

2728 South Kostner | Chicago, IL 60623



SY25-26 PARENT & STUDENT HANDBOOK

Phone: 773-534-1390 | Fax: 773-535-1398
website: <http://zapata.cps.edu/>

WELCOME

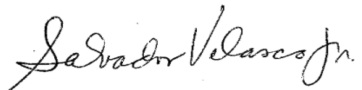
Dear Zapata Academy Families,

Welcome back to Zapata Academy! Our Zapata Academy staff is looking forward to a successful school year with our students, parents, staff, and community.

In order to have a successful school year, we have created a Zapata Academy Student Handbook, which has information about the school, its operations, policies and procedures.

Our school team is committed to providing your child(ren) with a safe and nurturing learning environment. We welcome your participation and feedback always. Please do not hesitate to email me, set an appointment with me or any member of the school team if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Salvador Velasco Jr." in a cursive script.

Salvador Velasco | Principal

MISSION

Today we will succeed by using our brains, paying attention, making good choices, solving tough problems, helping others, never giving up, trying new things because we are intelligent and valuable. The harder we work today, the better tomorrow will be.

SAFETY AND SECURITY- ZAPATA SCHOOL VISITOR POLICY

As you know safety and security is one of our priorities at Zapata Academy. **Effective August 15, 2022** ALL visitors will be required to enter the school through the main building Door 1. When entering the school **ALL visitors will also need to present a photo identification at the security desk**, and sign in. After signing in, ALL visitors will receive a visitor pass and can only proceed to approved areas. In light of recent events across the country this process is being implemented moving forward to ensure that ALL of our students are safe and secure throughout the school day. Thank you for your cooperation and continued support!

STUDENT ARRIVAL

Daily Start and Dismissal

School hours are from 8:00 A.M. to 3:00 P.M. Monday through Friday. Optional afterschool programs start at 7:30 a.m - 8:00 a.m. & others from 3:15 p.m. - 4:15 p.m. on selected days of the week.

School Grounds Regulation

Upon arrival at school, all students are to go to their assigned location until entrance time (8:00 A.M.)

1. Body contact is not allowed.
2. Bats, balls, jump ropes, skateboards, scooters, and toys of any kind are not allowed. Any toy brought to school will be confiscated and returned to parents.
3. Safety procedures are that students do not run on school grounds.
4. No student is to leave school grounds after arriving at school.
5. When the bell rings, the students line up quickly and quietly.
6. For the safety of all students, no dogs/animals/pets are allowed on school grounds during school hours, start times, and/or any dismissal times.

Early Arrivals

Students are not expected to arrive at school more than 10 minutes before the bell rings. A bell will sound at 8:00 A.M. at which time all students should line up with their respective classes. All students participating in morning tutoring and/or sports **MUST** have a signed permission form on file by a parent/guardian.

Students are not allowed into the building prior to 8:00 A.M. except in cases of severe weather or only for breakfast 2-8 grades.

Early Dismissals

In order to minimize the loss of instructional time and ensure our progress toward meeting our school's goals ALL appointments should be made during after school hours. If an emergency occurs, notify the office immediately so that ample time is given to have your child prepare for dismissal ahead of time.

Dismissal

Students are dismissed at the end of their school day and will leave the building via their assigned exit. Teachers for each class should be at their respective door(s) to ensure only authorized adults pick-up students.

Parents, guardians, and/or adults authorized to pick up children should wait outside their respective door(s). **Parents should not come into the building to pick-up their children.**

Students are to go directly home after school. They are not to linger or congregate on school grounds. Crossing guards have been stationed for their safety and remain on their posts until children have passed.

Parking

No visitors or parents are allowed in the school parking lot. All unauthorized vehicles parked in the school parking lot are subject to being towed. No cars are permitted to park on Kostner Avenue from 7:30 a.m. - 3:30 p.m. violators will be ticketed and towed.

Student Pick-up and Drop-off

When picking up and dropping off students for school, make sure to park in a legal spot. Parents should then either walk their child or let him/her walk (if close enough) the rest of the way. **The school is not responsible for tickets given by the City of Chicago.**

During peak pick-up and drop-off times, a lot of traffic moves around the school. Stopping in the middle of the street to let a student out of the car, blocking crosswalks and intersections, and letting children run across the street unattended causes a lot of

unnecessary congestion and is dangerous to the students. Additionally, drivers should not block driveways/parking exits or entrances.

All students should be picked up at 3:10 at the latest. It is extremely important that parents pick-up students on time.

NO STUDENT IS TO CROSS THE STREET IN THE MIDDLE OF THE BLOCK – THEY ARE TO ONLY CROSS AT THE CORNER OR WALK THROUGH THE SCHOOL PARKING LOT.

Please discuss with your child/children the safest route to and from school. This is especially important for primary students and all new students at Zapata Academy. Discuss the dangers of talking to strangers on the way to and from school.

VISITOR POLICY

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building. To ensure visitations are productive for both school and visitor, please follow these guidelines:

General Procedures

- All visitors must enter through Door 1 and sign-in with security at the security desk.
- ***All visitors must show a valid identification card at the security desk.***
- Visitors must then proceed to the office to receive a visitor's pass that must be worn at all times and visible while on school property.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment.
- Upon conclusion of the visit, the visitor must return to the building office, sign out at the security desk.
- ***School policy does not permit children (students from other schools, friends, relatives) to visit the classroom for the day.***
- ***We ask that you do not interrupt the classroom schedule by going directly to the classroom. All contacts with students should be made through the school main office.***

Observations/Classroom Visits

- In order to visit a classroom, recess, lunch, etc during or after school programming, a date and time must be arranged with teachers and/or staff 48 hours in advance and approved by administration.
- In order to discuss your child's observation or academic progress with a staff member, it is required that you schedule a meeting or conference at least 48 hours in advance. Meetings may only be scheduled during a teacher preparation

- time, unless the teacher agrees to meet after or before their regularly scheduled work hours.
- For student academic concerns, please contact the classroom teacher. Email addresses can be found on the website or appointments can be made by calling the main office. Meetings will be scheduled during teacher preparation time; meetings will not be scheduled during instructional time.
 - When a student behavioral issue occurs with a student, meet with the homeroom teacher first before setting up a meeting with the Principal or Principal designee.

Any violation of this Visitor Policy shall be reported immediately to school administration. The following penalties may be imposed:

- **Visitors who engage in any uncooperative or disruptive behavior while on school premises will be required to leave immediately (includes the use of inappropriate and offensive language or harassment of staff/teachers). Remember that as adults we are examples of how to use appropriate behavior around our children.**
- ¹ Violators to the visitor policy may also be limited from entering the school building during future visits.

UPDATES VIA COMMUNICATION APPLICATIONS

Teachers and staff will share updates with parents/guardians via Class Dojo, CPS email, Google Voice, and Remind applications. These applications are meant to provide brief information only. All concerns that require detailed information should be directed to the main office, and an appointment can be scheduled if needed. Please allow for a 24-48 hour response (depending on the level of urgency) between regular business hours from 8 a.m. - 5 p.m. Monday-Friday.

ZAPATA ACADEMY SOCIAL MEDIA

School Website: <http://zapata.cps.edu> – The school website provides up to date announcements, programming, events, and calendars. Parents can also email teachers from the staff directory.

Parent Portal: <https://aspen.cps.edu/aspen/logon.do> – Parents must have a valid email address listed in Aspen; your user name is your complete email address.

¹ July 1, 2018 LEGAL REFERENCES: 105 ILCS 5/34-18; 105 ILCS 120/2.05

ATTENDANCE

Attendance Policy

Zapata Academy follows the Chicago Board of Education policy regarding student attendance. This policy states that “any child with ten or more days of unexcused absences during the school year will automatically be required to attend summer school and face retention if not at grade level.”

Excused Absence - Excused absences include medical or religious reasons, illness, family emergency, or death of an immediate relative. Submit an absence note with the child’s name, date, valid reason for an excused absence, and a parent/guardian signature to the main office for an excused absence.

Unexcused Absence (Truancy) - Unexcused absences include all types of absence not included in the Excused Absence list. These include, but are not limited to, vacations, babysitting, waiting for deliveries, etc.

Vacations

Vacations are considered an **unexcused absence**. Parents are asked to plan their vacations on days when school is not in session.

Tardiness

The number of times a student is late is reflected on his/her report card. Therefore, it is important that parents make every effort to ensure their children get to school on time, every day. Tardiness not only interferes with the child’s education, but also disrupts the education process of his entire class.

What to Do If Your Child Is Absent

The following steps should be taken if your child will be absent from school:

- Contact the school before 8:00 a.m. at (773) 534-1390.
Note: The homes of all children who are absent will be contacted by the automated attendant (even if you called in the morning) to ensure that all parents are notified that their children were not in school that day.
- Send a signed note with your child on the first day he/she returns to school explaining why the student was absent. The note must include the student’s full name, date of absences, date of return, and class room number.
- If your child returns to school without a signed and dated note, he/she will be considered truant (unexcused) during the time absent—even if the student was ill

SOCIAL EMOTIONAL LEARNING AT ZAPATA ACADEMY

Zapata SEL Vision & Mission Statement

The Zapata SEL Vision and Mission is to provide the school community with the foundation for lifelong social, emotional, and academic learning in a safe and caring environment.

Behavior Expectations for ALL Zapata Warriors

**Zapata Academy
Matrix of Expected Behaviors**

8/2022	School Wide	Arrival/Dismissal Areas	Technology	Hallways/Stairways	Bathroom/Water Fountains
Be Respectful	<ul style="list-style-type: none"> * Be respectful of all adults and students in the school * Allow for other points of view * Use conflict resolution strategies * Listen while others are speaking * Use quiet voices * Respect school materials * Keep school and grounds clean. Don't litter 	<ul style="list-style-type: none"> * Listen to adults * Change voices to indoor level * Remove hats, hoodies, and gloves when entering 	<ul style="list-style-type: none"> * Inform adult if equipment does not work or is damaged 	<ul style="list-style-type: none"> * Walk in a single file allowing for personal space * Be quiet/mindful of others working in classrooms * Do not peak or wave at students or teachers in classrooms * Stop where you are for the Pledge of Allegiance * Pick things up off the floor 	<ul style="list-style-type: none"> * Throw toilet paper in toilet and all waste in garbage can * Flush toilet after use * Use quiet voices
Be Safe	<ul style="list-style-type: none"> * Report unsafe things you observe * Keep hands and feet to yourself * Walk * Tie your shoes * Leave non-educational items at home 	<ul style="list-style-type: none"> * Enter and exit at your assigned doors with teacher * Put belongings away * Walk while exiting the door * Walk on sidewalk away from cars * Report to the office when you are not picked up 	<ul style="list-style-type: none"> * Be a good online citizen * Only go to approved sites * Do not share passwords or personal information with anyone * Inform an adult if you come across information that makes you feel uncomfortable * No liquids by technology 	<ul style="list-style-type: none"> * Walk on the right hand side * Step on each step of the staircase * Be mindful of noise when walking up and down stairs 	<ul style="list-style-type: none"> * Use soap and water for washing hands * Keep water in the sink * Turn off the faucet after use * Keep feet on the floor * Be aware of personal space in line
Be Caring	<ul style="list-style-type: none"> * Use kind words and actions * Be helpful and help those that need it * Take turns * Be polite * Take care of school materials * Keep learning spaces clean 	<ul style="list-style-type: none"> * Use kind words and actions * Plan meeting place outside to meet family 	<ul style="list-style-type: none"> * I will be a good online citizen and not do anything that hurts other people or is against the law * I will not respond to any messages that are mean or make me feel uncomfortable 	<ul style="list-style-type: none"> * Smile and wave as a greeting when appropriate * Give your teacher any lost and found items * Pick up after yourself 	<ul style="list-style-type: none"> * Give people privacy * Report to teacher if toilet paper is missing * Report to teacher if bathroom is dirty or has writing * Take a quick drink of water
Be Here Be Ready	<ul style="list-style-type: none"> * Get enough sleep * Be on time * Bring needed supplies to all classes * Do your homework * Try your best * Practice good hygiene 	<ul style="list-style-type: none"> * Arrive between 7:45-7:55a.m. * Line-up when the bell rings * Wait for your teacher before entering * Bring all your belongings inside * Get a tardy slip if you arrive after the bell * Walk with your teacher to gate 	<ul style="list-style-type: none"> * Use technology appropriately * Be on task 	<ul style="list-style-type: none"> * Stay with class 	<ul style="list-style-type: none"> * Use a bathroom pass * Return to room promptly * Upper grades report to the office before emergency bathroom use * No water fountain during switch of classes

Zapata Academy
Matrix of Expected Behaviors

	Lunchroom	Emergency Situations	Playground	Assemblies/Events	Field Trips	Buses
Be Respectful	* Listen to and follow adults directions * Stay seated unless given permission to get up	* Listen for directions	* Listen to and follow adults directions * Respect equipment and spaces * Agree on game rules before you play * Keep things from the ground on the ground * Cleanup and return equipment when done	* Give silent attention to performance * Face forward * Keep feet to yourself and flat on the floor	* Follow rules of the field trip site * Listen * Use quiet voices	* Listen to driver, teachers, and other adults * Take your seat quickly * No eating or drinking on the bus
Be Safe	* Eat your own food * Don't throw food * Place your garbage in trash can	* Report emergencies to an adult * Follow directions * Stay with teacher/class * Stay silent * Move quickly without running * Be alert	* Let teachers/adults know of any problems * Stay where adults can see you (do not play behind modular or bushes) * Ask adult to retrieve balls from parking lot or street * Use equipment only as it was meant to be used * Make sure there is enough space to play * Watch for people around you * No play fighting or contact sports	* Stay calm when asked to participate	* Stay with the group and adult chaperone * If you get separated from your group, look for a uniformed official that works at the place of your field trip to help you look for your group	* Enter and exit carefully * Buckle your seat belt * Use quiet voices * Keep legs in front of you and your bottom on your seat * Keep belongings out of the aisle * Stand and move only when the bus has stopped * Open windows only to line
Be Caring	* Report spills and messes * Pick up garbage under your area	* Keep hands and feet to yourself * Be aware of personal space * Stay silent * Listen to directions	* Take turns * Include others * Keep hands and feet to yourself * Play fair * Share equipment	* Sit flat on the chair, floor, or bleacher * Clap and laugh at the appropriate time	* Clap and laugh at the appropriate time	* Slide in to let others sit
Be Here Be Ready	* Walk into lunchroom and sit at table * Have a pass to leave the area, if needed * Wait until your table is dismissed by an adult	* You must be signed out before leaving the school with an adult	* Dress for the weather * Line up when called * Stay on assigned play areas * Have a pass to leave the area, if needed	* Enter and be seated quietly * Become silent when signal is given * Leave assembly quietly when dismissed	* Keep track of all your belongings * Be ready to participate	* Line-up single file at curb * Take all belongings with you

Zapata Warriors of the Month

A Zapata Warrior demonstrates all four components of the Zapata Matrix of Expected Behaviors:

- **Be Respectful** (e.g. treat staff and peers with respect, appreciate differing points of view, listen actively, use healthy conflict resolution strategies, respect school property)
- **Be Safe** (e.g. keep hands and feet to yourself, report unsafe things you observe, wear your mask)
- **Be Caring** (e.g. use kind words and actions, be helpful, be polite, take turns)
- **Be Here/Be Ready** (e.g. try your best, arrive on time to school, do your homework)

Purpose of Warriors of the Month

The SEL/Culture and Climate Committee is recommending the Zapata Warrior of the Month celebration as a Tier 1 support to encourage positive school behavior.

Selection of Warriors of the Month

ANY Zapata student that consistently demonstrates the above four components of the Zapata Matrix of Expected Behaviors can be selected as a Warrior of the Month. Each homeroom teacher will select 2-3 students per homeroom each month.

Recognizing Zapata Warriors of the Month

Warriors of the Month will be recognized on the first of the following month during the morning announcements by Student Voice Committee members. The monthly list of Warriors of the Month will also be posted on the Zapata website. Based on student feedback gathered by the Student Voice Committee, Warriors of the Month have the option to take a photo with a group, individually, or opt out of taking the photo. These photos will be featured on a monthly bulletin board in the main hallway of the school and posted on the website.

Celebrating Zapata Warriors of the Month

Students will be celebrated and recognized in the following ways: a certificate with homework pass, extra 25 minute recess (date will be announced), an out of uniform day (date will be announced) where students can wear jeans and the Zapata spirit t-shirt. Zapata Warriors of the Month with perfect attendance for the month will receive a Zapata t-shirt.

ZAPATA ACADEMY CODE OF CONDUCT

Zapata Academy Behavior Norms & Contract

Students are expected to follow the classroom rules, school rules, and rules listed in the Student Handbook and Chicago Public Schools (CPS) Rights & Responsibilities Handbook. Teachers and administrators are responsible for providing interventions/and or consequences based on the categories listed in CPS Student Code of Conduct. Refer to the: <https://www.cps.edu/about/policies/student-code-of-conduct-policy/> website for more information.

Student Conduct

Students are responsible for behaving in a manner that permits uninterrupted learning to take place. Zapata Academy follows the Student Rights & Responsibilities Handbook of the Chicago Public Schools. This code identifies inappropriate student behavior and provides for specific interventions and/or consequences for each category of misconduct.

Consequences & Suspensions

Students violating rules may receive a consequence, In-School or Out-of School suspension as listed for each Group/Category listed on the Rights & Responsibilities

Handbook. Consequences will be issued during the regular school day, and for any after and before school programming.

Classroom Conduct

Complete respect should be shown to all staff members, visitors, and fellow students. Students should always use proper manners when addressing others in the building. Students are expected to enter and exit the school and classrooms in an orderly fashion. An atmosphere that lends itself to learning will be maintained at all times. All students shall help maintain the school grounds clean and take pride in its appearance. No type of vandalism is permitted, and consequences will be issued according to the CPS Rights & Responsibilities Handbook. ALL students are not permitted to have Sharpie (Permanent) markers on campus at any time.

Restroom Behavior

All students are to display appropriate behavior in the restroom. Students are to take care of their needs as quietly and quickly as possible. Restrooms are to be left clean and sanitary. Any type of restroom vandalism will be subject to disciplinary action as noted on the CPS Student Rights & Responsibilities Handbook.

Restroom Privileges

All classes must take a minimum of one restroom break per day to minimize students needing to use the pass. It is the responsibility of the teachers in a common hallway to prepare a bathroom schedule and post in the classroom.

Teachers must assign one boy and one girl as bathroom monitors. Teachers should check the bathrooms before and afterwards. No one is to be sent to the washroom alone. If an emergency arises send two students of the same gender together who are responsible.

Lunchroom Behavior

All students are to comply with the lunchroom guidelines listed below.

1. Walk silently and in an orderly manner
2. Pass through lunch line quickly & quietly
3. Promptly take a seat and remain at their seat until dismissed
4. Clean eating area prior to leaving the lunchroom
5. Dispose of all debris in the waste can
6. Glass bottles, and cans are not permitted in the lunchroom due to safety concerns.
7. Students are NOT allowed to share ANY food!!!
8. Students can only have snacks in the classroom if permitted by the homeroom teacher.

Technology Use

1. Every child is responsible for any technology they use or borrow from/at the school.
2. All technology must be handled appropriately and used for educational purposes only! Students that violate this will be subject to consequences on the CPS Student Rights & Responsibilities Handbook.
3. **Any student that intentionally mishandles or vandalizes any school technology may acquire a fee to replace or fix any damages.**
4. **Any student that violates the use of technology while on the internet will also be subject to disciplinary action as noted in the CPS Student Rights & Responsibilities Handbook. (i.e. includes the inappropriate use of Artificial Intelligence, AI, to plagiarize or complete assignments that should be completed independently by a student)**

SCHOOL UNIFORM POLICY

Zapata Academy requires a school uniform. Please ensure that all students are aware and comply with Zapata Academy's Dress Code.

(K-5th grade)

- Shirts: white collared shirt
- Bottoms: navy slacks, navy skirt, jumper or slacks **(NO LEGGINGS, NO JEGGINGS, NO SKINNY PANTS, NO JEANS, NO EXCEPTIONS)**
- **NO sweatshirts, sweatpants (different from gym uniform) or Zapata Spirit wear, can be worn on non Gym days.**
- **ADDENDUM 11/22/24:** Students are allowed to wear hoodies. Hoodies can be purchased with the Zapata Academy logo at our school. Students can also wear a plain (no logos or art work) hoodie from home that's in school colors –navy, gray, maroon or white.

Middle School (6th thru 8th grade)

- Shirts: maroon/burgundy collared shirt
- Bottoms: navy slacks, navy skirt, jumper or slacks **(NO LEGGINGS, NO JEGGINGS, NO SKINNY PANTS, NO JEANS, NO EXCEPTIONS)**
- **NO sweatshirts, sweatpants (different from gym uniform) or Zapata Spirit wear, can be worn on non Gym days.**
- **ADDENDUM 11/22/24:** Students are allowed to wear hoodies. Hoodies can be purchased with the Zapata Academy logo at our school. Students can also wear a plain (no logos or art work) hoodie from home that's in school colors –navy, gray, maroon or white.

Navy colored shorts are acceptable weather permitting. Navy colored shorts for K-5 grades need to be knee length and follow the uniform color listed above per grade. Hoodies (no logos or artwork) only if they are maroon, burgundy, or navy blue or colors

are allowed or otherwise provided for a Zapata Academy club or program. (i.e Zapata Mentoring, Student Voice Committee, etc.) Hoodies should be worn appropriately at all times while on campus—this includes school grounds inside the school gates (no hoodie should be worn over the head, or no hidden unsafe objects inside pockets). Hoodies can only be worn on school spirit days or as indicated during special events. Footwear should be a rubber soled shoe, no cleats/indoor soccer shoes, no high heels, no platform shoes, sandals or open toe shoes are not allowed. Crocs and foam runners are also not allowed.

Additionally, boys may not wear earrings. No large hoop earrings, or spike jewelry. Students must dress appropriately. Clothes should NOT be too tight, too loose, pants that sag below the waste, or reveal underwear.

School Spirit Friday (Refer to School Calendar on the Zapata Academy website): Any Zapata Academy Gear and appropriate permitted. Regular school uniforms may also be worn.

Gym Uniforms are available for purchase with our school's Physical Education teachers. Gym uniforms may **ONLY** be worn on Gym Days.

This policy helps build school pride, improves discipline, creates a safe and secure environment and contributes to a sound educational program.

ZAPATA & CPS HOMEWORK POLICY

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the child's curriculum. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and directions for the assignments need to be clearly communicated and should be preceded by instruction that adequately prepares the child to do the task independently and successfully.

Homework is work that is assigned to be completed at home. No new concepts should be included in homework.

Homework is assigned daily to:

- Provide reinforcement, practice, application, and enrichment of what is taught in class
- Prepare students for meaningful class participation
- Develop independent activities beyond the school hours
- Provide an opportunity for student creativity
- Foster a closer home-school connection and ongoing parental involvement in the student's education
- Provide opportunities for students to gain experience in the utilization of community resources

- Assist students in achieving the standards for promotion

Helpful Homework Tips

- Select a Quiet Place for Study
- Distractions
- Provide Supplies and Identify Resources
- Provide Support and Encouragement
- Encourage Good Study Habits
- Review and Discuss Completed Assignments
- Give Praise
- Share Concerns with the Teacher

Staff, parents, & students must work together to ensure the success of all students

Teachers and Staff should be:

- Responsible for implementing the school homework policy in the classroom
- Developing a record-keeping/monitoring system and review all homework; grade all homework, noting areas for correction; and return all collected assignments promptly
- Planning for the coordination and scheduling of assignments with other teachers to meet the suggested homework time allocations
- Sharing the homework plan with students and parents and provide instruction to help students develop appropriate study habits and strategies

Parents should:

- Provide space and quiet time for their child to complete his/her homework daily
- Monitor the completion of all homework and review corrected homework returned by the teacher
- Assist their child in the use of community resources, such as libraries, that can be helpful to the student when completing homework
- Review the progress report at the 5th week of each marking period
- Pick up child's report card at the end of the first and third quarters
- Contact the teacher if there are any problems or questions about the homework

Students should:

- Maintain a homework assignment notebook or log listing subjects, assignment dates, due dates, and dates of submitted assignments
- Complete all homework assignments carefully and accurately submit them by the due date
- Make necessary corrections on the returned homework and share the teacher's evaluation of homework assignments with their parents
- Seek help, as needed, from parents, teachers, and community resources

GRADING SCALE

The following grading scale is used to assess student learning:

Grades 1-8

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

Progress Reports

Students in Kindergarten through 8th grade will receive a progress report during the fifth week of each quarter of the academic school year. The progress report is given to students to take home. Students who are in danger of failing to meet the promotion/grade level criteria will be provided a remediation plan. This procedure includes a parent conference to create a mutual agreement regarding intervention strategies that will be used at home and at school to prevent failure at the end of the quarter.

Progress reports will be distributed every quarter as noted on the CPS Calendar. Refer to: <https://www.cps.edu/calendar/>

Report Cards

Since Report Cards are generated electronically, teachers ensure grades are up to date. After the teacher validates grades, no grades will be changed without a specific meeting with the principal and network approval. ALL teachers need to show data for the requested grade change.

Report Card Pick-up/Distribution Days

Report cards are distributed after the end of each quarter according to the following CPS Calendar. Refer to: <https://www.cps.edu/calendar/>

The Parent Portal is a unique web-based tool that allows parents to securely view their child's grades and attendance online. Parents can register to receive e-mail or text notifications when your child is absent or when his or her grades drop below a point you identify. Additionally, it allows for parents and teachers to communicate directly to enhance their interaction.

School/Parent Guide to the Elementary School Promotion Policy Benchmark Grades 2, 5 & 8 (Board Policy 13-1023-RS1)

Promotion decisions for students in grades 2, 5 & 8 will be made during the last few weeks in accordance with CPS Promotion Policies. Criteria for promotion policy will be indicated on the CPS Promotion Policy forms for Grades 2, 5, 8 distributed during the school year.

Zapata 8th Grade Graduation

At Zapata Academy we have high academic expectations for all students. While we are proud of all students as they complete each grade level, it is our expectation to see all Zapata students graduate after completing their elementary schooling, Pre-K thru 8th grade.

All children, Pre-K thru 7th grade, will celebrate their academic accomplishments for this school year with their teacher in the classroom. We look forward to a big graduation celebration as they leave Zapata Academy in 8th grade. Note: only an 8th grade graduation will be scheduled. The 8th grade graduation ceremony will be based/determined by the CPS promotion policy. CPS Promotion Policy forms will be distributed to parents during the school year.

MISCELLANEOUS PROCEDURES & POLICIES

Media Consent Form and Release

Please ensure we have a signed Media Consent Form and Release for each student in your classroom. The consent form allows for children to be photographed, video taped, audio taped and/or interviewed by the Board or the news media when school is in session or when my child is under the supervision of the Board. It would also allow for the Board to use creative work(s) generated and/or authored by my child on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.

Student Cellular Phones & Electronic Devices

If the student decides to bring a cellular phone and other electronic devices (Apple watch, smartwatch, ipads/tablets, gaming devices etc.) Zapata Academy **will not** be held responsible for **it being lost, stolen or damaged**.

- The possession and use of cell phones, and other electronic devices are subject to the following rules:

- All must be out of sight and turned off in the student's book bag during the regular school day.
- They may not be used in any manner that will cause disruption to the education environment or will otherwise violate student conduct rules.
- They may not be used for creating, sending, sharing, viewing, receiving, making reference, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in state law (i.e., sexting). Possession is prohibited regardless of whether the depiction violates state law.
- Usage violations will result in:
 - First violation: teacher will have a discussion with student.
 - Second violation: teacher takes cellular phone/electronic device until the end of the day and then returns it to student.
 - Third violation: Cellular phone/electronic device is given to the admin and the parent has to pick it up.
- All inappropriate violations of the use of Cellular Phone/electronic device will require school administrators to follow student discipline policies outlined in CPS Student Rights and Responsibilities.

Emergency Information Request Form

All parents are required to fill out and return the Emergency Information Request Form **for each student at least twice during the school year—even** if all of the information is unchanged from last year.

Furthermore, parents **must notify** the schools immediately if an address, phone number, or any other contact information changes during the school year. In an emergency, every minute can count!

Medication Needed During School Hours

Zapata Academy follows the Chicago Public School policy regarding the administration of medication during school hours. If your child needs to receive medication while at school, contact the school office to find out what paperwork is needed.

If interested, you can see the policy on the Chicago Public School Web site at <http://policy.cps.k12.il.us/documents/704.2.pdf>.

Lost and Found

Lost and Found is located in the school by the main office entrance. Bins will be emptied

periodically, and any items still unclaimed will be donated to charity.

No Smoking/Vaping

State law prohibits smoking/vaping on school district property or within 15 feet of any school entrance, and during any field trips or at any school related activities. This includes any type of smoking substance and/or vaping that takes place with students and adults. Violators will be fined.

Student Meals

Hot and cold meals are offered for both breakfast and lunch in the lunchroom. Menus are distributed monthly in order to let families plan when they want their children to purchase meals at school. Breakfast is served for 2-8 grades in the main lunchroom.

Breakfast Times

- 2-3 grades at 7:50 a.m.
- 4-5 grades 7:40 a.m.
- 6-8 grades from 7:30-7:50 a.m.
- Students will enter from Door #3 for breakfast.
- ALL Prek, kindergarten, and 1st grades will receive breakfast during regular school hours.

Free and Reduced Price Meal Application

A Free and Reduced Price Meal Application is sent home with selected students and all preschool students (one per family) at the start of the school year. **All parents that receive an application are required to sign and return this application.** Please complete a *Free and Reduced Price Meal Application* and return it to your child's teacher no later than September 22, 2025.

Breakfast

Breakfast at Zapata Academy is available **at no cost** to all students. Breakfast is to be picked-up by students in the respective hallway and eaten in their classroom. Breakfast should take no longer than 10 minutes.

Lunch

Remember that students are NOT allowed to share ANY food!!! In addition, it is our school expectation that ALL lunches brought from home should include healthy options. This ensures that students have a nutritious meal. Fast food options are not permitted and cannot be dropped off daily. If students bring any junk food (potato chips, candy, chocolate, etc.) students will be asked to take this food back home with them.

SPORTS POLICY

Student athletes are expected to meet behavioral and academic standards in order to participate on sports teams. Behavioral and academic policies will be sent home at the beginning of each season to students that express interest. This includes ALL OST before and after school. If students do not follow rules and expectations during OST programming, they will not be able to participate in these sports & activities.

Sports Injury Policy

In the case of injury during a sports activity, the following procedures will be in place.

Minor Injuries (minor cuts, scrapes, bruises, sprains etc.)

1. Coach removes student-athlete from activity; assesses injury.
2. Coach examines/treats and determines if the student-athlete may resume play.
3. Coach notifies Nurse/Principal/Principal Designee.
4. Coach completes accident/incident report.
5. Coach notifies parent/guardian by phone or in person of injury
6. Principal or Principal Designee enters info into Verify

Major Injuries (broken bones, dislocations, significant lacerations etc.)

1. Coach removes student-athlete from activity; assesses injury.
2. Coach calls 911 for medical attention.
3. Coach notifies Nurse/Principal/Principal Designee
4. Coach completes accident/incident report.
5. Coach notifies parent/guardian by phone or in person of injury
6. Principal or Principal Designee enters info into ASPEN.

ZAPATA SCHOOL LIBRARY POLICIES

Library Policies

The Zapata Academy library is an important part of our school. All students are able to check out library books during library class. Students have a responsibility to return library books in good condition and on time so that other students may enjoy them as well. Books that are damaged or lost must be paid for in the library.

Library Resources

The Zapata Academy school library contains over 19,000 print and digital books for students and staff. The Zapata Academy Library website (zapatalibrary.weebly.com) includes links to the online catalog, as well as to research databases and ebooks. Contact Ms. Hlousek if you have questions about library resources or accessing resources.

Parent & Student Handbook SY25-26

Acknowledgement

I have received the Zapata Academy Student 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.

Student First & Last Name (Print)

Room/Grade

Parent First & Last Name (Print)

Parent Signature

Date

Return this completed Student Handbook Acknowledgement page to your student's homeroom teacher by September 9, 2025.