

*Newberry Math & Science Academy  
Parent Handbook  
2017-2018*



*Vision*

*Leaders Grow Here*

*Mission*

*Newberry cultivates a positive, safe and academically rigorous environment that develops the whole person and empowers students to thrive as leaders*

## *Roles & Responsibilities*

### **Newberry Administration:**

Linda Foley, Principal ([LSFoley@cps.edu](mailto:LSFoley@cps.edu))

Edward Collins, Assistant Principal ([ECCollins1@cps.edu](mailto:ECCollins1@cps.edu))

### **Newberry Office Staff:**

Main Office email for absences and/or changes to student routines is

[NewberryOffice@cps.edu](mailto:NewberryOffice@cps.edu)

Wendy Cavanaugh, Clerk ([WACavanaugh@cps.edu](mailto:WACavanaugh@cps.edu))

Lee Langill, Parent Worker ([LLangill@cps.edu](mailto:LLangill@cps.edu))

Nora Del Toral, Parent Worker ([NDeltoral@cps.edu](mailto:NDeltoral@cps.edu))

### **Counseling & Support:**

Nicole Corbiere, Counselor ([NACorbiere@cps.edu](mailto:NACorbiere@cps.edu))

Miriam Rodriguez-Ruiz, Case Manager ([MCRodriguez-ruiz@cps.edu](mailto:MCRodriguez-ruiz@cps.edu))

## *Ways you can Donate*

Often times parents volunteer in a number of ways. We understand that not all families have the time to work in classrooms, but ask how they can monetarily support the school's efforts. We ask that when donation checks are made to the school, you identify the purpose of the contribution. Here are some ways to support the school:

- \$250 for a field trip school bus
- \$30 for a bulk box of popcorn kernels used for school-wide Popcorn Fridays
- \$50 for school-wide technology (includes repairs and purchasing smartboards, iPads and Chromebooks)
- \$30 for garden beautification
- \$50 for science curriculum
- \$50 for The Leader in Me development (covers teacher trainings and student materials as needed)
- \$100 towards middle school overnight trips
- \$20 towards Staff Appreciation
- \$50 towards office supplies

## *Grading & 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. 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.

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.

### *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 to supplement all areas of curriculum. After the first day of school, the fee is non-refundable.

### *Student Records*

Under federal and state laws, parents have the right to inspect records kept on their children. They also have the right to a copy of 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. When a request is made, the school has 10 business days to comply with the request and may charge a fee.

### *Phone Calls*

Students may ask the Office to call home during the school day only when absolutely necessary. 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. Students are never allowed to open doors to strangers as all visitors enter through the front door.

## *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.

## *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. **When students are tardy to school, this affects the participation portion of their grade.** 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 students 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.

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

## *Morning Drop-Off*

If you plan on bringing your child to school, options for morning drop-off are as follows:

- 1) Walk them to the playground
- 2) Drive down Burling Street and drop off near the playground. Under no circumstances are our families allowed to block neighbor's driveways.
- 3) Drop off at the Orchard Street Kiss-&-Go station. Staff will ensure your child gets to the playground. When using this option, please cooperate with school staff; they have been assigned the duties of keeping your child safe and maintaining a flow of traffic.

## *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*

While playing during morning recess, we expect students to be kind and cooperative with others. It is expected that they treat other students nicely during this time and play safe.

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 orderly and quiet. All staff reinforce this behavior and safety expectation while students are at the lockers. When finished at the locker, students enter their classroom and begin their teacher's assigned task for the morning.

## *Our School-wide Leader In Me Values:*

At Newberry, we follow The Leader in Me framework. Some examples of what this looks like for your child are:

Habit 1: **Be proactive** means that students are responsible individuals and take initiative. They choose their actions, attitudes and moods. They do not blame others for wrong actions. They do the right thing without being asked, even when no one is looking.

Habit 2: **Begin with the End in Mind** means students plan ahead and set goals. They do things that have meaning and make a difference. Students are an important part of their classroom and they contribute to Newberry's mission and vision. Our students look for ways to be good citizens.

Habit 3: **Put First Things First** means students work first, then play. Students spend time on things that are most important. This also means they say no to things they know they shouldn't do. Our students set priorities, make a schedule, and follow their plans. They are disciplined and organized.

Habit 4: **Think Win-Win** means that everyone can win. Our students balance courage for getting what they want with consideration for what others want. They make deposits in other's Emotional Bank Accounts. When conflicts arise, students look for Third Alternatives.

Habit 5: **Seek First to Understand, Then to Be Understood** means to listen before you talk. Our students listen to other people's ideas and feelings and try to see things from their viewpoints. They listen to others without interrupting and they

are confident in voicing their ideas. Our students look people in the eyes when talking.

Habit 6: **Synergize** means that together is better. Our students value other people's strengths and learn from them. They get along well with others, even people who are different from themselves. Our students work well in groups and seek out other people's ideas to solve problems because they know that by teaming with others, they can create better solutions than anyone can alone. They are humble.

Habit 7: **Sharpen the Saw** is when balance feels best. Our students take care of their bodies by eating right, exercising, and getting sleep. They spend time with family and friends and learn in lots of ways and lots of places, not just at school. They find meaningful ways to help others.

### *Bell-work*

When students enter the classroom, breakfast is eaten and attendance is taken. During this time, classroom teachers will have beginning of the day bell-work ready for you to do to engage you in thinking.

### *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:

**C**onversation: How you engage in conversation during this transition

**H**elp: How you get questions answered

**A**ctivity: How the transition is explained to the class

**M**ovement: What are the acceptable reasons for moving about the room

**P**articipation: The behaviors that show students are participating

**S**uccess!

### *Transitions in the Hallway*

Moving about in the hallway takes place at different times of the day.

Newberry students are asked to transition quietly, so as not to disturb others.

When travelling to the bathroom, they get a hallway pass from their teacher.

Please reinforce with your child that they are never to leave the classroom without teacher permission.

## *Lunch & Recess*

Some classes will eat lunch in their homeroom while others will eat in the gymnasium/cafeteria. This is a 45-minute period of the day where students eat and play together. Their classroom teachers usually will have their own lunch period during this time, so school staff is assigned to supervise children whether they eat in classrooms or the gymnasium. During this time, students are expected to play nice and listen to the directives of the staff supervising them. As a general rule, use of cellular phones is prohibited.

## *Specials Classes*

Specials classes help extend student thinking and learning beyond core subject areas. Our Specials classes are as follows: Dance, Fine Arts, STEAM, Physical Education and Music. These are graded subjects and you can locate these teachers' emails via the school website or by leaving a message with the Main Office.

## *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 personal conflicts with someone else happen more often. If a student feels that what started as a peer conflict may actually be bullying because it happens regularly, they should talk to the teacher and the school Counselor so that they can assist.

## *Dismissal*

Students are released at 2:30pm. Teachers walk them outside to their various drop-off locations. All students who have been approved for bus transportation and take advantage of this service are dropped off at their bus. Any child who attends an after-school program (sports, clubs, band, etc.) goes to the auditorium to be picked up by their program supervisors. Students who are picked up by a family member go to the playground.

**If your child is not riding the school bus on a particular day, they must have a note from you 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 as well as repeated behaviors.

Detentions are held on **Tuesdays and Thursdays from 2:45pm – 3:45pm**. As a parent, you will be informed by school staff about the detention day.

### *After-School*

Any time you would like to re-enter the school after dismissal, please ring the buzzer at the Main Office. Newberry students and staff are not to open side doors to others. For safety reasons, all visitors and community members enter through the Main Office doors.

*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.*

# *2017-2018 Newberry Academy Parent Contract*

## **ATTENDANCE**

I will ensure that my child comes to school every day on time to be in school and ready to learn at 7:30 AM.

I will make sure that my child promptly retrieves and makes up missed work following absences.

I understand that an absence is excused if I have contacted the school and written a detailed note regarding student illness, family emergency, or religious observance.

I understand that my child will not earn credit for work missed after unexcused absences, including but not limited to: family vacations, participation at sports tournaments, and attendance at entertainment events.

I understand that dismissal is at 2:30 PM and I will make every attempt to schedule all appointments so as to not necessitate an early dismissal. I also understand that early dismissals disqualify my child for Perfect Attendance recognition.

I agree to make alternative transportation plans if my child is not riding the school bus or if there is a change to our regular routine. I agree that I will provide the teacher with a written note that morning. Alternatively, I understand that in the event of an emergency, emailing [Newberryoffice@cps.edu](mailto:Newberryoffice@cps.edu) prior to 2:00PM, is the best way to assure that my needs are met.

I understand that my child will not be permitted to enter the building before 7:30 AM and will report to an assigned "before-school" area on the playground before 7:30 AM.

## **HOMEWORK**

I agree to check my child's homework daily to ensure that it's complete.

I understand that if my child fails to complete assigned work, his or her grade will be negatively impacted

I understand that I can check my student's academic progress on the CPS Parent Portal.

## **CODE OF CONDUCT**

I agree to promote and support the rules of behavior as outlined in the school's Student Handbook, and accept responsibility as a partner in my child's learning.

Students Grade 3-8

I understand that my child may be required to stay after school for at least one hour in Detention if he or she commits a detention-level infraction. I understand that it is my child's responsibility to notify me if he or she earns a detention.

I understand that my child may serve an in-school if he or she misses Detention.

I understand that while my child is in school, he/she is not permitted to use, or have out in

plain sight, cell phones, iPods, headphones or any other electronic devices. Use of such devices is allowed after 2:30 once outside the building. They are never allowed to be used inside the building and video taping and posting on social media is strictly prohibited on school property both inside and outside.

**FAMILY SUPPORT**

I agree to support my child's academic work by communicating regularly with my child's teachers and by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.

I agree to pick up my child's report card at the Parent-Teacher Conferences.

I agree to attend family meetings and other school-sponsored events on a regular basis.

I agree not to send soda, candy or gum to school with my child since students are not allowed to have these at school.

I agree to respond to phone calls from any school staff member promptly.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

In exchange for what students and families do, we promise to provide students with a safe and orderly environment in which they'll enjoy studying and learning and we promise to prepare each student for high school, college and career.

\_\_\_\_\_  
Principal Signature