



2017-2018 Student Handbook

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School hours: 7:30am - 2:30pm

Welcome

On behalf of the Newberry Academy faculty and staff, I would like to welcome you to the new school year. We are looking forward to a year dedicated to teaching and learning.

We are pleased to distribute to you the Newberry Academy Student Planner, which contains important school policies and procedures. Please use this organizer as a reference and study aid every day.

Linda Foley, Principal

Curriculum

A major component of the Newberry Academy experience is exposure to our rigorous curriculum. As a Newberry bobcat, the curriculums you will learn are as follows: Everyday Math for K-6th grades, Pre-Algebra & Algebra for 7th & 8th graders. Balanced literacy model for Reading in all grades, which means exposure to guided reading books, chapter books, and novels as you move through the years. Grammar & Writing curriculum for grades 3-8 comes from the Voyages in Language Arts series while K-1st grades learn Phonics through the Jolly Phonics program. K-5th grade Science is taught through TCI Bring Science Alive series while middle school students learn from the SEPUP Lab Aids kits. Our Social-Emotional Learning standards are taught weekly through teacher usage of The Leader in Me in all homerooms.

The Leader in Me

We are continuing our Leader in Me framework for developing the many talents in all students. Students will continue to learn about the 7 Habits of Highly Effective Students and learn ways to practice them in school as well as your life outside of Newberry. We have seen a wonderful transformation take place at Newberry through implementation of TLIM and it has sparked energy school wide.

Discipline

An orderly school environment is a basic requirement for effective learning and successful achievement. Students, parents, teachers, and administrators share equal responsibility in assuring that an orderly, safe school setting is maintained for all students.

The Chicago Public Schools Student Code of Conduct is the overarching set of procedures for all disciplinary infractions. At Newberry Academy, we have also established a local set of school rules and dress code (see appendix pages).

General Rules

When you arrive at school, you are to go to your locker, get the materials you will need, and report to your homeroom. Unless you have special permission, dismissal is at 2:30pm.

School authority prevails from the time students leave for school until the return home after dismissal of classes.

- Newberry Academy assumes no responsibility for lost or stolen electronic devices.
- Backpacks with wheels are prohibited as they do not fit in lockers and can be dangerous when students travel through the hallways.
- Skateboards and roller blades are prohibited.
- If a K-5th grade student brings a cellular phone to school, it must be kept in the off mode and stored in their back pack. If a 6th-8th grade student brings a cellular phone to school, it should be in the off mode, collected and stored by the homeroom teacher. Phones will be redistributed at dismissal. Necessary consequences to be determined by school administration will be in place if phones go off or are used during the school day (see Cellular Phone Agreement)

Items listed above can be confiscated by the administration and returned only to parents.

Conduct in the Classroom

The most important requirement in proper discipline is to exercise self-control and to be respectful and courteous at all times (see School Rules). Conduct in the classroom should always reflect this consideration. The following guidelines will contribute to a positive learning experience:

- Be accountable for your actions
- Be respectful to all individuals
- Show a commitment to others
- Practice safety
- Have fun!

Care of School Property

Each student is expected to share the responsibility of caring for all school property. Students damaging school property in any way will be required to pay for damages plus labor costs. Students are expected to take proper care of the books issued to them. Students will be required to pay for lost or damaged books.

School Health

If it is necessary at times that a student take a medication during school time, the following guidelines will be required for the health and welfare of all students:

- A written request from the parent or guardian is required, together with a note from the physician detailing the name of the drug, the dosage, the time interval, the type of disease or illness involved, any side effects, and an emergency number where the physician can be reached. These records will be placed in the student's record file.
- The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- The school nurse, principal, parent, teacher, and student will work together to develop a medication plan.
- Please contact the school office with medical alerts and of any medical changes that occur during the school year.

Transportation

The privilege of riding a school bus carries with it a degree of responsibility. Your safety and comfort depend on your cooperation in following these suggestions and regulations:

- Ride only the bus which you are assigned – no exceptions.
 - Seatbelts must be fastened securely at all times when riding the bus.
 - Speak in conversational tones.
 - Respect the driver.
 - The behavior of students on the bus must be conducive to the safety of all aboard. Any student whose conduct is detrimental to the safety of other students or is damaging to school property (buses) will not be permitted to ride the bus.
 - Appropriate behavior is expected at bus stops.
 - Students transported to and from school by bus are required to return home by bus unless a written excuse from the parent is received.
 - Each student is assigned to a specific bus and stop. These rulings are required by state law and cannot be changed unless approved by the Board of Education.
 - All requests for a change of stop or route must be made to the school in writing. Changing buses for any personal reasons will not be permitted.
 - Newberry Academy administration reserves the right to remove bussing privileges when student discipline becomes a concern.
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Accidents

Students involved in accidents while under the supervision of school personnel should report the accident immediately to the instructor in charge or to some member of the faculty or office staff. In the event of an accident, simple first aid will be administered and parents will be notified.

Homework

Homework is a necessary component in the sequence of a child's education and should be assigned to:

- Provide reinforcement, practice, and enrichment of what is learned in class.
- Prepare students for class participation.
- Develop independent and responsible work and study habits.
- Extend learning activities beyond the school hours.
- Provide an opportunity for student creativity.
- Foster a closer relationship between home and school.
- Provide opportunities for students to gain experience in the utilization of community resources.
- Provide for positive on-going parental involvement in the student's education.

The following are suggested time allocations for teacher-directed homework assignments:

Kindergarten:	15 minutes per day
Grades 1 & 2:	30 minutes per day
Grades 3, 4, & 5:	45 minutes per day
Grades 6, 7, & 8:	90 minutes per day*

*Total across all subjects

Student agendas will be provided by the school. Students are responsible for maintaining a homework assignment notebook and are expected to complete all homework assignments carefully and accurately.

Parents are to provide a space and quiet time for their child to complete the homework each night. They should monitor that homework is being done and review the corrected homework returned by the teacher. Parents should assist their children in the utilization of community resources such as libraries, which can be helpful to the student when completing homework. Finally, parents should contact the teacher if there are problems with homework.

Attendance

- Regular and prompt attendance is key to a successful school program. Students should develop a good attendance routine which will reflect a positive attitude toward school work.
- In the event of an absence, the parent or guardian should notify the school of the absence by calling the school office (773-534-8000) before 7:30am. Notification for extended absence need only be made on the first day of absence. A dated excuse signed by a parent is required upon the student's return.
- This excuse is to be presented to the homeroom teacher if the absence was less than five days and was not due to an infectious disease. An absence of five days or more requires a note from the doctor. If the absence is due to a contagious disease, a doctor's statement must be presented for re-admittance to class.
- The responsibility of obtaining the assignments for work missed rests with the student.
- Absences due to truancy are unexcused.
- Notification of an absence due to a medical appointment or similar urgent reason should be made in writing by the parents and written in advance.
- In case of extended absence due to illness, parents may request assignment before a student returns to class. However, teachers will not provide homework assignments for extended absences due to vacations during the school year.
- Vacations taken during the school year are discouraged and cannot be excused.
- Tardiness is highly discouraged as it is a detriment to student academic progress. If a child enters the school at or after 7:45am, the parent is required to enter the child and sign them into the school at the Main Office.

Early Arrival

Students may enter the building before the bell rings if they have a signed pass from the teacher.

Telephone

The phone in the office is available for use for urgent calls only and on a permission basis. Calls to parents in cases of illness are to be made by office personnel and not by students. Students are to notify the office of illness and should obtain a pass from their teacher to come to the office.

Fire & Disaster Drills

The teacher is in complete charge of the class and will lead the class, so follow quickly and quietly. Absolute silence is required throughout a drill so that oral instructions may

be given. The last student to leave the room is to turn out the lights and close the door. Any student sounding a false alarm will be subject to serious disciplinary measures as required by the Student Code of Conduct and City Ordinance.

Conduct at Assemblies

Speakers and performances are presented regularly for Newberry Academy students. These assemblies entertain, inform, as well as teach positive audience behavior. Courteous and respectful behavior should be extended to all guests.

Field Trips

Students must present permission slips signed by a parent to their teacher prior to a field trip. Phone calls from parents granting permission for their child to attend field trips will not be accepted.

Grading Policy

A consistent grading criteria helps ensure students are understanding content. Grades take into account assessments/tests and how all exams and classwork align to the Common Core Learning Standards. Grades are entered on a weekly basis, but there is no minimum number of required grades. Elementary Science and Social Studies may enter grades every two weeks. There should be a sufficient number of grades to assess student achievement both at progress reports and end of the quarter.

Equity Title IX

The gender equity policy is to insure all facilities and programs provided to one gender should be compatible to those provided to the other gender.

*2017-2018 Newberry Math & Science
Academy
Cellular Phone Contract*



I know that having a cellular phone to use is a privilege. I understand that my parents love me and want to keep me safe. I understand that the adults in my school care for me and want to help guide me as I grow. My parents, teachers, and school personnel respect that I am becoming a young adult and want the privilege of having the use of a cellular phone. With that in mind, I agree that:

- My cellular phone will not be used on the playground during morning recess
- My cellular phone will not be used to video record other students at any point during the school day
- When I enter my classroom, I will turn off my cellular phone and keep it in the off mode
- If I need to contact my family, I will ask for permission to use the phone in the Main Office
- In accordance with the CPS Code of Conduct, I will not use my phone at any time to bully, spread gossip, or send inappropriate messages about other students or staff
- I will alert my parents and school personnel of any suspicious or alarming messages that appear on my phone
- If I violate any form of this contract, school staff can ask for my phone and will bring it to the Main Office to be picked up by a parent
- Even on the school bus, I must abide by the cellular phone contract

Grades 6-8: When students enter the classroom, they are to turn-in their cellular phone to the teacher, who will keep it safely locked. Cellular phones will be redistributed at dismissal time.

There is no need to sign this contract. As a pupil at Walter L. Newberry Math & Science Academy, all students are to abide by this agreement.

Parents,

It is our expectation that, with your continued support, all students abide by this contract. Throughout the year, we ask that you please assist us by having conversations with your children about appropriate phone usage. Violation of this policy will be handled in accordance with the CPS Conduct of Conduct.

2017-2018 Newberry Math & Science Academy School Rules

In addition to the items prohibited in the CPS Student Code of Conduct, Walter L. Newberry Math & Science Academy students are held to a high behavioral standard:



- Students at our school work hard to live the 7 Habits of Highly Effective People
- Students act in a courteous manner to one another, staff members and visitors to the building
- Students never open school entrance/exit doors to strangers or visitors. All visitors are buzzed into the school by an adult at the Main Office
- Students abide by all school rules, including the Cellular Phone Contract
- Students are to arrive to school on time, which is 7:30am. Attendance is factored into the participation portion of every class.
- Students transition in hallways quietly. Classroom teachers will set the behavioral expectation for their class transition. No more than a whisper is acceptable
- During emergency drills, all students transition silently

To keep a safe and orderly environment, the following items are prohibited on school premises:

- Weapons or weapon look-alikes
- Skateboards
- Chewing gum
- Toys (except those approved for outdoor recess such as jump ropes)
- Large amount of money
- Purses while traveling through the hallways
- Backpacks on wheels do not fit in the lockers and can be dangerous when students are traveling through the hallways
- Flip flops, slide sandals or any other footwear other than dress shoes and/or gym shoes

Newberry Academy personnel may confiscate these items if seen in your possession and give them to school administration. Parents will be required to come to the building to retrieve any confiscated items.

Anti-Bullying Policy

In accordance with the CPS Anti-Bullying Policy, bullying behaviors (including physical, verbal, emotional or sexual in nature) of any kind will not be allowed on school property, school buses or via Internet sites and social media. Students and parents may report allegations of bullying behaviors to school personnel so that appropriate investigation may take place.

All students enrolled at Walter L. Newberry Math & Science Academy are to abide by the rules laid out in this agreement.

2017-2018 Newberry Math & Science Academy Dress Code



The Newberry Academy administration and staff strives to create a community which does not judge people based on dress or fashion, but which values individuality. At the same time we recognize that clothing reflects the educational environment and therefore should not be offensive or disruptive to instruction. Please be aware of the following rules and guidelines when selecting clothing for school.

1. Clothing which depicts or refers to alcohol, tobacco, gang/cult or obscenities are never appropriate and not allowed. Dress that supports or promotes any illegal substance is not allowed. Clothing may not advocate or promote acts of violence, self-destruction, sexual or promiscuous behavior.
2. Clothing which contributes to the creation of a hostile, offensive, or intimidating environment based on race, color, religion, national origin, age, disability, gender or sexual orientation is prohibited.
3. Earrings: Students may wear earrings in their ears. If they choose to do so, the earring should be studs and no more than one earring in each ear.
4. If a purse is brought to school, it remains in the locker
5. Clothing which does not adequately cover the front, back, sides or midriff is prohibited.
 - No bare shoulders, halter tops or tube tops.
 - Shoulder straps must be at least two inches wide.
 - Dresses and skirts must be knee-length. Shorts can be no more than two inches above the knee.
 - No pajama bottoms or flip-flops
 - Only outer clothing may be visible, with no underwear showing. A belt must be worn if pants are loose-fitting. No oversized shirts or pants will be allowed.
6. The following clothing items are prohibited in school:
 - Hats or head coverings, of any kind (unless for religious dress), including bandanas, are not allowed in the school building.
 - Outer coats or jackets may not be worn during school hours, other than entering or exiting the building.
 - Clothing or jewelry with spikes or other metal accessories which may damage property or harm people is prohibited.
 - Choke chains/collars are not allowed.
 - Flip-flops and/or sliding sandals

The Student Code of Conduct will be used as a reference for students failing to abide by the school dress code. When possible, they will be asked to remove or cover inappropriate attire. If this is not possible, a parent or parent designee will be called and asked to bring a change of clothing, or purchase Newberry Wear. It is to everyone's advantage to come to school dressed according to the guidelines stated above.

All students enrolled at Walter L. Newberry Math & Science Academy are to abide by the rules laid out in this agreement.