior high teachers select the graduation awardees for academic subject awards, i.e. awards in English/Language Arts, Math, Social Studies and Science.

Junior high school staff nominate the most outstanding student and that student is chosen by the faculty and staff.

Junior high teachers and parent volunteers plan activities for graduates that include planning the student trip and student luncheon.

The Light of Leadership, Ribbon Pinning, and the graduation itself are traditional celebrations and part of the graduation activities.

### **Kindergarten Graduation**

On Wednesday of the last week of school we host our Kindergarten Graduation. In addition to the ceremony, Children of Peace provides light refreshments for parents and guests.

### **Food Service**

A hot lunch is provided daily for a nominal fee. Parents must complete a lunch application to be considered for free or reduced lunch. Students can, of course, bring their lunch to school.

### **Lunch/Recess**

Students have 42 minutes each day for lunch/recess. Pre-school, and kindergarten students eat lunch in their classrooms; all other students eat lunch in lunchroom. When weather permits students have recess outside on the school grounds. During inclement weather students have recess in their classroom or in the gym.

### **Extracurricular Activities**

Children of Peace provides a variety of after-school activities. Some of the activities require a small fee.

Educational – Principal’s Reading Club, Sign Language Club, Doves Enrichment Club, Coding Club

The Arts – Dance, Private Piano Lessons (deaf or hard of hearing students only)

Sports – volleyball, track, cheerleading, basketball camp, soccer

### **St. Ignatius**



Students from St. Ignatius provide tutoring 2-3 days per week in each classroom. They are assigned to a classroom and provide one-on-one tutoring support for students identified by the teacher. Another group of St. Ignatius students come one day per week to provide one-on-one tutoring in our Doves Enrichment Club.

## **RIGHTS AND RESPONSIBILITIES OF THE PRINCIPAL, TEACHERS, PARENTS, AND STUDENTS**

### **Responsibility of the Principal**

- Design and lead a continuous school improvement plan that focuses on the safety and well-being of students, faculty, and staff.
- Manage instructional delivery by monitoring instruction and teacher's weekly lesson plans.
- Ensure teachers and students have the supplies and equipment they need e.g. books, digital learning tools, digital access, etc.
- Manage the physical plant to ensure the building is safe. Work cooperatively with the Chicago Fire Department and Chicago Police Department in monitoring student safety drills.
- Establish structures for teacher collaboration and teacher professional development.
- Exhibit fiscal responsibility.

### **Responsibility of Teachers**

- To design and deliver standards-based instruction on a daily basis.
- To provide tiered instruction that provides a challenge for accelerated students and additional support for those students who need it.
- To motivate students.
- To serve as the primary contact and support for the social/emotional and instructional needs of the students.
- Monitor student progress and ensure records are updated in PowerSchool weekly at minimum, to keep parents aware of their child's academic progress.
- To create a safe and caring learning space where children feel safe and valued.
- Maintain open communication with the parents.

### **Responsibility of Parents**

- Ensure your child comes to school daily, on time, and in uniform.
- Monitor and support your child's learning advocate for your child.
- Review communications from the school and teachers.
- Create a quiet space in the home for the child to study.
- Hold your child responsible for their learning and their behavior.

### **Responsibility of Students**

Children of Peace students are expected to demonstrate a positive attitude toward learning and exhibit the five competencies of social emotion learning including:

- Self-awareness – understanding one's emotions, thoughts, and values and how they influence behavior.



- **Self-management – managing one’s emotions, thoughts, and behaviors effectively in different situations.**
- **Responsible decision making – ability to make constructive choices in one’s personal behavior and in social interactions with others.**
- **Social awareness – understand the perspectives of others and empathize with others including those from diverse backgrounds and cultures.**
- **Relationship skills – develop the ability to establish and maintain healthy relationships with diverse people and groups.**

**Additionally, students are expected to:**

- **Be kind and live by our Catholic principles and values.**
- **Accept responsibility for their learning and their behavior.**
- **Advocate for their needs.**
- **Complete all classwork and homework and submit quality work.**
- **Keep track of assignments and submit to the teacher when due.**
- **Come to school every day prepared to learn.**

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