

Student Handbook



2023-2024

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Table of Contents

Chapter 1 - INTRODUCTION	4
MISSION AND VISION	5
Chicago Public Schools	5
Orozco's Vision	5
SCHOOL ORGANIZATION	5
School Administrative Team	5
The Local School Council	5-6
Chapter 2 - LOGISTICS	6
SCHOOL CALENDAR	6
BELL SCHEDULE/SCHOOL HOURS	6
ARRIVAL/ DISMISSAL	6-7
RECESS/LUNCH PROCEDURES	7
HALLWAY PROCEDURES	8
HEALTH AND WELLNESS	8
TECHNOLOGY	8
USE OF COMPUTER EQUIPMENT AND NETWORK	8
VISITORS	8
PARENTAL INVOLVEMENT	8
GUEST SPEAKERS AND OTHER VISITORS	9
STUDENT FEES	9
STUDENT FEES PROCEDURES	9
PROMOTION POLICY	9
3rd/6th/8th PROMOTION	9
8th GRADE ACTIVITIES	9-10
Chapter 3 - ACADEMIC	10
GRADING SCALE AND POLICIES	10
PROGRESS REPORTS	10
REPORT CARDS	11
MTSS	11
Chapter 4 - SCHOOL CULTURE	11
ATTENDANCE	11

WHY IS ATTENDANCE IMPORTANT?	11
STUDENT ATTENDANCE/ TARDIES	11
ATTENDANCE INCENTIVES	12
BEHAVIOR/ RESTORATIVE PRACTICES	12
STUDENT CODE OF CONDUCT	12
BULLYING POLICY	13
ROAR EXPECTATIONS	14
GENERAL EXPECTATIONS	14
RESTROOM PROTOCOL AND SAFETY	14
10-10 RULE	15
STUDENT POLICIES	16
CELL PHONE POLICY	16
UNIFORM POLICY	16-17
Acknowledgement and Receipt	18

Chapter 1 - INTRODUCTION

Dear Orozco Students (and Parents),

Welcome, or welcome back, to Orozco! The school administration is looking forward to a successful school year for every member of our community.

This handbook has just about everything you might want or need to know to make your school year happy and healthy at Orozco. If you have a question on something that isn't in the handbook, just ask! Any Orozco adult is happy to help you.

Lastly, the school administration welcomes your participation and feedback. Please do not hesitate to email us or set an appointment to see us!

Best wishes,

Meghan Sovell

Meghan Sovell, Principal

Leah Augusta

Leah Augusta, Assistant Principal

MISSION AND VISION

Chicago Public Schools

At Chicago Public Schools, our mission is to provide a high quality public education for every child, in every neighborhood, that prepares each for success in college, career and civic life. To fulfill our mission, we make these three commitments to our students, their families and to all Chicagoans: academic progress, financial stability, and integrity. To review CPS' mission, click the following link: <https://www.cps.edu/about/vision/>.

OROZCO

Vision: Orozco students are inspired to become reflective, innovative, and compassionate leaders, part of a rich *mosaic* in the changing world.

SCHOOL ORGANIZATION

Orozco's administrative team is here to support you in providing our students the very best instruction in a clean, safe and inviting environment. The administrative team members are:

School Administrative Team

Orozco Academy's administrative team is here to support you in providing our students the very best instruction in a clean, safe and inviting environment. The administrative team members are:

- Meghan Sovell, Principal
- Leah Augusta, Assistant Principal
- Brittany Cain, Counselor
- Reyna Jimenez, Clerk
- Antonio Romero, Security Officer
- Keleigh DiStasio, Engineer
- Carmen Chaparro, Lunchroom Manager
- Ivonne Morales, Case Manager/IDEA Coordinator/504 Coordinator

School Phone: 773-534-7215

Do not hesitate to tell us what you need and how we can help you!

The Local School Council

Orozco's local school council is responsible for approving the school's budget, certain local policies and principal selection and evaluation. Our local school council members are:

Meghan Sovell, Principal
Ilse Acevedo, Parent Member 1
Abraham Celio, Parent Member 2
Dulce Garduno, Parent Member 3
Vanessa Herrera, Parent Member 4

Erica Montenegro, Parent Member 5
Michelle Carrillo, Teacher Member 1
Dalia Trujillo, Teacher Member 2
Manuel Gonzalez, Non-teacher Member
Adrian Calderon, Community Member
Tenoch Hernandez, Student Member

Chapter 2 - LOGISTICS

School Calendar

The CPS SY23-24 calendar can be found [HERE](#). Our Orozco school calendar can be found on our website: <https://orozco.cps.edu/>

Bell Schedule and School Hours

- Orozco's school day begins at 8:00am and ends at 3:00pm. The school building is open at 7:30 am and after school hours are 3:30pm-5:00pm.
- Student lunches/recess are in 45-minute increments beginning at 10:15 a.m. and ending at 1:15 p.m.

Classroom Materials

Students should bring the supplies on their teachers' supply lists, and speak with their teacher if they need help getting any supplies. Students should NOT bring Sharpies or other permanent markers to school, or remove Sharpies or permanent markers from a classroom being used for a class activity. Sharpies or permanent markers brought to school will be confiscated for return after school.

Arrival/Dismissal

Students should enter and exit school at their designated door. Doors open at 7:30 AM and close at 8:05 AM. After 8:05 AM students are considered tardy and must enter through DOOR 2 (main entrance) and report to the main office to receive a tardy pass.

Arrival/Dismissal Door Assignments	
Door #3 (East side of 18th St)	Door #6 (Playground)
PreK - 5th grade	6th - 8th

Arrival

At **8:00 AM**, students in all grades will be picked up at their designated door by their homeroom teachers and escorted to their homeroom/lockers.

- **PreK:** Students should enter through **Door #3**. Students may enter the building at 7:30 AM (morning class) and 11:50 AM (afternoon class).
- **Primary (Kinder-2nd):** Students should enter through **Door #3** and go directly to the cafeteria for breakfast. Orozco staff will be assigned to supervise students during breakfast.

- **Intermediate (3rd-5th):** Students will enter through **Door #3** and line up inside until their teacher picks them up at 8:00am. Students will pick up their breakfast to eat in the classroom. After 8:05am, students are tardy and must enter through **Door 2 (main entrance)**.
- **Middle School (6-8):** Students will enter the building through **Door #6 (near the backyard)** and line up inside until their teacher picks them up at 8:00am. Students will pick up their breakfast to eat in the classroom. After 8:05am, students are tardy and must enter through Door 2 (main entrance).

Dismissal

- **PreK-2nd:** Students will be escorted by their teacher to their designated dismissal door and exit through **Door #2** at 3:00pm.
- **3rd-5th:** Students will be escorted by their teacher to their designated dismissal door and exit through **Door #2** at 3:00pm. Students should not loiter in the backyard and must exit school grounds promptly. If they are waiting for a parent they must wait inside the building until their parent arrives.
- **6th - 8th Grade:** Students will be escorted by their teacher to their designated dismissal door and exit through **Door #6** at 3:00pm. If students are waiting for a parent they must wait inside the building until their parent arrives; no students will be allowed to leave the building and then return to the building.
- **After-School Students:** After school students should report directly to their designated after school area within the school building; no students will be allowed to leave the building and then return to the building for after school activities, unless special arrangements have been made by their parent.
- **Bus Students:** Bus students will be dismissed from class no earlier than 2:50pm in order to be in the main lobby **by 2:55pm**. Teachers will receive rosters with their list of bus students; however, bus students should also be sure to make their teacher aware that they are a bus student and must be dismissed early. This will prevent the student from missing their bus.

Recess/Lunch Procedures

- The cafeteria is open daily at 7:45am for student breakfast and closes at 8:10am.
- Lunch is served to students during their designated lunch period.
- Students may only leave the cafeteria to go to the restroom or if they are called to the office by Ms. Jimenez or Ms. Carbajal. Students are not allowed to leave the cafeteria to go to their lockers or classrooms except in an extreme emergency. Supervising adults will communicate when sending students to the restroom to ensure there are not too many students at once.
- Students will follow the cafeteria ROAR Expectations while in the cafeteria. They are posted on the wall as a reminder.
- Students are to clean up their places before leaving the lunchroom. Orderly behavior is required at all times. Sharing of food is not permitted due to allergies. All lunchroom food must remain in the lunchroom.
- As a reminder, Orozco is a CPS Healthy School. We encourage parents to send their children with healthy foods as stated in the [CPS Wellness Policy](#). This means no chips, candy, unhealthy desserts, or sugary drinks. Please refer to this [CPS Healthy Snack list](#) for ideas on healthy snacks.

Hallway Procedures

- All students are expected to walk in the halls at a level 0 (silence) so as to not disturb classes that are in session. When conversation is necessary, it should be no louder than a level 1 (person next to you, but no one else, can hear.)
- All students are expected to walk in the halls in the order and structure given to them by their teacher. This allows the teacher to monitor the students efficiently and ensure they are behaving appropriately with one another.
- Students who do not stick to these procedures will have a conversation with the adult to determine what the student may need to follow directions. If the student does not stick to the procedures after that conversation, consequences such as parent phone calls and meetings, amends-making, lunch detention, and others will be applied.

Health and Wellness

To support the CPS Wellness Policy, Orozco promotes [healthy celebrations](#) and asks that parents avoid bringing cake, candy, or other sugary treats for school events/student birthdays or classroom incentives. A list of approved Healthy Snacks can be found [here](#) in English, and [here](#) in Spanish.

TECHNOLOGY

Use of Computer Equipment and Network

Orozco is a 1:1 technology school and all students will have access to using a chromebook in class. All teachers provide students with expectations on how to properly use technology in the classroom and how to care for devices. Students are required to use technology responsibly and for educational purposes only.

Use of technology is governed by the Board's Acceptable Use Policy for Students (<http://policy.cps.edu/download.aspx?ID=203>). Communications from staff to students, student to student, and student to teacher must always be professional and polite. Please consult the policies for information regarding the restrictions.

VISITORS

Parental Involvement

Orozco Academy believes strongly in parental input, involvement and support. Parents should fill out the online volunteer form during August Open House; if they cannot attend, they should contact the main office if they are interested in becoming a parent volunteer at Orozco. We are committed to partnering together with parents to support the academic, social, and emotional growth of students.

Guest Speakers and Other Visitors

For the safety of our students, all visitors must enter and exit through **Door 2 (Main Entrance)** with a state issued ID and sign in with Security Romero. They should then stop at the main office for directions to their final destination.

STUDENT FEES

Student Fee Procedures

All collections of fees must be coordinated with the clerk, Reyna Jimenez. Ms. Jimenez supervises the collection of fees and is responsible for coordinating the processing and recording of receipts. Fees for School Year 2023-2024 will be \$50 for the first student, and \$25 for each additional student. Fees go towards student incentives and celebrations.

PROMOTION POLICY

2nd, 5th, and 8th Grade Promotion

CPS has recently made a shift in student benchmark years. The new benchmark years are now 2nd grade, 5th grade, and 8th grade. Elementary school promotion decisions are made in May for students in grades 2, 5, and 8. Promotion status is based on students maintaining a C average as reflected by the final reading and math report card grades.

Students who do not meet promotion criteria will be required to attend and satisfactorily complete [Summer Bridge](#) in order to be promoted to the next grade. Students who will be 15 years old on or before September 1 of the following school year, and who do not meet eighth grade promotion criteria in June, will be required to attend [Summer Acceleration](#). They will enter ninth grade in the fall.

For a detailed description of promotion criteria and applicable summer school requirement(s), please see the School/Parent Guide to the [Elementary School Promotion Policy](#). Information regarding Students with Disabilities and English Learners (ELs) is provided on page 2 of the Guide.

8th Grade Activities

Orozco 8th graders may partake in different activities during the school year. These activities may include but are not limited to:

- School dances
- Fundraisers
- 8th grade banquet
- 8th grade trip

- Field Day

If students cannot be trusted to behave appropriately during activities, they will be required to bring a parent, or possibly not allowed to attend. More information regarding 8th grade activities and fees will be sent home to families from the middle school team first semester.

Chapter 3 - ACADEMIC

Grading Scale and Policies

A= 90-100 B= 80-89
C= 70-79 D= 60-69
F= 50-59

Primary (K-2) Grading Category Weights:

55 formatively assessed classwork (verbal participation, assignments)
35 summative
10 homework

Intermediate (3-5) Grading Category Weights:

35-assignments (classwork)
35-summative
20-formative
10-engagement work (collaborative work, graded homework)

Middle (6-8) Grading Category Weights:

40-formatives
50-summatives
10-engagement work (classwork, collaborative, graded homework)

Progress Reports

Progress reports will be issued mid-quarter throughout the year. It is the responsibility of every student to take their Progress Report home, share it with their parent or guardian, and return the parent signature portion back to their teacher within a week's time. Parents should feel free to contact their child's teacher via email, telephone or conference (set by appointment) if they have any questions.

School Year 2022-2023 quarter end dates:

- 1st Quarter October 19, 2023
- 2nd Quarter December 21, 2023
- 3rd Quarter February 9, 2024
- 4th Quarter June 6, 2024

Report Cards

Report cards will be issued every 10 weeks. Students and their parents are required to attend a report card conference at the conclusion of the 1st quarter (10 weeks) and 3rd quarter (30 weeks). At this time, parents are able to speak with the subject area teachers as needed.

Parent Teacher Conferences 2023-2024 dates:

- 1st Quarter October 26th, 2023
- 3rd Quarter April 10th, 2024

Report card distribution days/sent home with students:

- 2nd Quarter mid-January, 2024
- 4th Quarter June 6, 2024

Multi-Tiered Systems of Support (MTSS)

Here at Orozco we pride ourselves in meeting our students where they are academically. We know that all learners are unique and must be provided instruction at their level. Orozco teachers, staff, and admin, including an MTSS Lead Teacher, work together to increase student engagement and self-efficacy by providing students targeted, differentiated instruction at their zone of proximal development in the areas of math and reading. For students not yet exhibiting grade level knowledge and skills, they will receive targeted supports to scaffold them up to grade level learning. Roughly every 10 weeks, these students will be re-grouped across grade levels based on their relative subject area of need.

Chapter 4 - SCHOOL CULTURE

ATTENDANCE

Student Attendance/Tardies

Any and all records pertaining to attendance are legal documents. Recording accurate attendance is essential at all times. If for any reason a student is absent, an absence note with a valid reason must be given to the school in order for the absence to be excused. Parents can also call the main office at (773)534-7215 with their students name, their name, their relationship to the student, the reason for the absence, and the best number to reach them. **Informing a classroom teacher does not count as excusing a student absence; that must go through the main office. Parents can also electronically report their child's absence in the Parent Portal using the E-Absence feature.**

All students who enter the building after 8:10 am will enter through the main entrance (Door 2) and receive a tardy slip, and then will be sent to class.

Attendance Incentives

Students who have 100% attendance (no tardies or absences) will be eligible for a monthly attendance incentive. In addition, Orozco highlights the attendance of every classroom on the attendance board located right outside the main office. Classrooms with the highest attendance each week will receive recognition as well as a classroom incentive.

BEHAVIOR/RESTORATIVE PRACTICES

Student Code of Conduct

Student misconduct must be reported in ASPEN, consistent with the Board's Student Code of Conduct. The Student Code of Conduct can be found at <http://policy.cps.edu/download.aspx?ID=263>.

The Chicago Public Schools ("CPS") Student Code of Conduct ("SCC") supports our schools in maintaining safe, nurturing, participatory and productive learning environments. Students must abide by the SCC and are subject to interventions, and in some cases, discipline for violation of the SCC.

School administration will, to the extent possible and consistent with the law, attempt to remediate the issue with the student or the student's parents before returning them to the classroom. Please note that this is not always possible and the law may require students to be returned to the classroom before remedial steps are taken.

CPS practices principles of restorative justice. Except in compelling safety circumstances, before seeking more severe discipline, Orozco will 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 on CPS' restorative justice practices please click [HERE](#).

All teachers and staff participate in the student disciplinary process. They should work with administration to achieve the goal of fostering positive student behavior in order to promote social and emotional growth.

Please also note that CPS does not support the use of zero tolerance policies that require school staff to suspend or expel students for certain behaviors except if required by law. This means out-of-school suspensions cannot be a minimum or required consequence unless required by law.

Bullying Policy

“Bullying” is defined as any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, and must meet **ALL 4 of the following criteria:**

- 1) An observed or perceived imbalance of power between the person(s) engaging in the bullying and the targeted student(s)
- 2) The behaviors are severe or pervasive (repeated over time), and there is a high likelihood that the behaviors will be repeated.
- 3) The intent of the person(s) engaging in the behavior is to cause physical or emotional harm to the targeted student(s)
- 4) The behavior has or can be reasonably predicted to have one or more of the following effects:
 - a) Placing the student in reasonable fear of harm
 - b) Causing a substantially detrimental effect on the student’s physical or mental health
 - c) Substantially interfering with the students academic performance
 - d) Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school

The Board asks every Chicago Public School (“CPS”) student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

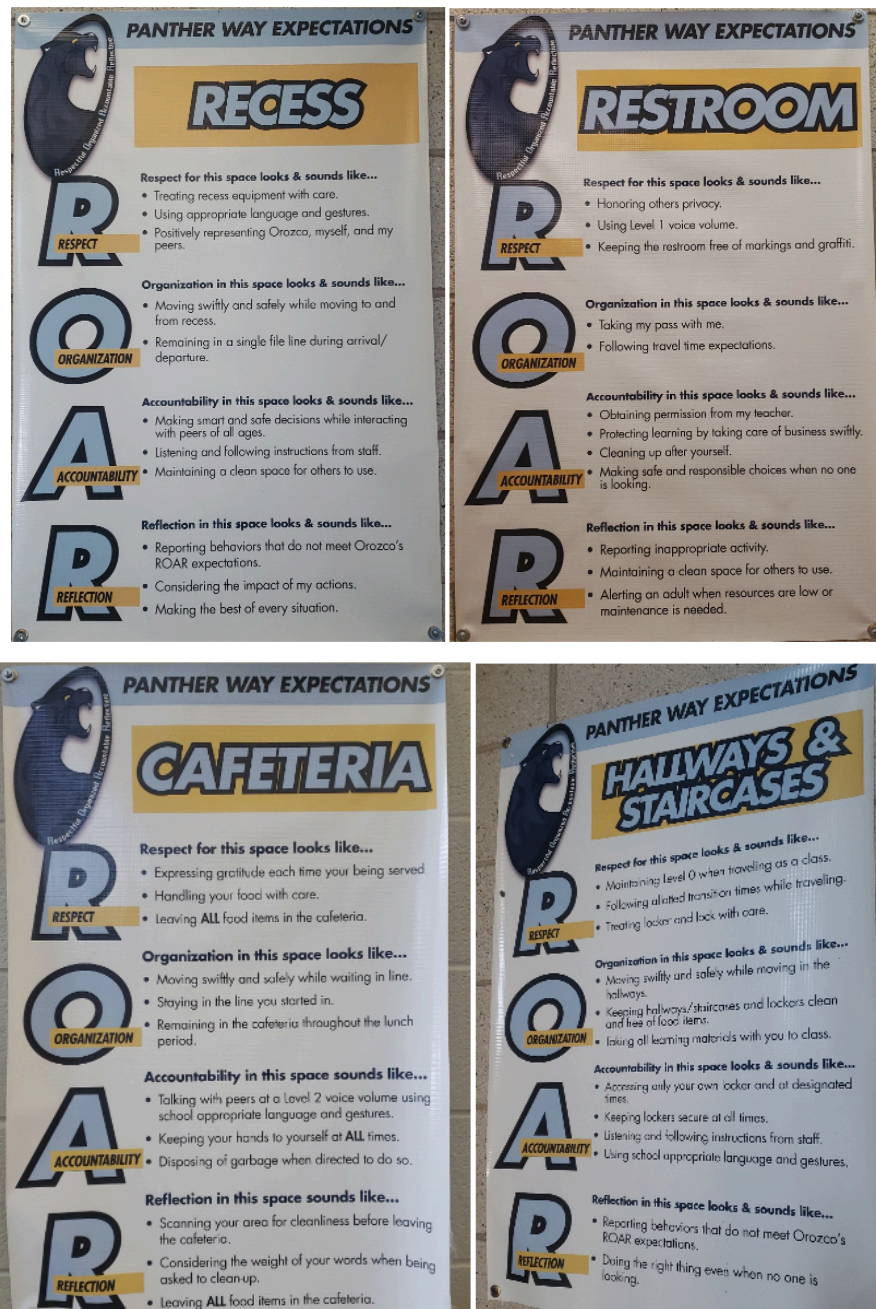
- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Reports of possible bullying can be made by emailing an administrator, or through completing the CPS “[Bullying Documentation Form](#)” which is available in the Main Office. The report should be given as quickly as possible to the Principal or Assistant Principal. Once the report is given to administration, an [investigation timeline](#) will be followed. Investigation of a bullying incident will be initiated within **three school days** of receipt of a report and completed within **10 school days**.

The Principal/Designee will report to the parent/legal guardian of all involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying, and will document these notifications in the Incident Report in Aspen. When the investigation is complete, the Principal/Designee will notify the parents/legal guardians of all students involved in the outcome of the investigation. In some cases CPS may take over bullying investigations; in those cases, communication will still come from Orozco staff. The CPS policy for addressing bullying and bias based behaviors can be found [HERE](#).

ROAR EXPECTATIONS

What does it mean to be an Orozco Panther? It means we take pride in always demonstrating good character throughout the building and following the Orozco “ROAR” Expectations. ROAR stands for: Respect, Organization, Accountability, and Reflection. Teachers create their own ROAR expectations for the classroom and also review with students our schoolwide ROAR expectations that we have for each space in our building: the cafeteria, the hallway/stairwell, the restroom, and recess. Below you will see an example of the expectation posters students see throughout the building.



General Expectations for all Panthers

- Voice Level 0 when teacher/staff are giving directives.
- Voice Level 0 or 1 when directives are not being given—and ALWAYS Voice Level 0 in the halls, except during emergencies.
- Walk in three single file lines when transitioning
- Walk on the right of the hallway/staircase
- Stay with your class
- Keep hands and feet to yourself ALWAYS

Restroom Protocol and Safety

To ensure student safety, staff and students should uphold the following restroom expectations:

- Students should be allowed to use the restroom as needed and should be sent to the restroom alone, or with a trusted peer if needed.
- Teachers will review with students the restroom expectations and which restrooms they should use. See the chart below.
- Please Note: If a child has specific restroom accommodations in their IEP or 504 Plan, this policy will not apply to them.

Designated Restrooms

	East Restrooms (cafeteria side)	West Restrooms (Gym side)
1st Floor	111, 113, 115	Gym, 102, 105
2nd Floor	210, 211, 212, 213, 214	200, 201, 202, 203, 204, 206, 209
3rd Floor	307, 308, 309, 311, 312, 313, 314, 315	300, 301, 302, 303, 304, 305
	All single stall restrooms on the EAST end of the building are <u>STUDENT only</u>	All single stall restrooms on the WEST end of the building are <u>STAFF only</u>

Middle School 10-10 RULE

No students in grades 6-8 should be in the hallway 10 minutes after the bell rings or 10 minutes before the bell rings. This is to ensure hallways are cleared between passing periods.

STUDENT POLICIES

Cell Phone Policy

Cellular telephones are allowed at Orozco but are to be turned off and stored in a backpack during the school day. They may not be used in the classroom without the permission of the classroom teacher.

Cell phone guidelines:

- Students may bring the cellphone to school as long as it's turned off and inside the backpack as the student enters the building.
- If the student enters the building with a visible cell phone (in their hands, in their pocket, etc.) they will be immediately asked to turn it off and put it in their backpack.
- No use of cell phones/earbuds/airpods while on school grounds (this includes before and after school programs).
- Since your backpack will be inside your locker with a lock, your cell phone will be secured.

If a student is found using their cell phone during school hours (before or after school programs as well), the following will take place:

- The **first time** a student is caught with a cellphone, the student will be given a verbal warning to turn the cell phone OFF and put it away in their locker.
- If it happens more than once, the teacher will call the parent to notify them of the expectation not met, and the phone may be confiscated and returned at the end of the day. A parent/teacher conference may also be warranted.

Uniform Policy

All students are expected to enter the building in full uniform everyday. At Orozco, the uniform may consist of the formal uniform and/or a combination with the PE uniform.

The uniform consists of the following:

- Navy blue or any shade of gray Polo
 - Undershirts may be any color
- Sweaters of any kind and color, brand, or logo are allowed including hoodies, but the hood may not be worn over the head in the building
- Khaki OR Navy blue bottoms that are no more than two inches above the knee
 - Pants may not be too loose (baggy)
 - Pants may not be too tight (spandex/leggings/jeggings/joggers are not allowed)
 - No jean material pants (even if they are beige)
 - Pants must be secured at the waist (undergarments must not be visible)

- Shoes
 - Closed toe shoes any color
 - Socks any color
- Physical Education Uniform
 - Physical education uniforms must be worn on gym days, the uniform consists of an Orozco t-shirt, Orozco shorts and/or Orozco sweatpants.
- Additional Expectations:
 - No facial earrings
 - No earrings larger than a quarter (no gauges), no chokers, may wear up to 2 bracelets per wrist
 - No gang-affiliated haircuts/styles or accessories (for security purposes, the school reserves the right to determine what constitutes gang-affiliated items)
 - No temporary tattoos or writing on the body
 - No large belt buckles

Acknowledgement and Receipt

The student handbook describes important information about Chicago Public Schools and Orozco, and I understand that I should consult with administration regarding any questions not answered in this handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements previously disseminated by Orozco Academy

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it. In addition, I understand that it is my responsibility to read and comply with all other Board policies and rules not specifically mentioned in this handbook.

Parent Name (Print)

Parent Signature

Student Name (Print)

Date