

Dear Parents and Students,

Welcome to Carver School!

Carver has a proud history of providing a rich and diverse education for its students. Carver Staff encourages students to set high expectations according to their ability. We are also concerned in establishing and protecting each child's dignity. We want our students to be effective learners as well as responsible citizens.

We are pleased that you are a member of our school community. As a parent, you are an essential link in your child's education. This handbook will assist you in becoming familiar with the practices at Carver School. We are hopeful the handbook will serve as a part of our communications network along with regularly scheduled conferences, newsletters, report cards, individual notes, and phone calls. All the procedures assist us in providing maximum benefits for your child's educational program. We encourage you to contact us when concerns or questions arise.

School office telephone hours are from 7:45 a.m. to 4 p.m. daily. The 702-8200 phones will generally be covered during that period. At 4 p.m. the office phone will transfer to voice messaging. To report absences, please call our health aide before 10 a.m. at 702-8215.

You are invited and encouraged to become an active participant in education at Carver. Opportunities for involvement abound. Our parent organization, Carver Parent Teacher Organization (PTO), meets regularly each month September through May at 7 p.m. in our school media center.

Carver School's purpose is to meet the needs of ALL learners through a respectful, challenging, safe, and caring community. We look forward to helping the children from our Carver families be successful in obtaining their goals.

Sincerely,

JOE SLAVIN
Principal

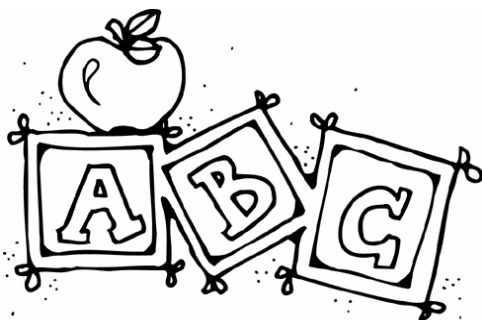


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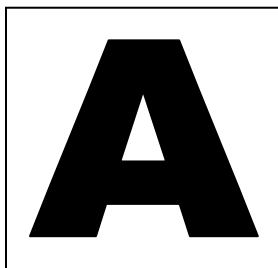
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ABSENCE

Please call 702-8215, the Carver School Health Aide's Office, before 10 a.m. to report your child's absence. Should we not hear from you, it is our practice to call your home or work number to ascertain the whereabouts of your child.

When your child returns to school, ***please send a note*** to the teacher to explain the absence.

We urge you to consider carefully circumstances that keep your child out of school. Regular attendance is a great boost to success in school.

ACCIDENTS (see ILLNESS or INJURY)

AGE REQUIREMENT

Minnesota State Statutes require that kindergartners be five years old on or before September 1 of their kindergarten year.

Requests for early entrance to school are considered by the District. You should speak to your building principal if early entrance is of interest to you.

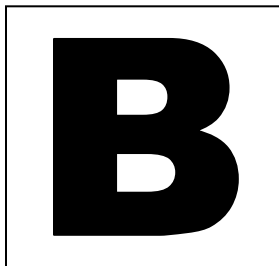
ATTENDANCE

The school board believes that regular school attendance is imperative, and it is the parent or guardian's responsibility to ensure that children are attending school regularly. In addition, the Washington and Ramsey County Community Services Department, in conjunction with representatives from the county attorney's office and court services, has initiated procedures for handling elementary school absences. The procedures our school follows are outlined below:

1. Elementary school students are defined as continuing truants if they are absent from school without a valid excuse for three days in a single school year. After three or more unexcused absences, Carver Elementary School will write a letter to the parent/guardian stating our concern.
2. Students who are absent from school without a valid excuse for seven days or more are referred to the Washington or Ramsey County Truancy Social Worker who will determine whether to visit the family or to set up a diversion meeting at the school.

3. All absences will be marked unexcused until parent states the reason for the absence.
4. Examples of **excused** absences include:
 - Parent / doctor verified illness.
 - Family emergencies – a result of a serious illness or death of an immediate family member.
 - Scheduled appointments that could not be arranged before or after school or on days when school is not in session.
 - Religious holidays.
 - Medical / Dental appointments that can not be arranged before or after school or on days when school is not in session.
 - Prearranged family vacations – an exceptional circumstance, which requires families to take a vacation during the school year. Family vacations should be scheduled to correspond with days when school is not in session. Prior approval by the building principal must be obtained if this absence is to be recorded as approved.
 - Athletic tournaments – on a limited basis and with pre-approval by the building principal.
 - Exceptional circumstances – any other circumstances where permission may or may not be granted at the discretion of the building principal where the pre-approval is requested for any circumstances other than those identified above.
5. Examples of **unexcused** absences include:
 - Parent has car trouble and can not transport the child to school.
 - Overslept – alarm did not work.
 - Shopping.
 - Needed at home.
 - Family vacation that is not prearranged.
 - Babysitting.
 - Missed the bus.
 - No call or note from parent regarding reason for absence, or no reason given.
6. The school can challenge suspicious excuses offered by parents or guardians.
7. The average student in the state of Minnesota misses a total of seven days in a school year. Those seven absences include illness, vacations, or family emergencies. If a student is absent excessively due to illness, school personnel can require the parents to obtain a doctor's excuse each time the child is absent due to illness.

Please remember to call the health office at 702-8215 to report your child's absence. It is important that you state the reason for the absence, or it will be recorded as unexcused.



BAND

Beginning in the fifth grade, students who wish may receive band lessons during the school day. Information about the band program will be available to students at the end of grade four.

BICYCLES

We discourage riding bicycles to school. The availability of safe routes for bicycles is a problem.

BIRTHDAY INVITATIONS

If you are having a party for your child, please mail the invitations or phone parents unless you are inviting the whole class. This request is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party.

BIRTHDAY TREATS (see TREATS)

BREAKFAST PROGRAM

Our District offers a nutritious breakfast for students at the start of each school day. The cost is \$1.40 for students (see lunch program) and \$1.50 for adults.

The computerized prepayment system simplifies payment. Students are notified when their account needs to be replenished.

BUS / BUS STOP BEHAVIOR

The privilege of riding a school bus requires appropriate behavior. Each bus driver is responsible for the safe transportation of all students on his or her bus. Consequently, behavior which interferes in any way with this process may be reported on a Bus Conduct Report. Bus Conduct Reports are sent by the bus driver to the principal. The principal will ask parents to sign and return one copy of the report. Other copies are sent to the District's Transportation office, back to the driver, and retained at the school.

It is the principal's responsibility to remove a student's bus riding privilege if there are safety code violations. School Board policy suggests the following guidelines:

- 1st violation – warning (unless the violation is extremely serious)
- 2nd violation – removal from bus riding privileges for one week
- 3rd violation – removal from bus riding privileges for two weeks or longer depending on the seriousness of the violation

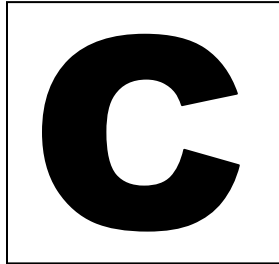
Although each driver establishes his or her own guidelines for behavior, we suggest that the parents reinforce with their children the need to adhere to the following general guidelines:

1. Arrive at bus stop 5 minutes before scheduled bus arrival
2. Remain seated
3. Keep heads, hands, etc., inside the bus and away from emergency handles
4. Use quiet voices along with appropriate language and behavior

BUS POLICIES

According to policy established by the supervisor of transportation, bus riders may change buses to attend authorized extracurricular functions (i.e., Girl Scouts, Boy Scouts or change their normal stop). These ***students must have a note from the parent or guardian*** and give the approved form to the driver.

Students who are ordinarily walkers are not allowed to ride buses without permission from the office for any purpose other than field trips or activities sponsored by the school.



CALENDAR (see SCHOOL CALENDAR)

CAMPBELL SOUP LABEL PROGRAM

Carver Parent Volunteers organize and implement this program to obtain "free" supplies and equipment for our school. The following labels from the fronts of cans should be deposited in the container at Carver.

Labels include: Campbell soups, beans, tomato juice, V -8 juice, Franco- American gravies and pastas, Swanson canned and frozen dinners/entrees, pot pies, chicken, Prego Spaghetti Sauce, Mrs. Paul's frozen foods, Recipe dog food, and lids of Vlasic pickle products.

CHANGES IN FAMILY STATUS

Please inform the school of any changes in your family status. This might include a new address, telephone number, parent's occupation, or a change of marital status. This information is necessary for our records in case of an emergency and is kept confidential.

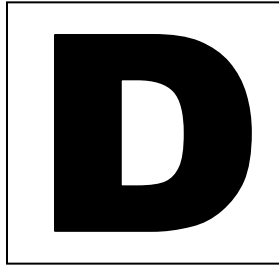
CONFERENCES

Formal conferences are scheduled twice each school year. We consider these times very important, so please make every attempt to attend.

Should you wish additional conference time with school personnel, please don't hesitate to let us know. We are happy to meet with you to discuss concerns you have about your child's education.

CONTACTS

When concerns arise, please deal with them as soon as possible. It is best to address your concern to the specific school personnel most directly related to your concern. Your child's teacher has a direct telephone number and in most instances will be available for calls before and after school. Calls going to voice mail during the school day will be returned after school. Our school office phone number is 702-8200. Our principal, Mr. Slavin, can be reached at 702-8210.



DATA PRIVACY

Student directory information allows the district to announce student names, publish honor rolls, programs and other information. The law states that this information be open to other groups who request it.

Parents may ask that this directory information not be available. **Be aware** that this prohibits the use of the student's name for all of the above and the school's yearbook.

DISCIPLINE (see SCHOOL RULES)

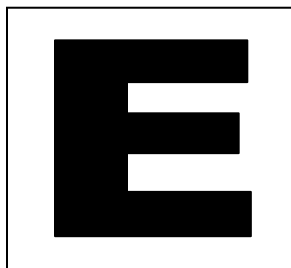
DRESS CODE

While we have no formal dress code for youngsters, we are concerned about a child's health and safety, so the following guidelines do apply:

- Clothes can influence how we feel and act.
- Clothing should be clean, neat, and in good taste,
- During cold weather, we **require** students to wear hats, mittens or gloves, coats, and boots.
- During warm weather, we discourage the wearing of "short-shorts" and tops that expose lots of skin.
- Tennis shoes are required for physical education.
- Black soled shoes that mark tile are prohibited.
- Caps/scarves/hoods are not worn in school.
- All students should be wearing tennis-type shoes to school. (See Footwear)

DRUG FREE

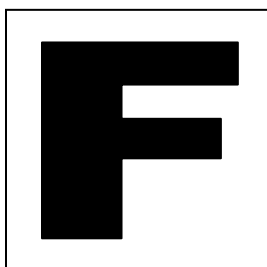
Tobacco, alcohol, and chemical use is strictly prohibited on school grounds which includes the school parking lot and buses.



EMERGENCY CARDS

It is very important that you fill out an ***Emergency Information and Health Card*** for our use when your child is ill or when we have early school closings. Please fill it out completely and return it as soon as possible so that we have accurate, up-to-date information regarding your child. If any of the information changes, please notify us immediately.

If you have a regular schedule or activities, such as sports or volunteer work, please list your schedule on the back of the emergency card along with the phone numbers where you can be reached.

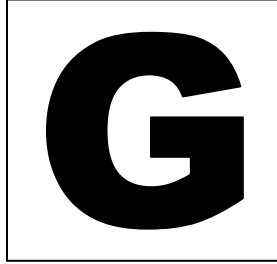


FIELD TRIPS

Most classrooms take at least one field trip each year. These trips either tie directly to the curriculum at the grade level or provide enrichment. You will be notified prior to the trip and asked to return a permission slip for your child. Parent volunteers are welcome.

FOOTWEAR

All students should be wearing tennis-type shoes to school. All classes are on the playground daily, even on days when they don't have physical education. We have made a commitment to providing daily physical activity to all of our students. Open toed shoes, slip-flops, and sandals should not be worn to school. Our grounds are seasonally sprayed with fertilizers and weed killers. The pea rock from the playground is beginning to damage our nice floors as it comes in on these types of shoes.

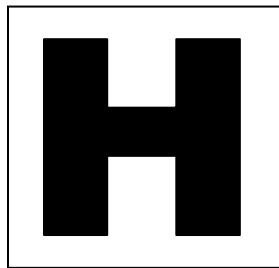


GOALS

We strive toward excellence in education. Our planned efforts toward continual improvement are focused around our own needs with respect to the fifteen characteristics that a synthesis of research says are found in effective schools:

1. The school has a common sense of purpose and clearly defined goals and expectations related to student achievement.
2. The school has a climate which supports its goals and expectations.
3. The school has building-level leadership which encourages and monitors progress toward high goals and expectations.
4. The school has school-site management with considerable autonomy in determining the exact means by which the goals and expectations are to be met.
5. The school has district-level support for building-level management of improvement efforts.
6. Collaborative planning and collegial relationships are exhibited among staff and administration at the building level.
7. The school has a staff development program that is directed toward school goals and is closely related to the instructional program of the school and district.
8. The curriculum is articulated and organized with appropriate time devoted to planned, purposeful instruction focused on the desired out- comes and coordinated across grade levels.
9. Parents are involved in the child's education and support the goals and expectations of the school.
10. Effective management strategies that communicate the seriousness and purposefulness with which the school takes its task are demonstrated in the classroom and school.
11. High expectations and positive interpersonal relationships for all students are exhibited and communicated.

12. Flexible grouping patterns based upon student needs are exhibited in the school and classroom.
13. Instructional preparation takes into account student needs, learning styles and available resources.
14. Effective models of teaching are employed to increase academic learning time and student achievement.
15. Assessment, monitoring, and appropriate feedback is provided.



HARRASSMENT

It is the policy of District 622 to maintain a learning and working environment that is free from racial and sexual harassment. All complaints will be investigated and reported according to policy.

HEALTH SERVICES

A Registered Nurse supervises the Health Aide at District schools. Our health aide will dispense medication, determine appropriate action in emergencies, and monitor absences and health concerns of students. The following are points for you to remember about school health services:

1. Please call our health aide before 10 a.m. at 702-8215 to report **absences**.
2. The health aide must be informed of students taking any medication in school.
3. A written order from a physician is required whenever your child is to receive medication at school. This includes prescription and over the counter medications. Controlled substances such as Ritalin, Dexedrine, Cylert, Aderall must be delivered to school by an adult. Students should not bring these medications to school.
4. Our health aide and trained volunteers conduct **vision and hearing screening**. Parents are notified if further testing is suggested.

5. State law requires children to show evidence of completion of immunizations before they are legally enrolled in school.

HOME / SCHOOL COMMUNICATION

Conferences, open house, report cards and newsletters are some of the ways you learn about your child's school experience.

Equally important are the informal ways. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships and feelings. Talk about school projects and become active in the Carver Parent Teacher Organization.

Please, if you have concerns, let us know. By the same token, if you are happy with the progress your child makes, let us know that, too. We like to hear from you.

HOMEWORK RECOMMENDATIONS

Homework provides a means of extending students' classroom experiences. Homework may be assigned to students Monday through Friday, depending on teacher discretion.

Homework is designed to relate meaningfully to classroom learning and should be designed to fulfill one or more of the following purposes:

- Strengthen basic skill and give extra practice on work that has been introduced in class
- Extend and enhance school-learned knowledge and skills
- Reinforce study habits
- Develop initiative, responsibility, and self-direction
- Stimulate independent thinking
- Increase the range and scope of student interests
- Foster worthwhile use of leisure time

The teacher's responsibility:

- The purpose of the assignment and its relationship to what has been taught in class will be clearly defined by the teacher and understood by the students
- The teacher will plan with students not only what to do but how to do it; teachers will only assign homework that cover skills previously taught in the classroom

- Assignments will grow out of classroom activities and will be meaningful, interesting, and varied
- Homework assignments will reflect the wide variety of subject areas taught in an elementary classroom
- Assigned homework will be acknowledged and/ or corrected

The amount of time spent on homework will vary as follows:

Kindergarten:	5+ minutes per day
1 st grade:	10+ minutes per day
2 nd grade:	20+ minutes per day
3 rd grade:	30+ minutes per day
4 th grade:	40+ minutes per day
5 th grade:	50+ minutes per day

This may include nightly reading for enjoyment. Please contact your child's teacher if the amount of time your child spends on homework consistently exceeds these recommendations.

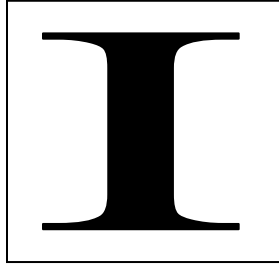
The family's responsibility:

- Provide encouraging atmosphere, free of distractions, for study
- Provide physical space and time for study
- Provide homework tools, such as crayons, glue, paper, pencils, scissors, etc.
- Ensure that your child complete and return the assignment on time

If your child will be absent for an extended time (i.e. family vacation) please note that teachers cannot always provide homework assignments in advance. Students will be responsible for all missed written assignments. Many hands-on classroom activities, however, cannot be made-up.

The student's responsibility:

- Make sure that assignments are clearly understood
- Complete homework accurately and neatly
- Return assignments promptly



ILLNESS OR INJURY

If a child shows any indications of being ill before leaving for school, the child should be kept at home. If student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal and remains normal without fever reducing medication.

A student with flu symptoms also needs to stay home for 24 hours without vomiting before returning to school. Call 702-8215 before 10 a.m. to report the absence.

If a child becomes ill or is injured in school, the parent will be contacted.

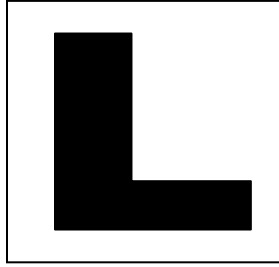
A student who has been absent from school should have a written excuse when he/she returns to school.

Please report to the school immediately if your child has contacted any communicable disease (suspected or confirmed) and/or conditions such as head lice or scabies.

If emergency treatment is needed and we cannot contact you, we will notify your family physician or call 911.

INFORMATION NETWORK

The use of the Internet and other electronic mail by students and staff shall be related to learning activities established by the curriculum of the school district. This policy provides direction for use of our computers.



LIBRARY (see MEDIA CENTER)

LEAVING SCHOOL DURING THE DAY

There are times when it is necessary for a child to leave school early for an appointment. Please attempt to schedule these appointments either before or after school or on days when school is not in session. However, when it is necessary for your child to be excused during school hours, we ask that a note be sent with your child about the request to leave. ***Please come to the office to sign your child out.*** It is important that we have a record of who picks up your child. Our school secretary will notify your child that you have come for him or her.

If you plan to pick your child up after school, please come into the building and wait in the hallway by the office. **Do not go to the classroom.** We are very concerned about the safety of Carver students.

LOST AND FOUND

Please put your child's name on everything that he/she brings to school. For safety reasons, you may put the name inside lunch boxes, school bags, etc. You are welcome to check for missing items in the Lost and Found. Also, please encourage your child to check for lost items.

Any student who loses an item on the school bus should contact the bus driver the next time the student rides the bus. Lost items found by drivers are held on the bus for one week and then transferred to the school district bus garage.

LUNCH PROGRAM

HOT LUNCH – Our District hot lunch program provides nutritious meals for all our students except half day kindergartners. The menus given to each child at the beginning of the month are planned using Federal Standards. Hot lunches for elementary students cost \$2.25. (The cost is subject to change by School Board action.) Information and application forms for free and reduced lunches are in your Back-to-School Calendar or can be obtained in the school office. Bag lunches are available for field trips.

Payment – Prepayment is deposited into the student's account, and the price of each meal is deducted. Students are notified when their accounts need to be replenished. Students will choose to have a reminder stamp on their hand or receive a reminder notice to bring home when they need more money in their accounts.

Lunch Period – Our lunch break is 20-30 minutes.

Cold Lunch – Students may bring their own lunch to school and buy milk for 40 cents if they choose. Please see that your child's name is on his/her lunchbox and thermos. We ask that no pop be sent for lunch.

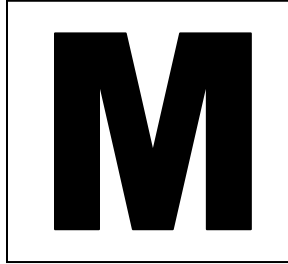
Outside Recess – Students will go outside for about ten minutes of supervised free play following lunch. Please dress your child with this in mind throughout the school year. (When the temperature is below zero, students do not go out for this recess period.)

Parents – Parents may join their child for lunch any day. We ask that you call the school office prior to 10 a.m. or send a note with your child in the morning to let us know that you will be coming. The cost for an adult lunch is \$3.50. (The cost is subject to change by School Board action.)

LUNCH CONDUCT

All students are expected to follow the Carver School Rules and Expectations in the lunchroom. The following should be especially noted:

1. Follow supervisor's directions.
2. Speak in inside voices.
3. Keep hands, feet, and objects (including food) to yourself.
4. Clean your space after eating, deposit trays and waste as directed.



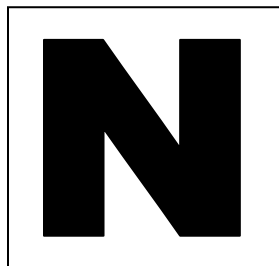
MEDIA CENTER

This area of our school serves as a central place for print and non-print resources of our school. Books, computers, software, and videos are located there, in addition to the adjoining computer lab. Training in multimedia equipment and online resources for both students and staff takes place here.

Students receive 35 minutes of instruction in informational skills and literature enrichment each week. Children are encouraged to return books as soon as finished, or to renew them after a week.

As a service to families, Carver also has a Parent Resource Library. Please see the media specialist for more information.

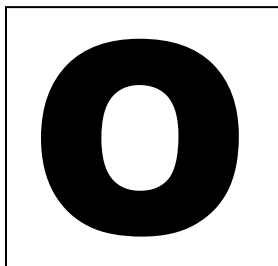
MEDICATION (see HEALTH SERVICES)



NEWSLETTER

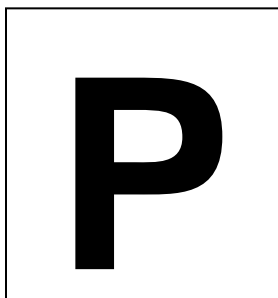
The **Panda Print** is published weekly and sent home with the youngest or only child in each family. Information of interest about school activities is printed and includes:

- Calendar of Events
- News of Carver Parent Teacher Organization
- Features of interest to the Carver Community



OPPORTUNITIES (see also VOLUNTEER ACTIVITIES)

Carver School provides many opportunities for children to learn and for parents to be involved. Individual teachers and our volunteer coordinator will ask for help in specific areas.



PARENT-TEACHER ORGANIZATION

The Carver Parent Teacher Organization (PTO) meets once (day determined each year) each month at 7 p.m. in the school media center. Reminder notes are sent home shortly before each meeting. All parents in the Carver School community are welcome and encouraged to attend these monthly meetings.

This organization serves as a forum for the exchange of ideas between school and home as well as for an organizational base of support for our school. Volunteer services, school hospitality, and fundraising are some of the activities undertaken by this group.

Each month the PTO sponsors a rollerskating party held at Wooddale Skating Rink in Woodbury. This is a family fun night with prizes and awards. It is a great social opportunity for adults and students. Notices are sent home before each party date.

PARENT COORDINATING COUNCIL (PCC)

The PCC is a district-wide committee comprised of a representative from each school in the District. They meet monthly and focus on general educational issues. Reports from this committee are given at our PTO meetings.

PHONES

General School Number.....	702-8200
Health and Attendance Line.....	702-8215
Adventure Connection.....	702-8298
Nutrition Services.....	702-8204
Principal.....	702-8210

PHYSICAL EDUCATION

Vision

To develop fit and healthy children who can be successful, not only in physical education, but also, children who have a functional fitness and wellness which will allow them success in the classroom and in life; and to provide every child with an active, enjoyable, and successful physical education experience; one where action, learning, and fun are emphasized rather than winning at any cost.

Gym Attire

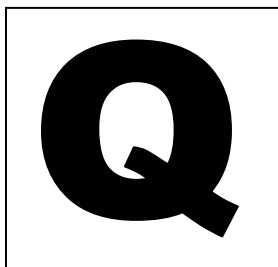
Tennis shoes and comfortable clothing are standard for physical education. If possible, tennis shoes should be kept at school just for physical education. No black-soled tennis shoes will be allowed, as they mark the wood floor.

Excuses

All children who need to miss class because of injuries or have medical limitations need a signed note either from the parent/guardian or family physician. Special needs children should have information on file with the school health professional. All notes should be presented to the physical education teacher.

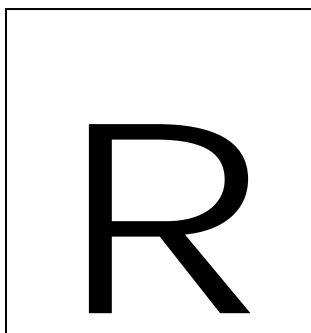
POSITIVE MENTAL ATTITUDE

As teachers, parents, principal, and support staff, it is critical that we concentrate on the positive aspects of our students'/children's lives. Forgiveness, recognition, and encouragement are essential.



QUALITY

The faculty and staff at Carver School work as a team to provide the highest quality of educational experiences possible for your children. With support and encouragement from home, we believe we can provide success for each and every child.



RADIOS, BOOM BOXES, ETC.

Radios, boom boxes, cassette players, beepers, cell phones and Walkman earphone devices are not allowed at school or on the bus. Remote control toy vehicles are also not allowed.

REGISTRATION

Parents may register their child in the school office at any time during the school year. Office hours are 8 a.m. to 4 p.m. We encourage parents to register in person and to bring their children with them. This site visit accompanied by a parent generally increases the comfort level of a new student.

We urge families who move into our community over the summer to register prior to the first day of school. **For families who come to us during the school year, we request a day's notice prior to the student's attendance.** This allows the classroom teacher to have a desk and materials ready and to properly welcome a new student.

REPORTING TO PARENTS

Report cards and conferences are two of the traditional means of reporting the progress of students to their parents. At Carver, we like to emphasize the need for two-way communication throughout the school year.

At mid-trimester, some staff send occasional "Good News" notes and "Reports of Concern" only in instances that merit them.

Report cards will be sent out in November, March and June.

RULES AND EXPECTATIONS

Students are to follow these rules at all times during the school day. These rules ensure that a positive learning environment is maintained for all students.

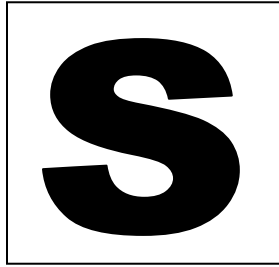
- Follow directions the first time.
- Keep hands, feet, and objects to yourself.
- Wait your turn to talk.
- Walk quietly in the halls.
- Dress appropriately.

The elementary years are important when it comes to developing characteristics and traits necessary for a child to do his/her very best in school. With the home and school working together, students can develop to their fullest potential.

To derive the most from school, our students follow these expectations:

- Show respect.
- Be responsible.
- Cooperate.
- Be prepared.
- Challenge yourself.

The skills needed to follow rules and expectations are taught at each grade level.



SCHOOL BOARD

The School Board sets educational policies and the budget for all schools in District 622. The Board meets twice each month at the 622 Education Center, 2520 12th Avenue East, North St. Paul. The public is invited and encouraged to attend these meetings. School Board members' names and phone numbers are listed in the School Calendar.

SCHOOL CALENDAR

The District 622 calendar lists general information, phone numbers, school holidays, and activities. It is mailed to parents in August. If you don't receive a copy, you may pick one up at the school office.

SCHOOL CLOSING (BAD WEATHER / EMERGENCIES)

It is the policy of the School Board to keep school open as much as possible and to close school only when it is absolutely necessary. The closing of school will be determined by the inability of our school buses to travel safely or if an emergency exists. On days when we have a storm or immediately following a storm, we request that you listen for school closing or late start announcements on the radio or check the District's website (www.isd622.org). WCCO 830 will carry information about District 622. If the school is closed, it will be announced before 8 a.m. If you do not hear a closing announcement you may assume that our buses will travel and that school is in session as usual.

It is sometimes necessary, because of an emergency, to send children home during the school day. Please be sure your child knows where to go in these instances.

Non-Attendance Days – Please refer to the school calendar and Panda Print for the dates of workshops, conferences, and vacations.

SCHOOL HOURS

School starts at 9:30 a.m. and students are dismissed always at 3:30 p.m., depending on the year. Students who walk to school should walk in their patrol lines and arrive about 5 minutes before school starts. No child should be dropped off at school earlier than five minutes before the start time. There is no supervision of school grounds prior to start time.

Please do not send your child to school early without proper supervision.

SCHOOL RULES

Students at Carver are expected to behave in a courteous safe and orderly manner at all times. Our school rules are:

- Follow directions the first time.
- Keep hands, feet, and objects to yourself.
- Wait your turn to talk.
- Walk quietly in the halls.
- Dress appropriately.

These rules apply to all students, no matter what staff or volunteer is with them. When students follow these rules, an atmosphere conducive to learning is maintained.

Occasionally it may become necessary to keep children after school if they have not complied with school rules and/or school expectations. A telephone call from the teacher will be placed before detention is assigned.

Please remember, parents are responsible for transportation home for their children after detention.

SCHOOL SAFETY PATROL

Our School Safety Patrol is made up of responsible fourth and fifth grade students who have been trained in their duties. The Safety Patrol will assist all walkers who need to cross streets near school in arriving and departing. Fifth grade Safety Patrol members are assigned to each bus to assist the drivers in maintaining good order on the buses.

SPECIAL EDUCATION SPECIALISTS

All students referred for special education assessment must have parent permission prior to assessment. After the assessment, parents will be called for a conference to discuss appropriate services.

Adaptive Physical Education – works with children on an individual or small group basis if they have coordination problems or motor development delay.

Occupational Therapist – works with the physical therapist in serving students as a diagnostician and helps plan programs for students with fine motor difficulties.

Physical Therapist – works with the occupational therapist in serving our students as a diagnostician and helps plan programs for students with gross motor difficulties.

LD/EBD/MMH – work with students who have difficulties in learning and/or in managing their own behavior.

Speech/Language – works with students who have delayed speech or language development.

Hearing/Signers – work with students who have difficulty hearing.

STUDENT RECORDS (CUMULATIVE)

Student records are kept on each child for: his/her entire school career. The cumulative folder contains such items as copies of report cards, reading record cards, school attendance, etc. These records are confidential, and access to them is limited to school employees and parents. Parent permission must be obtained to release these records to another party.

STUDENT RESPONSIBILITY

The School Board adapted a student responsibility policy, which is on file in the main office. Many of these clauses are in this handbook. If you wish additional information, please contact the office.

SUPPORT SERVICES

Our school district has a support staff which provides services beyond those received in the regular classroom.

Specialists

ESL Teachers – They work with non-English speaking students.

High Potential – The coordinator organizes the high potential program and works directly with selected students.

Media Specialist – Students have a regularly scheduled library period and computer period. Our media specialist teaches media skills and supervises these areas.

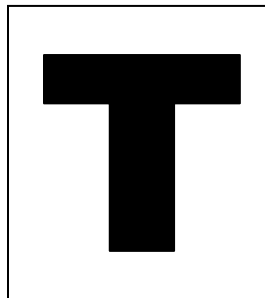
Music Teacher – Students have a music class twice a week with the music specialist.

Physical Education Teacher – All students in grades 1-5 have physical education class twice a week with the physical education teacher and two to three times a week with a classroom teacher.

Psychologist – Our school psychologist assesses those students who are experiencing problems and who may have special needs. This is done only after parent permission is obtained.

Social Worker – Our school social worker works with selected students in classrooms or small groups and is available to advise and support families with special needs.

Learning Services – This support staff works directly with students who are below grade level in reading and/or math either in or out of the classroom.



TELEPHONE USE

Carver School has limited outside telephone lines; therefore, students' use of the phone is limited to emergencies. All social arrangements must be made outside of school time. Room use of phones must have the permission of the teacher.

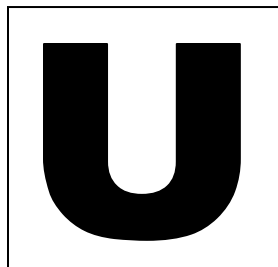
TOYS AND EQUIPMENT

Toys should be brought to school only if requested by a specific teacher. Because we do have a short recess period following lunchtime, we do allow students to bring tennis balls or soft Nerf balls for playground use. Such items should be clearly marked for identification purposes since the school cannot assume responsibility for these items. Should the transporting of any equipment cause a problem on a school bus, this permission will be revoked.

Please remember that mechanized and remote control toys including headphones, radios, and tape players are not allowed at school except with specific permission from a teacher for some special purpose.

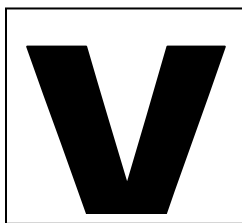
TREATS

There are special occasions when parents may send treats to school for the entire class. If you would like to send a treat, we ask that you adhere to State Department guidelines, which state that such treats must be purchased from a bakery or store. All candies should be individually wrapped. Homemade cookies, cakes, etc. are not allowed. Thank you for your kindness in following this health-related policy.



UNDERSTANDING

We hope that your child's experiences at Carver School will increase his or her understanding of the world in which we live. Your child's understanding of how he or she can contribute positively to this world should also be expanded through experiences in these formative stages of development.



VISION

Carver School's purpose is to meet the needs of ALL learners through a respectful, challenging, safe, and caring learning community.

We believe the best way to achieve our purpose at Carver School is to improve student achievement by:

- Providing curriculum, based on student assessment, which meets the needs of our diverse population.
- Continuing to develop a culturally sensitive environment.
- Expanding staff development and collaboration through professional learning communities.

Students, parents, teachers, staff and community all contribute to the education at Carver School. In a businesslike yet friendly climate we work together to develop:

- Basic Skills
- Social Skills
- Higher Order Thinking Skills
- Citizenship Skills
- Appreciation of the Creative Arts

Carver Staff is dedicated to excellence. The administration, teachers and staff concentrate on the latest research in education and its application to our students' learning program. Appraisal, revision and implementation are an on-going response to the findings of research.

We are committed to continuous self-improvement and dedicated to providing the best possible educational program for the students we serve.

At Carver School, we are ***PUBLIC AND PROUD!***

VISITING SCHOOL

Parents and guardians are encouraged to visit Carver School to observe their children's programs in action. We ask that everyone please stop in the office to sign in and obtain a visitor badge so we know who is visiting. Many teachers appreciate knowing if you plan to visit their classes. Please feel free to call 702-8200 or your child's teacher to arrange a visit.

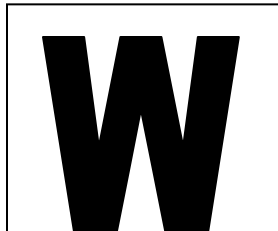
Students may not bring friends to visit during the school day.

VOLUNTEER ACTIVITIES

Volunteers are an integral part of our program. If you are interested and can volunteer, please let the office know, 702-8200.

Some examples of ways in which our volunteers assist at school include:

- Junior Great Books
- Food Drive
- Picture Person
- Book Fair
- Classroom Activities
- Publishing Center
- Field Trips
- Fundraiser

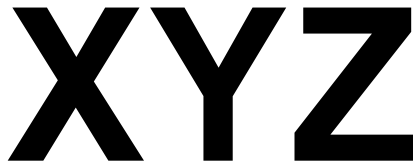


WALKERS

Students who walk to school are reminded to follow the Safety Patrols' instructions and walk in line to and from school when crossing guarded streets. Walkers should not arrive at school earlier than 5 minutes before start time.

WEAPONS

Students and visitors are not allowed to possess, use, or distribute a weapon when in a school location. According to School Board policy, immediate out-of-school suspension and notification of parent or guardian will occur. The weapons' policy is given to each family at the beginning of each school year or when a new student registers.



XYZ

XTRA

Many “extra” programs and events are offered to Carver students throughout the year.

YES

Yes, you are welcome and encouraged to visit Carver School and participate in the education of your child.

ZEST

Let's work together in inspiring your child's **Zest** for learning!