

**Andrew Carnegie Elementary School
Parent/Student Handbook
2018-2019**

"Together We Make a Difference"

ANDREW CARNEGIE ELEMENTARY SCHOOL

2018-2019 PARENT/STUDENT HANDBOOK

School Traffic
Safety

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Welcome to another wonderful year at Andrew Carnegie Elementary 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's 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.

BELL SCHEDULE & SCHOOL HOURS

School begins on Tuesday, September 4, 2018. School hours are 8:45 a.m. - 3:45 p.m. daily. Students will enter and exit through the following doors:



Students are not arrive before 8:30 a.m. There is **NO SUPERVISION BEFORE THAT TIME, 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 (i.e. after-school program). Small children left on the school grounds after 3:55 p.m. will be taken to room 118 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 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.
- Pull up your vehicle as far as you possibly can to drop off your student, 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 gets out of the car on the curbside.
- If you're getting out of your car to 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 drop-offs and pick-ups will take more time. Please allow yourself time to get to work or your next destination safely.

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

ATTENDANCE AND ABSENCES

to learn. 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 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. **Early Dismissals will not be granted after 3:30 p.m.**

SCHOOL RULES

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, Main Office, etc.

FOLLOW THE RULES ON THE BUS!

Mrs. Robinson monitors all students waiting for the CPS or YMCA bus. Students using bus transportation **MUST NOT** leave the building. They are 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 belts immediately, and remain seated until the bus driver or assistant gives 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 off the bus, annoy others, smoke, light matches, scream, yell, curse, damage the bus, open the emergency door, or do anything that is considered dangerous. **Students who fail to follow the bus safety rules may lose their bus riding privileges.**

Field Trip!

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. Field trip money is due, as indicated by each teacher. Funds are **NOT** accepted 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 age 21 and over are allowed to serve as chaperones for a field trip (refer to cpsvolunteers.org for background clearance); **no other children are allowed to attend any 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 institution. 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 at: 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
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. **Students who fail to wear the required uniform daily will be provided with a rental uniform.**
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 from the main office (Epay coming soon!).

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 21, 2018**. The cost of a hot lunch will be determined upon completion of the lunch form. All students are provided breakfast daily at no cost from 8:45 a.m. to 9:00 a.m. Monthly breakfast and lunch menus are posted on the school's website at: 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 students' instructional time, **DO NOT send cupcakes and other sweets to school for your child's birthday**. Carnegie school adheres to the CPS Wellness Policy. **Additionally, students are not permitted to order or receive Uber Eats, Grub Hub, or any food deliveries.**

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

September 3, 2018 - Labor Day
October 8, 2018 - Columbus Day
November 22, 2018 & November 23, 2018 - Thanksgiving Holiday

January 21, 2019 - Martin Luther King Day
February 18, 2019 - Presidents Day
May 27, 2019 - Memorial Day

School Improvement Days - November 2, 2018, February 1, 2019, April 5, 2019 & June 19, 2019

Professional Development Days - August 27, 2018 & June 20, 2019

Winter Vacation - School will be closed from **December 24, 2018 to January 4, 2019**. Classes resume on **January 7, 2019**.

Spring Vacation - School will be closed from **April 14, 2019 to April 19, 2019**. Classes resume on **April 22, 2019**.

LOCAL SCHOOL COUNCIL MEETINGS (LSC)



The Local School Council (LSC) will meet at Carnegie School on Tuesdays in Brazier Hall (cafeteria) at 6:00 p.m. on the following dates: **September 11, 2018, November 13, 2018, January 8, 2019, March 12, 2019, April 2, 2019, May 7, 2019 & June 4, 2019.** The 2018-19 LSC Officers are: Mrs. Stubbs, LSC Chairperson, Mrs. BeyMuhammad, LSC Vice Chairperson, Mrs. Slaughter, Secretary, Mr. BeyMuhammad, Parliamentary.

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 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. 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.



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 15, 2018** or they will face exclusion from school.

IMMUNIZATIONS PHYSICAL & DENTAL EXAMINATIONS



We will hold PreK & Kindergarten Parent Orientation Meeting on **Monday, August 27, 2018 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.



TRANSITION PERIOD



For the **first week** of school **September 4th through September 7th**, any Pre-K and Kindergarten parent may escort their child to the class. This will lessen the separation anxiety some children may have. After the first week, the teacher will meet their class at the entry door and 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 **Thursday, September 20, 2018 from 4:30 p.m. to 6:30 p.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. 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 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 main office.

**ADMINISTRATOR
PARENT
CONFERENCES**



**VOLUNTEER
PROGRAMS**



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. 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 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 5, 2018, December 14, 2018, March 8, 2019 and May 17, 2019**. Report cards are distributed each quarter. **Report Card Pick-Up/Parent-Teacher Conference Days** are scheduled for **November 14, 2018 (1st qtr.) and April 10, 2019 (3rd qtr.)**. Report cards will be sent home with your child on **February 8, 2019 (2nd qtr.) and June 18, 2019 (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=40%
- Test=25%
- Quiz=20%
- Homework=15%

CPS Kindergarten Grading Scale

Grading Scale Conversion from IB Grade to CPS entry

Grading Scale

Kindergarten

- 4=Exemplary**
- 3=Proficient**
- 2=Developing**
- 1=Beginning**
- /=Not Assessed**

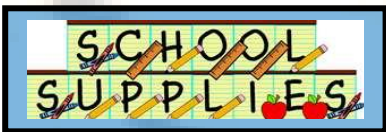
Letter Grade	IB Score Achievement Level	Percentage Grade (for Gradebook)
A	8	100-96
A	7	95-90
B	6	89-86
B	5	85-80
C	4	79-76
C	3	75-70
D	2	69-66
D	1	65-60
F	0	59 & Below

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 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, 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-up 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**.



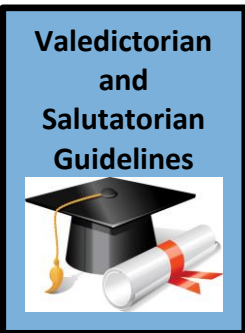
A supply list for each grade level is posted on the school's website. Specific items are requested at different grade levels. If you have any questions regarding supplies, please direct them to the homeroom teacher.

All 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 a current technology-based problem. IB Design Projects vary based on each teacher and grade level.



Students can be recognized by their teachers and receive a 'Most Improved' medallion. Trophies are given for Perfect Attendance: **No absences for the school year**, 'A' Honor Roll/Principal Scholar where the student received "A's" in all subjects, including resource classes for the first three quarters, A/B Honor Roll, whereas a student received "A's/B's" in all subjects, including resource classes for the first three quarters, students with the **Most Growth** on the TRC and NWEA Reading and Math Assessments, and for Citizenship: students maintaining positive behavior throughout the school year. Medallions/Trophies are also given to students for participating in school activities (i.e. sports, chess, morning announcers, etc...). Teachers also have the discretion to add a category for recognition, once it is agreed upon by their Grade Level Team.

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 for 8th Grade

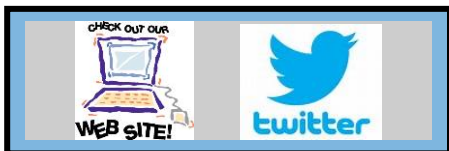
The following point scale will be used to determine GPA:

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

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

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

The total points possible for each grade level (6th - 8th) will be 20 points (21 points for 8th grade Algebra students). 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' 6th, 7th, and 8th grade Reading & Math NWEA scores will be averaged and used to determine placement. If there is still a tie, two way ties will be honored with 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 & Twitter pages. It contains important information about the educational program 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:**

www.carnegie.cps.edu

Parents are always welcome at our school. All visitors are required to sign in and receive a pass from the main office. **Please do not proceed directly to your child's classroom; interruptions are not allowed during instructional time. Proceed to the main office first.** 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. It is important that you cooperate with this policy for the safety and security for all.

"Together We Make a Difference"

**SCHOOL
SAFETY**

