

George W. Carver Early Education Center

371 Carver St. Lockhart, TX 78644

Phone: 512-398-0060 Fax: 512-398-0110



Welcome families! Below you will find information regarding campus operations, attendance, transportation, food and nutrition, and our academic calendar. Please feel free to contact us with any questions.

School Hours: 7:40 a.m. - 2:45 p.m. *Doors Open at 7:10 a.m.

Office Hours: 7:30 a.m. - 4:00 p.m.

Principal: Monica Saldivar

Secretary: Gabby Quintero

Counselor:

Secretary: Yvette Aguilar

Nurse: Laura Brast

Arrival: Doors open to students at 7:10 a.m. Pre-Kindergarten classes begin promptly at 7:40 a.m. It is important that your child is in their classroom at that time. Students who arrive at 7:41 a.m. or after are considered tardy and parents must sign them in with our front office staff. Tardies are considered an absence for part of the day and are subject to compulsory attendance laws.

Attendance: Daily attendance will be recorded once, each day. According to State law, pre-k students who arrive by 9:30 am are counted present for the day. Those who are not in school by this time are counted absent for the day. A student not actually on campus at the time attendance is taken may be considered present if that student is temporarily absent due to

an appointment with a health care professional and returns to school on the same day of the appointment with a doctor's note. We request parents sign students in at the office when they are late or return to school during the school day. The New Texas Education Code includes a compulsory attendance rule for children who have enrolled in pre-kindergarten [Subsection 25.085(a)]. Children are required to be in attendance each school day for the entire year except for excused absences due to health reasons. A minimum attendance of 90% is required for receiving credit for the year. Tardies will be recorded and reported. The Code further states that a truancy complaint be filed against the parents of a child who is not attending school regularly. This offense is a Class C misdemeanor. A written excuse that includes the child's name, teacher, date(s) absent from school and the reason for the absence must be turned in for each absence or period of absence. We ask that you call the school office the day the child is absent at 398-0060. Our school goal is to have every student in class every day, except when illness requires absence. We ask parents to support us in attaining this goal. A written excuse must be turned in on the day the child returns to school.

Breakfast: Breakfast will be served in the classroom to all students free of charge. In order to ensure that your child has sufficient time to eat breakfast we ask that they arrive by 7:40 a.m.

Check In/Check Out: Students arriving after 7:30 must be checked in by their parent in the front office. Students being checked out before dismissal will need to be checked out in the front office. Parents or family members must provide identification and be listed in skyward as an authorized adult who is able to check the student out. We understand that there may be a few occasions when a student must be picked up early. If a student is regularly checked out early, the principal will request a conference to discuss the individual circumstances, and the importance of attending school for the entire day as to not miss out on instruction and important learning opportunities.

Conferences: Parents may request a parent/teacher conference at any time during the school year. Each nine-week grading period, a progress report/checklist will be sent home with your child. Parent/Teacher Conference day is scheduled for September 30th, and teachers will be in touch with you regarding scheduling.

Dismissal: Class ends at 2:45 p.m. and all students must be picked up from school by 3:00p.m.

Dress Code: Carver follows the district guidelines for dress code as stated in the Lockhart ISD Handbook of Information. The handbook is available on-line at the district's website. Costumes are not permitted, unless it is a campus-wide special occasion. We will share all celebratory "dress-up" days with you as they draw near.

Emergency Contact Information: It is so important that you keep all information in Skyward up to date. Please inform us of any changes as soon as they are made. If you need help in updating information in Skyward, please contact our front office staff for assistance.

Field Trips: Parents are welcome to attend field trips. Parents must provide their own transportation and pay for their admission fee. In order to ensure our student's safety, background checks must be completed, as required, for every person attending the field trip. The same goes for anyone looking to volunteer on campus.

Food of Minimal Nutritional Value: Food of Minimal Nutritional Value can only be made accessible to students during the designated FMNV Holidays (December, February). Parents may send snacks/cupcakes on their child's birthday. These snacks will be served to their classmates the last 30 minutes of the school day.

Health Conditions

If your child has any health conditions (for example Food Allergies, Food Intolerances, Insect Allergies, Asthma, Seizures, Diabetes, etc...) please let me know. I will provide additional information and any forms necessary that we will need to ensure your child's needs are met while here at school.

Homework/Communication Folders: The purpose of the folder is to strengthen communication between home and school, while helping students become more independent and responsible. Each parent is asked to check the folder daily for information from the teacher regarding behavior and academic progress. We ask that you sign and return it daily with your

child. Our campus regularly distributes information to parents via the communication folder also.

Library: All students will be allowed to check out books for a week at a time. Books must be returned on their due date. Parents and students are responsible for the library books. Should there be damages to the books, or if they are lost, parents are responsible for the cost to replace them. Check out privileges can be suspended if the books are not returned or if payment is not received in a timely manner.

Lunch Procedures: We understand that many parents enjoy eating lunch with their children, and celebrating special days. We totally support families doing so. Our goal is to support students in becoming independent, and we aim to foster strong positive relationships with their peers. For these reasons, students are allowed 2 family lunch visits per week.

Medication: Medications:

All medications (whether prescription or over the counter) require a Medication Authorization Form and must be in the originally marked labeled container and must be provided by the parent or guardian. For prescription medications, please note that the nurse must have the prescription label. If you do not have a prescription label take the medication to your pharmacy as they can usually reprint a label for school. Expired medications will not be given. Medications need to be hand delivered by the parent/guardian to the school and the parent/guardian as well as the prescribing physician must complete the required forms.

Please do NOT send medications to school in your student's backpack.

Unless the physician explicitly notes the time, medications follow the schedule below and are given at home (not at school):

- *Once and twice a day medications are given at home: before and/or after school.*
- *Three times a day medications are given at home: before school, after school, and at bedtime.*

Money: Any money sent to the school should be in an envelope with the child's name, teacher's name, and what the money's for written on it. Amounts of \$20 or more must be delivered to the office by the parent/guardian. Please do not send money in your student's backpack. We are not responsible for lost money. Thank you for your cooperation.

Personal Items: Please put our child's name on each of the following items: jacket, backpack, and lunchbox. This will assist in locating items that are lost. Toys are not allowed in school unless requested by their teacher. An example would be, a teacher asking students to bring a stuffed animal to read to on a special occasion.

Student Transportation and Changes: Please let your child's teacher know how your student will get home daily. It is important to communicate all changes in transportation with the front office and your child's teacher. We ask that all transportation changes be made by 1:30 p.m. each afternoon. This will ensure that the change is made. We must receive written communication or a phone call from individuals listed in Skyward, requesting the change. Students will only be released to those individuals designated on the "check out" list. All bus riders must be registered with Student Transportation Services. PK students not registered with STS by the first day of school must be picked up by 3:00 p.m. daily until they are registered. The Student Transportation Services phone number is 512- 398-0166.

Technology - Code of Conduct: PRE-K through GRADE 12 -- All policies and procedures for acceptable use of computers, networks, and the Internet are intended to minimize the burden of administering the networks, so that more time can be spent enhancing services. Use of the computer to access telecommunications re-sources is a privilege and not a right. Violation of the policies and procedures of Lockhart ISD, concerning the use of computers and networks, will result in disciplinary actions similar to other Code of Conduct violations.

Level 1. Warning.

Level 2. Student will receive a discipline referral and lose computer privileges/Internet access for up to 6 weeks. A conference between the parent and campus administrator will be scheduled (necessary).

Level 3. Pattern of Abuse of Flagrant Violations: Any student who, after Level 1 warning, and/or Level 2 disciplinary action continues to engage in serious or persistent misbehavior by violating

the District's previously communicated written Standards of Conduct will lose computer privileges/ Internet access for the remainder of school year. A parent conference with the principal/campus administrator will be held. Disciplinary or legal action may be taken including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws. Your student will automatically have access to the Internet. If you choose to deny access, please contact your child's campus and complete a "Denial of Internet Access" form.

Visitors on Campus: For the first two weeks of school we will not allow visitors to campus, even during lunch time. We will welcome parents/guardians after the two week period, as it is an important time to establish routines, and procedures with students. This period of time allows students to get acclimated with their new school and will help them gain independence, before having visitors. If you are volunteering, a background check must be completed, before being on campus.

Withdrawing a Student: When parents or legal guardians wish to withdraw a child from school, they should contact the school office as soon as possible before the date of withdrawal. This will allow our front office staff to guide parents/guardians in next steps to properly withdraw their child and help with a smooth transition to their next school.