



2023-2024
PARENT/STUDENT
HANDBOOK
#CarnegieStrong





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WELCOME MESSAGE



Mrs. Docilla Pollard Principal of Carnegie Elementary School

Welcome to another wonderful year at Andrew Carnegie Elementary School! We will continue to provide a rigorous academic program that encompasses all curricular areas and grade level appropriate content. As the principal, I will support Carnegie's mission and vision statements. This handbook provides an overview of our school's guidelines and expectations. Your child's school supply list and all correspondence from teachers will be provided on an on-going basis via our school's website: carnegie.cps.edu . Please read and save this handbook for reference. I look forward to servicing your families and working with you all for the success of our students.



VISION

Our vision for Andrew Carnegie Elementary School is to embody a safe, caring, compassionate learning environment. We are committed to developing knowledgeable, community-minded, globally successful life-learners who will gain respect and understanding for all cultures, through a collaborative effort among parents, staff, students and the community.

MISSION

Our mission is to provide our student body with high quality student-centered teaching and learning through challenging curriculum and rigorous assessments. We, the staff and parents, are also committed to encouraging children to take educational risks without fear of failure and become creative producers and critical thinkers.

IB MISSION

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

OUR HISTORY



Andrew Carnegie Elementary School is named after a man who donated much of his fortune to work on behalf of world peace, the improvement of teaching, and the construction of public libraries. In 1901 Andrew Carnegie sold his giant Carnegie Steel Company. Interest from his share of the sale price would bring him no less than 1 million a month for life. What did he do with the money? He gave it all away. During the last eighteen years of his life he gave away nearly \$350 million dollars.

Carnegie thought that men who became rich were very special people. Like the tiger in the jungle, they were the strongest, the quickest, the most intelligent. That was why they were rich. But they should not keep the money for themselves. That would be selfish. They owed it to the rest of humanity to make the world a better place in which to live. By giving away their money carefully, rich men could make a better world.

By the year 1900, Carnegie was master of the United States Steel Industry. He could make steel at lower cost than anyone in America or Europe. He had helped establish the United States as the largest producer of steel in the world. And it was steel that made the United States the leader among all the world's industrial nations.

OUR HISTORY



Just then, at the peak of his success, Andrew Carnegie retired. In 1901 he sold all of his properties to J. Pierpont Morgan and a group of men who had founded the United States Steel Corporation. The sale price was almost half a billion dollars.


Carnegie did not give money away to just anyone. If he had simply distributed his money among the poor, each person would have received only a few cents. Instead he gave with great care. He helped, for example, to pay for twenty-eight hundred libraries in the United States and the British Empire, at a cost of \$60 million. He also gave millions to the American British Universities. He directed his gifts mostly to smaller, less well-known schools not the schools of the rich, He wanted the children of the poor workers to have a chance for a college education too.

Carnegie also gave large amounts of money for pensions for teachers and for his steel workers. He gave money for a college in Pittsburgh--Carnegie Institute, which was to be especially concerned with science. He made possible the Carnegie Hero Fund, which gave medals and sometimes cash for bravery in time of peace. Finally, he gave \$125 million to the Carnegie Corporation of New York to carry on his work after his death.

IMPORTANT CONTACTS

Name	Position	Email	Phone Number
Mrs. Docilla Pollard	Principal	dpollard1@cps.edu	Ext. 16213
Mrs. Shirley Roberson	Assistant Principal	segriffin@cps.edu	Ext. 5-0662
Mrs. Regina Ross-Ude	Case Manager	rcross1@cps.edu	Ext. 5-0528
Mrs. Franci Nimpson-Boateng	IB Coordinator	fbnimpson@cps.edu	Ext. 5-0661
Ms. Roseshetta Caffie	Instructional Coach	rcaffie@cps.edu	Ext. 16225
Ms. Keshanna Milsap	Gifted Coordinator	kymilsap@cps.edu	Ext. 16225
Mr. Kei Ishimaru	Counselor	kishimaru@cps.edu	Ext. 16245
Mrs. Brittany Avery-Jones	Counselor	beavery@cps.edu	Ext. 16245

Bell Schedule



Andrew Carnegie School 2023-2024 Entry/Exit Plan

Play Lot Area <ul style="list-style-type: none">Ms. A. Porter & Mrs. L. Boswell	1st Floor Bathroom (Across from Room 100) <ul style="list-style-type: none">Mr. Green
South Dorchester (1st-2nd Grades) 104, 110 & 114 <ul style="list-style-type: none">Mrs. C. Anglin, Ms. E. Jackson, & Mr. N. Henderson	2nd Floor Bathroom (Across from Room 208) <ul style="list-style-type: none">Mr. Cramer
Dorchester North (Kindergarten & 1st Grades) 116, 124 & 126 <ul style="list-style-type: none">Mrs. W. Mitchell, Ms. D. Willis, & Mrs. E. Sanders	2nd Floor Bathroom (Across from Room 224) <ul style="list-style-type: none">Ms. Jay & Mrs. Avery-Jones
61st Street (6th-8th Grades) 212, 214, 216, 218, 222 & 228 <ul style="list-style-type: none">Mr. A. Turner, Mr. R. Keys & Mrs. S. White	2nd Floor Hallway (Between Rooms 208 to 216) <ul style="list-style-type: none">Ms. Pecos
Blackstone (2nd-5th Grades) 101, 102, 106, 202, 204, 205, 206 & 208 <ul style="list-style-type: none">Ms. A. Lewis, Mr. A. Canedy, & Ms. J. Palu	2nd Floor Hallway (Between Rooms 218 to 222) <ul style="list-style-type: none">Mr. Ramirez
Coffee Shop <ul style="list-style-type: none">Ms. C. Slaughter	2nd Floor Hallway (Stand near the IB Area) <ul style="list-style-type: none">Mr. Ishimaru

Chiaki Sato - CEO of Studio Shodwe

School is in session M-F from 8:45 a.m. – 3:45 p.m. Students are not to arrive before 8:30 a.m. as there is NO supervision prior to this time, and students will not be permitted in the building. Parents are expected to arrive at 3:45 p.m. to retrieve their child, unless they are participating in an after-school program. Students in grades K-3 left on school grounds after 4:00 p.m. will have their parent/guardian contacted. If the parent, guardian, or emergency contact does not come to the school to pick up the child, the school will be obligated to call the Chicago Police Department and the Department of Child and Family Services Hotline to enact the Stranded Child Act. Please consider the safety and well-being of your child by being prompt and providing the proper parental supervision, especially at times prior to entry and directly following dismissal. Safety is our utmost priority!

Parents are asked to consistently observe the expected routines for pick-up and drop-off of students:



- During morning entry, drive up as far as you possibly can to drop off your student, allowing the cars behind you room to drop off their child.
- Don't double-park when dropping off or picking up your child and make sure your child gets out of the car curbside.
- Students who walk to school should cross the street within the crosswalk under the crossing guard's directions.
- During dismissal, 60th-61st and Dorchester will be closed to southbound traffic. Do not drive around the horses/orange cones. Once the school buses leave, southbound traffic will reopen.
- Do not park in the school bus lane or move the orange cones.
- Do not block 61st Place. This will allow ACS staff and CPS visitors to enter/exit the Staff Parking Lot.
- Do not block the crosswalk or corners of intersections as it inhibits the crossing guard's view of the children walking/crossing.

Inclement weather is always a challenge when it comes to traffic safety. Patience is required during cold, snowy, or rainy days, as the drop-offs and pick-ups will take more time. Please allow yourself time to get to work or your next destination safely.

Attendance & Absences

The responsibility for daily attendance belongs with the parent. Absences and late arrivals will be recorded and reported on the student's report card and permanent record. Whenever a student is absent or tardy, the parent must provide a written note or verbal explanation with the cause of absence or tardy, or the absence will be marked "unexcused". Parents can submit electronic absence notes via Parent Portal. Access the site aspen.cps.edu. Students arriving to school after 9:30 a.m. will be marked 1/2 day absent.

Early Dismissals

When students are in the school building, they will be released only to the parent, guardian, or designated adult indicated on the emergency form. PLEASE BE AWARE that students leaving before the first lunch period (11:00 a.m.) will be marked absent for the full day; students leaving after the first lunch period and before 2:45 p.m., will be marked ½ day absent. Please schedule dentist/doctor and other appointments after school hours. Early Dismissals will not be granted after 3:15 p.m.



Andrew Carnegie School follows the CHAMPS Behavior Expectations. Students are required to walk on the right side of the hallway at a Level 0 (No talking). Students are to be at a Level 1 in the Commons (Soft talking, no yelling) Area, and must get permission and obtain a pass from the teacher to go to the washroom, Main Office, etc. See below image to learn what CHAMPS Behavior Expectations outline.

C – Conversation (what level should my voice be on?)

H – Help (how should I go about asking for assistance?)

A – Activity (what task am I expected to accomplish?)

M- Movement (Will I remain seated? Do I have to move to another group?)

P- Participation (How will I show that I am actively engaged with this instruction?)

S – Success (If I follow the teacher’s CHAMPS expectations, I will be successful!)

A designated staff member will monitor all students waiting for CPS bus transportation. Students using bus transportation **MUST NOT** leave the building. They are to report to the bus area (near Room 116) at 3:35 p.m. Students are to wait quietly until the bus driver arrives. Under Mrs. Anglin's direction, students are to exit the building and board the school bus quietly, fasten seat belts immediately, and remain seated until their designated drop-off destination. Students must keep arms and legs out of the aisle and get permission from bus personnel before opening a window. Students are reminded that they are to act in an appropriate, responsible manner so that everyone can have a safe bus trip. Students are **NOT** allowed to talk to the driver while they are driving, leave their seat, fight, throw objects in or off the bus, annoy others, smoke, light matches, scream, yell, curse, damage the bus, open the emergency door, or do anything that is considered dangerous. Students who fail to follow the bus safety rules may lose their bus riding privileges.



FIELD TRIPS

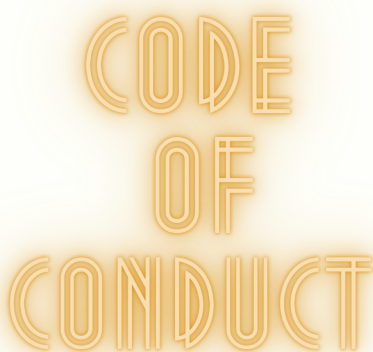
It is recommended that each class schedule one (1) educational field trip quarterly. Field trips must support the curriculum and be used as extensions of the classroom program with activities before and after the trip. The date field trip money is due is indicated by each teacher. Funds are **NOT** accepted the day of the field trip. **NO EXCEPTIONS!** Teachers/staff must wear a Carnegie/ Staff T-shirt and students must be in school/gym uniform on all field trips, unless otherwise approved by administration. Only legal guardians and adults age 21 and over, who are approved as a Level I (can monitor students without the presence of a CPS employee), or Level II volunteer (can monitor students in the presence of a CPS employee), are allowed to serve as chaperones for a field trip (refer to cpsvolunteers.org for background clearance); No siblings or additional relatives are allowed to attend any field trip.



Students will be issued textbooks/consumable workbooks to use and are responsible for maintaining the books in the condition they receive them. Textbooks are very expensive and we ask your support in helping your child develop a respect for books. Parents/guardian will be required to pay for lost or damaged books.



Andrew Carnegie Elementary School is proud to offer its students cutting-edge technology to support classroom learning. Carnegie School is establishing itself as an innovative, educational institution. To support the district's work to prepare students for success in college and career beyond high school, iPads (primary grades) and chrome books in the classroom are being provided. Having access to technology allows students to develop collaboration, problem solving, and creative skills, which will serve them well in college and career. Please Note: If a student negligently damages chrome book, iPad, or any other equipment, the parent/guardian will be held accountable for the repair cost. To ensure your child's safe use of the Internet, please refer to CPS's Internet Safety Policy and CPS Student Acceptable Use of the CPS Network Policy posted on our school's website at: carnegie.cps.edu.



Students will receive a copy of the Chicago Public Schools Student Rights and Responsibilities during the first week of school. An assembly for all 3rd-8th grade students will be conducted during the first week of school explaining conduct expectations and corresponding consequences. CHAMPs and Restorative Justice Programs, school-wide expectations, and classroom rules will also be discussed. Students will be asked to review and discuss the school's code of conduct with their parents. Please review the Student Rights and Responsibilities carefully with your child, sign and return the page indicating receipt and compliance with this document.



DRESS CODE



To raise the standard of student appearance, behavior, and performance, all Kindergarten through 8th grade students must wear uniforms daily. The following school uniform policy is in effect at Carnegie Elementary School:

1. Kdg-5th Grades: Yellow collared blouses or polo shirts and navy blue bottoms.
2. Middle school (6th-8th) Grades: Powder blue collared blouses or polo shirts with navy blue bottoms.

Footwear: Students are allowed to express their creativity by way of their shoe selection. For safety reasons, Flip Flops, open-toe shoes, and slides are not permitted.

Style Rules: Hoodies, Leggings, Jogging pants, and Bandanas are not allowed.

Permitted tops include blouses or shirts with collar, polo-style shirts with collar, any Carnegie distributed shirt/hoodie, or turtleneck shirts. All tops must have short or long sleeves. A solid navy blue sweater or vest may be worn over the shirt. Permitted bottoms include navy blue slacks or walking shorts, skirts, and/or jumpers. All bottoms must fit properly at the waist and reach at least to the top of the knee. Students who repeatedly fail to wear the required uniform daily will be provided with a rental uniform and will receive a write up in ASPEN using infraction code 2-5.

Physical Education/Dance Uniform: All students are required to purchase a PE uniform, which can also be worn during dance class. PE Uniforms and dance apparel can be purchased on our website carnegie.cps.edu via the EPAY link



CPS WELLNESS POLICY

Breakfast and lunch are served daily. A lunch form will be sent home. This form can also be downloaded from our school's website carnegie.cps.edu. Please read it carefully, complete and return it to the main office no later than Friday, September 23, 2022. The cost of a hot lunch will be determined upon completion of the lunch form. All students are provided breakfast daily at no cost from 8:45 a.m. to 9:00 a.m. Monthly breakfast and lunch menus are posted on the school's website.

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends, as well as provide a unique opportunity to make healthy eating fun and exciting to students. In an effort to promote a healthy lifestyle and to maximize students' instructional time, DO NOT send cupcakes and other sweets to school for your child's birthday. Carnegie school adheres to CPS's Wellness Policy. Additionally, students are not permitted to order or receive Uber Eats, Grub Hub, or any food deliveries.

Non-Attendance Days for Students

Holidays

September 4, 2023 – **Labor Day**
October 9, 2023 – **Indigenous People's Day**
November 10, 2023 – **Veteran's Day**
November 23 & 24 – **Thanksgiving Holiday**
January 15, 2024 – **Martin Luther King Day**
February 19, 2024 – **President's Day**
May 27, 2023 – **Memorial Day**

School Improvement Days

October 27, 2023
December 22, 2023
April 1, 2024
June 7, 2024

Parent/Teacher Conference Days

October 26, 2023 – **Q1**
April 10, 2024 – **Q3**

Non-Attendance Days for Students

WINTER BREAK

December 25, 2023 - January 5, 2024

SPRING BREAK

March 25, 2024 - March 29, 2024

LOCAL SCHOOL COUNCIL

Andrew Carnegie Elementary School 2023-2024 Local School Council Meetings

Meetings will be held **in-person** at 6:00 p.m.
in the school's cafeteria.

Tuesday, September 12, 2023
Tuesday, November 14, 2023
Tuesday, January 9, 2024
Tuesday, March 12, 2024
Tuesday, April 16, 2024
Tuesday, May 14, 2024
Tuesday, June 4, 2024

2023-2024 Local School Council Officers & Members

Docilla Pollard, Principal
Tina BeyMuhammad, Chairperson
Jeannette Jones, Vice Chairperson
Dr. Lisa Coleman, Secretary
Jameelah Shareff, Parent
Alton Bell, Parent
Zaid BeyMuhammad, Parent
Alicia Gill, Parent
Gina Blanchard, Teacher
Cassandra Anglin, Non-Teacher
Ursula Wager, Community Representative

Immunizations, Dental & Physical Examinations

All student immunizations and physical examinations must be up to date. A copy of your child's immunizations must be submitted to the school nurse in September. A new law now requires all students in grades kindergarten, second and sixth to have proof of a dental and vision exam. All new students entering CPS will need physical, vision, and dental exams. The Chicago Board of Education recognizes the relationship between academic achievement and healthy students. Students must provide proof of required immunizations and health exams before October 14, 2022 or they will face exclusion from school.



Homework Policy

CPS has a mandatory homework policy. Homework is an important part of our program that contributes towards each grade. We expect students to spend time each evening completing their work and parents are asked to check assignments nightly in order to supervise the completion of homework. It is your child's responsibility to write down assignments and bring home all correspondence. Please monitor this so that your child will be successful in school. The suggested time allocations of teacher-directed homework assignments are:

Kindergarten – 15 minutes per day

Grades 1, 2, & 3 – 30 minutes per day

Grades 4, 5, & 6 – 45 minutes per day

Grades 7 & 8 – 90 minutes per day

(Total across all subjects)

Web-based homework can be assigned, therefore, students will need access to the internet and a computer at home. Additionally, we ask that children spend at least another 20 minutes reading daily. We ask that parents of kindergarten students read to their child for 20 minutes each day. A quiet place, free from distractions such as TV or radio should be available for study.



We will host our in-person Parent Orientation Meeting for all grades on **Wednesday, September 6, 2023 from 4:00 p.m. - 6:00 p.m.** Please plan to attend as this is an important meeting. You will meet your child's teacher, learn about curriculum, classroom expectations, and general information about Carnegie School.

Carnegie's PARENT/TEACHER CONFERENCE

If you would like to talk to your child's teacher, we ask that you schedule an appointment during their teacher's preferred meeting times. Class time is for instruction and cannot be used for conferences. Personal phone messages for students are not allowed. We will not interrupt classes to give students phone messages, unless it is a serious emergency. These interruptions are very disruptive. **THIS POLICY WILL BE STRICTLY ADHERED TO.**



Carnegie's PARENT/ADMIN. CONFERENCE

During the hours of 9:15 a.m. to 2:30 p.m. the Principal and Assistant Principal are observing in classrooms or facilitating meetings and are unavailable. If you would like to meet with the Principal and/or the Assistant Principal, we ask that you schedule an appointment between 8:15 a.m.-9:15 a.m. or 2:30 p.m. - 4:00 p.m. These conferences can be scheduled via email by contacting Principal Pollard at dpollard1@cps.edu or by phone (773) 251-7181 and Mrs. Roberson at segriffin@cps.edu or by phone at (773) 251-0939.

VOLUNTEERS NEEDED



We depend upon and are grateful for your participation in the school. We will be in need of volunteers to chaperone field trips and during the lunch/recess periods. Please contact Mrs. Pollard or Mrs. Roberson if you are interested. All volunteers (including CPS employees) must complete an on-line volunteer application before they can work with students. Volunteers who are providing 5+ hours of service per week must have a Background check and a TB test. Please complete your on-line application as soon as possible; as it takes approximately 2 to 5 weeks to receive clearance. Please visit: cpsvolunteers.org. All volunteers must sign in and out with the security officer. For more information on how to volunteer, please contact Volunteer Programs at 773-553-1544 or send an email to mailto:volunteer@cps.edu.

Students will receive Progress Reports during the sixth week of each quarter. Progress Reports will be sent home, or mailed to the home address on file with the school on the following dates:



- September 21, 2023
- November 17, 2023
- February 8, 2024
- May 3, 2024

Report cards are distributed each quarter. Report Card Pick-Up/Parent-Teacher Conference Days are scheduled for October 26, 2023 (1st qtr.) and April 10, 2024 (3rd qtr.). Report cards will be sent home with your child or mailed to the home address on file on December 21 2023 (2nd qtr.) and June 6, 2024 (4th qtr.). If you need to update your address with the school, you can email Principal Pollard dpollard1@cps.edu or Mrs. Roberson segriffin@cps.edu to request a Change of Address. You will be asked to provide (2) pieces of evidence with the matching address that you want on file. See Grading Scale and Calculations below that will be used to represent your child’s letter grades:

Carnegie’s Grading Policy

- A=90-100
- B=80-89
- C=70-79
- D=60-69
- F=59 & below

Grading Calculations

- Classwork - 40%
- Test - 25%
- Quiz - 20%
- Homework - 15%

CPS Kindergarten Grading Scale

Grading Scale

Kindergarten

4=Exemplary

3=Proficient

2=Developing

1=Beginning

/=Not Assessed

Grading Scale Conversion from IB Grade to CPS entry

Letter Grade	IB Score Achievement Level	Percentage Grade (for Gradebook)
A	8	100-96
A	7	95-90
B	6	89-86
B	5	85-80
C	4	79-76
C	3	75-70
D	2	69-66
D	1	65-60
F	0	59 &Below

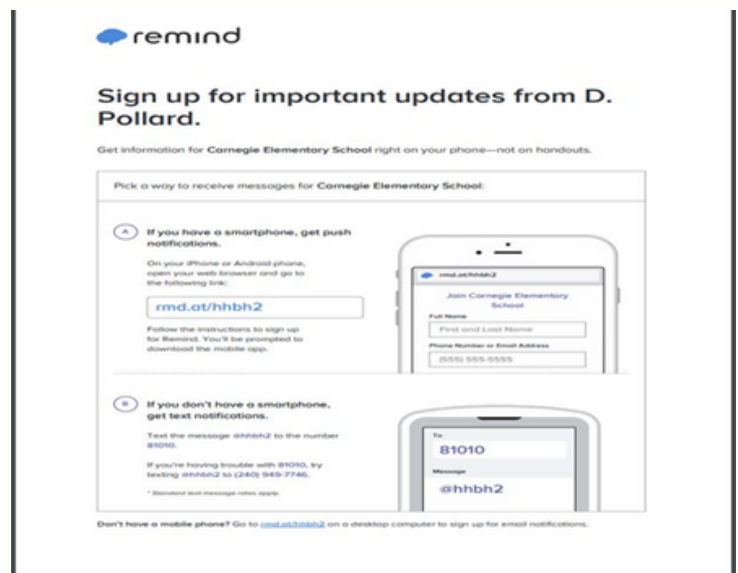
CPS Parent Portal

The Parent Portal is a unique web-based tool that allows parents to securely view your child's grades and attendance online. You can register to receive e-mail or text notifications when your child is absent or when their grades drop below a percentage in which you identify. Please stay current of your child's progress; Parent Portal updates weekly. Core subject area teachers are recommended to enter a minimum of three grades per subject each week. Additionally, you will be able to communicate directly with your child's teachers; increasing the opportunity for parent-teacher interaction. You will need to email AP Roberson segriffin@cps.edu to request access. Once AP Roberson verifies that you are the custodial parent/guardian, she will generate a Parent Portal Account Creation email to be sent to the email address on file with next steps for the parent to follow. If you are not the custodial parent/guardian, AP Roberson has to have permission from the custodial parent/guardian to grant access. The Parent Portal website can be accessed via aspen.cps.edu. You may also communicate with your child's teacher via Remind (Please note that teachers' REMIND accounts are separate from Principal Pollard's REMIND account. Steps on how to receive information from your child's teacher and preferred mode of communicate is on our school's website. See below image on how to connect with the school's Remind account to receive important updates from Principal Pollard and AP Roberson.

Carnegie's

REMIND ACCOUNT:

[HTTP://RMD.AT/HHBH2](http://rmd.at/hhbh2)



Carnegie School has a website, Facebook, YouTube, & Twitter pages. They contain important information about our educational programs and upcoming events, as well as individual class links. Follow us on Twitter @ACSCUGARS, like us on Facebook (Andrew Carnegie Elementary School) and access the school's webpage: carnegie.cps.edu.

SCHOOL SUPPLIES

A supply list for each grade level is posted on the school's website carnegie.cps.edu. Specific items are requested at different grade levels. If you have any questions regarding supplies, please direct them to the homeroom teacher.



**REGIONAL
GIFTED
CENTER**

All students have the opportunity to test and be selected (based on test scores) for a seat in our RGC, in which instruction is 1-2 years above grade level. There is a focus on developing students' intellectual, creative, and leadership potential. Carnegie offers seats for the RGC in grades K-5th. After grade 5, students are transitioned to our International Baccalaureate Middle Years Program. The Gifted Coordinator is Ms. Milsap and she can be reached via email: kymilsap@cps.edu, or by phone: 773-535-0530 Ext. 16225.



**IB
MYP**

All 6th - 8th grade Middle Years Program (MYP) International Baccalaureate (IB) students must complete a five week IB Design Project during the month of September. The IB Design Project is structured to be an opportunity for students working individually, or in small teams, to identify, research, conceptualize, develop, and evaluate a solution to a current, global issue. IB Design Projects vary based on each teacher. All 8th grade MYP IB students must also complete a Community Project. This project is designed to create a solution to a need within a community. The IB Coordinator, Mrs. Boateng can be reached at fbnimpson@cps.edu or by phone at 773-535-0661.

Please read shortened version of the Cell Phone Policy. The full letter can be accessed on our school's website:

carnegie.cps.edu



August 14, 2023

Dear Parents and Guardians,

Effective Monday, August 21, 2023, the administration highly recommends and encourages that cell phones and other personal electronic devices, this includes Wi-Fi ear buds, as well as watches that can act as a telecommunication device not be brought to school. However, if one chooses to bring a cell phone, cellphone and other personal electronic devices are not to be used in Carnegie School and students must adhere to the following **cellphone rules**:

- Cell phones and/or personal electronic devices must be turned off, completely powered down and locked in the student's locker before entering the classroom.
- Cell phones and/or personal electronic devices may only be turned back on until the student have left the building.
- Cell phones and/or personal electronic devices are not allowed to be used during transition times between classes, in classrooms, bathrooms, gym, cafeteria, during assemblies or lunch/recess.

We understand that there are times during the day that you may need to contact your child or your child may need to contact you; for this situation please utilize the main office at 773-535-0530. We will be happy to relay any message to your child.

Students are expected to comply with these expectations. If a student violates the cell phone expectations:

- **First Offense:** Student will pick up the phone at the end of the day from the teacher. Parent(s) contacted by the teacher.
- **Second Offense:** Cell phone/electronic device will be taken by the teacher and turned into the main office. Parent may pick up the device at the end of the day. Parent(s) contacted by the teacher.
- **Third Offense:** Cell phone/electronic device taken by the teacher and turned into the main office. Parent contacted by school administrator. Parent may pick up the device at the main office. Student must check in and pick-up their cell phone each day with the teacher for the remainder of the quarter.

• **Consequences/Violations are aligned to the CPS Student Rights & Responsibilities/Student Code of Conduct:**

- o 1-8 Unauthorized use or possession of cellular telephones or other information technology devices.
- o 3-11 Use of cellular telephones or other information technology device to harass, incite violence or interrupt other students' participation in school activities, including use of device to record others without permission or unauthorized distribution of recordings which are not sexual in nature.
- o Students may be temporarily suspended from CPS network privileges for improper use of information technology devices when it has been established that the behavior has resulted in an unsafe learning environment or if other students' access to learning has been interrupted. CPS network privileges will be restored as soon as possible once appropriate plans are in place to ensure ongoing safety and access for all students to the greatest extent possible.

Please Note: In all cases, we will work with students using Restorative Practices to support student growth in following the Cell/Device Phone Policy.

Mrs. D. Pollard - Principal



Students can be recognized by their teachers and receive a 'Most Improved' recognition in any subject/topic area of the teacher's choosing. Certificates, ribbons, medallions, and/or trophies are also given to students for participating in school activities (i.e. sports, track, cheer, etc...). Teachers also have the discretion to add a category for recognition once it is agreed upon by their Grade Level Team and approved by administration.

Trophies are typically given at the end of the school year for the following categories:



- Perfect Attendance: No absences for the school year (no more than three late arrivals)
- Principal Scholar: student received "A's" in all subjects (including resource classes for the first three quarters)
- A/B Honor Roll: student received "A's/B's" in all subjects, (including resource classes for the first three quarters)
- Most Growth: student gained the most points on the iReady, IXL, or district mandated assessment
- Highest Score: student scored the highest on the iReady, IXL, or districted mandated assessment
- Citizenship: student modeled positive behavior throughout the school year

8th Grade

The valedictorian will be the student who has the highest combined GPA for grades 6th-8th. The salutatorian will be the student with the second highest combined GPA for grades 6th-8th. The GPA will be calculated by averaging grade points in Reading, Writing, Math, Science, and Social Studies as follows:

- Final grades for 6th & 7th grades
- 1st - 3rd Quarter average grades for 8th Grade

**The following point scale
will be used to determine GPA:**

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

**Since students can earn high school credit for the
Algebra course only, the following point scale will be used:**

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 1 point

The total points possible for each grade level (6th – 8th) will be 20 points (21 points if the student took the Algebra course). Averages will be calculated for each grade level, those averages will be added then divided by 3 to determine the final GPA. In the event of a tie, students' 5th grade core subject final grades will be included in the average and used to determine placement. If there is still a tie, the two students will be honored as Co-Valedictorians. The grades of top-ranking students who transfer in after 6th grade will be obtained from the previously attended school.



8th Grade Parents ONLY

Please read a sample of the Ineligible to Participate
Parent Letter.

Dear Parent,

Your child _____ is ineligible to participate in this month's **8th Grade Activity**. While it is our sincere hope that all students are able to participate in these exciting learning opportunities, field trips and end-of-year activities are privileges, which must be earned through daily demonstration of respect, responsibility, and safety. Discipline is essential for a safe and pleasant trip for all.



As indicated at the **8th Grade Parent Meeting**; all students are required to maintain good attendance, demonstrate responsibility, have passing grades in all subjects and show good behavior. A student who exhibits unsatisfactory behavior and fail to follow reasonable directions in class/school will be ineligible to participate.

Please Note: Students who do not attend this field trip will have regular classes and be required to complete all class work.

Sincerely,

Mrs. D. Pollard

Principal