

New Field Elementary Family Handbook

Respect, Responsibility, Collaboration

newfield.cps.edu

(773) 534-2760

(773) 534-2773 (fax)

Link: [New Field Google Calendar](#)



General inquiries: newfieldcps@gmail.com

Administration:

Conrey Callahan (she/her/hers)
Principal, New Field ES
clcallahan@cps.edu

Alfredo Lopez (he/him/his)
Assistant Principal, New Field ES
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School Office Hours

The school's office opens at 8:15AM and closes at 4:15PM

Principal's Message

New Field Families:

Welcome to the 2025-2026 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.

This document is one of several ways we will communicate with you. It contains information regarding school rules and policies. Please keep it handy. You may always access it on our website 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.

Looking forward to a fantastic year ahead!

Respectfully,
Mrs. Conrey Callahan
Principal (she/her/hers)

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General School Information

Calendar

It's important that you are informed of the Chicago Public Schools' Calendar and New Field's Calendar. You may access both calendars by visiting [2025-2026 CPS Calendar](#) and [newfield.cps.edu](#).

Classes begin August 18, 2025 for grades Kdg thru 4th; August 19, 2025 for PreK. Classes end on June 4, 2026 for grades Kdg thru 4th; June 3, 2026 for PreK. No School: September 1 - Labor Day October 13 - Indigenous Peoples' Day November 11 - Veteran's Day November 24 - 28 - Thanksgiving Holiday December 22 - January 2, 2026 - Winter Break January 19 - MLK Day February 16 - Presidents' Day March 22 - 27 - Spring Break May 25 - Memorial Day	Quarter 1 ends October 17 Quarter 2 ends December 19 Quarter 3 ends March 6, 2026 Quarter 4 ends June 4
No School on School Improvement Days: September 26 January 5, 2026 February 17 March 17 April 3	Parent-Teacher Conference Days: Q1: October 27 Q3: March 18, 2026 Report Card Distribution: Q2: January 9, 2026 Q4: June 4, 2026
Progress Reports: Q1: September 19 Q2: November 14 Q3: February 6, 2026 Q4: May 1, 2026	

SECTION I: GENERAL SCHOOL INFORMATION

Arrival/Dismissal Procedures & Related Policies:

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 8:55 AM, tardy students should report to the security desk. Arrival and Dismissal locations are subject to change. *Caregivers are not permitted entry during arrival/dismissal.*

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 1st Grade** Enter through the cafeteria doors. Students wait in the cafeteria at assigned tables.
- **2nd, 3rd and 4th Grade** Students enter through the Gymnasium doors and proceed straight to the third floor. Students are supervised on the third floor hallway until 8:45 AM.

Dismissal

- **Parents/guardians** that prefer students walk home alone must complete a [permission form authorizing student to walk home alone](#). This option is only available for third and fourth grade students. New Field highly encourages all students to be picked up by a responsible caregiver ages 14 or older. The signed form must be returned to the office prior to the student being allowed to walk home alone. *Please note: Per Illinois law, children under age 14 must have a responsible caregiver supervising them at home, ages 14 or older. New Field cannot release a child to walk home alone without confirming that there is appropriate supervision.*
- **All students must be signed out by an approved caregiver 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, 3:30p.m. – 3:45p.m.
 - **PreK** 3:33pm, exit through east and west doors (5E & 7W). Rooms 110 and 112 exit through Door 7W. Rooms 101 and 103 exit through 5E.
 - **Kindergarten** 3:30p.m. West playground (turf side)
 - **1st Grade** 3:35p.m. West playground (turf side)
 - **2nd Grade** 3:38p.m. East playground (equipment side)
 - **3rd Grade** 3:40p.m. East playground (equipment side)
 - **4th Grade** 3:43p.m. East playground(equipment side)

Inclement Weather Locations at Dismissal:

- **Prek Pickup:** Same arrival Doors
- **Kindergarten and 1st Grade Pickup:** Cafeteria Doors (use both sides)
- **2nd Grade Pickup:** Main Entrance Doors
- **3rd and 4th Grade Pickup:** Gym Doors

Late pickup

Dismissal ends at 3:45p.m. Students that are picked up between 3:45 PM- 4:00 PM will be in the following locations:

Pre-K: Main Office

Kindergarten & 1st Grade: West playground

2nd, 3rd & 4th 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 (773) 534-2760.

Car Use, Arrival & Dismissal:

Car use: Unfortunately New Field does not have a designated kiss/ride lane for students arriving via car. Do not block the front entryway of the school, this is designated for students requiring transportation and requiring an accessible building.

Do not park in the St. Jerome's parking lot - you are subject to towing in the lot.

New Field recommends walking or biking to school.

Attendance: EVERY DAY MATTERS!

School starts at **8:45AM.** and ends at **3:45PM.**

Students are expected to be in school EVERY day. Attendance is an important component of student success. Students must maintain at least a 90% average daily attendance. Students should not miss more than 17 days per school year. New Field provides attendance updates to all families on a monthly basis.

New Field follows CPS guidelines for excused and unexcused absences.

Absences: Whenever a student is absent, we require one of the following forms of notification:

- Send a signed note with the child when he/she returns to school
- **E-Absence** is a new way to report excused absences. Parents and guardians can now submit, schedule and track your student's absences through the Aspen Parent Portal. You can sign in to your account at ASPEN.CPS.EDU and start using the E-Absence feature today.

Excused Absence: student illness, death in the immediate family, family emergency, observation of religious holiday, circumstances causing reasonable concern to parents regarding student health/safety.

If the student becomes ill at school, the student will be sent to the office with a note from the teacher. The caregiver 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.

Unexcused: *Vacations are not excused absences.* Your child's regular attendance is vital to his/her educational success. Vacations will not be approved by the administration.

Tardies: Students that arrive after 8:55 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 a student arrives at 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.**

Chronic absenteeism: A student is considered chronically absent if they are absent excused/unexcused 18 or more days a school year (10% of the school year). Administration will contact and meet with parents of students who show patterns of chronic absenteeism. The purpose of the communication is to collaborate, support and problem solve with families to ensure that the student is present and progressing academically.

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.

Attendance Incentives

Each quarter New Field has planned attendance incentives for students that maintain a 95% or higher attendance rate for the quarter. *More details to come!*

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.

Awards Assemblies

The purpose of the quarterly awards assemblies is to recognize and praise students for their hard work and being respectful, responsible and collaborative. The quarterly awards assemblies take place on October 24, January 16, 2026 and March 20. All Assemblies will follow this schedule:

- 9:30- 10:30, Grades 2-4
- 2:30 - 3:30, Grades K & 1

Awards given areL

- **Nearly Perfect Attendance** (quarterly cumulative of 95;% and above)
- **Honor Roll** (All As and Bs on quarter report card)
- **Lionheart** (two students who represent the school core values of respect, responsibility and collaboration in all areas of learning)
- **Principal's Award** (one student who demonstrates kindness and acceptance or has demonstrated immense growth in academics or socio-emotional learning).

Cellphones

Adult cell phone use is limited to unoccupied rooms so as not to disturb students in other classrooms. Please refrain from cell phone 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:

- New Field strongly discourages students having cell phones on school grounds.
- New Field is not responsible for lost phones.
- 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 observed using a cellphone, the item will be turned in to the main office. A parent may come to the office to retrieve the phone.
 - The **second time** a student is observed 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.

Communication with Staff Members:

Teacher work days are between the hours of 8:45 - 3:45. Teachers are available during their preparation periods for phone calls, family meetings or email communications. Please allow for a 48 business hour response time for all communication with staff. If you have an urgent or emergency situation please call our main office or report in person between 8:00 - 4:30 PM.

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 sschmauderer-bri@cps.edu
My child will be absent or late.	Ms. Sue Briggs, School Clerk sschmauderer-bri@cps.edu Ms. Rachel Babcock-Cordoba rlbabcock@cps.edu
Student enrollment and transfers to other schools/districts	Ms. Sue Briggs, School Clerk sschmauderer-bri@cps.edu
I have concerns about my child's social adjustment	Your child's teacher(s)
My child has a 504 (medical) Plan My child has allergies or diagnosed medical conditions	Ms. Kendayl Loesch, Case Manager krloesch@cps.edu
My child has an IEP or I want to consider an evaluation for special education services	Ms. Kendayl Loesch, Case Manager krloesch@cps.edu
I have questions about my child's academic progress.	Your child's teacher(s)
Academic intervention services	Angela Papa, MTSS Lead ajpapa@cps.edu
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. Kendayl Loesch, Case Manager krloesch@cps.edu
Aspen Parent Portal or other online programs used at the school.	Mr. Cody McLaurine, Technology Teacher cpmclaurine@cps.edu
I have a question about my student's designation as an English Language Learner (ELL).	Ms. Lauren Kim, English Language Program Teacher lskim@cps.edu

I am concerned about my child's mental health or socio-emotional development	Ms. Claire Conroy, School Counselor cekunkel1@cps.edu
I have a question about homelessness or students in a temporary living situation.	Ms. Claire Kunkel, School Counselor cekunkel1@cps.edu
Student Disciplinary concerns	Alfredo Lopez, Assistant Principal aalopez1@cps.edu
School breakfast and lunch	Fidelia Landa, Lunchroom manager flanda5@cps.edu
OST After School Programming	Manini Rao, OST Coordinator mr Rao2@cps.edu
Local School Council	Sarah Bledsoe, LSC Chair sarahphilippart@gmail.com

Emergency Drills/Evacuation Plan

Each year we conduct emergency drills (fire, shelter in place, lockdown, etc.) as required by the District. We use the acronym [ELSA](#) to clearly communicate drills (evacuation, shelter-in-place, lockdown, all clear).

Families will be notified in advance for planned emergency drills. Families have the right to opt-out of hard lockdown drills. Information will be shared via email and hard copy letters sent home via backpacks.

Mandatory drills for SY25 include:

- Bus evacuation (1)
- Hard Lockdown (1 planned, possible unannounced drill(s) led by CPD)
- Shelter-in-Place (1 planned)
- Fire drill (1 per month, unannounced, led by CFD)

Fee-based Before & After Care

New Field is partnering with the YMCA to offer on-site, fee-based before and aftercare. Fee-based aftercare is available five days per week. The program will provide homework help, enrichment programming, and physical activity. After School embraces a no-electronics policy in support of developing healthy minds and bodies.

[CLICK HERE](#) to access the YMCA Enrollment Inquiry Form for Fee-Based Before & After Care, on site at New Field

Schedule:

- Before care: 7:00 - 8:45 AM, \$211.00 a Month
- After care: 3:45 - 6:00 PM, three days per week \$280.00
- After care: 3:45 - 6:00 PM, five days per week \$443.00

The YMCA accepts Illinois Action for Children and offers income-based scholarships.

For more information, please contact Enrique Balderas at ebalderas@ymcachicago.org or 312.890.9814.

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 donated at the end of each semester (December, 2024 & June, 2025)

Lost Library Books

The Essentials team (Art, Technology, PE, Music Teachers) will provide quarterly information on overdue books. Please contact your child's quarterly Library teacher for more information. There is no late fee for missing/lost books, we ask that you update us on the status of your child's book. New Field accepts new books donated in place of missing books.

Open Enrollment Information

New Field is an Open Enrollment neighborhood school for grades K – 4th. 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.

Out-of School Time (Afterschool) Programming

New Field receives grant funding for free, OST programs. **Priority is given to students in temporary living situations, English Learner students and students who qualify for free/reduced lunch.** OST runs on a Fall/Winter Cycle and a late Winter/Spring schedule.

Classes are scheduled Monday-Thursday, 3:45 - 4:50. Dismissal is 4:50 - 5:00. Students that miss three or more classes, without a valid absence excuse, will be removed from programming as we always have a long waitlist. Families that pick up late after 5:00, for three or more classes, will be removed from programming.

- Expected session dates:
 - To be determined**
- OST Coordinator: Manini Rao, mr Rao2@cps.edu
- Year-long programs: Uniting Voices Chicago (choir), Urban Initiatives (Soccer)

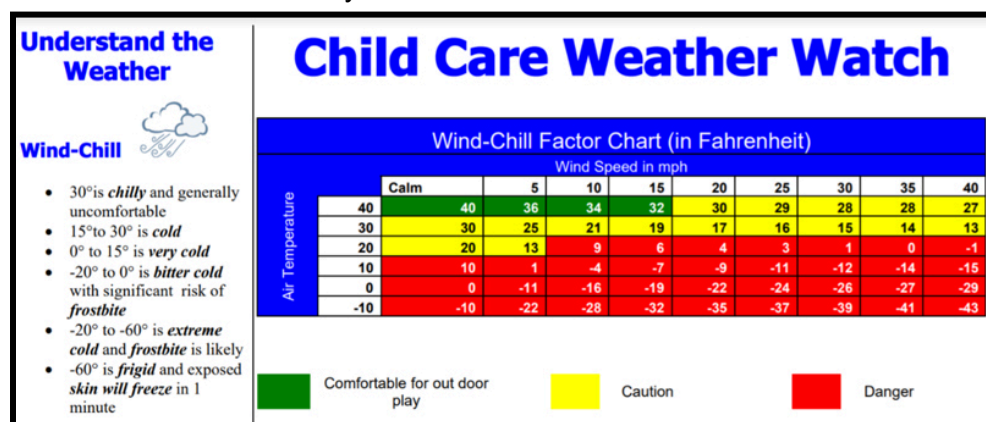
Outdoor Recess Guidelines:

As often as possible, New Field will send students outside for recess. To help you plan accordingly, please be aware of the following general guidelines:

- All students have recess for at least 30 minutes per day
- Generally, students will go outside for recess when the temperature and/or wind chill is above 22 degrees Fahrenheit
- Students will go outside for recess in light snow/ precipitation
- Students will go outside for recess when there is light or residual snow on the playgrounds

Please be sure to send your children with warm clothing, including hats, gloves and coats. [Click here for more information.](#)

Do you need assistance with warm clothing? New Field can help! Email: newfieldcps@gmail.com or stop by our main office between 9:00 -10:00 daily.



Parties, Birthdays & Classroom Celebration Policies:

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.

Families are welcome to bring in healthy snacks to celebrate a child's birthday. Please be aware of the following guidelines:

- Birthday treats must adhere to the CPS Healthy Snack Policy. [Click here to see approved snacks.](#)
- Families should bring enough treats/goodie bags for the entire homeroom
- Families that wish to attend a party must be an approved, Level II Volunteer (see Volunteer section for more information)
- Classroom birthday celebrations are typically held at 3:00 in Grades PK-3 and at 2:00 for 4th Grade

Pictures/Video

Please be aware that pictures/videos of students are taken by staff on many occasions to document and celebrate events and achievements. Please be sure to sign the media consent forms.

School Tours for Prospective Families

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

School Tour Dates: September 2, October 7, November 4, December 2, January 6, 2026, February 3, March 3, April 7, May 5, June 2. School tours generally fall on the first Tuesday of each month.

School Supplies

No school supplies, outside of a change of clothing, are required for students in PK. Students in grades K-4 should provide the following school supplies:

- [Preschool](#)
- [Kindergarten](#)
- [First Grade](#)
- [Second Grade](#)
- [Third Grade](#)
- [Fourth Grade](#)

Please note that some supplies will be communal for general classroom use.

Are you in hardship and cannot afford supplies? We can assist! Contact Rachel Babcock-Cordoba, rlbabcock@cps.edu, for more information.

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://www.newfield.cps.edu>

Facebook: www.facebook.com/newfieldelementary

Instagram: [@new_field_elementary](https://www.instagram.com/new_field_elementary)

Staff Email Directory:

[Click here to access our staff directory with photos and staff member roles.](#)

Uniform Policy

Students are encouraged to dress in the recommended uniform. The uniform consists of the following:

- White or Blue Shirt
- Bottoms (blue)
- Shoes
 - Appropriate footwear that supports safe play
 - Sandals can be worn but we caution against flip flops and other open footwear.

PK-Grade 1 Additional Clothing:

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.

SECTION II: ACADEMIC PROGRAMMING

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, cpmclaurine@cps.edu

CLEVER Single Sign-on & Student Google Accounts

CLEVER is the CPS online learning platform that our students use during the school day and can be accessed from home.

Curriculum:

New Field utilized the following curricula for Tier 1, whole class instruction:

Content Area	English	Spanish
Foundational Skills/ Word Work	PK-3: Wilson Foundations Fourth Grade: SKYLINE	PK-2: Estrellita Third Grade: Wilson Foundations Fourth Grade: SKYLINE
Reading & Writing	ARC (American Reading Company)	
Math	Eureka Math	
Science	AMPLIFY Science	
Socio-Emotional Learning	Second Step	
Social Studies	SKYLINE/ Teacher Created Thematic Units	

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. Teachers use formative assessments, summative assessments and participation to determine progress and quarter grades.

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.

Grades 1-4 grades are comprised of the following categories and weights:

- Formative Assessments (standards-aligned exit tickets, quizzes, projects, classwork): 55%
- Summative Assessments (unit tests, projects, essays/published writing pieces): 30%
- Participation (classwork, group work, speaking/listening): 15%

Homework

Homework remediates, reinforces or enriches or offers opportunities to engage in real world application.

Homework does not count for a student Grade. Homework should fall into the following time frame:

- Kindergarten: 15 minutes per day
- Grades 1-4: 30 minutes per day

Please consult with your child's teacher if you notice that your child is taking longer than the expected timeframe to complete assignments

MTSS (Academic & Socio-Emotional Interventions)

Students that are behind grade level expectations may be routed to supplemental, academic support through MTSS (multi-tiered systems of support). Typically, New Field offers three, 10 week cycles of interventions for reading, math and/or socio-emotional development. Caregivers will be notified if students are enrolled in intervention programs as well as updated on student progress.

- Academic intervention lead, Spanish language: Ms. Angela Papa, ajpapa@cps.edu
- Academic intervention lead, English language: Ms. Arianna Staes Grip, aestaes@cps.edu
- SEL intervention lead, Ms. Claire Conroy, cekunkel1@cps.edu

Promotion Policy (Grades 2, 5 & 8)

All second-grade students must meet the following guidelines to be promoted to third grade. Students who fail to meet the promotion policy must attend summer school. All promotion criteria set forth by the Chicago Public Schools Board of Education.

Academic Performance	Summer School Status & Requirement(s) <i>No more than 3 unexcused absences</i>
Grade 2: Final report card grade of "C" or above in SY24 in reading.	Summer School Not Required Promote to the next grade in June

Grade 2: Final report card grade in reading below “C” in SY24 AND evidence of meeting identified goals in response to interventions in the related content area.	Summer School <u>Not</u> Required Promote to the next grade in June
Grade 2: Final report card grade in reading below “C” in SY24 AND no evidence of meeting identified goals in response to interventions in the related content area.	Summer School Required Final summer school grade of “C” or above in the subject(s) with final report card grade below “C” or have evidence of meeting the identified goals in response to interventions in the related content area.

School Improvement Plan (CIWP) Priorities

As a school community we strive to continually improve. Our new school improvement plan is [linked here](#) for your review.

SOPPA & Acceptable Use Guidelines

New Field adheres to CPS [SOPPA guidelines for use of technology and edtech learning platforms](#) and the [Acceptable Use of Technology policy](#). Click here for more information.

Student Voice Committee

New Field is proud to sponsor the *Student Voice Committee*, a group of third and fourth grade students that offer feedback and suggestions for improving our school community. Each year the student voice committee runs a participatory budgeting project and solicits ideas from all PK-4th grade students as to what would improve our school community. Students then vote on the top three viable options. These projects are then integrated into New Field’s annual budget. Previous projects include:

- Calm down kits
- Recess games and equipment
- Field trips and experiential learning opp
- Increased variety of Fine Arts instruction - use of a kiln and clay fired projects

Field Trips

Each classroom in grades Kindergarten through 4th will attend three field trips a year. Two field trips are bussed and one is a walking field trip.

We encourage parents to sign up as volunteers to support students on field trips. If you would like to become a volunteer you must apply [online here](#) and be approved by CPS. Volunteer applications take 2-3 business days to process. Be sure to submit your application at least one week in advance of any field trip.

PART III: SOCIO-EMOTIONAL, BEHAVIORAL AND STUDENT DISCIPLINE-RELATED MATTERS

Bullying Policy

Click [here](#) for the Board Policy: ([English](#)) / ([Spanish](#))

“Bullying” means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, and meets all of the following criteria.

Note: if the behavior or part of the behavior is bias-based or targeted at a member of a protected category please see the responding to bias-based behaviors guidelines.

1. An observed or perceived imbalance of power exists between the person(s) engaging in the bullying behavior(s) and the targeted student(s).
2. The behaviors are severe or pervasive (repeated over time), or there is a high likelihood that behaviors will be repeated. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the severity and if other elements of bullying are present.
3. The intent of the person(s) engaging in the behavior is to cause physical or emotional harm to the targeted student(s).
4. The behavior has or can be reasonably predicted to have one or more of the following effects:
 - a) placing the student in reasonable fear of harm to the student's person or property;
 - b) causing a substantially detrimental effect on the student's physical or mental health;
 - c) substantially interfering with the student's academic performance; or
 - d) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Knowingly making false accusations of bullying will be investigated and will be treated as bullying behavior that is subject to discipline under the Student Code of Conduct. This list is meant to be illustrative and non-exhaustive.

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult at school and an adult at home as quickly as practicable.

Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Principal/Designee as quickly as practicable. Reports can be made to any CPS employee or contractor in person, by completing Attachment A and submitting it to the Principal/Designee, by calling the CPS Parent Support Center at (773) 553-3772, or by emailing BullyingReport@cps.edu. Anonymous reports will be accepted by the Principal/Designee. No disciplinary action will be taken on the sole basis of an anonymous report.

[To learn more about the bullying investigation process, click here.](#) New Field adheres to the CPS anti-bullying policy.

As a school, New Field uses the [Second Step](#) curriculum in ALL classrooms to prevent bullying. In addition, the school counselor visits classrooms and teaches anti-bullying lessons.

Schoolwide Expectations

As a school community we teach and expect all members to be respectful, responsible and collaborative. [These expectations](#) are taught, reinforced and practiced in every aspect of the school day.

Discipline

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

Responding to Early Childhood Behavior Grades PreK - 2nd

Special considerations must be made when addressing the behaviors of students in grades pre-kindergarten through second grade. These special consideration include the student's age and developmental capacity to understand behavior and responses. The following behaviors will be documented after **continual** display of these behaviors.

- Elopement-leaving the classroom, school building or school premise.
- Destruction of classroom items or school property.
- Unwanted physical contact or any physical contact resulting in an injury.
- Displays of sexually explicit behaviors, including but not limited to contact with or exposure to genitals.
- Behavior that includes any bias-based speech or actions.
- Possession or use of a weapon, look-alike weapon or dangerous object in school as defined by the CPS SCC Reference Guide.
- Having any controlled substance in school.

Grades 3 -12: Responding to Behaviors in the Student Code of Conduct

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 community service (lunch).

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, or 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.

Please review the CPS Bullying Parent Presentation : [Understanding Bullying: Prevention and Intervention](#)

Crisis Protocols:

Caregivers will always be contacted in the event of a possible student mental health crisis. To ensure the safety of our students, New Field engages with the following protocols:

- Responding team members are certified in SafetyCare de-escalation protocols
- Clinician response (school psychologist, counselor, social workers, school-based therapist)
- Situation dependent:
 - Possible emergency room evacuation to ensure the dignity and safety of the student in crisis as well the safety of classroom peers.
 - Network Safety Manager & Office of Safety/Security alerted
 - Consultation with the CPS Crisis Team (SAS hotline)
 - Homicidal or suicidal ideation assessment conducted by licensed clinician

Restorative Practices

CPS and New Field adhere to the discipline policy of [Restorative Practices](#) . Restorative Practices are ways of proactively developing relationships and community, as well as repairing community when harm is done. After conflict or harm, Restorative Practices provide a way of thinking about, talking about, and responding to issues and problems by involving all participants to discuss their feelings and opinions, identify what happened, describe how it affected everyone, and find solutions to make things better. When successfully integrated throughout the school culture and climate, Restorative Practices create safe and productive learning spaces where students develop social and emotional skills and strong relationships with peers and adults.

Office of Student Protections (OSP)

[The Office of Student Protections](#) (OSP) may investigate issues related to Title IX and Title IV, including but not limited to:

- sex/gender-based discrimination,
- sex/gender-based harassment,
- sexual misconduct (grooming, inappropriate touching, sexual electronic communication, sexual bullying, sexual exploitation, and exposure/voyeurism/masturbation), or retaliation.

New Field's OSP lead is Mr. Alfredo Lopez, Assistant Principal (aalopez1@cps.edu)

Toys/Games/Electronics

Students may not bring toys, games or electronics to school *unless specifically asked to do so as part of show/tell or a class incentive*. 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. Caregivers may retrieve these items from the main office. The school is not responsible for toys, games or electronics that are lost or stolen.

Toys or games that resemble any type of weapon are strictly prohibited at all times. Such toys/games will be confiscated and only returned to an approved caregiver, following a conference with New Field administration and/or other appropriate disciplinary measures as informed by the [Student Code of Conduct](#).

SECTION IV: HEALTH & WELLNESS

Allergy, Asthma & Medical Issue 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 (504) 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.

CPS Meal Viewer & Breakfast/Lunch Policies

New Field offers free breakfast and lunch for all students. You can view the daily menu, in real time, [at the link embedded here](#).

Students are welcome to bring their own lunch. Students may not bring their own breakfast unless it is part of their IEP/504 plan. New Field asks that families refrain from packing lunches with nuts.

If you choose to send your child with a lunch prepared from home, please be sure to include healthy and nutritious food. Students are discouraged from eating unhealthy snacks and food. If students are sent with only chips, sugary drinks or sweets then they will be directed to a school meal and asked to eat that first.

Finally, to ensure a healthy and safe eating environment, students may not share opened food containers.

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.

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 accordance with a child's 504/health plan. 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. Kendayl Loesch, krloesch@cps.edu.

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. [Click here to learn more about the minimum health requirements](#).

Students who are out of compliance with this mandated state requirement may be excluded from school. **All medical forms are due by Friday, October 3.** New Field will begin excluding incompliant students on **Wednesday, October 15, 2025.**

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. Documents can be found [here](#).

Personal Health and Safety Education

All pre-kindergarten through fourth grade students engage in the CPS approved Personal Health and Safety Education (formerly titled Sexual Health education). Lessons are pre-approved by Chicago Public Schools and taught by certified classroom teachers. Families will be notified in advance of lessons. [Click here to preview the lesson scope/sequence](#). Parents/guardians may choose to “opt out” of health education lessons. For information regarding the curricula, please visit the [OSHW Health Page](#). You may also meet with Mr. Mano Kolari,, Physical Education Teacher, to discuss any questions.

SECTION V: CAREGIVER INVOLVEMENT

Bilingual Advisory Committee (BAC)

The BAC is composed of parents of students that speak English as a second language. The committee meets at least four times per year. Meetings provide resources, training, and information pertinent to English language learners. [Click here to learn more about our BAC!](#)

The BAC Sponsor is Ms. Lauren Kim, lskim@cps.edu

Coffee with the Principal

All community members are welcome to join Principal Conrey Callahan for monthly, informal meetings. These meetings, called “Coffee with the Principal, are an opportunity to hear the latest New Field news/updates, connect with other families, ask questions or discuss concerns. The dates are: 9/19, 10/17, 11/14, 1/16/26, 2/20, 4/17 and 5/15 at 10:15 AM.

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 4th Thursday of each month in the cafeteria from 2:30pm – 3:15pm.** 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.

Lending Library

Our PAC runs a free family lending library with skill-building games, read alouds in various languages, and adult continued learning resources. The lending library is open at every PAC meeting and also during Healthy Student Markets.

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.

2025-2026 LSC Members:

Name	Role	Email
Conrey Callahan	Principal	clcallahan@cps.edu
Sarah Bledsoe	Parent Representative LSC Chair	sarahphilippart@gmail.com
Jennifer Bricker	Parent Representative LSC Vice-Chair	jgravillebricker@gmail.com
Mohamed Mehdi	Parent Representative	mmehdi@oakton.edu
Erica Payne-Gaitan	Parent Representative	okarif.xterrum@gmail.com
Pari Karim	Parent Representative	parikarim@gmail.com
Hannah Kardon	Parent Representative	kardon.hannah@gmail.com
Cynthia Taines	Community Representative FOIA/OMA Officer	ctaines@gmail.com
VACANCY	Community Representative	
Jennifer Nelson	Teacher Representative Secretary	JNelson@cps.edu
Angela Papa	Teacher Representative	ajpapa@cps.edu
Sheila Ongay	Non-Teaching Staff Representative	msongay@cps.edu

2025-2026 Meeting Schedule:

Generally the first or second Tuesday of each month, 5:00 PM in the New Field Library

Date	Time	Location	Live Steam Link
Tuesday, September 2, 2025	5:00 PM	New Field Library	meet.google.com/drt-tqsg-dur
Tuesday, October 7, 2025	5:00 PM	New Field Library	meet.google.com/vdc-xdbm-ywd
Wednesday, November 5, 2025	5:00 PM	New Field Library	meet.google.com/hes-kww0-idz
Tuesday, January 13, 2026	5:00 PM	New Field Library	meet.google.com/yjd-zwnq-ovm
Tuesday, February 10, 2026	5:00 PM	New Field Library	meet.google.com/tkg-sjrm-aez
Tuesday, March 10, 2026	5:00 PM	New Field Library	meet.google.com/ghn-iozc-ods
Tuesday, April 14, 2026	5:00 PM	New Field Library	meet.google.com/pdd-evkj-vij
Tuesday, May 13, 2025	5:00 PM	New Field Library	meet.google.com/cuc-gknj-swv

Meeting with Teachers: Two-Way Communication

At New Field, we expect both caregivers 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 caregivers and caregivers 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 via student backpacks, phone calls home, monthly newsletters and updates on the school Facebook page and website.

Your child's teacher is your FIRST point of contact. Please reach out to them directly if you have questions, concerns, feedback.

Teachers and staff are expected to respond to emails within 48 business hours. Teacher work hours are 8:45 - 3:45 PM. Support staff, general 8:30 - 4:00 PM. Staff are not expected to respond to emails outside of regular work hours. Please respect staff's personal time outside of school hours.

Administration is generally available 8:00 - 5:00 daily. Administration responds to caregiver emails generally within 48 business hours. If you have an emergency please call the school to inform of an urgent situation, (773) 534-2760.

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, email, letter in backpack, etc.). All staff members' email addresses can be found on our school website: newfield.cps.edu. We encourage parents to schedule meetings by emailing 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:

- Email the teacher directly
- Teachers are available to meet during preparation periods, or, if willing, before/after school. Note that teachers are not required to meet beyond 8:45 AM - 3:45 PM.
- If the 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 a 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

- Re-shelve Books in the Library

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. *Prohibit children from having their own social media accounts.*
- 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 with your child
- Ask questions about what your child learned 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.
 - 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.

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. [Click here for more information on our PAC.](#) The PAC sponsor is Mrs. Conrey Callahan, principal: clcallahan@cps.edu

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 schedule 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 the [CPS Volunteers website](#). Volunteers must sign in each day on the Volunteer Sign-in sheet at the office and wear an I.D. badge.