



August 17, 2023

Dear Parents/Guardians,

I am thrilled to welcome you to the 2023-2024 school year. This is my thirteenth year as the principal of Carnegie School and my 29th year in the District. Our staff and I are excited to have our students back in our classrooms and hallways again soon. We look forward to working closely with you to support our students emotionally and academically this year.

Each year brings positive change. This includes a few additions to our staff. I am delighted to welcome to the ACS school community:

- Ms. S. Massey, Kindergarten Gifted teacher
- Ms. P. Fuentes, 1st Grade Gifted & 2nd Grade teacher
- Ms. S. Gulden, 2nd Grade Gifted & 3rd Grade teacher
- Ms. P. Walker, 4th Grade teacher
- Mr. M. Green, PE/Health Teacher
- Mr. A. Canedy, Special Education Classroom Assistant
- Ms. L. Boswell, Special Education Classroom Assistant
- Ms. J. Falu, Special Education Classroom Assistant
- Mrs. S. White, Special Education Classroom Assistant
- Mrs. R. Sanders, Special Education Classroom Assistant
- Mr. N. Henderson, Security Officer
- Mr. C. McLaughlin, Engineer

One important way in which you can support your children this school year is through encouraging good attendance. We expect 100% attendance on August 21, 2023. School attendance is a powerful predictor of student outcomes. Students who attend school regularly and on time have been shown to achieve higher levels than students who do not have regular attendance. One of the most powerful ways to prepare a child for success in life is through regular school attendance. Showing up for school has a huge impact on a student's academic success. We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school; regardless of the reason; it can cause them to fall behind academically.

CPS recognizes **six reasons** for an absence to be considered excused:

- Sounding taps at a military funeral for a deceased veteran
- Parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone
- student illness
 - This includes mental or behavioral health (As of January 1, 2022, absences can be attributed to mental or behavioral health for up to five days based on Public Act 102-0321.)
- observance of a religious holiday (absence note required)
- death in the immediate family
- family emergency
- circumstances which cause reasonable concern to the parent for their child's safety or health (must be approved by the principal)
- other situations beyond the control of the student (as determined by principal)

E-Absence

CPS offers a new way for parents to report an excused absence for your child. 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 to start using the E-Absence feature.

As we get ready to return to school, I want to share with you a few announcements and updates that will support you with beginning the new school year at Carnegie Elementary School.

Staff Organization

Andrew Carnegie School SY23-24 Tentative Staff Organization		
Room	Position	Staff Name
Main Office	Principal	Docilla Pollard
203	Assistant Principal	Shirley Roberson
118	Gifted Coordinator (Kdg-5th)	Keshanna Millsap
118	Instructional Coach (1st-5th)	Roseshetta Caffie
121	IB-MYP Coordinator (6th-8th)	Franci Boateng
121	Case Manager	Regina Ross-Ude
Room	Regional Gifted Classrooms	Staff
124	Kindergarten	Susan Massey
114	1st G/2nd Traditional	Patricia Fuentes
110	2nd G/3rd Traditional	Stephanie Galden
106	3rd G/4th Traditional	Nicole Lincoln
204	4th/5th Traditional	Deanna Daley-Mitchell
205	5th	Twanrita Gilmore
Room	Traditional Classrooms	Staff
126	Kindergarten	Toni Butts
116	1st	Abigail Coleman
104	2nd	Angela Kinds
101	3rd	Nekia King
202	4th	Porsche Walker
206	4th	Alison Cunningham
208	5th	Henrietta Johnson
102	5th	Kelli Simental
IB-MYP (Traditional)		
218	6th Grade Reading & Individuals & Societies	Cameron Patterson
214	7th Reading & Science	Cathy Clark
222	8th Reading & Mathematics	Bridget Bryer
212	8th Reading & Writing	Cynthia Gordon
IB-MYP (Advanced)		
216	6th Reading/Writing/ Individuals & Societies	Brian Kelly
221	6th-8th Mathematics	Dr. Lisa Coleman
228	8th Reading/Writing & Science	Gina Blanchard
Diverse Learner Team		
112	Kindergarten-3rd (Pull Out)	Melissa Thames
104	2nd (Co-teaching)	Wendy Patrick
226	4th (Pull Out)	Eurydice Bevely
208	5th (Co-teaching)	Veronica Thompson
219	6th & 7th (Pull Out)	Katrina Clement
222	8th (Co-teaching)	Natalie Meza
Resource Team		
201	Music	Nicholas Cramer
224	Visual Arts	Jayla Neely
120	Dance	Courtney Pleas
220	World Language Spanish	Erico Ramirez
Gym	Physical/Health Education	Manquis Green
Educational Support Staff		
116	SpEd Classroom Asst	Renee Sanders
206	SpEd Classroom Asst	Antwan Canedy
104	SpEd Classroom Asst	Lavida Boswell
101	SpEd Classroom Asst	Cassandra Anglin
222	SpEd Classroom Asst	Andre Turner
112	SpEd Classroom Asst	Wilma Mitchell
214	SpEd Classroom Asst	Chareese Slaughter
106	SpEd Classroom Asst	Rashon Keys
208	SpEd Classroom Asst	Arkaria Porter
202	SpEd Classroom Asst	Jasmine Falu
219	SpEd Classroom Asst	Shanta Adams
Support Staff		
225	School Counselor	Brittany Avery-Jones
225	School Counselor	Kei Ishimaru
127	Social Worker	Julie Jensen
127	Psychologist	Reily Lynch
127	Occupational Therapist	Dr. Guerdy Jeanty & Leigh Nevels
127	Speech Therapist	Kaitly Aigner
210	Nurse	Nedra Goldman & Tashauna Brewer
Main Office	School Clerk	Amber Hatfield
Main Office	School Clerk Assistant	Fredia Hampton-Flagg
124	Full-Time Classroom/Lunchroom/Recess Assistant	Arlene Lewis
110	Full-Time Lunchroom/Recess Assistant	Earnestine Jackson
126	Full-Time Lunchroom/Recess Assistant	Darlette Willis
Building/ 1st Floor	Security Officer	Darrin Meaders, Nicholas Henderson
Building/2nd Floor	Security Officer	Keiondra Latham
Building	Engineer	Conor McLaughlin
	Custodian	Nikkia Douglas
	Custodian	Aaron Trotter
	Custodian	Kevin Hunter & Ms. Lisa (part-time)
Lunchroom	Lunchroom Manager	Erica Lawshea
	Cook	Rose Burns
	Porter	Warren King
	Lunchroom Attendant	Keyasha Love

Revised 9/13/23

Classroom Assignment

If your child did not receive their classroom assignment, you may contact the school prior to August 21st. In addition, you may obtain your child's classroom assignment on the 1st day of school from any staff member (in a "Teacher Mode On" t-shirt).

Attendance Incentive

This year we will host monthly Student Attendance Incentives. For the month of August/September, students who return all of their back to school forms in the "Back to School Packet" will be invited to attend the "Silent Dance Party" and may be Out-of-Uniform on Friday, September 29, 2023.

New Cell Phone Policy

We will kick off the 2023-2024 school year with a refreshed set of expectations on cell phone use at Carnegie School. Beginning on Monday, August 21, 2023, students are strongly encouraged not to bring a cell phone and other devices such as earbuds, earphones, headphones, beats, pods, smart watches, or chargers to school.

If students bring their cell phone or other devices to school, s/he must adhere to the following:

- Turn off the cellphone.
- The teacher will collect all cellphones at the beginning of the school day. Teachers will store and secure all cellphones in a lockbox during the day. Cellphones will be returned to students at the end of the day.
- In the event that your child must call home, the child may use the telephone in the main office.
- In the case of a family emergency, the office staff will certainly give your child a message or have him/her return your call.

Students will not have access to their cell phones at any point during the school day (this includes during lunch/recess periods). To ensure the integrity of assessments, all students are prohibited from having cell phones in a classroom or other locations where an assessment is being administered.

We know we are better when we work to support one another. Students are expected to comply with these expectations. If a student is found to be in possession or use of a cell phone, the phone will be confiscated, placed in a labeled envelope, and delivered to the main office. The consequences will be as follows:

1st offense:

- ✓ Cell phone will be confiscated and held in main office until the end of the day.
- ✓ An administrator will review the cellphone policy with the student and the cellphone will be returned to the student at the end of the day.
- ✓ Parent or guardian notified.

2nd offense:

- ✓ Cell phone will be confiscated held in main office until the end of the day.
- ✓ A parent or guardian/student/administrator meeting will be held, where an administrator will review the cellphone policy with the student and parent.
- ✓ The cellphone will be returned to the parent/guardian.

3rd offense:

- ✓ Cell phone will be confiscated held in main office until the end of the day.
- ✓ Parent or guardian notified.
- ✓ A parent or guardian/student/administrator meeting will be held, where an administrator will review the cellphone policy with the student and parent.
- ✓ The student will be subject to a one (1) day in-school suspension.

Additional offenses will be considered an act of insubordination. A student that refuses to comply with a request to surrender their cell phone by any staff member and/or administrator, will be considered insubordinate. Any student who violates these expectations will be held accountable to the Student Rights & Responsibilities/Student Code of Conduct.

We hope you understand our stance on cell phones and we highly encourage you to talk with your child about these new expectations before the start of the new school year. We will also be addressing this change with students at the school-wide Discipline Assembly during the first week of school. Do know that in the event of an emergency (school lockdown, power outage, etc.), parents will be notified in a timely manner via the school's communication platforms (Remind, email, Google Classroom, etc.).

We thank you in advance for your partnership with our school and your continued support in order to provide a safe and productive learning environment where our focus is learning and growing together in a positive environment.

School Supply List

Supply lists are located on the school's website at carnegie.cps.edu under the tab '2023-2024 Supply Lists'.

School Supply Drop Off Days

Parents, you may drop off school supplies for your child on **Monday, August 14th or Friday, August 18th from 10:00 a.m. to 3:30 p.m.** at the North Dorchester door. Please label your drop off bags with the student's name and room number. We will ensure the items are delivered to the appropriate classroom.



School Uniform & Gym Uniform

- Navy blue skorts, skirts, jumpers, dresses, capris, and/or pants
- Yellow Polo Shirts, blouses
- Navy blue sweaters
- Closed-toe shoes; any color

Please Note: Shirts and blouses must have a collar; turtleneck shirts and any Carnegie issued t-shirts are permitted. Shirts and blouses are to be in solid colors only – No stripes, polka dots, etc. All tops must be free of any characters, pictures, or writing. Tops can be either long or short-sleeved. No hoodies, unless it is a Carnegie School Hoodie (\$25.00) or a uniform cardigan/sweater. Gym uniforms can be worn as a school uniform –You may purchase a short set (\$25.00), or sweat suit set (\$40.00) from our school's website via the ePay link.

Entry/Exit Doors

Please Note: The playlot and new staff parking lot is located on 61st Place. Therefore, 61st Place will now be closed to all cars, except ACS staff members. Students will no longer enter and exit through the main entry door. Please review the below Door Plan for your child's entry and exit door.

Andrew Carnegie School

2023-2024 Entry/Exit Plan

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

Pick-Up and Drop Off

In partnership with the Chicago Police Department, Alderman Taylor's Office, and in an effort to help ensure the safety and well-being of all, the administration ask that all parents consistently observe the expected routines for pick-up and drop-off of students.

- During dismissal, 60th-61st & Dorchester will be closed to southbound traffic. Do not drive around the blue horses. 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.
- Pull your vehicles up as far as you possibly can to drop off your students, allowing the cars behind you room to drop off their child/ren.
- Do not double-park when dropping off or picking up your child and make sure your child gets out of the car on the curbside.
- If you are getting out of your car, walk to the building to retrieve your child, please do not double park, and leave your car, this will allow other cars to leave.
- Students who walk to school should cross the street in the crosswalk.
- Please refrain from using verbal and physical threats towards school personnel.**
- Please Note:** due to street repairs, 61st Place will be closed to all traffic.

A.S.B. Before & After School Program

Carnegie School's Before & After-School Program is a tuition-based program that is offered to students from grades K-8th. The program runs Monday-Friday.

- Mornings from 7:30 a.m. to 8:30 a.m.
- After School from 3:45 p.m. - 6:00 p.m.

The program begins the 1st day of school, and runs through the last day of school. The program is not offered on CPS non-attendance and vacation days. The program offers a snack and meal, homework assistance, technology and physical activities. If you have questions or concerns please feel free to contact Mrs. Sanders at (773) 535-0530 or via email <mailto:rsanders25@cps.edu>.

Parent Volunteers

We are welcoming the return of parent volunteers to assist in the classroom, coach a sports team or club, chaperone field trips, and help in the cafeteria and during recess. If you would like to volunteer, you must complete the volunteer application for Level 1 clearance via www.cps.volunteers.org. **Once completed, the volunteer must provide the main office with a photo ID for school level approval.** **Please Note:** If you were an approved parent volunteer last year, you will need to reapply. However, returning volunteers do not need to resubmit their ID as the school already has it on file. All parent volunteers must complete this process each year! The application process can take up to 2 to 5 weeks.

Water Bottles

You may send your child to school with a plastic water bottle that they can refill throughout the school day. Please label your child's water bottle.

Parent/Student Handbook

The Parent/Student Handbook can be found on the school website: <https://carnegie.cps.edu/> under the tab 2023-24 Parent Handbook.

Social-Emotional Support

We will continue to provide social-emotional support throughout the school year. If you have any concerns about your child's social-emotional well-being, please contact Mr. Ishimaru, School Counselor, kishimaru@cps.edu for grades Kindergarten through 4th or Mrs. Avery-Jones, School Counselor, beavery@cps.edu for grades 5th through 8th.

Sports Teams

Carnegie School is committed to supporting our sports teams and plan to continue our sports programming throughout the 23-24 school year. More information forthcoming.

Physical Examination and Immunization Requirements

Parents are reminded that physical examination and immunization requirements for Chicago Public School students are as follows: Students entering kindergarten, sixth, and ninth grade are required to submit proof of physical examination and current immunizations to their local school **by October 15th of each year**. If you have already submitted a completed Certificate of Child Health Examination Form, please accept our appreciation. If you have not met this requirement, please submit a completed Certificate of Child Health Examination Form. In addition, Kindergarten students and any student enrolling for the first time in any grade are required to have a full examination. Students entering kindergarten, second, and sixth grade must have their dental examination completed **by May 15th** of each school year. If your child has not received the required examination and your family does not have healthcare insurance, please contact the Chicago Public School Children and Family Benefit Unit (CFBU). You may be eligible for Allkids or Family Care. Contact CFBU at 773-553-1809.

SY23-24 COVID Safety Protocols

Masking: CPS will continue to strongly recommend masking; although wearing a mask will remain optional for students and staff at this time. In certain situations, staff and students may be required to mask. Your child may obtain a mask from their entry door or classroom teacher.

In-School COVID Testing: Pending information from the district.

Facilities/PPE Supplies: CPS has replaced the filters in all of our air purifiers, and is in the process of cleaning every school to prepare for the new year. CPS will also continue providing PPE to any student or staff member who needs it.

Care Room: We will not have a COVID Care Room for sick students to be isolated from their peers. When called, parents are tasked with picking the student up immediately.

COVID Health Protocols: There will still be several situations where students or staff will be required to wear masks:

- When someone tests positive for COVID-19, they are required to work or learn from home for five calendar days from the date of first symptom, or date of test if asymptomatic. Then, the person may work or learn in person for days 6-10 while required to mask.
- If a cohort of students has experienced 5+ cases in the last 14 days masking will be highly encouraged.
- If someone is experiencing COVID-19 symptoms. The student should stay at home.
- Positive COVID results must be submitted via cps.edu/covidresults. A representative from OSHW may contact you if vital information is missing from their self-report.

Testing Positive for COVID-19

If your child tests positive for COVID-19, please report the results to cps.edu/covidresults.

School Communication: REMIND APP

Parents may receive important school-wide communications and updates from the school via REMIND (i.e. monthly parent newsletter, district-wide information, etc...) Parents are highly encouraged to sign-up for REMIND. Go to the school's website www.carnegie.cps.edu, at the top of the page, click "Parents", click "REMIND" and then click the REMIND icon for instructions.



Principal Pollard