

# Carver Ninth Grade Academy

**Student Handbook**

**2021-2022**



1001 Webb Road

Dothan, Alabama 36301

334-702-7266

**Mission Statement: Carver Nine strives to produce accountable students that are loyal and passionate to their education while also honoring themselves and others with an attitude of service and hard work.**

## **A Message from the Principal**

Welcome to the 2021-2022 school year. The 2021-2022 school year will be like no other in Dothan City Schools. Over the last couple years Dothan City Schools has invested heavily in restructuring its school's system to meet the needs of the students, and the growing community. Carver 9<sup>th</sup> Grade Academy was born out of this restructuring, to give 9<sup>th</sup> graders a place where they could have a strategic move into the demands of the high school setting, without shouldering all of the pressure that high school may bring. From the administration, staff, students, parents, and community members, Carver 9<sup>th</sup> Grade Academy is here for one purpose, and that is to prepare the whole student for the rigors and opportunities of the high school experience. At the heart of what we do is the education process. Each one has a productive role to play in the educating of the students here at Carver 9<sup>th</sup> Grade Academy. Teachers have the priority to design and deliver standard based lessons that are engaging and applicable to real world scenarios that help prepare students for a life beyond high school. Students have an important role in that they have to come to school ready to engage and take ownership for their learning within the lessons that are prepared for them. While here, students have to learn to demonstrate respect for staff, self, and peers. Respect in the classroom is essential to the learning process because demonstrating respect for self and others allows the teaching environment to flourish, and a lack of respect for all can affect the learning environment negatively. Parents are profoundly important to the success of the education process. Parents have the responsibility to make sure their students are present and prepared for the learning process. Educators realize that if learning is a priority to the parent then it is likely to be important to the student. Therefore, if parents are engaged in their students' learning then success is inevitable. The administration of the school has the responsibility to provide a safe and secure environment for the learning and lesson to take place; while also weaving all of the above together in a seamless process where learning can be maximized. Community members have the great responsibility to support the school in words and deeds. A school is only as good as the community that it serves. The community is needed to speak life and success over the school in every opportunity that comes up, and then support the school with their deeds when needed. Community involvement creates an environment around the school that reinforces that parents and students want to be a part of the school; making it a worthy place for students to be. As you see, it takes everyone, together, to make sure Carver 9<sup>th</sup> Grade Academy is successful to deliver on the promise to protect, educate, nurture, and serve children. I look forward to a great school year and working with all of you to make sure Carver 9<sup>th</sup> Grade Academy reaches its potential each day.

Todd Mitchell  
Principal

### **Mission**

Carver Nine strives to produce accountable students that are loyal and passionate to their education while also honoring themselves and others with an attitude of service and hard work.

### **Vision**

Carver Nine encourages students to rise to their ALPHA potential daily.

### **Carver Nine's Belief Statements are as follows:**

- All decisions will be made in the best interest of students first.
- All students will be successful learners.
- All students will be taught to respect themselves and others.
- All students will be taught to communicate effectively.
- All students will meet and exceed high standards.

### **Location:**

The site of Carver Nine is 1001 Webb Road, Dothan, Alabama.

### **Office Hours:**

Monday through Friday from 7:30-4:00.

Students are not allowed in the building before 7:45 a.m. unless they have a written pass from a teacher. All teacher passes must be given to a an administrator or the teacher on duty.

## Carver Nine Staff Directory

<u>Staff</u>	<u>Role</u>	<u>Email</u>	<u>Ext.</u>	<u>Room #</u>
Todd Mitchell	Principal	<a href="mailto:tomitchell@dothan.k12.al.us">tomitchell@dothan.k12.al.us</a>	292103	Office
Evelyn Parker 309	Assistant Principal	<a href="mailto:evparker@dothan.k12.al.us">evparker@dothan.k12.al.us</a>		292104
Tina Broadaway	Secretary	<a href="mailto:tibroadaway@dothan.k12.al.us">tibroadaway@dothan.k12.al.us</a>	292102	Office
Nazya Lawrence	Registrar	<a href="mailto:naramsey@dothan.k12.al.us">naramsey@dothan.k12.al.us</a>	292101	Office
Celeste Morehead	Counselor	<a href="mailto:cejohnson@dothan.k12.al.us">cejohnson@dothan.k12.al.us</a>	292105	305
Rochelle McKissic	Parental Involvement	<a href="mailto:rojohanson@dothan.k12.al.us">rojohanson@dothan.k12.al.us</a>	292106	Office
Phyllis Bolden	Behavior Specialist	<a href="mailto:phbolden@dothan.k12.al.us">phbolden@dothan.k12.al.us</a>	292117	401
Carey Dix	Media Specialist	<a href="mailto:cadix@dothan.k12.al.us">cadix@dothan.k12.al.us</a>	292109	MC
Jacqueline Pearce	Nurse	<a href="mailto:japearce@dothan.k12.al.us">japearce@dothan.k12.al.us</a>		292119
Quantina Wilson	Nurse	<a href="mailto:guwilson@dothan.k12.al.us">guwilson@dothan.k12.al.us</a>		
Natasha Dukes	Speech Pathologist			
Shira Caesar	Cafeteria Manager			
James Wilson	Custodial Lead			
Cynthia Mathews	English	<a href="mailto:cmathews@dothan.k12.al.us">cmathews@dothan.k12.al.us</a>		306
Jeremy Norsworthy	English	<a href="mailto:jenorsworthy@dothan.k12.al.us">jenorsworthy@dothan.k12.al.us</a>		102
Brenda Roberts	English, Advanced Placement	<a href="mailto:brroberts@dothan.k12.al.us">brroberts@dothan.k12.al.us</a>		106
Ayanna Turner	English, Mass Media	<a href="mailto:ayturner@dothan.k12.al.us">ayturner@dothan.k12.al.us</a>		308
Murray Johnson	Geometry	<a href="mailto:mujohnson@dothan.k12.al.us">mujohnson@dothan.k12.al.us</a>		304

Sonya Lewis	Geometry	<a href="mailto:solewis@dothan.k12.al.us">solewis@dothan.k12.al.us</a>		400
Brittney Smiley	Geometry	<a href="mailto:brsmiley@dothan.k12.al.us">brsmiley@dothan.k12.al.us</a>		402
Sean Gancer	History, Advanced Placement	<a href="mailto:segancer@dothan.k12.al.us">segancer@dothan.k12.al.us</a>		108
Justin Hendrix	History	<a href="mailto:jehendrix@dothan.k12.al.us">jehendrix@dothan.k12.al.us</a>		110
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Jada Houston	Biology	<a href="mailto:jahouston@dothan.k12.al.us">jahouston@dothan.k12.al.us</a>		404
Lisa Peacock	Biology	<a href="mailto:lipeacock@dothan.k12.al.us">lipeacock@dothan.k12.al.us</a>	292119	310
Brooke Steadman	Biology	<a href="mailto:brsteadman@dothan.k12.al.us">brsteadman@dothan.k12.al.us</a>		405
Illana Freeman	Career Prep	<a href="mailto:ilfreeman@dothan.k12.al.us">ilfreeman@dothan.k12.al.us</a>		406
Itaya White	Career Prep	<a href="mailto:itwhite@dothan.k12.al.us">itwhite@dothan.k12.al.us</a>	292118	302
Suzanna Whitehead	Career Prep	<a href="mailto:suwhitehead@dothan.k12.al.us">suwhitehead@dothan.k12.al.us</a>		103
Melissa Evans	Special Education	<a href="mailto:meevans@dothan.k12.al.us">meevans@dothan.k12.al.us</a>		200
Shakira Kellum	Special Education	<a href="mailto:shkellum@dothan.k12.al.us">shkellum@dothan.k12.al.us</a>		305
Amy Martin	Special Education	<a href="mailto:ammartin@dothan.k12.al.us">ammartin@dothan.k12.al.us</a>		200
Terri Mathis	Special Education	<a href="mailto:temathis@dothan.k12.al.us">temathis@dothan.k12.al.us</a>		200
Vincent Owens	Special Education	<a href="mailto:viowens@dothan.k12.al.us">viowens@dothan.k12.al.us</a>	292115	202
Melinda Wyatt	Special Education	<a href="mailto:mewyatt@dothan.k12.al.us">mewyatt@dothan.k12.al.us</a>		305
Larry White	Athletic Director	<a href="mailto:lwhite@dothan.k12.al.us">lwhite@dothan.k12.al.us</a>	292112	100
Dexter Hart	Kinesiology	<a href="mailto:dehart@dothan.k12.al.us">dehart@dothan.k12.al.us</a>		101
Myra Hicks	Robotics	<a href="mailto:myhicks@dothan.k12.al.us">myhicks@dothan.k12.al.us</a>	292120	201
Jamie Howell	Band	<a href="mailto:jahowell@dothan.k12.al.us">jahowell@dothan.k12.al.us</a>		408
Tina Richards	Spanish	<a href="mailto:tirichards@dothan.k12.al.us">tirichards@dothan.k12.al.us</a>		307
Travis Robinson	ROTC	<a href="mailto:trrobinson@dothan.k12.al.us">trrobinson@dothan.k12.al.us</a>		303
Amanda Walding	Health Science	<a href="mailto:amwalding@dothan.k12.al.us">amwalding@dothan.k12.al.us</a>		214

## Carver Nine School Student Services

Carver Nine Contact Person	Student Service Description
Todd Mitchell	C9 Building, Discipline, Safety, Grounds, Maintenance, Work Orders
Evelyn Parker	Curriculum, RtI, Discipline
Celeste Morehead	Counseling, Scheduling, 504's, Homebound Services, SpectraCare
Tina Broadway	Attendance
Nazya Lawrence	Enrollment, Transcripts, Work Permits, Withdrawals, Records, Transportation
Rochelle McKissic	Truancy, Student Excuses, Student Welfare Needs
Phyllis Bolden	Discipline, Field Trips, Fundraisers
Carey Dix	Media Center, Student Aides, Technology, Textbooks, Credit Recovery
Jacqueline Pearce	Health Needs
Caesar	Child Nutrition Program Manager
Wayne White	Athletics
Ayanna Tuner & Tina Richards	Yearbook

## **Withdrawals & Transfers**

The procedure for withdrawals or transferring to another school is as follows:

- Custodial parent or legal guardian must come to the school to sign the withdrawal forms.
- Records will be requested from the student's previous school.
- The original/copy of the following documents must be provided:
  - Birth Certificate
  - Immunization Record
  - Proof of Residence
  - Social Security Card
  - Custodial Paperwork

## **Testing**

Dates will be announced for the Pre-ACT. This assessment measures student progress towards college and career readiness.

## **School Telephone Use**

The office telephone is for business use only. It is not for use by students except in cases of emergency. A student who is sick and needs to use the phone to call a parent or legal guardian in order to check out of school or to ask for medicine must have a pass from his/her teacher. The Attendance Clerk will sign the pass as the student returns to class.

Emergency phone calls will be directed to Tina Broadway, Carver Nine's Attendance Clerk.

Students should make arrangements ahead of time for their ride home.

## **Safety Drills**

Safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys promptly. The teacher in the classroom will give the students instructions.

The fire alarm is a siren to evacuate the building. The bomb alarm is four short bells with the same evacuation plan as a fire drill with the exception of search for suspicious activity.

The inclement weather alarm is a continuous bell.

## Attendance

All students enrolled in the Dothan City School system are required to be in continuous attendance and abide by the policies governing attendance as outline by the State of Alabama and the local Board of Education.

Seven unexcused absences within a school year constitute a student being truant for a purpose of filing a petition within the Court. Once a student has obtained ten (10) unexcused absences, the parent/guardian will be notified and the student will be administratively withdrawn from the school system.

The parent/guardian will be given three (3) days to re-enroll the student back into DCS.

There will be a \$25 Administrative Re-enrollment fee.

- Teachers take attendance every day in every class period.
- If students are counted absent first period and do not check in, the student is counted absent for the day.
- If a student is absent for a total of four (4) class periods, the student is marked absent for the day.

## Tardies

A student may be considered tardy when he/she is not in the assigned seat when the tardy bell rings. Unexcused tardies result in the loss of perfect attendance. Excused tardies do not count against perfect attendance.

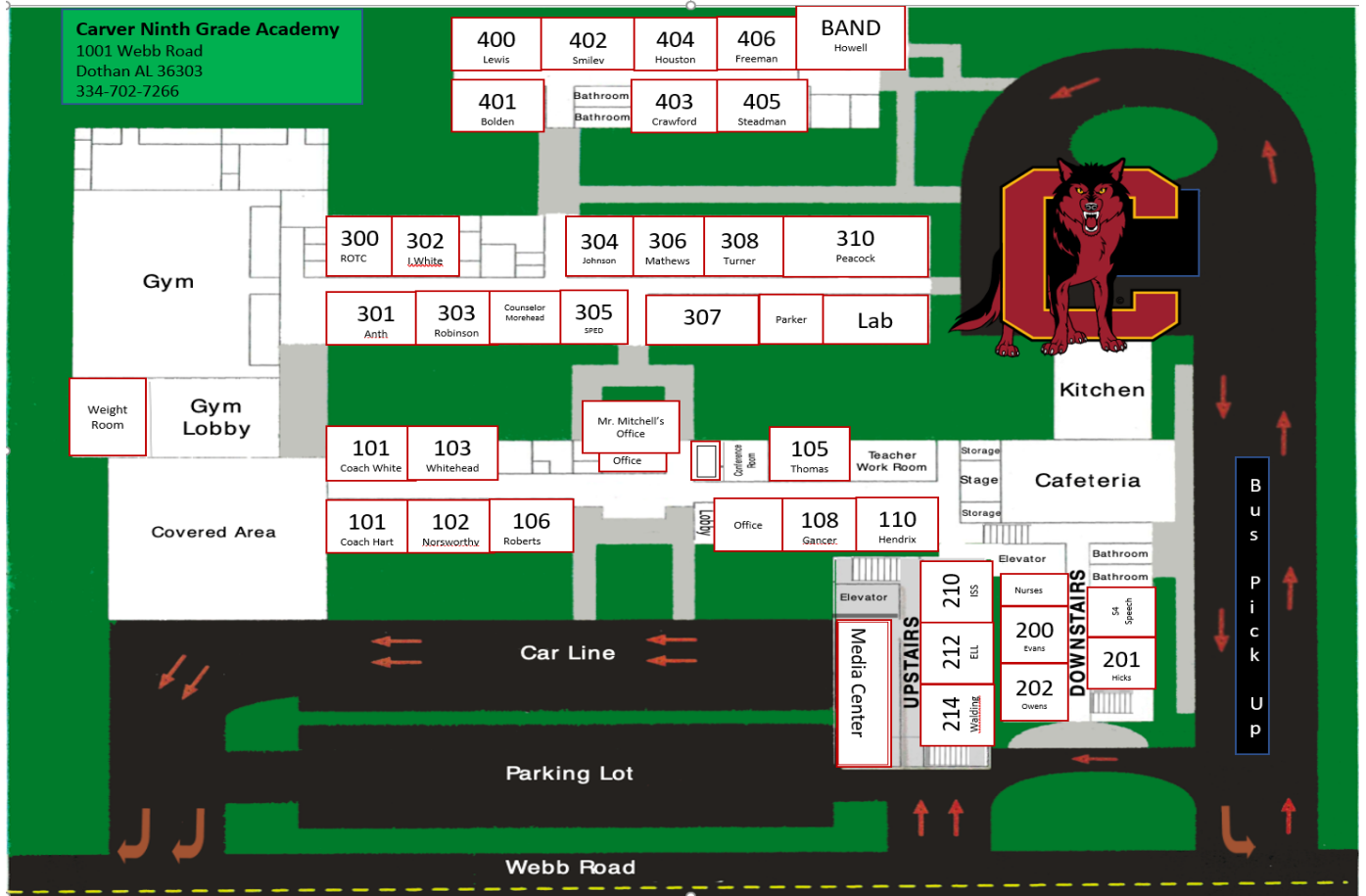
Car pools, car trouble, babysitting, alarm clock not working, overslept, missed the bus, etc. are not valid reasons for missing school or being tardy.

### **Consequences for Unexcused Tardies:**

First Tardy:	Teacher Warning
Second Tardy:	Warning/ Parent Contact
Third Tardy:	Detention w/ Work Detail
Fourth Tardy:	Referral



# School Map



# Carver 9<sup>th</sup> Grade Academy Bell Schedule

## 2021-2022

Normal Schedule 7:55-2:45		Break Schedule 7:55-2:45	
1st Period	7:55-8:46	1 <sup>st</sup> Period	7:55-8:46
2nd Period	8:50-9:42	2 <sup>nd</sup> Period	8:50-9:41
3rd period	9:46-10:38	<b>Break</b>	<b>9:41-9:49</b>
4th period	10:42-11:34	3 <sup>rd</sup> Period	9:49-10:40
5 <sup>th</sup> period	11:38-12:55	4 <sup>th</sup> period	10:44-11:35
<b>"A" Lunch</b>	<b>11:38-12:01</b>	5 <sup>th</sup> Period	11:39-12:56
<b>"B" Lunch</b>	<b>12:05-12:28</b>	<b>"A" Lunch</b>	<b>11:39-12:02</b>
<b>"C" Lunch</b>	<b>12:32- 12:55</b>	<b>"B" Lunch</b>	<b>12:06-12:29</b>
6th Period	12:59 – 1:50	<b>"C" Lunch</b>	<b>12:33-12:56</b>
7th Period	1:54 – 2:45	6 <sup>th</sup> period	1:00-1:51
		7 <sup>th</sup> period	1:55-2:45

<b>A Lunch (11:39-12:02)</b>	
Whitehead Thomas Howell	Norsworthy Hendrix Turner

<b>B Lunch (12:06-12:29)</b>	
Anth Robinson Mathews	Richards I. White Johnson

<b>C Lunch (12:33-12:56)</b>	
Smiley Crawford Houston	Lewis Steadman Peacock

# Carver Ninth Grade Student Responsibilities

## Rise to your ALPHA potential daily by

- o Making an effort to accomplish all objectives in each subject;
- o Maintaining good attendance;
- o Delivering all report cards and other communications from the school to parent(s) or guardian(s).
- o Developing good study habits and self-discipline, as well as additional help from available educational personnel and parents if experiencing school related problems.
- o Adhering to all Dothan City Schools policies and Code of Conduct.

## Report Cards/Progress Reports

Dothan City School students receive report cards for each nine-week grading period. The report card indicates the students' academic progress. The evaluation of each student's progress will be based upon the student's classroom work, observations, tests, and district and state assessments.

## Grading Scale

<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Grade Point Avg. (4 point scale)</b>
<b>A</b>	<b>90-100</b>	<b>4.00</b>
<b>B</b>	<b>80-89</b>	<b>3.00</b>
<b>C</b>	<b>70-79</b>	<b>2.00</b>
<b>D</b>	<b>60-69</b>	<b>1.00</b>
<b>F</b>	<b>59 or below</b>	<b>0.00</b>

## Assignments

If students have assignments that are due on a given day, checking out of school does not eliminate the student's responsibility for turning in the assignment. Students who have assignments due must turn them in to their teachers before checking out of school. If students report to school any length of time, assignments are due that day.

## Midterms/Finals

Students in grade 9 may be exempt from the final exams as outlined below:

- Students may exempt final exams if they have earned an “A” during the course(s) AND have five (5) or fewer absences in that course(s) for the year.
- A student may exempt one (1) exam if he/she has perfect attendance for the course with an average of 70 or higher for the year.
- Transfer students who enroll with all “As” and continue to make all “A’s” at Dothan City Virtual School will be eligible for consideration for exemption. The student and/or classroom teacher should refer the transfer student to his/her counselor for review. The counselor will submit the student information to the principal. Exemptions are granted on a case-by-case basis, depending on the courses the students transferred and the courses in which the student is currently enrolled.

**Note:** Exams given for half credit courses and block courses that are completed in December would be considered final exams

<b>Progress Reports</b>	<b>Common Assessments</b>	<b>Report Cards</b>
September 15, 2021	October 13 -14	October 20, 2021
November 23, 2021	January 10-12	January 19, 2022
February 16, 2022	March 16-17	March 30, 2022
April 27, 2022	May 31- June 2	June 2, 2022

## Code of Conduct

- Students must adhere to all Dothan City Schools Board of Education policies in addition to the policies set for by Carver Ninth Grade Academy.

**The following behaviors apply to the virtual environment and will result in disciplinary action:**

### **1. Academic Dishonesty (Plagiarism, Cheating, and or Copyright)**

- a. Plagiarism is the act of representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.
  1. Copying word for word from a printed or electronic source without proper attribution.
  2. Submitting a purchased or downloaded paper.
- b. Cheating includes but is not limited to:
  1. Copying another student's work and then submitting it as his or her own work
  2. Submitting work while using another person's password/login is considered plagiarism.
  3. Performing work or taking an examination for another student OR having another person perform work or take an examination.
- c. Illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise).

### **2. Cyber Bullying and/or Harassment**

- a. Sending or posting discriminatory, harassing, or threatening messages or images.
- b. Sending or posting messages that defame or slander other individuals.

### **3. Disruptive and/or Disrespectful Classroom Behavior**

- a. Conduct or behavior which interferes with or disrupts the teaching and learning process.
- b. Refusing to follow the rules of the specific classroom or classroom teacher.
- c. Inappropriate use of discussion forums or synchronous chat rooms.
- d. Posting or discussing any criminal or other illegal activity.

### **4. Dress Code**

- a. Students must be appropriately dressed for Carver Nine classes.
- b. Suggestive clothing, provocative or excessively tight clothing is not allowed.
- c. Pajamas and head coverings may not be worn.
- d. Leggings are not considered pants and must have appropriate clothing that extends to the length of the longest fingertip.
- e. Jeans, pants, skirts with holes, cuts, and/or slits are not permitted.
- f. Athletic shorts are not allowed.

\*School administration will judge the appropriateness of any questionable article of apparel.

### **1. Electronic Device Misuse**

- a. Recording any class session and transmitting it without the teacher's written permission.
  - b. Recording your teacher and/or classmates without the teacher's written permission.



## **The Wolf Pact**

- 1. Be on time and enter the classroom quietly.**
- 2. Follow all written and verbal directions.**
- 3. Keep your hands, feet, objects, and inappropriate comments to yourself.**
- 4. Profanity, teasing, and bullying will not be tolerated.**
- 5. Eating, gum chewing, grooming, or sleeping is only allowed during designated times.**
- 6. It is your responsibility to follow all school policies, district policies, and COVID expectations (cell phones, dress code, earbuds, AirPods, mask).**

## **What happens if a student breaks the Wolf Pact?**

- 1. Offense: Verbal Correction**
- 2. Offense: Parental Contact**
- 3. Offense: Detention**
- 4. Offense: Office Referral**

## Parents Right To Know

Under Every Student Succeeds Acts (ESSA), Sec 1112(c)(6), each school system supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including and requirements for certification obtained through alternative routes to certification.

We are pleased to notify you that in accordance with ESSA, Sec. 1112(e)(1)(A), you have the right to request information regarding the professional qualifications of your child's teacher, including:

### Whether your child's teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Is teaching in the field of discipline of the certification of the teacher.

### Whether your child is provided services by paraprofessional and, if so, their qualifications, including state requirements:

- Secondary school diploma or its recognized equivalent.
- Completed two years of study at an institution of higher education.
- Obtained an associate's (or higher) degree. ● Workkeys Assessment.

### How do I request the qualifications of my child's teachers?

- Parents have the right to request the qualifications of your child's teachers. Please make your request in writing to the attention of Director of Federal Programs, 1665 Honeysuckle Road, Dothan, Alabama 36305

### How will I be notified if my child is taught by a teacher who is not Highly Qualified?

- May request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instructions.
  - Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
  - The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of certification or degree.
- Whether the child is provided services by paraprofessionals and, if so their qualifications.
- Our school's present status of Highly Qualified Teachers will be posted on the website.
- Notification to parents regarding teachers not meeting NCLB's requirements for Highly Qualified will be sent by each school.

### **What is the LEA Parental Involvement Plan?**

- This plan addresses how the LEA will implement the parental involvement requirements of the *No Child Left Behind Act of 2001*. It includes...
- The LEA's expectations for parents
- How the LEA will involve parents in decision-making
- How the LEA will work to build the schools' and parents' capacity for strong parental involvement to improve student academic achievement
- Parents have the right to be involved in the development of this plan.

### **What is the School-Parent Compact?**

- The compact is a commitment from the school, the parent, and the student to share in the responsibility for improved academic achievement
- Parents have the right to be involved in the development of the School-Parent Compact.
- Distribution of the Compact will be completed by each school.

## **AHERA Notification**

“All buildings used by the Dothan City Schools are free of friable (air-borne) asbestos. Most buildings contain some forms of non-friable asbestos (most commonly in floor tile). This asbestos is managed according to an approved management plan which may be examined in the principal's office. The Dothan City Schools are in full compliance with A.H.E.R.A. (The Asbestos Hazard Emergency Response Act) and asbestos containing material is inspected on a regular basis as required by law. For further information, contact Tim Hollis, Director of Maintenance, 793-1397.

## **Anonymous Alerts**

Anonymous Alerts® allows students or parents to quickly, easily, and anonymously report urgent information to school officials across all of our school campuses. The system encourages students, parents and staff to confidentially report bullying, cyber-bullying, gang-related issues and other sensitive topics through private messages to school officials by building. Dothan City Schools does not support, encourage or tolerate any behavior that prevents any student from reaching their full potential. More information can be found at [www.dothan.k12.al.us](http://www.dothan.k12.al.us)



