

DATES TO REMEMBER 2017-2018

SCHOOL VISITS
Between August 14 - 18

FIRST DAY OF SCHOOL
August 21, 2017

PICTURE DATES
October 6, 2017 Individual Pictures

PARENT CONFERENCES
November 13-17

GRADUATION
May 24

******NOTE: Dates for other Carver activities will be sent home throughout the year.
Refer to ECISD District calendar for dates of Holidays and other
important District dates.**

Ector County ISD does not discriminate on the basis of gender, age, race, nationality, religion, disability, socioeconomic standing or non-proficiency in English language skills in providing educational services for students' benefits.

Arrival and Departure Procedures for Carver EEC

Class times Morning classes: 7:45 a.m. – 11:15 a.m
 Afternoon classes: **12:00 noon** - 3:30 p.m.

For safety reasons, it is important the following arrival and departure procedure be followed each day:

Drop Off:

Parents may bring their student to school beginning at 7:45 a.m. for morning classes and 12:00 noon for afternoon classes. Doors will remain locked until 7:45 a.m. South Side door remains locked until 12:00 noon for afternoon student arrival. Staff will be on duty to assist your child to class. **Please do not drop your child off without proper supervision.**

Arrival:

If you bring your child to school, you may bring him/her to the front foyer or south doors beginning at 7:45 a.m. for the morning classes and 12:00 noon for the afternoon classes. You will say good-bye to your child at the door and a staff member will direct or assist the child from there. The side door will be closed at 12:10 pm. Please bring students through the front office if they arrive after 12:10 pm.

Pick-up:

After school, students who do not regularly ride the bus will be dismissed from their rooms. Parents will be asked to present ID and sign the child out before they are allowed to leave for the day. Early pick-ups and tardies without a doctor's note will affect Perfect Attendance.

Students will not be dismissed to parents after 11:00a.m. or 3:15 p.m. from classrooms through the office . Parents who arrive at those times will wait until regular dismissal time and students will be dismissed from classrooms.

Parents will remain outside the front or side doors until all bus students have exited the building before entering to pick up their child from the classroom.

Bus Students - after school:

Students who normally ride the bus will be taken to the bus each day. Parents wishing to pick up their bus student must come to the office early so the office staff may notify the teacher that the student will not ride the bus. If you send a note with your bus student stating that you will pick him/her up, you will use the pick-up procedure as stated above. **We cannot accept phone calls to leave your child off the bus.**

Cell phones: The use of Cell phones is not permitted while on campus or school grounds. It is important that you greet your child after school. Please talk to him/her about the school day.

**CARVER EEC
General Information for Parents**

ID Badges & Bus Buttons:

All students are REQUIRED to wear their **ID Badges** to school each day. Place them on your child clothing each day before they leave for school. This is a safety precaution for your child and it functions as a meal ticket. Students who are not wearing ID Badges will be

served meals last as their individual numbers must be referenced in the system before serving.

Place the **Bus Button** on student's backpack. Please tape button to backpack so it cannot be removed or lost. Bus drivers will not pick up or deliver students without a button unless you send a written note with \$1.00 to replace the button. Transportation changes on buttons will cost \$1.00 after the second change.

Attendance, Absences and Tardies

The state compulsory school attendance law requires that a student be in attendance at least 90% of the school year. Both excused and unexcused absences count against attendance. Parents will conference with the Principal after the 10th day of absence. Students are expected to be at school on time. Late arrival interrupts the educational process. Students arriving after **8:05** in the morning or after **12:30** in the afternoon must report to the office for a tardy slip. Excessive absences or tardies are automatically reported to the appropriate authorities. Please notify the school at 456-1069 if your child is going to be absent.

Birthdays

Student birthdays are recognized at school by staff. A parent may send birthday cupcakes to his/her child's class to honor the child's birthday. This small celebration will be limited to the **last 10 minutes of class**. Please call your child's teacher ahead of time to make arrangements if you plan to send birthday cupcakes. Birthday cakes, party favors, games, other food items, drinks, etc. are not permitted. Please leave cupcakes in the office to be taken to the classroom. Please honor this request as academic instruction is Carver's main focus.

Bus Students

A Parent or adult in charge must be at the appropriate delivery address to receive the bus student. If no adult is present to receive the child, the child will be returned to the school for morning students and the Transportation Department for afternoon students. A request for a change in a student's normal bus routine must be made in writing and in person. **We cannot accept phone calls to leave your child off the bus.**

If the bus driver finds no one at home for three consecutive days, the bus service will stop. To reactivate the bus service, you will have to come to school and complete a new request for transportation. It normally takes three working days for all bus changes. You can avoid having to do this by calling transportation at 456-9869 and letting them know your child is out due to illness. Please have your child dressed and ready to go when the bus arrives.

Any request for changes in bus must be done **in person by a parent with a current ID** at the Carver office. Requests for changes will not be accepted in the form of a note, by phone or by anyone other than a parent. Bus changes will not be processed after May **3, 2018**.

Conference Times

Your child's teacher has a 45 minute conference period daily. This time is designated for conferencing with parents. A parent-teacher conference may be arranged at the parent's request. If the time is not convenient, please phone the school and ask your child's teacher to contact you by phone or arrange a time after school.

Meals

Breakfast is served in the classrooms to students from 7:45 to 8:05 a.m. Students arriving in classrooms after 8:05 a.m. will not be served.

Lunch is available to all afternoon students and is served from 12:00 - 12:25 p.m. If your child pays for lunch, place the full or reduced amount in a sealed and labeled envelope and pin the envelope to the outside of your child's clothing. Students arriving after 12:25 p.m. will not be served. If you have any questions about student charges or meals, please contact the cafeteria manager, at 456-5928. Parents and adults are not allowed to eat with the students due to limited space and this is a part of our socio-emotional teaching time.

Medication

Medication may be administered to your child at school upon written request of a parent. By policy (FFAC Legal), medication will be administered only under certain conditions. Please check with the school nurse or office personnel to review the requirements for administering medication at school. **Do not send medication in a student's backpack.**

Parent Involvement

Each parent is expected to be engaged and partner with Carver staff throughout the year. This is done through a variety of ways:

1. Parent Projects: Each parent participates in a class project during the year.
2. Parent Development: Parents are given the opportunity to receive information and learn a variety of ways to support their child's education.
3. VIPS: Volunteers in Public Schools is a District initiative. It gives parents the opportunity to help in a variety of ways at Carver.
4. Folders: Folders are to be checked each day. Important information and celebrations concerning your child will be located here.

Peanut Free

Carver is a peanut free campus. Please do not bring or send any food product with your child containing peanuts or peanut butter.

Release of Students

By district policy, no child will be released to anyone other than his or her parent or guardian unless that name appears on the Student Information Card. Adults must have appropriate picture identification with them when they pick up a child from school or the child will not be released without the proper ID. Please send a note to the school if your child's regular way of going home is to be changed. **We cannot accept phone calls to leave your child off the bus.**

Report Cards

Report cards will be issued for each nine-week period beginning the second nine weeks. Please check the school calendar to identify the dates for reporting periods. Sign and return the **report card envelope** the following school day. Parent conferences are scheduled following the first reporting period. Report cards may be given to parents during the conference.

Safety

School safety is extremely important. For this reason, only the front doors remain open during class times. Other exterior doors will be locked. All of the doors open from the inside providing convenient and safe exit to the outside of the building.

ALL Adults arriving to pick up any student at any time MUST be on the SIC card and possess a current Pic ID.

Student Information – Address, Phone, Health

In case of emergency, we must have **accurate information** concerning your child. Please promptly report any changes in address, phone numbers or health issues. The changes need to be reported to the office, but may also be given to your child's teacher.

Supplies/Dress

Please label all your child's belongings. The identification button is a part of your child's school supplies and is required to be worn each day. Please check your child's button daily. Unless requested by the teacher, toys should not be brought to school. Toy guns and/or look-alike weapons are not permitted at school as per district policy. (See Weapons section in the District Student Handbook/Code of Conduct.) Students are expected to follow the district student dress code. (See District Student Handbook – Dress Code.)

School Visits

To help ensure the SAFETY of our students and staff, ALL parents/visitors in the building throughout the day must report to the office, sign in and receive a visitor's pass. Parents are

welcome to visit classrooms during instructional time. If you desire to visit your child's class, please contact the teacher ahead of time to make sure that the students will be in the classroom. *Please allow a minimum of 2 weeks after the start of school to visit classrooms. This makes it possible for the teacher to establish procedures before visits.*

VIPS (Volunteers in Public Schools)

Carver needs parent volunteers. If you are interested in the VIPS program, please contact VIPS chairperson, Mabel Boafo at 456-5565.

**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
Carver Early Education Center
600 College
Odessa, Texas 79761
456-1069**

Dear Parents,

Welcome to Carver for the 2017-2018 school year. It is my pleasure to have your child at our school. As we begin the new school year, I am anticipating many exciting adventures in learning. Ensuring your child benefits from the time spent at this school is my primary job.

Our academic program features a strong pre-reading, pre-math and pre-writing curriculum aligned to the Texas Education Agency Pre-Kindergarten Guidelines. Because consistent, sequential learning is so important to a child's progress, we need your support in ensuring that your child attends school regularly.

Our faculty believes that age-appropriate educational experiences are very important for young children and we are committed to helping all children reach their potential.

At Carver, we are also committed to serving you in the most professional way. Please feel free to bring your questions or concerns to our attention.

The staff and I look forward to working with you and your child.

Sincerely,

Mrs. Palmer
Principal

Carver EEC



Parent/Student Handbook

**600 College
Odessa, TX 79761
432-456-1069**

2017-2018