

Student Handbook

2023-2024



Carver School

for

Mathematics, Science, and Technology

PRINCIPAL'S MESSAGE

Welcome to the Carver School for Mathematics, Science, and Technology! I hope you are as eager as I am to travel around the world in 180 days. The teachers and staff have been working all summer long to prepare for another incredible year. We would like to welcome our new teachers, staff, incoming 3rd graders, and all of our new students to our Carver family. Now join us on the adventure of a lifetime as we discover amazing destinations and see the wonders of the world. I would like to thank our parents and community partners for supporting our students, teachers, and staff in continuing the pride and excellence of this school. GO LIONS!

"If you can dream it, you can do it."

-- Walt Disney

ADMINISTRATION AND OFFICE STAFF

Chris Payne	Principal
Tana Griffith	Program Specialist
Jennifer Hinson	Secretary
Sheryl McNeil	Office Clerk
Kendall Palmer	Guidance Counselor
Kylie Dawkins	Reading Specialist/Instructional Coach

CONTACT INFORMATION

Carver School for Mathematics, Science, and Technology
303 Rollins Avenue
Dothan, Alabama 36301

334-794-1440	Telephone
334-794-1587	Fax

MISSION STATEMENT

The mission of Carver School for Math, Science, and Technology is to empower students on their quest for success in which every lion roars!

BELIEFS

1. The school will provide opportunities for all students to achieve success.
2. Student success and motivation are dependent upon the cooperative efforts of the home, school, and community.
3. Successful programs are innovative, flexible, and student oriented.
4. A positive school climate promotes an environment that encourages achievement.
5. Continued school improvement involves a positive attitude, willingness to change, and cooperation among students, parents, and faculty.
6. High expectations produce high achievement.
7. Staff development promotes student achievement.
8. Technology plays an important role in our students' success.

MOTTO & EXPECTATIONS

BE RESPECTFUL

BE RESPONSIBLE

BE RESOURCEFUL

DAILY SCHEDULES

3	Glenn	Reading /ELA 7:40--9:40	PE 9:40-10:10	Math 10:15-11:15	Lunch 11:20-11:45	Activity 11:50--12:20	Intervention-R/M 12:20-1:10	Science 1:10-1:40	Snack 1:40-1:55	SS 1:55-2:25
3	Hudson	Reading /ELA 7:40--9:40	PE 9:40-10:10	Math 10:15-11:15	Lunch 11:20-11:45	Activity 11:50--12:20	Intervention-R/M 12:20-1:10	Science 1:10-1:40	Snack 1:40-1:55	SS 1:55-2:25
3	Hunt	Reading /ELA 7:40--9:40	Activity 9:40-10:10	Math 10:15-11:15	Lunch 11:20-11:45	PE 11:50--12:20	Intervention-R/M 12:20-1:10	Science 1:10-1:40	Snack 1:40-1:55	SS 1:55-2:25
3	Parker	Reading /ELA 7:40--9:40	Activity 9:40-10:10	Math 10:15-11:15	Lunch 11:20-11:45	PE 11:50--12:20	Intervention-R/M 12:20-1:10	Science 1:10-1:40	Snack 1:40-1:55	SS 1:55-2:25
4	Bailey	Period 1 7:40-8:55	Period 2 8:55-10:10	Snack 10:10 - 10:25	Period 3 10:25-11:40	Lunch 11:50-12:15	Activity 12:20-12:50	PE 12:50-1:20	Period 4 1:20--2:30	
4	Saffold	Period 1 7:40-8:55	Period 2 8:55-10:10	Snack 10:10 - 10:25	Period 3 10:25-11:40	Lunch 11:50-12:15	Activity 12:20-12:50	PE 12:50-1:20	Period 4 1:20--2:30	
4	Thompson	Period 1 7:40-8:55	Period 2 8:55-10:10	Snack 10:10 - 10:25	Period 3 10:25-11:40	Lunch 11:50-12:15	Activity 12:20-12:50	PE 12:50-1:20	Period 4 1:20--2:30	
4	Walzer	Period 1 7:40-8:55	Period 2 8:55-10:10	Snack 10:10 - 10:25	Period 3 10:25-11:40	Lunch 11:50-12:15	Activity 12:20-12:50	PE 12:50-1:20	Period 4 1:20--2:30	
5	Butterfield	Period 1 7:40-9:00	PE 9:00-9:30	Period 2 9:30-10:20	Activity 10:20-10:50	Lunch 10:50-11:15	Period 2 (cont) 11:15-11:45	3rd Period 11:45 - 1:00	Snack 1:00 - 1:15	4th Period 1:15 - 2:30
5	Monahan	Period 1 7:40-9:00	PE 9:00-9:30	Period 2 9:30-10:20	Activity 10:20-10:50	Lunch 10:50-11:15	Period 2 (cont) 11:15-11:45	3rd Period 11:45 - 1:00	Snack 1:00 - 1:15	4th Period 1:15 - 2:30
5	Mullen	Period 1 7:40-9:00	PE 9:00-9:30	Period 2 9:30-10:20	Activity 10:20-10:50	Lunch 10:50-11:15	Period 2 (cont) 11:15-11:45	3rd Period 11:45 - 1:00	Snack 1:00 - 1:15	4th Period 1:15 - 2:30
5	Norris	Period 1 7:40-9:00	PE 9:00-9:30	Period 2 9:30-10:20	Activity 10:20-10:50	Lunch 10:50-11:15	Period 2 (cont) 11:15-11:45	3rd Period 11:45 - 1:00	Snack 1:00 - 1:15	4th Period 1:15 - 2:30
6	Freeman	Period 5 7:50-8:20 Fundum HR	Period 5 8:20 - 8:50 Fundum HR	Period 1 8:55-9:50	Period 2 9:55 - 10:50	Snack 10:50 - 11:05	Period 3 11:05 - 12:00	Period 4 12:05-1:25	Lunch 12:20-12:45	PE/Activity 1:25-2:25 Fundum HR
6	Fundum	PE 7:50-8:20 Freeman HR	Activity 8:20-8:50 Freeman HR	Period 1 8:55-9:50	Period 2 9:55 - 10:50	Snack 10:50 - 11:05	Period 3 11:05-12:00	Period 4 12:05-1:25	Lunch 12:20-12:45	Period 5 1:25-2:25
6	Henderson	PE 7:50-8:20	Activity 8:20-8:50	Period 1 8:55-9:50	Period 2 9:55 - 10:50	Snack 10:50 - 11:05	Period 3 11:05-12:00	Period 4 12:05-1:25	Lunch 12:20-12:45	Period 5 1:25-2:25
6	Richards	Activity 7:50-8:20	PE 8:20-8:50	Period 1 8:55-9:50	Period 2 9:55 - 10:50	Snack 10:50 - 11:05	Period 3 11:05-12:00	Period 4 12:05-1:25	Lunch 12:20-12:45	Period 5 1:25-2:25
6	Shepard	Activity 7:50-8:20	PE 8:20-8:50	Period 1 8:55-9:50	Period 2 9:55 - 10:50	Snack 10:50 - 11:05	Period 3 11:05-12:00	Period 4 12:05-1:25	Lunch 12:20-12:45	Period 5 1:25-2:25

FACULTY AND ROOM ASSIGNMENTS

3rd Grade

Christa Glenn	8	All Subjects
Brittney Parker	9	All Subjects
Elizabeth Hunt	10	All Subjects
Anna Hudson	11	All Subjects

4th Grade

Valencia Saffold	12	ELA
Melissa Bailey	13	Math
Jenna Walzer	15	Reading
Cassidy Thompson	17	Science/Social Studies

5th Grade

Mallory Monahan	18	ELA
Tonya Norris	20	Math
Darcy Butterfield	21	Reading/Social Studies
Jennifer Mullen	22	Science

6th Grade

Jessica Freeman	23	Science
Suzanne Richards	24	Math
Hayes Shepard	25	Social Studies
Megan Henderson	26	Reading
Annisa Fundum	27	ELA

Additional Areas

Jenny Ray	1	Nurse
Aubrie McClenney	2	Science Enrichment
Sabrina Smith	3	Art
Karen Courson	14	Special Education/Speech
Rebekah Hale	14	Special Education Aide
Kylie Dawkins	5/Media Center	Reading Specialist/Instructional Coach
Natalie Jeffcoat	5/Media Center	Media Specialist
Steve Hudson	6	Career Tech / PLTW
	7	Robotics
Hollee Kelley	Gym	P.E.
Quinton Powell	Gym	P.E.
Kendall Palmer	Guidance	Counselor
Teacher Work Room	16	
Teacher Conference Room	19	

The Carver School for Mathematics, Science, and Technology follows all guidelines and procedures set forth in the Dothan City Schools Student Progression Guide and the DCS 2023-2024 Student Code of Conduct.

MTSS(Multi-Tiered Systems of Support) / RtI (Response to Instruction):

A designated general education committee is designed to meet the needs of general education students at-risk of failure due to academics, behavior, or drop-out. For more information, contact the school Principal for the school MTSS/RtI chairperson.

ACADEMICS

GRADE REPORTS AND EVALUATIONS:

Teachers will send home progress reports as well as any graded papers once each week. Progress reports will be sent home by teachers during the fifth week of each grading period. This provides parents an excellent method of monitoring their student's progress in each subject while enough time remains to improve grades, if necessary. This report should be signed and returned to the classroom teacher. Report cards are sent home at the end of the nine weeks grading period. Report cards should be signed and returned to the classroom teacher.

Progress Report and Report Card Dates

Period	Progress Report Dates	Report Card Dates
1st Nine Weeks	September 13,2023	October 18, 2023
2nd Nine Weeks	November 15, 2023	January 10, 2024
3rd Nine Weeks	February 7, 2024	March 13, 2024
4th Nine Weeks	April 24, 2024	May 23, 2024

HOMEWORK

Appropriate homework can be an excellent reinforcement activity and should be completed if assigned. Therefore, all homework assigned to students is a required activity, however, **homework will not be graded**. Homework demands will not be unreasonable. The student's responsibility is to make sure he/she has the materials necessary to do homework each night, to make sure he/she knows what the assignment requires, and to turn homework in at the appointed time. Carver MST follows the recommendations of the DCS Student Progression Guide.

POWER SCHOOL / PARENT PORTAL

The PowerSchool platform and parent portal is now accessible through PowerSchool app. Stay up to date on your child's progress this year by downloading the app.

ARRIVAL AND DISMISSAL

Dothan City Schools **does not** provide bus transportation for Carver MST students. All students should be dropped off in the designated carpool zone located on Moss Street. No student should be dropped off in front of the school building.

ARRIVAL

Student drop-off will begin at 7:10 am. All students will enter the school through the 6th grade hallway. Upon entering the school students are to proceed to the cafeteria. If a student chooses to eat breakfast they may enter the cafeteria and eat in the designated area. Students will be dismissed from the cafeteria to their homeroom. The bell to start the school day rings at 7:40 am.

DISMISSAL

The bell to begin dismissal rings at 2:30 pm. Please make sure your child is picked up by 3:05 pm. Students not picked up by 3:05 will be sent to Extended Day and charged a daily fee of \$10.

CARPOOL

All carpool students will be seated outside their classroom in the hallway at dismissal time. Students will be called by name to exit the building and sit on the blue benches in the carpool loading area. Students will be loaded once all cars have stopped. All parents are asked to pull forward until told to stop by a carpool staff member. Once cars are loaded, they will be dismissed

exiting to the left and right onto Moss Street. All parents need to review the carpool rules on the school website.

WALKERS

For the safety of students walking home, no student will be dismissed until bus transit has ended. Students will then proceed to the cross walks where they will be escorted across the road.

BUS RIDERS

Carver MST does not receive bus transportation from Dothan City Schools. We do receive transportation from Wiregrass Transit Authority, Boys and Girls Clubs, Fun Zone, and other after school programs. These students will go to the cafeteria at dismissal to sit with staff members. Students will be called by group to exit through the front of the school and load along the front sidewalk.

EXTENDED DAY PROGRAM

Extended Day students will report to the cafeteria at dismissal time. Students attending the Extended Day Program will have opportunities for supervised indoor and outdoor activities including a snack period, homework time, centers, computer time, sports, and free time.

Hours- Extended Day will be available from 2:30-5:30.

Cost - The cost of the program will be \$50.00 per week or \$10.00 per day. There will be an annual registration fee of \$5.00.

Snack-Each student is offered a snack daily.

Homework -We provide a dedicated time and space for children to work independently or in small groups to complete their home-work. Our staff are available to answer questions, provide assistance, and support their learning.

Organized Sports-Students will participate in and learn the rules of different team sports such as baseball/softball, basketball, soccer, flag football, and volleyball.

Computer Time- Students are permitted to go on district-approved websites to continue learning or play educational games.

Outdoor/Gym Free Play- Students are provided unstructured time for physical activity for creative play with equipment.

Centers- Extended Day has age-appropriate centers to keep children entertained such as Legos, board games, arts and crafts, and books for reading time.

Payments - Payments can be made by check or cash. Checks should be made out to Carver MST. Payments can be made when you pick up your child, or your child can turn in a payment to his/her homeroom teacher. Payments can be made daily, weekly, or monthly. If you fall more than 10 school days behind, your child may not be allowed to stay until the balance is paid.

Late Fee - If you pick up your child after 5:30, you may be charged a late fee of \$10.00. Please contact the school at 334-794-1440 if you are going to be late.

BREAKFAST AND LUNCH

CAFETERIA (Child Nutrition Program):

We invite you to participate in our breakfast and lunch programs. We have delicious, hot, nutritious meals served each day planned by the Child Nutrition Program. Breakfast and lunch will be provided to students at no charge for the 2023-2024 school year.

Lunches brought from home will be eaten in the lunchroom with all other students at the regular lunchtime. Milk will be available in the lunchroom for a small fee. *Because of Federal Food Service Regulations, we ask that no cans or bottles be brought to school with lunches brought from home. If students bring tea, soft drinks, etc., please use a thermos. Students will be unable to bring any commercially packaged food or drink into the lunchroom: canned or fountain sodas, sandwiches from McDonald's, Burger King, Subway, etc. Please work with us on this, **it's the law!***

Because of the inconsistency of heat distribution from microwave use, and the lack of appropriate temperature testing equipment, no DCS employee is allowed to heat student food items sent from home in a microwave oven.

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 outlined by the State of Alabama and the local Board of Education. Alabama Legislative Act 93-972 requires a parent/guardian to be responsible for

enrolling their children in school, ensuring that they attend school regularly, and requiring that they conduct themselves properly while in school.

Alabama Law requires that each child is in attendance 360 minutes per school day. Unless approved by the principal, students arriving late or being picked up early will be considered unexcused. Students receiving special education services must be in attendance for the length of the regular school term and school day unless the IEP Team specifies a different length of time-based on the individual needs of the child.

Please be aware of the attendance procedures for Dothan City Schools:

ATTENDANCE DEFINITIONS

Tardy – present for more than half a day, but less than a full day

Absent – present for less than half a day, including not present at all

Present – in attendance all day

Unexcused Absences – Any absence not approved by the principal - counts against perfect attendance

Excused Absences – Any absence approved by the principal due to illness, inclement weather, legal quarantine, death in the immediate family, emergency condition, and parent request - counts against perfect attendance

Unexcused Tardies – Any tardy not approved by the principal - counts against perfect attendance

Excused Tardies – Any tardy approved by the principal; example: doctor's appointment - does not count against perfect attendance

1. A student must be in attendance for at least 3 ½ hours to be counted present for the day. Checking out before 11:30 a.m. or checking in after 11:30 a.m. will result in the student being marked absent for the day regardless of the reason.

2. A student is tardy when they arrive late to school **and** when they check-out early. If a doctor's note is not presented by the student for check-in then the tardy will be **unexcused** (unless otherwise approved by the principal). If proof of an appointment is not provided for a check-out (such as an appointment card with the student's name, date and appointment time or a doctor's excuse brought in the next day) then the student will be marked **tardy unexcused**.

3. Students who have appointments scheduled during the school day will not be excused for a whole day of attendance.

ABSENCES:

1. Excused: An absence may be excused by the principal for the following reason:
 - a. The pupil is too ill to attend school – On the day after an absence, a student must bring a note from a parent or legal guardian detailing the reason for the absence. Office staff will code this as excused or unexcused. If a student fails to bring a note within 2 days after his return to school, the absence will automatically be coded unexcused.
 - b. Inclement weather which would be dangerous to the life or health of the child if he/she attended school.
 - c. Legal quarantine.
 - d. Death in the immediate family.
 - e. Emergency condition as determined by the Superintendent or Principal (should be handled prior to the actual absence if possible).
 - f. Out of town trip which has received pre-approved permission from the principal.
2. Unexcused: Any absence not approved by the provision in items above is unexcused, i.e., work, truancy, suspension, or parental neglect.
3. Suspension is documented as an unexcused absence but does not result in assignment to Truancy Court. All documentation for absences should be received within two days or the absence will be unexcused. All unexcused absences must be reported to Attendance Services on a weekly basis. All schools must record absences as excused or unexcused.

Unexcused absences may result in:

- A referral to Attendance Services
- Filing a petition with Juvenile Court Services
- Notification of the Department of Human Resources of suspected neglect
- A warrant filed on Parent/Guardian(s) for failure to require the child to attend school
- Academic failure

CHECK-INS :

1. A parent/guardian will escort the student to the main office for an admission slip to enter the classroom.
2. A student must bring a written statement from his/her parent indicating the reason for the student being late.

CHECK-OUTS:

1. A parent/guardian or emergency contact may check out a student during the school day.
2. A student may only be checked out by adults listed on his/her enrollment sheet. A student being checked out by someone other than a parent/guardian or emergency contact must have prior approval by the principal.

APPOINTMENTS

Parents/guardians are expected to make every effort to schedule doctor and dental appointments outside of school hours. When this is not possible, students will be excused for special appointments. A written excuse provided by the medical professional's office should be brought to the classroom teacher when the student returns to school.

We will notify you in advance of mandatory local and state testing. We ask that you schedule doctor and dental appointments to accommodate the testing schedules.

MAKE-UP WORK

Students are required to make up any assignments missed during an absence. It is the student's responsibility to discuss with the teacher any assignments and make arrangements for completing them within 5 school days.

STUDENT CONDUCT

Rules and regulations concerning student conduct are found in the Code of Student Conduct published by the Dothan City School Board of Education. Each student will be taught the rules and expectations. Each student will receive a copy of the DCS Code of Conduct and a copy can also be found on the school website.

BEHAVIOR and DISCIPLINE

An atmosphere of structure is essential to learning. Students are expected to be respectful, responsible, and resourceful at all times. If you have a question about a certain behavior or activity, please feel free to ask one of the teachers or administrators for clarification.

Should misbehavior occur, the teacher or other school personnel may use all or some of the following:

- the school-wide procedures.
- weekly conduct notifications.

- contact the parents by phone, email, or note.
- send a discipline referral to administration. The administration will review and act upon each referral and follow the DCS Code of Conduct. A copy of any referral will be sent home with the student for the parent.

DRESS CODE

It is the policy of the Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of students. Students are also expected to choose their clothes in good taste, wearing only those clothes, which are appropriate for the educational environment.

For further information on the DCS Dress Code policy, please refer to the DCS Code of Conduct. You may also view the DCS Dress Code policy on the school system website.

HEALTH AND SAFETY

First Aid

- In case of illness, a child will be cared for temporarily by a member of the school staff. School personnel will render approved first aid treatments only.
- If emergency medical treatment is necessary, the school will call 911 and parents/guardians will be contacted. If parents/guardians are not available, the child will be taken to the emergency room of the closest hospital. Current emergency telephone numbers where parents can be reached and the name and telephone number of the student's doctor need to be on file at all times.
- Any accident, no matter how insignificant, must be reported to the teacher in charge, or to one of the administrators.
- The school system does not provide accidental insurance. This insurance will be available for purchase by parents. An insurance form will be available at the beginning of school.

MEDICATIONS

- **All medicines are to be registered with the school nurse by the parent or guardian. Only medicine prescribed by a doctor with instructions to be given at school with the appropriate form**

filled out and returned to the nurse will be given at school. This medical release form from the doctor must be on file in the office.

- Medication must be in the original prescription bottle. Labels on medicine bottles cannot be altered and must match the doctor's orders.
- Students are not permitted to carry medicine on their person unless directed by a doctor and registered with the school nurse. Cough drops or over-the-counter medicine will not be given at school nor can they be brought to school by the student.
- Medication rules apply to field trips and after-school sponsored activities.

FIRE AND DISASTER DRILLS

- Fire Drills: Fire drills will be practiced according to state guidelines. The evacuation process will be demonstrated and explained by the teacher.
- Disaster Drills: Disaster drills will also be practiced according to state guidelines. All classes have an assigned area for disaster proceedings, and this will be explained by the classroom teacher. Please do not be alarmed by these drills. Some will be announced and others will not.

COMMUNICATION

Communication is vital to the educational process. The following are ways in which you can expect to be updated and informed about activities pertaining to our school and your student:

- social media accounts (Facebook and Instagram).
- school website.
- the teacher's Remind messages.
- weekly newsletters and progress reports.
- Powerschool App

CONFERENCES :

It is the goal of Carver MST Faculty to have contact with 100% of the parents/guardians of our students several times a year. This contact enables us to best meet the needs of our students and to establish open lines of communication.

Teachers welcome meeting their students' parents/guardians, but we require you to schedule a conference in advance. Teachers will not be available to meet during the school day without prior notice. Please contact your student's teacher or the front office to schedule a conference.

ELECTRONIC DEVICE POLICY:

Carver follows the policies set forth in the DCS Student Progression Guide. The Dothan City School System prohibits the use of all electronic communication devices, including cellphones, game systems, ect., during the school day. This is to include using cellphones to make voice calls, to take photos, use social media and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices **must be turned off** upon entering the school building at the beginning of the school day and remain turned off until the end of the school day. Devices are not to be visible during the school day. Student use of cellphones/electronic communication devices, smart watches, game systems, or music players for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.

The school/school system will not be responsible for the loss, damage, or theft of any electronic device brought to school or a school event.

Students using electronic devices brought from home during the school day may be required to store them in the main office and have a parent pick them up at the end of the school day.

GENERAL INFORMATION

ADDRESSES AND PHONE NUMBERS:

Every student is required to maintain an up-to-date address and phone record in the school office for emergency and administrative reasons. Notify the school immediately in writing of a change of address or phone number.

CANCELLATION OF SCHOOL:

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardships caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including the Dothan City Schools' notification system, radio, TV, website, newspaper, and social media outlets. Please be sure your student has a plan for what to do in the event school is dismissed early.

FIELD TRIPS

To participate in a school sponsored field trip, the student must have a Field Trip Permission form signed by a parent or guardian and placed on file with the school prior to departing from school. The permission slip is required for all students even if the student is transported by a parent to the activity. Students are expected to exhibit good behavior on all field trips and will be subject to the discipline found in the code of conduct. Any student who is failing, nearly failing, or who has accumulated ten or more unexcused absences in class, may not take part on the field trip.

GIFTS, FLOWERS, BALLOONS, FOOD DELIVERY, ETC. FOR STUDENTS

Gifts, flowers, and balloons delivered or brought to school for students *are not accepted*. All items such as this should be sent to the home or given to students at home. This is a Dothan City School Board policy that applies to all schools within the system.

LOST AND FOUND POLICY:

Label all personal items and outerwear clothing that is normally taken off at school with the child's first and last names. Any lost items will be taken to the gym lobby area. Please have students check here for any missing items.

MEDIA CENTER:

Our media center is located at the end of the main hall. Our media center is open on a regularly scheduled basis and is supervised by our media specialist. Our teachers will have a schedule of library times, as well as other times the media center can be used. We expect students to take care of the books and return them on time. A student who has an overdue, damaged, or lost book will not be able to check out another book until the book has been returned in good condition and/or paid for by the parent/guardian.

PARTIES:

Please do not send birthday party invitations to be handed out to friends unless the whole class is being invited. We are unable to give a list of first and last names and addresses of students in the classes because of privacy laws.

If you intend to send treats to your student's classroom for his/her birthday, please be sure to make prior arrangements with the classroom teacher. There are state guidelines that have to be followed as to when this can be done. Because we have students with food allergies, it is important that the teacher be able to

communicate with you, so that you can send things that won't be harmful to your child's classmates.

PARENT TEACHER ORGANIZATION (PTO)

PTO Officers will be elected during the fourth nine weeks of school for the next school year. A special election may be called during the first quarter of a new school year for any vacant positions. Anyone interested in serving as a PTO Officer should contact the Principal's Office for further details.

RECOGNITION

Awards are presented to students at the end of the academic year. Students earning All A's on every 9 week grading periods will be awarded an All A medal. Students earning a combination of A's and B's combined during all 9 week grading periods will earn an A/B medal. Awards are not distributed based on the yearly average.

SCHOOL SPONSORED ORGANIZATIONS:

The DCS Code of Conduct will be adhered to, and will be followed by students and administration at all school sponsored activities including school transportation.

TEXTBOOKS:

All textbooks are furnished to students by the State of Alabama. Textbooks are the responsibility of the student. All lost or damaged books must be paid for; as the school is required to replace lost or damaged books.

UNAUTHORIZED ARTICLES:

Students may not bring any type of toys, music players, electronic games, or any other valuable item to school unless they receive written permission from their teacher and are intended for a specific purpose in the classroom. If unauthorized items are brought to school, they will be confiscated and be returned only to a parent/guardian at the end of the day. All permissible items need to be clearly labeled with the student's name. The school is not responsible for lost or stolen items.

VISITORS:

Visitors to all Dothan City Schools are required to present their Drivers' License or government issued photo ID. On the first visit, visitors will be required to have their ID scanned into the system-wide Raptor System. After being entered into the system at any Dothan City School, visitors will only need to give their name at any school and their identifying information will be pulled up.

All visitors and parents are required to report to the school office upon entering the building, sign in as a visitor, and put on a visitor's badge. On the way out of the building, visitors should return to the office, discard their visitor's badge, and sign out.

We're proud to have parents in our school at any time, but **we do ask that appointments be made to see teachers or to visit classrooms.**

VOLUNTEERS:

If you are interested in volunteering at Carver MST, you must first complete the volunteer registration located on the Dothan City Schools website.

<https://www.dothan.k12.al.us/Page/1166>

CARVER SCHOOL FOR MATH, SCIENCE, AND TECHNOLOGY Admission Requirements and Information

Admissions

Any student currently enrolled in the Dothan City School System meeting the eligibility requirements may apply for admission to Carver School for Mathematics, Science, and Technology. Please read the following information and complete the application in full.

Eligibility Requirements

Students must be currently enrolled in Dothan City Schools.

Students must score in the 61st percentile or higher on the math portion of the MAP Growth Test to receive an invitation to attend Carver. This test is administered in elementary schools throughout Dothan City Schools three times per year.

Services

Services are provided to those students with an Individualized Education Plan (IEP) who meet the requirements. Language accommodations will be given to students whose primary language is not English who meet the requirements. Transportation is not provided for students attending the Carver School.

Application Process

Application Period: February 7, 2024, through February 23, 2024.

Mail or Hand-Deliver Completed Applications to:

Carver School for Mathematics, Science, and Technology
Attn: Chris Payne, Principal
303 Rollins Avenue
Dothan, AL 36301
334-794-1440

Selection Process

Seats will be offered at every grade level as space permits. In the event there are more applicants than available seats, students will remain on a waiting list.

Removal from Carver School for Mathematics, Science, and Technology**Grade Requirements**

Students are encouraged to maintain a minimum of a "C" average in each subject for the entire academic school year. Students who fail to be promoted to the next grade due to a failing academic performance will be administratively unenrolled from Carver MST and sent back to their zoned school for the next school year.

Attendance Requirements

Carver School for Mathematics, Science, and Technology follows all policies regarding attendance and absences as outlined by the Dothan City School Code of Conduct.

All students enrolled in the Dothan City School System are required to be in continuous attendance and abide by the policies governing attendance as outlined by the State of Alabama and the local Board of Education. Alabama Legislative Act 93- 672 requires a parent/guardian to be responsible for enrolling their children in school, ensuring that they attend school regularly, and requiring that they conduct themselves properly while in school.

UNEXCUSED: Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or Parent/Guardian neglect. Patterns of absences will be addressed on an individual basis and reported to the Safety, Security, and Attendance office.

Elementary (K-6) Only ten (10) parent notes will be accepted per year. Absences beyond ten (10) days per year must be substantiated by a physician's statement unless excused by the principal. Patterns of absences

will be addressed on an individual basis and reported to the Safety, Security, and Attendance office.

Parents Right to Know

Your child is attending a school that receives Title I funds. As a parent of students attending a Title I school, you 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 qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.**
- **Whether the teacher is teaching under emergency or another provisional status through which state qualification 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.**

Whether the student is provided services by paraprofessionals 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**

If you would like to receive the above information, please make your request in writing to Mr. Chris Payne, Principal.

HANDBOOK COMMITTEE MEMBERS

Kylie Dawkins
Tana Griffith
Jennifer Hinson
Anna Hudson
Aubrie McClenney

Tonya Norris
Kendall Palmer
Chris Payne
Suzanne Richards
Cassidy Thompson

