Parent Handbook



2023-2024

1940 W. 18th Street Chicago IL 60608 Phone Number: 773-534-7215

Fax: 773-534-7329

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
Contacting Staff	5
The Local School Council	ϵ
Chapter 2 - LOGISTICS	7
SCHOOL CALENDAR	7
BELL SCHEDULE/SCHOOL HOURS	7
ARRIVAL/ DISMISSAL	7
RECESS/LUNCH PROCEDURES	8
HEALTH AND WELLNESS	8
TECHNOLOGY	8
USE OF COMPUTER EQUIPMENT AND NETWORK	8-9
VISITORS	9
PARENTAL INVOLVEMENT	Ģ
GUEST SPEAKERS AND OTHER VISITORS	Ģ
STUDENT FEES	Ģ
STUDENT FEES PROCEDURES	9-10
PROMOTION POLICY	10
2nd/5th/8th PROMOTION	10
8th GRADE ACTIVITIES	10
Chapter 3 - ACADEMIC	11
GRADING SCALE AND POLICIES	11
PROGRESS REPORTS	11
REPORT CARDS	11
MTSS	11-12
Chapter 4 - SCHOOL CULTURE	12
ATTENDANCE	12

WHY IS ATTENDANCE IMPORTANT	12
STUDENT ATTENDANCE/ TARDIES	12
ATTENDANCE INCENTIVES	12
BEHAVIOR/ RESTORATIVE PRACTICES	13
STUDENT CODE OF CONDUCT	13
BULLYING POLICY	13-14
ROAR EXPECTATIONS	15
GENERAL EXPECTATIONS	16
RESTROOM PROTOCOL AND SAFETY	16
10-10 RULE	16
STUDENT POLICIES	17
CELL PHONE POLICY	17
UNIFORM POLICY	17-18
PARENT RESOURCES	18-19

Chapter 1 - INTRODUCTION

Dear Orozco Parents,

Welcome, or welcome back, to Orozco! We administrators are very excited for the year.

In order to help things run smoothly we have created an Orozco Parent Handbook, which has information about the school and its operations, and policies and procedures. It also includes information about Board policies and rules.

Please know that we welcome your participation and feedback. Please do not hesitate to email us, or set an appointment to see us or any Orozco staff member.

Best wishes,	
Meghan Sovell	Leah Augus l a
Meghan Sovell, Principal	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

<u>Vision</u>: 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

Contacting Orozco Staff

We know that it can sometimes be difficult to know when and how to contact Orozco staff. Here is who to contact if:

- 1) Your student has undergone trauma.
 - Please call the school or email Counselor Cain at <u>bcain@cps.edu</u> or Social Worker Rodriguez at <u>trodriguez11@cps.edu</u> so we can support you and your student.
- 2) Your student shared a concern with you and it's the first time it has happened.
 - This one is up to you. If it is a serious allegation, or your student is taking something particularly hard, you should probably reach out to school staff—either the staff member involved or the adult that was overseeing the activity, or the counselor. If you are unsure who to reach out to, please call

the main office for help and briefly explain your situation so they can direct you to the correct person.

- 3) Your student shared a concern with you and it's happened at least one other time.
 - If something is continuing to cause your child a concern it is important to contact the school so next steps can be taken. It could be that another student or staff member needs some follow up, or it could be that your student does—either way, Orozco staff can help!
- 4) You have been talking with a staff member and the concern has not been addressed to your satisfaction.
 - Definitely email an administrator, or call the school and ask to speak with an administrator, so they can help with next steps.
- 5) You have questions on something your student is reporting to you.
 - Please follow up with the staff member involved or overseeing the activity, or call the main office for help in determining who to speak with. If you do not get a response when calling the main office please leave a message and someone will return your call within 48 hours.

When in doubt, reach out!

Orozco phone number: (773)534-7215

AP Augusta's email: laugusta@cps.edu

Principal Sovell's email: masovell@cps.edu

Staff Contact List

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
Vanessa Herrera, Parent Member 3
Erica Montenegro, Parent Member 4
Michelle Carrillo, Teacher Member 1
Dalia Trujillo, Teacher Member 2
Manuel Gonzalez, Non-teacher Member
Adrian Calderon, Community Member 1
Dulce Garduno, Community Member 2
Tenoch Hernandez, Student Member

Chapter 2 - LOGISTICS

School Calendar

The CPS SY23-24 calendar can be found <u>HERE</u>. Our current Orozco school calendar can be found on our website: <u>https://orozco.cps.edu/</u>, but an overview is also <u>HERE</u>.

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.

Arrival/Dismissal

Students must enter and exit school at their designated door, as Orozco only has a set number of staff to monitor students from 7:30-8:00 am. Doors open at 7:30am and close at 8:05am. After 8:05am 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 (Middle/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 and lockers.

- PreK: Students enter through Door #3 at 7:30 AM (morning class) and Door #2 11:50 AM (afternoon class).
- Primary (Kinder-2nd): Students 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 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.
- 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.

Dismissal

- PreK-2nd: Students will be escorted by their teacher to their designated dismissal area and exit through *Door #2* at 3:00pm.
- **3rd-5th:** Students will be escorted by their teacher to their designated dismissal area and exit through **Door #2** at 3:00pm. 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.
- After-School Students: After school students should report directly to their designated after school area within the school building.
- 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 can also remind their teacher that they are a bus student and must be dismissed early. This reminder will help the teacher and prevent the student from missing their bus.

Recess/Lunch Procedures

- Supervising adults follow <u>this protocol</u> while supervising students at lunch and recess.
- Lunch is served to students during their designated lunch period. Food is not to be eaten in classrooms except during extreme emergencies, or celebrations planned with custodial staff. This will ensure classrooms stay clean and free of vermin.
- Students may only leave the cafeteria during lunch to go to the restroom, or if
 they are called somewhere else by school staff. 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 of Respect, Organization, Accountability and Reflection while in the cafeteria. They are posted on the wall as a reminder.
- Students are to clean up their places before leaving the lunchroom. 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 <u>CPS Wellness Policy</u>.

Health and Wellness

To support the CPS Wellness Policy, Orozco promotes <u>healthy celebrations</u> and asks that parents avoid bringing cake, candy, or other sugary treats for school events/student birthdays or classroom incentives. In the event a parent decides to bring these things anyway, they will be held during the school day and distributed after school. A list of approved Healthy Snacks can be found <u>here</u> in English, and <u>here</u> in Spanish.

TECHNOLOGY

Use of Computer Equipment and Network

Orozco is a 1:1 technology school, which means all students have access to either an

iPad or Chromebook in class. All teachers provide students with expectations on how to properly use technology in the classroom, and how to care for their assigned device. 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. We are committed to partnering together with parents to support the academic, social, and emotional growth of students, and to do so we pay for the app ParentSquare, where staff can post to a school or class Message Board, and families can communicate with various school staff. New families can sign up for ParentSquare at https://www.parentsquare.com/join_school/new; support will also be provided at our August Open House on August 17th from 1:30-3:00pm.

Parents can also fill out the online volunteer form during August Open House. If you cannot attend, you should contact the main office at (773)534-7215. Filling out the volunteer form at the beginning of the year ensures parents can attend all events and are not waiting on clearance from CPS (this can take months at certain times of the year.)

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.

All guest speakers and other visitors MUST go through the proper Board vetting before working with students. For more information regarding volunteering, please visit the Board's Family and Community Engagement website at:

https://cpsparentu.org/apps/pages/index.jsp?uREC_ID=319488&type=d. The Board's Volunteer Policy can be found at: https://policy.cps.edu/download.aspx?ID=272. Please contact our main office with any questions.

STUDENT FEES

Student Fee Procedures

All collections of fees must be coordinated with school 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 classroom resources, 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
- Field Day
- 8th grade banquet
- 8th grade trip

Unfortunately 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-Janaury, 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 Multi-Tiered Systems of Supports (a fancy term for a system that ensures that students get what they need whether they have fallen behind or gotten ahead of class instruction) Lead Teacher, work together to to increase student engagement and self-efficacy by providing students targeted, differentiated instruction in the areas of math and reading. Students not yet exhibiting grade level knowledge and skills 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

Why Is Attendance Important?

Here at Orozco we are committed to providing your child with a high quality education. In order to fulfill this commitment, it requires that your child is in school everyday and on time. Research shows that missing as little as 9 days of school throughout the school year puts your child at risk of failing. We ask our Orozco families to partner with us and please avoid early dismissals and late arrivals. Please review this helpful handout with further details about the harm that multiple absences can cause. (Click HERE for the handout in Spanish)

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's absence as they are not responsible for inputting excused absence documents into the Aspen system; that must go through the main office.

All students who enter the building after 8:05 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 95% attendance or better (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.

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, and 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 and/or discipline. For more information on CPS' restorative justice practices please click HERE. For more information on Orozco's restorative justice practices, please click HERE.

The goal of discipline at Orozco is behavior management, meaning we work to put in place practices that will foster *positive* student behavior in order to promote a healthy and happy school community, and student 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.

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. Either way, the report should be given as quickly as possible to the Principal or Assistant Principal. Once the report is given to administration, an <u>investigation timeline</u> 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*.

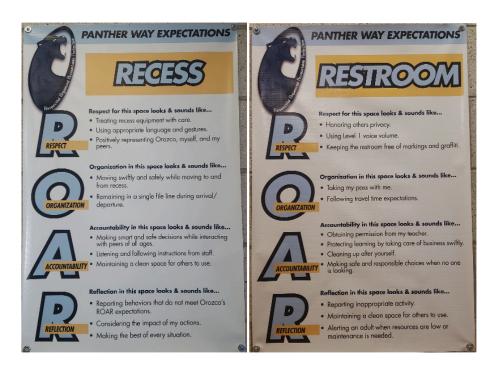
The Principal/Designee shall report to the parent/legal guardian of all involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying, and shall document these notifications in the Incident Report in Aspen. When the investigation is complete, the Principal/Designee shall 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

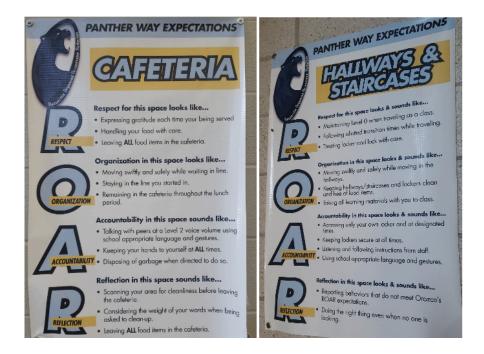
will still come from Orozco staff. The CPS policy for addressing bullying and bias based behaviors can be found HERE.

Please note that most behaviors initially reported as bullying at Orozco turn out to be unfortunate but developmentally appropriate disruption to student learning or peer to peer conflict. Regardless of the behavior misconduct definition, all reported instances of bullying will be thoroughly investigated, and all misconducts will lead to interventions and/or consequences to ensure positive student skill building and a happy and healthy school environment.

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 in the hallway.
- 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 they feel most comfortable in as needed and should be sent to the restroom alone, or with a trusted peer.
- 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 be amended to meet the IEP or 504 plan.

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 STUDENT only	All single stall restrooms on the WEST end of the building are STAFF only

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 prompt on time attendance to class and proper supervision of students.

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. <u>They may not be used in the classroom without the permission of the classroom teacher.</u>

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 for end of day pick up. 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
 - Undershirt of 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/jennings/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

PARENT RESOURCES/ RECURSOS PARA PADRES

- SY24 Student Entry and Dismissal Plan/ Plan de Entrada y Salida de Estudiantes <u>English and español</u> (subject to revision/sujeto a revisión)
- Recess and Lunch Protocol/ Protocolo de Recreo y Almuerzo
- Student Health and School Forms booklet (can pick up hard copies at Back to School Bash)/ Folleto de formularios escolares y de salud del estudiante (puede recoger copias en Back to School Bash) ALL MUST BE RETURNED BY 8/28 / TODO DEBE SER DEVUELTO ANTES DEL 28/8 English, español

- Chicago Public Schools Parent Website/ Sitio web de los padres: https://www.cps.edu/parents/
- Chicago Public Schools Student Code of Conduct/ Codiga de conducta estudiante English, español
- Orozco Student Behavior (Discipline) Restorative Practice Steps/ Conducta del estudiante de Orozco (disciplina) pasos de práctica restaurativa <u>English</u>, <u>español</u>
- Student Handbook/ Manual del estudiante español en progreso
- Student Schedules/ Horarios de estudiantes
- Staff Organization Chart/ Organigrama del personal
- Staff Emails/ Correos electrónicos del personal
- Aspen Parent portal account creation, which will let you check your student's grades, teachers' names, attendance, and more/ Creación de una cuenta en el portal para padres de Aspen, que le permitirá verificar las calificaciones de su estudiante, los nombres de los maestros, la asistencia y más:
 https://www.cps.edu/services-and-supports/parent-and-student-portal/parent-port al/
 - Parents new to Orozco/ Padres nuevos: Clerk Jimenez triggered your accounts; please check your email, including your spam, for account creation information./ Padres nuevos en Orozco: Senora Jiménez activó sus cuentas; mirar a través su correo electrónico, incluido su "spam", para obtener información sobre la creación de la cuenta
- Orozco ParentSquare account creation/ Creación de cuenta Orozco ParentSquare: https://www.parentsquare.com/join_school/new
- CPS does not want us getting children into the habit of celebrating with unhealthy food, so please refrain from bringing in cupcakes or other sugary treats for birthdays or other celebrations. If you'd like to bring something, here is the list of CPS healthy snacks:

 https://drive.google.com/file/d/1nKXzT0EIX9abHr-VtriZ-Ti_IE69axWal_I/view2usp=

https://drive.google.com/file/d/1pKXzT0EIY9qbHr-VtriZ-TiJF69qxWqU/view?usp=sharing

That's it! Please email an Orozco administrator or call the school at (773)534-7215 with any questions or concerns.

Principal Meghan Sovell, masovell@cps.edu

Assistant Principal Leah Augusta, laugusta@cps.edu