



Dear Carver Elementary and Arts Magnet School Parents, Community, and Stakeholders,

As the Principal here at Carver Elementary and Arts Magnet School (CEAM), it is my pleasure and honor to join you in continuing the rich history of academic and arts excellence that this school has been known for so many years. I look forward to working with the dedicated staff to provide the best possible educational program for our students and helping the school continue to expand.

I am a native of Troy, Alabama and started my educational career in the Troy City School system. My career began in Troy City Schools in the Winter Quarter of nineteen ninety-four as a teacher aide for six months. In the Summer of nineteen ninety-four, I started my first teaching job where I taught three years as a 4th Grade teacher and began my administrative career in the Fall of nineteen ninety-seven. My first administrative job was as an Assistant Principal at Troy Elementary where I served in that role for ten years and another four years as the Principal of Troy Elementary.

I relocated and was hired by the Clark County School District (CCSD) as an administrator for five years. I gained experience working at Charles West- Edison Middle School. A year later, I became the Founding Principal of Imagine School's One Hundred Academy of Excellence in North Las Vegas, Nevada.

My family and I returned to Alabama for three years where I was hired as Principal of Troy Elementary again. Moving this time after completing three years as Principal. During that time, I started the first Pre-K program and ensured that each classroom on the campus had current class sets of computers and Smart Boards.

The following year I became the Assistant Principal from two-thousand fourteen until two-thousand sixteen at Creekside Elementary School in Elgin, Illinois. In the Fall of two-thousand sixteen. I became the Principal of Lowrie Elementary, a K-5 Dual Language school where I spent three years. This experience along with other work centered around Equity, Diversity and Inclusion inspired me to spend numerous hours of research and training in this area. I spent three years on a committee of educators that created the Diversity Plan used by the Elgin School District to align its work to the District Strategic Plan. In addition, I served the last three years as Principal of Nixon Elementary.

I, along with teachers and staff, will work hard to continue the legacy of success established by CEAM by building strong relationships with parents, students, and community partners. We will focus on enriching our academic offerings, cultivating the arts, using data to drive instruction, and providing consistent implementation of the curriculum in a rigorous manner so that we can continue to increase students' achievement.

Despite all that is going on in our world, the Carver Family is eager and excited to begin what promises to be the best year ever. This year is going to be amazing as we continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections. As your principal, it is important to me that everyone who steps through our doors – *teachers, students, and parents* – are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. My door is always open, and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

Respectfully,

Juan T. Henderson

Principal



TABLE OF CONTENTS

<i>Montgomery Public Schools 2022-2023</i>	5
<i>Calendar</i>	6
<i>Testing Calendar</i>	7
<i>Administration, Faculty and Staff</i>	8
<i>Monthly Activity Schedule</i>	9
<i>Daily Schedule</i>	10
<i>Morning Procedures</i>	11
<i>Car Rider Arrival Procedures</i>	11
<i>Car Rider Dismissal Procedures</i>	11
<i>Car Traffic Procedures</i>	12
<i>Bus Zone Procedures</i>	12
<i>Afternoon Van Riders</i>	12
<i>Check-in & Check-out Procedures</i>	12
<i>Check-in</i>	12
<i>Check-out</i>	12
<i>Attendance & Tardy Procedures</i>	13
<i>Excused Absences</i>	14
<i>Unexcused Absences</i>	15
<i>Picking Up Assignments</i>	15
<i>Tardiness to School</i>	15
<i>Consequences</i>	16
<i>Transfer and Withdrawal</i>	16
<i>Makeup Work</i>	16
<i>Textbooks</i>	17



<i>Homework</i>	17
<i>Homework Planners</i>	17
<i>Criteria to Remain in the Magnet Program</i>	17
<i>Kindergarten Grading Scale</i>	18
<i>First through Fifth Grade Grading Scale</i>	18
<i>Extended Day</i>	18
<i>Important Date sand Events</i>	18
<i>School Parties/Birthdays</i>	19
<i>Field Trips</i>	19
<i>Parent and Visitor Information</i>	19
<i>Scheduling A Conference</i>	20
<i>Uniform Requirements</i>	21
<i>Violations of Dress Code</i>	22
<i>School Expectations</i>	22
<i>Behavioral Consequences</i>	23
<i>Informal Teacher Interventions</i>	23
<i>Corporal Punishment</i>	24
<i>Suspensions</i>	24
<i>Confiscated Items</i>	24
<i>Cell Phone and Other Communication Devices</i>	25
<i>Handbook Receipt</i>	26



CARVER ELEMENTARY AND ARTS MAGNET SCHOOL

3100 Mobile Drive

Montgomery, AL 36108

334-269-3625

CEAMS Website:

<https://www.mps.k12.al.us/Page/33#calendar2598/20220922/month>

PTSA Website: www.ceam.memberhub.com

Principal - Juan Henderson
Secretary - Tonia Price
Bookkeeper - Kishi Bates
Lunchroom Manager - Regina Howard

Important Phone Numbers:

MPS Public Information Office (334) 223-6870

MPS Bus Transportation (334) 284-2085

Juan Henderson's Email Address:

Juan.henderson@mps.k12.al.us

PTA BOARD:

President - Tasha Morris
1st Vice President - Akilah Smith
2nd Vice President - Marlisa Stallworth
Secretary - Rebechia Givham
Treasurer - Catrina Waters
Public Relations - Starlisa Hollis



Montgomery County Board of Education

307 South Decatur Street
Montgomery, Alabama 36104
(334) 223-6700

Dr. Melvin J. Brown, *Superintendent*
Juan Henderson, *Principal*

Montgomery Public Schools Mission Statement

The mission of Montgomery Public Schools is to engage, educate, and inspire our students to succeed in college, career, and beyond.

+ -

Carver Elementary and Arts Magnet School (CEAM) Mission Statement

The mission of George Washington Carver Elementary & Arts Magnet School is to create a challenging learning environment that encourages higher levels of expectations through the development of appropriate instruction in academics, arts, technology, and character education in collaboration with faculty, staff, parents, and students in a safe and caring, orderly and supportive environment.

**CEAM
Vision Statement**

The vision of Carver Elementary & Arts Magnet School is to:

Build, guide, and succeed... We are Carver!

**Montgomery Public School Vision
Statement**

Montgomery Public Schools, where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.



Montgomery Public Schools / 2022-2023

CALENDAR



<u>Important Dates</u>	<u>End of Grading Period</u>	<u>Student Holidays</u>
<p>August 2-8 - Faculty PD August 9 -Students' 1st Day August 5- Parent Visitation Oct. 6- End of 1st Nine Weeks Oct. 28- Day of Service Dec. 16- End of 2nd Nine Weeks January 4-Students Return March 10 -End of 3rd Nine Weeks May 25 -Last Day for Students May 26 - Teacher Workday</p>	<p>1st Nine Weeks -October 6 2nd Nine Weeks -December 16 3rd Nine Weeks -March 10 4th Nine Weeks -May 24</p> <p style="text-align: center;"><u>REPORT CARDS</u></p> <p>1st Nine Weeks -October 13 2nd Nine Weeks -January 5 3rd Nine Weeks -March 16 4th Nine Weeks -May 25</p> <p style="text-align: center;"><u>PROGRESS REPORTS</u></p> <p>1st Nine Weeks -September 8 2nd Nine Weeks -November 10 3rd Nine Weeks -February 9 4th Nine Weeks -April 20</p>	<p>August 5 -Parent Visitation September 5 -Labor Day October 10 -Columbus Day October 28 -Day of Service November 11-Veteran's Day November 21-25 Thanksgiving Dec 19 - Jan 4 -Winter Break January 16 -M L King Day February 20 -President Day March 20-24 -Spring Break</p>



TESTING CALENDAR

Montgomery Public School Student Assessment Calendar 2022-2023		
ASSESSMENT WINDOW	GRADE LEVEL	ASSESSMENT
Determined by School	Kindergarten	AlaKids
August 2022	K-5	STAR Early Literacy, Reading & Math
January 2022	K-5	STAR Early Literacy, Reading & Math
January 19 – March 12, 2022	6 th LEP Population	ACCESS for ELLs
January 2022	2 nd Grade	NNAT-3 (Gifted Screening)

March 29 – April 30, 2022, 2nd-5th Grades ACAP Summative Assessment

Schools will be provided a selected window during the ACAP Testing Window. ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE.

During ACAP testing, priority is given to Grades 3-5th testing **first**; the 2nd Grade follows.

NOTE: Dates are subject to change. Schools' Assessment Team (principal, *BTC*, *ELL Facilitator*, *Sped Facilitator* and *Technology Coordinator*) will determine dates within the window on which they will test and submit your dates to the MPS Office of Assessment and Accountability when the information is requested.

NOTE: Field trips, extracurricular activities, and school-related summative assessments should not be scheduled during the SDE assessment windows. This calendar is subject to change due to state department fiscal and procedural decisions.



2022-2023

Administration, Faculty & Staff



ROOM	TEACHER	SUBJECT
PRINCIPAL		
	JUAN HENDERSON	
PRE-K		
100	Williams, Ashley	
100	Cargill, Lilandra	
KINDERGARTEN		
102	Williams, Joysetta	
103	Marshall, Tambra	
105	Bruce, Joyce	
1st GRADE		
106	Lee, Latika	
108	Robinson, Pamela	
109	Blackshire, Tracey	
2nd GRADE		
121	Singleton, Demetrice	
122	Means, Jacqueline	
123	Thomas, Edwina	
3rd GRADE		
119	Covington, Ashli	
116	Spencer, Jenean	
118	Smith, Lashanda	
4th GRADE		
166	Jackson, Michele	
168	Donald, Loretta	
169	Avera, Jennifer	
5th GRADE		
162	Holmes, Latania	
163	Chappell, Wandra	
164	Geeter, Lashunda	
CUSTODIANS		
	Harris, Sally	
	Salter, Charles	
	Harris, Shantoria	

ROOM	TEACHER	SUBJECT
PARENT LIAISON		
	Vandiver, Connell	
SPEECH THERAPISTS/EL		
111	Adams, Haley	
111	Arrington, Ashley	
COUNSELOR		
110	Dr. Hughes, Angela	
MEDIA SPECIALIST		
141	Bass, Chelsea	
TECHNOLOGY		
117	Foster, Angel	
SPECIAL EDUCATION / ARI COACH		
114	Barron, Imelda	
115	Weathersby, Kendall	
NURSE		
146	Rainge, Valerie	
ARTISTS		
150	Smith, Riley	Guitar
152	Holder, Tabitha	Strings
153	Myles, Valencia	Visual Arts
154	Hoit, Robert	Band
155	Robinson, Keyana	Dance
156	Lawrence, Dale	Piano
158	Agby, Meghin	Choir
161	Moore, Kezia	Theater
PHYSICAL ED/DANCE MOVEMENT		
124	O'Brien, Lisa	
125	Morgan, Jermichael	
OFFICE		
	Price, Tonia	
138	Bates, Kishi	
CAFETERIA		
126	Gilchrist, Lolita	
	Howard, Regina	
	Hurts, Debra	



MONTHLY ACTIVITY SCHEDULE

MONTH/DATE	TOPIC – ACTIVITY
August 5	Open House – Virtual
October 22	Annual Title I Meeting/Back to School Night (PTSA) *
November (TBA)	Fall Picture Day
November 10	Family Reading Night (Parent Meeting) *
November 17	Thanksgiving Lunch *
November 27	Drama Fall Production *
December 6	Holiday Music Program (PSTA Meeting) *
December 8	Christmas Lunch *
December 15	Holiday Classroom Celebration *
January (TBD)	PSTA Meeting *
January (TBA)	100 th Day Celebration *
January (TBA)	Honors Day *
February 6 th - 10 th	National School Counselor Week
February 9 th	Family Math Night (PTSA Meeting) *
February 14 th March 2	Valentine’s Celebration * Read Across America Day
March 9	2 nd & 3 rd Performance *
March (TBD)	Choral Performance *
March (TBD) April 15 th – 16 th	Piano Concert * Drama Performance *
April 20	Strings Concert *
April 22	Arts Show *
May 3 rd – 7 th	Teacher Appreciation Week
May 4	Spring Festival *
May 6	Dance Recital *
May 11	Guitar Concert *
May 13	Band Concert *

* Dates and activities are subject to change



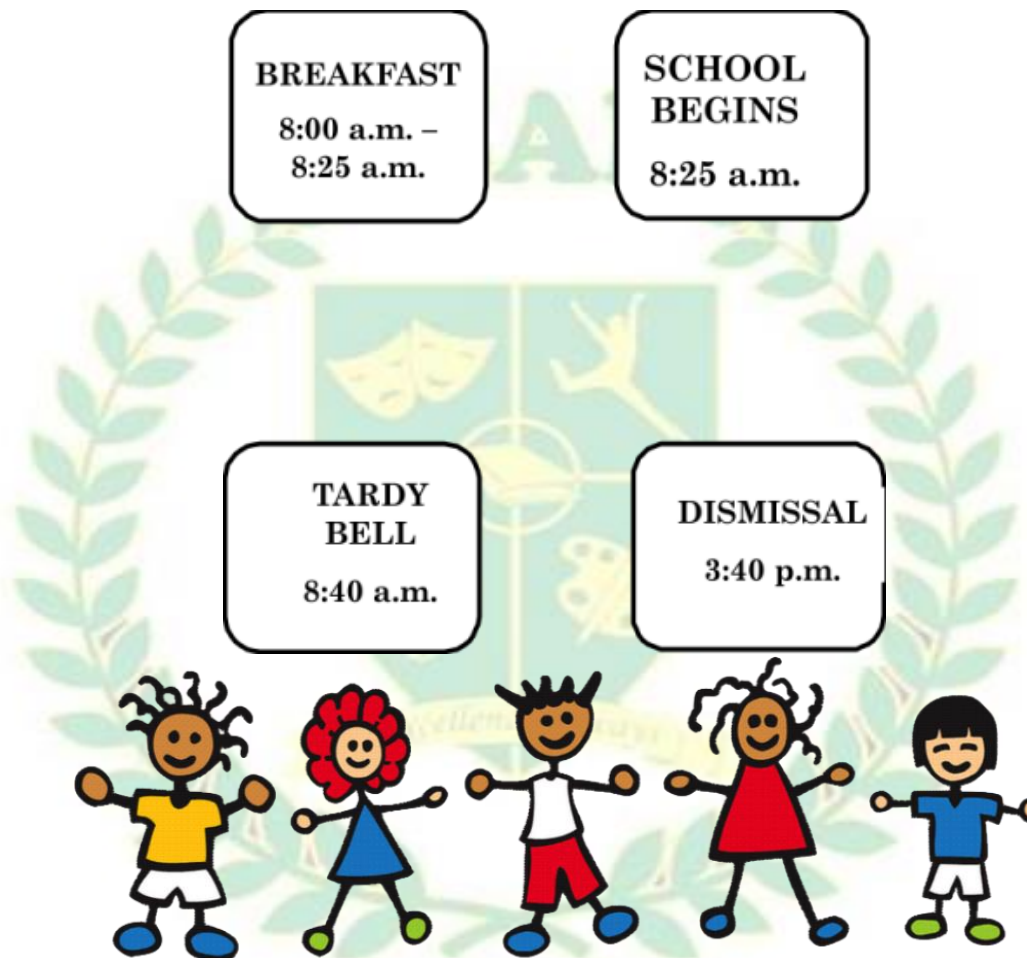
DAILY SCHEDULE

BREAKFAST

Students who are eating breakfast will report to the cafeteria at 8:00 a.m. Students that **are not eating** breakfast will report to their assigned morning room.

TARDY BELL

Students who arrive **after 8:40 a.m.** are tardy and must be signed in at the front office by an adult.





MORNING PROCEDURES

- Students are not to be on campus until 8:00 a.m. If students arrive on campus before 8:00 a.m., they **MUST remain** with a parent/guardian until 8:00 a.m.
- Teacher supervision starts at 8:00 a.m. Students may enter the building starting at 8:00 a.m.
- Breakfast starts at 8:00 a.m. and ends at 8:25 a.m. Students dropped off after 8:25 a.m. will **not** be allowed to eat breakfast.

CAR RIDER ARRIVAL PROCEDURES

- Students may be dropped off at 8:00 a.m. **IMPORTANT:** When coming from **Fairview Avenue**, parents will enter the school by turning in the **first driveway from Mobile Drive** (former bus zone) to unload students. Coming from the neighborhood, parents will enter the **last driveway** (former bus zone) from Mobile Drive. Once you enter the driveway, follow the road around the loop until you reach the end of the awning.
- Students should exit your vehicle using the **right-hand side door only**. Students may go directly to the cafeteria if they are eating breakfast.
- Students who choose not to eat breakfast must report to their designated morning rooms.
- **Parents are not to drop students off at the back of the school.** All students should be **dropped off in the carpool line** located on the side entrance of the school.

CAR RIDER DISMISSAL PROCEDURES

- Parents of car riders may enter the campus at 3:30 p.m. When coming from Fairview Avenue, parents will enter the school by turning into the first driveway from Mobile Drive (former bus zone). Once your vehicle enters the driveway, follow the road around the loop until you reach the end of the awning. Drivers of the first **30 vehicles** should get out of the car and sign your child's name on the car pick-up list which is provided under the awning. Sign on the line by the corresponding number of where you are in line. (**This helps to expedite the dismissal process**). Be sure to display your **carpool tag** visible in the window. We will start the dismissal process promptly at 3:40 p.m. Students will be called from the cafeteria/classroom and will be required to stand at their corresponding number. Once we load the students, we will dismiss the ten (10) loaded cars and then proceed to load the next ten (10). Please encourage your child(ren) to listen carefully to his/her name and number to be called.

IMPORTANT: If a change in transportation is to occur, send a WRITTEN notice to your child's homeroom teacher. Do not call the office for a change in transportation unless it is an emergency.



CAR TRAFFIC PROCEDURES

Upon arrival and dismissal, all cars should stay on the **right side**, and students should exit on the **right side** of the vehicle (*see page 12 for additional procedures*)

BUS ZONE PROCEDURES

The bus zone is in **front of the school**. This area is **ONLY for buses from 7:30 a.m. – 8:40 a.m. and 3:15 p.m. – 4:25 p.m.** There will be **NO PARKING** at the curb in front of the driveway. You may park in any available parking space before 3:40 p.m. or after 4:30 p.m. Parents are not allowed to drive, park, drop off, or pick up students in the bus loading zone between the hours of **7:30 a.m. -8:40 a.m. and 3:15 p.m. – 4:25 p.m.** Parents must provide written notice to the child's homeroom teacher of any changes in transportation.

At dismissal, students are to enter the library quietly with the designated grade level teacher. Students must sit at their designated bus table. Talking is prohibited while in the library.

AFTERNOON VAN RIDERS

Students are to walk through the breezeway between the main building and the annex with their designated teacher and wait for pickup. Van riders must be picked up by a certified/licensed daycare center or after-school program provider. Car riders are **not allowed** in the van pick-up area without permission from the School Administration. All car riders are to be picked up in the car loading zone only.

CHECK-IN and CHECK-OUT PROCEDURES

Check-in: Students are required to report to school no later than 8:40 a.m. Only an individual whose name appears on the registration card can check-in unless the school verifies permission with the parent/guardian. Check-ins are excused for the same reasons as absences. Check-ins, for any other reason, are unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins.

Check-out: Dismissal is a very important process. Teachers and students need time to prepare and transition to start the dismissal process; therefore, checkouts are **NOT** allowed after 3:15 p.m. Students must be checked out at the front office by a parent or legal guardian. Only authorized persons whose names appear on the school registration card may check-out students. Written permission should be given by the parent/guardian or "emergency person" shown on the school registration card before each check-out, except in cases of sudden illness, accident, or similar incident where telephone confirmation is the only alternative.



ATTENDANCE and TARDY PROCEDURES

Goal: State law requires attendance at school. Success in school is linked closely with being in the classroom, joining in class discussions, and doing the assigned work on a regular basis. Only in the classroom can students take full advantage of classroom discussion, teacher's explanations of assignments and other materials and activities that enrich learning. There is no way to duplicate the classroom learning experience after a student has been absent. Therefore, it is our goal to improve attendance by implementing a fair and consistent attendance plan to increase each student's potential for lifelong success.

Procedures: All students enrolled in the MPS system, regardless of age, are required to be in continuous attendance at their designated school. The Alabama Administrative Code: 290-3-1-02 (7)(C) requires a written note signed by the parent/guardian, which states the reason for the student's absence. Failure to furnish a written explanation for the absence may result in the student being considered truant with the knowledge of the parent/guardian as the person responsible for the student. Make-up work will be given for all excused absences. For success in school, each student should:

- **Attend school regularly and punctually.**

For children to be successful, parents should:

- **Make certain their child's attendance at school is regular and punctual.**

It is the responsibility of the school to:

- **Keep accurate daily attendance records and reports. Excused and unexcused absences are required.**

However, any assignment, homework, or test missed during an unexcused absence, will receive an automatic "0". **Any student in grades K-12 who accumulates more than twenty (20) excused absences or more than ten (10) unexcused absences for the school year will be retained.**

A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension.



Excused Absences:

Any absences not falling into the categories listed below or otherwise excused by the superintendent, principal or the superintendent's designee will be unexcused:

1. *Personal illness*
2. *Serious illness in the immediate family verified by a District Resource Officer*
3. *Death in the immediate family (not to exceed three (3) school days)*
4. *Absence for the observance of recognized holidays of the child's own faith*
5. *Inclement weather which makes it dangerous to attend school – as determined by Superintendent or designee*
6. *Court-required appearances*
7. *Suspensions*
8. *Prior approval of a non-illness absence must be obtained from the Office of Student Social Services. The request must be made by the parent or legal guardian. The Prior Approval Absence form (located in the Student Conduct Manual) must be submitted at least two (2) weeks prior to the requested absence. The form must be hand-delivered to the address listed on the form or mailed via U. S. Postal Service.*

For these absences to be excused, a parent's note or doctor's excuse must be sent to the school within three (3) school days of the student's return to school to be counted as an excused absence.

- A faxed or emailed note from the parent or doctor's office **is not acceptable.**
- If a student is absent three (3) consecutive school days, a doctor's excuse may be required
 - Parental excuses are limited to eight (8) per school year
- After 15 days of unexcused absences, the Alabama Law Enforcement Agency will be contacted to suspend driving privileges, if applicable.



Unexcused Absences

Any absence **not** listed above in the Excused Absence section or otherwise excused by the superintendent, principal, or the superintendent's designee will be considered **unexcused**. Examples of **unexcused** absences include, but are not limited to as per Board Policy JBC issued on 01/27/2015:

1. Missing the school bus or transportation to school
2. Trips unauthorized by the principal
3. Birthdays or other celebrations
4. Any absence for which a written excuse was not provided within three (3) school days from the return of absence
5. Any absence due to a dress code violation

PICKING UP ASSIGNMENTS

Parents are asked to notify the school as soon as possible if your child's absence extends beyond one (1) instructional day.

Parents should contact the office at the beginning of the school day with the child's name and the name of your child's teacher(s). A 24 to 48 hours' notice is needed to complete the request. Office personnel will notify the teacher of the request. The teacher will send books and assignments to the office. If brothers, sisters, friends, etc. are to collect assignments, they should pick them up from the office after school.

TARDINESS TO SCHOOL

Students who arrive after 8:40 a.m. must report to the main office and be signed in by **a parent or guardian**. The student will be given a pass to class. Check-ins are excused for the same reasons as absences. Check-ins, for any other reason, are **unexcused** and may result in disciplinary action. No make-up work is allowed for unexcused check-ins. For the check-in to be excused, a parent note or doctor's excuse should be sent to the school upon return to schools but must be received within three (3) days.

Tardiness is excused for the following reasons:

- *Illness of self or an immediate family member.*
- *Death in the immediate family,*



- *Traffic problems or car trouble is **not** a valid excuse.*

If a student is tardy to school because of a doctor or dental appointment, he/she must bring a statement from the doctor or dentist before the tardy is considered excused (normally immediately but it must be received within 3 days).

CONSEQUENCES

1st Tardy Written notification to the parent **2nd**

Tardy Written notification to the parent **3rd**

Tardy Written notification to the parent

4th Tardy Mandatory parent conference with an administrator

TRANSFER and WITHDRAWAL

Parents are asked to notify the school at least 24 hours in advance to withdraw a student so that the designee may prepare the necessary withdrawal forms and to inform the parent of any damaged or lost books, materials, or of any other outstanding debt(s). Upon completion of the withdrawal form, a transfer form will be issued. The student's records will be forwarded to the new school upon a written notice requested by the school.

MAKE-UP WORK

Make-up work shall be provided for any excused absence. When the student returns to school after an excused absence or suspension, he/she has three (3) days or the number of days equal to the number of school days of consecutive absences; whichever is greater, following the student's return to class to make-up work. The teacher will provide the student with any assignments missed during the absence. It is the responsibility of the student's parent, guardian, or legal custodian to make arrangements with each teacher and ensure make-up work is completed. Make-up work will be permitted **only** when written excuses from the parent, guardian or legal custodian have been received in accordance with this policy. If the student does not turn in the missed work by the deadline, the student will receive a zero (0) for the missed work. Every effort will be made to assist students with completing make-up work. If the absences are for more than five

(5) consecutive days, a reasonable timeline will be established for submission of make-up work.



TEXTBOOKS

All students in Grades 1-5 are issued textbooks free of charge. The textbook form must be returned before a student may receive textbooks. The student and parents are responsible for these books. Lost and/or damaged books must be paid to receive books. Prices are based on the school system's cost of each book for students.

HOMEWORK

At Carver Elementary and Arts Magnet School, we consider homework to be a worthwhile use of time outside of the regular school hours to practice, maintain, enrich, complete, or make-up classroom activities. Homework is designed to help students with a wide range of subjects and reinforce or apply many different skills. Homework assignments will vary depending on the individual needs of each student.

Also, students will be required to read a variety of books to enhance their reading skills. Students are required to read 20 to 30 minutes each night in addition to their regular assignments. A parent or guardian's signature is requested on the nightly reading logs. Nightly reading logs will be checked weekly, collected, and recorded as part of the reading grade. Students will not receive credit for completing the task if the log is not signed by a parent or guardian.

This year, a unified approach will be used to document the completion of homework. Homework may account for 10% of the overall final grade assigned per subject every nine (9) weeks. Please encourage your child to complete all his/her nightly homework.

HOMEWORK PLANNERS

Homework planners are mandatory for all third, fourth, and fifth grade students and may be purchased through our PTSA.

Criteria to Remain in the Magnet Program

1. Students in Grade K must maintain **G/S** and **A/B** progress in academics, arts, and conduct.
2. Students in Grade 1 must maintain a GPA of **2.75** in their academic areas. Students must maintain a **3.0** in conduct for all areas. Students must also maintain a **G/S** in their art areas.
3. Students in Grades 2-5 must maintain a **2.75** GPA in their academic areas. Students must maintain a **3.0** in conduct for all areas. Students must also maintain a **3.0** average in their art areas.

Academic areas include: Reading, Language Arts, Math, Science and Social Studies

Conduct areas include: Academic classroom and Arts classrooms

Students who fall below the criteria to remain in the Magnet Program will receive letters after the first semester in January, and after the third nine (9) weeks in March for academic and/or behavioral probation.

Please secure your Power School access to monitor your child's grades.



Kindergarten Grading Scale

Proficiency Level	Percentage Scale	Performance Score
Mastering Standards	90-100	5
Meeting Standards	80-89	4
Partially Meeting Standards	70-79	3
Approaching Standards	60-69	2
Not Meeting Standards	0-59	1

First through Fifth Grade Grading Scale

A=	90-100	
B=	80-89	
C=	70-79	
D=	60-69	
F=	0-59	

EXTENDED DAY

Registration will take place after the start of school. Dates will be available on the school monitors, a monthly calendar, and on the school website. The cost is \$50 per semester for each class. The funds will be used to cover the cost of materials and upkeep of instruments.

Students must be picked up at the front entrance of the school at 4:30 p.m. Students who receive three (3) late notices will be dismissed from the program. A refund will not be granted upon dismissal from the program. Parents should park in the parking lot by the auditorium to allow late buses to enter and exit the parking lot. Dates for the extended day are subject to change. If necessary, notification of cancellation will be provided by the extended day teacher.

IMPORTANT DATES and EVENTS

All events and activities throughout the school year will be published in the monthly calendar and available on the monitor located on the wall outside the school office. These dates and events will also be on our school website <https://www.mps.k12.al.us/Page/33#calendar2598/20220916/month> It is important to check our website often to keep up with the many events and activities that are going on at our school.

Specific events, activities, and announcements will be sent home on flyers. Please check with your child each day for homework and school information.



SCHOOL PARTIES/BIRTHDAYS

There will be two (2) school-wide parties, one (1) in December and the other in February. These dates and times will be announced and located on the monitor by the office, and additional information will be sent home in the monthly calendar.

Teachers may organize an end-of-year activity/celebration for each classroom/grade level. The activity will be announced in the Spring by each homeroom teacher.

FLOWERS, BALLOONS, and GIFTS

MAY NOT BE BROUGHT TO OR DELIVERED TO SCHOOL

FIELD TRIPS

All field trips are related to classroom standards to extend learning. A signed field trip form is required for all students to attend a field trip.

Students are required to follow school and district expectations while attending any field trip. A parent or legal guardian may be requested to attend a field trip with any student who exhibits poor behavior in the classroom. Parents are encouraged to be a part of his/her child's learning experiences and help chaperone students while off-campus.

PARENT and VISITOR INFORMATION

Parents/guardians and community members are welcomed and encouraged to visit our school. We ask you to follow Montgomery Public Schools (MPS) Visitors Policy and our school rules to ensure the attention of the teacher is not taken away from instructing your child(ren). Parents and other visitors **MUST ENTER through the designated MAIN ENTRANCE to sign in at the OFFICE and PRESENT PROPER IDENTIFICATION, including at least one (1) photo ID.** Any visitor who causes disruption, distraction, or any other interference in the teaching and learning process will be asked to leave immediately. The principal will have the right to have a disruptive visitor removed by school security or the police department, as well as the right to prohibit the individual from participating in future visits to the school.

Parents will NOT be allowed to walk students to the classroom.

All visitors are asked to please adhere to the following guidelines:

1. Parents/guardians are asked to plan any visit so that they arrive at the beginning of classes. The purpose of the visit is to **observe**. Therefore, parents/guardians **should not** interact with their child, other students, and/or attempt to have a conference with the teacher.
2. **No more than ONE (1) visitor to a classroom.** More than one (1) visitor or a parent with other children could distract students and hinder the learning process.
3. Cell phones should remain on **"silent" or "off"** for the duration of the visit.



4. There will be a chair labeled “**Visitor**”. This will be the chair that will be utilized so that upon entering the classroom, there is no interruption with instruction regarding where you should sit.
5. To protect the safety of all students, parents/guardians or visitors **should refrain** from including other students in pictures that are taken at any school sponsored events (**on or off-campus**). Furthermore, parents/guardians or visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

GUIDELINES FOR SCHOOL VISITORS ARE BOARD POLICIES. Please refer to the Student Conduct Manual for 2022-2023

SCHEDULING A CONFERENCES

Communication is a key component for success at Carver Elementary and Arts Magnet School. Conferences may be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or another advocate; however, the principal must be notified in advance if the parent/guardian is requesting that an additional person is attending. The principal will have the final decision whether additional people may attend the conferences. If special accommodation is needed for a conference, call the school to plan before the visit. **Conferences may be held virtually or in person.**

Please adhere to the following guidelines:

1. You may call the school office at (334) 269-3625 and speak with our parent liaison, Mr. Vandiver, to schedule a conference.
2. If your child has more than one teacher, it is best to have **all teachers** involved in the conference. This approach helps you understand your child’s behaviors, needs and participation in all classes.
3. Conferences may be scheduled on most Tuesdays, Wednesday, and Thursdays after school starting at 3:55 p.m., during the teacher’s planning period, or at 7:50 a.m. on most mornings.
4. If you would like to have a teacher call you, please send a note by your child, call the office, or email the teacher at: firstname.lastname@mps.k12.al.us. Email addresses are located on the school website. Please do not call teachers at home or on cell phone unless they have specifically asked you to do so.
5. To provide our undivided attention to our students, please refrain from conferencing with teachers during lunch, at PTSA meetings, before and after school (unless scheduled).



Uniform Requirements

Please note that the uniform guidelines of Carver Elementary and Arts Magnet School coincide with Montgomery Public Schools dress code.

Boys Uniform

Girls Uniform

Shirts	Solid Gold Polo Shirts	Shirts	Solid Gold Polo Shirts
	Solid Hunter Green Polo Shirts		Solid Hunter Green Polo Shirts
Sweater/Indoor Jackets	Solid Hunter Green, Black, or Gray cardigan, pullover sweater, V-neck sweater, or zip-up fleece	Sweaters/ Indoor Jackets	Solid Hunter Green, Black, or Gray cardigan, pullover sweater, V-neck sweater, or zip-up fleece
Pants	Solid Khaki Pants	Pants	Solid Khaki Pants
	Solid Khaki Knee Length Shorts		Solid Khaki Knee Length Shorts or Capris
Belt	Black or Brown (Required if pants have belt loops)	Skirts/Jumpers	Solid Khaki Skirts or Skorts Royal Park Plaid Jumper Style 194, color 80
Shoes	Tennis shoes only	Belt	Black or Brown (Required if Pants have belt loops)
		Shoes	Tennis shoes only
Socks	Solid White or Solid Black	Socks	Solid White or Solid Black
		Tights	Solid White, Hunter Green, Black, or Gray

- Students are to keep shirts tucked in and wear a belt.
- Students are to wear appropriately fitting clothes with pants and shorts worn at the waist.
- Headbands and ribbons must match uniform colors.
- Jewelry must not interfere with instructions or PE.
- During cold weather, heavy jackets must be removed upon entering the classroom so that all children are in uniform compliance during the school day.



VIOLATIONS OF DRESS CODE

1st & 2nd Violation: Parent will be contacted to bring appropriate clothes for student 3rd Violation: Conference with teacher and/or administrator

Any additional violations: Offense could be upgraded to school code B10-Persistent/Willful Disobedience and/or Refusal, and consequences will be issued accordingly.

SCHOOL EXPECTATIONS

HALLWAY

Students will

- Have a pass when not with his/her class
- Walk silently on the right side of the hall on the third tile
- Keep his/hands and feet to him/herself

LUNCHROOM

Students will

- Remain silent for the first ten (10) minutes
- Use soft voices for the remainder of lunch
- Leave tables and floor clean.

BATHROOM:

Students will

- Refrain from talking or playing while in the bathroom
- Flush after each use
- Wash or sanitize their hands
- Keep the restroom clean

BREAKFAST:

Students will

- Refrain from talking during breakfast
- Keep hands to himself/herself
- Line up by grade level when asked to do so
- Take no longer than 15 minutes to eat
- Place book bags on a separate table, in view of an adult on duty



CLASSROOM

- Students are expected to use appropriate behavior throughout the school day in and out of the classroom. Students are not to disrupt the educational process in the classroom or other areas of the school.
- Rules, procedures, and consequences are listed in all grade-level handbooks and approved by the administrator.
- Teachers will manage classroom discipline and will keep logs of behavior. Parents will be contacted by note, phone, or email when necessary.
- Conferences will also be used to address the behavior. Students who continue to disrupt the educational process will be referred to the administrator.

BEHAVIORAL CONSEQUENCES

The Montgomery Public School's *Student Conduct Manual* will be used to determine the inappropriateness of student behavior. Behaviors that directly violate school and/or classroom rules are considered **inappropriate**.

Informal Teacher Interventions

Students will be given ample chances to correct inappropriate behaviors. There are school-wide procedures in place to accommodate rule violations. Informal teacher interventions include informal consequences, but are not limited to the following:

- In cases where it is appropriate, verbal warnings should be issued to the student as the primary intervention.
- A written warning or reprimand of a student to a parent from the teacher, or if deemed necessary, from the principal or his/her designee.
- In-class behavior management interventions to include work details, behavior management plans, and positive reinforcement for good behavior as examples.
- Lunch/snack detention may be imposed when provided at the school site. Students will always be monitored by school staff in a designated area. Lunch may not be withheld from any student given lunch detention.



- School privileges may be withdrawn by an administrator, teacher, or a designee from school events as well as other functions as determined by the school official.

Corporal Punishment

No corporal punishment will be administered on campus by the administration.

Suspensions

Principals may find it necessary to suspend a student from school for violation of school rules and/or for various types of misconduct. When it becomes necessary to suspend a student, an oral and/or a written notice of the charges against the student will be given, and students will be given an explanation of the evidence school and school authorities will have the opportunity to explain or discuss the charges and evidence. Generally, notice and a hearing will precede the student's removal from school, but if the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice will be sent to the parent within three (3) school days. The hearing will follow as soon as practical.

The administrator(s) at Carver Elementary Arts and Magnet School reserves the right to apply other disciplinary consequences and measures as deemed appropriate in order to help students develop positive and productive behavior.

CONFISCATED ITEMS

A list of items that **should not** be brought to school is listed in the MPS Student Conduct Manual. School officials accept no responsibility for safeguarding confiscated items. Any of these items that are brought to school will be taken up by the teacher, and the following procedure will be taken:

1. Teacher will submit the item to the principal or assistant principal for further action if necessary.
2. Items are logged in with an administrator and placed in a secure location. 3. Parents will be contacted regarding retrieving the item.
4. Disciplinary action will follow the MPS Student Conduct Manual.



CELL PHONE and OTHER COMMUNICATION DEVICES

The cell phone/telecommunication device guidelines of the school coincided with MPS Student Conduct Manual, but in a more detailed and school-specific form. Bringing a cell phone or other communication device to school is strongly discouraged. Teachers **WILL NOT** use these devices during instruction and if a cell phone disrupts a class, it will be dealt with according to the MPS Student Conduct Manual. **Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch, or other adapted tables/PDA/s or electronic devices.**

If there is an extenuating circumstance in which a student must have a phone at school, please contact the principal for prior approval and procedures. All school procedures regarding these devices are applicable to school buses and while on field trips.

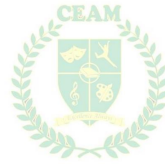
We strongly encourage parents to turn off cell phones while on the school campus.





Carver Elementary and Arts Magnet School HANDBOOK RECEIPT

2022-2023



Homeroom Teacher

I, _____, a student enrolled at Carver Elementary and Arts Magnet School, hereby acknowledge by my signature that I have read the Student/Parent Handbook. I understand that these rules and regulations apply to **ALL students and parents** at Carver Elementary and Arts Magnet School and that **ALL students** must adhere to these rules and regulations in order to continue attending Carver Elementary and Arts Magnet School.

Signed _____ Date _____
(Signature of Student)

I have received and read the Student/Parent Handbook and will encourage my child to follow these rules and regulations.

Signed _____ Date _____
(Signature of parent/guardian)

PLEASE SIGN and RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER

In an effort to protect our environment, we have placed a digital copy of the student handbook for Carver Elementary and Arts Magnet School on our school's website <https://www.mps.k12.al.us/site/Default.aspx?PageID=33#calendar2598/20220916/month>. If you



would like to request a hard copy, please submit a letter of request to your child's homeroom teacher. We will gladly provide you with a copy. Thank you!



MONTGOMERY
PUBLIC SCHOOLS

Carver Elementary Arts and Magnet School



*We will engage, educate, and inspire our students to
succeed in college, career, and beyond!*

2022-2023

STUDENT HANDBOOK

