



**CARTER G. WOODSON
SCHOOL**

STUDENT HANDBOOK

2016-2017

PART I: INTRODUCTION

We believe our future is inextricably tied to our children and that we must prepare our children to be able to handle the challenges of our world when they are adults. We believe the education our children receive can either help or hinder their ability to meet those challenges. The record of the conventional public school system indicates an alarming degree of neglect and hindrance to our children's preparation toward acquiring the skills necessary to become productive, successful and fulfilled individuals. Having access as a charter school to the same funds as the regular public school system affords us the direct opportunity to determine and influence the quality of education our children receive.

The Carter G. Woodson School arises from the dreams, hopes, frustrations and determination of a group of ordinary people who are profoundly concerned about the future welfare and well-being of our children. We formed a Corporation and named it according to what we realize as our responsibility, what we expect as our task, and what we strive for as our goal.

The Articles of Incorporation designate a nine-member board. The current members of the 2015-2016 Board of Directors are:

- Dr. Thomas Coaxum Chairperson (Retired University Administrator)
- Kenneth Love (Attorney at law)(Chairperson of CGW Board)
- Rosalyn Seabrooks- Social Services – Philadelphia, Pennsylvania
- Nelson Malloy – Community Activist and (Retired Councilman, Winston-Salem, NC)
- Judge Denise Hartsville – (North Carolina District Court Judge)-(board member)
- Mrs. Wilkins (Parent)
- Mr. Asim Razzak – (Board Adjunct)
- Ms. Hazel Mack- Attorney at Law
- Laura Dildine – Attorney at Law
- Arianne Vargas – Marketing specialist

Board meetings are held the second Monday of each month. **No meetings are held during the months of July, January and August.** Notices of meetings are available in English and Spanish in the front lobby of the main school building and also on the door of the Elementary Building. Board meetings are open to the public, unless a closed session is needed to protect someone's right to privacy and confidentiality.

Our philosophy at the Carter G. Woodson School is that children will respond to the expectations that adults have of them. If we expect them to achieve and provide the impetus and freedom for them to do so, they will.

PART II:

SCHOOL POLICIES

The Carter G. Woodson School encompasses grades Kindergarten through Twelfth Grade.

Please note that the School Policies and Rules in this Handbook apply not only to the School buildings and surrounding property, but also include our bus transportation and off-campus locations while participating in school activities.

CURRENT STUDENT INFORMATION

Parents/guardians and students must keep the school informed of their current address, telephone numbers, emails and emergency contact information. Please submit new information in writing to the receptionist at the front desk to be logged into Power School. Be sure to put all family names of those who attend CGW on the note.

STUDENT CODE OF CONDUCT

Each student in the Carter G. Woodson School is responsible for exhibiting the highest standards of behavior. The code of student conduct sets our school wide expectations for student behavior designed to provide the best possible school climate. This code does not restrict the authority of teachers or the director to make individual class rules, not inconsistent with this code.

All students shall comply with the Code of Student Conduct. This includes anytime when students are in attendance at school, on school property during or after school hours, on a bus or other vehicle at any school – sponsored or school approved activity, or at any time or place. When a student's conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students, staff or visitors in the schools, this code applies.

Consequences: Violation of the Code of Student Conduct, regulations issued by an individual teacher, school director, the Carter G. Woodson Board or North Carolina law will result in disciplinary action. Serious misconduct may result in suspension or expulsion from school.

Conduct Standards

Rule 1: Attendance (See **ATTENDANCE POLICY**)

Rule 2: Participation in Instruction. All students are expected to be active members of the learning community. Students must actively participate in all aspects of the educational environment; this includes all academic, developmental, and service opportunities.

Each student shall apply himself/herself to an established course of study by completing assignments to the best of his/her ability and any student who attempts to engage in cheating or plagiarism shall be subject to disciplinary action and/or academic penalty.

Rule 3: Respect of School Personnel. All students must respect the authority of teacher administrators, and other school personnel. Also see *BEHAVIOR POLICY*.

Rule 4: Respect of Other Students. Students shall respect the rights and dignity of fellow students. Also see *BEHAVIOR POLICY*.

Rule 5: Respect of Property. Students shall respect school property and the property of other students. See *SCHOOL PROPERTY POLICY*.

Rule 6: Threat/False Threat. No student may make any threat through written or verbal communication or act that conveys a serious expression of intent to cause harm or violence. Furthermore, no students shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

Rule 7: Maintenance of Safe and Orderly Environment. All students shall contribute to the maintenance of a safe and orderly school environment. Also see *BEHAVIOR POLICY*.

Electronic Devices. See *ITEMS NOT ALLOWED ON SCHOOL PROPERTY*.

Disruptive Behavior. See *BEHAVIOR POLICY*.

Dress Code (Uniform). See *UNIFORM POLICY*.

Disruptive or Indecent Literature or illustrations. The possession or distribution of literature or illustrations that are vulgar, indecent or obscene or that significantly disrupt the educational process is prohibited.

Rule 8: Conduct on a School Vehicle. See *BUS POLICY*.

Rule 9: Compliance with School Rules. Students shall comply with other rules of the school designed to maintain a safe and orderly environment conducive to teaching and learning.

Rule 10: Computer misuse. Individual users of school-provided internet service and computers are expected to abide by the generally accepted rules of network etiquette. SEE *COMPUTER USAGE POLICY*.

Rule 11: Drug & Alcohol. All drugs or any alcohol are strictly prohibited on Carter G. Woodson campus, transportation and school events.

Rule 11: Prohibition of Gangs or Gang Activities. No student shall commit any act, which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes:

- a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, sign other items which may be evidence of membership or affiliation in any gang;
- b. The public showing of any gang insignia (signs), is prohibited while wearing the Carter G. Woodson uniform
- c. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convoy membership or affiliation in a gang;
- d. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans,
- e. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
- f. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- g. Soliciting others for gang membership;
- h. Committing any other illegal act or other violation of school district policies that relates to gang activity.

ATTENDANCE POLICIES

The purpose of this policy is to encourage daily attendance in all classes. Attendance at school is essential if a student expects to do well. Regular attendance is necessary for successful completion of required class work and promotion to the next grade. Moreover, attendance and participation in class are integral parts of the teaching-learning process, and regular attendance develops patterns of behavior essential to successful personal, social and professional life. CGW will follow state guidelines concerning absences during the school year.

Nothing in this policy is intended to prohibit the school from establishing more restrictive attendance policies, subject to Board approval.

The following is a summary of the attendance policy for Carter G. Woodson School:

Daily Attendance

The Board of Directors encourages daily attendance in all classes. Moreover, regular attendance is necessary for successful completion of required class work and *ultimate promotion to the next grade*.

Regular school attendance by students is absolutely essential to a productive school environment. Students who are absent excessively cannot learn as efficiently and effectively as those who

attend school regularly. The purpose of this attendance policy is to ensure good attendance in the belief that it will help students develop habits of productive schoolwork and accountability.

1. Teachers shall maintain accurate attendance records *daily*. Attendance is also taken for Middle and High School students during the homeroom class.
2. The School Director shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to grade retention.
3. Excused absences

Parents make sure your child attends school on time and regularly. Children get sick. There are other reasons why children will miss school. **Students between ages 7 and 16 are required by law to attend school. Five and 6-year olds who are enrolled in school are also required to attend unless they are withdrawn from school. The State of Board of Education allows excused absences for these reasons:**

1. **Illness or injury**
2. **Quarantine**
3. **Death in the immediate family**
4. **Medical or dental appointments**
5. **Court or administrative proceedings**
6. **Religious observances**
7. **Educational opportunity**
8. **Approved Athletic Events**

Classes missed for such reasons shall be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the director. Assignments missed for these reasons shall be completed by students, and are due on the day the student returns to class, unless, additional time is granted by the teacher. A student participating in an approved school activity away from the school (i.e. field trip, athletic contest, musical festival or student convention) is not considered absent.

Late Arrivals

If students arrive at school late or leaves early, they miss out on academic work and instruction. Under the law, it's the parent's or guardian's duty to require a child to attend school for the entire school day. Late arrival or early withdrawal may be excused for medical and dental appointments, illness or injury, death in the immediate family, court or administrative hearings, and valid educational opportunities, such as travel, if approved in advance by the principal.

Students cannot leave school early for private lessons or tutoring, unless the tutorial program is part of a special-needs student's Individual Education Plan. Students that get **3 unexcused tardies for being late to school will be given one unexcused absence. There is no law that allows children to be withdrawn from school early as a convenience.**

Unexcused & Excessive absences—Compulsory Attendance Law

If a child under the age 16 has **six or more un-excused absences**, his or her parent or guardian will be notified and may be charged criminally under the state's compulsory attendance law if the absences or tardiness cannot be excused. The compulsory attendance law is for students **ages 5 to 16**. Also, a copy of the notice of school attendance can be sent to the Department of Social Services, who may investigate the reasons for the student's lack attendance.

If a child under age 16 has 10 or more unexcused absences, the parent or guardian will be notified in writing and the parent must have a conference with school administration to determine if the situation for the child's absenteeism. School administration might decide to contact the District Attorney or Juvenile Court.

If a high school student is absent from school five times during a grading period for any reason, the student can receive an incomplete or an "F" for the course. If a child cannot come to school for four weeks because of injury, illness, pregnancy or other disability, a **homebound** teacher can be assigned.

Parents will receive an automatic telephone call from Carter G. Woodson School to notify them concerning whether their child is in school for the day.

Tardy Policy

A student shall be present in his assigned class at the time appointed for the school day or class to begin; or be recorded as tardy (late) for the day or class. ***All parents must sign students in, if their child is coming late to school. Parents cannot drop their students off. Your child will receive a pass to enter into class. No late student will be admitted to class without a pass.*** The office will determine whether the tardy is excused or unexcused. A tardy can only be excused when one of the following has occurred:

- 1) A note from home has been received by the main office
- 2) A phone call from the parent has been received
- 3) A parent/guardian accompanies the student to the main office to sign for school

Excessiveness lateness or tardies can result to parent/conferences or home visits. Children must come to school on time. Students that are late to class miss valuable classroom instruction. If your child misses classroom instruction, this may cause your child to be retained or not receive credit for a course in high school.

Missed Homework and In-Class Assignments Due to Absences

Students are entitled to make up work from an excused absence, (as defined above), without receiving penalties to their marks or grades. **Students (Parents/Guardians) are responsible for securing and arranging make-up work from their teachers.** Make up work shall be assigned at the convenience of the teacher, and maybe specific material missed by the student, or may be reinforcement or enrichment assignments.

Arrival and Dismissal – Teachers report to classrooms 30 minutes before school starts.

[The school provides early morning arrival supervision at 7:00 a.m.](#)

Elementary School K-5

School starts at 7:45 am.

School ends at 2:35 pm Buses exit at 2:45

School personnel will **not** be present to supervise students before these times.

Grades 6-12

School starts at 8:45 am

School ends at 4:00 pm – Buses exit at 4:10

Student must never leave the school building without permission and/or without signing out in the attendance office.

Legitimate reason for early dismissal from school will be accepted provided a note signed by a parent is presented at school. A student must also submit a parental note upon returning to school the next day.

If your child is leaving early for a legitimate reason, write a note and your child will give the note to the teacher; your child will be released to leave once the parent or legal guardian arrives at the school.

Closing School/Delayed Opening Due to Inclement Weather

In case of inclement weather, School Administration, the office will determine the appropriate course of action. Parents need to listen for the robo-call, the local radio stations or television stations for announcements concerning the status of Carter G Woodson School. If there is bad winter weather, Carter G. Woodson School follows the closings or delays of the the Winston-Salem, Forsyth County Schools

In all cases of early dismissal, bus service will be provided. **Children that ride with their parents need to arrive Fifteen Minutes before dismissal time.** Due to high call volume for early dismissals, a parent might not get through to speak with a receptionist. It is for this reason that each family should discuss and develop a plan for emergencies that can be executed when necessary.

BEHAVIOR/DISCIPLINE POLICY

The Board of Directors and staff of Carter G. Woodson feel it is our responsibility to provide an atmosphere conducive to learning. Students are expected to follow bus, school-wide and classroom rules. If a student chooses to ignore school behavioral policies or exhibits behavior that is not in the best interest of the school, then that student may be subject to disciplinary action.

Behavior that is not in the best interest of the school is identified as:

- Behavior that is immoral, indecent, overly affectionate or of a sexual nature
- Bullying and threatening-harassment
- Damaging school property
- Demeaning language/profanity or action
- Dishonesty in any form-lying, stealing, cheating
- Disruption in the classroom that includes physical violence
- Disrespect towards others, as well as staff members
- Failure to adhere to school wide, classroom and bus rules
- Gang related messages and signs
- Possession, sale or distribution of illegal drugs, alcohol or other controlled substances at school or any school function
- Possession of any weapon on school grounds or in school buildings
- Refusing to complete assignments or to enter into classroom activities within the student's capabilities
- Skipping class or leaving school grounds
- Sleeping in class or off-task behavior
- Disrespecting lines of authority

Respect of School Personnel. All students must respect authority of teachers, administrators and other school personnel.

- Compliance with Directions. Students must comply with all reasonable directions of *all* school personnel.
- Verbal Abuse. Students may not direct toward any school employee abusive or inappropriate language.
- Assault on School Personnel. No student may assault or attempt to cause physical injury or behave in such a manner as could reasonably cause physical injury to any school employee.
- Relationship with School Personnel. No student shall engage in an overly romantic, affectionate, or sexual nature toward school personnel.

Respect of Other Students. Students are required to respect the rights and dignity of fellow students.

- Verbal Abuse/Disrespect. Serious or persistent verbal abuse that prevents an orderly and peaceful learning environment is prohibited. Inappropriate language including remarks intended to demean a person's race, religion, sex or gender, nationality, origin, sexual orientation, disability, etc. is prohibited.
- Fighting/Bullying. Fighting, any form of physical violence or bullying also will not be tolerated under any circumstance. Furthermore, no student may take any action or make any comments or written message intended to cause other students to fight or in any other way instigate a physical confrontation among other students.
- Coercion or Extortion. No student may use force, violence or threat of force to obtain money, property, or personal services from another student.
- Hazing. No group or individual may harass another student or require a student to participate in inappropriate activities or act in such a way that contradicts the Student Code of Conduct.
- Peer Relations. No student shall engage in behavior which is immoral, indecent, and disreputable or of an overly romantic, affectionate or sexual nature in the school setting.
- Sexual Harassment. No student may engage in sexually harassing behavior toward another student. Such behavior includes, but is not limited to, unwelcome and/or offensive touching such as pinching, grabbing or kissing as well as unwelcome and/or lewd jokes or comments and continued or repeated provocative remarks about an individual's body. Sexual harassment can be either physical or verbal, but will not be tolerated in any way. Students have the right to be free from sexual harassment at school or while attending school activities and are encouraged to report any form of sexual harassment experienced at the Carter G. Woodson School.

Bus Behavior:

- All Carter G. Woodson rules apply on the bus. Riding the bus is a privilege provided by Carter G. Woodson. Students that do not comply and follow all bus rules can have their privilege to ride the bus taken. Students that violate bus rules will receive a formal write explaining the rule written

Reasonable Force:

School personnel may use reasonable force to control the behavior of students or to remove a person from the scene in those situations when necessary:

1. To quell a disturbance threatening injury to others
2. To obtain possession of weapons or other dangerous objects on the person
3. For self-defense
4. For the protection of persons or property

Bullying/Cyber Bullying:

Carter G Woodson School does not tolerate bullying [or sexual harassment by students or adults](#). Students should let a school official know of threats, possible fighting situations, any type of communicating threats (bullying) or the use of abusive words to the student so that the school may intervene and prevent this type behavior Carter G. Woodson does not chase hyperbolic exaggerations associated with bullying that could be normal child development. We work with carefully with students, teachers and parents on an individual and one on one basis on any accusation of bullying [or sexual harassment](#). Students involved in any action of violence [or sexual harassment](#) will be handled by administration.

Carter G Woodson School has no jurisdiction of any bullying or harassment that might occur at your house or your personal cell phone. Technology is rapidly changing. Many students use various forms of social media. If your child is being harassed by anyone via the internet, you can speak with law enforcement pursuant to the **§ 14-458.1. Cyber-bullying, North Carolina Cyber-bullying law**. Cell phones are prohibited at Carter G. Woodson.

****WE ENCOURAGE ALL PARENTS TO PREVENT YOUR CHILDREN FROM USING SOCIAL MEDIA [IN A WAY THAT DOES NOT ENHANCE YOUR CHILDS' ACADMEMIC DEVELOPMENT. PLEASE BE REMINDED THAT YOU CANNOT CONTROL THE NEGATIVE IMAGES YOUR CHILD MIGHT RECEIVE.**](#)**

Those students who choose not adhere to the Student Code of Conduct will suffer the consequences which may result in full expulsion from The Carter G. Woodson School.

Carter G. Woodson Administration has the right to administer any necessary procedure without following the above depending on the severity of the behavior and the number of incidences reported. North Carolina Statues require the director to report any violation of NC law to the proper authorities, i.e., possession of illegal drugs/controlled substance or weapons.

THE CARTER G. WOODSON SCHOOL
*School Uniforms are mandatory for **all** grades*

DRESS CODE REQUIREMENTS FOR THE ELEMENTARY SETTING

GIRLS (GRADES K-5)

K – 5 girls are required to wear a navy blue skirt or navy blue pants. Skirt must be past the knee.

- Girls can wear knee-length shorts in the summer
- **No Mini-Skirts** (this will be strictly enforced during the 2016-2017 school year)

K-5 girls are required to wear a white, long-sleeved or short-sleeved blouse.

- No low cut blouses
- The blouse may *not* be low cut

K-5 Girls may wear a white or navy blue sweater this year as a part of the school uniform

- **No hooded sweatshirts or jackets can be worn as a part of the uniform**

K-5 Girls must wear flat dress shoes (black or blue)

- **No open toe sandals**
- **No tennis shoes**
- **No high heels**

K-5 Girls must wear white socks or black tights at all times. Knee length socks.

- **No footies**
- **No athletic socks**
- No designer socks
- No socks with pictures on them

K-5 Girls Hair must be neat and promote modesty in appearance

- No bright colors such as red, blue, green, purple or yellow
- No brightly dyed braids or weave

K-5 Girls must wear jewelry must be modest and becoming of uniform.

- No big earrings,
 - No Rubber wrist bands,
 - No naval rings
 - No rose rings are to be worn at any time
- Large earrings will be taken

NO STUDENT MAY CHANGE OUT OF UNIFORM BEFORE LEAVING THE CGW CAMPUS.

BOYS (K-5)

Young Boys K-5, are required to wear navy blue slacks or dress pants

- No cargo pants
- No jeans

Young Boys K-5 a white long sleeve dress skirt, or a short sleeve shirt preferably with a button down collar. Polo shirts are acceptable in the elementary setting.

Young men (K-5) must wear navy blue full tie or blue clip on tie. (A clip-on tie is less expensive, easier to manage and facilitates uniformity).

Young men (K-5) can wear navy blue sweater when it gets cold.

Young men (K-5) All young men are required to wear dark color loafers, dress shoes, or lace-up oxfords.

- **No boots**
- **No tennis shoes**

Elementary students are not allowed to wear tennis shoes except for gym. Parents will be called to bring the correct shoes if the student is not wearing the proper shoes. Repeated violations of shoes will require parent conferences or home visits

Young men (K-5) Hair must be neatly combed and trimmed. “Twisties” or locks are allowed and are left up to the discretion of the Director.

- No dark glasses
- No hats or headware
- No “grills” (mouth decoration)
- No earrings.

Earrings are not allowed for young men as a part of the Carter G Woodson School Uniform

If students are not in school uniform, parents will be called to bring items for the school uniform. Students can be sent at violate the uniform policy can be sent home

Dress Code Middle and High School Setting

Young Men Grades 6-12

All high school and middle school students are expected to purchase the required school uniform. All middle and high school young men must be in uniform.

Carter G. Woodson Navy Blue Blazer (with school coat of arms)

- All men must have a blue blazer with the coat of arms
 - Blazers cost \$40.00 and are ordered at the school before the start of the school year after the school year starts blazers may be purchased for \$45.00.
- **No black blazers**

Khaki dress pants

- **No jeans**
- **No corduroy pants**
- **No cargo pants.**
- **No tight leg pants allowed.**

White button up dress shirt

- **No white polo shirt**
- **No white t-shirt**

Dark tie

- **No colorful ties**

Black or Brown dress shoes, loafers, lace oxfords

- **No sneakers, tennis shoes,**

Hair must be neatly combed and trimmed. "Twisties" or locks are allowed.

- No dark glasses, hats,
- No "grills" (mouth decoration), or *earrings*.

WINTER TIME/COLD WEATHER

Hooded sweatshirts and/or jackets are not part of the uniform and are not allowed

Parents can buy long sleeve white t-shirts or long-john to wear under the white shirt

Young ladies Grades 6-12

A navy blue school jacket with school coat of arms

- All young ladies must buy a jacket with Carter G. Woodson logo
- No designer or fashion blazers are allowed

Khaki skirt of Calf-Length

- Skirts must be calf length
 - Carter G. Woodson can give parents contacts to seamstresses who can make the skirts
- **No mini-skirts**
- **No skirts above the knee**

White blouse with a career collar

- **No white t-shirt**
- **No fancy collared shirt**
- **No low cut blouse**
- **Only career collar white button up shirts.**

Shoes must be dark (i.e. blue or black).

- No sandals open toe shoes
- No High Heel Shoes
- No Bowling Shoes

White socks or black tights

- **No color socks**
- **No colorful tights**
- **No athletic socks**

Hair must be neat and promote modesty in appearance

- **No colorful “weave” or braids**
- **No distracting hair color (i.e bright red, blue or green)**

No extreme hair coloring. Students will be asked to take the colors out. This is viewed as a distraction to the population

Jewelry must be modest and becoming of uniform. No big earrings, wrist bands, naval rings or nose rings are to be worn at any time. (Large earrings will be confiscated).

Fingernails must be clean and neatly trimmed. Modest nail polish that is becoming of the uniform may be worn.

Administration has the right to ask any young lady wearing distracting make up to remove or to be sent home.

IF A STUDENT IS NOT COMPLIANT WITH THE SCHOOL UNIFORM, A PARENT WILL BE CALLED AND THE PARENT(S) MUST BRING ALL THAT IS NECESSARY TO ENSURE THE STUDENT IS COMPLIANT WITH THE UNIFORM, OR THE STUDENT WILL BE SENT HOME FOR THE DAY.

NO STUDENT MAY CHANGE OUT OF UNIFORM BEFORE LEAVING THE CGW CAMPUS.

Any student, who fails to comply with the Dress Code Policy adopted by The Carter G. Woodson Board of Directors, is subject to the appropriate disciplinary procedures. All parents enrolling their students at Carter G. Woodson School should fully comprehend the importance of this policy and be willing to comply 100% with its guidelines.

PROGRESS AND GRADING POLICY

Report Cards will be distributed after the end of each nine (9) week period of instruction.

Grading Period. The grading period and reporting period for all students, (grades K-12), shall consist of a nine-week period of instruction.

Grading Scale. In all grade levels in which letter and/or numerical grades are given; the grading scale shall be as follows:

Grading Scale for 3 -5, middle and high school only

A=90-100	Excellent
B=89-80	Above Average
C=79- 70	Average
D=69- 60	Below Average
F=0-60	Not Passing/No Credit

Level Scale for K-2

Level IV- Above grade level
 Level III- At grade level
 Level II- Below grade level
 Level I- Below grade level

MEDICATION

No medication will be administered to any student unless it is prescribed by the student's doctor, and the parent/guardian signs the appropriate form. Parents/guardians of children who have chronic health conditions (such as asthma, diabetes, or other chronic condition) should inform the administrative office on the first day of school as to the condition and bring the doctor's instructions for school officials on the condition and prescribed medicine or treatment that the school may have to administer. Parents/guardians of children in grades K-6 may provide doctor's instructions directly to the classroom teacher.

STUDENT INSURANCE

The school maintains accident and athletic insurance on students. The school's Administrative Assistant will provide that information to parents/guardians when necessary.

School Visits

The faculty and staff of Carter G. Woodson welcome all of our parents and/or guardians to visit their child's classroom.

- *First*, stop by the main office upon arrival to sign in
- Wear a Visitor's Pass at *all* times while you are on campus
- Parents cannot volunteer in the child's classroom. Parents are welcome to observe in their child's classroom. Parents can speak with their child's teacher, but parents cannot volunteer in their child classroom. We want to ensure children are not distracted and are concentrating on the teacher.

For safety purposes, any visitor arriving at a classroom door without a pass will be asked to go to the office immediately.

- Also, stop the main office *before* you leave campus, to sign out

Office Telephone Usage

The office telephone is a business telephone and is not to be used by students to make arrangements to go home with a friend, etc. *These arrangements should be made at home the day before, not at school.* If a student is to get off the school bus at a different stop from the normal stop, the student must bring a note from the parent/guardians.

No telephone calls about these arrangements please unless it is an unforeseen emergency.

Withdrawals/Transfers

The procedure for withdrawals or transfers from The Carter G. Woodson School is as follows:

1. Carter G Woodson School is a school of choice. Parents at any time can send their child to their local school for whatever reason. A parent has to go to their local school and request to enroll his or her child. We will immediately transfer the records to the new school.

PART III: School Rules and Routines

ITEMS NOT ALLOWED AT SCHOOL POLICY

The following items may not be brought onto the campus or on the buses of Carter G. Woodson and are strictly prohibited by order of the Board of Directors of the Carter G. Woodson School:

- Cell phones(prohibited – under no circumstances)(see policy)
- Wearable technologies like watch phones
- Pagers
- CD Players or CD's
- Toys or electronic games
- Text messaging equipment
- DVD players
- iPods or MP3 Players
- headphones(wearing them not related to educational functions of the classroom)
- Ebooks (Kindles, Nookbooks, Net books, iPads)
- Smartwatches “wearable tech”
- **All other similar items**

If any of these items are found on a student, the property will be considered as **contraband and will be taken**. The item will not be returned but will be disposed of as the Board of Directors deems appropriate.

- Toy guns, knives, explosives (fire crackers, etc.), mace or any other chemical sprays are prohibited and will immediately be confiscated and secured in a safe, locked place from the student by school personnel until appropriate disciplinary action can be put into place and the item involved can be properly disposed.
- Alcohol, cigarettes, illegal drugs or other illegal substances will be handled by the police to ensure the safety students and staff.

Students found with illegal drugs or weapons will be subject to immediate suspension, as well as, potential prosecution by the District Attorney.

Cell Phone Policy

Cell phones will not be returned to students *or* parents upon confiscation by the school administration. Cell phones are subject to disposal and are prohibited in The Carter G. Woodson School setting.

Any student caught with a cell phone on the School's campus or property (on the C.G.W. property or on the C.G.W. school bus), will have the phone taken and it will be destroyed by the by order of the Board of Directors of Carter G. Woodson School.

Cell phones carried, used, answered, displayed, buzzing, passed to other students or ringing in our buildings are considered a severe disruption to the school environment. Students have access to phone services through the front desk of the school or student services for any *emergency or urgent need* to reach parents/guardians.

If a teacher or other school personnel see a cell phone and the student does not turn in the cell phone to school personnel, the student will be expelled from Carter G Woodson School.

SCHOOL PROPERTY

Lockers, desks and other furnishings, music instruments, and equipment are the property of The Carter G. Woodson School and may be subject to search by school personnel if necessary.

Students found with these items, without proper authorization or permission, will be subject to immediate suspension as well as a meeting with our School Grievance Committee and Board of Directors.

Respect of Property

Students must respect school property and the property of other students

Theft or Damage to Property

No student may steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

Respect of Lost Property

A student must take any property that he/she finds which does not belong to him/her to the principal's office.

Lockers and Locks

All Middle (grades 6-8) and High School (grades 9-12) students are assigned lockers. Students are to use only lockers assigned to them. No sharing of lockers is permitted. Students must provide a lock for their lockers.

Lockers, desks and other furnishings, music instruments, and equipments, and equipment are the property of the Carter G. Woodson School and may be subject to search school personnel if necessary.

COMPUTER USAGE POLICY

Computers are a very necessary tool for education in the 21st century global world. The school provides access to computer technology to all students in grades Kindergarten through Twelve. Rules are reviewed with Elementary students in their classroom setting. Each student in the Middle and High Schools must sign a "Computer Usage Agreement" that sets forth the guidelines for using the School's computers. **No exceptions to the rules are allowed.**

Students who violate their Computer Usage Agreement and rules contained therein will be subject to disciplinary action including loss of computer privileges. If a student loses his/her computer privileges, parents/guardians will be responsible for providing technological access.

HALLWAY AND STAIRWELL BEHAVIOR

1. Walk at all times. **No** running is permitted in the building.
2. Have a hall pass with you when you are in the halls without a teacher's supervision.
3. Do not shove or push while lined up with your classmates.
4. Talk quietly while you are in the hallways.
5. Close lockers gently.
6. Do not congregate in group style or block traffic.

HIGH SCHOOL STUDENTS AND DRIVING

Driver's Education Classes

Students may take the Driver's Education course through the Winston-Salem/Forsyth County Schools. See the Student Services Department for the current instructions. Those classes are offered during the School Year and during summer vacation. No student will be released from Carter G. Woodson before 3:15 p.m. to attend Driver's Education classes.

Carter G. Woodson issues the Driving Certificate to qualifying students under the following guidelines:

- The student must be currently enrolled at the Carter G. Woodson School.
- In order to qualify, a student's overall G.P.A. must be 2.0 or above. Grades and the G.P.A. will be reviewed before a Driving Certificate will be issued.
- The governing laws of the State of North Carolina for the Department of Motor Vehicles are the final word on whether or not a student will be issued a driver's permit.

If a student loses a certificate or the certificate expires, a parent/guardian must come to the school to apply for a replacement.

Who Can Drive To/From School?

The Carter G. Woodson School allows only eligible drivers with valid license and insurance. Students must have a valid North Carolina Driver's License and the proper car registration. Students *may not* drive or transport other students of Carter G. Woodson School to or from the campus without written permission on file from the parents of all parties involved with the transportation situation. This arrangement must be on file in the administrative offices of Carter G. Woodson with the *parent's* or *legal guardian's* signature on all necessary release forms.

Carter G. Woodson School
CLASS PARTY & BIRTHDAY/OUTSIDE FOOD POLICY AND GUIDELINES

The faculty and staff of Carter G. Woodson School recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these events do provide a social learning opportunity, they do impede upon precious academic learning time. The following guidelines are designed to allow for classroom parties and birthday recognitions, without unnecessarily infringing upon academic time. Parents can eat lunch with their child; we encourage all parents eat lunch with their child. Parents cannot bring any fast food. The only acceptable fast food is Subway, Quiznos or a hot lunch from K&W.

Class Parties

Parents are not allowed to bring home cooked outside food for any reason. Refreshments for class parties should only include veggie trays, and fruit trays. Carter G. Woodson adheres to the federal guidelines with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. Under no circumstances, will there be birthday parties in class. Cake, cupcakes and cookies are not allowed to be sent to the school made from home or purchased at local bakeries or Walmart stores. Class parties are to be scheduled near the end of the school day and are limited to a maximum duration of thirty minutes, which includes time for cleaning up the classroom. Parent participation in class parties is limited to the designated room parent and a maximum of two other parent helpers.

Student Birthday Celebrations

Birthday celebrations are not allowed at Carter G. Woodson School. Teachers can acknowledge student birthdays. The school will not permit bouquets of balloons and other celebratory decorations to be sent to the classrooms. These can be distracting to students' learning. Birthday party invitations for outside are not to be distributed at school. Please send such invitations to the homes of students.



STUDENT RECORDS

In compliance with state and federal law, The Carter G. Woodson School maintains a permanent record on every student. The record includes student's cumulative file, documents, and computer data. They do not include records created by individual teachers or administrators.

Generally, a student's record will contain basic information, such as his/her birth certificate, attendance record, suspension record, standardized test results, reports on grades, and promotion information. Any suspension longer than ten days is also part of the recordkeeping related to special education services and evaluations and is kept in a separate confidential file for each child evaluated for or receiving special education services.

Parents/guardians have the right to inspect and review their child's record. *If separated or divorced, both parents have this right, unless there is a court order that states otherwise.* When a student turns 18 years old or gets married and no longer lives with his/her parents/guardians, he/she has the same rights as a parent or guardian regarding his/her records.

Parents/guardians may challenge any item in their child's record if they believe the information is inaccurate, inappropriate, or otherwise violates their child's rights. Challenges must be submitted in writing to the School Director. If the School Director denies the request, the parent/guardian may appeal through the Grievance Procedure. Most information in the student records is confidential because those records contain personally identifiable information and therefore cannot be released without a parent's/guardian's written consent. However, there are exceptions. "Directory information" may be released upon request. This includes the student's name, age, and photograph; participate in officially recognized activities and sports, weight and height of athletic teams, degrees and awards, and education institution most recently attended. Parents/guardians who object to the places with the student's record, and no such information will be released.

Authorized school, state, or federal educational institution personnel, persons acting under court order, financial aid organizations, accrediting organizations, and appropriate personnel acting in connection with an emergency may have access to information within legitimate guidelines.

Confidential records for students with disabilities and students who are referred for testing for disabilities may be destroyed five (5) years after the student is determined to be ineligible for disability services or exits from Carter G. Woodson. Records may contain information useful in applications for Social Security benefits or special assistance as the student continues his/her education. To request a copy of the compiler record within five years after the student exits from Carter G. Woodson, write to: The Carter G. Woodson School, 437 Goldfloss Street, Winston-Salem, NC 27127. Please include the student's name, current phone number and date of birth. The request must be signed by the former student, if he/she is 18 years or older, or his/her parent/guardian.

Transcripts

Transcripts of completed high school course work can be obtained through the Guidance Counselor. Request for transcripts should be made at least one week in advance. Transcripts reflecting high school credit will be free of charge.

GRIEVANCES

If you personally have a problem with Carter G. Woodson, your first line of action is to discuss the issue with [the School Director](#), Mr. Harris or Curriculum Coordinator, Ms. Gaines. The administration will attempt to resolve the matter. If you disagree with administrations' decision concerning the situation, there will be another conference, with the Administration team, including the Executive Director. If the issue is not resolved, the parent may in writing seek to mediate the matter with a licensed attorney [and the school](#). If mediation cannot resolve the issue, the parent may appear before the Board of Directors of Carter G. Woodson School to further bring resolution to the matter.

PARENT CONSENT AND PHOTO RELEASE FORM Please sign and return this consent form to your child's teacher. There are three different items that require your signature – photo,

directory information and military recruitment. For each item, please sign consent or no consent. Please return this form to your child's teacher. Thank you for your assistance. At various times during the school year, school representatives, CGW, partners/vendors of CGW and a variety of media outlets request permission to film, video tape and photograph in our schools. They subsequently publish, broadcast or use these materials, which often include images and depictions of students, as well as student work products. If you consent and grant permission for your child's likeness or work products to be used/featured by your school, CGW/its partners or electronic/media, please sign in the appropriate space below.

- 1) Photo Consent: I do consent and allow my child to be filmed, videotaped and/or photographed for use by my school, CGW/its partners and the media. I also allow my child's work product to be featured by CGWS (this will include the school yearbook).

Child's Name _____

Parent's Signature _____ Date _____

Many teachers at Carter G. Woodson School take advantage of the exceptional educational opportunities available to students by exploring our world by way of field trips. Our past trips have included travel to local educational experiences around the city of Winston-Salem, North Carolina.

This blanket Field Trip Permission Slip, when signed below and returned to school, will allow your child to travel with the class on school-sponsored and adult supervised field trips during this school year. Your signature also allows your child to travel on school provided transportation, when applicable. Teachers will be responsible for giving parents/guardians specific information regarding individual trips (i.e., place, date, time, appropriate clothing, any fees, etc.) before each trip. They will give parents/guardians ample time to decide to allow the child to participate in a particular field trip.

I hereby give permission for my child to participate in field trips, under the following conditions:

1. My child is to travel under the adult sponsor's direction and authority from the time of departure until the return to school.
2. I will not hold the adult sponsor, administration, school staff, or Board of Trustees liable or responsible in case of accident incurred during the field trip.
3. All students are expected to ride to the activity on district provided transportation. Students may request to ride home after events with their parent/guardian. The final decision whether student may ride home with parent/guardian lies with the sponsor.
4. Classroom teachers may have specific school work or behavior related criteria, which determines whether a student may or may not participate in a field trip.

I understand and agree to follow the above rules and give permission for my child to participate in school sponsored field trips during this school year.

Student's Name _____ Grade _____ Teacher _____

Parent/Guardian Signature _____ Date _____