

New Field Primary School  
2017 – 2018 Parent Handbook

Ms. Conrey Callahan  
Principal



Ms. Rosa Arostegui  
Assistant Principal

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

The 2017-2018 school year begins on September 5, 2017 and ends on June 18, 2018.  
The school calendar is subject to change due to snow days, emergency closures, etc.

**K - 4 school day:** 8:45 AM - 3:45 PM

**PK morning session:** 8:40 AM - 11:10 AM

**PK afternoon session:**

1:10 PM - 3:40 PM

At New Field Primary School:

We challenge our students to achieve their highest potential.

We teach our students to communicate their learning in a variety of ways.

We commit to being respectful, responsible and collaborative.

We develop independent, lifelong learners and socially responsible citizens.

**Attendance:**

Please stress the importance of being in school every day in order to learn. Attendance is an important component to your child's, as well as New Field's success. When a student is absent, a **note from the parent or guardian should be presented the day following the absence**. New Field follows the CPS guidelines for excused and unexcused absences.

Absences are excused for the following reasons: student illness, death in the immediate family, family emergency, observation of a religious holiday, circumstances causing reasonable concern to the parent for student's health or safety or other situations beyond the control of the student, as determined by the principal.

**Students with excessive absences, early dismissals or tardies will meet with administration.**

**Arrival/Dismissal procedures:**

Students enter the building between 8:30-8:45 AM. **No students may be dropped off prior to 8:30 AM. There is no adult supervision.** A parent, guardian or designee as listed on the emergency contact form must pick up students. Students will not be released if the designee is not on the emergency contact, or does not have written consent from the parent.

**Preschool** students enter and exit through the East and West doors (5E & 7W)

**K & 2:** Enter and exit through the cafeteria doors.

**1, 3, 4:** Enter and exit through the gymnasium doors.

Parents/ guardians that wish to allow students to walk home alone must meet with New Field Administration.

**Parents/guardians must then submit a written letter authorizing the student to walk home alone.** The letter must include a parent/guardian signature.

**Behavior/ SCC:**

New Field follows the CPS Student Code of Conduct. It is the expectation that all students follow school rules, as outlined in the behavior matrix available on the school website <http://www.newfield.cps.edu>

### **Bullying Policy:**

“Bullying” means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

- (1) Placing the student in reasonable fear of harm to the student's person or property;
- (2) Causing a substantially detrimental effect on the student's physical or mental health;
- (3) Substantially interfering with the student's academic performance; or
- (4) Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

### **Responsibilities of Students, Parents and Guardians**

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 possible. Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Principal/Assistant Principal as quickly as practicable. Reports can be made to the Principal or Assistant Principal, by calling the CPS Violence Prevention Hotline (“Hotline”) at 1-888-881-0606, or by emailing [BullyingReport@cps.edu](mailto:BullyingReport@cps.edu). The Principal/Assistant Principal and Hotline will accept anonymous reports. No disciplinary action will be taken on the sole basis of an anonymous report.

Upon receiving the bullying report, the Principal or Assistant Principal will initiate an investigation to be concluded within 10 business days.

### **Breakfast/Lunch:**

All students receive free breakfast and lunch. Students may choose to bring their own bagged lunch to school. Please check the New Field website <http://www.newfield.cps.edu> for the monthly school lunch menu. Breakfast/lunch is only for students enrolled at New Field Elementary School.

### **Cell Phone Use:**

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

### **Classroom Celebrations:**

In accordance with the CPS Wellness Policy, New Field teachers and school personnel, “must promote non-food rewards.” New Field staff will find alternative rewards that do not include sweets, pizza, or other unhealthy foods. In compliance with the CPS Wellness Policy, “any food offered as a reward or part of a school celebration must meet the requirements of the Board’s food allergy management policy and other Board policies regarding student health and nutrition.”

Parents, volunteers and students are prohibited, per CPS Policy, from bringing in sweets, pizza, or other unhealthy foods as rewards or celebrations. This includes student birthday and holiday celebrations. Please encourage and support all of our students to make healthy choices regarding food and wellness. Alternatives are available on the school website at <http://www.newfield.cps.edu>

### **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: 9/15, 10/13, 11/17, 12/15, 1/19, 2/16, 3/16, 4/13, 5/18

### **Communication with Staff:**

Instruction is the primary focus of each school day at New Field and should not be interrupted. Parents are encouraged to make appointments at least 24 hours in advance to meet with teachers, administration or other staff members. Parents may call or email to set up a meeting with staff members. Please allow 24 hours for staff members to return phone calls or emails.

Parents may not interrupt instruction by entering classrooms or calling classrooms during instructional time.

### **Dress Code:**

Students wear their uniforms every day. It is a white or blue top and blue pants. Students may also wear the blue New Field t-shirt.

### **Emergency Procedures:**

New Field has emergency plans/procedures that are practiced regularly throughout the school year. This includes protocols for Evacuation, Lockdown, Shelter-in-Place, as well as fire drills. In the case of an off-site evacuation all PK - 4 students will be at Field Elementary School located at: 7019 N Ashland Ave, Chicago, IL 60626 [\(773\) 534-2030](tel:7735342030)

### **Grading Policy:**

All student grades are entered in GRADEBOOK. Parents and students can access gradebook via Parent Portal. Grading categories include class participation, classwork, homework quizzes/tests and projects. Grade weights are determined by each grade level and will be communicated by your child's classroom teacher. Letter grades are as follows:

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

### **Health Education:**

All K - 4 students engage in the CPS approved Health Education Curricula. Lessons are pre-approved by Chicago Public Schools and taught by certified classroom teachers. Parents/guardians may choose to "opt out" of health education lessons. For information regarding the curricula, please visit: <http://cps.edu/oshw/Pages/HealthEducation.aspx>. You may also meet with Ms. Ryan Hamilton, Physical Education Teacher, to discuss any questions.

### **Healthy Student Market:**

The Greater Chicago Food Depository is partnering with New Field Elementary to deliver a variety of healthy and nutritious foods, including fresh fruit, vegetable and shelf-stable items to families. Food will be distributed every 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month in the cafeteria from 2:30pm – 3:30pm. ***This program is for parents/guardians of New Field students only.*** Please make sure you bring your own bag to carry home food items.

The market will be held on: 9/11, 9/25, 10/9, 10/23, 11/6, 11/20, 12/11, 12/25, 1/8, 1/22, 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28, 6/11

### **Homework Policy:**

The purpose of homework assignments is to remediate, reinforce or enrich student learning. New Field adheres to the CPS Homework Policy allocations per day:

**Kindergarten:** 15 minutes per day

**Grades 1, 2, 3, 4:** 30 Minutes per day

### **Late Arrival/Student Tardiness:**

The school day begins promptly at **8:45 AM**. 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. Students with excessive tardies will meet with administration.

### **Late pickup:**

Dismissal occurs promptly at 3:45 PM. Students that are picked up late, between 3:45 – 4:00 PM will be in the following assigned locations:

**K late pickup:** Cafeteria

**2 late pickup:** West playground

**1 late pickup:** main entry vestibule

**3 & 4 late pickup:** East playground

After 4:00 PM all students are brought to the main office for pickup. Chronic late pickup will result in conference with administration to establish an action plan. New Field adheres to the CPS late pickup policy and will follow through with all board prescribed actions. This includes calling the Department of Children and Family Services (DCFS) and the Chicago Police Department (CPD). Please make every effort to arrive on time for student dismissal. In the case of a rare and unexpected emergency, resulting in the inability to arrive on time, please contact the New Field Main Office as soon as possible (773) 534 – 2760.

### **Lice:**

Head lice infestation can cause anxiety among parents however head lice are not a health hazard or 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. Students with active lice will receive a phone call from the main office and 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 (s)he is 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.

### **Lunch and Snacks:**

Students that bring their lunch from home can choose to have fruits or vegetables as an additional lunch items. Students that bring only chips as a lunch will be offered a school lunch. Students may be asked to place chips in backpacks and eat them at dismissal.

**Medication:**

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 the main office. 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 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/case manager, Ms. Wendy Rabas.

**Open Enrollment:**

New Field ES is an Open Enrollment neighborhood school for grades K - 4. Families living outside of the neighborhood boundaries may apply for a seat through the CPS *Options for Knowledge* process. Space is limited for families living outside the attendance area. **All Open Enrollment applications are due to CPS in December. Date is forthcoming.** All families seeking to attend New Field for K-4 that live outside of the attendance boundaries must submit an application. For more information visit: <http://www.cpsdae.org/>

**Open House/Tours for Prospective Families:**

New Field offers monthly informational sessions and guided tours for prospective families, grades PK-4. All tours begin at 9:15 AM in the cafeteria.

**Open House Dates:** October 3, November 7, November 28, December 15, January 6, February 6, March 6, April 3, May 8, June 5

**Parent Portal:**

All parents are encouraged to use Parent Portal to monitor student grades. Parents will receive individual access codes at the start of the school year. Parent Portal can be accessed at: <https://parent.cps.k12.il.us>

**Progress Reports:**

All New Field students receive progress reports at the midpoint of each quarter. Students that are in danger of failing Reading, Writing or Math (D or lower), will be placed on a remediation plan. This is to provide more personalized academic or social/emotional supports.

2017 - 2018 Distribution Dates: October 6, January 8, March 9, and May 18.

**Promotion Policy:**

**All third grade students** must meet the following guidelines to be promoted to fourth grade. Students who fail to meet the promotion policy must attend summer school.

A DWA Score/percentile in Reading or Math of	Reading and Math Grades of A, B or C	A Reading or Math Grade of D	A Reading or Math Grade of F
NWEA scores in Reading and Math of <b>24 or higher</b>	Promoted	Promoted	Summer School
A NWEA score in Reading or Math of <b>11 to 23</b>	Promoted	Summer School	Summer School
A DWA score/percentile in Reading or Math of <b>10 or less</b>	Summer School	Summer School	Summer School

**Report Card Dates:**

Report cards are distributed on November 15, 2017 and April 18, 2018 during Parent-Teacher Conference Days. They are sent home with students on February 9, 2018 and June 18, 2018.

**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 [www.cps.edu](http://www.cps.edu) for all possible closures.

**Toys/ Games/ Electronics:**

Students may not bring toys, games or electronics to school. Such items are prohibited from recess and lunch. Such items may not be used during instructional time. If a student has such items and is causing a disruption/disturbance, the items may be confiscated and held in the main office. Parents/ guardians may retrieve such items from the main office. The school is not responsible for toys, games or electronics that are lost or stolen.

**Vacations:**

Family vacations must be taken during the appropriate times, such as Winter, Spring and/or Summer Breaks. Your child's regular attendance in school is vital to his/her educational success. Vacations are not excused absences and will not be approved by administration and may result in your child being dropped from role.

**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 enforce this rule and ask each visitor for their visitor's badge.

Parents/guardians may not enter the building to speak to classroom teachers during instructional time. Please contact the classroom teacher via phone/email to set an appointment.

**Volunteers:**

All volunteers must complete a volunteer packet that includes a background check and TB screening. Volunteers must sign in each day on the Volunteer Sign-in sheet at the office and wear an I.D. badge. Volunteer and tutors should not have access to confidential student information. Complete volunteer application at <http://www.cpsvolunteers.org>

**Volunteer Opportunities:**

New Field has a variety of ways to get involved. We welcome your participation on any of our councils or committees including:

**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, trainings 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.

Parents may also volunteer to support in classrooms, lunchroom supervision, field trips, box tops and special events. We welcome new ideas for increasing parent involvement. Parents/guardians that wish to volunteer for specific tasks may consult the "Help Wanted" bulletin board located outside of the main office.

**Healthy Student Market -** Volunteers are needed to distribute food received from the Greater Chicago Food Depository on: 9/11, 9/25, 10/9, 10/23, 11/6, 11/20, 12/11, 12/25, 1/8, 1/22, 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28, 6/11  
Volunteers will receive the same amount of food at the end of the distribution.