

Carver Middle School New Student Guide 2015-2016



Introduction

In an effort to ease your child's transition to Carver Middle School, the parents and administration have collaborated on this Parent's Guide. This guide contains information that may be helpful during the first days and weeks at Carver Middle School. This is an informal guide, subject to change, and is not meant as the ultimate authority on any particular topic. We urge you to consult the appropriate administrators or faculty members with any questions you might have...but at least you'll have an idea of where or with whom to start.

We wish you and your family all the best.

Carver Contact Information

Address - 624 E. Oklahoma Place, Tulsa OK 74106
Main Number – 918-925-1420
School Fax – 918-925-1450
Website - <http://carver.tulaschools.org/>

Website includes: Main Calendar, Uniform Information, Carver Expectations and Policies, Faculty Directory, Media Center/Library page, and the Parents page.

The International Baccalaureate Middle Years Programme

The IB MYP is for students ages 11 to 16 and provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.

The MYP Curriculum

The programme consists of eight subject groups integrated through five areas of interaction that provide a framework for learning within and across the subjects. Students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical education and technology.

Schedule Pick-Up

6th Grade: Students will receive their schedules at Parent Academy. This event is for the student and parents and is held a week or two prior to the start of classes in August.

7th & 8th Grade: Students will receive their schedules at Back to School Night. BTS will be scheduled prior to beginning of school.

For both of these events you may bring your school supplies and put them in the locker. It is suggested you leave them in the car until after you receive your locker assignment.

Lockers

Students will be assigned a locker at Parent Academy or Back to School Night. Locks are built in so you do not need to purchase a combination lock. Combination numbers are not be shared with any other students. Lockers are not to be shared with any other student.

School Supplies

There will be a supply list for all grades posted on the Carver Website. This is a basic list. Special items for a particular class, electives or projects will be in addition to this list. Some 6th graders change electives each quarter so there may be additional items to purchase for those classes. Other students may change electives at the semester. Every student needs a Time Management (TM) Book and a gym uniform. These items are available in the Carver Bookstore. A teacher wish list of needed classroom items will be posted at Back to School Night. The lists will also be posted in the monthly newsletter, *The Wildcat Roar*.

Time Management or TM Books

Every student is required to have their TM book with them in class each day. This book has a lot of important information and dates in the introduction section. Students use these books to write down their assignments, homework and plan their time. These are available for purchase in the Carver bookstore for \$5.

Carver Bookstore

The Carver Bookstore is open most mornings before school begins. Examples of items sold in the Carver Bookstore: gym uniforms, Time Management (TM) books, pencils, pens, erasers, trifold/poster boards, flash drives, hats, mittens, bags, and other Carver-related items.

Bell Times

School starts at 8:45 a.m. The first bell rings at 8:35 a.m. for students to go to class. The tardy bell rings at 8:45 a.m. and students are expected to be in their first hour classroom or be counted tardy. Students are not allowed in the hallways until 8:35 a.m.

Breakfast is served beginning at 8:15 a.m. Students should not be dropped off prior to 8:15 a.m. as they will be unsupervised.

During the day the students have five minutes to pass from class period to class period. At the end of the five minute passing period students will be considered tardy, unless they have a note from a teacher or administrator that explains the tardy. The final bell of the day rings at 3:50 p.m. Students should be picked up no later than 4:15 p.m. unless they are participating in a supervised afterschool activity.

Passing periods for the grades are staggered. 6th, 7th and 8th grade are only in the hallway together at the beginning of school and the end of school. Other times, classes dismiss at staggered times to keep younger students and older students from being in the halls together. This decreases crowding, minimizes opportunity for interaction that is inappropriate, and makes it quieter for everyone.

Tardy/Absence Procedure

If your student is tardy, he/she should report to the attendance clerk in the front office before heading to class. If they are absent, a parent must call the main office at 918-925-1420 that day or within 48 hours of the absence.

Drop-Off and Pick-Up

The easiest and most efficient way to drop off your student in the mornings is to use the drive through lane in the main parking lot. You may enter the drive off of Oklahoma Street and proceed to the north. You may stop at the curve to let your student out. Please ask your student to be prepared to exit the vehicle so you do not hold up traffic. The north parking lot off of Pine Street is also a great option. Personal vehicles are not allowed in the bus loop before or after school, as this allows safer access for buses that are dropping off and picking up students.

Student I.D. Number

Every TPS student has a 6 digit ID number assigned exclusively to them. This is used for their lunch account, PowerSchool and the Library. It is very helpful if your student knows their number by the first day of school. Students are not to share their student ID (SID) number with any other student.

Lunch

Students can purchase lunch in the cafeteria or bring lunch from home. Lunch can be purchased with cash or by using your student I.D. number. To use your I.D. number, you must have money in your account. You can bring a check to the cafeteria in the morning before school then every time you buy lunch using your I.D. your account will be debited. Parents can also deposit money into the account via the TPS website and Payschool. There are three cafeteria lines. They offer the main entrée, sandwiches, salads, fruit plate, chicken tenders, and pizza. Microwave ovens are also available for student use.

Teacher Family – 6th Grade Only

Students are divided into two “families” with half of the students going to four of the core teachers and the other half going to the other four. They teach the same curriculum and PASS/OAS objectives. The teachers meet regularly to plan for grade level activities and can discuss concerns that come up. This helps staff monitor progress and behavior for the smaller group. This also helps as students adjust to having six teachers.

Revocation of Transfer Due to (lack of) Attendance

TPS Board Policy 2206, Admission of District Transfer Students, states that students must follow approved board policy for attendance. Students attending elementary or secondary schools are

required to be in attendance a minimum of ninety percent of the instructional time. Students not in compliance with the attendance policy may have their transfer revoked at the end of the school year.

Uniforms (Please review the entire dress code Carver's website)

TOPS

Polo Shirts:

- Colors: White, Deep Purple, Black & Gray, solid colors only
- Long or Short Sleeve, no logos
- Polos with 5" placket, maximum 3 buttons on placket

Oxford Shirts or Oxford Style Twill Shirts:

- Colors: white
- Long or Short Sleeves

Jacket & Vest:

- Colors: Black, Purple, Gray
- Style: Fleece, Zip-up Front or Pullover, Cadet Collar
- Black Blazer: With Carver Crest Patch sewn on (Available at K Renee's)

Crewneck Sweatshirt:

- Colors: Black, White, Gray, Carver Purple
- With appropriate school color shirt underneath

Undershirts:

- Colors: Black, White, Gray, Carver Purple
- All shirts must be tucked in upon entrance into school and remain tucked in until student leaves for the day.*

BOTTOMS

Standard Uniform Capri, Pants, and Shorts:

- Colors: Khaki, Black
- Uniform bottoms should fit the student properly (not form fitting or to loose). No cargo pockets or rivets.
- Skirts & Skorts: Colors: Khaki, Black, Carver Plaid
- Garments must be of a length and fit that are suitable to the build and stature of the student.

BELTS

- Colors: Black, Brown, White, Khaki
- A belt must be worn with the uniform

SHOES, SOCKS, JEWELRY

- Shoes: Must cover the entire foot (toes and heels) for safety of the student
- Sock Colors: White, Purple, Gray or Black in solid colors, simple stripes or dots

- Beaded Jewelry Colors/Hair Accessories: White, Purple, Gray or Black in solid colors and in good taste
- **Visible pierced jewelry shall be limited to the ear.**
- Leggings/Tights: Must be Black, White or neutral in color.

BACKPACKS, BAGS, PURSES

- Backpacks and bags, including sling bags are not allowed in classrooms
- Small wallets or clutch size purses may be brought in classes on an as needed basis

Uniform guidelines, Jean's Day guidelines, unacceptable items and vendor information are available on the school website.

Spiritwear

Carver PTSA sells spirit t-shirts, sweatshirts, fleece jackets, and baseball caps. The fleece jackets and sweatshirts are approved uniform items. The t-shirts can be worn on Fridays or designated spirit days throughout the year. Parents will be notified of the sale dates for the spirit items.

Bus Routes and Procedures

Bus routes will be published approximately one week prior to the start of school. They will be posted on the Tulsa Schools Website (<http://www.tulaschools.org/>). Look under the Parents tab and then choose Bus Routes and Schedules then find the Carver Middle School route list. Find the nearest stop to your home (usually an elementary school) and note the route number. Have your child at that stop at least 10 minutes prior to departure time. The bus route number should be posted in the window of the bus. **Make sure your child is looking at the route number and not the bus number.** Actual buses change all the time. You may also contact TPS Transportation at 833-8100.

The bus will drop the students off in the circle drive in front of the cafeteria/gym. During good weather, students wait outside until the bell rings at 8:35 a.m. During inclement weather, students gather in the gym. In the afternoon, the buses will be parked in the circle drive as well. The student needs to know his route number (not bus number) to board the correct bus. The buses generally start leaving the school ten minutes after the bell rings. Encourage your student to get his/her belongings quickly and get to the bus on time.

Cell Phones/Electronic Devices Policy

Cell phones and electronic devices (cameras, Ipods, video games, MP3 players, E-Readers, etc.) MUST be turned off (powered down) upon entrance into the building and locked in lockers during school hours. Ringing phones, texting, and other electronic devices have been the cause of disturbances in classrooms. Cell phones and electronic devices will be confiscated when seen or heard during school hours. Parents will be required to pick up the phone (it will not be returned to the student) and a consequence will be assigned.

The school is not responsible for lost or stolen electronic devices.

Assignments

Teachers post their assignments in their classroom at the beginning of each week. Students are responsible for copying down the assignments in their time management (TM) books.

Homework/Make-up Work

Students missing regular classroom work must make arrangements with their teachers for make-up work. These arrangements must be initiated by the student. TPS policy states that if you are out one day, you have one day to get your make-up work completed and given to the teacher; two days absent, two days to get your make-up work completed and given to the teacher.

In case of extended illness of three days or more, and if the student is absent on Monday and did not complete his/her TM for the week, assignments may be requested through the Counselor's Office. Before requesting homework assignments, you should know approximately how long the student will be absent.

Progress Reports/Report Cards

Official district progress reports are issued approximately every 6-weeks during each semester. Parents will be able to see daily grades on Power School. Grade slips are sent home with your student at the end of each semester. A calendar is posted on the website denoting the beginning and end of each semester. Final semester report cards are mailed to the parent at the home address.

Parent-Teacher Conferences

Parent-teacher conferences are usually held once in the October and again in March. Conferences can be scheduled through the grade counselor as needed throughout the school year.

Community Service

Community service hours are required of all Carver students. A community service booklet is given to each student at the beginning of the school year. Any volunteer work for which the student does not receive compensation is eligible. There are numerous opportunities throughout the year to earn extra service hours at school, including collection drives, supply donations, volunteering at school functions, etc.

Volunteering

Volunteers are a vital part of the success of our school. Your volunteer time is very important to Carver in that it helps us realize our vision to ensure that all students in Tulsa Public Schools are successful by having parent and community volunteers available to provide the necessary support system for students who need help and for successful school activities and events. Please contact any PTSA Board member to let them know you are interested in volunteering and obtain a volunteer/security check form. The form is also available on the Carver website.

The computer check-in system in the office records volunteer hours during the school day. Volunteer hours off campus or after hours can be recorded via the PTSA's web-based system located at www.pt-avenue.com, with school code is CarverPTSA. Please keep track of your individual volunteer hours and turn them in on a regular basis. Working in the school, event sponsors, test monitors, working at home on projects for Carver, attending school PTSA or committee meetings or planning events counts as volunteer time and should be included.

Parent-Teacher-Student Association (PTSA)

The Carver PTSA is an organization which promotes the welfare of children and youth in the home, school, community, and place of worship. Its goals include raising the standards of home life, securing adequate laws for the care and protection of children and youth and to bring into closer relation the home and the school in order that parents, teachers and students may cooperate intelligently in the education of youth and children.

Carver PTSA memberships are \$6.00 for the year. Fundraisers during the year generate monies for various student activities and enhance curriculum and enrichment opportunities. The PTSA

publishes a monthly newsletter and a weekly e-mail which is emailed to each parent's email address that is provided to the PTSA. Meetings are usually held the 2nd Thursday of the month at 6:30 pm in the Carver Library.

Carver Foundation

The Carver Middle School Foundation was formed in 1992 by Tulsa business and civic leaders, parents and supporters. The primary objective of the Foundation's mission is pursuit of excellence for Carver Students through our activities to:

- Foster and promote Carver Middle School by organizing alumni and patrons.
- Obtain grants, donations, gifts and bequests to be used exclusively for the benefit of Carver Middle School, its students and faculty.
- Promote educational excellence at Carver Middle School by financially assisting programs and projects for the enrichment of Carver Middle Schools' academic, cultural and other activities.

Fundraising

Each year Carver Student Activity coordinates a fundraiser. The proceeds go into the Carver Student Activity Fund and provide for field trips and other activities for the Carver students. Periodically other clubs and organizations have various fundraisers to meet their specific needs.

Recycling

Carver is a strong proponent of recycling programs. Located in our West parking lot is a recycling bin. The faculty, staff, and students collect paper and plastic items to recycle on a weekly basis. Parents are welcome to drop off newspapers, magazines, plastic items in our recycling bin. Please do not drop off household trash.

Box Tops for Education/Labels for Education

General Mills supports education through this program by donating 10 cents for every box top turned in. Hundreds of products are eligible. Look for the box top label on General Mills, Pillsbury, Green Giant, Yoplait, Betty Crocker, and El Paso products. Carver Student Council collects Box Tops for Education to fund the cost of the State Student Council Convention. Please, turn in your Box Tops to the Main Office.

Clubs/Organizations

The following is a list of organizations, clubs and sports that Carver students are eligible to participate in, as well as the faculty sponsor (as of Spring of 2014):

Academic Team	Assignment Pending
Competitive Speech	Ms. Frakes
Extreme Art Club	Ms.S. Smith
Honor Choir	Ms. Frakes
Math Counts	Ms. Hart
Newspaper Club	Mr. Laymon
Science Club	Mr. Grimes
TSA/Robotics	Mr. Wyers
STOMP Team	Mrs. Davis
H.O.P.E. Club	Mrs. Jamison
Girl Scouts	Mrs. Jamison
S.W.A.T Club	Mrs. L. Smith
Ebony Bowl	Ms. Dorsey

CARVER MIDDLE SCHOOL ATHLETIC PROGRAM

MISSION - The Carver Middle School Athletic program is a collaborative effort of coaches, parents, teachers, and administrators promoting school spirit and dedication to academic excellence. We strive to ensure that each student athlete in the program receives the following benefits:

- Increased physical fitness and performance skills in a safe environment.
- The ability to work as a contributing member of a team sharing a common goal and purpose.
- The ability to respect themselves, peers and adult authority figures.
- A clear understanding and demonstration of the rules of good sportsmanship.

PURPOSE - It is the purpose of the Carver Middle School Athletic program to:

- Promote and uphold school spirit.
- Represent Carver Middle School at the highest degree of Sportsmanship.
- Set an example of good behavior at all times, including games and all school functions.
- To promote friendship between those with whom we compete and members of our own squads.

PROGRAM OVERVIEW - The primary function of the athletic program is to promote and rally school spirit and support for Carver Middle School and our Carver community. All members are to be positive examples at all times for Carver Middle School.

ELIGIBILITY - Academic performance is a top priority for the Carver Middle School Athletic program and all athletes should be committed to maintaining high academic standards for both grades and classroom behavior. Eligibility for participation will be determined weekly using OSSAA guidelines and Carver Middle School requirements. The student-athlete will receive written notification from the athletic director on Monday morning of any D/F grades. Student eligibility is on a weekly basis and runs from Sunday to Sunday. If a student-athlete manages to earn a sufficient grade during the middle of the week, the student-athlete cannot be removed from the ineligible list until the next required grade check is conducted.

For the first week that a student appears on the ineligible list with a D/F, he/she will be notified by the athletic director and placed on probation. If the student receives a D/F for a second week in a row (in any class); the student will be notified by the athletic director. It is the student's responsibility to share the information with the parent. The student may not wear his/her uniform to school. The student may resume activity as soon as his/her name no longer appears on the ineligible list. Any student-athlete that is ineligible for more than four weeks will be removed from the Carver Middle School Athletic program to allow the student to concentrate on academics.

A failing grade on semester report cards will result in the student being ineligible for the first six weeks of the following semester. The student will not be allowed to practice or participate in any athletic activities during this six week period. The athlete will be reinstated at the end of the six weeks if all grades are "C" or above.

Middle School Sports

Contact Ms. Holt, Athletic Director, for all Carver sports. (as of Spring of 2015):

Girls Volleyball
Boys Football
Cheerleading

Girls Basketball
Boys Basketball
Pom

Parent Sponsored:

Boy's Soccer

Girl's Soccer

