

Newberry Math & Science Academy Parent Handbook 2016-2017



Purpose of guidebook: To develop a structure that supports school-wide norms and practices around physical and emotional safety for our community.

***Please read through this with your child. Much of the language of the guidebook is written for them to understand. ***

To achieve the purpose of this guidebook, staff will teach and reinforce the positive behaviors listed, parents will support their children's development at home, and students will take on leadership through reinforcing these expectations at Newberry Academy

CIWP Strategy 1

Roles & Responsibilities

Newberry Administration:

Linda Foley, Principal (LSFoley@cps.edu)

Edward Collins, Assistant Principal (ECCollins1@cps.edu)

Newberry Office Staff:

Main Office email for absences is NewberryOffice@cps.edu

Wendy Cavanaugh, Clerk (WACavanaugh@cps.edu)

Lee Langill, Parent Worker (LLangill@cps.edu)

Nora Del Toral, Parent Worker (NDeltoral@cps.edu)

Counseling & Support:

Nicole Corbiere, Counselor (NACorbiere@cps.edu)

Miriam Rodriguez-Ruiz, Case Manager (MCRodriguez-ruiz@cps.edu)

Parent Portal

The Parent Portal is a tool for parents/guardians to view grades and attendance online. In order to access the Parent Portal, parents must have their child's PIN and CPS Identification number. Parents must come to the school and sign for a PIN letter. CPS Identification numbers are also available upon request, however student identification numbers are never given out over the phone. The Parent Portal is accessible by going to <http://cps.edu>.

Please do not contact teachers through Parent Portal. Instead, parents should use the teacher email address or call the school to set up an appointment to communicate with the teacher.

School Fees

In order to achieve the goals and objectives of the Newberry Academy Continuous Improvement Plan (CIWP), a school fee of \$100 is necessary. Supplies and workbooks are ordered each year to supplement the program.

Student Records

Under federal and state laws, parents have the right to inspect records kept on their children. They also have the right to copy any of their child's records. If they feel that information in the records, other than grades, is misleading, inaccurate or invades their child's or family's privacy, they may request that such information be corrected. Before the school can release student records to persons outside the school system, the school must first obtain parents'/guardians' written consent. If children transfer to another school district, parents have the right to inspect and correct student records prior to release of the records to the new district.

Phone Calls

Please do not call and ask the Office to give your child a message except in an extreme emergency. Please do not call or text your child during the school day. Even if your child receives and responds to a call/text during the school day, disciplinary consequences may be issued. While many children have cell phones, students are not allowed to use the cell phones during school hours. If your child is caught using the cell phone during school hours, it will be taken away and parents/guardians will need to come to the school to pick up the phone. The school is not responsible for cell phones.

Student Achievement

Each semester, we will recognize the achievement and progress of all students in the form of celebration in the auditorium. Students have the opportunity to demonstrate projects, poems, writing essays, etc. that demonstrate their progress towards goals.

Visitors & Volunteers

All visitors must sign in at the Security Desk and go to our Main Office. All visitors must have a campus visitor ID. If you see someone you do not know without an ID, please ask them to report to the Main Office. Volunteers need to fill out a volunteer application and be approved by CPS.

Safety

All doors are locked after 7:30am. The Orchard Street tardy entrance is locked after 8:30am. All visitors to the school must enter through the Main entrance at 700 W. Willow Street, sign-in at the Security Desk and report to the Main Office. Students are not allowed to be alone in the classroom at any time. When walking to the bathroom, students are to travel in pairs.

Report Cards & Progress Reports

Report cards and progress reports are each issued four times a year. Parents/guardians are required to pick-up their child's report card at the first and third marking periods. Report cards are sent home with students at the second and fourth marking periods. Progress reports are sent home with the student per the CPS calendar. Reminder: Grades are accessible via the Parent Portal

Tardy Policy

The school day begins at 7:30am and all students enter through the playground. Tardy students must enter the school via the auditorium doors located on Orchard Street and obtain a tardy pass. Students entering the school after 7:45am are considered tardy and this is entered into the IMPACT grades/attendance system. Persistent tardiness is listed in the CPS Student Code of Conduct under Group 1 Inappropriate Behaviors. Students are never considered tardy if the school bus is the cause of their tardiness.

Attendance

It is important to arrive to school on time. The first school bell warns you at 7:25am and the formal school bell rings at 7:30am, which means all students should be in line on the playground at their assigned locations.

While playing during morning recess, you should be kind and cooperative with those around you. There are many students on the field and play facilities at that time, so be careful when running. It is expected that you treat other students nicely during this time.

School staff members are outside beginning at 7:15 AM to monitor your safety. They should be shown respect because they have been entrusted to keep you safe and secure during morning recess. Students can communicate with these staff members if they have questions or concerns.

Early Dismissal

Parents/guardians removing children from school before the regular dismissal time must send a note to school. When parents/guardians arrive at the school, they must sign-in at the Security Desk and report to the Main Office and sign-out the student. A parent, guardian, or person officially listed on the Emergency Form or other person designated by the parent in writing, may pick up children released for early dismissal. The school does not support Early Dismissals as children incur a loss of instruction time. Signing a student out early from school will disqualify him/her from obtaining perfect attendance for the school year.

Morning Entry

All Newberry students enter the building in two lines and with their classroom teacher. Students may take a breakfast when they enter to eat during the first 15-minutes of the school-day.

Morning entry into the school is at a Level Zero, which means no talking in the hallway. All staff will reinforce this behavior and safety expectation while

students are at the lockers. All students should demonstrate their own leadership by being at a Level Zero, too.

When finished at the locker, you should enter your classroom and begin your teacher's assigned task for the morning.

Our School-wide Leader In Me Values:

At Newberry, we follow the Five Finger Values of accountability, respect, commitment, safety and fun. Some examples of what this looks like are:

Being ACCOUNTABLE is accepting responsibility for your actions. It means being aware of classroom and school-wide rules and being **proactive** to think about consequences before taking an action. It means we don't blame others for our problems or refusing to follow rules. Being accountable also means we know how to **put first things first** and set up our own schedules for computer time, homework time, and even social time.

RESPECT is thinking and acting in a positive way about yourself and others. For example, you follow your parent's rules at home to show that you respect them; you wouldn't hit or otherwise hurt someone else because you care about them. Being respectful is like **beginning with the end in mind** because it impacts how other people view you as a person. For example, at Newberry Academy you dress, speak and act in a way that shows you care about what you know is right and safe, because you care about yourself and your well-being.

Showing COMMITMENT at home is shown when we do our daily chores, but truly **synergizing** to show our commitment would be when we work with our parents to develop a daily/weekly chore plan. An example of showing commitment at school would be similar to taking on a leadership role during a classroom project; you know your role and the job you need to accomplish for the good of the whole team. Playing games and other activities together with friends and inviting new members is an example of commitment even at recess.

Commitment is just like **seeking first to understand, then be understood** when we are in the classroom and we get frustrated with a classmate or a difficult situation. It's easy to just react to the situation, but we stay committed by trying to understand what the other person may be dealing with and work together to achieve a common goal. A pat on the shoulder or even a hug can show a friend that you are committed to helping them get through a tough situation.

Acting in a SAFE manner means protecting yourself and others around you from danger or injury in either a physical or even emotional way. Safety has to do with caring for your mind and body and some examples include: walking orderly in the hallway to avoid bumping into others, exercising regularly to avoid health

issues as we get older, and building good relationships with others so they feel emotionally safe around us. In this way, safety is similar to **sharpening the saw** because you take the time to consider how we treat ourselves and others in order to avoid physical and emotional injuries in the future.

Having a FUN time at Newberry or outside of school is what we want for all members of our community! Programs and activities we've designed here for students, parents, and staff are so that we can learn together and have great memories of the Newberry experience. Fun is just like thinking **win-win** since it has to do with being happy for the successes that a friend or whole class experience. If you are playing in a competition, winning the game can be very fun, but it can be difficult for the team that losses. Thinking win-win and having fun are more to do with feeling that you did your personal best and competed against yourself to perform better.

Manners

How we treat one another is very important to how we view ourselves, how others view us, and how we represent Newberry Math & Science Academy. We are pleasant to staff, classmates, and visitors. For example, if a visitor comes into the classroom, it is polite to ask them how their day is and if they are enjoying their visit to our school.

Sometimes we are sent to the Main Office for a variety of reasons. Be courteous to Main Office staff by listening to and accepting their directions. When any staff member provides you or the class with a redirection, it is respectful to pay attention to what they say and not argue.

Many times new parents come to visit the school and see what the day like here before they send their child to school. Good manners are exemplified when we tell them to "enjoy your day here at Newberry" or even "have a nice day!" A smile from a student at Newberry can really make someone else's day!

Bell-work

When students enter the classroom, breakfast is eaten and attendance is taken. During this time, your classroom teacher will have beginning of the day bell-work ready for you to do to engage you in thinking. This is not social time; it is meant to keep you actively engaged from the moment you come into the school.

Conduct in the Classroom

Newberry teachers follow the CHAMPS model in the classroom for different activities such as room clean up, group activity, handing-in homework, moving to the classroom library, read aloud time, and independent work. When these different activities take place, your teacher will instruct you and post what transition looks like for the following:

Conversation: How you engage in conversation during this transition

Help: How you get questions answered

Activity: How the transition is explained to the class

Movement: What are the acceptable reasons for moving about the room

Participation: The behaviors that show students are participating

Success!

Transitions in the Hallway

Moving about in the hallway takes place at different times of the day. Some examples include moving to your next class, going to a Specials class, walking to lunch or recess, going to the Main Office, walking to an assembly, and afternoon dismissal.

Your teachers will direct you where to go and this is usually done as a whole class. When you move about in the hallways, it is to be at a **Level Zero**. When you walk as a class, it is to be in two straight lines and your teacher will be in front of, alongside or at the back of the group monitoring.

It is very important to remember that when you walk independently or with a classmate, you have a **hallway pass** issued by your teacher. Students who travel about the halls without one will be sent back to their classroom by school staff.

When moving through the hallways, your teachers will tell you where to stop so that the class can stay together. Some common stopping points in the school are hallway corners, stairwells, the Security Desk, and top/bottom of stairwells.

Bathroom

Most times you will be sent to the bathroom with your classroom and sometimes you will go independently or with a classmate. At all times, you are to act in a safe manner, which means respecting school property and doing your business without wasting time.

Your personal hygiene is very important because it keeps you healthy. This means that before you exit the bathroom, wet your hands with water from the sink, use soap, then dry your hands.

Lunch

Some classes will eat lunch in their homeroom while others will eat in the gymnasium/cafeteria. If you eat in the classroom, you should transition quietly and follow the instructions of whomever leads you to the kitchen to get lunch trays. If you eat in the gymnasium/cafeteria, you should sit in your assigned location and get up only when permission is granted.

When you get your lunch tray, you are to line up in one, straight and **zero volume level** line at the doorway next to the kitchen.

Wherever you eat your lunch, clean-up is very important because others will use that space when you are done. Make sure you clean-up your area and if you have a leadership role of table duty, make sure you clean thoroughly. Synergize my making sure your location is neat so that your classmate isn't overwhelmed with clean-up duty.

Recess

Recess is an important time of the day because that's when we have a chance to exercise, play with friends, and relax. Most of the time, recess is outside on the playground. When you play on the playground, do so in a safe manner, which means being kind when playing group sports or even include a classmate in a team game. Listen to the directions of the staff members outside and line up when they announce it is time to come back inside.

Sometimes recess is indoors. When recess is indoors we cannot run and play in the same ways we do outside. When we have indoor recess, we might play board games, cards, or have a conversation with friends. Our volume is much more quiet than it would be when we are outside.

Sometimes we may fall and scratch our knee, arm, etc. when we are at recess. One classmate should be a good friend and take you to the Main Office to get first aid.

Specials Classes

Specials classes help extend student thinking and learning beyond core subject areas. They are important periods of the day because it enriches everyone's learning experience and as a result, should be treated with the same respect as all other classes. When students are with their Specials teacher, it is an extension of the homeroom. Listen to the teacher and follow all rules and classroom procedures.

Conflict Resolution & Restorative Practices

Newberry Math & Science Academy follows the Chicago Public School Student Code of Conduct. What this means is that misbehaviors are all placed on a grid and given different consequences, depending on the misbehavior. Any teacher can communicate with a parent informing them of a child's misbehavior and the appropriate consequences. From time-to-time, misbehaviors are dealt with by the Principal or Assistant Principal and they, too, will call home to inform parents of consequences.

Sometimes we have a disagreement with a classmate or problem with another person at school. This happens in life and it is important to learn tools and strategies for dealing with it as we grow-up. It is important to always let a trusted adult know when you have a conflict with someone else. Our Counselor and/or another adult can help by leading conflict resolution conversations and help you develop strategies for the future.

Sometimes personal conflicts with someone else happen more often. If you ever feel that what started as a peer conflict may actually be bullying because it happens regularly, talk to your teacher and the school Counselor so that they can assist you.

Dismissal

Dismissal is another important time of the day because it means you are getting ready to leave the school grounds. When we dismiss, we follow our teacher's instructions by getting our bags and jackets and lining up silently in the hallway. We slowly transition to the exits and are led by our teachers to the school bus or playground.

At Newberry Academy, all students are walked to their busses. Some students are picked-up by family and they are to go to the playground for Parent Pick-

Up. Finally, students who are in after-school sports and other programs all meet in the auditorium.

School Bus

Whether you ride the school bus in the morning or afternoon, good behavior and manners are ALWAYS expected. This is a time of the day when you should show your best leadership because the driver is busy driving the bus. Sit in an assigned seat if that is the driver's rule. Do not sit more than three to a bus seat because that is not safe. Be kind and courteous to others by saying "hello" and asking them how their day went.

If you are not riding the school bus on a particular day, you must have a note from home given to your homeroom teacher in the morning. Without the note, you must ride the bus.

Detention System (Grades 3-8)

Newberry Academy staff members may have their own behavior systems in their classrooms, but all staff may issue students a detention when necessary. Categories eligible for an after-school detention are as follows: disrespectful behavior, safety, CPS wireless network abuse, cell phone violation, or other violations that are disruptive to the educational process.

Detentions are used when a behavior is above and beyond what can be handled with regular redirection in the classroom. Beginning in October, detentions are held on Tuesdays and Thursdays from 2:45pm – 3:45pm. If you are issued a detention, your parent gets a copy of the form and the issuing staff member and the Main Office contact home.

On your assigned detention day, wait silently in front of the Main Office to be picked-up by your detention supervisor. Reflection may be given to you, but school work and cell phone usage is not allowed during this time. Silent and good behavior is expected during this time or a make up detention may be issued.

After-School Programs / After-School Behaviors

When you participate in after-school programs, such as clubs, tutoring, sports, etc., you are still expected to behave just like you would during the school day. Listen to staff members and be courteous to one another. When at school after 2:30pm, you should not enter a classroom unsupervised or without adult permission.

If you are involved in a program, St. Vincent de Paul, club or sport you are to meet in the auditorium once dismissed from school. A Newberry staff-member will be assigned to the auditorium to supervise and make sure you are safe. Any adult who moderates an after-school program will pick-up the students from the auditorium.

If you are involved in an after-school program, you are not permitted to leave school grounds nor step across the street to the corner store. This poses a safety risk because you are off school premises. Any entry back into the building after 2:30pm must be through the Main Office doors.