



# Andrew Carnegie Elementary School

Mrs. D. Pollard, Principal  
Mrs. S. Roberson, Assistant Principal

## Virtual Open House

Wednesday, September 15, 2021  
5:00 p.m. to 6:00 p.m.

# Welcome

Ms. Lowe

M.Ed Elementary Education  
DePaul University

4th Grade

Room 125



# Agenda

- Welcome
- Mission & Vision Statement
- Keeping Students Safe
- COVID-19 Vaccination and Health Protocols
- Attendance
- Academic Schedule & Academic Check-In Dates
- Sexual Health Education Curriculum -2<sup>nd</sup> Notice
- Social Emotional Learning (SEL) Support
- Student Discipline Guidelines
- Grading Policy
- ASPEN Parent Portal
- Parent/Student/Teacher Communications
- Q & A

# Andrew Carnegie School

## Mission & Vision Statement

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.

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.



**Mrs. D. Pollard, Principal**

[dpollard1@cps.edu](mailto:dpollard1@cps.edu)

(773) 535-0530

(773) 251-7181



**Mrs. S. Roberson, Assistant Principal**

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

(773) 535-0530

(773) 251-0939

# Fall Opening | Keeping Students Safe

**Safety is our school's top priority for the new school year. The following measures will be in place at our schools to ensure students will be safe in our school buildings:**

- **Universal Masking:** All students and staff will be required to wear masks indoors at all times, regardless of vaccination status, except for when eating or drinking. Students will be allowed to remove their masks for recess and other activities outdoors.
- **Social Distancing:** Our school will ensure that three feet of social distancing is maintained whenever possible. This means that students may eat lunch in their classrooms rather than the cafeteria.
- **Screening Testing:** At current levels of transmission, we are committed to offering weekly COVID-19 testing to 100 percent of asymptomatic students and staff who provide written consent to monitor and measure COVID-19 prevalence in our schools.
  - This is a an opt-in testing program for students and parent consent is required to test.
  - It will be an anterior nasal swab PCR test, and parents will receive results via email or text 24-72 hours after testing.
  - Staff not fully vaccinated must get tested weekly.

# Fall Opening | Keeping Students Safe

With health and safety protocols in place, this is what a safe day at school look like for students:

- **Inside the Classroom:** Classrooms are welcoming spaces where students are able to collaborate with their peers and learn directly from the teachers. Classrooms are set up to accommodate social distancing. Where academic scheduling allows, our students and teachers are grouped into stable classroom groups to minimize exposure to other students, allow for social distancing in classrooms, and support contact tracing.
- **Arrival, Dismissal:** Teachers are asked to stagger your class during dismissal time. Each class must clear the exit doorway, and then dismiss your class. **All students will be dismissed by 3:55 p.m. Your patience is appreciated!**
- **Passing Periods:** While passing others in the hallway while wearing a mask is not considered being in close contact, students will be expected to social distance when possible. Social distancing will also take place during arrival and dismissal, students should not congregate inside of or around the school building during these times. All IB-MYP students will transition from class to class. Teachers are to provide students with cleaning wipes to clean the desk and chair area prior to dismissing the class. Teachers are required to stagger their class in the hallway, allowing for 2 feet social distancing and supervise students as they transition. This process must be done for each class for each period. Students are **NOT** allowed to go to their lockers or bathroom during transition times. Students will be provided with a clear book bag, in which they can carry their books and supplies from class to class. Most desks have a book bag hook to house the book bag. The book bags are on backorder, once received the items will be delivered to your classroom.

# Fall Opening | Keeping Students Safe

**With health and safety protocols in place, this is what a safe day at school look like for students:**

- **Locker Use:** To help reduce the risk of COVID-19 among students and staff, the CDC recommends suspending or limiting locker use by students throughout the day. Locker use, especially shared lockers are a common practice in many schools and present an increased risk of close proximity, sharing of objects between students, and touching of high-touch surfaces. Therefore, at Carnegie, the use of locker has been suspended for the 1st and 4th quarters. This means the students have fewer touchpoints and this will further decrease the possibility of spreading surface germs. Students in grades 4<sup>th</sup> and 5<sup>th</sup> are not permitted to use lockers for SY21-22. **For all other grades, locker use is suspended for the 1<sup>st</sup> and 4<sup>th</sup> quarters.** Students will store their items in the classroom using the basket underneath the chair, the hook on the desk or otherwise. Students in grades 6<sup>th</sup>-8<sup>th</sup> grades will receive a clear book bag to store their books and supplies. For the 2<sup>nd</sup> and 3<sup>rd</sup> quarters, if it is necessary to use lockers students will be assigned a single locker with every other locker being used. Teachers are required to stagger students based on their locker number (even or odd) to their locker. Students must be social distance of at least 3 feet apart while at their locker. Teachers are asked to provide students with a cleaning wipe, prior to exiting the classroom, to wipe the high-touch surface of their locker prior to opening the locker. **Please Note:** If possible, please eliminate the use of the lockers and consider separate bins, storage units, or cubbies where each student can store materials.



# Fall Opening | Keeping Students Safe

With health and safety protocols in place, this is what a safe day at school look like for students:

- **Care Room:** We have one Care Room located on the gym stage. The Care Room consists of three individual ventilated Pods. Our Care Room Supervisor is Ms. B. Bradshaw. If it is necessary to send a student to the Care Room, students may bring personal items into the care room and work on school assignments while waiting for their parents or guardian. When the student leaves the care room, the Care Room Attendant (CRA) will clean and disinfect the area(s). Care Rooms are cleaned and disinfected in the evening by our custodial team.
- **Bathroom Break & Water Fountain:** Teachers are required to use the designated bathroom assigned to your class. Please refer to the Bathroom Break schedule for bathroom location and times. Custodians will make every effort to clean the bathrooms between classroom uses. Teachers are highly encouraged to bring and distribute a cleaning wipe to students prior to them entering the bathroom. This will allow students to wipe the toilet seat prior to use.
- Water fountains throughout the building are covered. **Students must bring a clear water bottle to class. Reusable and plastic water bottles are allowable.** Student can only have water in their container.

# Fall Opening | Keeping Students Safe

With health and safety protocols in place, this is what a safe day at school look like for students:

- **Out-of-School Time (OST) and Sports:** OST programs and sports will be available this school year. Student athletes in grades 5-8 will be required to either submit proof of their COVID-19 vaccination (if they are eligible) or participate in weekly COVID-19 testing during their sports season. OST Fall afterschool program will be announced in the coming weeks.
- **At-Home Daily Health Questionnaire:** Staff and students must complete a health questionnaire at home before they come to school using the [CPS health screening questions](#). The questionnaire will not be submitted electronically or required for entry to school. Parents and guardians are required to submit a quarterly [attestation form](#) in which they agree to perform daily health screening of their student before sending them to school.
- The attestation form was sent home last week with your child. If you need another copy, please email your child's teacher.

# Fall Opening | Keeping Students Safe

With health and safety protocols in place, this is what a safe day at school look like for students:

- **Protocols to Expedite Entry:** Over the last 18 months, public health experts have determined that temperature checks are not an effective means of screening for COVID-19 and mandatory temperature checks will no longer be conducted at entry.
  - Thermometers will continue to be available in your school's Care Room(s) to assess sick students.
- **Desk Shields:** Desk shields are not recommended for classroom use, as it reduces the airflow in the classroom. Nonetheless, the school purchased two hundred student desk shields for use. However, the teachers who returned for the 3<sup>rd</sup> & 4<sup>th</sup> quarter did not use the desk shields. Ten to twelve desk shields can be provided to classes. You may retrieve desk shields from your colleagues who reported to the building last school year and who do not plan to use them for this school year. Plexiglass dividers have been placed in all Kindergarten-2<sup>nd</sup> grade for small group instruction.
- **Field Trips:** Although in-person field trips are permitted, due to the limited bus drivers and COVID-19 many field trip sites have postponed in-person field trips until further notice. Our school is encouraged to take advantage of virtual field trips whenever possible.

# Contact Tracing at CPS

[cps.edu/school-reopening/health-and-safety/safety-best-practices/](https://cps.edu/school-reopening/health-and-safety/safety-best-practices/)

## When a COVID-19 Case Occurs at CPS:

- Individuals who test positive for COVID-19 report to CPS at [cps.edu/COVIDresults](https://cps.edu/COVIDresults)
- The district's 24-person contact tracing team investigates the case through a phone interview to gather specific, detailed, confidential information and identify close contacts. The team works six days per week and collaborates closely with the Chicago Department of Public Health.
- After the interview, the case is directed to isolate, and any unvaccinated close contacts are directed to quarantine.
- CPS contact tracing team provides the school with guidance to prevent or contain COVID-19 transmission, and it crafts all public health communications for families
- Districtwide COVID-19 data is tracked at the link below:  
<https://www.cps.edu/school-reopening/health-and-safety/covid-19-readiness-data/>

# Fall Opening | Layers of COVID-19 Protection

- Universal masking
- Social distancing (three feet between students)
- Clean hands from frequent hand washing and sanitizing
- Staying home when sick
- Cleaned and disinfected spaces
- Appropriate ventilation
- COVID-19 testing
- Contact tracing, with cases isolated and unvaccinated direct contacts quarantined
- Care rooms
- Signage to underscore health and safety protocols



# IMMUNIZATIONS

Chicago Public Schools requires that your child be medically prepared to attend in-person school. All students are required to have a complete record of all immunizations. At the 6th grade, students are required to a dose of TDP and MCV4; please check with your child's physician.

The nurse is working to input all immunization records received. Any student that is out of medical compliance will receive a Health Services Needed Parent Notice on or before **September 17**. If you have not returned your child's immunization to the school, you may email them to Principal Pollard [dpollard1@cps.edu](mailto:dpollard1@cps.edu), fax them to the school at (773) 535-0525 or send it with your child **by October 15, 2021**.

**Student not in medical compliance by October 15, 2021 will be excluded from school.**

# Fall Opening | Another Powerful Layer of Protection

## Every eligible person should get the COVID-19 vaccine

- Safe, effective and widely available
- All Chicagoans age 12 and older are now eligible to get vaccinated against COVID-19
- Free of charge with no proof of insurance or citizenship required
- Mandated for all CPS employees
- Fully vaccinated people **do not require quarantine** even if they are direct contacts of a known COVID-19 case according to CDC, IDPH and CDPH.



# Fall Opening | CPS Vaccination Opportunities

Students, parents and community members can get vaccinated in a variety of ways, including at **school-based sites, community events, or by scheduling an appointment with a vaccine provider.**

## CPS Vaccination Opportunities:

- **Over 200** CPS COVID-19 mobile vaccination events scheduled at schools from July through November
- **Four** fixed CPS Regional COVID-19 Vaccination Clinics: Appointments available from 9 a.m. - 1 p.m.

Make an appointment: [cps.edu/vaccinations](https://cps.edu/vaccinations). **Walk-ins are accepted.**

- Tuesdays: Chicago Vocational Career Academy, 2100 E. 87th St.
  - Wednesdays: Roosevelt HS, 3436 W. Wilson Ave.
  - Thursdays: Michele Clark HS, 5101 W. Harrison St.
  - Fridays: Richards HS, 5009 S Laflin St.
- **Eight** School-Based Health Centers offer the COVID-19 vaccine: Appointments are available, find a location at [schoolinfo.cps.edu/HealthCenters](https://schoolinfo.cps.edu/HealthCenters) or visit [cps.edu/vaccinations](https://cps.edu/vaccinations)

## Additional Opportunities:

- Search [vaccines.gov](https://vaccines.gov) or the city's vaccination calendar. Register for home delivery at [chicago.gov/athome](https://chicago.gov/athome).
- Text your ZIP code to 438829
- Call 312-746-4835 (CDPH COVID-19 Hotline) or 1-800-232-0233 (COVID-19 National Vaccine Hotline)



# Quarantine and Isolation

In the event that a student is unvaccinated and requires quarantine or isolation as directed by the OSHW or CDPH, remote instruction will be provided.

**It is important to note that remote instruction will only be offered if a student meets these requirements. Remote instruction will not be offered for students who choose to stay home, or who are otherwise sick and unable to attend school.**

If your student requires quarantine or isolation, you will receive specific instructions from our school on how to ensure that they are able to access remote instruction during this period of time.

# Fall Opening | Academic and Attendance (Quarantine)

If your student requires quarantine or isolation as directed by OSHW or CDPH, you will receive specific instructions from your school on how to ensure that they are able to access remote instruction during this period of time.

## **Individual or Small Group of Students Under Quarantine**

- Teacher is providing virtual instruction to students who are remote due to quarantine and providing instruction to students who are in person.
- Pre-K: 60 minutes of synchronous instruction per day.
- K-8: 25% of total instructional minutes for the day should be synchronous. Schools should work to meet the minimum threshold across content areas.

## **Full Classroom Under Quarantine**

- Teacher is only providing virtual instruction to students who are remote due to quarantine.
- Pre-K: 60 minutes of synchronous instruction per day.
- K-8: 150 minutes of synchronous instruction per day. Schools should work to meet the minimum threshold across content areas.

# Students who are Under Quarantine

In the event that a student is unvaccinated and requires quarantine or isolation as directed by the OSHW or CDPH, remote instruction will be provided.

- In the event that a student is unable to access virtual instruction from home, students will be offered non-digital coursework to complete during the course of quarantine.
- Students will not be penalized for quarantine or isolation status. Work will not be considered late; make-up opportunities and retakes will be offered to support student mastery of content without grade penalty.
- If a student joins virtual instruction they will be marked as “virtual.” If a student does not join virtual instruction, they will be marked absent as they typically would.
- We will continue to use Google Suite tools for remote instruction; including Google Meet for synchronous instruction.

# Attendance

## Communicating Your Child's Absence to School

When your student must stay home from school, follow CPS procedures to notify the school and provide a valid explanation so your student is not considered truant.

If your child must stay home, call your school to inform them your child will be absent.

Historically, CPS has only been allowed to receive hard-form paper notes but we now can receive calls that can be honored to determine Excused and Unexcused absence status.

Valid Reasons for Student Absence: CPS recognizes six reasons for an absence to be considered excused:

- student illness
- 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)

Finally, it is important to note that parent refusal to take a child to school is not an ISBE-approved reason for an excused absence. Accordingly, if a student is absent from school due to parent refusal, the student will be marked absent unexcused.

# Academic Schedule

8:45 - 9:00 AM	Breakfast
9:00 - 10:00 AM	Writing
10:00 - 11:00 AM	Specials
11:00 - 11:45 AM	Lunch
11:45 AM - 12:00 PM	Read Aloud
12:00 - 1:00 PM	Reading
1:00 - 1:10 PM	Break
1:10 - 2:00 PM	Science / Social Studies
2:00 - 2:15 PM	Bathroom Break
2:15 - 3:40 PM	Math
3:40 - 3:45 PM	Dismissal

**Monday:** Academic Lab with Ms. Coleman

**Tuesday:** Spanish with Mr. Ramirez

**Wednesday:** PE/Health with Ms. Shea

**Thursday:** Dance with TBD

**Friday:** Music with Mr. Cramer

# Sexual Health Education Curriculum-2<sup>nd</sup> Notice

During the week of **March 28, 2022 through April 7, 2022**, student will receive Sexual Health Education as part of the CPS Sexual Health Education Policy. The Board acknowledges that parents/guardians are the primary sexuality educators for their child/children. Carnegie School is committed to partnering with you to provide supplementary instruction to students via the sexual health education lessons.

In alignment with Illinois law (*"No pupil shall be required to take or participate in any class or course on AIDS or family life instruction if his parent or guardian submits written objection thereto, and refusal to take or participate in the course or program shall not be reason for suspension or expulsion of the pupil."* 105 ILCS 110/3), a parent/guardian must provide a timely written objection to opt their child/children out of participating in any CPS Sexual Health Education course. No student with a written parental objection will be suspended or expelled for refusal to participate in any such course. If you wish to have your child excused from participation, please inform me in writing ([dpollard1@cps.edu](mailto:dpollard1@cps.edu)).

# Fall Opening | Investing in SEL

**School classrooms and buildings will be supportive, safe and healing-centered environments that promote students' SEL skills and positive behavioral health.**

**Families can expect:**

- Classroom routines and practices that promote community building and positive relationships
- Expanded community partnerships for mental health and mentoring services
- Resources and services for parents on student SEL skills, stress and coping, and youth mental health.

- Our Behavioral Health Team includes:

Mrs. Roberson, Assistant Principal

Dr. Egonmwan, Case Manager

Mr. Ishimaru, Counselor, Kdg-4<sup>th</sup>

Ms. Adams, Counselor, 4<sup>th</sup>-8<sup>th</sup>

Ms. Taylor, Social Worker

Ms. Ambrose, Nurse



# Teacher/Staff Discipline Guidelines

<b>Group 1</b> <b>Inappropriate Behaviors</b> Teacher handles in the class. Teacher/Student Conference.	<b>Group 2</b> <b>Disruptive Behaviors</b> Teacher handles in the class and calls parent. Teacher/Student/Parent Conference if necessary.	<b>Group 3</b> <b>Seriously Disruptive Behavior</b> Teacher handles in the class and schedule a Teacher/Student/Parent/Admin Conference. Repeated inappropriate behaviors may result in ISS or OSS with approval by the Network Chief and must be documented in ASPEN.	<b>Group 4</b> <b>Very Seriously Disruptive Behavior</b> Teacher sends student to Mrs. Roberson's Office. Mrs. Roberson will check ASPEN for documented previous offenses. Then calls parent to schedule Teacher/Student/Parent/Admin Conference and assign consequences aligned to the Student Bill of Rights. OSS may be assigned if the student presence in school poses a threat to safety or a disruption to other students' learning opportunities.
Not prepared for class/no homework	<b>Second offense of Group 1</b>	<b>Third offense of Group 1</b>	<b>Fourth offense of Group 1</b>
Leaving the classroom without permission	Vulgar/Profane Language	<b>Second offense of Group 2</b>	<b>Third offense of Group 2</b>
Talking at an inappropriate time	Minor physical contact with student (fighting without injury)	Fighting -physical contact between two people with intent to harm, but no injuries result	<b>Second offense of Group 3</b>
Inappropriate minor behavior in hallway	Possession of tobacco products or lighters	Use of Bias-based or discriminatory language, gestures, slurs, or other behaviors	Any behavior not otherwise listed in Groups 1 through 4 that very seriously disrupts the educational process
Engaging in any behavior that is disruptive to the orderly process of classroom instruction	Disregard for the instructions or direction of school personnel causing interruption to other students' participation in school activities	Cheating/Plagiarism	Fighting- physical contact between more than two people with intent to harm
Unauthorized use or possession of cellular telephones or other information technology devices	Inappropriate use of computer/technology or Leaving the school without permission	Overt Gang Affiliation	Reasonable threat to inflict injury on someone or Initiating or participating in inappropriate physical contact with school personnel
		Bullying behaviors	Willful or malicious destruction or defacing of the property
			Theft or Trespassing
			Use or possession of alcohol, drugs, controlled substances, "look-alikes" of such substances
			Voluntary sex acts or voluntary sexual conversations
Behavior listed in <b>Group 1</b> of the Student Bill of Rights	Behaviors listed in <b>Groups 2 &amp; 3</b> of the Student Bill of Rights	Behaviors listed in <b>Group 4</b> of the Student Bill of Rights	Behaviors listed in <b>Groups 5-6</b> of the Student Bill of Rights



# Grading Weight

Kindergarten Gifted-8<sup>th</sup> Grades

## Grade Calculations

**Classwork = 40%**

**Test = 25%**

**Quiz = 20%**

**Homework = 15%**

# Homework Policy

1. Students must complete homework the night it is given. Late work may receive a lower grade if it is significantly late.
2. Students must make up work in the amount of days absent from school.  
For example: if a student misses 1 day of school, they will have 1 day to make up the work and so on.

These rules may change according to the workload and type of work provided in the classroom.

Please do not hesitate to contact me to discuss absences or makeup work.

# Grading Scale

## Kindergarten

W (Well Developed)  
P (Progressing)  
B (Beginning)

## Grading Scale

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

### Grading Scale Conversion From IB Grade to CPS Entry Gradebook

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

# ASPEN Parent Portal

Parents are encouraged to check their child's grades via CPS Parent Portal. To access the ASPEN Parent Portal, all current portal users and parents who are interested in creating an account for the first time must set up a new account.

You may email Mrs. Roberson, Assistant Principal at [segriffin@cps.edu](mailto:segriffin@cps.edu) for assistance.

For additional information and videos on how to access ASPEN Parent Portal, please click <https://cps.edu/Pages/parentresources.aspx>



# Parent Teacher Communication

**We are making every effort to provide the best customer service that we can.**

- ▶ My Weekly Emails are sent out every Sunday (Monday at the latest).
  - ▶ This email includes important announcements and a schedule of what students will be learning that week in school.
- ▶ Parents may send a message to your teacher's using **Google Classroom**.
- ▶ **Teacher Virtual Office Hours are 8:45 a.m. to 9:00 a.m.**
- ▶ After school virtual conferences must be pre-arranged with the teacher.
- ▶ Uninterrupted teacher/student instructional time is a priority. Therefore, you may email Principal Pollard or Assistant Principal Roberson and we will return the email within 24 to 48 hours.
- ▶ Bi-weekly Parent Newsletters are sent to parent via REMIND.
- ▶ All school information is posted to the school's website [www.carnegie.cps.edu](http://www.carnegie.cps.edu), Remind & Twitter @ACSCOUGARS.



# Parent Communication

Parents will receive important school-wide communications and updates from the school via REMIND. You are highly encouraged to sign-up for REMIND.



## Sign up for important updates from D. Pollard.

Get information for Carnegie Elementary School right on your phone—not on handouts.

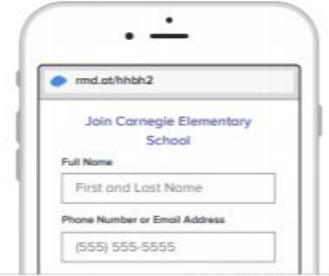
Pick a way to receive messages for Carnegie Elementary School:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/hhbh2](http://rmd.at/hhbh2)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @hhbh2 to the number 81010.

If you're having trouble with 81010, try texting @hhbh2 to (240) 949-7746.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/hhbh2](http://rmd.at/hhbh2) on a desktop computer to sign up for email notifications.

enrollment forms for right of request, please contact a no or 240.949.7746 or @hhbh2 on a smart phone

# Q&A



Thank you for  
attending!

Ms. Lowe  
ELOWE6@cps.edu

