Carver Vocational-Technical High School

Student Handbook
2015-2016
Home of the Mighty Bears

Carver Hymn

Oh dear Carver High, thy name we do love,
With your royal flag waving high above.
We, your loyal students ever so true,
We’ll all uphold and honor you.

Refrain:
Hail Carver, Hail to thee!
From the clear blue sky, to the rolling sea.

Oh dear Carver High, we sing thee our praise.
Here is where we spent all our golden days.
We will ever keep thee close to our hearts.
From thy loving memory, we’ll ne’er depart.

(Sing refrain twice)
Carver Vocational-Technical High School #454 Student/Parent Handbook
2015-2016

Shionta Somerville, Principal

Bernard Dezurn, Assistant Principal
M. Andrew Motaung, Grade Level Administrator
Leigh Golden-Williams, Assistant Principal
Amrish Ramsundar, Assistant Principal
Susan Wheeler, Assistant Principal

August, 2015

Dear Carver Staff,

WELCOME back to the 2015-2016 school year! Summer seems to have gone by so incredibly fast. I can only hope and wish that you had a great, restful, and fun summer that you all so rightly deserved. The New Year will bring its set of challenges but, I am confident that we are all ready to tackle whatever is presented to us. I thank and commend you for your commitment and dedication to the children of Baltimore City and wish you success in the coming months.

As pleased as I am with the progress that we made last year – academically and with our climate, I do believe that we can do even better this year. Our students were coming to school in large numbers, they were learning more and more (as indicated by the rising GPAs), and suspension rates were decreasing remarkably. This is testament to the wonderful work you are doing. Please keep it up. Although I am happy with the trajectory of our students’ academic progress, I do not want us to be complacent with the status quo. I want us to work even harder to raise the bar for the students. Remember, we have to prepare them to be functional members of this ever changing technological 21st century. We have to get them ready for college and careers. We have to educate the ‘entire’ child – a productive citizen of the world. It’s a momentous task – one that can only be achieved if we work hard and collaboratively.

As the principal of Carver Vo-Tech High School, my goal is to make Carver one of the best schools not only in Baltimore City but, in the country. I am fully aware that it will take ALL of us to achieve this goal. It is, therefore, my challenge to you, Carver Staff, to see the potential in every student who walks through the doors of this school. Once we believe that our students have the potential and the capability to perform at the highest level, we can then work hard to unlock those doors behind which their greatness remains dormant. The question is: how do we trigger this? Among other things, we have to make sure that:

- Lessons are well planned, relevant, and engaging
- Lessons are planned to reach students where they are and to take them where they have never been before (into the highest levels of the cognitive domain)
- Teachers take advantage of every opportunity to develop themselves professionally and stay up to date with the latest trends
- Teachers are here every day, on time and with the right attitude
- Teachers take pride in their profession and the success of ALL students
- Teachers get involved in different committees for the betterment of the school

Remember, “Children are like wet cement; whatever falls on them makes an impression”. Let us leave GREAT impressions on our students.

Let’s make 2015-2016 a memorable year.

Onward and Upward,

Shionta Somerville, Principal
Carver Alumni Association of Baltimore, Inc.
Post Office Box 26617, Baltimore, MD 21207-0417
Email carveralumnibaltimore@hotmail.com – Website http://carverassociation.ning.com

August 2015

Dear Carver Students

Welcome back for the 2015-2016 school year. As you return from your summer vacation, we hope that you are well rested and ready for the new school year. It is very important that you use this school year as a new pathway to your academic life. It is known that the more you study the more you learn. An education is something that cannot be taken from you.

Although, this past school year has been a difficult one for our city, its government and our political leaders, the alumni association asks that you concentrate on your academic studies. Be the best student you can be in the 2015-2016 school year.

The Carver Alumni Association of Baltimore is an organization or family of Carver graduates. The purpose of this group is to support the students and staff of Carver. We raise funds for scholarships and grants to help students in various ways. Our members also volunteer their time at the school store, at meetings and for school related special activities. It is our hope that through the works of the alumni association, we can help to make a stronger Carver and a stronger Carver family.

Good luck for this school year!

Denise Taylor
Alumni President
Dear Families:

Welcome back to school. To our new families, hello and welcome to our wonderful school. I look forward to meeting you and getting to know those of you I haven’t met. Our students are so fortunate to be enrolled in a school with an outstanding administration and exceptional teachers who strive to fulfill the school’s mission of promoting health, wellness and educational success. It is through your support of the PTSA that we join in that mission. Please consider joining the PTSA as an individual or family!

It is an honor and pleasure to serve as your PTSA president. Your PTSA team is committed to building the bridge between you and the school. You are encouraged to contribute to the success of Carver by volunteering, working and supporting the PTSA to improve our school. Our children are our biggest asset; please place them first.

Our General Membership meeting will be held during Back to School Night in September in Carver’s cafeteria. Everyone is encouraged to attend.

If you have any concerns that I can help you and your child with, feel free to contact me at any time at (410) 292-8609. I look forward to working together as a family unit to support Carver. Remember, it takes a village to raise a child.

Sincerely,

Yvette Muhammad

Yvette Muhammad
Carver PTSA President
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Introduction
This book is a guide to the policies, procedures, and rules at Carver Vocational-Technical High School. In addition, rights, responsibilities and expectations of students and parents are outlined. In order for the school to operate effectively and efficiently, students and parents are urged to read this handbook, familiarize yourselves with the content, and refer to it as needed during the course of the school year.

It is the expectation of every staff member at Carver Vocational-Technical High School that every student will have a successful school year both academically and socially. Carver offers everything students need to either move on to a two or four year college, join the workforce upon graduation, or both. Advanced placement and honors courses, JROTC, and eleven career pathways are offered at Carver. There are also many opportunities for students to participate in social and community activities which will help them build character and a sense of self. Guidance counselors and administrators are available to help each student along his/her high school journey.

Carver’s Mission and Vision
As an alumni rich and tradition strong learning community, it is the mission of the Carver Vocational-Technical High School to equip students with the skills that reflect academic achievement and service-trade area mastery through a community wide support system encouraging critical thinking skills that will ensure success at all levels. We will make every effort and utilize every strategy available to place ourselves in the position to be the Career Center of Choice for Baltimore City.

School Description
Carver Vocational-Technical High School, established in 1925, is a fully accredited single site career and technology center that offers rigorous, advanced academics in addition to career and technology education including manufacturing, JROTC, cosmetology, carpentry, electrical construction, Computer Aided Drafting, CICSO Networking and Child Care to name a few. Carver also proudly offers students honors and Advanced Placement courses. The name, “Carver High” has been synonymous with service, community, and career orientation for many decades.

Carver boasts a newly renovated, state of the art facility which provides students with a bright, climate controlled, safe environment in which to learn and excel. Students have the opportunity to participate in a full range of extracurricular activities; interscholastic sports, career and technology clubs, and academic clubs such as the National Honor Society.

Thousands of Carver graduates serve the Baltimore community in roles of entrepreneurship, leadership, government service, and technical trades. Our goal is to prepare our graduates to be successful in the world of work and/or at college. Carver seeks to be the Career Center and college prep school of Choice for Baltimore City students!
Carver’s Organization
Principal .........................................................................................Ms. Shionta Somerville

Assistant Principals/Grade Level Administrators:
12th Grade ......................................................................................Mr. Andrew Motaung
11th Grade ......................................................................................Mr. Amrish Ramsundar
10th Grade ......................................................................................Mr. Bernard Dezurn
9th Grade ......................................................................................Mrs. Leigh Golden-Williams
Assistant Principal ........................................................................Ms. Susan Wheeler
Business Manager ..........................................................................Mrs. Dawn Simon-Matthews
Office Manager ............................................................................Mrs. Kim Camphor

Department Leads
Mathematics ..................................................................................Mrs. LaShaviar Burns
Science .........................................................................................Ms. Sarah Sechrist
Social Studies ...............................................................................Mr. Steven Sprouse
English ........................................................................................Ms. Shanea Williams
Special Education .........................................................................Ms. Shirley Cathorne
Physical Education/Athletics .........................................................Coach Tucker-Tyson
CTE ..............................................................................................Ms. Lori Bush

Resource/Support Staff
Office Secretary .............................................................................Ms. Nia Latimer
Office Assistant ...........................................................................Mrs. Antoinette Taylor
Records Manager .........................................................................Ms. Donna Shepp
Guidance Counselors ...................................................................Mrs. Ebony White
......................................................................................................Maj. Paul Kucan
......................................................................................................Ms. Janelle Bradley
Educational Associates ..................................................................Ms. Shaniece Herndon
......................................................................................................Coach Ronald Wallace
School Police ................................................................................Ofc. Michael Gordon
......................................................................................................Ofc. Lakisha Feaster
WHERE TO GO FOR INFORMATION

Absences/Attendance.................................................................Ms. S. Herndon or GLA
Advanced Placement ...............................................................Mr. Sprouse 309/Guidance 286
Alumni Association .................................................................Mrs. D. Taylor Room 138
Athletic Information .................................................................Athletic Director/Coach Cynthia Tyson
S Passes ..................................................................................Mr. Amrish Ramsundar
CTE Information ......................................................................Ms. Susan Wheeler
Change of Address .................................................................Student Support/Ms. Shepp
Club Information .....................................................................Mrs. Golden-Williams Room 325
College Information .................................................................Mr. Baker/College Bound Rm. 183
Conflicts/Peer Mediation .........................................................Guidance Office/Student Support
Early Dismissal ........................................................................Main Office 205
First Aid ....................................................................................Health Suite Room 280
Identification Cards .................................................................Mrs. Golden-Williams
Lockers ....................................................................................Mr. Dezurn
Lost and Found ........................................................................Mr. Raymond Sutton
Schedules ................................................................................Ms. Wheeler/Mr. Sprouse
Scholarships ...........................................................................Mr. Baker Room 134
School Police ...........................................................................Officer M. Gordon Room 202
Student Accountability ............................................................Coach Wallace 183
Student Government ...............................................................Mr. S. Sprouse Room 309
Transcripts ...............................................................................Ms. Donna Shepp, Room 286
Transfers ................................................................................Student Support Ms. Shepp Rm 286
Twilight/Credit Recovery .........................................................Ms. Susan Wheeler/Guidance 286
Work Based Learning ..............................................................Antoinette Taylor, Main Office

*GLA- Grade Level Administrator
The History Of Carver

Baltimore’s “Vocational School #454”, the first vocational school for African American youth in the state of Maryland, was authorized by the Board of School Commissioners in May, 1925. An abandoned garage, situated on the same lot that the multimillion dollar facility sits on today, was immediately made available to house this new public school. Only boys were admitted during the 1926-1926 school year, but a program for girls was initiated a year later in an old building popularly known as the “tin factory.”

The “tin factory” was nearly three blocks away from the “abandoned garage.” The decision to organize the school in these buildings and under these circumstances was, as many believed, the first unfortunate incident contributing to the stigma attached to vocational education in Baltimore. Neither the “tin factory” nor the “abandoned garage” offered an attractive setting for launching a vocational school; a school much needed by the city’s “colored” people since the days of slavery. Each of the buildings was inadequate for the training programs offered.

Boys and girls who were physically fit, 14 years or older, in the 7th grade or higher, and mechanically inclined were eligible to enroll. The students who actually enrolled in the program were not typical vocational material. Even the first and second year high school students who were enrolled were below grade level for the curricula they studied.

But in spite of these difficulties, the school experienced continuous growth. Records from the first five years show that the enrollment increased from 107 boys and girls to 319. The faculty during the same period increased from 7 to 16. In September of 1931, the school transferred space to a seventy five year old “Normal School” building located at Carrollton and Lafayette Avenues. Twenty-two years later, ground was broken on a brand new school that contained classrooms, workshops, laboratories, a library, music suites, and a swimming pool. The building opened to students in the fall of 1955.

Today, Carver has undergone a multimillion dollar renovation of its entire facility. Each classroom and workshop boasts state of the art technology and equipment. Carver’s programs prepare students for college and career tracks. Carver continues to stand strong and produce graduates who are prepared to make meaningful contributions to society, both local and global.

School Goals

1. Academic and technical excellence in all areas.
2. Preparing our learners for success at the next level; college and/or career.
3. Create a positive environment that fosters high expectations and excellence.
4. Provide opportunities to increase leadership and citizenship among students and staff.
5. Create and maintain positive, productive relationships with parents and the community.
Daily Student Intake
Carver Vo-Tech High School has rules, regulations, and procedures that must be strictly adhered to in order for the school to run smoothly. Following are some important guidelines for you to follow:

- Entry bell sounds at 7:35 am
- Be prepared to go through a safety check
- First period begins PROMPTLY at 7:45. (You are allowed 10 minutes for locker access and travel time between 7:35 and 7:45.)
- You are considered officially late at 7:50 am. Your first period teacher will mark you late if you are not in class by 7:50.
- After 7:50 am, you will need a late pass to enter class. You may get a late pass from the morning intake center in the cafeteria until 9:00. After 9:00, late passes will be distributed in the rotunda. Students will NOT be admitted to class after 7:50 without a late pass!

There is to be NO wandering or touring of the building before school or between classes! That is a serious offense that will be monitored closely and dealt with accordingly!

Bear Necessities School Store
The Bear Necessities School Store, located in room 231 will be open for business on the first day of school. The school store makes it convenient for students to purchase necessary school supplies such as books, paper, folders, writing utensils, etc. Carver uniform shirts are also available for sale in the school store. Hours of operation are posted outside of room 231. Carver students are urged to visit the school store and acquaint themselves with the variety of attractive and essential items which are sold at reasonable prices!

Attendance
Success in school requires regular attendance and is required by Maryland Law. The state of Maryland expects students to maintain an attendance rate of at least 94%. Students may be legally excused from school/class for the following reasons:

- Student illness or quarantine
- Court summons
- Death in the immediate family
- Physical or mental incapacity
- Observance of an approved religious holiday
- State of emergency /hazardous weather conditions (defined by the state and or school district)
- Work, internship, field trip, or other activities approved or sponsored by school authorities.

ALL OTHER ABSENCES WILL BE CONSIDERED UNEXCUSED!
When a student returns to school after an absence, he or she MUST bring the attendance monitor a note signed by his/her parent or guardian. The note is to be given to teachers who are to sign if they approve of the absence. The note must then be delivered to the attendance monitor. Parents are requested to contact the school via phone or email when a student is absent.
Note:
- Students are expected and need to attend school regularly if they are to meet certification requirements for graduation.
- Parents/guardians of students with GROSSLY excessive absences may have to pay fines or spend up to 10 days in jail for violating Maryland States compulsory attendance laws!
- Carver students and their parents are expected to take responsibility for their attendance. Parents are STRONGLY advised not to let students decide whether or not they will attend school. Local and state laws governing attendance are enforced at Carver.

**Early Dismissal Procedures**
Early dismissals will ONLY be honored with a written request from a parent or legal guardian. The written request MUST include a telephone number where the parent or guardian can be reached. The written request must also include the following:
- Student’s name and grade level
- Administrator’s name
- Time the student needs to leave school

If a student does not have a written request, a parent or legal guardian must pick the student up and sign him/her out in the early dismissal log.
For the safety of students, telephone requests will NOT be honored! In cases of extreme emergency, the parent or legal guardian (with proper identification) can pick up their child from the main office. Please do not send siblings, aunts, uncles, or cousins to pick up a student. Students will NOT be released to any one who is not a parent or legal guardian.

**Any student who leaves the building without proper authorization will deal with administrative consequences. This includes leaving the building at lunch time.**

**School Closing Policy for Inclement Weather**
Baltimore City Schools recognize that snow, ice, or other weather emergencies can create unsafe travel conditions for students, parents, and staff as they travel to and from school. By 6:00 am, local television and radio stations will be notified of the Chief Executive Officer’s decision to close schools or delay the opening time of schools. Please tune in to your regular local television or radio station for this information. Please do not call the school.

**Early School Closing**
Occasionally there are events such as storms, excessive heat, and power outages that warrant the closing of City Schools 2 ½ hours earlier than the regularly scheduled dismissal time. The decision to close schools early will be announced to the media by 11:00 am. Lunch will be served before dismissal. All extended day, after-school, and evening programs including athletic events will be cancelled.

**Delayed Opening**
The decision to delay the opening of schools by one or two hours may be made for the following reasons:
- Travel conditions are potentially unsafe at 5:00 am, but are expected to improve as the morning progresses.
• Acceptable travel conditions exist at 5:00 am, but weather forecasts are predicting that worsening travel conditions are imminent. Tune in to your regular local television or radio station for this information.

**PLEASE DO NOT CALL THE SCHOOL!!!!**

**Dress Code**
Carver High School has a strict uniform policy that students are expected and required to adhere to. Personal appearance and grooming of students at any school contributes to the positive climate of the school and also helps prepare students for the world of work. Students at Carver wear a uniform for the following reasons:
• The uniform is professional, conveying the business-like atmosphere of the school
• Uniforms promote safety and distinguish Carver students from students who attend other schools
• Uniforms reduce competition for clothes, jewelry, affiliations, and fads.
• Uniforms instill a sense of discipline and community

**Carver’s uniforms consist of:**
• White polos with school logo for seniors (12th grade)
• Light blue polos with school logo for juniors (11th grade)
• Royal blue polos with school logo for sophomores (10th grade)
• Navy blue polos with school logo for freshmen (9th grade)
• Khaki (tan) slacks with belt
• Khaki (tan) knee length skirt or shorts
• Carver Vo-Tech embroidered fleece vest or sweater
• Flat shoes with socks

**ONLY CARVER HOODIES or FLEECE ALLOWED!!!!!!!!!!**

The *mandatory* physical education uniform consists of
• Tennis shoes
• Carver shorts
• Carver t-shirt

*Note* – Being in full physical education uniform contributes to or detracts from your grade if you fail to wear a uniform.
• **Jeans are NOT allowed as part of the school uniform!! Oversized uniforms are not allowed!**
• **NO colored wristbands, neck beads, headbands, bandanas, or doo rags are allowed!**

**BCPS Uniform Guidelines:**
The following items are not allowed as mandated by the Baltimore City Schools Family Information Guide:
• **Fur and Leather** – No real or imitation leather, fur or animal skin jackets, coats, vests, pants or skirts are allowed.
• **Sweat suits and jogging suits** – No sweat pants or jogging pants with elastic at the bottom of the legs are allowed. No elastic fabric sportswear is allowed.
• **Torn Clothing** – No clothing designed or altered to expose undergarments or parts of the body except arms or legs is allowed.
• **Jewelry** – Because theft and loss are school security concerns, the wearing of precious jewelry in schools is prohibited.
  o No metal chains, ropes, necklaces, bracelets or rings are allowed.
  o No large or extravagant earrings are allowed
  o No multi-fingered rings are allowed

**Jewelry Exceptions:**
1. Wedding rings for married students who supply proof to the school of their marriage
2. School rings
3. Non-visible metal religious items
4. Medical identification bracelets

• **Pants worn at waist** – Pants should be worn appropriately at the waist without undergarments showing.
• **Underwear** – No undergarments worn as outerwear are allowed. Clothing should be worn so that undergarments, including boxer shorts or bras, are not exposed.
• **Printed Matter on Clothes** – Apparel printed with vulgar statements, or statements that promote drugs, sex, violence and/or gangs is not allowed.
• **Footwear** – Footwear such as slippers, thongs, HEELYS, and flip-flops are not allowed during the academic day or during school sponsored activities.
• **Headwear** – No hats, hair rollers or hair curlers are allowed during the academic day or during school sponsored activities
• **Bedtime Apparel** – No pajama type attire, undershirts, or other bedtime attire is allowed during the academic day or during school sponsored activities
• **Shorts, Skirts and Tops** – No shorts above the knee (when student is standing), halter tops, tank tops, spaghetti straps, muscle shirts or see-through tops are allowed. No mini skirts are allowed.

**Shop Uniforms**
All trade shop students must wear the approved shop uniform. Shop teachers will provide information to students about where uniforms can be purchased. Shop uniforms must be washed frequently so that students will look presentable (neat and clean) in shops and laboratories. Certain tools and related equipment are required for individual trade majors. These items must be obtained within a reasonable time period and brought to school daily so that assignments can be completed. Chronic failure to bring necessary equipment (including uniforms) to trade classes will result in a loss of opportunity to participate fully in shop work and subsequent loss of credit. Shop uniforms and equipment are critical to your success at Carver.
Student Administrative Responsibilities
Carver Vo-Tech students have responsibilities which must be taken care of in an organized, professional, timely manner. Students and parents/guardians must ensure that staff at Carver always has the most current personal information on file for them. Various forms and applications need to be completed and returned to school promptly.

Student ID Card Distribution and Use
Every Carver Vocational-Technical High School student is required to fully participate in the CAASS Student Identification Card program. To assist in the effectiveness of this ID program, the following rules and procedures must be followed by every participant.

Rules and Procedures:
• Every student must be photographed for the CAASS ID Program
• Every student will receive and possess a personally assigned CAASS ID card. The personally assigned CAASS ID card must be in the physical possession of every student during the entire school day, while on school grounds, and during extra-curricular activities.
• The assigned CAASS ID card must be in the physical possession of every student each day prior to entering the school building. Every student is required to properly swipe the assigned CAASS ID Card to ensure proper attendance monitoring.
• Whenever requested, every student is required to produce, surrender, or present the assigned CAASS ID Card to any or all of the following school personnel: administrators, teachers, school police, student support staff, and other school personnel.
• Whenever a student enters the building and is not able to produce, surrender, or present the assigned CAASS ID Card, a graduated missing ID penalty and monetary fine will be imposed on the student. The graduated missing ID penalty and monetary fine is as follows:
  o 1st Offense- $.25 or 30 minutes in detention per fine
  o 2nd Offense - $.50 per fine
  o 3rd Offense - $1.00 per fine, possible suspensions of privileges

It is clear that at times a student may misplace or lose an assigned CAASS ID Card. Therefore, the first assigned CAASS ID Card is issued to every student at no cost to the student. The 2nd assigned Scholarchip ID Card and every other assigned Scholarchip ID Card will be replaced at a cost of $5.00 each. Replacing a card does not mean taking a new photo; the photo on file will be used. There is also a $5.00 fee for replacing a photo.

Parental Contact and Emergency Forms
Carver High School needs accurate, current information regarding address, home and cell phone numbers, and emergency contact name and numbers. For the safety of all students, please ensure that all information provided to Carver is current and accurate. If your address changes, please bring two forms of identification to Carver so that your address can be changed in the school’s database. Parents should be able to be contacted at all times!

Illness
Any student who believes that he or she is too ill to participate in class activities must request a written referral to the health suite from his/her teacher. The nurse on duty will determine whether or not the illness is serious enough for the student to be dismissed from school. The nurse will notify the
attendance monitor, who will in turn get approval from an administrator to mark the student appropriately in the attendance management system.

**Admission, Withdrawal, and Transfer Procedures**

Students are admitted to Carver Voc-Tech High School in accordance with criteria set forth by Baltimore City Schools. There is no open enrollment. To transfer out of Carver, a parent/guardian must sign a withdrawal form which can be obtained in the guidance office. All books, equipment, identification cards, and materials MUST be returned and all financial obligations fulfilled before a student can be withdrawn from Carver. After all obligations have been satisfied, the parent/guardian will receive official withdrawal documents to be submitted to the new school.

**Guidance Services**

Each student is assigned a guidance counselor to offer direction and support with decision making and problem solving. All counselors are specially trained to offer assistance students may require on academic, social, and general life adjustment. Counselors are available to discuss concerns of students and parents. Students are strongly encouraged to make an appointment to meet with their assigned guidance counselor several times during the school year. Counselors can assist with service learning hours, SAT, PSAT, transcripts, and college entrance information.

**Service Learning**

Service Learning Education links academic learning with student service that benefits the community. Service learning projects must include academic preparation, service activities, and structured reflection. Every student seeking a Maryland State diploma is required to complete 75 hours of service learning activities. Special education students seeking a diploma may have accommodations identified in their IEP.

Service Learning activities and sites must be approved before any student participates in the activity. BCPS has a list of approved service learning community sites that can be acquired from Carver’s Service Learning coordinator. If there is a new community group, organization, agency, or institution interested in providing service learning opportunities, the agency must complete the “Agency Validation Form.” The completed form should be returned to:

Coordinator for Service Learning
200 E. North Avenue
Baltimore, MD 21202
410-396-8700

**Bus S-Passes and Eligibility**

Students who meet certain criteria set forth by BCPS and the State of Maryland are eligible for bus S-Passes. Students who are not eligible may request a reduced fare card. To establish eligibility for bus S-Passes after moving, the parent/guardian must provide two forms of proof of address e.g., rent receipt, utility bill, tax bill. Bus S-Passes are issued to eligible students the day before a new month begins. Lost S-Passes can be replaced; however there is a limit of two S-Passes per year. Students who wish to use bus S-Passes after 6:00 pm should get an official stamped bus S-Pass from an administrator, the athletic director, or attendance monitor.

**Lunch Eligibility**

All City Schools students will be able to eat both breakfast and lunch at school for free, regardless of family income. City Schools is participating in the Department of Agriculture's "Community Eligibility
Provision,” which allows the district to provide free breakfast and lunch to all students without requiring households to complete a meal application each year.

These changes mean that families will save money and all students will have access to nutritious meals. Plus, students will no longer have to enter a PIN when they go through the lunch line, so lines will be shorter and students will have more time to enjoy their food.

**Textbooks and School Materials**

Textbooks and instructional materials are valuable resources that are loaned to students for use during the school year. Students should exercise extreme caution and care in the treatment of textbooks, and any other school issued equipment e.g. calculators and athletic uniforms. Students and their parents/guardians must read and sign the BCPS Textbook/Equipment Contract prior to any textbooks and/or equipment being issued to the student. Textbooks should be covered at all times and should contain the name of the student and teacher inside of the front cover. The BCPS policy requires that the full replacement cost be charged for any lost or damaged textbooks and/or equipment. Lost or damaged books should be reported immediately to the teacher. **Students who do not pay for lost books and materials will not receive report cards or other school documents.** Nor will they be allowed to participate in school functions.

**Fees, Dues, Obligations**

Students are expected to meet certain financial obligations determined by their respective classes for special events such as trips and dances. Individual contracts are signed by students and their parents/guardians. Students are required to pay the amount specified by the contract whether or not they attend the event.

**Carver’s Behavior Expectations/Discipline**

Students at Carver Vocational-Technical High School are expected to display a high level of courtesy, decorum, self-respect, respect for all others, and maturity at all times. Everything a Carver student does should be done “The Carver Way,” which means with Confidence, Character, and Commitment. As students move through the building, attend classes, dine in the cafeteria, attend assemblies and programs in the auditorium, and travel to and from school, your behavior should reflect pride in and respect for yourselves, your school, and your family. In addition to the Baltimore City Schools Code of Conduct, Carver has set forth the following behavioral expectations.

**Classroom Behavior**

Every Carver student is expected to report to each class on time. Students are expected to respect their teachers at ALL times and under ALL circumstances! If you disagree with a teacher, there are ways to resolve that disagreement with respect. As a Carver student, you are expected to be prepared for class every day. You are also expected to work hard in class and follow your teachers’ rules. There should be **NO HORSEPLAYING, NO LOUD TALKING, NO CURSING, NO USE OF ANY ELECTRONIC DEVICES (EXCEPT CALCULATORS WHEN ALLOWED BY THE TEACHER), NO WALKING OUT OF CLASS, AND NO EATING IN CLASS AT ANY TIME!**

Carver provides training for professional careers, and as professionals certain behaviors and decorum are expected and required.
Birthday Celebrations during the School Day
Birthday celebrations during the school day are prohibited. Students are not allowed to bring or receive balloons or birthday cakes to school. Any delivery of balloons and/or cake during the school day is prohibited! Carver High School is not the appropriate setting for a birthday party or celebration.

Cafeteria Behavior
Students are required to enter the cafeteria quickly and in an orderly fashion. When called to do so, students are to line up in an orderly manner so that they may be served quickly and efficiently. Identification badges are to be worn at ALL times in the lunch line and in the cafeteria. Students are expected to STAY SEATED in the CAFETERIA, adhere to safety rules and procedures, and show courtesy and respect to your peers and staff at all times. Trash should be deposited in the proper receptacles and recycling containers as directed. Students are to remain in the cafeteria for the entire 30 minute lunch period unless they have a pass to another area e.g. gymnasium, media center, music room. Any student who wishes to go to a teacher for coach class or other approved reason during his or her lunch period must have a pass before entering the cafeteria. Students are NOT permitted to leave school grounds for ANY reason during the lunch period, nor are students allowed to use cell phones or cameras. iPods will only be allowed in the cafeteria.
**Food and Drinks**

Consuming food and drinks outside of the cafeteria is STRICTLY PROHIBITED!!! Teachers and administrators can confiscate and dispose of food and drinks being consumed by students in the hallways or in a classroom. Students are not allowed to use vending machines in the teachers’ lounges. All bottles and cans should be recycled and all trash should be disposed of properly. Special events which involve the sale or serving of food and/or drinks need to be approved before hand by an administrator.

*STUDENTS ARE TO CLEAN UP BEHIND THEMSELVES IN THE CAFETERIA!! DO NOT LEAVE YOUR TRASH ON CAFETERIA TABLES AFTER YOU HAVE EATEN!*

Breakfast and lunch are to be eaten ONLY in the cafeteria. Breakfast is served at 7:20 am and is to be eaten by the time the bell sounds at 7:35 am. Eating in hallways and classrooms is strictly prohibited! Students are not allowed at ANY time to leave the building purchase food from a neighborhood establishment or to pick up food from a friend, parent, or guardian. Students who violate this rule will be disciplined for class cutting or truancy. Parents are strongly discouraged from bringing food to their children during the course of the day. If a parent does find it necessary to bring food to a student during the day, the parent must follow the proper procedures for all school visits; report to the main office, state the reason for the visit, and obtain a pass.

**Assembly Behavior**

Assemblies strengthen school spirit and provide an avenue to present information to the student body. The auditorium is a place for students to show proper decorum, courtesy, and restraint. Students’ behavior in the auditorium is a direct reflection of the level of self respect a student has for him/herself, his/her classmates, teachers and administrators. Students are required to sit in designated seats, dress appropriately, be attentive, show appreciation only by clapping, and cooperated fully with teachers and administrators. Violation of these guidelines will result in disciplinary action. Students who violate auditorium/assembly rules may be prohibited from attending future assemblies. Parents and other guests who have been invited to certain school events/ assemblies are requested to display courteous, appropriate decorum as well.

**Use of Electronic Devices**

The possession and operation of electronic devices is distracting and disruptive in a school setting. As such, the use, activation, or display of cell phones, camera and or video phones, iPods, pagers, hand held video games, mp3 players, CD players, and any/all similar devices in the building and during the instructional day is a violation of the BCPS Code of Conduct and **STRICTLY PROHIBITED**!

**First Offense** – students will have cell phone/electronic device confiscated and returned at the end of the day.

**Second Offense** – Student will have cell phone/electronic device returned to parent

**Third Offense**- Students will have cell phone/electronic device returned to parent after one week; student will have Saturday Detention.

***Any violation of the electronic device policy may result in a student loses privileges to participate in school-wide/extracurricular activities.***

*If a family wants a student to have a cell phone or pager for emergency purposes, the student MUST store the device in his or her locker during the day with the device turned off.*

IPods and cell phones will no longer be allowed in the cafeteria.
Smoking and Use of Non-Prescription Drugs
Smoking by students and adults is strictly prohibited in the school building and anywhere on the campus of Carver Vo-Tech High School. Smoking by students will result in disciplinary action. The presence, use, and/or sale of alcohol or non-prescription drugs in school or on Carver’s campus is prohibited and will result in severe disciplinary action and/or arrest.

Use of Lockers
Each student at Carver Vocational-Technical High School will be assigned a locker to store books and coats. The school, school police, nor the Department of Education will be responsible for lost or stolen items. Coats, hats, and hoodies are NOT to be worn in the school building during the school day. Lockers may be accessed upon arrival at school, at the start of a student’s lunch period, and at the end of the school day. Sharing lockers is prohibited and is a dangerous practice! The school will not, under any circumstances, be responsible for thefts, disputes, etc. that arise from students sharing lockers. Students are strongly discouraged from sharing lockers for any reason. Lockers may be searched according to BCPS School Police regulations.

Student Searches
Under the Maryland Education Article 7-307, a principal, assistant principal, or school police officer may make a reasonable search of a student on school premises if he or she has reasonable belief that the student is in possession of an item which is a criminal offense to possess under Maryland State Law. The principal, assistant principal or school police officers may also make a search of the physical plant of a school and its furnishings and equipment including the lockers and desks of students.

Automobiles, Mopeds, and Scooters
Students who drive to school must park their cars in the assigned areas and leave them parked until the end of the school day. Students are not permitted to drive, sit in, or ride in cars during the instructional day including lunch periods. Students who drive to school and park on school property must register their vehicles with the main office and receive a permanent parking location.

Misconduct Off Campus
Under state law and BCPS regulation, the principal or his designee may take disciplinary action against students whose misconduct off school property or when schools are closed could affect the good order and discipline of the school.

School Police/Security
Uniformed Baltimore City School Police Officers (regular and resource officers) are assigned to Carver Vocational-Technical High School. Police prevent and intervene with illegal activity in the neighborhood, on campus, at school events, and within the school building. Administrators and school police work together to maintain safety at Carver. Serious infractions, e.g. assault, weapons and drugs are dealt with swiftly and severely. Students who commit such infractions are charged by police and/or are proposed for long-term suspension.

*In addition to the BCPS Code of Conduct, Carver has a behavior contract for all students to read, sign, and adhere to. See the last page of this handbook to read and sign Carver’s Behavior Contract/Code of Conduct.*
Disciplinary Actions

Prevention and Intervention of Rules Violations
To prevent disruption of the positive climate and smooth operation of the school, Carver Vo-Tech High School has clear expectations and rules for student behavior that are consistently enforced. Students are expected to meet the standard set forth by the BCPS Code of Conduct in addition to meeting standards set forth by Carver Vo-Tech High School and its teachers. If a student fails to follow school rules, school staff will intervene to the level necessary. Students who do not comply with rules set forth by Carver Vo-Tech High School and its teachers will be dealt clear, fair, and consistent consequences. High expectations for behavior, strict rules, and “Firm but Fair” discipline policies set by teachers and administrators contribute to the overall positive climate of the school. The guidance department, child study team, and social worker provide behavior intervention for students who routinely violate Carver’s rules. School administrators can choose to use an intervention described above or can choose to suspend any student who violates a school rule.

Detention
Students may be assigned detention for being out of uniform, repeatedly wearing a hat in the building, or for using an electronic device during the school day. If you are assigned detention, you MUST report to the late detention room (cafeteria) by 3:15 at the latest. You will be dismissed after the full amount of time you have been assigned has been served. Detention is not a social gathering.

NO Electronic devices are allowed during detention and friends are not allowed to sit and wait in the detention room. There is to be NO TALKING!

Short-Term Suspension
If a student fails to meet the behavior expectations set forth by Carver Vocational-Technical High School and BCPS, the principal, assistant principal, or designee may place that student on short-term suspension for up to 5 school days. Before the decision is made to suspend a student, a conference with the student will be held during which time the student will be given an opportunity to present his/her side of the incident. If the decision to suspend is made, the parent/legal guardian will be notified and a letter will be sent home with the student. A reinstatement conference will be held prior to the student’s return during which a discussion will be held on the best strategies to be used to prevent the violation from occurring again and to increase the student’s chances for success.

Note: A student on short-term suspension may not be on school property or at any school sponsored activity during the suspension. Students caught on school property while they are on suspension are subject to arrest.

Students who have been suspended have the right and responsibility to obtain and make up all work missed during the suspension. All work must be made up within 3 days of the student’s return to school.

Extended Suspension (More than 5 Days)
If a student commits a major offense e.g. drugs or violence, or if a student repeatedly commits serious offenses, the principal, assistant principal, or designee can propose a student for long-term suspension. The student may also face arrest or court action, which is separate from the suspension. Unless circumstances require otherwise, a conference involving the student and his/her legal guardian is to be held before the decision is made to propose the student for long-term suspension in order to review the circumstances and to hear the student’s version of the incident. The decision whether to uphold the long-term suspension is made by the BCPS Office of Suspension Services at a separate conference to which the student and parent/guardian are invited.

Note: A student on long-term suspension may NOT be on school property or at any school event/activity during the suspension. A student on long-term suspension has the right and
responsibility to obtain work from his/her teachers. This is to be arranged by the parent/guardian and the grade level administrator. It is the responsibility of the student’s parent/guardian to return the completed work to the appropriate teachers in a timely manner.

**Expulsion**
If a student is expelled from BCPS, he or she cannot attend any regular day school program in the district. Only the Chief Executive Officer (CEO) of Baltimore City Schools can expel a student. A request for expulsion shall be made for the following major infractions:
- Arson
- Possession or use of a weapon
- Assault/Physical attack on an adult (staff member)
- Group fighting
- Possession, distribution, or use of drugs/alcohol
- Act of gross misconduct at other school(s)
- Repeated other serious infractions

**Parent Conferences Short/Long Term Suspensions**
Students and their parents are strongly encouraged to confidently discuss educational and/or personal problems which are causing students to behave inappropriately or to do poorly academically during suspension conferences. Parents can also request a conference for a student who has not been suspended if there are issues that need to be addressed. Conferences can be scheduled with teachers, administrators, or counselors. Time and dates for suspension conferences are noted on the letter sent home with students on the day of the suspension. Any other conferences can be scheduled by calling the main office and requesting to speak with your child’s grade level administrator.

**Building Bridges**
The Building Bridges program gives students an alternative to out of school suspension for violating school-wide and classroom rules. The purpose of Building Bridges is to lead students to learning the skills needed for them to take responsibility for their actions, taking ownership of their choices and learning alternatives and strategies for making better decisions in the future.

Students and parents must agree that the student will go to Building Bridges and fully participate in Building Bridges and restorative justice activities. Students may be assigned one or two days in the Building Bridges room. Only in extreme cases will a student be assigned more than two days. Any student who does not comply with the Building Bridges agreement will be removed from Building Bridges and will be placed on short term suspension.
Academics
Teachers and administrators at Carver Vocational-Technical High School have the highest expectations of every student. Students come to Carver for a quality education which will empower them to excel in college and at careers. Honors and Advanced Placement courses which can lead to college credit are available at Carver. All students are encouraged to enroll in AP and honors courses. In order to be academically successful, all students are expected to show up on time and put forth maximum effort in all classes.

`Carver Grading Specifics:
The following grading policy is to be implemented school-wide.
Quizzes/Tests – 40%
Homework – 10%
Participation – 10% (Students should know how they will earn participation points)
Projects – 20%
Classwork (labs and practice) – 20%
- Teachers must inform students of quiz/test/projects due dates
- There should be a minimum of 18 grades issued per quarter; not including homework and participation
  o 4-6 = Tests
  o 6-9 = Quizzes
  o 2 = Projects (Projects should have a model – exemplar and really poor performance)
  o 9-18 = classwork grades

School-Wide Homework Policy:
Students should have opportunities to make up home assignments when they are lawfully absent. If the absence is unexcused, the following grading practice should be implemented.
25% Reduction after the first day late
50% Reduction in the HW grade thereafter
*There is a one-week cut off for all homework of students whose absence is unexcused (doctor’s note or legal document).

Class Responsibilities
Carver students are expected to:
- Show up for class ON TIME
- Be PREPARED for each class everyday
- Focus in class and listen to their teachers
- Pay attention
- Complete all assignments on time
- Cause NO disruptions
- Study for quizzes and tests
- Attend coach class
- Ask for assistance from their teachers or peers
- Ask for extra credit if they need it
- Respect themselves and all others
**Make-Up Work**

Students have the right to make up missed work after an absence if the absence was valid, excused, and verified by the attendance monitor. Upon a student’s return to school, a note from a parent or legal guardian must be presented to the teacher and attendance monitor before make-up work is requested from and granted by a teacher. Failure of a student to make up an assignment will negatively impact the student’s grade.

*It is the responsibility of the student to obtain make-up work, complete and return it within the prescribed amount of time, and attend coach class if needed.*

**Academic Dishonesty**

The integrity of the academic program at Carver depends on the conduct of its students. Cheating, forgery, plagiarism (copying directly from the internet or any other source), or otherwise falsely claiming academic credit is UNACCEPTABLE! Students must produce their own work for short-term, long-term, and home assignments as well as reports, projects, research/term papers, and assessments. Any student who engages in academic dishonesty will receive a score of zero for that work, and will not be given an opportunity to make up that work. Violations are subject to the appropriate consequences including detention, parental contact, and suspension.

**Expectations of Seniors**

In order for a senior to participate in end of year commencement ceremony, the following criteria must be met with NO exceptions:

1. Earn all credits required by the state, earn the minimum required score on HSA and earn the minimum amount of service learning hours (75).
2. Seniors are not allowed to fail more than one class during the school year. Senior students who fail more than one class will not be allowed to participate in senior activities.
3. Attendance rate must be 90% or better. Seniors can not miss more than 18 days of school during senior year. Only the senior grade level administrator can excuse absences for reasons such as hospitalization, court appearances, etc.
4. Seniors should NOT be involved in any fights and should not be caught cutting classes. Seniors should not accrue more than one short-term suspension. Any senior who has more than one short-term suspension or who is proposed for long-term suspension will not be allowed to participate in senior activities.
5. ALL senior obligations must be met, both financial and material.

**Diploma and Certification Standards**

The state of Maryland requires the usage of a single standard diploma in all jurisdictions. The current Maryland State Diploma is issued at Carver to any student who completes all current state requirements. No alterations or additions can be made to this diploma.

All students at Carver Vocational-Technical High School are enrolled in what are termed “Maryland Occupational Preparatory Programs.” These are career technology majors often referred to as “trades.” Students who complete all credit requirements for these programs are awarded a certificate of completion in their individual trade program. This certificate can be used to complete job applications or to acquire apprenticeships. This certificate is not however, a diploma.

**A Successful Carver Student is:**

- Committed to academic achievement
- Committed to excellent attendance
- Cooperative in all situations
- Respectful of people, property, and rules
- Prepared for and productive in classes and activities
- Professional and appropriate in appearance and demeanor
**Study Skill Tips**

- Know the expectations of the course such as all assignments that need to be turned in and the due dates. Go to coach class and talk to your teacher if you need extra help.
- Keep your notebook organized and clutter free. Keep all class notes and make sure all papers are dated. Take clear and detailed notes!
- PAY ATTENTION! Do not play, sleep, or otherwise waste time in class.
- Spend at least 1 ½ hours on homework and study time daily. Include time for homework and studying in your weekly schedule. Failing to plan is planning to fail!
- Have a specific time and place set aside for homework each day. Make sure your study space is quiet, comfortable, and away from distractions. Turn off the television, radio, and phone. Concentrate; it will help you retain what you have learned.
- Review class notes and read assigned sections of your textbook every night. Learn to outline material and use “tricks” such as using flash cards, reading aloud, word association, and oral or written repetition to help you remember information.
- Have a “Study Buddy,” or form a study group with up to 5 members with whom you can study for tests.
- Don’t cram for tests! Study over the course of several days or weeks. Also, do not stay up late the night before a test! You need 8 solid hours of rest!
- Discuss your school day and assignments with your parents! Allow them to give you advice and check your homework.
- ASK FOR HELP WHEN YOU NEED IT!

**PARCC Exams**

The Partnership for Assessment of Readiness for College and Career or PARCC exams are assessments that will replace HSA exams. Incoming 9th grade students (class of 2019) will be tested in the areas of algebra/data analysis and English. The PARCC assessments measure the content and skills contained in the Maryland College and Career-Ready Standards which are based on the Common Core Standards. The PARCC assessments are computer based and include the following components; diagnostic assessments, mid-year assessments, performance based assessments, end-of-year assessments and a speaking and listening component. For additional information on the PARCC assessments, go to [http://PARCConline.org](http://PARCConline.org).

**HSA**

The Maryland High School Assessments (HSAs) are tests that measure school and individual student progress toward Maryland’s High School Core Learning Goals. Passing the HSA is a graduation requirement.

Passing scores for the four HSA content areas are:

- Algebra/Data Analysis: 412
- Biology: 400
- English II: 396
- American Government: 394
The four HSA tests are based on the Core Learning Goals, which clearly outline course content and learning objectives for each content area. The content covered in HSA related courses and on an HSA test is a basic level of knowledge that will be built on as a student continues his/her education. The HSAs are given in October, January, May, and July/August. Additional information about the HSA can be found on the internet at http://hsaexam.org.

Incoming 9th graders in the class of 2019 and sophomores in the class of 2018 will take English and algebra PARCC, and biology and government HSA exams. All other students, classes of 2016 and 2017, must pass English, algebra, government and biology HSA exams.

**Media Center**

Carver’s media center is governed by the following standards:

- **Literature Appreciation**: Students will demonstrate an appreciation of literature as a reflection of human experience and reading as a pleasurable activity.
- **Locate Information**: Students will be able to use resources in a wide variety of formats to locate information to meet an identified need.
- **Organize and Manage Data/Information**: Students will use appropriate print, non-print and computer formats to organize and manage data/information.
- **Interpret Information**: Students will be able to interpret information to generate new understandings and knowledge.
- **Share Findings/Conclusions**: Students will be able to communicate findings and conclusions by producing materials in an appropriate format to support written, oral, and multimedia presentations.
- **Ethical Use of Information**: Students will demonstrate responsible attitudes toward the use of information.

**Library Rules**

1. Students MUST have a pass from a teacher or an administrator in order to be admitted into the library.
2. ALL electronic devices are prohibited!
3. NO food or beverages are allowed in the library!
4. Disruptive behavior (horseplay, cursing, throwing things, excessive noise) will NOT be tolerated.
5. All library books and materials must be respected.
6. Gambling and card playing are prohibited.

*The Librarian reserves the right to refer a student to his or her grade level administrator!*

**Student Passes/Library Entry**

- In order for a student to be admitted into the library, the student must have a valid pass and a Carver ID badge visible.
- Students must sign in every time he or she enters the library.

**Borrowing Media**

- Non-reference books can be checked out for three weeks. These books can be renewed. The book must be present to be renewed.
- Late fines are .15¢ per item for each day that the borrowed item is late.
- 15 minutes of library service can be substituted for $1.00 in fines.
The Carver Library does not loan Audio Visual materials or reference books to students.

**Interscholastic Athletics,**  
**Extra-Curricular Activities,**  
**School Functions**
All Carver students are encouraged to participate in extracurricular activities sponsored by the school. This includes all sports programs as well as the Student Government, National Debate League, National Honor Society, ACE Program, teacher sponsored clubs, and the Carver Cheerleading squad. Students who participate in interscholastic sports may not have two (2) or more failing grades on their most recent report card to be eligible. For example, winter sports eligibility is based on first quarter report card grades. Eligibility status is subject to change during a sports season if a report card with 2 or more failing grades is issued during that season. Students who participate in any extracurricular activities should exemplify ethical, legal, and appropriate conduct including complying with all policies, regulations, and procedures on and off of Carver’s grounds.
In addition, the principal or grade level administrator reserves the right to restrict students from participating in extracurricular activities for the following reasons:
- Obligations owed the school; financial or material
- Excessive absences
- Excessive amounts of office referrals
- Having 2 or more teachers report that “Conduct interferes with learning” on most recent report card or progress report
- Repeated failure to wear a Carver uniform
In general, a student must be in good academic standing and have a good citizenship record (no suspensions, office referrals, etc.) in order to be eligible for extracurricular activities.

**Student/Athlete Contract**
Following is a copy of the Carver Vo-Tech Student/Athlete Contract. Each athlete participating in any interscholastic sports team at Carver must read and sign this contract.
Participation in any sport at Carver Vocational-Technical High School is a privilege. All students at Carver are encouraged to participate in interscholastic sports, as we believe that participation in athletics provides students with the opportunity for developing lifetime skills which will help students become well-rounded individuals who are capable of making sound decisions, dealing with adversity, and solving problems.

Eligibility
Baltimore City Schools has set academic eligibility standards for student participation in extracurricular activities to include interscholastic sports. Students are required to maintain high academic standards while pursuing extracurricular activities. The following guidelines with regard to eligibility will be in effect at Carver:

- Students who have no more than one failing grade in the previous marking period are automatically eligible to participate in any interscholastic sport or extracurricular activity during the next marking period.
- Students must have a 2.3 GPA or better to be eligible.
- Student grades that are reported as incomplete as a result of lawful excused absences shall be considered passing grades until changed. Incomplete grades that are not changed to passing grades within ten (10) school days after report cards are issued will be considered failing grades for extracurricular eligibility purposes.
- On the day report cards are issued, activity sponsors, athletic directors and coaches will verify student eligibility for extracurricular participation.
- Students’ extracurricular eligibility status will be updated by the last issue date of report cards on the current Board calendar.
- Students may become eligible for all activities by completing Summer school or an approved summer program.

In addition to requirements set forth by Baltimore City Schools, Carver Vo-Tech High School has set forth its own standards for eligibility to participate in extracurricular activities. Student athletes must:

- Have a satisfactory behavior record in all classes; no office referrals or suspensions
- Have excellent attendance – 90% or above and on time for all classes
- Wear a Carver uniform daily

Conduct
All student athletes are representatives of Carver Vocational-Technical High School and must present themselves in a positive and sportsmanlike manner at all times. Athletes must show proper respect for opposing teams, their coaches, officials, and self at all times. It is expected that all Carver athletes and coaches will:

- Emphasize sportsmanship and fair play
- Show courtesy and respect to visiting teams and officials
- Respect the integrity and judgment of the sports officials
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of individual players
• Recognize that being on a team requires discipline and commitment
• Recognize their value as part of a team
• Be gracious in victory and dignified in defeat
• Cordially shake hands with players from opposing teams regardless of game outcome
• Show concern for injured players
• Applaud at the end of a game for the performance of all athletes regardless of the outcome
• Treat the game as a competition; not a war.

Any student who is suspended from school (in or out of school suspension) is ineligible to participate in any activity until the conclusion of the suspension. Students who are involved in serious or multiple disciplinary infractions are subject to ineligibility and/or removal from any and all school athletics.

Any student who has an illegal/unexcused absence from school on any given day is ineligible to play in a game on that day.

Responsibilities
• It is the responsibility of the Head Coach to decide which student/athlete will participate and at which level of play as well as the amount of playing time the student will have.
• It is the responsibility of athletes to be on time and prepared for every practice
• It is the responsibility of athletes to care for all equipment/uniforms issued them. Athletes will be held financially responsible for any equipment or uniforms that are not returned or damaged.
• It is the responsibility of student athletes to demonstrate good studentship at school at all times
  o Coming to school every day on time
  o Being prepared for classes
  o Demonstrating character, confidence and commitment at all times

Student Name:________________________________________________________________________
Grade Level:_______________ Administrator:______________________________________________
Sport(s):____________________________________________________________________________
Student /Athlete Contract

I understand that representing Carver Vocational-Technical High School in interscholastic contests is a privilege that carries certain responsibilities. I must abide by rules set forth by the coach, the administrators at Carver and the Baltimore City Schools Board. I also understand that failure to follow rules outlined in the athletic contract and Carver Student Handbook may result in the removal of all athletic privileges for me.

Student/Athlete:
I agree to:
- Conduct myself in a manner that reflects good sportsmanship at all times
- Attend all practices and games as scheduled
- Practice hard and work to the best of my ability
- Refrain from drug, alcohol, and tobacco use
- Treat my teammates and coaches with respect
- Maintain excellent attendance (90%) and follow school rules
- Maintain my academic eligibility
- Carry a daily progress report
- Be a good example to other students
  - Attend all classes on time every day
  - Come to school on time every day
  - Cooperate with all teachers, administrators and other school personnel
  - Follow all rules at Carver Vo-Tech High School

I have read this entire document and I understand that my failure to comply with any part of this contract may result in the forfeiture of my privilege to be an athlete at Carver Vo-Tech High School.

Student Signature:________________________________________Date:_______________________

Parent Signature:_________________________________________Date:_____________________

Athletic Director/Coach:________________________________________________________________

Administrator:__________________________________________

_______________________________
School Functions
Students may be denied the privilege of participating in school functions including but not limited to homecoming, prom, school dances, special sports events, and graduation for the following reasons:

- Obligations owed to the school; financial and material
- Excessive absences
- Excessive office referrals
- Failure to wear a Carver uniform

Rules and Expectations for Extracurricular Events and School Sponsored Functions

- Treat yourselves and all guests and visitors with the utmost respect
- Smoking, alcohol, and drugs are strictly prohibited
- Jeering and profanity are not allowed
- Spectators are not allowed on the gymnasium floor or playing area
- Spectators/students shall enter and leave the contest area in an orderly manner
- The host school reserves the right to exclude at any time, individuals who prove to be a threat to the safety and security of any person (spectators, athletes, performers, staff, etc.) at the event

Field Trips
Field trips are an integral part of the academic program at Carver Vocational-Technical High School. They enrich learning and provide experiences and exposure to concepts that students cannot get from the classroom setting. Parental permission is required for participation in all field trips. Some field trips will have fees and will require travel on public or private transportation. Details and specific permission slips will be provided by the teacher or other staff member sponsoring the activity. To be eligible to go on a field trip, students must be failing no more than one (1) class as of the most recent report card or progress report. A signed permission slip must be returned at least two days before the trip. All work missed while a student is on a field trip must be made up within 2 days. Students must dress appropriately, display acceptable behavior, and fully participate in onsite activities while on field trips.

Students who do not submit a permission slip signed by a parent or legal guardian will not be allowed to go on the field trip! No exceptions! Students who are on suspension are not eligible for field trips.

Note: Participation in any extracurricular activities at Carver Vocational-Technical High School is a privilege, not a right! As such, the privilege to participate must be earned through responsible behavior consistent with the mission of Carver and the Baltimore City Schools Code of Conduct. All students are strongly encouraged to participate in one or more extracurricular activity because involvement in such activities is essential to all around development and growth. All activities are supervised by Carver teachers and other staff.

School Sponsored Publications
School sponsored publications such as newspapers and yearbooks will have a qualified teacher/supervisor. Students may decide on the content of school publications as long as the content does not:

- Violate Carver’s rules or policies
- Does not pose a threat to students
- Does not advocate use of drugs, alcohol, violence, sex, or discrimination
- Contain language that is obscene, vulgar, libelous, slanderous, or profane
**Technology**

Telecommunications (used interchangeably with technology) broaden the educational experience beyond the classroom by giving students access to information on local, state, national, and international networks. Students in Baltimore City Schools must use telecommunications (technology) for educational purposes only. Students have the opportunity at Carver, to access curriculum related information and research topics and ideas that promote innovation in learning.

The staff at Carver Vocational-Technical High School will make every attempt to ensure that the internet is a safe learning environment. Students will be supervised while using the internet and will be instructed in the appropriate and safe use, selection and evaluation of information.

All Carver Vocational-Technical High School students must read and sign a technology Acceptable Use Policy (AUP) before being allowed to use any technology equipment at Carver. The following standards define acceptable uses of Baltimore City Schools’ AUP. These standards explicitly outline what is considered appropriate and inappropriate use of computer technology at Carver High School.

Technology includes all computers (laptops and desktops), as well as peripherals such as printers, scanners, internal and external CDROM, CDR, CDRW, DVDROM, DVDRAM, devices and graphic calculators.

**Acceptable Practices for Using Technology:**

- Use technology for educational purposes only.
- Communicate with others in a respectful and courteous manner.
- Obey copyright laws and intellectual property rights of others.
- Maintain the privacy of personal name, phone number, address, password, and respect the same privacy of others.

**Unacceptable Practices for Using Technology:**

- Posting or transmitting photographs or personal information about yourselves or others without prior written consent from parent or legal guardian.
- Bypassing the school system’s filtering server.
- Installation of personal software on computers.
- Accessing or distributing abusive, harassing, obscene, offensive, profane, libelous, pornographic, threatening, sexually explicit, or illegal material.
- Deliberately waste or overload computer resources, such as printing large quantities of a document from a work station.
- Attempting to monitor or tamper with another user’s electronic communications, alter or delete another user’s files or software without the explicit agreement of the owner.
- Using technology for commercial, purchasing, or illegal purposes.
- Using technology/telecommunications in any other manner that violates Baltimore City Schools and Carver Vocational-Technical High School’s disciplinary policies.
- Visiting unauthorized sites
- Introducing or downloading viruses, worms, or other damaging sites
- Removing or unplugging keyboard, mouse, monitor, network cables, etc
- Damaging or marring monitor or other hardware with fingers, pencils, pens, paper clips or other objects
- Damaging or misusing laptops (slamming them down, dropping them)
- Removing or altering keys
- Eating or drinking near a computer
- Inserting objects into disc drives or data drops
Penalties for Violations of AUP
Violations of the Technology Acceptable Use Policy may be a violation of the law, civil regulations of Board Policy 812. Penalties may include but are not limited to:

- Teacher reprimand
- Parent conference
- Detention
- Confiscation of discs, headphones, etc
- Office referral
- Suspension (short or long term, depending on the offense
- Legal action.
Carver Vocational-Technical High School
2201 Presstman Street
Baltimore, MD 21216
410-396-0553

PLEASE RETURN TO YOUR GRADE LEVEL ADMINISTRATOR BY September 4, 2015

I have read and understand the expectations, rules, and procedures at Carver Vocational-Technical High School, and I agree to adhere to them.

______________________________  ________________________________  ________________________________
Student’s Name (printed)  Grade Level Administrator  Homeroom

______________________________
Student’s Signature

______________________________  ________________________________
Date  Homeroom

I, too, have read and understand the expectations, rules, and procedures at Carver Vocational-Technical High School, and I will support the school in its efforts to establish and maintain an appropriate, positive learning environment.

______________________________  ________________________________
Parent/Guardian’s Name Printed  Home and cell phone Numbers

______________________________
Parent/Guardian’s Signature

Date

Please use scissors to cut this page out, sign it, and return it to your Grade Level Administrator by September 4, 2015
Carver Vocational Technical High School
Fall Sports Schedule
2015-2016

Shionta Somerville, Principal
Cynthia Tucker-Tyson, Athletic Director

Varsity Football
Head Coach: Ronald Wallace
Asst. Coach: Lawrence Jackson
Asst. Coach: Shaquane Madison
Game Time: 3:45 pm

Junior Varsity Football
JV. Head Coach: Christopher Cromartie
Asst. JV. Coach: Thomas Scales
Game Time: 3:45 pm

8/28 Scrimmage Carver @ Woodlawn
9/4 Carver @ St. Paul School
9/11 Carver @ Douglass
9/18 Carver @ City College
9/25 Poly @ Carver
10/2 Carver @ Patterson
10/9 Southwestern @ Carver
10/15 Carver @ Northwestern
10/23 Dunbar @ Carver
10/30 Edmondson @ Carver (Homecoming 3pm)
11/6 Carver @ Digital Harbor

9/3 St. Paul School @ Carver
9/10 Douglass @ Carver
9/17 City College @ Carver
9/24 Carver @ Poly
10/1 Patterson@ Carver
10/8 Carver @ Southwestern
10/14 Northwestern @ Carver
10/22 Carver @ Dunbar
10/29 Carver @ Edmondson
11/6 Digital Harbor @ Carver

Varsity Volleyball
Head Coach: Cynthia Tucker-Tyson
JV Head Coach: Vera Carrington-Johnson
Game Time: 5:15 pm

Junior Varsity Volleyball
Game Time: 3:45 pm

9/15 Carver @ Southwestern
9/17 FAET @ Carver
9/22 Carver @ Edmondson
9/24 Western @ Carver
9/29 Carver @ Poly
10/1 Carver @ Patterson
10/6 Dunbar @ Carver
10/8 Carver @ Forest Park
10/13 NAF @ Carver
10/20 City @ Carver
10/22 Carver @ Ben Franklin
10/27 Digital Harbor @ Carver
10/29 Mervo @ Carver
11/5 &6 State Sectional Quarterfinals
11/9 & 11 State Sectional Semifinals &Finals

Soccer
Head Coach: Seun Joshua
Head Coach Boys: Kevin Merrick
Head Coach Girls: Deyquawn Cooper
Game Time: 3:45 pm

Cross Country
Head Coach Boys: Kevin Merrick
Head Coach Girls: Deyquawn Cooper
Game Time: 3:30/4:00 pm

9/9 NA @ Carver
9/14 Carver @ Dunbar
9/16 KASA @ Carver
9/21 Carver @ Mervo
9/23 Carver @ Lewis
9/9 Relay @ Druid Hill
9/17 Novice/Group Meet @ Herring Run
9/23 Group Meet @ Druid Hill
9/30 Westside @ Druid Hill
10/7 Group Meet @ Herring Run
9/28 Forest Park @ Carver
9/30 Carver @ Northwestern
10/5 ACCE @ Carver
10/7 New Era @ Carver
10/14 Carver @ NAF
10/23 State Regional @ TBD
11/4 State Tournament @ TBD

10/14 Group Meet @ Herring Run
10/21 District Championships @ Herring Run
10/29 State Regional @ TBD
11/7 State Cross Country Championships @ Hereford

Unified Tennis
Head Coach: Annette Hale
Game Time: 3:45 pm

9/14 Assessment (USTA/SOMD)
9/21 Tennis Matches
10/13
10/27 District Tournament
11/4 State Tournament
# August 2015

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**NOTES**

- Labor Day
  - Schools Closed
- Back to School Night
  - 5-7 pm
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**NOTES**

- **PD for staff; Schools closed for students**
  - 11th October

- **HSA Exams**
  - 1st Quarter Progress Reports Distributed
  - 8th October

- **PTSA Meeting**
  - 6:00 pm
  - 21st October

- **Homecoming**
  - 3:00 pm
  - 30th October
### November 2015

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Winter Holiday; Schools Closed

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**NOTES**

- Spring Break; schools closed

- 3rd Quarter Progress Reports distributed
- Parent Teacher Conferences

- PTSA Meeting 6:00 pm

- Spring Break; schools closed
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<td>PD for staff; schools closed for students</td>
<td>Parent Teacher Conferences</td>
<td>Primary Election Day; schools closed</td>
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**NOTES**
# May 2016

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## Advanced Placement Exams

- May 3rd
- May 4th

## Notes

- PTSA Meeting
- Schools closed
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<td>Last Day of School if no snow days are used.</td>
<td>Last Day of School if 1 snow day is used.</td>
<td>Last Day of School if 2 snow days are used.</td>
<td>Last Day of School if 3 snow days are used.</td>
<td>Last Day of School if 4 snow days are used.</td>
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<td><strong>20</strong></td>
<td>Last Day of School if 5 snow days are used.</td>
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Notes
* Notes about the last day of school:

- If no snow days are used, the last day is June 13 for students
- If 1 snow day is used, the last day is June 14 for students
- If 2 snow days are used, the last day is June 15 for students
- If 3 snow days are used, the last day is June 16 for students
- If 4 snow days are used, the last day is June 17 for students
- If 5 snow days are used, the last day is June 20 for students

The distribution window for 4th-quarter report cards will shift by one day for each snow day used; for example, if no snow days are used, report cards will be distributed between June 9 and 11. Snow days will also affect the schedule for high school final exams, which also will shift one day for each snow day used.
### Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
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<td>Daily Intake</td>
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<td>9:15</td>
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<td>9:20</td>
<td>10:50</td>
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<tr>
<td>3</td>
<td>10:55</td>
<td>11:25 (Lunch)</td>
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<td>4</td>
<td>11:30</td>
<td>12:25</td>
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<tr>
<td>5</td>
<td>12:30</td>
<td>1:00 (Lunch)</td>
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<tr>
<td>6</td>
<td>1:05</td>
<td>2:35</td>
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NOTES