



New Field Elementary Student/Parent Handbook

Respect, Responsibility, Collaboration

newfield.cps.edu

(773) 534-2760

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Conrey Callahan
Principal

Alfredo Lopez
Assistant Principal

Important Contact Info

New Field Main Office: (773) 534-2760

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New Field's Website: newfield.cps.edu

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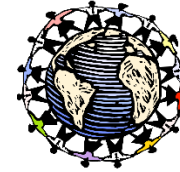
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Principal's Message

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New Field Families:

Welcome to the 2023 -2024 school year! I hope you all had a wonderful summer with family and friends. We have been working over the summer planning for an amazing school year.

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This document is one of several ways we will communicate with you. It contains information regarding school rules and policies. Please keep it handy. A copy is being sent home and you may always access it on our website newfield.cps.edu.

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The teachers and staff at New Field look forward to working with you to provide the best education possible for your child. It is imperative that we work together to achieve this goal.

Looking forward to a fantastic year ahead!

Respectfully,

Mrs. Conrey Callahan
Principal
(she/her/hers)

General School Information Calendar

It's important that you are informed of the Chicago Public Schools' Calendar and New Field's Calendar. You may access both calendars by visiting [2023-2024 CPS Calendar](#) and newfield.cps.edu.

Classes begin on August 21, 2023	Classes end on June 6, 2024
No School: September 4 - Labor Day	No School: October 9 - Indigenous Peoples' Day
No School: November 10 - Veterans Day	No School: Nov. 20 - 24 - Thanksgiving Holiday
No School: Winter Break - Dec 25 -Jan. 5	No School: January 15 - ML King Day
No School: February 19 - Presidents' Day	No School: Spring Break -March 25 - 29, 2024
No School: May 27 - Memorial Day	
Quarter 1 ends October 20, 2023	Quarter 2 ends December 21, 2023
Quarter 3 ends March 22, 2024	Quarter 4 ends June 6, 2024
Progress Reports: Q1: September 21, 2023 Q2: November 17, 2023 Q3: February 8, 2024 Q4: May 3, 2024	Parent-Teacher Conference Days: Q1: October 26, 2023 Q3: April 10, 2024

Report Card Distribution:

Q2: December 21, 2023

Q4: June 6, 2024

No School on School Improvement Days:

September 22, October 27, December 22, 2023, February 9, 2024, April 1, 2024

Cellphones

Adult cell phone use is limited to unoccupied rooms, such as the parent room, so as not to disturb students in other classrooms. Please refrain from cell phone use while in the main office unless it is an emergency or extenuating circumstance.

The following is New Field's cell phone policy for students:

- New Field strongly discourages students having cell phones on school grounds.
- New Field is not responsible for lost phones. No use of the cell phone while on school grounds (this includes during after school programs).
- 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 observed using a cellphone, the item will be turned in to the main office. A parent may come to the office to retrieve the phone.
 - The **second time** a student is observed using the phone, the item will be taken away and given to the Principal. The school will store the phone until the parent may retrieve the phone. If the child needs to contact his/her parents, the child will be able to contact his/her parent(s) using a phone in the main office.

Emergency Drills/Evacuation Plan

Each year we conduct emergency drills (fire, shelter in place, lockdown, etc.) as required by the District. Families will be notified in advance for planned emergency drills. Mandatory drills for SY24 include:

- Bus evacuation (1)
- Lockdown (1 planned, possible unannounced drill(s) led by CPD)

- Shelter-in-Place (1 planned)
- Fire drill (1 per month, unannounced, led by CFD)

If emergency conditions ever dictate evacuating the building and relocating, all children and staff will walk to Eugene Field Elementary (7019 N Ashland Blvd, Chicago, IL 60626, 773-534-2030). Parents will be notified as soon as circumstances permit.

Entrance/Dismissal Procedures

Students should enter and exit school at their designated door. Doors open at 8:30 AM and close at 8:50 AM. **No students may be dropped off prior to 8:30AM. There is no adult supervision prior to 8:30AM.** At 9:00AM, tardy students should report to the security desk. Arrival and Dismissal locations are subject to change. *Caregivers are not permitted entry during arrival/dismissal.*

Arrival

- **PreK** students should enter and exit through east and west doors (5E & 7W). Rooms 110 and 112 enter through Door 7W. Rooms 101 and 103 enter through 5E.
- **Kindergarten and 1st Grade** Enter through the cafeteria doors. Students wait in the cafeteria at assigned tables.
- **2nd, 3rd and 4th Grade** Line up on the playground according to their homeroom. Homeroom teacher will pick them up and enter and exit through the gymnasium.

Dismissal

- **Parents/guardians** that prefer students walk home alone must complete a [permission form authorizing student to walk home alone](#). The signed form must be returned to the office prior to the student being allowed to walk home alone.
- **All students must be signed out by an approved caregiver or other responsible adult, as listed on the emergency form. New Field does not release students to any adult not listed on the emergency form.**
- There is a staggered dismissal, 3:33p.m. – 3:45p.m.

- **PreK** 3:33pm, exit through east and west doors (5E & 7W). Rooms 110 and 112 exit through Door 7W. Rooms 101 and 103 exit through 5E.

Kindergarten 3:33p.m. West playground (turf side)

1st Grade 3:35p.m. West playground (turf side)

2nd Grade 3:38p.m. East playground (equipment side)

3rd Grade 3:40p.m. East playground (equipment side)

4th Grade 3:43p.m. East playground (equipment side)

Late pickup

Dismissal ends at 3:45p.m. Students that are picked up 3:45PM – 4:00PM will be in the following locations:

Pre-K: Main Office

Kindergarten & 1st Grade: West playground

2nd, 3rd & 4th Grade: East playground

After 4:00PM all students are brought to the main office for pick-up. Chronic late pick-up will require a conference with administration to develop an action plan. New Field adheres to the CPS late pick-up policy and follows board prescribed policies. This includes contacting the Department of Children and Family services (DCFS) and Chicago Police Department. Please make every attempt to arrive on time for student dismissal. In case of an emergency, resulting in the inability to arrive at dismissal time, contact the Main Office as soon as possible as (773) 534-2760.

Inclement Weather Locations at Dismissal:

- Prek Pickup: Same arrival Doors
- Kindergarten and 1st Grade Pickup: Cafeteria Doors
- 2nd Grade Pickup: Main Entrance Doors
- 3rd and 4th Grade Pickup: Gym Doors

Car Use, Arrival & Dismissal:

Car use: Unfortunately New Field does not have a designated kiss/ride lane for students arriving via car. Do not block the front entryway of the school,

this is designated for students requiring transportation and requiring an accessible building. Do not park in the St. Jerome's parking lot. New Field recommends walking or biking to school.

Fee-based Before & After Care

New Field is partnering with the YMCA to offer on-site, fee-based before and aftercare. Fee-based aftercare is available five days per week. The program will provide homework help, enrichment programming, and physical activity. After School embraces a no-electronics policy in support of developing healthy minds and bodies.

[CLICK HERE](#) to access the YMCA Enrollment Inquiry Form for Fee-Based Before & After Care, on site at New Field

Schedule:

- Before care: 7:30 - 8:45 AM, five days per week
- After care: 3:45 - 6:00 PM, OPTION: three days per week of five days per week

The YMCA accepts Illinois Action for Children and offers income-based scholarships.

For more information, please contact Kina Miller at kmiller@ymcachicago.org or 312.440.2438 ext. 9058

To register, please contact Nicole Rodriguez-Jalomo at nrodriguez-jalomo@ymcachicago.org or 773.988.0644.

Lost/Found

Personal belongings should be labeled with the student's name. Lost items are stored in bins by the security desk. Unclaimed items are donated at the end of each semester (December, 2023 & June, 2024)

Lost Library Books

Report cards will be issued from the office for any student who has unreturned library books. The Essentials team will provide quarterly information on overdue books.

Open Enrollment Information

New Field is an Open Enrollment neighborhood school for grades K – 4th. Families living outside of the neighborhood boundaries that are not current New Field students may apply for a seat through [GoCPS](#). PreK

families that live outside the neighborhood boundaries, and that wish to remain at New Field for kindergarten, must apply for a seat through GoCPS. Families of current K-4 students need not apply again once enrolled at New Field.

Space is limited for families living outside the attendance area. Applications for the 2023-2024 school year are due in December of 2023. All families seeking to attend New Field that reside out of the attendance boundaries must submit an application. This includes students in Pre-K transitioning to Kindergarten. For information visit <https://go.cps.edu/>

Outdoor Recess Guidelines:

As often as possible, New Field will send students outside for recess. To help you plan accordingly, please be aware of the following general guidelines:

- All students have recess for at least 30 minutes per day
- Generally, students will go outside for recess when the temperature and/or wind chill is above 22 degrees Fahrenheit
- Students will go outside for recess in light snow/ precipitation
- Students will go outside for recess when there is light or residual snow on the playgrounds

Please be sure to send your children with warm clothing, including hats, gloves and coats. [Click here for more information.](#)

Do you need assistance with warm clothing? New Field can help!

Please contact your child's teacher or our main office, (773) 534-2760 or newfieldcps@gmail.com

Parties

Classroom parties are scheduled by teachers and the administration. CPS policy requires that only purchased, commercially wrapped items may be served to students for such celebrations. In consideration for students with allergies, please check with the teacher and consult the [CPS Healthy Snack Policy](#), before sending any items to school to be shared.

Pictures/Video

Please be aware that pictures/videos of students are taken by staff on many occasions to document and celebrate events and achievements. Please be sure to sign the media consent forms.

School Office Hours

The school's office opens at 8:15AM and closes at 4:15PM

School Tours

New Field offers monthly informational sessions and guided tours for prospective families, grade Pre-K-4th. All tours begin at 9:15am in the cafeteria.

School Tour Dates: September 5, October 17, November 7, November 28, December 5, February 6, 2024, March 5, 2024, April 9, 2024, May 7, 2024. School tours generally fall on the first Thursday of each month.

Social Media

New Field uses social media to showcase the great work of students, community and staff. You can stay in touch at the following social media sites:

School website: <http://www.newfield.cps.edu>

Facebook: www.facebook.com/newfieldelementary

Instagram: [@new_field_elementary](https://www.instagram.com/new_field_elementary)

School Supplies

No school supplies, outside of a change of clothing, are required for students in PK. Students in grades K-4 should provide the [supplies linked here](#). Please note that some supplies will be communal for general classroom use.

Are you in hardship and cannot afford supplies? We can assist! Contact newfieldcps@gmail.com for more information.

Uniform Policy

Students are encouraged to dress in the recommended uniform. The uniform consists of the following:

- White or Blue Shirt
- Bottoms (blue)
- Shoes
 - Appropriate footwear that supports safe play
 - Sandals can be worn but we caution against flip flops and other open footwear.

PK-Grade 1 Additional Clothing:

Students in Pre-K, kindergarten and first grades should have a change of clothing (including socks and underwear) in case of an emergency. Please make sure that clothing is labeled with your child's first and last name.

Academic Programming

Evaluation of Student Progress

In grades first through fourth, students receive A, B, C, D, and F to indicate the child's progress, achievement, and effort in each subject. Classwork, daily homework, and projects must be submitted on the date due.

A (100-90), **B** (89-80), **C** (79-70), **D** (69-60), **F** (59 and below)

Teachers update grades once per week. Please be sure to check your child's progress on-line using Aspen Parent Portal. Kindergarteners are evaluated through a developmental grading scale:

M = Meets standard

P = Progressing toward standard

L = Learning to apply standard. Student needs intensive support at home and at the school in the standard.

Homework

Homework remediates, reinforces or enriches or offers opportunities to engage in real world application. Homework *does not* count for a student Grade. Homework should fall into the following timeframe:

Kindergarten: 15 minutes per day

Grades 1-4: 30 minutes per day

Please consult with your child’s teacher if you notice that your child is taking longer than the expected timeframe to complete assignments.\

Promotion Policy (Grades 2, 5 & 8)

All second-grade students must meet the following guidelines to be promoted to third grade. Students who fail to meet the promotion policy must attend summer school. All promotion criteria set forth by the Chicago Public Schools Board of Education.

Academic Performance	Summer School Status & Requirement(s) <i>No more than 3 unexcused absences</i>
Grade 2: Final report card grade of “C” or above in SY24 in reading.	Summer School Not Required Promote to the next grade in June
Grade 2: Final report card grade in reading below “C” in SY24 AND evidence of meeting identified goals in response to interventions in the related content area.	Summer School Not Required Promote to the next grade in June
Grade 2: Final report card grade in reading below “C” in SY24 AND no evidence of meeting identified goals in response to interventions in the related content area.	Summer School Required Final summer school grade of “C” or above in the subject(s) with final report card grade below “C” or have evidence of meeting the identified goals in response to interventions in the related content area.

Aspen Parent Portal

Parents can monitor student’s grades and attendance in “real time” on Aspen [Parent Portal](#). We encourage parents to check Aspen parent portal on a weekly basis. If you need assistance registering for Parent Portal, please contact Mr. McLaurine, cpmclaurine@cps.edu

MTSS (Academic & Socio-Emotional Interventions)

Students that are behind grade level expectations may be routed to supplemental, academic support through MTSS (multi-tiered systems of support). Typically, Nw Field offers three, 10 week cycles of interventions for reading, math and/or socio-emotional development. Caregivers will be notified if students are enrolled in intervention programs as well as updated on student progress.

- Academic intervention lead: Ms. Angela Papa, ajpapa@cps.edu
- SEL intervention lead, Ms. Claire Kunkel, cekunkel1@cps.edu

School Improvement Plan (CIWP) Priorities

As a school community we strive to continually improve. Our new school improvement plan will be adopted in September, 2023. Information is forthcoming.

SOPPA & Acceptable Use Guidelines

New Field adheres to CPS [SOPPA guidelines](#) and the [Acceptable Use of Technology policy](#). Click here for more information.

Social Emotional

Discipline

Every student receives a copy of the Student Code of Conduct (SCC) at the beginning of the year. The SCC is also available on the CPS [website](#). Parents, please review the SSC with students so everyone is familiarized.

New Field handles discipline using restorative practices in alignment with the CPS Student Code of Conduct. Inappropriate actions are classified as follows:

Group 1: Inappropriate Behavior (e.g. leaving the classroom without permission, disruptive behavior, failing to attend class, persistent tardiness, use of cellphones, etc.). Available interventions and consequences include communications with parents, restorative responses.

Group 2: Disruptive Behavior (e.g. leaving the school without permission, minor physical actions, profane language or gestures, possession of tobacco, lighters or other products, disregard of instructions from personnel, downloading non-educational materials, etc.). Available interventions and consequences include communications with parents, restorative responses and community service (lunch).

Group 3: Seriously Disruptive Behavior (e.g. second or more violations of Group 1 or 2, disruptive behavior on the school bus; fighting, harassment, discrimination, forgery, plagiarizing, display of gang affiliation, bullying behaviors, use of technology [in or out of school] to harass or bully others, etc.). Available interventions and consequences include communications with parents, restorative responses and detention (lunch), in-school suspension, community service, Saturday Programs.

Group 4: Very Seriously Disruptive Behavior (e.g. false activation of fire alarm, extortion, assault, vandalism, battery, fighting, theft, possession, use, or sale of fireworks, trespassing, possession of dangerous objects, etc.). Available interventions and consequences include communications with parents, restorative responses and detention (lunch), in-school suspension, out of school suspension, community service, Saturday Program

Group 5: Most Seriously Disruptive Behavior (aggravated assault, burglary, theft, intimidation, gang activity, illegal behavior, harassment, false activation of fire alarm, battery, use of technology to threaten or harass others, vandalism, possession or use of illegal drugs or look-alikes, repeated offenses of group 4, and other severely disruptive behaviors, etc.). Available interventions and consequences include communications with parents, restorative responses and detention (lunch and after school on Fridays), in-school suspension, out of school suspension, request for expulsion hearing.

Group 6: Illegal and Most Seriously Disruptive Behavior (use or possession of firearm or destructive device, arson, bomb threat, robbery, sale, distribution or intent to sell or distribute illegal substances or look-alikes, aggravated battery, murder, attempted murder, kidnapping, theft, etc.). Available interventions and consequences include communications with parents, restorative responses and detention, in-school suspension, out of school suspension, request for expulsion hearing.

Bullying Policy

Click [here](#) for the Board Policy: ([English](#)) / ([Spanish](#))

“Bullying” means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, and meets all of the following criteria.

Note: if the behavior or part of the behavior is bias-based or targeted at a member of a protected category please see the responding to bias-based behaviors guidelines.

1. An observed or perceived imbalance of power exists between the person(s) engaging in the bullying behavior(s) and the targeted student(s).
2. The behaviors are severe or pervasive (repeated over time), or there is a high likelihood that behaviors will be repeated. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the severity and if other elements of bullying are present
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 to the student's person or property;
 - b) causing a substantially detrimental effect on the student's physical or mental health;

- c) substantially interfering with the student's academic performance; or
- d) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Knowingly making false accusations of bullying will be investigated and will be treated as bullying behavior that is subject to discipline under the Student Code of Conduct. This list is meant to be illustrative and non-exhaustive.

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult at school and an adult at home as quickly as practicable.

Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Principal/Designee as quickly as practicable. Reports can be made to any CPS employee or contractor in person, by completing Attachment A and submitting it to the Principal/Designee, by calling the CPS Parent Support Center at (773) 553-3772, or by emailing BullyingReport@cps.edu. Anonymous reports will be accepted by the Principal/Designee. No disciplinary action will be taken on the sole basis of an anonymous report.

[To learn more about the bullying investigation process, click here.](#) New Field adheres to the CPS anti-bullying policy.

Office of Student Protections (OSP)

[The Office of Student Protections](#) (OSP) may investigate issues related to Title IX and Title IV, including but not limited to:

- sex/gender-based discrimination,
- sex/gender-based harassment,
- sexual misconduct (grooming, inappropriate touching, sexual electronic communication, sexual bullying, sexual exploitation, and exposure/voyeurism/masturbation), or retaliation.

New Field's OSP lead is Mrs. Conrey Callahan, Principal.

Toys/Games/Electronics

Students may not bring toys, games or electronics to school *unless specifically asked to do so as part of show/tell or a class incentive*. Such items are prohibited from recess and lunch. These items may not be used during instructional time. If a student has such items and is causing a disruption the items will be confiscated and held in the office. Caregivers may retrieve these items from the main office. The school is not responsible for toys, games or electronics that are lost or stolen.

Toys or games that resemble any type of weapon are strictly prohibited at all times. Such toys/games will be confiscated and only returned to an approved caregiver, following a conference with New Field administration and/or other appropriate disciplinary measures as informed by the [Student Code of Conduct](#).

Attendance, Absences and Tardies

School starts at **8:45AM.** and ends at **3:45PM.**

Students are expected to be in school EVERY day. Attendance is an important component of student success.

New Field follows CPS guidelines for excused and unexcused absences.

Absences: Whenever a student is absent, we require one of the following forms of notification:

- Send a signed note with the child when he/she returns to school
- Send written notification via email to Ms. Sue Briggs (clerk), sschmauderer-bri@cps.edu, and classroom teacher.
- **E-Absence** is a new way to report excused absences. Parents and guardians can now submit, schedule and track your student's absences through the Aspen Parent Portal. You can sign in to your account at ASPEN.CPS.EDU and start using the E-Absence feature today.

Excused Absence: student illness, death in the immediate family, family emergency, observation of religious holiday, circumstances causing reasonable concern to parents regarding student health/safety.

If the student becomes ill at school, the student will be sent to the office with a note from the teacher. The parent will be called with the information about the child's condition and if necessary, the parent will be asked to pick up the child for an early dismissal.

Unexcused: *Vacations* are not excused absences. Your child's regular attendance is vital to his/her educational success. Vacations will not be approved by the administration.

Tardies: Students that arrive after 9:00 AM will receive a tardy for the school day. All late students are to report to the security desk to receive a late pass. If a student arrives at school by 11:00AM they are considered tardy. Students with excessive tardies will not be eligible for perfect attendance awards. **Students with excessive absences, early dismissals or tardies will need to meet with administration.**

School Closures: In the event of severe weather or other emergency situations, CPS will determine if schools will remain open or stay closed. Please check local news, radio and websites as well as <http://www.cps.edu> for all possible closures.

Early Dismissal

Students are expected to be at school every day and all day. Students who are consistently absent or tardy risk failing their courses due to lost instructional time.

- If you must pick up your child prior to dismissal, please come into the office to request an early dismissal for your child. Please note, parent/guardian must be physically present for dismissal. Students will not be sent to the office in preparation for an early dismissal.

- **Early dismissals will not be processed after 3:25 p.m.** as school staff begin preparation for regular dismissal at this time.
- Parent/guardian/designated adult must sign students out in the office. Please update your emergency information as needed.
- Students must never leave unescorted.
- Students are marked ½ day absent for early dismissal before 1:15PM.
- Early dismissals may count against perfect attendance.

Health and Wellness

Allergy, Asthma & Medical Issue Policy

If your child has a serious allergy, asthma or other medical issue, notify the main office to obtain the forms to create a health plan (504) for your student. Please ensure the required forms are updated annually and any necessary medication or devices are available to your child during the school day. See the school counselor for other details regarding this policy. Out of consideration for students with allergies, please do not send any food or treats for sharing to your child's class without consulting the teacher and the healthy snack guidelines.

Lice

Head lice infestation can cause anxiety among parents. However, head lice are not a health hazard nor a sign of poor hygiene. New Field follows CPS Health and Wellness policies in managing head lice. Students with signs/symptoms of lice receive a confidential scalp inspection by school staff.

An active head lice infestation is defined as the presence of live lice that appear to be crawling and/or the presence of nits ¼ inch from the scalp. Parents of students with active lice will receive a phone call from the main office and the student will be sent home with informational letters and handouts, as well as lice medication (when available). At the end of the school day, the student will be medically excluded until they are rescreened by a school staff member and the parent/guardian submits proof of

treatment. Proof of treatment includes the use of an over-the-counter or prescription chemical product noted to have pediculicidal activity or treatment occurring under the supervision of a health care provider.

COVID-19 for SY24:

More information forthcoming.

Snack and Celebration Policy

New Field is a CPS Healthy School. To support the Wellness Policy, please refrain from bringing cake, candy, or other sugary treats for school events on your child's birthday. A list of approved Healthy Snacks can be found here: [Healthy Snack List](#)

Please ensure that all food items are commercially produced and individually wrapped for easy and sanitary distribution. Homemade items or portions of a larger commercially-made item (like a cake) are not allowed. All items brought should be nut-free to avoid possible allergic reactions and contamination.

Personal Health and Safety Education

All kindergarten through fourth grade students engage in the CPS approved Personal Health and Safety Education (formerly titled Sexual Health education). Lessons are pre-approved by Chicago Public Schools and taught by certified classroom teachers. Families will be notified in advance of lessons. [Click here to preview the lesson scope/sequence.](#)

Parents/guardians may choose to “opt out” of health education lessons. For information regarding the curricula, please visit the [OSHW Health Page](#). You may also meet with Mr. Mano Kolari,, Physical Education Teacher, to discuss any questions.

Medications & Medical Exclusions

By law, staff members are not allowed to give medication to students. Students may not take any medication without a note from the doctor or

parent/legal guardian. All medication MUST be kept in accordance with a child's 504/health plan. Only the nurse, principal or designee can administer medication with proper approval. The school must be notified if a student is taking any prescription medication that must be administered during the school day. Students with chronic health issues such as allergies and asthma should have a health, or 504 plan, in place. For further guidance in establishing a 504 plan, please contact the counselor/504 manager, Ms. Kendayl Loesch, krloesch@cps.edu. Children with signs of a contagious disease, may be excluded from school.

Minimum Health Requirements

Students entering school for the first time at any grade level and all students entering kindergarten are required to have an updated physical exam and a complete immunization record on file. [Click here to learn more about the minimum health requirements.](#)

Students who are out of compliance with this mandated state requirement may be excluded from school. All medical forms are due by Friday, September 29. New Field will begin excluding noncompliant students on Monday, October 2, 2023.

Also required is a dental health exam for all students entering kindergarten, second grade and an eye exam for kindergarteners and students enrolling into Chicago Public Schools for the first time.

Parental Involvement

Coffee with the Principal

All community members are welcome to join Principal Conrey Callahan for monthly, informal meetings. These meetings, called “Coffee with the Principal, are an opportunity to hear the latest New Field news/updates, connect with other families, ask questions or discuss concerns. The dates are: 9/1, 10/13, 11/3, 12/1, 1/12/24, 2/2/24, 3/1/24, 4/5/24 and 5/3/24 at 9:15a.m.

Parent Involvement Tips: New Field believes in strong parental input, involvement and support. Parents should feel free to contact their child's teacher or the main office when they have questions or concerns. We are committed to becoming a partnership school, where parents and teachers are partners in supporting the academic, social, and emotional growth of students. We welcome parents/guardians/families as partners in the education of our students.

Meeting with Teachers: Two-Way Communication

At New Field, we expect both caregivers and teachers to communicate with one another to support the academic, social, and emotional development of your student. Two-way communication requires teachers to communicate with caregivers and caregivers to communicate with teachers. Please keep the communication lines open! Our staff appreciates your insights, suggestions and support to continually improve the educational experience for every New Field student. Throughout the year, the school staff will communicate in a variety of ways, such as: sending home notes via student backpacks, phone calls home, monthly newsletters and updates on the school Facebook page and website.

Teachers and staff are expected to respond to emails within 48 business hours. Teacher work hours are 8:45 - 3:45 PM. Support staff, general 8:30 - 4:00 PM. Staff are not expected to respond to emails outside of regular work hours. Please respect staff's personal time outside of school hours.

Administration is generally available 8:00 - 5:00 daily. Administration responds to caregiver emails generally within 48 business hours. If you have an emergency please call the school to inform of an urgent situation, (773) 534-2760.

At the start of the school year, we encourage you to talk with your child's teacher about the best way for you and the teacher to communicate (phone call, text message, email, letter in backpack, etc.). All staff members' email

addresses can be found on our school website: newfield.cps.edu. We encourage parents to schedule meetings by emailing the teacher directly. Throughout the school year, there will be several opportunities for parents and teachers to get to know one another and to communicate in person about student's progress, such as fall Open House and parent-teacher conferences. If you cannot attend these events, please let your child's teacher know so that alternative arrangements can be made.

To meet with a teacher, a parent should:

- Email the teacher directly (all email addresses are in our website)
- Teachers are available to meet during preparation periods, or, if willing, before/after school. Note that teachers are not required to meet beyond 8:45 AM - 3:45 PM.
- If the parent is not satisfied with the outcome of the meeting, the parent may request a mediation meeting between the parent, the teacher and the Principal or Assistant Principal.

What are a few ways I can support my child's learning at school?

Volunteer at New Field! We appreciate families coming into our school community to help teachers, students, and support staff. If you have free time and would like to volunteer your time, please **complete a volunteer application at [CPS Volunteers](#)**.

Below are a few ways to support your child's learning at school:

- Chaperone and participate in our school activities and field trips
- Get involved in parent-literacy activities with your child
- Attend BAC and PAC Meetings and Workshops
- Attend LSC Meetings
- Healthy Student Market
- Re-shelve Books in the Library

Below are a few ways to support your child's learning at home:

- Monitor your child’s television, video game, and Internet/Social Media use.
- Demonstrate a positive attitude about education to your children
- Show how much you value the importance of education and effort
- Share things you are excited about learning or how effort has made you successful
- Encourage your child to read / read with your child
- Ask questions about what your child learned during the day
- Here are tips to make homework time easier for you and your child:
 - Have a regular place for your child to do homework. Use a desk or table in a quiet room. Be sure there's plenty of light.
 - Find a regular time for homework.
 - During homework time, turn off the TV and radio.
 - Help your children plan how they will use their time.
 - Set a good example. While your child is doing homework, spend some time reading or working yourself. Then when homework is done, you can both talk about how much you've accomplished.

Open House

The New Field Open House is on September 7 from 4:00-5:00PM. Meet your child’s teacher, learn about our curriculum and instruction, understand major grade level academic expectations.

Parent/Community Committees

Bilingual Advisory Committee (BAC) – The BAC is comprised of parents of students that speak English as a second language. The committee meets at least four times per year. Meetings provide resources, training, and information pertinent to English language learners.

Parent Advisory Committee (PAC) – As a Title I school (high percentage of high poverty students), the PAC welcomes all families. The PAC meets monthly with the purpose of empowering parents to help their students succeed in school.

Local School Council (LSC) – The LSC is a state- mandated local governing board for Chicago public schools. The LSC is comprised of 11 elected council members. The LSC holds three main duties:

1. Approve how school funds/resources are allocated
2. Develop and monitor the Continuous Improvement Work Plan (CIWP)
3. Evaluate and select the school principal

LSC meetings are open to the public, unless convening a closed session.

Visitors and Volunteers

Visitors

Visitors are welcome in our building. **Visitors must report to the security desk to sign in and receive a visitor’s badge before going to the classroom.** For your safety, please wear your visitor’s badge at all times in the building. Parents/guardians may not enter the building to speak to classroom teachers during instructional time. Please contact the classroom teacher via phone/email to schedule an appointment.

Volunteers

All volunteers must complete a volunteer application form and receive clearance through the CPS Office of Family and Engagement. For more information, please visit the [CPS Volunteers website](#). Volunteers must sign in each day on the Volunteer Sign-in sheet at the office and wear an I.D. badge.

Healthy Student Market

The Greater Food Depository is partnering with New Field to deliver a variety of healthy and nutritious foods. Including fresh fruit, vegetable and shelf-stable items to families. **Food will be distributed every 2nd and 4th Thursday of each month in the cafeteria from 2:30pm – 3:15pm.** This program is for students of both New Field and Eugene Field. Please make sure to bring your own reusable bag to take items home. Volunteers are needed to distribute food received from the Greater Food Depository.

Who Should I Ask?

At times, you might have questions about New Field. Below is a quick list of common topics and to whom you should direct your questions.

Topic	Staff Member
Uniforms	Ms. Sue Briggs, School Clerk sschmauderer-bri@cps.edu
My child will be absent or late.	Ms. Sue Briggs, School Clerk sschmauderer-bri@cps.edu
Student enrollment and transfers to other schools/districts	Ms. Sue Briggs, School Clerk sschmauderer-bri@cps.edu
I have concerns about my child's social adjustment	Your child's teacher(s)
My child has a 504 Plan	Ms. Kendayl Loesch, Case Manager krloesch@cps.edu
My child has an IEP or I want to consider an evaluation for special education services	Ms. Kendayl Loesch, Case Manager krloesch@cps.edu
I have questions about my child's academic progress.	Your child's teacher(s)
Academic intervention services	Angela Papa, MTSS Lead ajpapa@cps.edu
I have questions about school activities (permission slips, field trips, etc.)	Your child's teacher(s)
I have questions about administering medications at school.	Ms. Kendayl Loesch, Case Manager krloesch@cps.edu
Aspen Parent Portal or other online programs used at the school.	Mr. Cody McLaurine, Technology Teacher cpmclaurine@cps.edu

I have a question about my student's designation as an English Language Learner (ELL).	Ms. Lauren Kim, English Language Program Teacher lskim@cps.edu
I am concerned about my child's mental health or socio-emotional development	Ms. Claire Kunkel, School Counselor cekunkel1@cps.edu
I have a question about homelessness or students in a temporary living situation.	Ms. Claire Kunkel, School Counselor cekunkel1@cps.edu
Student Disciplinary concerns	Alfredo Lopez, Assistant Principal aalopez1@cps.edu
School breakfast and lunch	Fidelia Landa, Lunchroom manager flanda5@cps.edu
OST After School Programming	Manini Rao, OST Coordinator mrao2@cps.edu
Local School Council	Mia Donoghue, parent rep miayankow@gmail.com