# 2026-2027 STUDENT HANDBOOK



## Carver 9th Grade Academy

**1001 Webb Road Dothan, AL 36301**

**(334)702-7266**

**Justin Hendrix, Principal**

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**Matt Smith, Assistant Principal**

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**Mission: The Mission of Carver Ninth Grade Academy is to produce accountable students that are loyal and passionate to their education while also honoring themselves and others with an attitude of service and hard work.**

## PRINCIPAL'S MESSAGE

Welcome to the 2026 – 2027 school year! We are excited to have you here as a part of our Carver Nine family and look forward to an exciting and beneficial year. This handbook explains the basic procedures of our school. Many questions often asked by students are answered in the pages to follow.

**Justin Hendrix .....Principal**

**Matt Smith..... Assistant Principal**

**Phyllis Bolden .....Behavior Specialist**

**Celeste Morehead..... Counselor**


**CARVER NINTH GRADE ACADEMY**

**1001 WEBB ROAD**

**DOTHAN, AL 36301**

**https://www.dothan.k12.al.us/carveracademy**

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**TABLE OF CONTENTS**


**Academics** ..... 12
**Academic Related Problems** ..... 33
**Administration/Support Personnel** ..... 6
**Admission to Building** ..... 17
**Alma Mater** ..... 26
**Alpha Expectations** ..... 32
**Americans with Disabilities Act** ..... 10
**Assignments/Make-Up Work** ..... 14
**Athletic Attendance** ..... 20
**Bell Schedules** ..... 5
**Cafeteria Policy** ..... 24
**Calendar 2024-2025 School Year** ..... 40
**Carpoolers** ..... 17
**Cell Phones/Communication Devices** ..... 28
**Check-ins** ..... 20
**Check-outs** ..... 20
**Counseling** ..... 6
**DCS Board Meetings** ..... 37
**Disciplinary Actions for Exceptional Students** ..... 11
**Discipline** ..... 32
**Documentation of Absences** ..... 18
**Dress Code** ..... 25
**EL Statement** ..... 12
**Emergency Phone Calls** ..... 27
**Equal Education Opportunity Statement** ..... 11
**Excused Absences** ..... 18
**Field Trips** ..... 34
**Final Exemptions** ..... 13
**Fines and Fees** ..... 17
**Fire Drills** ..... 33
**Graduation Requirements** ..... 15

**Guidance Office** ..... 7
**Homework Policy** ..... 15
**Inspection of All Property on School Grounds** ..... 31
**Lost and Found** ..... 35
**Lost Textbooks** ..... 36
**Materials Mounted on Walls** ..... 33
**Media Center** ..... 36
**Mid-Term Exam Information** ..... 13
**Off-Limits Area** ..... 34
**Parents Right-to-Know** ..... 8
**Parent Statement for Absences** ..... 22
**Parking Decals** ..... 12
**Physician's Statement for Absences** ..... 22
**Policy on Delivery of Gifts to Students** ..... 35
**Principal's Message** ..... 2
**Progress Reports/Report Cards** ..... 13
**PTO** ..... 26
**Response to Instruction (RTI)** ..... 12
**Safekeeping of Valuables** ..... 35
**Safety 101** ..... 32
**Senior Privileges** ..... 24
**Service Learning** ..... 36
**Student Conduct** ..... 24
**Student Driving Privileges on Campus** ..... 12
**Surveillance** ..... 35
**Tardies** ..... 22
**Telephone Use** ..... 27
**Tornado Drills** ..... 33
**Truancy** ..... 15
**Unexcused Absences** ..... 19
**Vehicles on Campus** ..... 17
**Withdrawals and Transfers** ..... 24
**Who to See** ..... 37

# BELL SCHEDULE

**SCHEDULE for Carver Ninth Grade 2026-2027**

**2026-2027 Carver 9th Grade Academy**
**Bell Schedule**

| | Start | Stop | Total Time |
|---|---|---|---|
| **Breakfast** | *7:45* | *8:10* | *25 minutes* |
| **1st Block** | 8:15 | 9:45 | 90 minutes |
| **Transition** | 9:45 | 9:50 | 5 minutes |
| **2nd Block** | 9:50 | 11:20 | 90 minutes |
| **Transition** | 11:20 | 11:25 | 5 minutes |
| **3rd Block** | 11:25 | 1:25 | 120 minutes |
| *A Lunch* | *11:30* | *11:50* | *20 minutes* |
| *B Lunch* | *12:00* | *12:20* | *20 minutes* |
| *C Lunch* | *12:30* | *12:50* | *20 minutes* |
| *D Lunch* | *1:00* | *1:20* | *20 minutes* |
| **Transition** | 1:25 | 1:30 | 5 minutes |
| **4th Block** | 1:30 | 3:00 | 90 minutes |

***Car Riders, Bus Riders, and Walkers will be allowed in the building beginning at 7:45.**

***Students will eat breakfast in the cafeteria ONLY.**

***Break will be provided in class via delivery by cart during 2nd Block.**

***Restroom breaks will be provided each block, as a class, by teacher/staff escort.**

***3rd block has a 5 minute transitional time at the beginning of class for attendance and 10 minutes between lunch waves.**

***Students are not allowed to exit the classroom during the first 9 minutes of class or the last 9 minutes of class.**

# ADMINISTRATION/SUPPORT PERSONNEL

**CONTACT PERSON SERVICE DESCRIPTION**

**Justin Hendrix ..... Principal**

**Matt Smith.....Assistant Principal**

**Phyllis Bolden..... Behavior Specialist**

**Celeste Morehead ..... Counselor**

**Rochelle Johnson ..... Parental Involvement Specialist**

**Nazya Davis..... School Secretary**

**Tammie Green .....Registrar**

**Mary Wilson .....Cafeteria Manager**

**Kendall DeLoney .....Media Specialist**

**Rafael Rivera-Algarin .....Head Custodian**

**Fuller and Volkman……..…….....…..School Resource Officer**

**Jacquelyn Pearce .....Nurse**

# GUIDANCE /COUNSELOR MOREHEAD

Counselor Morehead is available for problems concerning educational and personal matters. Students must have a pass from their teacher before visiting the guidance office.

Sophomore status will be obtained if a student has earned a minimum of five (5) Carnegie credits of which three (3) must be in the areas of English, Math, Science, and/or Social Studies. Sophomore student athletes must obtain credits in all four core classes (English, Math, Science, and Social Studies) and two elective classes with an overall composite average of 70 or higher to be eligible.

The Dothan City Board of Education has graduation requirements that are consistent with the Alabama State Board of Education. It is expected that all DCS students will graduate by earning a minimum of twenty-seven (27) Carnegie Units.

# PARENTS RIGHT-TO-KNOW

Schools are required to give parents many kinds of information and notices in a uni form and understandable format and, to the extent practical, in a language that parents can understand. Based on the information we know at the time of this printing, we will provide this. Please notify the school office or our English Language Department at 793-1397 ext. 236229 if you need the information below in another language.

At the beginning of the school year, school districts supported with Title I funds must notify parents that they may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. Such a school must also give timely notice that the parent's child has been assigned or is being taught by a teacher who is not highly qualified.

A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as practicably possible after the test is taken.

Your child is attending a school that receives Title I funds. As a parent of students attending a Title I school, you may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- Whether the student is provided services by paraprofessionals and, if so, their qualifications, including state requirements:
- Secondary school diploma or its recognized equivalent.
- Completed two years of study at an institution of higher education.
- Obtained an associate's (or higher) degree.
- Workkeys Assessment.

If you would like to receive the above information, please make your request in writing to Mr. Justin Hendrix, principal Carver 9th Grade Academy (juhendrix@dothan.k12.al.us).

# Derechos de los Padres a Saber

Se requiere que las escuelas den a los padres muchos tipos de información y avisos en un formato uniforme y comprensible y, en la medida en que sea posible, en un idioma que los padres puedan entender. Basándonos en la información que conocemos al momento de esta impresión, estaremos proporcionando esto. Por favor notifique a la oficina de la es

cuela o con nuestro Departamento de Idioma Inglés al 793-1397 ext. 236229 si necesita la información siguiente en otro idioma.

Al principio del año escolar, los distritos escolares que reciben fondos de Título I deben notificar a los padres que pueden solicitar información sobre las cualificaciones profesion ales de los maestros y paraprofesionales del estudiante. Tal escuela también debe dar aviso oportuno de que el estudiante ha sido asignado o está siendo enseñado por un maestro que no está altamente cualificado.

Una escuela que recibe fondos de Título I debe proporcionar a cada padre información sobre el nivel de rendimiento de su hijo en cada una de las evaluaciones académicas esta tales tan pronto como sea posible después de que se tome la prueba.

Su niño está atendiendo una escuela que recibe Fondos de Título I, como padres de un niño(a) que atiende una Escuela Título I usted puede solicitar información con respecto a las cualificaciones profesionales de los maestros del estudiante, incluyendo como mínimo, lo siguiente:

- Si el maestro ha cumplido con los requisitos estatales y criterios de los grados y materias en que el maestro proporciona la instrucción.
- Si el maestro está enseñando bajo un estatus de emergencia o provisional a través del cual ha sido eximido de las cualificaciones del estado o criterios de con cesión de la licencia.
- La especialidad del grado bachillerato del maestro y de cualquier otro certificado de graduación o grado que el maestro tenga y el campo de la disciplina de la certifi cación o grado.
- Si al niño(a) le proporciona servicios un paraprofesional y, de ser así sus cualifica ciones.

Si el estudiante recibe servicios de paraprofesionales y, si es así, sus calificaciones, in cluyendo los requisitos estatales:

- Diploma de escuela secundaria o su equivalente reconocido.
- Completó dos años de estudio en una institución de educación superior.
- Obtuvo un título de asociado (o superior).
- Evaluación Workkeys.

Si desea recibir la información anterior, haga su solicitud por escrito a Justin Hendrix (juhendrix@dothan.k12.al.us).

# AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 ("ADA"), 42 U.S.C. 12132, provides that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." Implementing regulations require public entities with 50 or more employees to designate an ADA Specialist to oversee compliance with the ADA and to adopt procedures providing prompt and equitable resolution of complaints.

The ADA Specialist shall be responsible for coordinating the Board's efforts to comply with and carry out its responsibilities under the ADA, including any investigation of complaints communicated to the ADA Specialist.

Any student, employee, applicant for employment, or patron of the Board who believes they have been discriminated against on the basis of disability in violation of the ADA, may file a written complaint with the ADA Specialist. The complaint must be filed in writing and contain the name and address of the person filing the complaint and a description of the alleged violation. The ADA Specialist will conduct an investigation into the alleged violation and mail a written response to the allegation within 10 working days after receipt of the written complaint. A complainant not satisfied with the ADA Specialist's response may appeal to the Board of Education within 10 working days of receipt of the response. The appeal must be in writing and state with particularity the portions of the response with which the complainant disagrees. The Board shall consider the appeal at the next regularly scheduled meeting of the board and shall notify the complainant in writing of its decision within 10 working days after the Board meeting at which the appeal is considered.

The ADA Specialist shall maintain all files and records of the Board relating to complaints filed pursuant to this policy. (Adopted: November 15, 1993)

The American with Disabilities Act Specialist is:

**Dothan City Schools**
**1665 Honeysuckle Road**
**Dothan Alabama 36305**
**334- 793-1397**

# EQUAL EDUCATION OPPORTUNITY

Dothan City Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military veteran status, as is defined by law, in admission, operation, or employment of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1974 and 1975, Americans with Disabilities Act 1992, and other federal and state laws and regulations. The following people have been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Wright; 1665 Honeysuckle Road; Dothan, Alabama 36305: 334-793-1397

# HIGHLY QUALIFIED

Under Every Student Succeeds Acts (ESSA), Sec 1112(c)(6), each school system supported with Title I funds will ensure that all teachers and paraprofessionals working in a program supported under this part meet applicable state certification and licensure requirements, including and requirements for certification obtained through alternative routes to certification.

We are pleased to notify you that in accordance with ESSA, Sec. 1112(e)(1)(A), you have the right to request information regarding the professional qualifications of your child's teacher, including:

1. Whether your child's teacher:

    Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

    Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

    Is teaching in the field of discipline of the certification of the teacher.

2. Whether your child is provided services by paraprofessional and, if so, their qualifications, including state requirements:

    Secondary school diploma or its recognized equivalent.

    Completed two years of study at an institution of higher education.

    Obtained an associate's (or higher) degree.

# RESPONSE TO INSTRUCTION (RTI)

A designated general education committee is designed to meet the needs of general education students at-risk of failure due to academics, behavior, or drop-out. For more information, contact the school RTI Chairperson, Ms. Evelyn Parker.

# EL STATEMENT

Undocumented children and young adults have the same right as U.S. citizens and permanent residents to attend primary and secondary schools. In fact, like other children, undocumented students are required under state law to attend school until they reach a legally mandated age. This is especially true for English as Second Language children. For more information about registering an undocumented student to attend school in Dothan City Schools, please contact the principal.

# ACADEMICS

**GRADING SCALE**

| Regular Courses | Honors Courses | AP Courses | Dual Enrollment* |
|---|---|---|---|
| A = 4.0 | A = 4.5 | A = 5.0 | A = 5.0 |
| B = 3.0 | B = 3.5 | B = 4.0 | B = 4.0 |
| C = 2.0 | C = 2.5 | C = 3.0 | C = 3.0 |
| D = 1.0 | D = 1.5 | D = 2.0 | D = 2.0 |
| F = 0.0 | F = 0.0 | F = 0.0 | F = 0.0 |

## Grading Scale

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 – below

**See the Dothan City Schools Progression Guide for specifics with grading.**

# PROGRESS REPORTS & REPORT CARDS

Progress Reports will be available online in the PowerSchool parent portal during the fourth week of each nine-week grading period. Report Cards will be available online in the PowerSchool parent portal at the end of each nine week grading period.

| Progress Reports | End of Grading Periods | Report Cards |
|---|---|---|
| September 02, 2026 | October 02, 2026 | October 14, 2026 |
| | | |
| November 12, 2026 | December 18, 2026 | January 06, 2027 |
| | | |
| February 10, 2027 | March 12, 2027 | March 17, 2027 |
| | | |
| April 21, 2027 | May 21, 2027 | May 25, 2027 |

# MIDTERM EXAMS INFORMATION

Midterm Exams are required for all students. (No Exemptions)

# FINAL EXEMPTIONS

**Exam Exemption: Students may be exempt from Final Examinations subject to the provisions as outlined in the DCS Academic Guide and listed below:**

Freshmen may be exempt from the final exam:

With a grade of “A” and FIVE or less total absences for the semester.

With perfect attendance for the course and an average of 70 or higher for the semester.

TRANSFER STUDENTS – A student who transfers in with all A’s and continues to make all A’s will be eligible for consideration for exemption. The student and/or classroom teacher should refer the transfer student to his/her counselor for review. The counselor will submit the student information to the principal. A case-by-case decision will be based on the match of the subject the student was taking and the class enrolled in currently.

Note: Exams given for half credit courses and block courses that are completed in one nine weeks or one semester would be considered final exams.

# ASSIGNMENTS AND MAKE-UP WORK

● Students with excused and unexcused absences will be allowed to make up missed work.

● If missed work is graded work, then the student will receive the grade he/ she earned.

● Students should make up missed work within (5) school days.

● Teachers will establish and teach procedures for make-up work. Procedures should be included in the course syllabi.

**Teachers are expected to provide multiple opportunities for students to make up assignments and make parent contacts to avoid assigning zeros.**

# HOMEWORK POLICY

Teachers should consider the following guidelines in developing procedures for work assigned out of class:

● Guided practice should be provided in class so that students receive clear instructions about assignments, understand the purpose of the assignment, and have the opportunities to ask questions and receive feedback about the assignment.

● Assignments may be given to be completed at home such as projects, current events, etc. Grades for these assignments will go in the Skills-40% category.

● Assignments that are directly considered “practice” for a skill recently taught in the classroom are considered formative and will not be graded.

# GRADUATION REQUIREMENTS

| | |
|---|---|
| **English** | **4 Credits** |
| **Math** | **4 Credits** |
| **Social Studies** | **4 Credits** |
| **Science** | **4 Credits** |
| **Physical Education** | **1 Credit** |
| **Health Education** | **½ Credit** |
| **CTE and/or Foreign Language and/or Art Education** | **3 Credits** |
| **Business Software Applications I** | **1 Credit** |
| **Electives** | **5 ½ Credits** |
| **Total** | **27 Credits** |

# Diplomas

See the Dothan City Schools Progression Guide.

Only those students earning the diploma with Advanced Academic Endorsement will be considered for valedictorian. Local Board decisions, changes in State Department guidelines, and changes in State Courses of Study overrule the guidelines and course offerings listed in this book. Dothan City Schools will offer, in addition to the required courses set forth by the State Board of Education's 4 X 4 plan, elective courses that will satisfy both diploma requirements as well as meet the needs of students and communities.

Participation in the graduation ceremony is a privilege for students that have completed all requirements for graduation set forth by the state of Alabama. This privilege can be revoked for many reasons including:

1. Violations of the Dothan City Schools Code of Conduct

2. Arrest for criminal activity

Administrative discretion in the best interest of Carver Ninth Grade Academy.

The removal of a student from participating in the graduation ceremony will be looked at on a case-by-case basis by the administration of Dothan High School. In the event that a student is not allowed to participate in the graduation ceremony, it does not prevent the student from graduating from Dothan High School.

## DISCIPLINARY ACTIONS FOR EXCEPTIONAL STUDENTS

Exceptional students and students with handicapping conditions are those students as defined in the Alabama Exceptional Child Education Act (excluding gifted), the Individuals with Disabilities Education Act (IDEA), the Alabama Code for Special Education Service (as published by the Alabama Department of Education), and Section 504 of the Rehabilitation Act of 1973. All rules and regulations governing students as defined above shall be in conformity with applicable regulations. **If a student subject to discipline is identified as exceptional, you must consult and follow the disciplinary procedures outlined by the Department of Exceptional Student Services before imposing discipline involving a change of placement of more than 10 cumulative school days.**

# FINES AND FEES

Students must pay all fines and fees in a timely manner. Lost books must be paid for before other books can be issued. All fees and fines must be paid before June 2027withdrawal from Carver Ninth Grade Academy. Student fees will be checked at the end of their senior year. If a student has any outstanding fees from grades 9-12 they will NOT be permitted to participate in the graduation ceremony.

# CARPOOLERS

***Anyone*** responsible for dropping off and picking up a student at Carver Ninth Grade Academy please observe the following authorized drop-off/pick-up points: The designated area is in front of the gym. **This is the only area allowed for drop-offs/pick-ups.**

# VEHICLES ON CAMPUS

Freshmen students are not permitted to drive to campus.

No vehicles are permitted at any time in the bus loading area of the main entrance of Carver Ninth Grade Academy.

Vehicles are not allowed in this area before school or after school for the purpose of dropping off or picking up students.

# ADMISSION TO BUILDING

Students are ***not*** allowed to enter the building before 7:45 a.m. unless they have a written pass from a faculty member. All passes must be given to an administrator or the teacher on duty.

**Students are not allowed in the halls during class without a hall pass.**

Students are not permitted to leave class early.

# DOCUMENTATION OF ABSENCES

For semester classes, students may be excused up to a total of five (5) days per year based upon legal cause. Absences beyond five (5) days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee.

For year-long classes, students may be excused up to a total of ten (10) days based upon legal cause. Absences beyond ten (10) days must be substantiated by a physician's statement unless excused by the principal. If there is no physician's statement, the absence may be appealed to a school attendance hearing committee.

# EXCUSED ABSENCES

**Excused:** An absence may be excused by the principal for the following reasons:

• pupil is too ill to attend school,

• inclement weather which would be dangerous to the life or health of the child if he attends school,

• legal quarantine,

• death in the immediate family,

• emergency condition as determined by the superintendent or principal, or students excused by the principal for attendance at special events, based on Parent/Guardian request, shall be considered absent and excused but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted and approved in advance by the principal.

**Students may make up work if the absence is excused or unexcused.**

Students must make arrangements with each teacher for make-up work within five (5) school days after returning to school, unless extenuating circumstances are approved by the teacher and/or principal. Absences in excess of ten (10) days will be reported to Attendance Services for substantiation of cause.

# UNEXCUSED ABSENCES

**Unexcused:** Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or Parent/Guardian neglect.

## EARLY WARNING

Parent/Guardian of students who are excessively absent from school may be required to attend the Early Warning Truancy Prevention Program. At which time, a Dothan City Schools' Parent/Guardian Involvement Specialist will be present to discuss parental responsibilities and assistance programs.

## DOTHAN CITY SCHOOLS TRUANCY PROCEDURES

Truancy is the failure to attend class or school without approved absence and/ or leaving campus or class without permission.

**It's the Law** presented to all students in Code of Conduct and in School Enrollment Packet.

3rd/4th Unexcused Absence: School notifies Parent/Guardian and/or Parent/Guardian Conference; Give It's The Law

5th/6th Unexcused Absence: Issue referral to Houston County Truancy Prevention Project (H.C.T.P.P.) and/or Direct referral to Early Warning Court

Subsequent Unexcused Absences: Complaint and / or referral filed with the Houston County Juvenile Court Services (Referral may result in petition for arrest and prosecuted by the Houston County District Attorney's Office).

Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or Parent/guardian neglect.

**Retention Stipulations (9-12) (LOSS OF CREDIT)**

**If a student obtains thirteen (13) or more unexcused absences for a year long course or seven (7) unexcused absences for a semester course the principal must evaluate the attendance record and may recommend retention. Parents/guardians will be notified when a student has obtained ten (10) unexcused absences.**

# ATHLETIC ATTENDANCE

Student athletes **MUST** be in attendance for two periods to be eligible to participate in a sporting event on that day.

# CHECK-INS

**The approved procedures for entering school after the tardy bell has rung signaling the beginning of school are:**

A. The student/parent reports to the Attendance Office for an admission slip to enter the classroom.

B. A student must bring a written statement from his/her doctor or a legal note indicating the reason for the student being late.

C. A student who is absent two (2) periods or more will be recorded as absent that day and cannot participate in any school activity scheduled for that day.

**Consequences for Unexcused Check-ins for Students Per Semester– Jr.High/ High School Students (7-12):**

• See the Dothan City Schools Code of Conduct.

# CHECK-OUTS

**The approved procedures for leaving school after the tardy bell has rung signaling the beginning of school are:**

**ONCE A STUDENT ARRIVES ON CAMPUS, HE/SHE IS NOT ALLOWED TO LEAVE UNDER ANY CIRCUMSTANCES WITHOUT PROPER AUTHORIZATION.**

• A student may not leave campus unless a Parent/Guardian or designated person comes to the school and checks the student out. Designation of another person must be in writing and signed by the parent/legal guardian. No phone calls will be accepted. A FAX from a parent/legal guardian is also permitted.

• Under no circumstances may a student leave campus without the approval of the principal or the designee of the principal.

• A student who leaves campus without permission is also absent and as a result all consequences for unexcused absences shall apply.

• Students who check-out due to illness must have a pass from his/her teacher to go to the nurse. The nurse will contact the guardian regarding check-out. If the nurse determines the student must check-out, the student will take a note from the nurse to the Attendance Office for check-out. **Students must check-out from the Attendance Office.**

If a student checks out of school, he/she must turn in their excuse to the attendance office the day he/she returns to school.

**Consequences for Leaving Campus or Class per Scholastic year**

1st Offense – Parent/Guardian Contact and 2 days ISS

2nd Offense – Parent/Guardian Contact and 3 days ISS

3rd Offense – Parent/Guardian Contact and 4 days Out of School Suspension 4th Offense – Parent/Guardian contact and refer to Code 300

**NO CHECK-OUTS AFTER 2:00 P.M.**

# PARENT STATEMENT

A student who is absent from school must bring a written excuse from his/ her parent or guardian stating the cause of the absence. A student is only allowed ten parent notes per year. The excuse is given to the Attendance Office where the absence is changed in the computer.

Each hall will have an Excuse box for student access.

**If a student forgets to bring a written excuse the second day after his/her absence, the absence will be coded unexcused.**

DO NOT request an excused absence for an activity that is not school sponsored.

# PHYSICIAN'S STATEMENT

Physician and hospital statements must be turned in to the Attendance Office. These should be turned in upon the student's return to school. **All documentation for absences should be received within two days of the absence or else the absence will be coded as unexcused.**

**A physician excuse must be documented with a physician's statement. Parent may NOT write a note stating student had a physician/hospital appointment.**

# TARDIES

**A student may be considered tardy when he/she is not in the assigned seat when the tardy bell rings.** Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class. Excused tardies do not count against perfect attendance. **Tardies start over in the second semester.**

**Consequences for Unexcused Tardies**

1st tardy = Teacher warning

2nd tardy = Teacher warning

3rd tardy = One day ISS/Contact Parent

4th tardy = One day ISS/Contact Parent

5th tardy = Two days ISS/Contact Parent

6th tardy = Three days ISS/Contact Parent

7th tardy = One day suspension/Contact Parent

8th tardy = One day suspension/Contact Parent

9th tardy = One day suspension/Contact Parent

10th tardy = Two days suspension/Contact Parent

11th tardy and beyond = Use Class II (275)

***Students tardy 15 minutes to class will be counted absent and must have a written excuse to enter the classroom.***

Car pools, car trouble, babysitting, alarm clock not working, no electricity, overslept, missed the bus, etc. are not valid reasons for missing school. The student will be counted tardy or absent, depending on how late the student arrives at school.

**PLEASE REFER TO CODE OF CONDUCT FOR SPECIFICS ON ATTENDANCE. REMEMBER AN UNEXCUSED ABSENCE EQUALS THE STUDENT TAKING THE FINAL EXAM IN THE CLASS THAT THE UNEXCUSED ABSENCE WAS EARNED.**

# WITHDRAWALS AND TRANSFERS

The procedures for withdrawal or transferring to another school are:

1. Custodial parent or legal guardian must come to the registrar's office to sign the withdrawal form.
2. All school property must be returned.
3. School fees must be paid.

# CAFETERIA POLICY

1. Students will enter their lunch I.D.
2. No food or drinks may be taken out of the cafeteria.
3. No food or drinks from fast food restaurants are allowed in the building.
4. At lunch, all students must report to the cafeteria. No students are allowed to walk halls, remain in class, or go to the gym.
5. A student who needs to use the restroom during lunch must use the restrooms outside the cafeteria.
6. Classes continue to be held in the building during all lunch periods. Students should move through the building as quietly as possible.

Any student observed by the administration or any faculty member cutting in line will be subject to disciplinary action.

# STUDENT CONDUCT

Rules and regulations concerning student conduct are found in the Code of Student Conduct published by the Dothan City School Board of Education. Each student will be taught the rules and will be required to sign that it was reviewed and understood by the student and the parents. Each student will receive a copy of the Code of Conduct to take home. The Code of Conduct is also available on the Dothan City Schools website under the "Policies" tab.

# DRESS CODE

## DOTHAN CITY SCHOOLS

## STUDENT UNIFORM DRESS CODE

***DRESS CODE***

It is the policy of the Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of students. Students are also expected to choose their clothes in good taste, wearing only those clothes, which are appropriate for the educational environment.

All students are expected to comply with the Dress Code. For compelling reasons, such as medical requirements, the principal or superintendent, may, at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or other compelling reason.

The School Administration will judge the appropriateness of any “fad” or questionable article of apparel.

With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Dothan City Schools. Students who fail to follow these rules will be subject to disciplinary action.

1. Any clothing, appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. The dress and/or grooming style of any student must not interfere with the educational process of Dothan City Schools.
2. Students are to wear clothing in the manner it was designed to work, i.e., clothing worn backward or inside-out, is not allowed. Specifically, pants worn too low (low riders), too long, or excessively large or tight are not permitted. Leggings are not considered pants and must be worn under skirts, shorts or tops that meet the four (4) inch requirement. All pants (including shorts and skirts) will be worn at the natural waist level.

3. Students are not to wear clothing that reveals the body in an inappropriate manner. (Examples: clothing which is form fitting, too tight, too short, bare at the midriff when arms are fully extended above the students' head, bare at the sides, sun dresses, "spaghetti strap" type tops, off-the shoulder tops, razor-back tops, low-cut front or backless tops, sheer or see-thru clothing, etc.) Undergarments should be worn in appropriate manner and should not be visible. Sleeveless shirts or tops for male students are prohibited. Pajama style pants are not allowed.
4. Leggings are not considered pants and must have appropriate clothing (shirts, skirts, shorts, etc.) that extends to the length of the longest fingertip.
5. Jeans, pants and skirts with holes, cuts, and or slits are permitted as long as skin is not showing underneath.
6. Students are not to wear jewelry, ornaments or accessories (fingernails) which distract from the learning environment or may pose a safety risk/hazard (ex. Excessively large, noisy jewelry, caps, flags, quilts, and/or belts). No decorative dental appliances (whether permanent or temporary) or decorative contact lenses will be allowed, unless prescribed by a physician or dentist.
7. T-shirts or any other type of clothing or personal item bearing a reference to alcoholic beverages, tobacco products, drugs, drug-related slogans and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being "off color", suggestive, obscene, or offensive, or relating to, death, the occult, Satanism, etc. are not permitted.
8. Clothing and/or accessories which are disruptive or distracting to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will not be allowed.
9. During the day, students are not to wear caps, hats, bandannas, sunglasses, (unless prescribed by a physician) or other headwear (ex. hoodie pulled up over head, ski hat, etc.) which completely covers the head. Hair cannot obscure the student's face. Combs, hair picks, hair socks or curlers are not allowed to be worn.
10. Students are not to wear heavy metal chains, metal spiked apparel or accessories, etc. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down. Suspender straps (including overall straps) must be worn on the shoulder as designed.
11. Students are required to wear appropriate shoes to school at all times. Boots with chains, steel toes, or other metal reinforcement or decorations are not allowed. Bedroom shoes/house slippers are not allowed. As deemed by the administration, unusual shoes that cause or may potentially cause a distraction are not allowed. Sandals and/or slides may be worn, however, there must be straps around the back of ankle.

***Discipline for Dress/Uniforms Code Violations***

1st Offense Call parent/change clothes; if clothes can't be changed, the student will go to ISS for one day

2nd Offense Call parent/change clothes; if clothes can't be changed, the student will go to ISS for two days

3rd Offense Call parent/change clothes; 2 days OSS

4th Offense Refer to 299 (1st Offense 1 to 5 days OSS, Additional Offense recommendation for expulsion)

# TELEPHONE USE

A student who is sick or has an emergency and needs to use the phone to call a parent or legal guardian in order to check out of school or to ask for medicine, **must have a pass from his/her teacher**. The pass will be signed by the nurse and/or attendance clerk before the student returns to class. Phone calls must be kept to a minimum. In all cases, student use of the front office phone is for emergencies only.

# EMERGENCY PHONE CALLS

All emergency telephone calls to students will be directed to the attendance office. An administrator will then decide whether a student should be taken out of class or a message should be delivered.

**NOTE: STUDENTS SHOULD MAKE ARRANGEMENTS AHEAD OF TIME FOR THEIR RIDE HOME. STUDENTS WILL NOT BE CALLED OUT OF CLASS FOR THIS REASON UNLESS IT IS UNAVOIDABLE.**

# CELL PHONES/COMMUNICATION DEVICES

**DOTHAN CITY SCHOOLS PERSONAL ELECTRONIC COMMUNICATION DEVICE POLICY & CONSEQUENCES**

Due to the new Alabama FOCUS ACT Cell phones and electronic devices are no longer allowed in schools. Therefore, if the cell phone or electronic device is brought into the school, the device has to be stored away from the students and turned off. The device can NOT be stored on the student. This includes cell phones, smart watches, and Bluetooth earbuds or headphones.

Please note that in case of extreme emergency, for example, a lockdown situation or active shooter, law enforcement shares that multiple cell phones and calls jam their systems and also false statements of the situation can be shared which often confounds the work of school officials, law enforcement, and emergency services.

**For the above reasons, the following is being proposed**: The unauthorized use of personal electronic communication devices will not be allowed during school hours. Students are explicitly prohibited from using any type of electronic device to record audio or video segments at any school function or event, or to have the devices turned on during instructional periods. Each student will be given a locker to use for electronic devices only. The locker can be visited upon arrival and when leaving for the school day. An orderly process will be designed by the school administration. At no other time will the locker be used during the school day. This policy is so that Carver 9 complies with the FOCUS ACT 2025-386.

Transportation will allow cell phones on the bus if the phone is on silent or vibrate. Nothing in the policy shall prohibit a teacher or school official from allowing the use of these devices in a productive manner as part of an instructional lesson, approved specialized project, or for specific research with principal's prior approval per lesson plan. Under extenuating circumstances (health condition of family members, etc.), students may be granted temporary waivers by the local administrators to keep the devices on.

The distribution or presentation of electronic recordings or video material of students that may be construed as illegal forms of bullying or harassment, or may cause disruptive activities within the school body, will also result in a Code of Conduct Class III offense. Students guilty of this level of offense for violation of this policy shall also lose their privilege to possess any electronic device on campus for the remainder of the school year, and may be subject to random searches of their possessions to ensure compliance with this prohibition. The board also reserves the right to legally prosecute any student suspected of criminal activity through the inappropriate use of electronic devices.

**NOTE:** Regarding the DCS Cell Phone Policy, the administration reserves the prerogative to determine consequences of a lesser degree for students with special needs as deemed appropriate by the IEP team, in conjunction with the administrator and in accordance with the regulations under the Individuals with Disabilities Education Act (IDEA)

**Consequences:**
If a student is guilty of unauthorized use of the device during school hours, the device will be taken and held by the school official. The parent or guardian will be contacted and expected to pick the device up at the school.

Violation of this policy for the second time will result in the collecting of the device and three (3) days In School Suspension.

Violation of this policy for the third time will result in the collecting of the device and three (3-5) days Out-of- School Suspension

Subsequent violations will result in confiscation of device and thirty (30)- day placement at P.A.S.S. Academy.

Refusal to surrender the device when asked by the school official will be considered a Code of Conduct Class III- Code 399- offense. The student will receive forty-five (45) days at PASS Academy as a consequence.

**The board assumes no responsibility for loss, theft of any personal cell phone or communication devices.**

# ALPHA EXPECTATIONS

Vision– Carver 9 encourages students to rise to their ALPHA potential daily.

**A– ACCOUNTABLE.** Be on time. Enter the classroom quietly. Have materials ready.

**L– LOYAL.** Maximize instructional time. Follow instructions. Complete assignments.

**P– PASSIONATE.** Practice adherence to all school and district policies.

**H–HONORABLE.** Have respect for themselves and others at all times.

**A–ATTITUDE.** Polite to others at all times.

# SAFETY 101

1. No students in restroom during class transitions.
2. No pass out of class the first nine minutes of class. No out-of-class pass the last nine minutes of class.
3. All Classroom doors will remain closed and locked at all times.
4. Student backpacks must be clear or mesh material.
5. Students are to comply and follow all safety procedures and protocols given by any Carver 9th Grade staff member.
6. Students are to follow their schedule unless otherwise given permission to be in an alternate classroom.

# DISCIPLINE

Carver Ninth Grade Academy adheres strictly to the Dothan City Schools Board of Education adopted Code of Conduct. It is extremely important that students become thoroughly familiar with the contents of the Code of Conduct. <u>The Code of Conduct will be in effect and enforced at all school sponsored activities.</u>

# ACADEMIC RELATED PROBLEMS

Teachers will make every effort to contact the parents of those students who fail to meet academic expectations through lack of effort. Continued failure to meet academic expectations through lack of effort will result in consultation with their guidance counselor.

# MATERIALS MOUNTED ON WALLS

Nothing is to be mounted on the walls of the school that requires the use of something other than painters tape without prior administrative approval. No painting or writing on walls will be allowed.

# FIRE DRILL

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. The fire alarm has a flashing strobe light and three intermittent bells.

# TORNADO SAFETY DRILLS

In case of an emergency, students and teachers should go into the hallway adjacent to the classroom or to a designated area. The tornado alarm is a varied tone continuous siren.

# OFF-LIMITS AREAS

All halls, rooms, etc. (except cafeteria) prior to 7:45am

During lunches only the restroom adjacent to the cafeteria should be accessible to students (dining in the cafeteria).

All other halls are off limits.

# FIELD TRIPS

Field trips should be directly related to instruction that takes place within the classroom. The purpose of field trips should be educationally sound. All field trips must be first approved by the principal. All out-of-state field trips must have the approval of the principal and the superintendent before the trip takes place.

All students must have permission slips signed by the parent/guardian to participate in any off-campus activities.

If a student has health issues that require access to a nurse (i.e., special needs students, 504 students, students with a health plan), a nurse or a parent must travel with that student on the field trip. The field trips may include band, sports activities, and any other extracurricular activity travel.

Trips will be made in accordance with guidelines as outlined in the system -wide Emergency Management Plan. Guidelines, checklists, and application forms can be found in Appendix K.

- No activities should be scheduled during the week of semester exams during the regular school day.
- Students in grades 7-12 who have less than a C average are not eligible to attend field trips.
- Students with ten or more unexcused absences are not allowed to participate in field trips.
- No field trips may be scheduled during the state assessment testing window.

# LOST AND FOUND

Any items found on campus or in the building should be turned in to the Main Office. The Lost and Found is located in the Main Office and a student may check the Lost and Found before school or after school. Items will be discarded at the end of each semester.

# SURVEILLANCE

Cameras are in use at Carver Ninth Grade Academy and can be used for disciplinary purposes.

# SAFEKEEPING OF VALUABLES

Students are discouraged from bringing unnecessary valuables and large amounts of money to school. Valuables (including textbooks, clothing, wallets, purses, and cell phones) should never be left unattended. The school is not responsible for valuables lost or taken.

# POLICY ON DELIVERY OF GIFTS TO STUDENTS

No gifts of any kind (flowers, candy, stuffed animals, balloons, etc.) are to be brought to the school to be delivered to students. NO EXCEPTIONS.

# SERVICE LEARNING

Service Learning is a program by which students are assigned to work in an area under the immediate supervision of a school board employee. This may be as a tutor, aide to teacher, etc. The position to be assigned will be based upon the approval of the principal. The student involved will provide assistance under very strict guidelines and will be graded by the immediate supervisor. Any Service Learning student who proves not to be dependable or trustworthy will be assigned to a regular class and will not be considered for Service Learning again. **Service Learning students must maintain a G.P.A. of 2.5 or higher and are required to have no discipline referrals or any failed classes.**

# MEDIA CENTER

All students at Carver Ninth Grade Academy are encouraged to use the library. Hours are 8:00am – 3:30pm (Monday through Friday). A signed pass must be issued prior to visiting the Media Center.

(Circulation: 2 weeks – fiction and non-fiction books renew once - $.05 per school day overdue fine.) Computer copies will be $.10 per page. Color computer copies will be $1.00 per page. Internet usage only with DCSNet Agreement from parents on file. Student book bags must be placed in designated book bag areas.

**DELINQUENT ACCOUNT – STUDENT LOSES MEDIA CENTER PRIVILEGES.**

# LOST TEXTBOOKS

Textbook(s) are issued by the media center and must be returned to the Media Center. In case of loss, the cost of the book is to be paid to the Media Center. If a lost textbook has been paid for and found within two weeks, a refund can be made. If a lost textbook is not returned within two weeks of school closing, the student must pay for the book. Unclaimed textbooks should be brought to the Media Center.

Failure to clear textbooks will result in the student not being issued textbooks in the future.

# WHO TO SEE

Enrollment Forms for Permits & Driver's License……...Secretary/Registrar

Textbooks.....Media Center

Attendance, Check-In/Check-Out ..... Attendance Office

Injury…….....Nurse's Office

Lunch Forms.....Cafeteria and Online

Bus Forms.....Secretary

Announcements..... Email Principal

# DCS BOARD MEETINGS

Regular Board Meetings are normally held on the 3rd Monday of each month.

All meetings are scheduled for 5:30 p.m. at the Dothan City Schools Central Office, 1665 Honeysuckle Road, unless otherwise announced.

# 2026-2027 SCHOOL CALENDAR

