



# New Field Elementary Student/Parent Handbook

*Respect, Responsibility, Collaboration*

[newfield.cps.edu](http://newfield.cps.edu)

(773) 534-2760

(773) 534-2773 (fax)

Conrey Callahan  
Principal

Alfredo Lopez  
Assistant Principal

## Important Contact Info

New Field Main Office: (773) 534-2760

New Field Office Fax: (773) 534-2773

New Field's Website: [newfield.cps.edu](http://newfield.cps.edu)

Interested in planning community events, fundraising for New Field and Eugene Field, or building community between our two schools? Then contact our non-for-profit *Friends of the Fields*.

Website: <https://friendsofthefields.com>

Facebook: <https://facebook.com/fieldskids>

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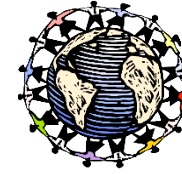
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## Principal's Message

New Field Families:

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Welcome to the 2019 -2020 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](http://newfield.cps.edu).

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.

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Looking forward to a fantastic year ahead!

Respectfully,

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Conrey Callahan  
Principal

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# General School Information

## Calendar

It's important that you are informed of the Chicago Public School's Calendar and New Field's Calendar. You may access to both calendars by visiting [2019-2020 CPS Calendar](#) and [newfield.cps.edu](http://newfield.cps.edu).

Classes begin on September 3, 2019	Classes end on June 16, 2020
No School: September 2 - Labor Day	No School: October 14 - Columbus Day
No School: November 11 - Veteran's Day	No School: Nov. 27-29- Thanksgiving Holiday
No School: Winter Break - Dec 23 -Jan. 3	No School: January 20 - ML King Day
No School: February 17 - President's Day	No School: April 6 -10 - Spring Break
No School: May 25 - Memorial Day	
Quarter 1 ends November 7	Quarter 2 ends January 30, 2020
Quarter 3 ends April 16, 2020	Quarter 4 ends June 16, 2020
Progress Reports: Q1: October 4, 2019 Q2: December 13, 2019 Q3: March 6, 2020 Q4: May 22, 2020	Report Cards: Q2: February 7, 2020 Q4: June 16, 2020
Parent-Teacher Conference Days Q1: November 13, 2019 Q3: April 22, 2020	No School on School Improvement Days: November 8, January 31, 2020, April 17, 2020, June 17, 2020

## Cellphones

Adult cellphone use is limited to unoccupied rooms, such as the parent room, so as not to disturb students in other classrooms. Please refrain from cellphone 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:

- 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 caught using a cellphone, the item will be turned into the main office. A parent may come to the office to retrieve the phone.
  - The **second time** a student is caught 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. 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.

## 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 2<sup>nd</sup> Grade** Enter through the cafeteria doors. Kindergarten waits in the cafeteria. 2<sup>nd</sup> graders proceed to the third floor.
- **1<sup>st</sup> Grade** enters through the gym doors and wait for their teachers.
- **3<sup>rd</sup> and 4<sup>th</sup> Grade** Enter and exit through the gymnasium. Students proceed to the third floor.

**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 student being allowed to walk home alone.
- **All students must be signed out by an approved parent/guardian 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 full day 3:33pm:

**Kindergarten 3:33p.m.:** (varied locations)

**-Rooms 108,109, 113** Cafeteria, West doors (Clark St. side)

**-Room 111 West door 7W**

**-Room 102 East door 5E**

**1<sup>st</sup> Grade 3:35p.m.:** West playground

**2<sup>nd</sup> Grade 3:38p.m.:** West playground

**3<sup>rd</sup> Grade 3:40p.m.:** East playground

**4<sup>th</sup> Grade 3:43p.m.:** East playground

**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:** Cafeteria, West doors

**1<sup>st</sup> Grade:** West playground

**2<sup>nd</sup> Grade:** West playground

**3<sup>rd</sup> & 4<sup>th</sup> 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.

**Fee-based After Care**

New Field offers after-care through a partnership with [J at School](#). Students can participate in organized physical activities inside and out, receive homework help, create art projects and play games, and enjoy healthy snacks. After School embraces a no-electronics policy in support of developing healthy minds and bodies. Offered Monday through Friday, 3:45pm until 6:00pm.

Hours	# of days/week	monthly rate	# of monthly payments	annual rate
3:45pm - 6:00 pm	5	\$245	10 (Sept - June)	\$2450
	4	\$224	10 (Sept - June)	\$2240
	3	\$187	10 (Sept - June)	\$1870
	2	\$140	10 (Sept - June)	\$1400
	1	\$73	10 (Sept - June)	\$730
	<b>drop-in</b>	\$24	n/a	

Many families qualify for free/reduced admission. Please contact J at School for more information.

**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 eventually donated.

## Lost Library Books

If a library book is lost or stolen, the student will be charged for the replacement value of the book not to exceed \$10.00. If the parent/guardian purchases the book on their own this will also be accepted as replacing the book. Replacement books must be hard covered. Report cards will be issued from the office any student owing money for lost or damaged books. The librarian, Ms. Arias, will provide quarterly information on overdue books. Ms. Arias will also provide the printout indicating the cost of the book. If the price of the book causes a hardship please contact the librarian, Ms. Arias.

## Open Enrollment Information

New Field is an Open Enrollment neighborhood school for grades K – 4<sup>th</sup>. 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 2019-2020 school year are due in December of 2019. 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/>

## 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/video of students are taken by staff by 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 8:30a.m. and closes at 4:00p.m.

## School Tours

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

**School Tour Dates:** October 3, November 7, November 21, December 5, December 12, February 6, 2020, March 5, 2020, April 2, 2020, May 7, 2020, June 4, 2020. 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://wwwnewfield.cps.edu>

Facebook: [www.facebook.com/newfieldelemetary](http://www.facebook.com/newfieldelemetary)

Friends of the Fields: <https://friendsofthefields.com>  
<https://www.facebook.com/fieldskids>

Instagram: [@new\\_field\\_elementary](#)

## Uniform Policy

All students are expected to enter the building in **full uniform every day or New Field apparel**. The uniform consists of the following:

- White or Blue Shirt
- Pants (blue)

- Shoes
  - Appropriate footwear that supports safe play
  - Sandals can be worn but we caution against flip flops and other open footwear.
- **Additional Expectations:**  
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.

### 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. All promotion criteria set forth by the Chicago Public Schools including, grades in reading and math, and NWEA test scores.

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
NWEA score in Reading or Math of percentile <b>10 or less</b>	Summer School	Summer School	Summer School

### 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

### School Awards

**Honor Roll:** All A’s or B’s in **all** subjects.

**Lion Heart:** Demonstrates core values throughout all settings of schools.

**Principal’s Award:** Outstanding academic growth or community contributions.

**Perfect Attendance** maintained quarterly or cumulative perfect attendance. Please note that late arrivals and early dismissals affect perfect attendance.

### School Improvement Plan (CIWP) Priorities

As a school community we strive to continually improve. We have four focus areas:

- Curriculum
- Instructional Materials
- MTSS Tier 2/3 Academic and Social Emotional Supports
- MTSS Tier 2 SEL Supports

# Social Emotional

## Discipline

Every student receives a copy of the School Code of Conduct (SCC) at the beginning of the year. The SCC is also available on the CPS [website](#). Parents, please review the SCC 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 (lunch) community service.

**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, 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

“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.

The Board asks every Chicago Public School (“CPS”) student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Reports of possible bullying can be made through completing a “[Possible Bullying Documentation Form](#)”, which is available in the Main Office. A report should be given as quickly as possible to the Principal or Assistant Principal. Investigation of a bullying incident will be initiated within five school days of receipt of a report and completed within 10 school days.

The Principal/Designee shall report to the parent/legal guardian of all involved students, via telephone, personal conference and/or in writing, the occurrence of any alleged incident of bullying, and shall document these notifications in the Incident Report in Verify. When the investigation is complete, the Principal/Designee will notify the parents/legal guardians of all students involved of the outcome of the investigation. Parents/legal guardians of the students who are parties to the investigation may request a personal conference with the Principal/Designee to discuss the investigation, the findings of the investigation, the actions taken to address the reported incident of bullying, and any resources available in or outside the school to help the students address the underlying reasons for the bullying (see “Referrals” section below).

## Toys/Games/Electronics

Students may not bring toys, games or electronics to school. 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. Parents/guardians may retrieve these items from the main office. The school is not responsible for toys, games or electronics that are lost or stolen.

## Attendance, Absences and Tardies

- School starts at **8:45a.m.** and ends at **3:45p.m.**
- Students are expected to be in school EVERY day. Attendance is an important component of student success.
- **Absences:** Whenever a student is absent, we require parents send a signed note with the child when he/she returns to school. New Field follows CPS guidelines for excused and unexcused absences.
  - Excused:** student illness, death in the immediate family, family emergency, observation of religious holiday, circumstances causing reasonable concern to parent regarding student health/safety
  - Unexcused:** *Vacations* are not excused absences. Your child’s regular attendance is vital to his/her educational success. Vacations will not be approved by administration and may result in your child being dropped from enrollment.
- 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.
- **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 student arrives to 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 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 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.

### 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 or 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.

### Sexual Health Education

All kindergarten through fourth grade 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.

## 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 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 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. Natalie Wanders. 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. Students who are out of compliance with this mandated state requirement may be excluded from school. 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: 9/13, 10/18, 12/13, 1/24/20, 2/14/20, 3/13/20, 5/15/20

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 parents 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 parents and parents 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 through student backpacks, phone calls home, monthly newsletters and updates on the school Facebook and website.

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, e-mail, letter in backpack, etc.). All staff members' e-mail addresses can be found on our school website: [newfield.cps.edu](http://newfield.cps.edu). We encourage parents to schedule meetings by e-mailing 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:**

- E-mail the teacher directly (all email addresses are in our website)
- If 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 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
- Serve on Friends of the Fields
- Re-shelve Books in the Library
- Volunteer during the Book Fair April 20th - 24th

**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 to your child.
- Ask questions about what your child learned in school 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. You may want to make a rule: "No television until homework is finished."
  - 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.
- For specific assistance with Math please visit [newfield.cps.edu](http://newfield.cps.edu) for Eureka Math Homework Helpers.

## 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, 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.

**Friends of the Fields** is a non-profit organization to support New Field Primary and Eugene Field Elementary schools in Rogers Park. Their goal is to educate the Rogers Park community and beyond by highlighting the offerings at both schools and celebrate their achievements. Friends of the Fields raise funds for materials and additional programming and extracurricular opportunities for all students of Eugene Field Elementary and New Field Elementary.

# 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 set 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 [CPSvolunteers.org](http://CPSvolunteers.org). 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 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month in the cafeteria from 2:30pm – 3:30pm.** 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)
My child will be absent or late.	Ms. Sue Briggs (School Clerk)
I have concerns about my child's social adjustment	Your child's teacher(s)

My child has an 504 Plan.	Ms. Natalie Wanders (School Counselor)
I have questions about my child's academic progress.	Your child's teacher(s)
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. Natalie Wanders (School Counselor)
I have a question about Aspen Parent Portal or other online programs used at the school.	Mr. Cody McLaurine (Technology Teacher)
I have a question about a lost/damaged library book.	Ms. Dana Arias (Librarian)
I have a question about my student's designation as an English Language Learner (ELL).	Ms. Lauren Kim (English Language Program Teacher)
I have overall concerns	Your child's teacher(s)
I have a question about homelessness or students in a temporary living situation.	Ms. Natalie Wanders (School Counselor) Ms. Sue Briggs (School Clerk)
I have questions about my child's IEP.	Ms. Guglielmi (Case Manager)