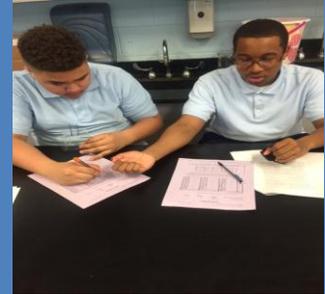
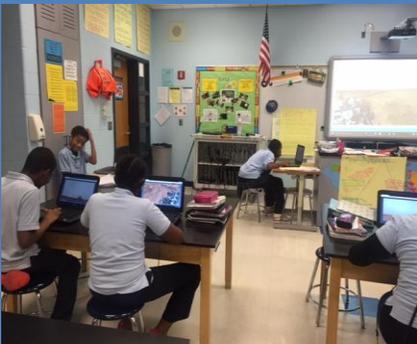


Andrew Carnegie Elementary School Parent/Student Handbook 2017-2018

“Learners Today, Leaders Tomorrow”



“Learners Today, Leaders Tomorrow”



ANDREW CARNEGIE ELEMENTARY SCHOOL

2017-2018 PARENT/STUDENT HANDBOOK

Docilla Pollard, Principal

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School Website: www.carnegie.cps.edu

Follow us on Twitter @ACSCOUGARS

WELCOME



Welcome to another wonderful year at Carnegie School! Carnegie School has provided a rigorous academic program that encompasses all curricular areas. 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 become creative producers and critical thinkers.

This handbook provides an overview of our school expectations. Additional information will be provided on an on-going basis. Please read and save this handbook for reference. I look forward to meeting and working with all of you for the success of all of our students. School begins on **Tuesday, September 5, 2017**.

BELL SCHEDULE & SCHOOL HOURS

School begins on **September 5, 2017**. School hours are **8:45 a.m. - 3:45 p.m.** daily. Students will enter and exit through the following entry:

Andrew Carnegie School 2017-2018 Door Entry Plan	
Main Entrance 101, 102, 104, 106 Ms. Slaughter & Officer Bady	Dorchester North 120, 124, 125, 126, 127 Ms. Robinson, Mrs. Watson & SECA
61st Place 212, 216, 214, 221, 222, 224, 228 Mr. Bush, Mr. Adams & Mr. Dean	Dorchester South 110, 112, 114, 116 Ms. W. Mitchell & Mr. Flowers
Blackstone 202, 204, 206, 208 Mr. Warren & SECA	

STUDENTS ARE NOT TO ARRIVE BEFORE 8:30 a.m. THERE IS NO SUPERVISION BEFORE 8:30 a.m. AND STUDENTS WILL NOT BE PERMITTED IN THE BUILDING. PARENTS ARE EXPECTED TO PICK-UP CHILDREN PROMPTLY AT 3:45 p.m. unless they are participating in a specific activity. Small children left on the school grounds after 3:55 p.m. will be taken to the main office and parents/guardians will be contacted. 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. These are very busy times and safety is our utmost priority.

Parents are asked to 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 up your vehicles as far as you possibly can to drop off your students, allowing the cars behind you room to drop off their child/children.
- Don't double-park when dropping off or picking up your child and make sure your child get out of the car on the curbside.
- If you're getting out of your car and walk to the building to retrieve your child, please don't 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.

Inclement weather is always a challenge when it comes to traffic safety. Patience is required during cold, snowy or rainy days, as the times for drop off and pick up will increase. Please allow yourself time to get to work or your next destination safely.



School Traffic Safety

The responsibility for daily attendance and prompt arrival to school belongs with the parent. Absences and late arrivals will be recorded and will be reported on the student's report card and permanent record. Students must be in school regularly to learn.

ATTENDANCE AND ABSENCES

Whenever a student is absent or tardy, the parent must provide a written note upon the child's return explaining the cause of absence or the child will be marked truant. The note must include the date(s), cause of absence/tardy and include a contact number along with the signature of the parent/guardian. **STUDENTS ARRIVING AFTER 9:30 A.M. OR WHO ARE PICKED-UP BEFORE 3:30 P.M. WILL BE MARKED 1/2 DAY ABSENT AND MUST ALSO PROVIDE A WRITTEN NOTE.**

Early dismissal

Students will only receive an early dismissal if they are ill. Students will be released only to the parent, guardian or designated adult indicated on the emergency form. PLEASE BE AWARE that students leaving before lunch will be marked absent for the full day; students leaving after lunch and before 3:30 p.m. will be marked $\frac{1}{2}$ day absent. Please schedule appointments after school hours.



Andrew Carnegie School follows the CHAMPS Behavior Expectations. Children are required to walk on the right side of the hallway. No child may walk down the middle of the hallway. Children are to be at a Level 0 in the hallways (No talking). Children are to be at a Level 1 in the Commons (Soft talking, no yelling). Children must get permission and obtain a pass from the teacher to go to the washroom, go to the Main Office and etc.



Mrs. Robinson monitors all students waiting for CPS or the YMCA bus. Students using bus transportation **MUST** not leave the building. Students must be to report to the bus area (near Room 116) at 3:40 p.m. daily. Students are to wait quietly until the Bus Driver arrives. Students are to exit the building and board the school bus quietly, fasten seat belt immediately and remain in seat until given permission to leave the seat. 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 he/she is driving, leave his/her seat, fight, throw objects in or out of the bus, annoy others, smoke, light matches, scream, yell, curse, damage the bus, open the 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 each quarter. Field trips must support the curriculum and be used as extensions of the classroom program with activities before and after the trip. Field trip money is due, as indicated by each teacher. Funds are **NOT** accepted on the day of the field trip. **NO EXCEPTIONS. Teachers/staff must wear their Carnegie Staff T-shirt and students must be in uniform and/or gym uniform on all field trips. Unless otherwise approved by administration. Only legal guardians and adults over 21 are allowed to serve as chaperones for a field trip; no other children are allowed to attend the field trip.**

Students will be issued textbooks to use during the school year. Students are responsible for maintaining the books in the condition they received 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.

TEXTBOOKS



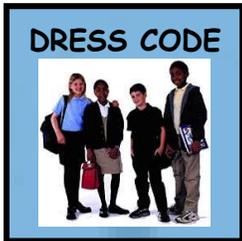
TECHONLOGY



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 leader. To support the district's work to prepare students for success in college and career beyond high school, laptops in the classroom are being provided. Students have access to the latest technology, allowing them to learn collaboration, problem solving and creative skills which will serve them well in college and career. Please Note: If a student negligently damages a laptop, Chrome book, iPad or any other equipment, he/she will be held accountable for the repair cost. To ensure your child's safe use of the Internet, please refer to CPS Internet Safety Policy and CPS Student Acceptable Use of the CPS Network Policy posted on our school's website www.carnegie.cps.edu.

Students will receive a copy of the Chicago Public Schools Student Code of Conduct on the first day of school. An assembly for all K-8 grade students will be conducted during the first week of school explaining conduct expectations and corresponding consequences. Students will receive a copy of the rules to discuss with parents. Please review it carefully with your child, sign and return the bottom portion indicating receipt and compliance with this document. CHAMPS and Restorative Justice Programs, school-wide expectations and classroom rules will also be discussed. Please discuss these rules with your child and feel free to consult with staff members.

CONDUCT CODE



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. **Pre-K:** Uniform optional - Uniform will be required for the 2018-19 school year.
2. **K-5 Grades:** Yellow blouses or polo shirts and navy blue pants and/or skirts.
3. **Middle school (6th-8th) Grades:** Powder blue blouses or polo shirts with navy blue pants or skirts.

Footwear: Solid black, brown, blue shoes or athletic type/gym shoes. **Style Rules:** Permitted tops include blouses or shirts with collar, polo-style shirts with collar, 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 for boys, and navy blue slacks, skirts, jumpers, or walking shorts for girls. All bottoms must fit properly at the waist and reach at least to the top of the knee. **Gym Uniform:** All students are required to purchase a gym uniform. Gym Uniforms can be purchased from the main office. **Students who fail to wear the required uniform daily will be provided with a rental uniform for \$1.00.**

FOOD SERVICE CPS WELLNESS POLICY



Breakfast and lunch are served daily. A lunch form will be sent home on the first day of school. Please read it carefully, complete and return it to the homeroom teacher no later than **September 22, 2017**. 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 the school's website www.carnegie.cps.edu.

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers, friends and provide a unique opportunity to make healthy eating fun and exciting to students. In an effort to promote a healthy lifestyle and to maximize student instructional time, please do not send cupcakes and other sweets to school for your child's birthday. Carnegie school adheres to CPS Wellness Policy.

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

September 4 - Labor Day
October 9 - Columbus Day
November 23 & 24 - Thanksgiving Holiday

January 15 - Martin Luther King Day
February 19 - Presidents Day
May 28 - Memorial Day

School Improvement Days - November 3rd & February 2nd & April 13th

Professional Development Days - August 28th & June 20th

Winter Vacation - School will be closed from **December 25, 2017 to January 5, 2018**. Classes resume on **January 8, 2018**.

Spring Vacation - School will be closed from **March 26, 2018 to March 30, 2018**. Classes resume on **April 2, 2018**.

LOCAL SCHOOL COUNCIL MEETINGS (LSC)



The Local School Council (LSC) will meet at Carnegie School on Tuesdays in Brazier Hall (cafeteria) at 6:00 pm on the following dates: **September 13, 2016, November 15, 2016, January 10, 2017, March 14, 2017, April 4, 2017, May 9, 2017 & June 6, 2017**. The 2017-18 LSC Officers are: Mrs. Stubbs, LSC Chairperson, Mrs. BeyMuhammad, LSC Vice Chairperson, Mrs. Anderson, Secretary, Mr. BeyMuhammad, Parliamentary & Ms. Butler, FOIA/OMA.

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 homework. 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 and radio, should be available for study. Parents are asked to check assignments nightly in order to supervise the completion of homework. It is your child's responsibility to write down his/her assignment(s) 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 and Grades 7 & 8 - 90 minutes per day (total across all subjects). Web-based homework will be assigned. Therefore, students will need access to the internet and computer at home.



All student immunizations and physical examinations must be up to date. A copy of your child's immunization 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. However, children must provide proof of required immunizations and health exams before **October 13, 2017** or they will face exclusion from school.

**IMMUNIZATIONS
PHYSICAL & DENTAL
EXAMINATIONS**

 An illustration of a female nurse in a white coat and cap examining a young child's head.

We will hold PreK & Kindergarten Parent Orientation Meeting on **Thursday, August 31, 2017 from 1:30 p.m. to 3:30 p.m.** Please plan to attend, as this is an important



event. You will meet your child's teacher, learn about curriculum, classroom expectations, and general information about Carnegie School.

 An illustration of five diverse children sitting together. One child is holding a shovel.

**TRANSITION
PERIOD**

For the **first week** of school **September 5th through September 8th**, any Pre-K and Kindergarten parent may escort their child to the class and remain until 10:00 am. This will lessen the separation anxiety some children may have and give parents the opportunity to observe the morning routine. After the first week, the teacher will meet their class at the entry door. Parents must say their "good-byes" at the entry door and will not be allowed in the classroom after 8:45 a.m.



Open House will be held on **Wednesday, September 6th** from 8:45 a.m. to 10:00 a.m. Come out and meet your child's teacher, learn about grading and homework policy, classroom, behavior and academic expectations.

If you would like to talk to your child's teacher, we ask that you schedule an appointment between 8:45 a.m. - 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 TO INSTRUCTIONAL DELIVERY. 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 Student Code of Conduct and will result in confiscation of the phone with release to parent/guardian **ONLY**. Those students who bring cell phones must ensure that the phone is secure and locked up daily. If you need to contact your child due to any emergency, please call the main office. Please read the Cell

Phone Policy Parent Letter.

During the hours of 9:15 a.m. to 2:30 p.m. the Principal and Assistant Principal are observing in classrooms and unavailable. If you would like to meet with the Principal and/or Assistant

**ADMINISTRATOR
PARENT
CONFERENCES**

 An illustration of a man in a blue suit sitting at a desk with a computer monitor.

Principal, we ask that you schedule an appointment between 8:15 a.m.-9:15 a.m. or 2:30 p.m.-4:30 p.m. Administrative/Parent Conference Appointment Forms are available in the school office.



We depend upon and are grateful for your participation in the school. **We especially are in need of volunteers during the lunch/recess periods.** Please contact Mrs. Pollard or Mrs. Stem 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 time 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 on the volunteer sheet 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 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 on **October 6, 2017, January 8, 2018, March 9, 2018 and May 18, 2018.** Report cards are distributed each quarter. **Report Card Pick-Up/Parent-Teacher Conference Days** are scheduled for **November 15, 2017 (1st qtr.) and April 18, 2018 (3rd qtr.).** Report cards will be sent home with your child on **February 9, 2018 (2nd qtr.) and June 18, 2018 (4th qtr.).**

Carnegie's Grading Policy

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

Grade Calculations

- Class work=20%
- Test=40%
- Quiz=30%
- Homework=10%

Grading Scale Conversion From IB Grade to CPS Entry Gradebook

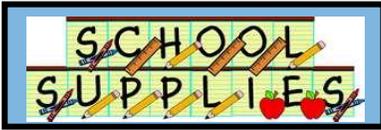
Letter Grade	IB Score Achievement Level	Percentage Grade (for Gradebook)
A	8	100-96
A	7	95-90
B	6	89-86
B	5	85-80
C	4	79-76
C	3	75-70
D	2	69-66
D	1	65-60
F	0	59 & Below

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 his or her grades drop below a point you identify. **Please stay current of your child's progress; Parent Portal updates weekly.**



Core subject area teachers are required to enter a minimum of two grades per subject each week. Additionally, you will be able to communicate directly with your child's teachers, enhancing the opportunity for parent-teacher interaction. You will need your child's CPS ID number as well as your unique school-issued personal identification number (PIN) prior to creating an account. Personal Identification Numbers (PIN) will be issued during Open

House and 1st quarter Report Card Pick Day. To ensure the security of your child's records, PINs will not be issued over the phone under any circumstance. **The Parent Portal website is <https://parent.cps.k12.il.us>. You may also communicate with your child's teacher via Classdojo or Remind.**



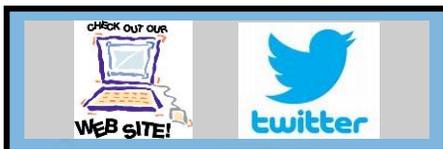
A supply list for each grade level is posted on the school website. Specific items are requested at different grade levels. If you have any questions regarding supplies, please direct them to the homeroom teacher.

All 5th grade Gifted and MYP IB students must complete a five week IB Design Project in September. 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 current technology-based problem. IB Design Projects vary based on each teacher and grade level.



Students can be recognized by their teachers and receive Most Improved medallion. Trophies are given for perfect attendance: No absences for the school year. Trophies are given for A Honor Roll/Principal Scholar. Student receives "A" in all subjects including resource classes for all four semesters. Trophies are given for A/B Honor Roll. Student receives "A/B" in all subjects including resource classes for all four semesters. Trophies are given to students with the most growth on

the TRC and NWEA Reading and Math Assessments. Medallions/Trophies are given to students for participating in school activities (i.e. sports, chess, morning announcers, etc...)



Carnegie School has a website, Facebook & Twitter pages. It contains important information about the educational program and upcoming events as well as individual class links. **Follow us on Twitter @ACSCOUGARS and the school's webpage www.carnegie.cps.edu.**

Parents are always welcome at our school. Parents, as well as all visitors, are required to sign in and receive a Visitor's Pass from the main office. **Please do not proceed directly to the room;** come to the office first. All parents/visitors are to enter and exit through the main entrance ONLY. Visitors must sign in at the security desk and obtain a Visitor's Pass from the main office. During the day, the doors will be locked from the outside, and you must ring the bell to gain admittance. It is important that you cooperate with this policy for the safety and security for all. **Parents will not be allowed in the classroom during instructional time.**



"Learners Today, Leaders Tomorrow"