

2019-2020 OGDEN FAMILY HANDBOOK

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Dear Parents and Caregivers of an Ogden International student,

Thank you for being an important member of our learning community. In order to have the highest functioning school possible, we are seeking all parents to understand and commit to the following:

School Security is paramount!

- Please follow all campus specific rules regarding entry of the building. No parent or student may enter a door other than the main entry at any time unless directed to do so by an employee of Ogden.
- All guests, including volunteers, must sign in at the security desk and present ID for a pass, each and every time you enter the building (even if you enter daily).
- Meetings with teachers must have an appointment scheduled in advance and not during instructional time.
- Parents are not allowed to enter the school with their child in the morning, as it would be too difficult to monitor so many adults inside the building. Kindly drop your child at the designated drop spots, as directed by Ogden staff.

School Hours

East Campus, k-4th grades

Early drop off to the cafeteria/study hall 8:00am.

Classes are in session from 8:30am-3:30pm. Students should be at their desk, in their classrooms at this time.

Right at School is available after school. Study hall is hosted in the library. Dismissal is at 6:00pm.

Jenner Campus, preK, 5-8th grades

Early drop off to the cafeteria is at 8:15am.

Classes are in session from 8:45am-3:45pm. Students should be at their desk, in their classrooms at this time.

Clubs are directed by specific teachers and they should be reached out to accordingly for scheduled times. Study hall is hosted in the cafeteria. Dismissal is at 5:30pm.

West Campus, 9-12th grades

Early drop off and student access to the building begins at 7:45am in the auditorium.

Classes are in session from 8:00am-3:15pm Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, classes are in session from 8:00am-2:20pm.

After school study hall is hosted in the library. Dismissal of this program is at 4:30pm.

**If students are not studying or doing school work they will not be allowed to attend these study halls. **Right at School is a fee for service provider.*

Bus Schedule

The bus schedule may change. Parents need to be aware that during the first two weeks of school there may be potential time changes so we can best transport students to school on time. Our plan for the start of school is:

- 1st pick-up is at 8:15am at the Jenner Campus for students in grades K-4th going to East Campus.
- 2nd pick-up is at 8:30am at East Campus for students in 5th-8th going to Jenner Campus.
- Shuttles will pick-up students at East and Jenner Campuses at dismissal and return to the other campus immediately.
- There is no late pickup in the morning or afternoon.
- Missing the shuttle is not an excused tardy or absence.
- Students are strongly encouraged to be at each campus well in advance to the shuttles leaving.
- There are no bus monitors on the shuttle buses.
- Any misbehavior can result in losing the privilege of riding the shuttle buses.
- Students are encouraged to report misbehavior immediately to their parents, who should then email administration so an investigation can be launched.
- There are no shuttle buses for high school students.

After-school Student Programs

- It is the parent's responsibility to pick up their child on time every day, or have a dismissal plan in place so that children can be dismissed from class in a timely manner. Frequent late pickups can lead to removal from the after-school program, or contacting DCFS.
- We understand there can be emergencies. In case of an emergency, contact the school office and let them know of the late arrival. If a pattern arises where a child is not picked up on time regularly, additional steps regarding the concern will be taken by the teacher and administration.
- All campuses have after-school programs, and students can learn about them by contacting the main office or Head of School.
- Right at School offers fee-based programming for students in grades K-8. Learn more [HERE](#).
- Ogden offers non-fee based programming on a limited basis for certain students (not child care). Contact the Head of School for more information.
- Students in grades 5th-12th are encouraged to join a sport. Contact the Athletic Director for more information: Anil Menon, amenon@cps.edu

Absences & Tardies

The CPS policy on absenteeism and truancy can be found here:

<https://policy.cps.edu/download.aspx?ID=251>

- Excessive tardiness (once per week or more, on average) will result in the loss of privileges such as the ability to join clubs, sports, and other extracurricular activities.
- The only excuses tardies are due to a transportation issued due to a CPS shuttle bus or paid (Lakeshore East) shuttle
- Excused absences are generally for for an illness, death in the immediate family, family emergency, or a religious holiday.
- Submit the reason for an excused absence in writing to the main office. Be sure to include:
 - Your child's full name
 - Your name and relation to the child
 - Date of the absence
 - Reason for the absence
- A student is considered tardy if they are not in class by the start of school (8:30am for East, 8:45am for Jenner, and 8am for West). Therefore, students need to arrive to school before this time.
- Students are marked for a half day absence if they miss 60 minutes total due to tardiness or an early dismissal.
- Students who are frequently absent will be deemed 'truant' and will be referred to the Department of Child and Family Services.
- Students with attendance rates below 95% are subject to the loss of privileges (after-school clubs, sports, or other incentives).
- High School students who are tardy will have to check in with security and get their ID's scanned. If a student is tardy more than three times in one week they will issued a reflective detention by the dean. Letters will be sent to parents whenever a reflective detention is issued.

Early Dismissals

- Students can be dismissed early only by a parent or legal guardian. The parent or guardian must be listed on the student's emergency contact form, which should be completed every school year and updated as necessary.
- The parent or guardian must sign in at security, then complete the early dismissal form in the main office.
- Early dismissals are not allowed 60 minutes prior to the end of the day, unless arranged 24 hours in advance with the teacher and the main office, due to the disruption to the learning environment for all students.
- There must be a valid reason for an early dismissal. "Avoiding traffic" or anything that is merely a convenience to the parent is not a valid reason.
- Doctor appointment cards are recommended for an early dismissal.

Lunch

- Students in grades K-8:
 - 30 minutes for lunch
 - 30 minutes for recess
- All gates around recess area will be locked during recess.
- Any student who is injured or has a medical issue should notify an adult / recess supervisor immediately. The adult will engage the nurse and administration, as necessary. Should a child require nursing services, a call home will be made.
- Right at School recess staff members are strategically positioned on the recess area with a clear vision of the entire area.
- Ogden Security Officers are monitoring the playground via cameras and support as needed.
- Key Right at School staff carry two-way radios or emergency cell phones.
- Ogden follows CPS guidelines for when our students go outside for recess. Although it is at the discretion of the principal to go outside for recess with temperatures as low as 15 degrees Fahrenheit, we use a "feels like 25 degrees" or less for our cut-off for staying indoors.

East Campus:

- Wind can play a factor for the roof at East Campus. The School Weather Safety written by the National Weather Service recommends consideration after a WIND ADVISORY is issued. This is issued for average wind speeds between 31 and 39 miles an hour, or for frequent wind gusts between 46 and 57 miles an hour.
- East Campus authorizes Right at School as the lunch and recess supervision partner. Right at School is responsible for reporting all incidents such as misbehavior, injuries and safety issues to Mr. Arellano and

Mr. Lopez.

- For East Campus, it is the student's responsibility to follow the expectations for safe and secure recess behavior, as outlined on the Ogden East Behavior Matrix. Students may not leave the recess area without an adult's permission. The outside boundary is the fence for the plaza and the perimeter fence on the roof as the boundary for recess.

- Jenner Campus authorizes additional Right at School support for monitoring recess. Right at School is responsible for reporting all incidents such as misbehavior, injuries and safety issues to Mr. Helaku. (khelaku1@cps.edu)

- Lunch is at no cost.

- Students have lunch and recess with peers in their grade level.

- Students in grades 9-12:

- 45 minutes for lunch

- No recess

- Lunch at no cost

- Lunch with mixed grade levels, depending on schedule

- At West Campus students can apply to receive Off-Campus lunch. For more information on how to qualify for Off-Campus lunch please click [here](#) or reach out to Laquita Lane (lllane@cps.edu)

Student Dress Code Policy

- Students are expected to abide by Ogden's dress code policy.
- Hats, do-rags, hoodies, and other headwear (excluding religious headwear) should be removed upon entry to school.
- Lower body clothing (pants, shorts, skirts, etc.) should not be hanging below the waist to expose undergarments and/or skin.
- Consequences can include:
 1. If necessary, issue an Ogden shirt and given a verbal warning for the first offense
 2. After the second offense, a parent phone call
 3. After the third offense, a parent conference

Cell Phone/Electronic Device Policy

- East and Jenner Campus students should keep their cell phones/electronic devices out of sight (in their locker, book bag, or pocket) and turned off upon entering the school building/classroom. High school students are allowed to use their cell phone and headphones in the hallway and in common areas (auditorium, library, cafeteria). Acceptable electronic usages in the hallways and common areas include listening to music with headphones, playing games silently, or texting on silent. The phone cannot be visible upon entry of the classroom. Consequences can include:
 1. Upon the first offense, the teacher or staff member will issue a verbal warning and direct the student to put the phone/listening device away.
 2. After the second offense, the teacher or staff member will confiscate the phone and place it in a locked box in the main office where students can pick it up at the end of the day.
 3. Upon the third offense, the teacher will confiscate the phone and parents will have to pick up the phone and have a conference with the dean and student. The student will also be obligated to serve a detention with the dean.
 4. Any subsequent offense, the consequence will be determined by the CPS Student Code of Conduct (i.e. ISS or OSS) and students may lose the privilege of bringing cell phone or technology device to school at all.

Leaving Items in Main Office

- No items may be dropped off at the Main Office of the school (i.e. lunch, backpack or homework assignment). If a student forgets something at home, parents or family should not bring it to school for them. Asking the main office to interrupt a classroom learning environment due to a student's (or their parent's) forgetfulness is not fair to others.
- Cafeterias offer free lunch so no student will go hungry. This is set in place if a student leaves their lunch at home or at another location.

Lost and Found

- Parents are strongly encouraged to write their child's name on their clothing items and belongings such as a backpack, lunchbox, or water bottle.
- Lost items, when found, will be placed in each campus lost-and-found.
 - East Campus are on the clothing rack by security.
 - Jenner Campus is at the end of the hallway on the first floor by Door 7.
 - West Campus is in a locker by security.
- It is the student or family's responsibility to retrieve the items from lost and found.
- At the end of every month all items from the lost and found are collected and donated to a charity, so you should not wait to retrieve your lost items, especially if it is close to the end of the month.
- Staff will not check the names of the items before they are donated. It is the student or family's responsibility to retrieve the items.

Birthday and Holiday Celebrations

- Celebrations for student birthdays are classroom specific. Students are allowed to celebrate their birthdays but cannot bring unhealthy food (cupcakes, cake, etc.).
- We are a nut free school and all treats need to be safe according to this policy.
- Treats cannot be home made and must arrive with the store packing that lists ingredients.
- Most Ogden teachers in grades preK-5 prefer parents celebrate their child's birthday with a healthy snack or a school-related gift to peers (pens, notebooks, etc.).
- Treats are inappropriate in middle school grades 6-8 due to the departmentalized schedule.
- In primary grades, parents are encouraged to bring a book that classmates can sign as a keepsake for the child celebrating the birthday.
- Additionally, check with the classroom teacher prior to making any plans, as some classrooms have additional restrictions due to allergies or previously scheduled activities.

Diversity & Inclusion Policies

- Ogden International is very proud of our diversity. We are considered to be one of the top-ten most diverse schools in the Chicago Public Schools.
- Regarding inclusion, Ogden's school philosophy states,
 - "As a school, we value the importance of including all students, as they are. We find the strengths of each student, allowing every person to contribute equitably. Our students are active members of the learning process and we know that education happens only when all students are given the opportunity to offer a meaningful contribution. We value diversity in all its forms and use it to enrich our perspectives. We believe that to be inclusive of diversity is to understand 'alternative ways of seeing, being, and knowing.' (Austin, 2012)."
- Ogden actively works to embrace our diversity and improve our inclusion through our Diversity and Inclusion Committee. Learn more [HERE](#).
- Ogden supports the district's non-discrimination and harassment policy, seeking to eliminate all discrimination on the basis of race, color, sex, gender identity/expression, age, religion, disability, national origin or sexual orientation. Read the entire policy [HERE](#).

Religious & Cultural Observances

- Ogden International is very proud of the religious and cultural diversity of our families, faculty, staff, and community. We are considered to be one of the top-ten most diverse schools in the Chicago Public Schools.
- We encourage families to inform teachers about religious and cultural observances and, when possible, share information with the class so that all students can learn about a religion or culture

they might not be familiar with.

- Religious observances are excused absences (see Absences & Tardies section above).
- When school events might interfere with religious or cultural observances, families are encouraged to inform faculty and staff well in advance so they might adjust the dates and times of the school event. An example might be 8th grade graduation luncheon happening during Ramadan, when our Muslim students fast during the day.

Guidelines for Scheduling Conferences / Addressing Concerns

When students or families have issues we have a protocol outlined on our website (<http://ogden.cps.edu/receive-support--report-an-issue.html>) that can help you. By following this protocol, issues will be addressed quickly and efficiently. This protocol can be summarized as: Go to the source; that is, address the issue with the person(s) closest to the issue. Do not escalate issues without following this protocol.

Guidelines for Parent Volunteers

To ensure maximum safety for our students at all times, all volunteers must receive Level 1 approval from CPS prior to volunteering. See volunteer coordinator in the East Campus main office for more information. Additionally, all volunteers must review the initiation materials found on this page: <http://ogden.cps.edu/volunteer-opportunities.html>

Communication with Parents

- We ask all families to sign up for school emails [HERE](#). The link can also be found on the school website (<http://ogden.cps.edu/>) under the Parents section.
- School administration sends one email every week on Sunday that includes critical updates for all three campuses.
- Additional emails will be sent as necessary.
- Families can find contact information for all faculty and staff [here](#).

Emergency School Closings

- During inclement weather families will learn of school closures from local media, first and prior to the school making the announcement.
- Families can also visit this website to learn of closings: <http://www.emergencyclosingcenter.com/complete.html> which updates every 15 minutes and is very accurate.
- If there is an emergency during the school day and evacuation is required, staff will escort students to the local evacuation site. Parents will be informed via email and robo-call.
 - East Campus: Payton High School or Jenner Campus
 - Jenner Campus: Payton High School or East Campus

- West Campus: Wells High School

Emergency Situations and Drills

- Every year each campus practices multiple safety drills including evacuation (fire), shelter-in-place (tornado), lockdown (active shooter), and allergen.
- If families contact the school during emergency situations or drills, minimal information will be provided until the situation or drill has concluded. While we understand parents' concerns, having the main office distracted by phone calls or visitors causes a more hazardous situation in that the staff cannot attend to the safety of the students.
- Following any significant safety or emergency situation the school administration will inform parents via email.
- To ensure maximum safety we do not share details of our lockdown drills, as sharing such information weakens the plan.

Media Consent

- Families must complete the annual media consent form [HERE](#).
- If you do not consent to your child being photographed, and they are inadvertently included in a photo on our social media or website, please contact administration and it will be removed within 24 hours.

Community Use of School

- Official parent groups can use the school for meetings, but they must be scheduled at least 48 hours in advance, and will be contingent upon space available.
- Community groups can request to use school facilities but must provide proof of insurance. If the group is for-profit, must negotiate a usage fee with the school administration.

Safety Patrol

- Safe Passage workers will be available for students at the Jenner Campus immediately after dismissal.

Walking and Biking

- Ogden International preK-8 is a neighborhood school and we encourage students to walk and bike to school whenever possible. Bicycle racks are available at each campus.

Public Transportation

- Ogden International High School attracts students from across the city, in part due to the location, close to the Blue Line Chicago stop, and major bus routes of Grand and Chicago. Many of our students take the CTA every day.

Kiss'n'Go Lane

- East and Jenner Campus have kiss-and-go lanes patrolled by parent volunteers.
- Students are expected to be ready to exit the vehicle quickly to ensure a smooth flow of traffic.

Morning and Afternoon drop-off/pick-up

- Vehicles are not allowed to park around the school during morning drop-off or afternoon dismissal.
- Administration routinely requests police to ticket parents who double-park or otherwise park illegally.
- Parking rules are created to ensure safety. Students who walk cannot cross the street safely when vehicles are parking illegally. Parking illegally puts other people's children in jeopardy and is an extremely selfish behavior. We encourage carpooling, public transportation, walking, or using the kiss-and-go lanes. If parents insist on driving, they should be willing to find parking which is routinely available a block or more from the school, and walk the short distance.

Bus Safety Rules & Student conduct

- When traveling on a school bus, whether the shuttle bus or for a field trip, students are expected to remain seated and relatively quiet (no shouting or playing loud music).
- Impolite, rude, offensive, or unsafe behavior can result in students being banned from using bus service.
- When there is a serious incident on a bus, inform school personnel immediately so an investigation can be launched. All school buses have security cameras but the footage is not saved after 48 hours.
- There are not bus aids on the morning and afternoon shuttle buses.
- CPS and Ogden do not provide bus service to homes unless the student has an IEP with this accommodation.

Shuttle Bus Schedule for K-8

- 1st pick-up is at 8:15am at the Jenner Campus for students in grades K-4th going to East Campus.

- 2nd pick-up is at 8:30am at East Campus for students in 5th-8th going to Jenner Campus.
- Shuttles will pick-up students at East and Jenner Campuses at dismissal and return to the other campus immediately.
- There is no late pickup in the morning or afternoon.
- Missing the shuttle is not an excused tardy or absence.
- Students are strongly encouraged to be at each campus well in advance to the shuttles leaving.
- There are no bus monitors on the shuttle buses.
- Any misbehavior can result in losing the privilege of riding the shuttle buses.
- Students are encouraged to report misbehavior immediately to their parents, who should then email administration so an investigation can be launched.
- There are no shuttle buses for high school students.

Student Homework

- Homework should be directly aligned to what students are learning in class, and reinforcing what they learned.
- If a child is significantly below grade-level the teacher should schedule a conference with the parent or legal guardian to discuss options, additional homework being just one of the options.
- The total number of homework minutes should follow these guidelines:

Kindergarten: 15 minutes per day Grades 1, 2, 3: 30 minutes per day Grades 4, 5, & 6: 45 minutes per day* Grades 7 & 8: 90 minutes per day* Grade 9: 120 minutes per day* Grade 10: 130 minutes per day* Grade 11: 140 minutes per day* Grade 12: 150 minutes per day* *Total across all subjects / disciplines

- [Please read more here: Board of Education Policy Handbook.](#)
- Parents and students should not be shamed or publicly humiliated if they do not complete their homework.
- In grades K-5 routine homework is recommended, such as:
 - Reading 30 minutes per night
 - Practicing math facts or math formulas
 - Handwriting practice (including cursive)

- Studying spelling or vocabulary words for a weekly quiz
- Researching and writing class projects with an established due date
- Studying for exams with an established due date

Student Grades and Report Cards

- Teachers are required to enter a minimum of one grade, per week, per student, per subject.
- Parents are encouraged to monitor grades via Parent Portal:
<https://parent.cps.k12.il.us/pc/default.aspx> Login information can be given at any of the main offices.
- Per local school policy, when a student begins earning a D or an F teachers are required to log interventions into MTSS Gradebook. At least one intervention should be logged every week for an F, and one every other week for a D, until the student is no longer receiving a D or an F. Parents do not have access via Parent Portal to see the interventions, but they are encouraged to discuss the interventions with the teacher.
- Ogden teachers are strongly encouraged to use standards-based or criterion-based grading. Grades should be directly correlated to an IB criterion or Common Core Standard, or Next Generation Science Standard. Parents are encouraged to ask what IB criterion or standard a grade is aligned to so that you can know how you might help your child improve.
 - In standards-based or criterion-based grading, students are often allowed to re-do assessments to prove mastery. However, the student has to demonstrate they attempted to learn and improve their ability or skill.

Diverse Learners

- Ogden proudly implements an inclusive environment in which our Diverse Learners and general education students learn together in the same environment. Inclusion and diversity is part of our philosophy and mission at Ogden International.
- Our Case Managers work with families to ensure our Diverse Learners' Individual Education Plans (IEP), are created and implemented so that they will have the best success possible. This might include working with a small group outside the general education setting for short periods of time.
- Ogden International follows all Federal, State, and District policies regarding IEPs.

ELL Support

- When a student is enrolled in a Chicago Public School, families must complete a Home Language Survey which determines if there is a second language spoken at home. If the family indicates there is, the student is tested to determine English Language proficiency. If the student does not achieve a certain score, the student will be deemed an English Language Learner (ELL) and will be supported by either Walking Literacy or being pulled to work with a small group of ELLs to gain English Language Proficiency. Parents have the right to opt out of ELL services.

Student Athletics

- Ogden's athletic director, Anil Menon (amenon@cps.edu) supervises all sports.

Student Fees//Waivers

- \$250 for K-8, \$350 for 9-12
- Families can apply for a reduced fee by completing the Family Income Information Form (FIIM) prior to October 1st. This form can be found on the school website (<http://ogden.cps.edu/school-forms.html>) or in the main offices of our campuses.

Student Behavior

- Ogden International follows all District policies regarding the Student Code of Conduct, found here: <https://cps.edu/Pages/StudentCodeofConduct.aspx?nt=1>

Restorative Justice Philosophy and Practices

- At The Ogden International School of Chicago, we believe in using restorative practices and social-emotional principles to guide our school wide behavior systems. Through these restorative practices, students grow and are given the tools to be reflective, accountable, and proactive in their everyday experiences. At Ogden, behavioral needs are seen as opportunities to look at the whole child and collectively identify social-emotional goals that will help students develop relationship skills, self management, self and social awareness, and responsible decision making. These competencies ensure a learning environment that leads to successful educational outcomes and a safe and thriving school culture for our community.