

George Washington Carver Elementary School

Parent-Student Handbook 2016-2017



The mission of Carver School is to:
Invigorate the Mind, Invest in the Heart,
Invent the Future.

Carver Elementary
2007 Radford Road
Dubuque, IA 52002
Phone: 563-552-4500
Fax: 563-552-4501

School Website: <http://www.carver.dbqschools.org/>

PTG Facebook: <https://www.facebook.com/George-Washington-Carver-Elementary-School-539064609497363/>



The mission of George Washington Carver Elementary School is to: Invigorate the Mind, Invest the Heart, Invent the Future.

Carver Staff 2016-17

Principal Cindy Steffens

Business Manager Becky Neumann

Kindergarten

Angie Blatz
Joan Gerdemann
Denise Koch

Grade One

Tanya Lex
Peggy Goerd
Diane Treanor

Grade Two

Joyce Valentine
Angela Budde
Charlotte Tracy
Katie Maneman

Grade Three

Nichole Dirks
Tracy Potts
Mandy Heiar
Chris Davison

Grade Four

Kathy Kruse
Amy Evarts
Karla Jokiel
Laura Herman

Grade Five

Sarah Fitting
Jennifer Donath
Maureen Waskow

Preschool

Kim Bell

Resource Teachers

Katie Flynn
Nancy Puls
Rhonda Thole
Megan Johannsen
Lisa Benko
Ashley Brehm

School Nurse

Kathryn McClimon

ELL

Kara Dodds

Guidance

Stefani Weber

LRC/Technology

Donna Schmitt

Health Paraprofessional

Robin Noonan

TAG

Staci Walsh

Instructional Coaches

Becky Berg
Nicole Hilby

Instrumental Music

Orchestra-Brianna Tieskotter
Band-Brian Enabnit

Paraprofessionals

Kimberly Luedtke
Patty DeHeck
Peggy Miller
Misti Flogel
Tammy Sprecher
Katie Knutson
Barb Kass
Beth Berg
Kelly Roen
Karen Freiburger
Sandy Splinter
Becky Schemmel
Jaymie Zarra

Food Service

Julie Doerr
Kim Fredrick
Linda Rusch

Educational Interpreters

Jeleighsa Hamilton
Kristi Kleiner
Robin Lilleskov
Shawna Auderer
Tammy Silver

Specialists

Meegan Harkey
Shirley Deppe
Amy Kirman
Julie Lammer
Julia Borgwardt
Linda Niemann

Custodians

Denny Weber
Ken Kircher
Steve Lutgen

Lunch Fees

Single Lunch.....	\$2.55
5 Day Lunch.....	\$12.75
20 Day Lunch.....	\$51.00
Adult Daily Lunch.....	\$3.45

Daily Milk.....	\$.50
5 Day Milk.....	\$ 2.50
20 Day Milk.....	\$10.00

Student Daily Breakfast.....	\$ 1.55
Student 5 Day Breakfast.....	\$ 7.75
Student 20 Day Breakfast....	\$31.00
Adult Daily Breakfast.....	\$ 1.95

Students may bring a sack lunch and purchase milk at the above listed prices. They may also eat a school lunch (which includes milk).

The breakfast, lunch and milk program is automated.

Students deposit money into their computerized account using preprinted meal account deposit envelopes.

Student Fees

Grades K-5 (Full-Time).....	\$ 70.00
-----------------------------	----------

Policies, Procedures, and General Parent Information

MONDAY THROUGH THURSDAY

SCHEDULE AND PROCEDURES:

6:30 Y-Care Before School Care
8:25 Breakfast in Commons Area
8:40 Students enter the building
8:45 AM Preschool Students enter the building
8:50 Tardy Bell
11:15 AM Preschool Students Dismiss
11:40-1:15 Lunch
12:40 PM Preschool Students enter building
3:15 PM Preschool Students Dismiss
3:30 K-5 Grade Students Dismiss
3:30 Y- After School Care

8:10-3:40 Teacher Day

7:30-4:00 Office Hours

FRIDAY SCHEDULE

6:30 Y-Care Before School Care
9:25 Breakfast in Commons Area
9:40 Students enter the building
9:45 AM Preschool Students enter the building
9:50 Tardy Bell
11:15 AM Preschool Students Dismiss
11:30-1:15 Lunch
12:40 PM Preschool Students enter building
3:15 PM Preschool Students Dismiss
3:30 K-5 Grade Students Dismiss
3:30 Y- After School Care

ANTI-HARASSMENT/BULLYING/DISCRIMINATION ASSURANCE STATEMENT:

Any form of harassment, bullying, or discrimination can be devastating to an individual. Therefore, the Dubuque Community School District will not tolerate harassment, bullying, or discrimination based upon a trait or characteristic of a student, staff member, volunteer, or applicant for employment including, but not limited to, age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status. The school district requires all agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.- School Board Policies #1001/#1005

Morning Line-Up Areas

Preschool-Preschool Playground
Kindergarten-Front Doors
First Grade-Front Doors
(behind Kindergarten)
Second Grade-Playground Black Top
(Four Square Area)
Third Grade-Playground Black Top
(Four Square Area)
Fourth Grade-Front of building
(Sidewalk along building)
Fifth Grade-Back Playground Doors

Dismissal Doors

Front Playground-Preschool and Kindergarten
Front Doors-Bus Students, 1st and 4th gr
Back Doors-2nd, 3rd, and 5th gr

Any person having inquiries about this statement or the district's compliance with regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact: The Forum, 2300 Chaney Road, Dubuque, IA 52001 (563) 552-3019

ARRIVAL:

Children should not arrive at school before 8:30 a.m. for their own safety. This is when adult supervision begins. The Safety Patrol goes on duty from **8:25 to 8:45** each morning. Children should always use the crosswalks provided and never cross in the middle of the street.

Students may enter the school building before school begins for the following reasons only:

- Eating breakfast at school from 8:25-8:50 a.m. (Use southeast entrance)
- With permission from the teacher
- Special Duties
- Participating in band, orchestra or choir

Otherwise, students are to go directly to their designated grade level areas. During inclement weather, students are permitted to enter the building and gather in the Commons Area in the building.

Please help by providing the safest possible conditions for your child on the way to and from school. It is best when children come to school in groups or with friends at the same time and route each day.

Please have students arrive close to the start of school. Supervision is assigned to front doors and playground at 8:30 until the bell rings.

ABSENCES:

In the event your child is ABSENT from school for any reason, please call the Carver School Attendance line at 552-4500 between 7:50 - 8:50 a.m. Due to our concern for your child's safety, the office will make an effort to call all students with unreported absences. When your child returns to school, please send a written excuse to the homeroom teacher explaining the absence.

1. Regular attendance at school is very important. **Iowa law requires attendance for all children. Federal guidelines dictate 95% yearly attendance. We solicit your cooperation in planning appointments and family vacations that do not interrupt school hours. A school calendar is distributed each year to help assist in vacation planning.** Please help your child develop a commitment for school attendance and for getting to school on time.

2. Tardy or Late Arrival: This is when a student arrives late to school within 90 minutes of the school starting time for any reason. Late arrivals, such as doctor and dental appointments or similar occurrences, will be listed as approved but still entered in the attendance records as a late arrival.
3. Early Out: This is when a student leaves school with less than 90 minutes left in the school day. As with tardy arrivals or late arrivals, early outs such as doctor and dental appointments will be listed as approved but still entered in the attendance records as an early out.
4. Full Day Absence: This is when a student misses the full day of school or more than 3 hours and 15 minutes of school in a school day.
5. $\frac{1}{2}$ Day Absence: This is when a student arrives at school after missing the first 90 minutes or leaves school with more than 90 minutes remaining in the school day.

ARTSONIA:

Carver School is a member of Artsonia.com, the largest online student art museum. Artsonia's goals are to develop students' pride and self-esteem, increase their multicultural understanding through art and involve parents and relatives in student education and accomplishments.

In accordance with school policy, Carver will be seeking your permission for showcasing your child's artwork on our school's web gallery. The permission will cover the tenure your child is at Carver.

BEFORE AND AFTER SCHOOL AGE CHILD CARE PROGRAM:

The YWCA sponsors a Before and After School Care Program for Carver students. The program runs 6:30 - 8:45 a.m. and 3:30-6:00 p.m. concurrent with the school calendar. Information on this program is sent to each family prior to the beginning of the school year. To enroll your school-age child(ren), please call the YWCA at 556-3371.

BICYCLES, SKATEBOARDS, AND ROLLER BLADES:

Riding a bicycle to and from school is a privilege. If a student decides to ride his/her bicycle to school, it should be parked in bicycle racks. It is recommended that students should lock their bikes when they are unattended. Students **are not allowed** to ride their bikes on the school grounds and must walk their bikes, once upon school grounds. Students who fail to follow these rules will have the privilege of bike riding removed. Skateboards and roller blades are *not* permitted at school.

BUSINESS PARTNERS:

Kohls

Red Robin

National Mississippi River Museum and Aquarium

HyVee (Asbury)

BUSSING:

Children who qualify will be provided bus transportation to and from school beginning on the first day of regularly scheduled classes. Parents are contacted by the Transportation Department and given details regarding the bus number, time, and pick up/drop off location. **It is highly recommended that during the first few weeks of school, arrangements be made for parents or another adult to meet the children at the bus drop off point.** This procedure is particularly important for the younger children who are riding the bus for the first time. This practice will also be helpful to the bus driver in seeing that children get off at the proper points. Students who come to school on the bus should return home on the bus unless they have a note from their parents.

All requests for changes in busing, including address changes should be communicated in writing to the school and the school will notify the Transportation Department. If you wish to change your pick up or drop off point, you must fill out an alternate transportation form, available in the main office. Students not assigned to a bus route are never allowed to ride the bus as a guest of a bus-riding student.

School buses must run an entire route. Parents are asked **not** to call the transportation department when your student will not be riding, **unless they are the only student picked up at that stop.** If your child's bus has not arrived and it is more than fifteen minutes late, call the Transportation Department at 552-3275 for its status. In most cases, it has experienced mechanical problems or road construction delays and is running late. If the bus is late and the weather or roadway conditions are such that they may impede the normal operation of the bus, please listen to your local radio station. For a closer look at the Dubuque Community School Bus Policy, it can be found in the District Policy Appendix at the back of this booklet.

The driveway "loop" in the south parking lot off Radford, behind Roosevelt Middle School, is intended **for buses and day care vans only.** Private vehicles will **NOT** be allowed to drive through or park in the bus loading zones during the bus loading and unloading times and anytime when the buses are present.

CHARACTER EDUCATION:

Carver School focuses on Six Character Pillars: These Character Pillars are the foundation of how we do business at Carver School. A sample of the Character Planning sheet is included in this handbook. These may come home with your child to inform you of behavior and infractions.

- Trustworthy
- Respect
- Responsibility
- Fairness
- Citizenship
- Caring

CLASSROOM INTERRUPTIONS/SPECIAL DELIVERIES:

In order to maximize instructional time, we request that parents do not interrupt classes. On occasions, such as bringing articles, lunches, books, messages, etc., please come to the office. Balloons, flowers, or similar items delivered to school **will not** be sent to the child's classroom to avoid disruption of the educational program.

CLOSING, DELAYED STARTS AND EARLY DISMISSALS DUE TO WEATHER:

Cancellation of school or one or two hour delays due to inclement weather will be announced on local radio stations beginning at 5:30 a.m. One or two hour early dismissals will be announced by 10:30 a.m. In the event that there is a 2 hour late arrival the AM preschool will be cancelled, and likewise, if there is a 2 hour early dismissal the PM preschool will be cancelled. Students that attend preschool all day will have the same adjusted arrival or dismissal time as the rest of the school. There is no breakfast program if there is a two hour late arrival. Call the DCSD Weather Line at 552-3035 to check for cancellations or delays anytime. Information will also be announced on local radio stations and television throughout the day.

COMMUNICATION: Weekly communication folders are sent home every Thursday. In the folder parents will receive written communication from school. Important dates and events will be included so parents may be informed concerning our school programs and planned activities. Ask your children about school and if they have any written communication (fliers) for you. The folder should be returned on Friday with any communication for teacher or school completed.

The staff at Carver will communicate with families using the following:

Monthly Newsletter/Calendar of Events

Trimester Progress Reports

Parent/Teacher Conferences

Student Agendas

Phone Calls

E-mail

Flyers

Carver staff expects and appreciates your return communication. A phone call, e-mail, or a note is needed from parents as a matter of policy in the following situations:

Absences or tardies

Leaving the premises

Changes in bus arrangements or drop off or pick up plans

Teachers are not always able to check voice mail or email during the teaching day so make sure to contact the office if any changes need to be conveyed to the student before dismissal.

CONFERENCES: PARENT/TEACHER/STUDENT:

The purpose of parent/teacher/student conferences is to build channels of communication between home and school, concerning growth and development of the student. Student progress is shared with parents and students at two scheduled conferences: one in October and one in February. Every attempt will be made to schedule these conferences as conveniently as possible for each family. Parents are encouraged to call the teacher whenever they have a concern or question regarding their child's progress. Progress Reports are sent home at the end of each trimester. Parents or teachers may request additional conferences whenever they feel there is a need.

DISCIPLINE:

In an effort to provide a safe and positive environment that supports teaching and learning, it is essential that an orderly and supportive climate in the building be established. The focus of the discipline program at Carver School is to assist students as they make good choices regarding behavior at school.

Students' behavior affects the way they see themselves and really affects their progress in school. Since school behavior impacts not only the student but also others in the class, the staff at Carver School is committed to assisting each child in this area. As a staff, we are aware that it is only through collaboration with families that positive behaviors will become internalized.

The structure of the Carver program is centered on what is called **Love and Logic**. The Love and Logic Program is founded upon several basic principles:

1. Classroom and school rules are clearly stated and discussed, thus students know what is expected.
2. Students receive positive reinforcement when they do things correctly.
3. Students are guided to be responsible for self.
4. Parents are kept informed as to their child's school behavior.

Discipline, like academics, is a team effort. We urge you to give us your support, cooperation and trust in guiding your child's behavior. In return we will always act in the best interest of your child, strive to be fair, and always maintain an open line of communication.

DISMISSAL:

Parents who desire a child to be dismissed during regular school hours should send a written request to the school stating the reason, the time when the child is to be dismissed, and who is to be picking up the child. When picking up and /or dropping off children, please come to the main office with your child. **Children will be called down to the office once parents have arrived.**

Only parents of kindergarten students should use the Roosevelt entrance off of Radford Road. Kindergarten parents should drive around Roosevelt and park along the back of Roosevelt. (Do not plan on parking in the lot as there will not be any spaces available at the end of the day as volunteers and student teachers start assisting in the school.) Kindergarten students will be waiting in the front playground area for parents or older siblings to pick them up. Kindergarten students will have hand to hand dismissal. This means parents or a sibling must meet their Kindergarten in this designated area. The key is that each student is being "handed" off to someone responsible (parent or sibling). If a sibling meets a kindergarten and they need to cross the street the parent will be responsible to get out of their car and escort them across the street. The only place parents can park and leave their cars is when they are at the back of Roosevelt. If you are on the side of Roosevelt wait until cars leave the back and pull up to a "parking area". Parents picking up students in grades 1-5 have to enter from Heacock Road and form a single file line around the parking lot. No car will be allowed to enter the parking lot or line of cars from the road around Roosevelt. As students enter their vehicles cars will be moved forward. Parents are to remain in their vehicles at all times. There are "No Parking" signs posted around the parking lot and this will now be reinforced by Asbury law enforcement officials.

DRESS CODE:

Following are the guidelines established for the clothing students wear to school. We understand how difficult it is to find clothing for your child that is comfortable, of reasonable cost and modest in appearance. Policy 5200, states "Any form of clothing, apparel, or personal appearance, including pictures or words, which is indecent, lewd, immodest, vulgar, obscene, disruptive of the orderly operation of the school, or which constitutes a health or safety hazard is unacceptable.

Wearing of or exhibition of clothing, apparel, or personal appearance which depict, advertise, or promote any substance prohibited by these rules (including beer, alcohol, controlled substances, or tobacco products) is prohibited.

In order to help us and comply with the policy we ask that you and your children observe the following guidelines as you select school clothes.

1. Wear shirts that cover the shoulders (straps at least 1" wide). This would exclude, as an example, halter tops, back-less shirts, strapless tops, or tube tops.
2. Avoid short shorts or short skirts and very low cut pants. Mid thigh or longer is a comfortable length for shorts and skirts. Select shorts or skirts that have natural vs. low cut waists.
3. Due to hygiene/health concerns sports head bands, bandanas, wrist bands, and du rags are not appropriate for the school day.

4. Protect your children's toes and feet by sending them in sensible shoes which allow them to walk, run, and play. **Flip flops are absolutely not permitted at school due to safety.**

We ask that children dress appropriately for the winter months enabling your child to enjoy outdoor recess on colder days. Students are expected to wear boots and snow pants during snowy, wet and muddy weather. On days when the temperature is 0 degrees F. or below or when it is raining, students will be allowed to come into the school at 8:30 a.m. and will have limited exposure to the outdoors at recess times.

Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Students, who in the opinion of the teacher, or the principal, are inappropriately dressed, will be asked to phone home for a change of clothes.

EMERGENCY DRILLS:

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year.

FACULTY/STAFF:

The George Washington Carver Elementary School staff is composed of 21 classroom teachers, five special needs teachers, a preschool teacher, a nurse, counselor, two instructional coaches, three custodians, secretary, 11 paraprofessionals, five educational interpreters, a teacher of the deaf and hard of hearing, a TAG teacher, a Technology Coach/LRC teacher, art, music, and physical education teacher, and principal. Our building also has a strong working relationship and receives services from Keystone AEA (Speech, Psychologist, Social Worker, and Physical Therapist).

FIELD TRIPS:

Field trips are planned as additional experiences for your children. Before each field trip you will receive a permission form to sign. Written permission is necessary for your child to go on the field trip. If the permission slip is not received, your child will remain at school. Students may be directed to call parents to remind them to send a signed permission slip. Teachers may be contacting parents to request assistance in driving and supervising for field trips. Parents driving for field trips must have a valid driver's license and current proof of insurance. **Parents driving or chaperoning for a field trip must complete a volunteer disclosure form prior to the trip. Student behavior may affect your child's attendance on school sponsored field trips.**

FOOD AT SCHOOL:

Many classrooms have a snack time or an occasional celebration. If your child is to bring food during the school year we ask that you to refer to the DCSD list of

healthy snacks. Treats should be small and inexpensive. Gum is not allowed in school. Soda pop is not allowed in the lunchroom.

FUNDRAISING PROGRAM:

The Carver PTG will be conducting a major fundraiser this year. Parents will sign a permission slips during e-registration for students to participate. Watch for information in the weekly Thursday mailbag.

GUIDANCE PROGRAM:

The elementary guidance counselor is an integral part of the support services offered to elementary children. The counselor works with individuals as well as small groups and whole classes. The guidance program places emphasis upon the development of the interpersonal relationship skills, understanding the dynamics of human behavior, awareness of healthy and socially appropriate methods of coping, and personal and social considerations in formulating values and major decisions. It is a flexible and versatile program, changing with the needs and desires of the individuals it services.

HANDICAPPED ACCESSIBILITY:

If students or families need handicap accessibility, there are two parking spaces in the driveway "loop" by the front door. All offices and classrooms on the main floor are accessible. There is an elevator in Carver to allow accessibility to both levels. If you are in need of assistance feel free to call the school office at 552-4500.

HEALTH AND SAFETY PRACTICES:

The school nurse and health paraprofessional provide temporary care for the students who become ill or are injured at school. The nurse also conducts or coordinates vision, hearing and scoliosis screening, and keeps records on immunization and health of the students. *Help us keep your child's records updated.* Any student who suffers an injury or accident should report it immediately to the supervising teacher or paraprofessional and the school nurse or health paraprofessional. If a child is injured or becomes ill at school, and a decision is made to send a child home, he or she will be cared for temporarily in the nurse's office until a parent or a person designated by the parent is able to take the child home or to the doctor.

If it should become necessary for a student to take medication (which has been prescribed by a doctor) at school, it will be administered in the nurse's office. It must be kept in the current prescription container with only enough medication for the necessary dosage to be taken at school. A note from the parent and doctor with instructions for when the medication is to be administered and about any side effects of the drug, must also be given to the nurse, along with the medication. No "over the counter" drugs can be given at school without a doctor's written permission.

Please report to the school nurse any contagious disease (i.e. chicken pox, impetigo, lice, scabies, strep throat, scarlet fever, ringworm, meningitis, hepatitis, etc.) your child contacts. The length of time necessary for a student to be kept home from school varies with each disease. Include written permission from the health office or attending physician when the child is readmitted to class.

Students with lice should be treated and every effort should be made to remove all nits from the hair. As long as the nits are present, it is impossible to tell if the student has been re-infested. A note from the parent is requested informing the nurse that treatment is being taken or has been completed.

Guidelines for when you should keep your child home due to illness can be found at: <http://www.dubuque.k12.ia.us/schoolnurse/illness.html>

Health and safety practices must be a joint effort of home and school. Children with definite signs of illness should not be sent to school.

HOMEWORK:

It is recommended that students spend 10 minutes times their grade level on homework each night. Daily reading practice is vital to future school success.

IMMUNIZATIONS/SCHOOL RECORDS:

All students must submit to the school a certificate of immunization completed by a doctor or health officer. This certificate must be on file in the school office. It is important that student records reflect accurate and up-to-date information. Any changes of address, phone number, emergency numbers, etc., should be reported to the school office immediately.

LIBRARY BOOKS:

Library books and textbooks are furnished by the school system. Fines are charged for lost or damaged books.

LOST AND FOUND:

The Lost and Found Box is located by the back doors leading to the playground. Please have your child check this box if he/she has missing articles. Unclaimed items are donated to charitable organizations.

LUNCH WITH YOUR CHILD:

If you choose to eat lunch with your child, please notify the teacher beforehand. **We request that in our school cafeteria no pop or fast food lunches be brought in.** Thank you for the consideration of other students.

MUSIC LESSONS:

The instrumental music program at Carver School is offered to students in the fifth grade. The program provides for individual and small group instruction in the various categories of musical instruments. Students who have taken lessons for several years or are advanced in their playing may participate in the orchestra or

band. Students may rent certain instruments from the school system or use their own.

OFFICE:

The main office is located by the main or south entrance. All visitors **must** enter the main entrance, **sign in at the office, and wear a visitor pass while in the building.** School office is open from 7:30 until 4:00 Monday through Friday. Individual teachers may be contacted before school or after school. You may contact them through their direct phone line or school email. Should you wish to confer with the principal, teacher or therapist at length, it is recommended that an appointment be scheduled in advance. Generally teachers and therapists will not be interrupted from their instructional responsibilities to take phone calls.

PARENT/TEACHER GROUP:

The Carver Parent-Teacher Group is an organization set up to support the academic and social goals of Carver Elementary. Many activities as well as human and financial resources are provided by this group. As an organization the Carver PTG promotes involvement and interest in school activities. There is an elected set of officers who, following the by-laws of the group lead the organization. The Carver Parent Group meets the second Tuesday of each month from September through May. It is strongly encouraged that all families participate in this vital school organization.

PETS:

No pets are allowed on school grounds during the school day, either in classrooms, in the hallway or on the playground. If your child wants to bring a pet for show and tell, this needs to be approved by the Principal first. Any animal brought in for show and tell will need to stay in a cage/kennel for observation only.

PHYSICAL EDUCATION:

Physical education is a required class for all students. Students' regular participation is expected unless they have a written excuse from a physician. **Students should have a clean pair of gym shoes with non-black soles that can be left at school for gym class.** The student's name should be printed permanently on the inside of both shoes. The gym shoes need to be secured with shoelaces or Velcro. Comfortable clothing appropriate for activity should be worn on physical education days. Girls should wear shorts underneath if a dress or skirt is worn on physical education days.

PICTURES:

All students will have the opportunity to have their pictures taken in the fall. Pictures will be taken of each student for class composites that are included in the memory book. A second "Spring Portrait Picture Day" is scheduled in the spring. Memory or yearbooks may also be ordered during the school year. These are delivered to students in May. No one is required to purchase pictures or a memory book.

PLAYGROUND RULES AND RECESS:

All students are expected to participate in outdoor recess activities unless a written excuse from parents is received. Parents desiring their children to stay in for more than two consecutive days must have a physician's written request. Please be certain that children are appropriately dressed for the various weather conditions. Usually rain and severe cold temperatures are the only times recesses are cancelled. Most of the time, children will have recess during the winter months. *Also, please be certain to label boots, hats, coats, gloves, etc.* Because we are continuously aware of children's safety, we must carefully schedule and supervise playground activities. Students are not permitted to use hard baseballs or softballs, roller blades, skateboards, or bicycles on the playground.

Students are expected to:

1. Play in a safe, orderly, and responsible manner.
2. Treat other people (students and supervisors) and property with respect.
3. Keep hands, feet, and objects to themselves
4. Display appropriate character and social skills.

Acceptable playground equipment from home: Nerf/foam balls, jump ropes

Non acceptable playground equipment from home: Hard baseballs, roller blades, skate boards, bicycles, CD players, radios, game boys, and trading cards.

INSTRUCTIONAL DECISION MAKING:

The Dubuque Community School District uses a Multi-Tiered System of Support (MTSS) to address student concerns. MTSS is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught and how the student responds to these processes. Parents are key participants during all facets of MTSS. During the MTSS process, school personnel including special education staff and Keystone special education personnel may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at anytime by contacting the principal or instructional coach.

POSSESSION OF A "LOOK ALIKE" WEAPON:

Students may NOT bring toy guns, knives and look-alike weapons to school. These items fall in the category of unacceptable conduct as written in the District's Policy #5200 which states: "All look-alike weapons, which are items resembling an actual weapon or dangerous object, including, but not limited to, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items are prohibited.

The Principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in

possessing and using the look-alike weapon, and the student's intent, and the nature of the look-alike weapon's resemblance to a real weapon.

Please monitor what your children are bringing to school. Policy 5200 can be found at: www.dubuque.k12.ia.us.

RECORDS:

Cumulative records containing each year's progress reports, tests results, and other information are kept for each child. These records are available for examination upon request of legal guardians. Should you wish to review your child's cumulative record, call the school office (552-4500) to set up an appointment.

REQUESTING A TEACHER:

Infrequently, parents wish to request a teacher for their child. Requests will be considered but never guaranteed. The Carver procedure regarding teacher requests outlines the following:

- A request must be made in writing to the principal.
- Requests must be received by April 1st for the following school year.
- Parent requests must be rooted in one or more of the following variables
 - Strong academic concerns
 - Serious social/emotional concerns
 - Desire to have siblings, cousins or friends separated.

SAFETY PATROL:

Patrol assistance is usually provided from 8:30-8:50 a.m. and 3:30-3:45 p.m. with patrols at:

Saratoga and Radford Road
Saratoga and Well House
Asbury (at the crosswalk in front of Casey's)
Heacock Road

When students have a problem near school, they are encouraged to ask the safety patrol for help. Remind your children to obey the safety patrol. Questions and concerns regarding the Safety Patrol Program should be directed to the principal (552-4500). Upon morning arrival, students will be directed to line up in their designated grade level spots.

SCHOOL BASED YOUTH SERVICES:

Carver School Based Youth Services Program is coordinated through the health and guidance program. Students and their parents may request help from the agencies involved which include the Gannon Center, Substance Abuse Services and the YWCA/YMCA.

SCHOOL PARTIES:

On certain occasions, students will be participating in school and class parties (i.e., fall, winter and spring). Such events are not required. Parents may elect, for personal or religious reasons, to have students excused from such events.

SECOND FAMILY MAILINGS:

All requests for additional family mailings need to be indicated in the e-registration process or at the office. Additional mailings through the office consist of the monthly newsletter and progress reports. Any other information requests need to be made in writing to the principal.

SERVICE PROJECTS:

All Carver students will have opportunities to be involved in service projects to better our community. These may include: unloading recycling bins, assisting our Business Partners, and beautification of the Carver community.

SITE COUNCIL:

The purpose of the Site Council team is to involve parents in school based shared decision-making. Carver parents, staff and business partners comprise this council. These team members work to implement goals and objectives of the Comprehensive School Plan.

The goal of school-based shared decision making is to impact the instructional program in order to improve student achievement. At the time shared/school based decision-making provides a process to make informed decisions about the future through the involvement of school, parents and community leaders.

Decisions are made and changes implemented as part of the school -based shared process need to be in accordance with the Board of Education policy, employment contracts, and state and federal law. At the same time, the process should encourage innovation and experimentation when this is feasible and appropriate.

When parents, students, teachers and community members unite to provide quality education for our students, a true spirit of collaboration, trust and shared decision-making provide us with the best ingredients for success.

RESPONSIBILITIES OF CARVER SCHOOL SITE COUNCIL TEAM MEMBERS:

1. To attend meetings at Carver five times a year.
2. To be part of the decision making body on issues which have an impact on the total school program and site based management.

3. To gather opinions and ideas from members or others whom you are representing.
4. To communicate to constituents the actions of the team meeting.
5. To attend training sessions on school improvement during the school year.

SPECIAL EDUCATION PROGRAM:

In addition to the regular Preschool-5th grade elementary program, a Special Education Program is also a vital part of Carver School. This program provides for the special needs of children. Specially designed teaching methods and approaches to learning are utilized to meet the particular needs of entitled students. Input from parents as well as AEA consultant evaluations are taken into consideration when making recommendations for services. See Instructional Decision Making for the process of identification of students with special needs.

SPORTS AFTER SCHOOL:

The Leisure Services Department of the City of Dubuque will be sponsoring the after school sports program for boys and girls in grades 4 and 5. This is an optional program with a fee assessed for each session. Informational fliers will be sent home with the students. Call the Park and Recreation Office (589-4263) for additional information. **Please be aware that school personnel, including the nurse are not available during this program so if your child has health concerns, it is imperative for parents to alert Leisure Services supervisors of these concerns.**

SUNSCREEN POLICY:

Sunscreen is considered an OTC (over-the-counter) by the Food & Drug Administration (FDA). Sunscreen will be applied to students by staff only with the written permission of the parent/guardian. Students will be allowed to carry sunscreen supplied by the parent/guardian and self-apply without written permission. All staff applying sunscreen will be provided information on the FDA guidelines regarding proper sunscreen application.

SUPPORT SERVICES:

A school guidance counselor, speech pathologist, school social worker, educational therapy assistance and special education consultants are scheduled regularly. A hearing clinician, physical therapist, and an early childhood consultant are available upon request.

TELEPHONE USE:

Students are discouraged from using the office and classroom telephones unless there is a definite need. Students must have permission from a teacher before using the phone. Students will not generally be called to the telephone unless there is a very unusual situation.

TRAFFIC PLAN:

Cars should plan on entering Carver Elementary off Heacock to Carver Drive. They should then proceed around the exterior of the parking lot to drop off students in the Drop Off Zone or enter the parking lot to park.

VACATIONS:

Parents/guardians are strongly encouraged to schedule vacations during summer and various breaks in the school calendar. Permission for such absences **MUST** be obtained in advance of the absence from school. Failure to obtain prior permission may result in the absences being considered unexcused. Homework assigned during the time absent will be made up **after** the vacation. The teacher and student will utilize recess time, center time, and study time to complete all missed work. Until all work is made up students may have extra homework after a vacation.

VALUABLES:

Students are discouraged from bringing large sums of money or valuables to school. The school cannot assume responsibility for loss, theft, or breakage of such items. Please mark your child's personal belongings and attire with their name. Parents and students are encouraged to check the lost and found box regularly. Many items go unclaimed every year and are then donated to charity.

VISITATION POLICY:

Parents are always welcome at Carver Elementary School. Please use the parking lot located southwest of the school. Parents and visitors need to sign at the main entrance in the south west corner of the school. We ask that all visitors wear an identification visitor badge to help ensure the safety of our children. When you leave the building, sign out and return your badge to the office staff. When a parent wishes to visit a classroom it is advised that the parent notify the teacher ahead of time to confirm the class schedule.

VOLUNTEERS:

All school volunteers will be required to complete background check paperwork to ensure the safety of all Carver children.