

**Andrew Carnegie Elementary School
Parent/Student Handbook
2022-2023**

"Carnegie Strong"

ANDREW CARNEGIE ELEMENTARY SCHOOL

2022-2023 PARENT/STUDENT HANDBOOK

Docilla Pollard, Principal

Assistant Principal

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School Website: www.carnegie.cps.edu

Follow us on Twitter @ACSCUGARS

Like us on Facebook: Andrew 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 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 to become creative producers and critical thinkers.

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.

BELL SCHEDULE & SCHOOL

Andrew Carnegie School
2022-2023
Door Entry/Exit Plan

NEW NORMAL
SOCIAL DISTANCING

Main Entrance (1st-3rd Grade)
101, 104, 106, 110 & 114
Mrs. Anglin, Ms. Hatfield & Mr. Meaders

61st Street (6th-8th Grades)
214, 216, 218, 221, 222, 224 & 228
Mr. Turner, Mrs. Latham, Mr. Keys & Ms. Slaughter

Dorchester North (Kdg & 1st Grades)
124 & 126
Mrs. W. Mitchell, Ms. Willis & Mrs. Sanders

Blackstone (4th & 5th Grades)
102, 204, 205, 206 & 208
Ms. Lewis & Ms. E. Jackson

Updated 7/27/2022

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 Kindergarten - 3rd grade left on the 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 report child neglect. 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.

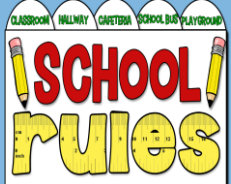
Inclement weather is always a challenge when it comes to traffic safety. Patience is required during cold, snowy, or rainy days, as the drop-offs and pick-ups will take more time. Please allow yourself time to get to work or your next destination safely.

ATTENDANCE AND 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". The Excused Absence and Excused Tardy Forms can be found on our website: carnegie.cps.edu under the **Attendance Forms' tab.** **Students arriving to school after 9:30 a.m. will be marked 1/2 day absent.**

Early dismissal

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 3:15 p.m., will be marked $\frac{1}{2}$ 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!)

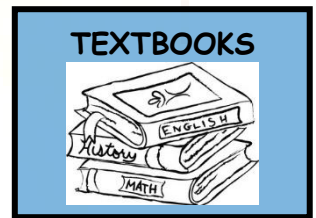


Mrs. Anglin, or other designated staff member will monitor all students waiting for CPS bus transportation. Students using bus transportation **MUST NOT** leave the building. They are to report to the bus area (near Room 116) at 3:35 p.m. Students are to wait quietly until the bus driver arrives. Under 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.**



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. Payment for field trips must be made via EPay (online) on the school's website. **CASH IS NOT ACCEPTED.** Payments are not accepted on 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.**

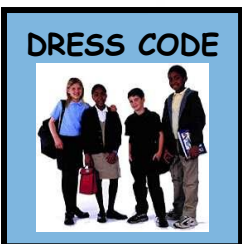


Andrew Carnegie Elementary School is proud to offer its students cutting-edge technology to support classroom learning. Carnegie School is establishing itself as an innovative, educational institution. To support the district's work to prepare students for success in college and career beyond high school, 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.



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, Crocs, 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 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.



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**. All students are provided breakfast and lunch 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.**

HOLIDAYS, IN-SERVICE & OTHER NON-ATTENANCE DAYS FOR STUDENTS

- September 5, 2022 - Labor Day
- October 10, 2022 - Indigenous People's Day
- November 8, 2022 - Election Day
- November 22 - 25, 2022 - Thanksgiving Holiday
- January 16, 2022 - Martin Luther King Day
- February 20, 2022 - President's Day
- May 29, 2022 - Memorial Day

School Improvement Days

- October 21, 2022
- December 23, 2022
- March 17, 2023
- June 8, 2023

Parent/Teacher Conference Days

- November 21, 2022 (Quarter 1)
- March 29, 2023 (Quarter 3)

Reports cards will be distributed after the 2nd Quarter (January 13, 2023) and 4th Quarter (June 7, 2023).

Winter Vacation - School will be closed from **December 23, 2022 to January 6, 2023**. Classes resume on **January 9, 2023**.

Spring Vacation - School will be closed from **April 3, 2023 to April 7, 2023**. Classes resume on **April 10, 2023**.

LOCAL SCHOOL COUNCIL MEETINGS (LSC)



The Local School Council (LSC) will meet on the following dates:

Andrew Carnegie Elementary
2022-2023
Local School Council (LSC) Meetings
Meetings will be held at 6:00 p.m. either virtually or in person. All virtual meeting links will be emailed parents/guardians.

Tuesday, August 30, 2022 (In Person)
Tuesday, October 11, 2022 (Virtual)
Tuesday, December 13, 2022 (Virtual)
Tuesday, February 14, 2023 (Virtual)
Tuesday, April 11, 2023 (Virtual)
Tuesday, May 8, 2023 (Virtual)
Tuesday, June 6, 2023 (In Person)

2022-2023
Local School Council Officers & Members

Docilla Pollard, Principal
Tiya BeyMuhammad, Chairperson
Jeannette Jones, Vice Chairperson
Jameelah Shareef, Secretary
Gina Blanchard, Teacher Representative
Dr. Lisa Coleman, Teacher Representative
Cassandra Anglin, Non-teacher Representative
Ursula Wagner, Community Representative

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.

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.

IMMUNIZATIONS PHYSICAL & DENTAL EXAMINATIONS



We will host our **in-person** Parent Open House Meeting for all grades on **Thursday, September 22, 2022**. 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.



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. Without an appointment parent conferences are held daily from 8:50 a.m. to 9:00 a.m. *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.**



Cell phones may be used under the direction of the teacher. Unauthorized usage of cell phones is against the Student Rights and Responsibilities and will result in either a write-up or confiscation of the phone with release to parent/guardian **ONLY**. Those students who bring cell phones to school must ensure that the phone is secure and locked up daily. If you need to contact your child due to an emergency, please contact the main office. Also, please read the Cell Phone Use Policy located on our school's website.

ADMINISTRATIVE CONFERENCES



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.

PARENT VOLUNTEER PROGRAMS

We depend upon and are grateful for your participation in the school. We will be in **need of volunteers during the lunch/recess periods**. Please contact Mrs. Pollard or Mrs. Roberson if you are interested. All volunteers (including parents) must complete an on-line volunteer application and submit to a background check conducted by the CPS Office of Safety and Security before they can work with students. Volunteers who are providing 5+ hours of service per week must have a TB test and submit a "Proof of Freedom from Tuberculosis" form signed and dated by a physician. Please complete your on-line application as soon as possible; as it takes approximately 2 to 5 weeks to receive clearance. All volunteer candidates must complete a volunteer application through the Chicago Public Schools CiviCore database. Please visit: cpsvolunteers.org. All volunteers must sign in and out at the front desk on the days they volunteer. For more information on how to volunteer, please contact Volunteer Programs at 773-553-1544 or send an email to mailto:volunteer@cps.edu.

REPORT CARDS & PROGRESS REPORT DISTRIBUTION



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 22, 2022
- December 2, 2022
- February 10, 2023
- April 28, 2023

Report cards are distributed each quarter. **Report Card Pick-Up/Parent-Teacher Conference Days** are scheduled for **November 21, 2022 (1st qtr.)** and **March 29, 2023 (3rd qtr.)**. Report cards will be sent home with your child or mailed to the home address on file with the school on **January 13, 2023 (2nd qtr.)** and **June 7, 2023 (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

Grade Calculations

- Class work=40%
- Test=25%
- Quiz=20%
- Homework=15%

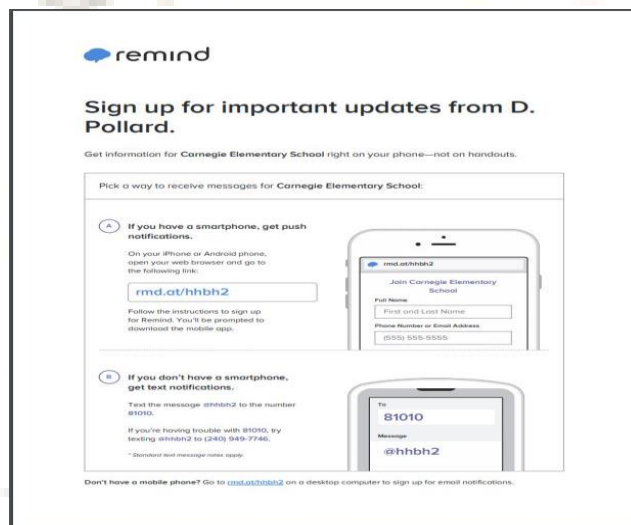
CPS Kindergarten Grading Scale

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

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 two 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 step 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**. Information on how to receive information from your child's teacher and communicate via Remind 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.



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

All 7th grade Middle Years Program (MYP) International Baccalaureate (IB) students must complete a five week IB Design Project in the month of November/December. The IB Design Project is designed to be an opportunity for students working individually, or in small teams, to identify, research, conceptualize, develop, and evaluate a solution to a current and relevant issue. IB Design Projects vary based on each teacher. All 8th grade IB-MYP students must complete a Community Project.



Academic Awards

Students can be recognized by their teachers and receive a 'Most Improved' medallion in any subject/topic area of the teacher's choosing. Medallions/Trophies are also given to students for participating in school activities (i.e. sports, chess, 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 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 and Star360 or district mandated assessment**
- Citizenship: **student modeled positive behavior throughout the school year**

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

Valedictorian and Salutatorian Guidelines



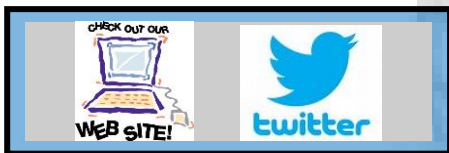
The following point scale will be used to determine GPA:

- 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 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.



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 **@ACSCOUGARS**, like us on Facebook (**Andrew Carnegie Elementary School**), and access the school's webpage: carnegie.cps.edu.

All parents/visitors are to enter and exit through the main entrance **ONLY**. During the day, the doors will be locked from the outside, and you must ring the bell to gain admittance. All visitors are required to sign in and inform the security officer the purpose of their visit. **Please do not attempt to walk anywhere in the building as visitors must be verified as receiving clearance and must follow CDC's guidelines.** It is important that you cooperate with this policy for the safety and security for all!

"Carnegie Strong"

