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 2, 2014**.

School begins on September 2, 2014. School hours are 8:45 a.m. - 3:45 p.m. daily. Students will enter and exit through the following entry:

**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 4:00 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. **Afterschool Programs will begin in October through May. More information forthcoming.**

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. 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.**

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 ½ day absent. Please schedule appointments after school hours.**

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.

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**
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:

- **Pre-K**: No Uniform
- **K-5 Grades**: Yellow blouses or polo shirts and navy blue pants and/or skirts.
- **Middle school (6th-8th) Grades**: Powder blue blouses or polo shirts with navy blue pants or skirts.

**Footwear**: Solid black, brown or blue shoes; students may wear athletic type/gym shoes to class on their designated PE day only.

**Athletic type shoes may not be worn to class.**

**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.**

**Food Service**

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 8, 2014. 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 www.carnegie.cps.edu.

**Holidays, In-Service & Other Non-Attendance Days for Students**

- **September 1**: Labor Day
- **October 13**: Columbus Day
- **November 11**: Veterans Day
- **November 27 & 28**: Thanksgiving Holiday
- **January 19**: Martin Luther King Day
- **February 16**: Presidents Day
- **May 25**: Memorial Day


**Spring Vacation** - School will be closed from April 6, 2015 to April 10, 2015. Classes resume on April 13, 2015.

**Local School Council Meetings (LSC) & Parent Teacher Association (PTA)**

The Local School Council (LSC) will meet at Carnegie School on Tuesdays in Brazier Hall (cafeteria) on the following dates:

- Wednesday, August 20, 2014 at 5:00 p.m.
- September 16, 2014 at 6:00 p.m.
- November 18, 2014 at 6:00 p.m.
- January 13, 2015 at 6:00 p.m.
- March 10, 2015 at 6:00 p.m.
- April 21, 2015 at 6:00 p.m.
- May 19, 2015 at 6:00 p.m.

**Conversation with Administration**

Conversations with the Principal and Assistant Principal are informal meetings designed for parents and community members to come together to discuss school issues. Tentative meetings will be held on a monthly basis at 9:00 a.m. and/or 5:00 p.m. in the cafeteria on the following dates:

- Tuesday, September 16, 2014 at 9:00 a.m.
- Tuesday, October 14, 2014 at 5:00 p.m.
- Thursday, November 13, 2014 at 9:00 a.m.
- Tuesday, December 16, 2014 at 5:00 p.m.
- Tuesday, January 6, 2015 at 9:00 a.m.
- Tuesday, February 17, 2015 at 5:00 p.m.
- Thursday, March 12, 2015 at 9:00 a.m.
- Tuesday, April 28, 2015 at 5:00 p.m.
- Tuesday, June 4, 2015 at 9:00 a.m.
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 following are suggested time allocations of teacher-directed homework assignments: 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).

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, 2014, or they will face exclusion from school.

We will hold our Open House on Monday, September 8, 2014 from 4:30 p.m. to 6:30 p.m. Please plan to attend, as this is an important event. You will meet your child's teacher and learn about curriculum, promotion policy, grade level expectations and general information about Carnegie School.

For the first week of school September 2nd through September 5th, any Pre-K and kindergarten parent may escort their child to the class and remain until 11:00 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.

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.

Students are NOT allowed to have cell phones. Cell phones will only be allowed if there is a parent/guardian signed consent agreement on file. Unauthorized usage 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 turn them off and lock them in their lockers daily. The phones should not be seen by any staff member. If you need to contact your child due to any emergency, please call the main office. Please read the Cell Phone Policy.

If you would like to meet with the Principal and/or Assistant Principal, we ask that you schedule an appointment between 8:45 a.m. - 9:45 a.m. or 2:30 p.m. - 3:30 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 a volunteer application form 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. This is a CPS policy that has been implemented for the safety and security of students and staff. Please complete your forms as soon as possible; it takes time to receive clearance. Forms are available in the office. All volunteers must sign in and out on the volunteer sheet at the front desk on the days they volunteer.

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 10, 2014, December 19, 2014, March 13, 2015 and May 15, 2015. Report cards are distributed each quarter. Report Card Pick-Up/Parent-Teacher Conference Days are scheduled for November 12, 2014 (1st qtr.) and April 16, 2015 (3rd qtr.). Report cards will be sent home with your child on February 5, 2015 (2nd qtr.) and June 16, 2015 (4th qtr.).

Carnegie’s Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; below</td>
</tr>
</tbody>
</table>

Grade Calculations

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

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.

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 IB/Gifted students must complete Community & Service hours before the end of the school year. Any student wanting to serve time at the school must prearrange days and time with Ms. Hegwood, the IB/Gifted coordinator. Students must complete the following community/service hours: Grade 6 - 20 hours, Grade 7 - 25 hours and Grade 8 - 30 hours.

Carnegie School has a website. It contains important information about the educational program and upcoming events as well as individual class links. The address is: 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.