Prescott Elementary School A Magnet Cluster K-8 School



Student and Parent Handbook 2025-2026

Dear Wolfpack Families,

Welcome to the 2025-26 school year! We look forward to a successful school year for our students, staff and teachers.

In order to help things run smoothly, we have created a Prescott School Student Handbook for Families, which has information about the school and its operations, as well as its policies and procedures. It also includes information about Board policies and rules. We welcome your participation and feedback. Please dive in!

We believe that families are our children's first teachers. We-- principal, teachers, and staff-are here to join you in educating our students with you. Please email me, teachers, and staff to see me or any member of the administrative team.

n collaboration,	
Erin Roche, faculty, and staff Principal	
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¡Bienvenido al año escolar 2025-26! Esperamos un año escolar exitoso para nuestros estudiantes, personal y maestros.

Para ayudar a que las cosas funcionen sin problemas, hemos creado un Manual Familiar y estudiantil de la Escuela Prescott. El tiene información sobre la escuela y sus operaciones, políticas, y procedimientos. También incluye información sobre las políticas y reglas del distrito. Agradecemos su participación y comentarios. ¡Por favor sumérgete!

Creemos que las familias son los primeros maestros de nuestros hijos. Nosotros-- el director, los maestros y el personal-- estamos aquí para unirnos a Ud. en la educación de nuestros estudiantes con Ud. Envíe un correo electrónico a mí, a los maestros y al personal para verme a mí o a cualquier miembro del equipo administrativo.

En colaboración,

Estimadas familias,

Erin Roche
Director, maestro/as, y personnel

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#### INTRODUCTION

Welcome to Prescott School! We are so happy to have you as part of our community. This handbook is designed to provide students and families with pertinent information about CPS and Prescott policies and expectations. Please note, this handbook is subject to change based upon adjustments to district policy or state law.

#### School Mission and Vision

#### **Prescott Mission**

To nurture creative minds and caring hearts that contribute significantly to their communities through rich and rigorous academic experiences that are tailored to individual needs, divergent thinking and artistic expression, work in collaborative teams and supportive partnerships:

#### **Prescott Vision**

Prescott Magnet Cluster School envisions a caring community of learning that encourages and supports children:

- to take intellectual risks,
- to take personal responsibility for decisions,
- to value others and honor diversity,
- to critically analyze and interpret information,
- to find their individual paths to success and to contribute to the greater good,
- to be stewards of the planet, and
- to develop their whole person,

so that all students attend college-preparatory high schools on their way to university enrollment and life-long learning.

#### **Prescott Staff**

Prescott's team is here to support students and families. The staff members are:

- Erin Roche, Principal
- Melisa Rutkelis, Assistant Principal
- Tara Sonnenberg and Abigail Mocan, Nursing
- Marisa Mathews, Counselor
- Tshaira Williams, Clerk
- TBD, Security Officer
- Selestino Orta, Engineer
- DeWanda Waters, Lunchroom Manager
- Christine Padove Case Manager/IDEA Coordinator/504 Coordinator
- Priscilla Lindsey-Restorative Practices Coordinator/Interventionist
- Prescott School Staff Organizational Chart

### **Purpose of Handbook**

At Prescott School, we strive to provide a safe, inclusive, and nurturing learning environment for all students. Clear expectations and supports are essential to foster a positive school culture where students can thrive academically, socially, and emotionally. Our expectations and supports aim to promote respect, responsibility, and accountability while upholding the values of fairness, equity, and integrity.

#### Our expectations:

- 1. Equity and Inclusion: We are committed to fostering an environment that celebrates diversity, promotes inclusivity, and ensures equitable opportunities for all students. Our expectations prioritize creating a welcoming space where everyone feels valued, respected, and supported, regardless of their race, ethnicity, gender, socioeconomic background, ability, or any other characteristic.
- 2. Safety and Well-being: We prioritize the safety and well-being of our students. Our expectations address various aspects of safety, including physical safety, emotional well-being, and online safety. We provide guidelines to prevent bullying, harassment, and discrimination, while also promoting strategies for conflict resolution and positive interpersonal relationships.
- 3. Academic Excellence: We are dedicated to academic excellence and provide expectations that support high-quality teaching and learning. Our policies outline expectations for student engagement, attendance, academic integrity, and the use of educational resources. We encourage a growth mindset, promoting a culture of continuous improvement and a love for learning.

4. Technology and Digital Etiquette/Citizenship: In an increasingly digital world, we recognize the importance of responsible and ethical technology use. Our expectations guide students in using technology effectively, safely, and responsibly. We emphasize digital citizenship, including digital literacy, appropriate online behavior, and responsible use of social media and digital platforms.

Through our comprehensive handbook, we strive to create a supportive and empowering environment that fosters academic achievement, personal growth, and responsible citizenship. We engage students, families, staff, and the broader community to collaboratively uphold and continuously improve our school-wide expectations to ensure a positive and enriching educational experience for all.

#### **Office Procedures**

At Prescott, safety is a top priority. To ensure the well-being of all students and staff, we have established the following visitor protocols. These apply to all guests, including parents, vendors, and volunteers.

- Visitor Check-In Requirements
- All visitors must comply with Chicago Public Schools' sign-in procedures.
- You will be required to:
  - Present a valid photo ID
  - Have your photo taken
  - Wear a visitor sticker visibly at all times
- Please refer to the district website or contact CPS directly for questions about visitor requirements.
- Scheduling & Walk-Ins

- If you do not have a scheduled appointment, you must call the office to:
  - Make an appointment
  - Or leave a message to receive a return call
- Meetings without an appointment are not guaranteed.
- What You Can Do Without an Appointment

You may still visit the office to:

- Drop off medications, forms, lunches, payments, or clothing
- Deliver items to students

If you need to meet with a staff member or administrator, please call or email to arrange a time.

- Building Entry
- Do not enter the building while students are arriving or being dismissed.
- All visitors must buzz in through the main entrance for each visit.
- Be prepared to state your purpose clearly when buzzing in.
- After entry, please go directly to the main office—do not stop at classrooms or hallways.
- Communication & Courtesy
- The front office is the hub of school operations and often very busy.

- Please communicate respectfully with office staff.
- Show patience and understanding as we work to support all students and families.

#### Curriculum and Assessment

#### **Academics**

Prescott is committed to providing a rigorous and coherent curriculum aligned with the Common Core State Standards and Next Generation Science Standards (NGSS). Our instruction is designed to build conceptual understanding, support inquiry-based learning, and ensure students are prepared for high school and beyond.

- Grades K–8: Students engage in a high-quality, standards-aligned curriculum across all core subject areas.
- High School Readiness: Approximately 40% of 8th graders annually are accepted into top 10% high schools, including selective enrollment schools (e.g., Lane Tech) and International Baccalaureate (IB) programs (e.g., Lincoln Park IB).
   For the Class of 2023, 81% of 8th graders matriculated to selective high schools.
- Math Progression: The K-7 math program builds a strong foundation for qualified 8th graders to enroll in Algebra, in alignment with CPS guidelines.
- English Language Arts (ELA):
  - Grades K–5: Phonics, phonemic awareness, and decoding skills
  - Grades K–8: Lucy Calkins' Readers and Writers Workshop
  - Grades 6–8: Expeditionary Learning modules
- Mathematics: All grades use the Illustrative Mathematics curriculum, which emphasizes deep conceptual understanding and number sense.

- Science: Students explore science through inquiry-based investigations, aligned with NGSS.
- Social Studies: Teachers utilize the Teaching for Tolerance framework, providing an equity-focused, inquiry-based social studies experience.
- Art & Physical Education: Instruction in Art and PE is cohesively planned across K–8, promoting skill development that transfers into academic and social-emotional contexts.

## **Grading Policy**

Prescott's grading policy is guided by three key principles: accuracy, bias resistance, and student self-determination. Our goal is for each student's grades to reflect true mastery of content and to support their growth across academics, the arts, and social-emotional learning (SEL).

# Accuracy

Grades must reflect what students know and can do based on standards—not compliance, participation, or behavior.

- Assessments are aligned with Illinois Learning Standards.
- Grades focus on evidence of mastery, not effort or conduct.
- Grades exclude irrelevant or misleading data that may distort the picture of student achievement.

(Adapted from Joe Feldman's Grading for Equity)

## ₩ Bias Resistance

Prescott actively works to eliminate grading practices that replicate systemic inequities.

- Grades are evaluated in ways that mitigate implicit and explicit bias.
- All students, regardless of background, are given equal opportunity to demonstrate mastery.
- Teachers reflect on and adjust grading practices to ensure equity in every classroom.

(Adapted from Joe Feldman's Grading for Equity)

## Self-Determination and Agency

Grading is part of a dynamic feedback process that empowers students to take ownership of their learning journey.

- Students receive multiple forms of feedback—from teachers, peers, and self-reflection.
- The grading process helps students identify strengths and areas for growth.
- Teachers are responsible for providing opportunities and tools for students to reach mastery.

(Adapted from Joe Feldman's Grading for Equity)

## Grading Scale

Prescott follows CPS grading policies while also implementing an equitable grading scale. No student receives below a 50% for missing work, encouraging re-engagement rather than discouragement.

	Rubric	Letter Grade	Percent
	Score		Range
4		Α	90–100

3	В	80–89
2	С	70–79
1	D	60–69
0.5	F	50-59

Note: A 50% is the lowest score a student can receive for incomplete or missing work.

### Anti-Bias, Anti-Racist Curriculum (K-8)

At Prescott, we are committed to fostering an inclusive and equitable learning environment for all students. Our Anti-Bias, Anti-Racist (ABAR) curriculum is designed for students in Kindergarten through 8th grade and aligns with the nationally recognized *Social Justice Standards* developed by Learning for Justice. Through the four domains—**Identity, Diversity, Justice, and Action**—students learn to celebrate who they are, respect others, recognize unfairness, and take thoughtful action in their communities. The curriculum promotes honest conversations, critical thinking, empathy, and student voice, preparing children to become compassionate, reflective, and equity-minded individuals. Attached <a href="here">here</a> are more details about the curriculum for SY25-26.

## **Multi-Tiered System of Supports (MTSS)**

At Prescott, we are committed to helping every student succeed academically, socially, and emotionally. We implement the Multi-Tiered System of Supports (MTSS) framework to ensure each child receives the level of support they need to thrive.

#### What is MTSS?

MTSS is a comprehensive, data-driven framework used across CPS to identify student needs early and provide targeted support. At Prescott, student progress is assessed multiple times throughout the year to determine if their needs are being met and to guide adjustments in instruction and interventions.

→ How MTSS Works at Prescott

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- Students participate in universal screening, diagnostic testing, and progress monitoring based on our assessment calendar or intervention needs.
- All supports are evidence-based and aligned to student data.
- Supports and instruction vary depending on each child's learning level and response to interventions.
- If your child is identified as needing Tier II or Tier III support, you may request their MTSS data at any time by contacting the school.

# **MTSS Framework Objectives**

Prescott uses the MTSS model to:

- P Identify each child's needs and provide support early
- > Use research-based strategies and evidence-based interventions
- Monitor progress to assess effectiveness
- S Adjust instruction and interventions based on data
- Involve parents/guardians in planning and support decisions

# SMTSS Tiered Levels of Support

MTSS is organized into three tiers, each offering increasing levels of support:

Tier I – Universal Support

Instruction and support provided to all students

Focused on core curriculum and SEL instruction

#### Tier II – Supplemental Support

- For students who need additional help
- Targeted small group instruction or interventions
- May include supports in academics, behavior, or SEL

#### Tier III – Intensive Support

- For students requiring highly individualized assistance
- One-on-one or very small group instruction/intervention
- Designed to address specific, persistent learning or behavioral needs

# Parent Involvement

Parents and guardians are essential partners in the MTSS process. If you have questions or concerns about your child's support or progress, please contact your child's homeroom teacher to schedule a meeting.

#### Diverse Learners

Prescott is committed to meeting the needs of all learners through individualized supports, inclusive practices, and legally compliant educational planning. We provide a range of services for students who require accommodations, modifications, or specialized instruction.

# **Individualized Education Program (IEP)**

An Individualized Education Program (IEP) is developed for students identified with special education needs. These needs may include:

- Specific learning disabilities
- Speech and language delays
- Occupational or physical therapy requirements
- Social-emotional support services
- One-to-one aide support

Each student's IEP is designed to address their unique learning profile. Services may be delivered in a variety of ways:

- A self-contained classroom with a special education teacher
- Push-in or pull-out services to support learning in specific subjects
- Inclusive support within the general education classroom

### Related services may include:

- Speech and language therapy
- Social work services
- Occupational or physical therapy
- Transportation
- Assistive technology

#### Least Restrictive Environment (LRE)

In accordance with the Individuals with Disabilities Education Act (IDEA), students with disabilities are educated with their non-disabled peers to the maximum extent appropriate.

This is known as the Least Restrictive Environment (LRE) requirement. Removal from the general education setting occurs only when a student's needs cannot be met with supplementary aids and services in that environment.

#### Section 504 Plans

A Section 504 Plan ensures access to the learning environment for students with physical or medical conditions who do not require specialized instruction. These may include conditions such as:

- Asthma
- Diabetes
- Seizure disorders
- Allergies
- Other chronic health conditions

504 Plans provide reasonable accommodations, which may include:

- Permission to take medication during the school day
- Modified physical activity
- Extended time on assessments

Unlike IEPs, 504 Plans do not require specialized instruction but should be reviewed and updated annually to remain effective.

Note: Students with IEPs may already have accommodations listed and may not require a separate 504 Plan.

#### **In-School Medication Protocol**

To ensure safety and compliance, students may not bring or self-administer medication (including over-the-counter items like Tylenol, Advil, etc.) without proper authorization.

#### Required Forms:

To administer or self-administer medication during school hours, families must complete the appropriate CPS forms:

- Physician Request for Administration of Medication
- Physician Request for Self-Administration of Medication
- Parent Request for Self-Administration of Medication
- Parent Request for Administration of Medication

These forms may be completed by an MD, DO, APRN, or PA.

Once completed, return the forms to the school nurse or office. CPS staff may contact the medical provider for clarification as needed.

## Click here to view these forms in English and Spanish

If you have any questions regarding services for diverse learners, please contact your child's case manager, classroom teacher, or the main office to set up a meeting.

#### Student-Led Conferences

At Prescott, **Student-Led Conferences** empower students from **Kindergarten through 8th grade** to take active ownership of their learning. These conferences **replace traditional Parent-Teacher Conferences** and are a key part of our school's approach to developing **independent, reflective learners**.

# **Purpose and Goals**

The primary goals of Student-Led Conferences are to:

- Encourage students to **reflect on their learning**, growth, challenges, and achievements
- Foster meaningful conversations between students and families about academic and personal development
- Provide students with the opportunity to set goals for the upcoming quarter
- Promote accountability and self-advocacy

#### **Conference Format**

- Students lead their own conference discussions, either in-person or virtually
- Teachers provide structured support and guidance to help students prepare in advance
- Conferences include:
  - Academic reflections
  - Goal setting
  - Celebration of achievements
  - Identification of areas for growth

This process helps students develop critical thinking, communication, and metacognitive skills that support long-term success.

### **Sample Student Tools**

To support students in preparing for their conferences, Prescott uses **age-appropriate reflection and goal-setting tools** tailored to different grade bands. These resources include:

- **K–2:** Picture-supported reflections, simple goal-setting sheets
- 3–5: Academic checklists, strength/challenge reflections, personal goals

• 6–8: Data tracking tools, subject-specific reflections, goal-planning templates

If you would like to preview the materials your child will use, please reach out to your child's teacher. More information about Student-Led Conference scheduling will be shared each quarter.

Below are sample resources used by students in different grade bands:

Middle School Sample

3-5 Grade Sample

K-2 Sample Questions

K-2 Practice Session

K-2 Sample Grow Plan

# **Counseling Services**

All Prescott students have access to our school counselor, Ms. Marisa Mathews, during the school day. The school counseling program is designed to support students across three core domains:

Domain	Examples
Academic	Grades, attendance, middle/high school transitions, executive functioning, goal setting
Postsecondary/Car eer	High school applications, college readiness, career exploration
Social-Emotional	Mental health, stress, grief, friendships, empathy, conflict resolution, coping skills, emotional regulation



School counselors provide different levels of support depending on the needs of each student. These are delivered through a tiered system:

Tier	Support Level	Examples
Tier 1	Universal (Everyone)	Classroom lessons, school-wide SEL events
Tier 2	Targeted (Some)	Small groups focused on specific topics such as grief or stress management
Tier 3	Intensive (Few)	One-time check-ins, short-term (6–8 sessions) counseling, crisis response



Referrals & Consent

Referrals for counseling can come from:

- Teachers or school staff
- Families/guardians
- Students themselves

If a student is recommended for small group or ongoing individual counseling, they will receive a "Notice of Assignment" form to take home. Prescott uses passive consent, which means:

• If the form is not returned within two weeks declining the service, counseling will begin.



Counseling sessions are confidential, with the following exceptions:

- The student expresses intent to harm themselves or someone else
- The student discloses that someone is harming them
- Legal requirements mandate a disclosure

Families may request a general overview of session topics, but the school counselor cannot share specific details to maintain student trust and privacy.

#### Referrals to Outside Services

There may be times when a student's needs go beyond the scope of school-based counseling—for example:

- The need for long-term therapy
- Concerns that primarily affect the student outside of school

In these cases, Ms. Mathews will work with families to connect them with appropriate external providers or agencies.

If you would like to refer your child for counseling or have questions, please reach out to Ms. Marisa Mathews via the main office or your child's teacher.

Procedures, Policies, and Codes

#### **Attendance**

Prescott believes that regular attendance and punctuality are essential to student success. Students who attend school consistently are more likely to stay on track academically, socially, and emotionally.

- Families Can Support Good Attendance By:
  - Understanding and following CPS attendance expectations
  - Ensuring their child is prepared and on time for school each day
  - Notifying the school when their child must stay home

## **Reporting Absences**

While we encourage students to be at school every day, we recognize that absences will occasionally occur.

- All absences must be reported through Aspen using the district's official absence reporting process.
- Families should submit documentation (e.g., doctor's note, family emergency explanation) via Aspen.
- As a courtesy, we also encourage notifying your child's homeroom teacher directly.

© Click here for instructions on how to submit absences in Aspen: ASPEN E-ABSENT NOTES

# **Missed Learning**

Missed school days can result in significant learning loss, especially in areas that require active classroom engagement.

- It is the student's and/or family's responsibility to reach out to teachers about missed work.
- Teachers will provide reasonable time to make up work, but are not required to send homework in advance of planned absences.

 Some lessons and learning experiences may be difficult to replicate outside the classroom.

Note: If a student is absent on the day of a guiz or test, they must coordinate with the teacher to complete it during non-instructional time.

🧑 Important: Grades cannot be entered after 5:00 PM on the last day of the guarter, as the district locks the gradebook system. Absences near the end of the guarter may result in missed grade entries if work is not completed in time.

#### Student Illness

To protect the health of all students and staff, please keep your child home if they are displaying any of the following symptoms:

- Fever within the past 24 hours (without medication)
- Vomiting or diarrhea in the past 24 hours
- Stomachache, headache, or body aches
- Frequent coughing
- Runny nose
- Unidentified rash
- Any complaints of illness or fatigue

Even one symptom is enough to warrant keeping your child at home. Please help us reduce the spread of illness within our school community.



#### COVID-19 Guidelines

If your child has tested positive for COVID-19, please refer to the most current CPS district COVID guidelines for:

- Isolation timelines
- Return-to-school protocols
- Testing requirements for household members

Click here to view CPS COVID guidelines

### STUDENT ARRIVAL AND ENTRY MAP

# (PRESCOTT SCHOOL 2025-26 DURING ADA CONSTRUCTION)

- School Day Start
  - Supervised arrival begins at 8:15 AM
  - Classroom instruction begins promptly at 8:45 AM
  - Teachers will escort students into the building at 8:45 AM
  - Students should arrive by 8:35 AM to ensure they are ready to begin the day on time

Regular attendance and prompt arrival are essential for student success. Students arriving after 8:45 AM must report to the Wrightwood entrance for a tardy pass before proceeding to their classroom.

Morning Arrival Locations (8:15–8:37 AM)

Grade Level Arrival Location

Kindergarten – 2nd Prescott
Grade Playground

3rd – 8th Grade Wrightwood Park

Students are under unstructured but supervised play during this time. This is referred to as "Play Club." For more information on Play Club see **here** 

Transition to Class (8:37–8:45 AM)

At 8:37 AM, students are supervised by staff as they walk from the playground or Wrightwood Park into Prescott School for the start of instructional time.

#### Student Breakfast

- Supervised breakfast is available in the cafeteria beginning at 8:15 AM.
- Students may enter directly through the cafeteria for breakfast.
- Students who choose breakfast cannot participate in Play Club due to lack of supervised transition back to the playground or Wrightwood Park.
- Do not drop students off before 8:15 AM as there is no supervision prior to that time.

Families in need of care earlier than 8:15 AM should consider:

- Right at School programming (fee-based)
- Wrightwood Park for early drop-off (public space supervision not managed by Prescott)

### Prescott Parking Lot Gate Procedures

- Only one gate is open for cars in the morning.
- At 8:15 AM, Prescott security places a safety horse to block half of the driveway to prevent further vehicle entry.
- The parking lot is not accessible by car from 8:15 to 8:45 AM or until students have cleared the area.

Kiss 'n Go Drop-Off (For K-2 students only)

Prescott offers a Kiss 'n Go drop-off option at the driveway entrance of the school for students assembling at the playground (**K-2 only**). Parents should take all other students to Wrightwood Park.

- Parents must remain in their vehicles
- Staff and SECAs are present to assist students as they exit the car and walk safely into the school yard
- Ideal for families who want a quick, safe drop-off for their young students without parking
- Walking Students & Family Access
  - Parents should say goodbye at the driveway entrance
  - Security and SECAs supervise the transition into the yard
  - Young or nervous students can be escorted by SECAs from the entrance to their grade-level location

Due to limited space and high volume of students (450+) and families, we ask families not to enter the playground unless volunteering.

Interested in Volunteering for Morning Arrival?

- Parents may apply to become Level 1 Volunteers through CPS to support arrival supervision
- Learn more and apply:
   CPS Volunteer Programs
- Classroom Entrances by Room

Main Entrance (Wrightwood) Parking Lot Entrance

Rooms 301, 307, 104, 106 Rooms 207, 206, 304,

305

Rooms 201, 306, 107, 102 Rooms 204, 205, 101,

103

Students will enter through their assigned entrance under teacher supervision at 8:45 AM.

### STUDENT DISMISSAL AND EXIT MAP

(PRESCOTT SCHOOL 2025-26 DURING ADA CONSTRUCTION)

5th-8th gradeAlley N↑

building

103

Marshfield
Door

104

School

Main door					Driveway	
307	101	107	106	306	201	

Please note that the driveway will not be accessible by cars until students have cleared. The parking lot exit is not accessible until January or March, 2026, when construction is done. The 5th-8th graders dismiss out the alley door.

### Dismissal Procedures

Dismissal at Prescott is carefully designed to ensure a safe, efficient, and respectful end to the school day for all students and families.

- Student Line-Up and Pick-Up (Grades K–4)
  - As classes exit the building, K–4th grade students will line up along the school building facing the curb.
  - Once students see their parent or caregiver, they must high-five their teacher before leaving the line.

This step ensures the teacher has confirmed that the student is safely reunited with their approved pick-up person.

## 

Families and caregivers should:

- Line up along the curb facing the school, so children can easily locate them
- Avoid entering student line-up areas or calling students out of line prematurely
- Create a barrier between students and street traffic, enhancing student safety

Parking & Traffic Safety

- Double-parking is not permitted and may result in a ticket from the Chicago Police Department
- Keep crosswalks open for children and families to walk safely
- If driving, please plan ahead and find safe and legal parking

Thank you for helping us maintain a safe and respectful environment during dismissal.

### Late Pick-Up

- Students not picked up by 4:00 PM will be escorted to the main office to wait for their ride
- While waiting, students are expected to:
  - Use respectful and appropriate language
  - Walk calmly on school grounds
  - Older students should be mindful of younger peers

# After-School Activities

Students participating in sports, clubs, or enrichment programs must:

- Remain in the building at dismissal
- Not leave school grounds and return later for activities

This policy ensures proper supervision and student safety at all times.

### **Early Dismissal**

Frequent early dismissals can significantly disrupt classroom instruction and student learning. To reduce interruptions and ensure a smooth school day, Prescott has established the following procedures:

★ Early Dismissal Procedures

- Parents/Guardians must notify both the homeroom teacher and the office clerk in writing by 7:30 AM on the day of the early dismissal.
  - The note must include the date and time of the dismissal.
  - Notification may be provided via email or as a physical note sent with the student.
- If proper notification is not received by 7:30 AM:
  - The student will only be released at the teacher's discretion or during classroom transition times.
- No early dismissals will be granted between 2:45 PM and 3:45 PM without advanced notice.
- Students are responsible for any work or learning missed due to early dismissal.

Click here to review CPS Attendance Policies

#### **Dress Code**

At Prescott, our dress code is designed to maintain a respectful, inclusive, and safe learning environment while supporting individual expression. It honors cultural, religious, and personal preferences and promotes a shared sense of community and professionalism among students.

Prescott Uniform Guidelines

Students may wear:

- Prescott polo shirts or long-sleeve shirts (with Prescott logo)
- Prescott Spiritwear T-shirts
- Plain, solid-colored shirts in Prescott colors:
  - White, Red, Gold, Navy Blue, Gray
- Plain, solid-colored pants/shorts in:
  - Navy Blue, Black, Gray, Khaki (no stripes, logos, or patterns)
- Dresses or jumpers (no patterns or logos) in:
  - Navy Blue, Black, Gray, Khaki (no stripes, logos, or patterns)
- Prescott club or sport shirts

Denim is not allowed.

Cooler Weather

#### Students may wear:

- Prescott sweatshirts/sweaters
- Plain, solid-colored sweatshirts/sweaters in Prescott colors (no graphics or writing):
  - o White, Red, Gold, Navy Blue, Gray

Black sweatshirts/sweaters and outerwear (jackets, fleeces, non-uniform hoodies) may not be worn inside classrooms.

Hoods must remain down while indoors.

## Physical Education (PE) Requirements

• Students must wear gym shoes to participate in PE.

• Failure to wear proper footwear may result in non-participation for that day's PE activities.

### Out of Uniform Procedures

- Students out of uniform will be asked to call home for a change of clothing.
- If no uniform is available to be brought in:
  - o The student will sign out and borrow a uniform from the office for the day.
  - The borrowed uniform must be returned washed the next school day.
- Repeated violations may result in disciplinary/restorative action as outlined by district policy.

To order uniforms or request support, please visit the Prescott Parents website or contact Prescott Parents at:

№ prescottschoolchicago@gmail.com

## Uniform Free Option (UFO)

Fridays are designated as Uniform Free Option (UFO) days for students who participate in the Prescott Parents UFO fundraiser.

- UFO Participation Guidelines:
  - Families may purchase UFO for every Friday during the annual fall fundraiser.
  - Purchase is required per student.
  - Reduced rates are available for families with financial need.
  - Families can also donate to support additional students.

## Additional UFO Days

Special event-based UFO days may be announced during:

- Spirit Week
- Literacy Parade
- Grade-level events
- Raffles or prizes from the Annual Benefit

These additional UFO days will be announced in advance by teachers or school administration.

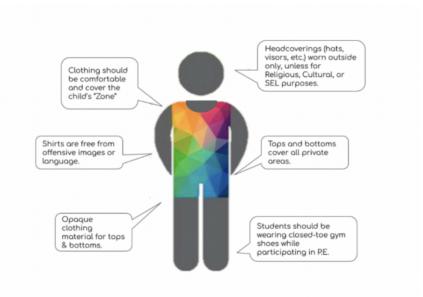
### TO Day Clothing Guidelines

On UFO days, students may wear:

- Any regular uniform options
- Patterned or denim pants, shorts, skirts, or dresses
- Non-uniform shirts, sweatshirts, zip-ups, or hoodies (hoods must remain down indoors)

All UFO attire must follow these expectations:

- No offensive images or language (e.g., profanity, hate speech, pornography)
- No images/language promoting violence, alcohol, or drug use
- Clothing must be appropriate for classroom learning and activities
- Students will be treated equitably and respectfully, regardless of gender identity, race, body type, religion, or personal style



- *For approval of head coverings, fill out the google form to set up a time to meet with the behavioral health team: Form
- *The administration reserves the right to determine what constitutes appropriate dress. Prescott will abide by the CPS Student Rights and Responsibilities handbook to address dress code violations.

### Cold Weather Guidelines for Outdoor Activities

At Prescott, we believe in the value of daily outdoor recess—even during colder months—as it supports students' physical health and social-emotional well-being. To ensure safety and comfort during winter recess, the following cold weather guidelines apply:

## Winter Recess Reminders for Families

- Please make sure your child is dressed appropriately for cold weather.
  - Warm hats
  - Mittens or gloves
  - Winter coats
  - Boots and warm footwear

Students should come prepared each day, as recess will be held outdoors unless conditions fall outside our safety guidelines.

## **Digital Etiquette & Citizenship**

At Prescott, we strive to develop responsible, respectful, and ethical digital citizens. Our expectations help students understand how to use technology in ways that promote safety, kindness, learning, and integrity—both in and out of school.

### Personal Electronic Devices

To maintain a focused and respectful learning environment, personal electronic devices are not permitted during the school day.

## X Devices Not Allowed During School Hours:

- Cell phones
- Apple Watches, Gizmos, Smart Watches
- iPods, MP3 players
- Earbuds/headphones
- Gaming devices or consoles
- Any device with texting, recording, calling, gaming, or internet access

#### These items:

- Must be turned off and stored before entering the building
- Cannot be used during any school-related activities, including arrival, dismissal, recess, field trips, or after-school programs

If a personal device is seen or heard, it will be:

- Confiscated and held in the main office until the end of the day
- The student must inform their parent/guardian that the device was taken
- Parents must retrieve the device from the office

Second offense: Referral for disciplinary/restorative action and possible loss of device privileges for the remainder of the school year.

In case of an emergency, students should notify a staff member who can contact a parent or guardian using a school phone.

### 4

#### Technology for Learning

Students are assigned school-issued Chromebooks, iPads, or other devices for learning. Use of these tools is a privilege, and students are expected to:

- Use only the device assigned by their teacher
- Handle devices with care
- Visit only teacher-approved websites
- Use devices for academic purposes only

## Device Responsibility & Replacement

If a device is lost or damaged, the student is responsible for the repair/replacement cost.

Device/Item Replacement
Cost

iPad \$450 or more

iPad \$150 or more

Keyboard

Chromebook \$450 or more

Students found visiting non-approved websites or misusing technology may face consequences in accordance with the CPS Acceptable Use Policy.

## Social Media & Text Groups

Prescott is committed to student well-being both inside and outside of school. Online behavior affects school culture and student relationships.

Any reports of inappropriate or harmful digital communication—including social media posts, comments, or text messages—will be taken seriously and referred to the Office of Student Protections if warranted.

- * Family Guidelines for Safe Online Engagement:
  - Responsible Use: Encourage respectful, positive communication.
  - Age Restrictions: Check age recommendations for apps via <u>Common Sense</u> <u>Media</u>.
  - Privacy: Keep profiles private and protect personal information.
  - Cyberbullying: Report online harassment or harmful messages to a trusted adult or school staff.
  - Digital Footprint: Remind students that online content can have long-term consequences—even if deleted.
  - Parental Oversight: Actively monitor your child's social media use (e.g., messages, screen time, comments, app usage).
  - Ongoing Education: Continue learning about online safety and media literacy using resources like Common Sense Media.

# Academic Honesty & Technology

Integrity is central to being a successful student and responsible digital citizen.

Students are expected to complete their own work and avoid:

updated: 7/21/25

- Copying from another student
- Using online tools (e.g., ChatGPT) to generate full answers without understanding the material
- Plagiarizing work from others (digital or print)
- Consequences for Academic Dishonesty:
  - Assignment may receive an F or require a full redo
  - Disciplinary or restorative action may be taken

With the increasing presence of Artificial Intelligence, we are committed to teaching students to use these tools ethically and thoughtfully to enhance their learning—not replace it.

We ask families to support these conversations at home, as the long-term academic and character development of students depends on these values being reinforced early and often.

As highlighted in more detail below, students and CPS staff must adhere to the <u>Student Acceptable Use Policy (AUP)</u> and the <u>Staff Acceptable Use Policy found at this link.</u> which establishes the standards for acceptable electronic activity of students, employees and other authorized Users accessing or using the district or school technology, internet and network systems regardless of physical location and also the electronic communication between students and CPS staff and other adults who work in schools. For more information regarding the Acceptable Use Policies, please visit <a href="https://cps.edu/AcceptableUsePolicy/Pages/aup.aspx">https://cps.edu/AcceptableUsePolicy/Pages/aup.aspx</a>.

# **Healthy Eating at Prescott**

At Prescott, we believe that healthy eating supports academic success and overall student well-being. We follow the Chicago Public Schools (CPS) Healthy Schools policies, which are designed to promote nutritious food choices, reinforce healthy habits, and encourage a collaborative approach between families, staff, and the broader community.

The Chicago Public Schools Board of Education passed a policy regarding healthy eating at schools. Below is a summary of the policy.

- Healthy Celebrations, Rewards, and Fundraising
- Healthy non-food rewards Action for Health Kids
- Competitive Food Nutrition Standards
- Smart Snack List Guidance USDA
- Smart Snack Calculator Alliance for a Healthier Generation

Weekly Breakfast and Lunch Menus:
Families can view the CPS meal schedule by visiting:

# Student Birthdays & Celebrations

To support healthy habits, birthday snacks must be approved in advance by your child's classroom teacher. Below are examples of approved healthy snack options. A more detailed list is available upon request from the homeroom teacher.

- Healthy Snack Examples
  - Individually wrapped veggies (carrots, celery sticks, etc.)
  - Rold Gold Pretzels (Braided or Twists)
  - Sunchips
  - Stacey's Pita Chips
  - Pepperidge Farms Goldfish Crackers
  - Keebler Crackers (Wheatables, Grahams, Club, Town House)
  - Thomas Brand Bagels
  - Sorrento Cheese Shapesters or Stringsters

- Sunkist Fruit Snacks
- Fresh Fruit (bananas, mandarins, pre-packaged apple slices)
- Sunsweet Apricots
- Sun-Maid Raisins or Dried Fruit

# Non-Food Celebration Ideas

- Give out pencils or stickers
- Sit with your child and their class during lunch
- Lead a recess game or classroom activity
- Volunteer for a classroom read-aloud (with teacher permission)

# 📌 Prescott-Specific Guidelines

In addition to CPS Healthy Schools policies, Prescott has the following expectations:

- No gum is allowed anywhere in the school. It will be confiscated and not returned.
- Healthy classroom snacks are determined by grade level teams. Please refer to your child's homeroom teacher for specific guidelines.
- Food sharing is not allowed, due to food allergies and safety concerns. (CPS Policy)
- Only water may be consumed throughout the day. Students may bring water bottles to refill during scheduled times.
- Food must be eaten only in designated eating spaces such as the cafeteria, outdoors (as permitted), or within the classroom under teacher supervision.

 Candy and gum are not permitted during the school day. Students found chewing gum or eating candy will be asked to discard it.

#### **Lunch and Recess**

Lunch and recess are essential parts of the school day at Prescott. These times support students' physical health, social development, and emotional well-being. Our policies and procedures are designed to foster a safe, respectful, and inclusive environment where all students can enjoy mealtime and play.

# Scheduled Time

- Students receive 20 minutes of recess and 30 minutes of lunch each day, in compliance with district and state policies.
- Lunch and recess are scheduled across a 3-hour block, with different grade levels rotating based on class size and available space.
- Some grade levels may share lunch/recess periods with others.

#### Meal Nutrition & Guidelines

- Prescott follows CPS nutrition guidelines and adheres to national dietary standards.
- School meals include a variety of healthy options such as:
  - Fruits and vegetables
  - Whole grains
  - Lean proteins
  - Low-fat dairy
- Students may also bring lunch from home. However:

- o Only one unhealthy snack item (e.g., chips, candy) is permitted per lunch.
- Water is the preferred beverage throughout the day.
- Students are encouraged to bring a reusable water bottle to refill as needed.

#### Allergen & Intolerance Management

- If your child has a food allergy or intolerance, please notify the main office before the school year begins.
- A case manager will work with you to develop a personalized safety plan.
- Lunch and snack protocols will be tailored to the specific needs of the student and classroom dynamic. Families will be notified once plans are finalized.

# Mealtime Environment

### Students are expected to:

- Take care of personal items
- Clean up their eating area
- Follow age-appropriate expectations around:
  - Table manners
  - Respectful communication
  - Voice levels

Lunchroom expectations will be explicitly taught at the beginning of the school year.

# Recess Activities

Students will have access to a variety of play options, including:

- Self-organized games (e.g., tag, running, chase)
- Sports (e.g., football, soccer)
- Playground equipment (e.g., monkey bars, slides)
- Gaga pit
- Recess at Wrightwood Park

Due to limited playground space, some classes may have recess or PE at Wrightwood Park.

- Crossing Ashland: Students must follow all directions from staff when traveling to and from the park.
- Respectful Use: Wrightwood is a public space. Students are expected to:
  - Share the space respectfully
  - Keep the area clean
  - Represent Prescott positively

# Supervision & Support

- Lunch and recess are supervised by trained staff, not the child's classroom teacher.
- Staff assignments aim to be consistent, though substitutes or alternate staff may step in as needed.

School security and the Restorative Practices Coordinator support students in managing crises and resolving conflict when necessary.
Conflict Resolution
Students are taught social-emotional skills and conflict resolution strategies through Prescott's SEL curriculum.
Recess and lunch are key times for practicing those skills.
Our staff uses a restorative approach when guiding students through conflict:
Facilitating respectful dialogue
Encouraging empathy and perspective-taking
Helping students identify harm and repair relationships
For more, visit the Restorative Practices section of this handbook.
Accidents and Injuries
the event of an injury:
First aid is administered immediately
Parents/guardians are contacted
A formal incident report is completed and kept on file

Communication with Families

In

Prescott has a clear process for communicating with families regarding lunch and recess:

- If your child experiences a physical injury, you will be contacted after first aid is administered.
- If your child is involved in a social conflict or behavioral incident, school staff may follow up with you to provide context and share steps taken.

# Care for School Environment: Materials, Property & Spaces

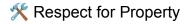
At Prescott, we take pride in maintaining a clean, safe, and respectful school environment. All students are expected to act as responsible citizens by treating school property—including buildings, equipment, and shared spaces—with care.

Our approach to property use and care emphasizes prevention, responsibility, and restoration. The following guidelines outline expectations for all members of our school community:

Prevention & Education

Prescott is committed to proactively preventing damage and misuse of school property by:

- Providing student education on the importance of respect for school spaces and materials
- Encouraging a sense of pride and ownership in the school environment
- Teaching students the consequences of property damage, both physical and relational



Students are expected to:

- Respect all areas of the school, including:
  - Classrooms
  - Playground
  - Cafeteria
  - Hallways
  - Bathrooms
  - Gym and common spaces
- Use school property only as intended
- Avoid defacing or damaging any part of the school building or grounds

This includes respecting the property of others, such as classmates' belongings and materials.

Proper Use of Materials & Equipment

Students must handle all school-provided materials and equipment responsibly, including:

- Textbooks and workbooks
- Chromebooks, iPads, and other devices
- Science and art supplies
- Library materials
- PE and sports equipment

Intentional misuse, vandalism, or reckless behavior that causes damage is strictly prohibited and will result in consequences.

# Reporting Damage

If a student witnesses or becomes aware of property damage, they should report it immediately to a teacher, staff member, or school administrator.

- Reporting damage is considered a responsible and proactive act
- Early reporting allows for timely intervention and resolution
- This helps ensure a safe and functional environment for all students

# Restitution & Accountability

Students found responsible for property damage will be expected to accept responsibility and participate in appropriate consequences, which may include:

- Restitution (repairing or replacing damaged items)
- Restorative practices, including reflective conversations and actions to repair harm
- Loss of privileges (e.g., technology use, access to certain areas)
- Additional disciplinary measures as determined by school administration

#### Consequences are designed to:

- Encourage learning and growth
- Help students understand the impact of their actions
- Promote accountability and community restoration
- Subbies, Hooks, and Cubbockers

Prescott provides every student with a designated personal storage space for school-related belongings. These spaces are intended to help students stay organized and keep learning environments clutter-free and respectful.

# Student Storage by Grade Level

- Grades K–5: Students have hooks or cubbies located inside their classroom to store coats, backpacks, and school materials.
- Grades 6–8: Students receive a "cubbocker"—a personal storage bin designated for school materials only.

Note: Cubbockers are not to be used to store food, valuable items (monetary or sentimental), or personal belongings. Prescott is not responsible for lost or stolen items.

# **Cubbocker Guidelines**

- The school reserves the legal right to search any cubbocker with reasonable cause.
- If a cubbocker becomes damaged or unusable, it can be replaced for \$15.
- Personal items must be kept in homeroom spaces and not inside cubbockers.

# Bags & Belongings: Grades 6–8

• Students may carry a tote bag (without zippers) to hold classroom materials.

Example of Tote Bag – <u>Amazon Link</u>



- The following items may not be carried to class and must remain in homeroom:
  - Backpacks
  - Purses
  - Fanny packs
  - Technology not used for learning (e.g., cell phones, Apple Watches)

# Toys from Home: Keep Them at Home

Prescott fosters an inclusive and equitable learning environment by providing all necessary materials for academics and play.

- Students may not bring toys or personal recreational items to school unless:
  - o A teacher specifically requests it for a learning activity
  - Special permission is granted by school staff

#### This includes:

- Stuffed animals
- Sports balls
- Outdoor equipment

Personal items can create power dynamics or feelings of exclusion and are not permitted at lunch or recess.

#### Community Spaces

Prescott includes shared community learning spaces (e.g., hallway lounges and collaborative tables) located outside classrooms. These areas are used under teacher supervision for:

- Small group work
- Independent study
- Quiet reading or reflection

Students must follow expectations established for these areas, including voice level, cleanliness, and respect for others using the space.



#### Cafeteria Space

Prescott's cafeteria is located in the basement and is used daily by all students in grades K-8 for lunch.

- It may also be used for:
  - School-wide events
  - Class presentations
  - Celebrations
  - Indoor recess or academic programs

As a versatile community space, students are expected to treat the cafeteria with care and follow adult directions at all times.

**iii** Bathroom Spaces

Prescott is proud to provide inclusive bathroom access in accordance with CPS district policies and Illinois law.

1st & Ground Floors: All-Gender Bathrooms

2nd Floor: Boys+ Bathrooms

3rd Floor: Girls+ Bathrooms

These facilities are designed to respect the dignity and identity of every student. Prescott does not tolerate discrimination or harassment based on gender identity or expression.

We also implement educational programs to promote:

- Understanding of gender diversity
- Respect for privacy and safety
- Awareness of students' rights to access facilities aligned with their identity

Learn more about how Prescott implements CPS's All-Gender Bathroom Policy

# **Safety & Emergency Procedures**

Prescott regularly prepares students for emergencies through routine safety drills that include:

- Evacuation
- Shelter-in-place
- Lockdown
- Fire and severe weather procedures

In the event of a real emergency, families should:

- 1. Call the main office at 773-534-5505
- 2. Avoid calling the student's personal phone, as this prevents staff from managing communication and safety protocols effectively
- 3. Work with the school administration on next steps

The safety and well-being of students is our top priority. Please allow school personnel to manage the emergency response professionally and swiftly.

# Family Involvement

# Prescott <u>School Calendar 2025-202</u>6 ←Click there (continuously updated)

# **Prescott Organizations**

- Prescott Parents, a 501(c)3 offers a range of community engagement and fundraising support. <a href="https://www.prescottparents.com">www.prescottparents.com</a>
- The Local School Council (LSC) is an elected board that works within the school. Public participation is encouraged!
- Prescott has received strong commitments from Alderman, State, and US Representatives

#### Erichment

# **School-Wide Events and Field Trips**

Prescott is proud to offer a wide variety of on-campus events, field trips, and extracurricular programs that enrich students' academic and social development. To ensure safety, equity, and organization, the following expectations and supports are in place.

## Field Trips & School Events

Field trips and school events are privileges that support curriculum, foster community, and provide meaningful learning experiences.

# Expectations for Participation:

- Students must follow the CPS Student Code of Conduct and Prescott behavior expectations at all times—whether on or off campus.
- Students are expected to be:
  - Safe
  - Respectful
  - Responsible
- Inappropriate behavior during any school-related activity may result in additional consequences.

# Parent/Guardian Supervision & Volunteerism

All school events (e.g., Movie Night, Family Night) require direct parent supervision unless otherwise stated by the teacher or school.

We welcome parent volunteers for:

- Field trips
- Classroom celebrations
- Special events and activities

# Interested in Volunteering?

 Consider becoming a Room Captain, a liaison between your child's teacher and classroom families. • All volunteers must complete the CPS volunteer process online:

S CPS Volunteer Programs – Apply Here

# **Before & After-School Programming**

Prescott offers a wide range of clubs, sports, and enrichment programs throughout the school year.

# General Expectations:

- Students must commit to attending all sessions and complete the full duration of the program.
- Permission is required to leave any club or activity early. A parent must sign out the student in the main office.
- Many programs require students to maintain minimum academic and behavioral expectations.
- Expectations will be communicated by the club or team sponsor before the first meeting.

# M Chicago Children's Choir

In partnership with Chicago Children's Choir, Prescott offers choral programming beginning in 3rd grade. Highlights include:

- Performances at Navy Pier, Millennium Park, and the Blue Man Group
- Opportunities for musical growth and public performance

# Prescott Staff-Hosted Programming

Our staff offers a wide variety of clubs and enrichment programs, including:

- Battle of the Books Competitive reading challenge.
- Mathletes— Competitive math teams.
- Gender-Sexuality Alliance- GSA is a student club that works to promote a more inclusive
  and accepting learning environment for all students. Reduce harassment and teasing, especially
  related to a person's real or perceived sexual orientation or gender identity. Create a safe place
  to discuss concerns such as: how to support friends, how to respond to direct harassment or
  joking remarks about gender or sexual orientation, and where you can find help if you or a friend
  need it. Plan events to educate the school community and to debunk stereotypes about LGBTQ+
  individuals and issues.
- Drama Club Past productions include: Charlotte's Web, James and the Giant Peach, and
   The Stinky Cheese Man.
- Girls on the Run Empowering girls to develop confidence and fitness.
- Reading & Math Tutoring Small group or individual support at all levels.
- Math Masters and Decathlon Master essential math concepts. Strengthen computation skills (fractions, decimals, percents). Boost confidence & interest in math. Aligned with IAR Prep & Common Core Standards, this student-friendly program helps children build skills for: 

   ✓ 5th promotion.
- Concert Band-An opportunity for students to perform their instruments in an ensemble setting.
- Get Up & Go!-Start the day with energy and fun! This before-school dance program for K–2 students runs every Wednesday from 8:15 to 8:45 AM. Kids will move and groove through dance to get their bodies and minds ready to learn.
- Modern Band-Modern Band will continue to function as soon as the necessary instruments
  have been procured. In the meanwhile, it may be necessary to meet with prior and newly
  interested band members, to discuss potential source material and set lists, eventually do critical

listening of the proposed set lists, discussion of influences. New Students interested should consider taking beginning guitar first.

Future Problem Solving Program (FPS)

Prescott students have a strong record of excellence in Future Problem Solving, a global critical thinking competition.

Achievements by Year:

- 2023 7 teams competed at the state level; 1 placed 6th
- 2022 All 4 teams advanced to state
- 2021 3 of 4 teams advanced to state; 1 team qualified for international (virtual)
- 2020 4 of 5 teams advanced to state; 2 students placed at international level
- 2019 All 3 teams placed in the top 5 at state; 1 student advanced internationally

# **Athletics**

Prescott supports a variety of athletic programs designed to:

- Build teamwork and camaraderie
- Foster resilience and healthy competition
- Teach sportsmanship and leadership

Participation is based on eligibility, and students are expected to maintain strong academic performance, attendance, and conduct.

# Right At School Program

Prescott partners with Right At School to offer fee-based before and after-school care.

## Program Details:

- Hours:
  - Morning: 7:30–8:30 AM
  - o Afternoon: 3:45–6:00 PM
- Location: At Prescott School
- Activities Include:
  - Homework help
  - Games and physical activity
  - Arts and crafts

# 

Prescott also offers seasonal Right At School enrichment classes. Information and sign-ups are shared with families at the start of each school year.

■ Before and after-school activities and extracurriculars at Prescott School 2024-25

CPS Score: Elementary School Sports

SCORE Parent Consent and Release Form

# Restorative Practices & Discipline

At Prescott, we are committed to fostering a safe, inclusive, and relationship-centered school community. This section of the handbook is intended to guide parents and guardians in understanding the philosophy and process behind this work.

#### 

Restorative Practices are a framework for building and repairing relationships, promoting accountability, and supporting the social and emotional well-being of all members of the school community.

#### These practices:

- Help build strong relationships and a sense of community
- Restore trust and connection after harm or conflict
- Teach students critical personal and interpersonal skills
- Promote inclusive discipline alternatives that reduce suspension and exclusion
- Focus on accountability, healing, and growth rather than punishment

Restorative practices aim to balance accountability with empathy, addressing both the behavior and the underlying needs or challenges that may have contributed to it.

Click here to access our full Restorative Practices Family Guide



#### Restorative Practices at Prescott

Prescott is actively working to embed restorative practices into all aspects of our school culture. While this is a multi-year journey, our staff is engaged in professional development and school-wide planning to integrate these strategies into daily routines, classroom management, and student support.

Ways we implement restorative practices may include:

- Restorative circles (proactive and responsive)
- Affective statements and questions
- Mediation and facilitated conversations
- Restorative conferences following incidents of harm or conflict
- Community-building activities

# **Why Restorative Practices?**

Restorative practices are not just about responding to harm—they are also about proactively building a community of care and accountability. This approach:

- Builds trust among students, staff, and families
- Helps students reflect and learn from their actions
- Encourages students to repair harm and rebuild relationships
- Reduces reliance on exclusionary discipline (e.g., suspension)
- Strengthens students' skills in empathy, communication, and problem-solving

# Legal Definition & Purpose

According to the Illinois School Code, "Restorative Practices" refer to:

A continuum of school-based alternatives to exclusionary discipline that are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teach students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore

relationships among students, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs.

🗩 Your Role as a Parent/Guardian

We encourage you to:

- Engage in conversations with your child about their relationships and responsibilities
- Talk with school staff about how restorative practices are used
- Support your child in reflecting on conflict and working through challenges
- Promote values of empathy, accountability, and repair at home

Together, we can make a lasting impact by teaching our students how to navigate conflict, repair harm, and grow into compassionate, responsible individuals.

# STUDENT CODE OF CONDUCT (SCC)

Prescott follows the Student Code of Conduct | Chicago Public Schools. The Chicago Public Schools ("CPS") Student Code of Conduct ("SCC") supports schools in maintaining safe, nurturing, participatory and productive learning environments. Students must abide by the SCC (http://policy.cps.edu/download.aspx?ID=263) and are subject to interventions, and in some cases, discipline for violation of the SCC. All employees in the school are responsible for ensuring that students abide by the SCC. Teachers should enforce it within their classroom and make every effort to correct student behavior in the classroom without excluding the student. When that is not possible, teachers should refer the student to the school disciplinarian for appropriate additional steps. The disciplinarian will consult with the referring teacher and administration. Prescott practices principles of restorative practices. Except in compelling circumstances, before seeking more severe discipline, the school must pursue ways to examine what caused the student's misbehavior and work with the student and others to identify the root cause of the behavior and assign appropriate interventions or discipline.

For more information regarding a students' rights and responsibilities, please review the Student Rights and Responsibilities brochure at

https://drive.google.com/file/d/1acTkxxnddUFJwJgm2woPC6bgp1U2m5Rs/view

#### **Restorative Practices Parent Videos**

The following videos will give you a quick overview of aspects of restorative practices and the discipline process we want families to be <u>verv</u> familiar with.

Video #1: Discipline at Prescott

Video #2: <u>Tools of Restorative Practice</u> Video #3: <u>Restorative Communication</u>

Video #4: Office Of Student Protections: Bullying

Video #5: Office of Student Protections: Bias Based Harm and Sexual Misconduct

#### Parent Restorative Practices Resource Folder

This <u>folder</u> contains important resources discussed in the Parent Videos. These will be updated throughout the year with pertinent information for parents and families related to Restorative Practices and discipline at Prescott.

#### GRADE LEVEL SPECIFIC INFORMATION

This handbook provides an overview of Prescott's school-wide policies and serves as a resource for families with students in grades K–8. Grade-level specific information will be shared by your child's teacher(s) during Curriculum Night. We encourage you to jot down any questions and bring them with you to help guide the conversation.

#### SCHOOL INFO

School Hours and Contact Information

School Hours: 8:00am-3:45pm School Main Line: 773-534-5505 Principal Roche: <a href="mailto:eroche@cps.edu">eroche@cps.edu</a>

Assistant Principal Rutkelis: mrutkelis@cps.edu

Prescott Parents: <a href="mailto:prescottschoolchicago@gmail.com">prescottschoolchicago@gmail.com</a>