Carver High School

3545 Carver School Road
Winston-Salem, NC 27105
Phone (336) 727-2987  Fax (336) 727-8211
Website: http://wsfcs.k12.nc.us/chs

PRINCIPAL
Mrs. Carol Montague-Davis

ASSISTANT PRINCIPALS
Mrs. Barbara Burke
Mr. Ronnie Christian
Mrs. Julie Puckett

DEAN OF STUDENTS
Mrs. Eyanna Lessane

Student Handbook
2017-2018
WINSTON-SALEM/FORSYTH COUNTY SCHOOLS

Vision
The Winston-Salem/Forsyth County School System fosters educational excellence as all students prepare to become successful citizens.

Mission
The Winston-Salem/Forsyth County School System provides all students with educational opportunities that ensure they become responsible, productive, global citizens.

Core Values
Every student succeeds…

- **Student Centered** – We focus on the need of every child
- **Accountability** – We take responsibility for and reflect on our impact on student outcomes
- **High Expectations** – We challenge ourselves to inspire every student’s pursuit of greatness
- **Collaboration** – We work together to support each other’s efforts to meet every student’s needs.
- **Equity** – We honor diversity by addressing barriers to success for every student.
- **Integrity** – We align our actions, beliefs and values to support every student.

Core Beliefs

- Students are at the heart of what we do
- Students remember how we make them feel
- A growth mindset fosters high expectations for all students
- Home, school, and community relationships drive student success
- Adult behaviors impact student outcomes
Carver High School

VISION
Carver High School is a diverse population dedicated to the goal of constantly improving our community and ourselves. Students elevate themselves through teamwork, unity, attitude, and creativity. Faculty and staff, in partnership with parents, business partners, and community members, inspire students to reach new personal academic heights.

_We call our vision Carver Nation!_

MISSION
The Citizens of Carver Nation will teach, learn, and model skills and attitudes to promote student growth and create academic excellence in a safe, orderly environment. All members of the nation will be empowered to prepare for and adapt to change, to work courteously and effectively with others, and to think critically and act responsibly as productive members of society and life-long learners.

THE PRINCIPLES THAT GUIDE US

<table>
<thead>
<tr>
<th>Learning</th>
<th>To provide a safe and pleasant environment so students can/will learn.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td>To encourage and support a school of mutually supportive teams, our foundation for the learning process.</td>
</tr>
<tr>
<td>Diversity</td>
<td>To be sensitive and responsive to all our individual differences.</td>
</tr>
<tr>
<td>Quality</td>
<td>To constantly search for better ways to improve learning by focusing on innovations.</td>
</tr>
<tr>
<td>Imagination</td>
<td>To tap the brilliance in every student and staff member by removing barriers and driving out the fear of failure.</td>
</tr>
<tr>
<td>Leadership</td>
<td>To be the best in everything we do.</td>
</tr>
<tr>
<td>Attitude</td>
<td>To improve our school by developing positive attitudes – “Attitude determines Altitude.”</td>
</tr>
</tbody>
</table>

THE JACKET CODE

<table>
<thead>
<tr>
<th>Judgment</th>
<th>A Carver student always uses good judgment. He/she considers his choices carefully and acts appropriately.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attentiveness</td>
<td>A Carver student is attentive. He/she listens when another member of Carver Nation is speaking. He/she makes eye contact when speaking and listening. He/she listens carefully and understands what’s going on around him/her.</td>
</tr>
<tr>
<td>Consequences</td>
<td>A Carver student knows that there are no actions without reactions. He/she knows there will be consequences for every decision.</td>
</tr>
<tr>
<td>Knowledge</td>
<td>A Carver student seeks knowledge. He/she strives to know and understand as much as possible. He/she pushes away ignorance.</td>
</tr>
<tr>
<td>Encouragement</td>
<td>A Carver student works to build up himself/herself. He/she is always encouraging, never discouraging. He/she wants to be part of a safe environment where everyone is able to share and learn.</td>
</tr>
<tr>
<td>Truth</td>
<td>A Carver student knows the importance of always being honest, no matter the situation.</td>
</tr>
</tbody>
</table>
HISTORY

Since 1936, Carver High School has been a source of pride, accomplishment and enthusiasm for Winston-Salem and Forsyth County. It was the first high school to serve African-American students outside the Winston-Salem city limits, who otherwise would have had to pay tuition to attend Atkins High School. The school opened near the present site in 1936, with Edward Everette Hill as principal. By the end of the 1936-1937 school year, it was named in honor of George Washington Carver. The first class of 18 students graduated in May 1939. During the 1940s, enrollment was high, and a larger facility was soon needed. Carver Consolidated School, a modern, well-equipped building served all twelve grades, was constructed in 1951. The school became Carver High School in 1971.

ALMA MATER

O CARVER SCHOOL
O Carver School, the best in all the land,
We will uphold the ideals, for which you stand,
May your sons and daughters raise
their voices to you as days go by.
We pledge to thee our fidelity
and raise your banners high.
O Carver School, glorious and free, we stand
Together one and all for thee.
O Carver School, we’ll ever stand for thee.
O Carver School, we sing this praise to thee,
You’ll share our love wherever we may be.
All our hearts are yearning, our thoughts
Are turning to you as days go by.
As you stand where love and joy are shared,
And towers so stately toward the sky.
O Carver School,
glorious and free,
We stand together one and all for thee.
O Carver School,
we’ll ever stand for thee.

THE 6 BEE’S

Bee Respectful
Bee On Time
Bee Prepared
Bee Responsible
Bee Productive
Bee Positive
# BELL SCHEDULES

## Carver High Class Period Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>8:55-10:25</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>10:30-12:00</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>12:05-2:05</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Lunch</td>
<td>12:05-12:30</td>
</tr>
<tr>
<td></td>
<td>Class 12:35-2:05</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Lunch</td>
<td>12:55-1:20</td>
</tr>
<tr>
<td></td>
<td>Class 12:05-1:50</td>
</tr>
<tr>
<td></td>
<td>Class 1:20-2:05</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Lunch</td>
<td>1:40-2:05</td>
</tr>
<tr>
<td></td>
<td>Class 12:05-1:35</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>2:10-3:40</td>
</tr>
</tbody>
</table>

## Two-Hour Delay Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>10:55-11:55</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>12:00-1:25</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Lunch</td>
<td>11:55-12:25</td>
</tr>
<tr>
<td></td>
<td>Class 12:25-12:55</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Lunch</td>
<td>12:55-1:25</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td>1:30-2:30</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>2:35-3:40</td>
</tr>
</tbody>
</table>

## Early Release Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>8:55-9:55</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>10:00-1:25</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Lunch</td>
<td>11:05-12:40</td>
</tr>
<tr>
<td></td>
<td>Class 11:40-12:15</td>
</tr>
<tr>
<td></td>
<td>Class 11:15-12:45</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Lunch</td>
<td>11:35-12:05</td>
</tr>
<tr>
<td></td>
<td>Class 11:10-12:35</td>
</tr>
<tr>
<td></td>
<td>Class 11:40-12:10</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Lunch</td>
<td>12:05-12:35</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td>1:30-2:30</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>12:40-1:40</td>
</tr>
</tbody>
</table>

## Career Center Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>REGULAR Schedule</th>
<th>Early Release</th>
<th>2-Hour Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>8:00&lt;sup&gt;<em>&lt;/sup&gt; - 8:50&lt;sup&gt;</em>&lt;/sup&gt;</td>
<td>8:00&lt;sup&gt;<em>&lt;/sup&gt; - 8:50&lt;sup&gt;</em>&lt;/sup&gt;</td>
<td>8:00&lt;sup&gt;<em>&lt;/sup&gt; - 10:50&lt;sup&gt;</em>&lt;/sup&gt;</td>
</tr>
<tr>
<td>1/2 CTE</td>
<td>Block: 8:30 - 10:00</td>
<td>9:42&lt;sup&gt;*&lt;/sup&gt; - 12:10</td>
<td>10:44 - 11:43</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>9:14&lt;sup&gt;*&lt;/sup&gt; - 10:00</td>
<td>9:42&lt;sup&gt;*&lt;/sup&gt; - 11:15</td>
<td>11:15 - 12:45</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>10:03 - 10:48</td>
<td>9:45 - 10:11</td>
<td>11:46 - 12:14</td>
</tr>
<tr>
<td>3/4 CTE</td>
<td>Block: 10:03 - 11:36&lt;sup&gt;*&lt;/sup&gt;</td>
<td>9:45 - 10:40&lt;sup&gt;*&lt;/sup&gt;</td>
<td>11:46 - 12:45&lt;sup&gt;*&lt;/sup&gt;</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>10:51 - 11:36&lt;sup&gt;*&lt;/sup&gt;</td>
<td>10:14 - 10:40&lt;sup&gt;*&lt;/sup&gt;</td>
<td>12:17 - 12:45&lt;sup&gt;*&lt;/sup&gt;</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Travel</td>
<td>11:35 - 12:08</td>
<td>1:45&lt;sup&gt;*&lt;/sup&gt; - 2:11</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>12:45&lt;sup&gt;*&lt;/sup&gt; - 1:32</td>
<td>11:45&lt;sup&gt;*&lt;/sup&gt; - 12:39</td>
<td>1:45&lt;sup&gt;*&lt;/sup&gt; - 2:40</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>1:35 - 2:21</td>
<td>12:11 - 12:39</td>
<td>2:14 - 2:40</td>
</tr>
<tr>
<td>7/8 CTE</td>
<td>Block: 1:35 - 3:10&lt;sup&gt;*&lt;/sup&gt;</td>
<td>12:11 - 1:10&lt;sup&gt;*&lt;/sup&gt;</td>
<td>2:14 - 3:10&lt;sup&gt;*&lt;/sup&gt;</td>
</tr>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>2:24 - 3:10&lt;sup&gt;*&lt;/sup&gt;</td>
<td>12:42 - 1:10&lt;sup&gt;*&lt;/sup&gt;</td>
<td>2:43 - 3:10&lt;sup&gt;*&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

**BUS Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>To/from Home Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50</td>
<td>TO Home Schools</td>
</tr>
<tr>
<td>9:14</td>
<td>FROM Home Schools</td>
</tr>
<tr>
<td>11:36</td>
<td>TO Home Schools</td>
</tr>
<tr>
<td>12:45</td>
<td>FROM Home Schools</td>
</tr>
<tr>
<td>3:10</td>
<td>TO Home Schools</td>
</tr>
</tbody>
</table>

**Note:** This early bus departs home schools, arriving at CC 8:00 classes. Student must get themselves to home school to ride bus.
2017-2018 School Calendar

Winston-Salem Forsyth County Schools

2017-2018 Calendar

First Day for Teachers (2 extra days!) Aug. 17
Orientation for Ninth Grade (8:55 a.m. - 3:40 p.m.) Aug. 23
Orientation for Sixth Grade (12:30 p.m. - 3 p.m.) Aug. 23
Open House for Middle Schools (5 p.m. - 7 p.m.) Aug. 23
Open House for High Schools (6:30 p.m. - 8:30 p.m.) Aug. 23
Open House for Elementary Schools (5:30 p.m. - 7:30 p.m.) Aug. 24
First Day of School for Students Aug. 28
Labor Day Sept. 4
Early Release Oct. 18
Teacher Workday Oct. 30
Veterans Day (Observed) Nov. 10
Thanksgiving Holiday Nov. 22-24
Winter Holiday Dec. 22-Jan. 2
School Resumes Jan. 3
Martin Luther King Jr.'s Birthday Jan. 15
Teacher Workday Jan. 22
Early Release Feb. 7
Teacher Workday Feb. 19
Early Release Feb. 28
Early Release March 21
Teacher Workday March 29
Spring Break March 30-April 8
School Resumes April 9
Early Release April 25
Memorial Day May 28
Last Day of School June 8

Early Release Days: Students will dismiss two hours early on Oct. 18, Feb. 7, Feb. 28, March 21 and April 25

Makeup Days (used in the following order if necessary): Nov. 22, Feb. 19, March 29, June 11, June 12, June 13, April 5, April 6
HONOR CODE

On my honor, I certify that I did not give or receive aid on this assignment/quiz/test and that I am not in violation of the Honor Code of Carver High School.

Purpose

To create and maintain an environment of trust and honesty at Carver, the Honor Code:

- addresses issues of academic misconduct,
- defines cheating, plagiarism, lying, and stealing, and
- outlines procedures for dealing with Honor Code violations.

Academic and non-academic violations and their consequences are in the student handbook under the Guidelines for Student Discipline Policy AR-5131.

Definitions of Honor Code Violations

Cheating is defined as (but is not limited to) acting dishonestly by...

- Copying another student’s answers to any school assignment and submitting it as their own for their teacher’s evaluation.
- Using unauthorized materials (i.e. answers written down on anything) for use in answering questions on any sort of evaluation.
- Talking or using gestures during any evaluation where they are prohibited.
- Using any electronic device (such as a smart phone/watch, tablet, laptop, etc.) to answer questions on an evaluation, or helping another student to do so. This can also include having any electronic device out during a state or local exam.

Plagiarism is defined as (but not limited to)

- Document with quotation marks and parenthetical documentation any material directly copied from a source (such as books, magazines, the Internet, etc.).
- Acknowledge paraphrased material (someone else’s words and ideas restated in the students’ own words) with parenthetical documentation.
- Cite others’ work and turning it in as one’s own, including work written by others, papers copied or downloaded (including using parts of papers), or art, music, or any project.

Lying is defined as, but is not limited to...

- To deliberately present a false statement as being true to any school staff, such as giving a false name, or failing to give complete information. This includes pretending to be ill in order to gain extra preparation time to complete tests, quizzes, or any other assignment.

Stealing is defined as, but is not limited to...

- To take the property of another without the right or permission to do so and intending to keep or wrongfully use that property (such as stealing a test or answer key from a teacher).

Penalties for Violating the Honor Code

1. Teachers will conference with the student and contact their parents about the violation. A discipline referral may be turned in to an administrator, depending on the assignment.
2. School counselors, teachers, and administrators will work together with parents and students if the situation necessitates action.
3. The student may potentially receive a zero on the assignment, according to AR-5131.
4. Administration will conference with the student and enforce appropriate disciplinary actions in accordance with AR-5131.

Preventing Violations of the Honor Code

1. Students will attend an Honor Code presentation given by the staff at the beginning of the year.
2. Teachers will make students aware of how to document sources to avoid plagiarism.
3. Teachers will use www.turnitin.com (or other reliable methods) to check for plagiarism in assignments.
4. The Honor Code is printed in the handbook and posted on the school website.
5. Students will use parenthetical documentation, quotation marks, and paraphrasing to avoid plagiarizing. They will also avoid receiving unauthorized assistance on their school work.
6. Students will report any Honor Code violations to a teacher or administrator.
7. Teachers will utilize the Honor Code statement as needed, and can require students to sign it on any assignment.

SCHOOL COUNSELING AND GUIDANCE SERVICES

Purpose

School counselors provide guidance and counseling to all students. They may work with one student, a small group of students with similar interests or needs, or with a whole class. They are also available to consult with parents about their children’s educational, emotional, or career needs, and can refer them to additional services and specialists within the school system or within the community. Parents may want to call on school counselors in situations such as the following:

1. To ensure that students are taking courses to prepare them for their future goals.
2. To explore the possibility of special education services for their students.
3. To consult with a counselor regarding their students’ behavior.
4. To receive assistance in exploring post-secondary opportunities for their students.
5. To provide necessary materials for applying for college scholarships and financial aid.
6. To enlist help for their students during a family or personal crisis.
7. To request class work missed during a suspension, sickness or time missed from school.

Students are assigned a counselor who will assist with academic, career, college, and social or emotional needs. Appointments can be made to see counselors through the guidance secretary.

Counselor Assignments

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Kenneth Brown, Jr.</td>
<td>Director, Graduate It Pays Coordinator, Hanesbrand, Inc. Board of Management, Leadership/Instructional Services Team, SIT Representative, Crosby Scholars Liaison, Dropout Prevention</td>
</tr>
<tr>
<td>Mrs. Arnethia Brown</td>
<td>National Honor Society, Enrichment Opportunities, Student Ambassadors, Teen Forum, Governors School</td>
</tr>
<tr>
<td>TBD</td>
<td>504 Coordinator, Intervention Support Team Chairperson, Scholarship Chairperson, Jacket Scholars Coordinator, Teen Forum</td>
</tr>
</tbody>
</table>

8
GRADUATION

Requirements

Courses required for graduation are listed in the High School Registration handbook, which can be picked up in the Student Services. It can also be downloaded at wsfcsc.k12.nc.us/Page/94946.

Local Course Requirements and Regulations

Primarily, credit toward graduation must be earned in grades 9-12. Some credit may be earned for middle school English, math, science, social studies or foreign language courses if all requirements specified by the Board of Education are met. Grades for high school courses taken in middle school will not be included in students’ high school GPA or used in calculating their class rank.

All students must take the following EOC exams, which will count for 20% of the overall course grade: English II, Math 1, and Biology. Students also take North Carolina Final Exams, Teacher made Final Exams, and/or CTE Post-Assessments that will count for 20% of their overall grade in other academic courses.

GRADING AND COURSE LEVELS

Determining Grades, GPA/QPA, and Class Rank

Starting in the 2015-2016 school year, student GPA/QPA began to be determined based on numeric grades.

General guidelines for letter grades are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>90-100</th>
<th>80-89</th>
<th>70-79</th>
<th>60-69</th>
<th>59 and below</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
</tr>
</tbody>
</table>

State regulations prohibit the use of conduct as a factor in determining the student’s academic grade.

Unweighted GPA:

- Grades in a one-unit course earn grade points as follows: A=4, B=3, C=2, D=1.
- The points earned are divided by the number of units attempted to determine GPA. Eligibility for North Carolina Academic Scholar recognition, National Honor Society, and athletic or extracurricular eligibility is based on unweighted GPA.

Weighted QPA for 9th-12th Grade:

- Grades in a one-unit course earn quality points as follows. The points earned are divided by the number of units attempted to determine the QPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>12th grade</th>
<th>9th - 11th grades</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
<td>Honors</td>
</tr>
<tr>
<td>A</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Class rank is based on quality point average (QPA). Class rank is calculated at the end of each school year for all students based on final grades and at the end of first semester also for students based on final grades as well as mid-year grades.
Transcript Credits

Credits must be earned in grades 9-12 (or fit the description of high school courses taken in middle school). Credits are honored as shown on the transcript beginning with ninth grade courses and will only be granted if the sending school has awarded credit. Students have the responsibility to have the previous school give credit for any course that should be part of their high school record.

Course Levels

Students are encouraged to challenge themselves academically by taking courses at the highest level at which they can succeed. Students and parents should consult the appropriate teachers about the preparation needed, the demands at each level, and the teachers’ recommendations before signing up for courses. Most courses are offered at the Standard level, and will prepare students for college, further technical education, or any entry-level job. Many courses are also offered at an Honors level, and grades for these courses receive an additional quality or half quality point, depending on the student’s grade level.

AP courses are offered in grades 9-12. For these college-level studies, students can receive advanced standing and/or college credit post-graduation. They also help students develop study skills that will enhance chances of success in higher education. A test given in early May by the College Entrance Examination Board is required for students seeking college credit. The score and individual college requirements will determine the amount of college credit students earn. Grades in AP courses receive one to two additional quality points, depending on the student’s grade level. The cost of each AP exam was $92 in 2016. According to WS/FCS policy, students who take AP courses are required to take the exam given by the College Entrance Examination Board in order to receive AP credit, or the two additional quality points. If they choose not to take the AP exam, the final grade earned will be lowered one letter.

Course Withdrawal Procedures

With principal approval, students may withdraw/drop from any course. If they withdraw before the mid-point of the course’s term, it shall not be included in computing class rank. If they withdraw after mid-course, it will be included in computing rank with no earned quality points or grade points. Students are expected to remain in selected courses through the first four weeks of the course, working diligently to make adequate progress and earning an average or better grade.

Requests to drop or change the course level will be evaluated by the teacher, counselor, and principal. Students’ attendance record, work effort, completion of make-up work in a timely fashion, and attendance at tutoring opportunities will be considered to determine if the course change is appropriate. The principal will make final decisions about course drops or level changes.

Repeating Courses and Credit Recovery

With principal approval, students may repeat courses. Both course attempts will appear on the transcripts, and both grades will be used in computing GPA, QPA, and class rank. Course credit will be granted only once. Students wishing to utilize this option must obtain approval from the counselor and principal during the registration process.

Credit recovery is when students take a block of instruction that is less than an entire course in order to make up credit for a previously failed course. All credit recovery courses will receive a grade of Pass/Fail only. The use of this program has changed as a result of action by the State Board of Education. Credit recovery may be available during the school year, at Carver, the FACE program at the Career Center, and in the form of summer school.
Earning College Credit in High School and Online Opportunities

Dual Enrollment at Forsyth Technical Community College or other Colleges
Contacts: Ms. Kim Bryant (kbryant@forsythtech.edu) 336-734-7236
Ms. Lisa Whitman (lwhitman@forsythtech.edu) 336-734-7261

Juniors and seniors who are at least 16 years old may concurrently enroll in Forsyth Tech curriculum credit classes tuition-free through the North Carolina Career and College Promise Program. They can receive both high school honors credit and college credit for completed coursework. Students must meet Forsyth Tech admissions procedures and prerequisites for courses, and are responsible for fees, supplies and textbooks and may be responsible for tuition. Program information and enrollment requirements can be found at www.forsythtech.edu/college-in-high-school.

With written principal permission, students may earn high school credit for regular college courses taken at Salem College, Winston-Salem State University, and Wake Forest University. They are responsible for college tuition, fees and textbooks. For further information about Dual Enrollment or any other college credit course, students should check with their school counselor.

North Carolina Virtual Public School
NCVPS offers high school credit with a grade to students in Standard, Honors, and Advanced Placement level courses in both yearlong and block formats, depending on the course. All NCVPS are taught by highly qualified teachers who utilize video, interactive whiteboards, wikis, active worlds, and online discussion tools to educate and engage students. NCVPS is free of cost to students enrolled in WS/FCS public schools. For general information about NCVPS’ schedule, guidelines, calendar, and/or a listing of courses available, please visit www.ncvps.org or the NC Virtual Public School link under the “Departments” tab at http://wsfcs.k12.nc.us.

Students interested in taking a course through NCVPS must first speak with their individual counselor to see if they qualify for taking an online. If qualified, a two-part application must be completed. The first part is online and the second is a hard copy that must be signed by the student’s counselor, the distant learning advisor, and the principal. The copy will then be sent out for final approval. Again, please contact an individual school counselor for more information.

Exam Exemptions, adopted by WS/FCS School Board 2015

1. All high school students are eligible for exam exemptions.
2. Students may be exempted at the point when final grades are being given, either first or second semester.
3. Students may not be exempt from final exams required by the NC Department of Public Instruction. These final exams which students may not exempt include End of Course tests, CTE course final exams, North Carolina Final Exams, and others that may be identified.
4. Students may be exempted from exams in one-unit of credit semester block classes or two unit of credit yearlong block classes or one-unit year-long classes:
   a. with a grade of A and no more than five absences per class period
   b. with a grade of B and no more than three absences per class period
   c. with a grade of C and zero absences per class period
5. Students may be exempted from exams in half-unit semester classes:
   a. with a grade of A and no more than two absences per class period
   b. with a grade of B and no more than one absence per class period
   c. with a grade of C and no more than zero absences per class period
6. Students may be allowed up to three additional absences if the following needs arise:
   a. Death in the immediate family
   b. Religious holiday
   c. College scholarship interview
Students must provide a copy of the scholarship interview invitation and proof of attendance, documentation of family member’s death, or proof of attending required religious services for these absences not to be considered in determining exemption eligibility. Please note: students may have a maximum of three total absences for any or all of these occurrences, not three for each category.

ATHLETICS

A full program of sports for young women and men includes the following: baseball, basketball, cheerleading, cross-country, football, indoor track, soccer, softball, tennis, track and field, volleyball, wrestling, golf and lacrosse.

Code of Sportsmanship

Public school interscholastic athletic events should be conducted in such a manner that good sportsmanship prevails at all times. Every effort should be made to promote a climate of wholesome competition. Unsportsmanlike acts will not be tolerated. Players/fans are under the coach’s control from the time they arrive at the athletic field until they leave the field.

Any athlete or fan who is removed from an athletic contest for fighting, obscene gestures, or profanity will be suspended for the next two – four games. If there are other reasons for a player’s dismissal from a game, the state handbook and local regulations will take precedence. (NCHSAA Sportsmanship Ejection Policy)

NCHSAA Sportsmanship Ejection Policy

The following types of behavior will result in ejection from an athletic contest: fighting, biting observed by an official, taunting, baiting, spitting towards an opponent, profanity directed toward an official or an opponent, obscene gestures, or disrespectfully addressing or contacting an official.

Penalty for an ejection for the above reasons:

- Football - ejection from the contest, miss next contest at that level and contests in interim (exception: fighting equals 2 missed contests)
- All other sports - ejection from that contest, miss next two contests at that level and all contests the interim (exception: fighting equals 4 missed contests)

Players receiving two ejections for unacceptable behavior as defined above will be suspended from all sports for the remainder of that sport season. Receiving a third ejection in a school year will result in suspension from athletics for one calendar year (365 days from the date of the third ejection). (Updated 2014)

Athletes and coaches are ineligible to return to game action until they have served ejection penalty AND completed the Star Sportsmanship online workshop.

Athletic Eligibility (AR 6145.2)

1. To participate in high school athletics, students must meet NCHSAA requirements and rules established by the WS/FCS Board of Education. To qualify under state rules, students must:
   a. Have no more than eight consecutive semesters in attendance nor more than four seasons of participation in any sport since entering ninth grade;
   b. Be under 19 years of age on or before August 31, 2017;
   c. Be in school 50 percent of any student day on which there is an athletic contest;
   d. Have passed 3 out of 4 (or 6 out of 8) classes during the previous semester and earned a 2.0 QPA during previous semester and the previous nine-week grading period (A/B day counts one and block counts two).
Those who do not maintain a 2.0 will be given the opportunity to participate in the Academic Support Program (ASP);

** ASP requires athletes to attend three hours of tutoring per week and have no unexcused absences for the day or in an individual class, throughout the season. They will become ineligible if tutoring hours are not completed or if they have an unexcused absence for the week. If the athletes have not achieved a 2.0 by the end of the semester/quarter, they will be ineligible for upcoming grading period. Athletes will not be allowed to remain in ASP for more than two academic quarters in one school year or two consecutive academic quarters.

c. Must be in attendance for 90 percent of the previous semester at an approved school; athletes cannot miss more than 10 days.
f. Have a medical exam within the last 395 days;
g. Submit a signed Concussion Education Statement signed by the coach, athlete, and parent prior to first scrimmage/contest;
h. Have a medical release if they have missed five or more practices due to illness or injury;
i. Be promoted to the next grade level;
j. May not dress for a contest, sit on the bench, or practice if they are not eligible;
k. Must submit to random drug testing;
l. Must not have been convicted of a crime classified as a felony under N.C. or federal law or have been adjudicated delinquent for an offense that would be a felony if committed by an adult.
m. Students who transfer have specific eligibility requirements set out by the NCHSAA. They may be required to sit out for 365 days. See their website for more information.

*Students may request waivers of the policy for hardship reasons.

2. All ninth graders are eligible for athletic participation during the first nine-week grading period. If ninth grades do not have a 2.0 QPA at the end of the first quarter or any subsequent grading period, they will be required to participate in ASP. If students successfully participate in the ASP, they will keep their eligibility throughout the remainder of the school year and during the first quarter of their sophomore year.

3. If an athlete is found in possession of/or under the influence of drugs or alcohol at school or at a school-sponsored function, AR 5131.6, Section 6D, will be in effect. An athlete will automatically be suspended from any athletic involvement for a minimum of 30 calendar days.

**It’s Our Call/It’s My Call (CADDY)**

1. WS/FCS Board of Education authorizes and directs the superintendent to develop and implement a voluntary random alcohol and drug testing program, according to AR-6145.
2. Participation in the program must be based upon the voluntary written permission of the student and the student's parent or guardian, but students must enroll in order to participate in any extracurricular activity.
3. In addition to testing students for alcohol, the students shall be tested for the presence of marijuana, cocaine, amphetamines, steroids and any other drug the Superintendent deems appropriate as recommended by Insight. Information about the alcohol/drug testing policy, program and procedures is provided in a separate brochure which athletes and their parents are expected to read.
4. If a student tests positive for alcohol or drugs, the report must be shared in a confidential manner with the student and the student's parents and information shall be provided to the student and the student's parents regarding alcohol and drug abuse prevention and intervention programs in the community. The report shall not be made a part of the student's education or discipline records.
5. No student may be disciplined, suspended or expelled for a positive test administered through this voluntary program.

**Consequences of a Positive Test**

1st Offense: In the event students fail or refuse to participate in It’s My Call when selected at random or test positive for alcohol or drugs, they shall be ineligible to participate in athletics for 365 days. However, if students agree to be
assessed and to enroll in/successfully complete an intervention program, they shall regain eligibility to participate in athletics immediately.

**2nd Offense:** In the event a student tests positive a second time or fails or refuses to participate in the second alcohol/drug test when selected at random, the student shall be ineligible to participate in athletics for 365 days.

**Possession, Use, Sale, or Distribution:** If a student possesses or is under the influence (to any degree) of alcohol or illegal drugs at school or at any school activity, or if a student sells or distributes alcohol or a controlled substance, the student shall be ineligible for participation in athletics for a minimum of thirty (30) school days in addition to being subject to suspension or expulsion from school as provided in Policy 5131.6 and AR-5131 (Guidelines for Student Discipline).

### Varsity Sports
- Baseball
- Basketball
- Cheerleading
- Indoor Track
- Football
- Golf
- Soccer
- Softball
- Tennis
- Track and Field
- Volleyball
- Wrestling

### Club Sports
- Lacrosse

---

**Athletic Directors and Athletic Trainers**

<table>
<thead>
<tr>
<th>Athletic Director</th>
<th>Assistant Athletic Directors</th>
<th>Athletic Trainers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel A. Piggott, Jr.</td>
<td>Patricia Horn</td>
<td>Megan Cater</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cecelia Tolliver</td>
</tr>
</tbody>
</table>

---

**NCAA Eligibility Requirements**

All potential collegiate student-athletes must be certified by the NCAA Clearinghouse as having met certain requirements to be eligible to compete at the college level. Juniors and seniors must register at www.eligibilitycenter.org and achieve the following:

- meet the WS/FCS graduation requirements,
- obtain a SAT score based on the Critical Reading and the Math portion only of above 820 or an ACT score of above 68 for Division II and 840 on the SAT or above a 70 on the ACT for Division I schools, and
- complete 16 core courses in areas such as English, Math, or Science.

The Clearinghouse will only accept official test scores sent from the SAT or ACT testing agency. Students and parents who have questions about qualification stipulations should review the clearinghouse website or consult with a school counselor.

---

**EXTRACURRICULAR ACTIVITIES (AR-6145)**

Extracurricular activities provide opportunities for students to develop their minds, leadership skills, and talents. They are available on a fair and equitable basis to all, with the understanding that not all students will be chosen for all activities. The Interclub Council coordinates the activities of all clubs.

All students must participate in It’s My Call to be eligible for any extracurricular activities. Please see the “Athletics” section for more information. Clubs and/or individuals belonging to them that deliberately violate school rules and Board Policies will be placed on probation and can be suspended; the clubs can also be disbanded. All students that stay after school must report to an assigned location with adult supervision, or coaches by 3:45pm.
Academic Competition

Carver’s Academic Team participates in a number of scholastic competitions during the school year. Team members are selected for their knowledge of content area(s).

Honor Clubs

National Honor Society
Beta Club

*Each Honor Club carries certain GPA/QPA requirements for eligibility.

Interest and Career Clubs

CADDY                JRAMS                ROTC
Chess Club           Men of Distinction    Robotics
Diamond Club         Millennial Scholars  SGA
Ebony Society        No’ Bacco            Women of Virtue
Garden Club          Poetry Club

*In order to maintain club status, each club must abide by all ICC requirements.

Performing Arts

The following performing arts activities are open to all Carver students who meet the required pre-requisites and/or pass an audition. More information on these requirements is available from each group’s teacher, coach, or sponsor.

Chorus                Flag Divas            Raider Team
Color Guard           Majorettes           Sweet Stingers
Drill Team            Marching Band

Publications

Yearbook & Newspaper
Roles of Regular Members
Regular members are required to assist in Student Council functions and to attend all meetings.

Becoming a Member
1. Each year students must apply for membership. This policy includes current members.
2. Student Council will run a membership drive in the spring. If students are interested in membership, they can contact the faculty sponsor.
3. Each applicant must fill out his or her application, secure two recommendations and meet all academic/discipline requirements.
4. Each member will be required to pay dues for each membership year. This money will be used to help sponsor student-driven events during the school year and pay for the Student Council t-shirt.

Elections
To be considered for an officer position within Student Council, rising sophomores, juniors and seniors must be meet the requirements of the application process. Election materials and student council forms will be made available by the Student Council faculty in the spring (March/April). For more information about this positions and the election process, please see Student Council’s faculty representatives. Announcements will be made notifying students of the timeline in the spring.

Homecoming
Any male/female who has maintained a 2.0 average with no unsatisfactory conduct for two quarters immediately preceding Homecoming and who is in good standing with the administration shall be eligible for nominations. Unsatisfactory conduct for Homecoming events entail: ISS or OSS for any reason during the previous two quarters preceding Homecoming.
The top four students who have received the majority of student nominations and who meet eligibility requirements will be placed on the ballot. These students will then be voted on for the following positions:
   a. Homecoming Queen / Homecoming King
   b. Miss Carver / Mr. Carver

National Honor Society

1. The general aims and purposes of the National Honor Society are as follows:
   a. To honor students who have demonstrated superior performance during high school in scholarship, leadership, character, and service. Students currently in grades 11 and 12 can apply.
2. Criteria for Membership: Students must earn a total of 18 activity points in the following areas: school activities (minimum of eight points), leadership, character, and service. Students must have points in each area to be considered for membership. Specifically, students must meet the following criteria:
   a. Must have been at Carver a minimum of one semester. If the student is transferring from another school, further information may be required.
   b. Scholarship: Currently have and maintain an unweighted 3.2 or higher grade point average.
   c. Leadership: Members must have verified at least one leadership role. Leadership may be shown in positions in which candidates are directly responsible for directing or motivating others. Examples include: elected student body or club officer, team captain, newspaper editor, work area manager, or community leader. However, election to office does not necessarily prove leadership. Students must provide documentation of leadership verified by a school faculty member or adult outside of school other than their parent.
   d. Character: Positive aspects of character such as honesty, responsibility, fairness, courtesy, tolerance, self-discipline, and cooperation are given consideration by the faculty of Carver. School disciplinary sanctions are considered unacceptable. Disciplinary sanctions, defined as Administrator Contact for discipline, include but are not limited to: Alternative placement, Saturday School, work detail, detention after school, lunch detention, ISS, OSS, Period Suspensions or Time Out, etc. Academic misconduct, such as cheating and plagiarism, is also unacceptable conduct for a National Honor Society applicant or member. Selections
will not be made on hearsay or rumor. Applicant’s attitudes and behavior, especially at school, are important factors in the selection process and in maintaining membership.

c. Service: Candidates for membership must have demonstrated service to school, classmates, and community. Categories of service considered are:
   - School activities. Only clubs or activities in which there is documented involvement at the high school level should be reported on the application. Only activities completed prior to the application year will be considered (i.e. Juniors can only include activities from 9th and 10th grade years; Seniors can include 9th, 10th, and 11th grade years). An estimated amount of time spent on activities is recommended, but must be verified by the adult sponsor.
   - Leadership positions – students are directly responsible for directing or motivating others. - Community activities (including volunteer agency, youth group, and church related work). The amount of time spent on each activity should be indicated and verified by the adult supervisor. Church basketball and other sport leagues are not included in this.
   - Work experience, recognition, and awards. These are not to provide points as much as to give an overall picture of the type of person the candidate is outside of school. Paid positions are not considered for points but other activities in this category, such as the Gold Award or Eagle Scout Award, MAY be.

f. A minimum of two adult references is required. Suggested reference sources include: club sponsors, teachers, administrators, clergy, or adults in the community (other than family members) who know the applicant well and can attest to leadership abilities over a period of time.

3. Service for current members:
   - Members must regularly participate in one or more local chapter service projects. Two tutoring hours and four other service hours are required each semester to maintain membership. Failure to submit these hours may result in Probationary Status.

4. Disciplinary and Dismissal Criteria and Procedures:
   a. Members who fall below the standards which were the basis for their selection shall be warned in writing by the Chapter Adviser(s) and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws, for which a member does not necessarily have to be warned. Typically for grades, the time limit for correction is one semester.
   b. Attendance at quarterly meetings is required. Prior written notification of an absence is expected, except in the case of an illness or emergency. Meeting dates are provided to students at the beginning of the year and members are responsible for knowing the dates and attending meetings.
   c. A student who is dismissed or who resigns may never again become an NHS member.
   d. Disciplinary measures may be used for minor offenses.
   e. Members notified of dismissal have the right to appear before and be heard by a panel of not less than 3 members of the Faculty Council. The student - not the parent – must request the hearing in writing to the NHS Adviser(s).
   f. A member who has been dismissed may appeal the decision of the Faculty Council in accordance with the Board of Education’s Parent and Student Grievance Procedure, Policy 5145.
   g. If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the principal. If the member is unwilling to comply, the matter will be treated as a school disciplinary matter.

Seniors with a 3.2 unweighted GPA at the end of spring semester of their junior year and juniors with a 3.2 unweighted GPA at the end of spring semester of their sophomore year will receive a letter of invitation in the middle of September to apply. Advisers will verify those students who have the required GPA (3.2). Once GPA and discipline records have been reviewed, eligible students will receive an invitation to apply via mail. The Adviser(s) will also examine student discipline records to verify character and behavior. Only students with NO ADMINISTRATOR CONTACT FOR DISCIPLINE whatsoever (including but not limited to ISS, OSS, Saturday school, work detail, period time out, alternative placement, lunch detention, etc.) will be considered. Students will be responsible for providing the substantiating documentation and submitting the application by the due date. There will be a limited amount of time to complete the application and submit it to an NHS Adviser. A Faculty Council, consisting of 5 anonymous Carver Faculty members, will review each application at least twice and determine the eligibility for Induction. All applicants will be notified in writing of the decision of the Faculty Council, and the induction ceremony will take place shortly thereafter.
Carver High School NAF Academies

Academy of Hospitality and Tourism

NAF’s Academy of Hospitality & Tourism helps students chart career paths in one of the world’s largest industries, from hotels to sports, entertainment, and event management. Students that join this academy realize that it is a three-year commitment. The Carver High School NAF Academy of Hospitality & Tourism (AOHT) is a nationally recognized Model Academy. By providing an education that emphasizes both customer service and the mastery of tangible skills, like using reservation software, AOHT students are prepared to meet the needs of this growing industry. Curriculum AOHT curricula engages students through a series of career exploration courses. All courses use project-based learning techniques with an emphasis on strengthening literacy, project management, leadership, and team building skills while also fostering creativity and innovation. AOHT courses cover the principles of Hospitality & Tourism, customer service, geography, hospitality marketing, sports, entertainment and event planning, and sustainable tourism. Academies may include state-level certifications, special projects, or early college programs. The AOHT curriculum has received industry validation from the Global Travel and Tourism Partnership. Academy students complete at least four NAF courses by graduation. College and Career Readiness in addition to studying career-focused curriculum and working on collaborative projects.

Academy Coordinator- Dewayne Tillman MBA. Email: Dltillman@wsfcs.k12.nc.us

Academy of Information and Technology

Curriculum AOIT curricula engages students through a series of career exploration courses. All courses use project-based learning techniques with an emphasis on strengthening literacy, project management, leadership, and team building skills while fostering creativity and innovation. The curriculum is vetted by industry professionals to ensure that the content is current and relevant. AOIT courses include the Principles of Information Technology, Computer Networking, Computer Systems, Database Design, Digital Video Production, Programming, and Web Design.

Academy Coordinator- Elerod Morris email: edmorris@wsfcs.k12.nc.us

Why an Academy?

Students gain critical career knowledge through a series of work based learning activities including job shadowing, mock interviews, résumé writing workshops, culminating with a paid internship. Local business partners work with educators to provide these opportunities to round out students’ education. Graduates of NAF academies complete college faster, earn more, and have stronger ties to their communities than their peers. NAF’s 96% senior graduation rate is a testament to this effort.
ATTENDANCE (AR-5110) AND MAKE-UP WORK

The primary responsibility for school attendance lies with parents/guardians and students. It is the cooperative effort of school officials, parents, guardians, and students that has the greatest effect on fostering regular and continuous school attendance.

In-School Suspension (ISS), detention, and other disciplinary measures are considered appropriate for violations of the state and local board policies on attendance.

It is the responsibility of ALL students to make up all work when they are absent. If the absence is excused, students have five days to make up tests and quizzes, and homework is to be turned in the day they return to school.

Attendance Guidelines

1. If students miss 50% of an individual class period, they shall be considered absent.
2. If students miss 50% of the day, they shall be considered absent for the entire day.
3. These include both excused and unexcused absences.

Definition of an Excused Absence:
   a. Death in the immediate family (3 to 5 days)
   b. Court or administrative proceeding
   c. Current doctor’s note
   d. Quarantine
   e. Parent/guardian note for sickness/illness
      *(three parent notes per quarter, fourth must be a doctor’s note)*
   f. Suspension from school (OSS)
   g. Religious observance
   h. Approved Administrative educational opportunity
      *students will be marked present for school-related absences (field trips, ISS, ALC, etc.) by the data manager

Parents/guardians will receive a phone call from school when students are marked absent from any class.

School Day for Students

1. The Instructional day for the 2017-2018 school year is 8:55 a.m. to 3:40 p.m.
2. Arrival and Departure Time
   • *Arrival Time- Students may arrive at school up to thirty minutes before 8:55 a.m. *
   • Students who arrive to school after 9:05 a.m. must sign in at the attendance office.
   • *Departure Time- Students must vacate the school buildings within 15 minutes of the end of the instructional day unless they are participating in a school-sponsored or allowed extracurricular activity.
   • Responsibility of School Personnel- School personnel are not required to supervise students who arrive more than thirty minutes prior to the start of the instructional day or who remain in at school more than fifteen minutes after the end of the instructional day unless such they are participants in a school-sponsored or allowed extra-class activity.
Tardiness

Students who arrive to class or school after instructional time begins (school day or class period) without a valid reason for being late will be considered tardy. When the tardy bell rings, all teachers close and lock their doors. Staff will be in the halls during instructional time to ensure students are in class. **Classroom teachers will not issue any form of hall pass during the first and last 10 minutes of class.**

Tardies accumulate for all class periods per semester. Each disciplinary action will be prefaced by teacher contact of parents. Penalties for tardies accrued by the quarter will be assessed as follows:

Excessive tardiness (9+) will be addressed by teacher contact and administrative consequences. Teachers will conference with the student and contact the student’s parent/legal custodian, and administration will then conference with the students, enforcing appropriate disciplinary action in accordance with AR-5131.

School counselors, teachers, social workers, and administration will work together with parents and students to create an action plan as needed.

**Student and Parent Procedures for Absences**

*Notes for all absences are to be submitted to the attendance office within three school days of the absence(s).*

The parent/guardian’s note concerning the absence(s) must include the following:

1. the current date.
2. the date(s) or absence(s).
3. the specific reason for absence(s).
4. the student’s ID number.
5. a parent/guardian signature.
6. a telephone number where parent/guardian may be contacted

Students who submit a valid note will be given an admission slip, which they are to show to their classroom teachers. Any absence(s) not verified within that time frame by note may be considered unlawful as well as unexcused and will be reported to an administrator. **After five absences in a class, students are in danger of failing the course, per AR-5110.** Students who attend Career Center should follow correct procedures after an absence from class on that campus. **Only three parent notes will be accepted per quarter, the fourth must be a doctor’s note.**

**School-Related Absences**

A school-related absence is defined as any absence from class for a school-related reason and includes field trips, speakers, inductions, and/or special assemblies, etc. **Teachers retain the autonomy in the decision making as to whether or not students should be able to participate in any activity that removes them from the classroom.** Factors they may consider include attendance, current grades, demonstrated responsibility in making up work on previous occasions, classroom behavior, etc.
ATTENDANCE POLICY REMINDERS

Carver will be enforcing the following attendance policies:

- After three days’ absence with handwritten notes, legal documentation for continued absence must be provided in the form of a doctor’s note (for anything four days and over)

If a student is absent five days or more they must make up the time or they will receive and administrative “F” for the course.

- For every class missed they have to make up 30 minutes
- Time will be made up in after school tutoring (Tues.- Fri. 3:50-5:00) or during Saturday tutoring (Sat. 9-12). These are the only days and times students may make up missed class time

The process for making up time is as follows:

- Parents/guardians must obtain an Attendance Waiver from the school social worker. If it’s near the end of a quarter, waivers must be picked up two weeks prior to the end of quarter.
- Students must obtain a Make-up Form from the school social worker which they will then take to the tutoring session and give to the teacher in charge of tutoring for documentation of their make-up time. The teacher in charge of tutoring will return the form to the social worker. Students must follow this procedure each time they go to tutoring to make up class time. The student is responsible for this procedure and ensuring their make-up time gets documented.

The parent/guardian is responsible for returning the Attendance Waiver to the Administrator over tutoring.

Pre-Arranged Travel

Educational Travel
Parents/guardians may put in a request for student educational travel, provided it is in writing and in a reasonable period of time before the impending absence. The principal may excuse students’ absences for a “good and substantial cause,” but students must complete and submit a well-developed log of educational activities and experiences promptly upon their return. Absences will be coded as excused upon approval of the written work. These days will still be considered absences, so appropriate attendance guidelines/waivers will need to be followed.

Senior College/Career Visitation Day
Parents/guardians may put in a request for senior college/career visitation day absences, provided it is in writing and in a reasonable period of time before the impending absence. Though the absences are excused, they still count in totals for exemption. College/career visitation forms need to be turned into attendance office immediately upon return.

Leaving School During the Day

Students are discouraged from leaving during the instructional day except in emergency, but if this happens, they must bring a signed note from a parent or guardian that follows the same rules for absent notes (see above). This note should be turned in to the attendance office as soon as students’ arrive on campus. The Sign In/Out Log will be made available to all faculty, detailing students arrivals and dismissals. When students’ dismissal time occurs, they must sign out at the attendance office; failure to do so can result in suspension. Students must sign out to leave campus. If students return during the instructional day, they must sign back in with the attendance office immediately, and will receive an admittance note.

Students are responsible for scheduling their make-up work with their teachers the day they return from an absence. Students who need to leave during the school day due to illness or emergency situations should request a note from the teacher and report to the main office, where they can contact their parents/guardians to make arrangements and sign the student out. No student may leave school campus without following these procedures.

No student will be allowed to leave campus if the school has not been provided with legal documentation that a student is emancipated.
Skipping Classes

Students are considered to be skipping class if:

- They are observed on campus but are not in class,
- They are absent from class but not on the absentee list or on the sign-out list
- They are more than 10 minutes late to class without an excused note.

A student may receive any level of punishment for skipping ranging from after-school detention, work detail, Saturday school, in-school suspension, or out-of-school suspension, depending on the severity and number of incidents.

Nurse / Social Worker Office Visits

- Students who need to speak with the nurse/social worker must inform their teacher.
- Teacher will call the nurse/social worker for the student.
- Nurse/social worker will pick the student up from the classroom.
- Nurse/social worker will walk the student back to class.

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Entering and Exiting the Building</th>
<th>Students arriving on campus after a travel period or returning from an appointment should enter only through the main doors. They should enter quietly if classes are in session, and should not loiter in the halls or disturb other classes. They should be respectful and respond when asked what class they are assigned to that period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid and Illness</td>
<td>The Board of Education strongly discourages students taking medicine at school. In the case of a non-emergency illness, students need permission to call a parent/guardian in the office. School personnel cannot administer OTC medications to students, only emergency first-aid treatment. Students requiring prescription medication during school hours must return the Administration of Medication form completed by a doctor, and all medication must be kept in the nurses office.</td>
</tr>
<tr>
<td>Personal Property</td>
<td>The school is not responsible for students’ personal belongings. Students should never leave personal items unattended, and should always keep items on their person or locked securely. If possible, items that are clearly labeled and turned in to the office will be returned to their owners; unmarked items will be placed in Lost and Found, located in the main office. Lost and/or stolen cell phones will not be investigated.</td>
</tr>
<tr>
<td>Student Guests</td>
<td>Students are not allowed to have guests on campus due to district liability and insurance.</td>
</tr>
<tr>
<td>Change of Address</td>
<td>If students have a change of address or telephone number, they should inform the guidance office. The main office needs to know if emergency contact phone numbers change.</td>
</tr>
<tr>
<td>Withdrawing from School</td>
<td>To withdraw from school, parents/guardians must visit guidance with the following information: the last day students will be attending school, and where they will be relocating. They must also sign the district withdrawal form.</td>
</tr>
<tr>
<td>Adjoining Property</td>
<td>The residents who live in the houses surrounding the school should not have to tolerate trespassers who loiter on or vandalize their property, bother their pets, or are rude to them in any way. The school will cooperate fully with the residents, as well as the WSPD in every way possible to help identify any students participating in these practices.</td>
</tr>
<tr>
<td>Phone Use</td>
<td>Telephones in the main office are for emergency student use only. Cell phones are not to be used or visible during instructional time.</td>
</tr>
</tbody>
</table>

**IMPORTANT CONDUCT INFORMATION**

| Fighting | Whether in school, on school buses, or at school functions, fighting will result in suspension, exclusion and/or prosecution, depending on the nature of the disruption and the degree of involvement.  
- Discipline: out-of-school suspension (1-5 days) and/or recommendation for alternate placement and/or prosecution by law enforcement. |
| Refusal to give name | Staff members make every effort to know the name of all Carver students. If at times they do not know a student and the student refuses to tell the staff member their name, a discipline referral will be submitted to administration. |
| Disruptive behavior | Any students found being disruptive, interfering with or disrupting class or the school day will be assigned after-school detention, suspension, or alternative placement, depending on the circumstances of the infraction. |
| Selling items | No unapproved sales of any articles, goods, food, or drink may take place on the school grounds or in the building at any time. The items will be confiscated, tagged, and sent to the office. |
| Dice, Any Type of Cards, Skateboards, Scooters, etc./Gambling | These items are not allowed on campus. Items will be confiscated, tagged and turned into the administration and turned over to parents. A refusal to give said items up is a Level II offense and may result in out of school suspension.  
Students found gambling may be suspended: playing cards are not permitted. |
| Ear Buds, Headphones, etc. | These items should not be visible or in use during instructional period, unless permission is directly given to students by individual teachers for that specific class. If visible during class, items will be confiscated and placed in the front office to be retrieved by a parent or guardian.  
**During class exchange, students should have one ear bud removed so that they are able to hear directives from teachers and staff.** |
| Cell Phones | Cell phones are permitted before and after school, during class change, and during lunchtime only, unless they are being used for BYOD/instructional purposes. If a cell phone is visible or audible for any reason during instructional time, the phone will be confiscated, turned into administration, and released to parents with a resulting discipline referral. Refusal to give up said item up is a Level II offense and may result in out of school suspension. As long as a student is not inappropriately using their cell phone, at the teacher’s discretion the student may charge the phone. Lost and/or stolen cell phones will not be investigated. |
| Forgery | Students who forge notes or use forged notes may receive an out of school suspension. |
| **Unauthorized leaving of school** | Students are not allowed to leave campus without permission, nor are they allowed to assist other students in doing so. It is the responsibility of each student to be aware of the status of other involved students. Students who violate this rule will be referred to the office. The loss of parking privileges may occur, as well as other disciplinary action. |
| **Hall Passes** | When leaving class for any reason, students should have a hall pass, which should be limited to emergencies. A teacher has the discretion to tell students “No” about leaving the classroom (for reasons like using the bathroom) during class. |
| **Graffiti** | Graffiti or writing on school property is inappropriate and is offensive. A student found writing on school property will be disciplined. Any graffiti will result in suspension, restitution, prosecution and/or alternate placement may occur. |
| **Littering** | Students littering anywhere on campus or in the building will be referred to the office. |
| **Public displays of affection** | Public displays of affection at school or at any school-sponsored activity is misconduct and will result in disciplinary action. |
| **Searching students** | School officials have the right to search students (including vehicles, pockets, purses, and book bags) if they have a reasonable suspicion that they are concealing evidence of misconduct. School officials may also search students’ locker or desks at any time, since they are the property of the school, and students are allowed to use them to store only those things which may lawfully be brought to school. |
| **Special deliveries** | The school will not accept food, flowers, candy, or balloons for delivery to students during school hours. This includes students gifting to their peers on campus. |
| **Profanity/Teacher-directed profanity** | Students who use profanity will receive disciplinary action. Students using profanity towards a teacher will automatically be disciplined. There is NEVER an excuse or acceptable reason for this type of inappropriate behavior. |
| **Reporting to ISS** | Failure to report to ISS or being removed from ISS may result an OSS assignment. |

**IMPORTANT BUS CONDUCT INFORMATION**

**Authority and Responsibility for Bus Conduct**

Subject to the direction of the principal, school bus drivers have complete authority and responsibility for order and discipline on the bus. If students fail to obey bus regulations or the driver’s instructions, the driver shall report students’ names and misconduct to administration. Bus drivers receive the same disciplinary assistance as classroom teachers. The principal has the same authority to discipline students for misconduct on a school bus as the principal has to discipline the pupil for misconduct at school. The principal shall inform the bus driver of the disciplinary action taken.

**Bus Dismissal**

1. Students must report to their assigned room / locations by 3:45
2. Students will be released to the bus lot when their bus arrives on campus.
**Conduct at the Bus Stop**

1. Students will wait for their bus at the assigned location designated by the school.
2. Students shall arrive at the bus stop approximately ten minutes before the bus is scheduled to arrive. If the bus leaves too soon or too late, it should be reported to the principal.
3. Students must remain a safe distance from the curb on the sidewalk area and remain at their assign bus stop.
4. Students will not stand or play in the street while waiting for the bus.
5. Students will get in a line parallel to the street away from the curb as the bus approaches, and will stand clear of it until it comes to a complete stop. They will not push or shove while waiting.
6. If students miss the bus, they should go straight home. Parents/legal custodians should instruct students about what to do if they are not picked up by the bus.

**Conduct When Boarding and Leaving the Bus**

1. To ride another bus or to get off another a different bus stop than the one assigned, students must have a signed not from the school designee.
2. Students will not enter a bus while it is parked on school grounds without permission of the school designee or safety supervisor.
3. The only adults allowed to ride a school bus are the driver, the monitor, and other persons as approved by the principal.
4. Students will not board the bus unless the driver or a school official is present.
5. Students will remain seated on the bus until the bus driver opens the doors, at which point students will immediately move away from the bus and go home.
6. If students need to cross the road to board the bus, they should walk about ten feet in front of the bus, then wait for the driver to signal that it is safe to cross. They should never cross the road behind the bus.
7. If an item rolls near or under the bus, students should go to the door of the bus and alert the driver so he/she may help students retrieve the item.

**Conduct While on the Bus**

1. Students will consider safety first in all of their choices.
2. Students will conduct themselves in the same manner as they would in class and will give the bus driver the same respect they give their teachers, being courteous to the driver and others.
3. Students will obey the bus driver and the rules of the bus.
4. Students will keep all parts of their bodies inside the bus at all times.
5. Throwing objects inside or out of the bus may cause an accident and is not allowed at any time.
6. Students will not engage in any activity that could distract the driver, such as shouting, fighting, throwing objects, loud talking, screaming, loud music, unnecessary movement, or moving up and down the aisle while the bus is en route.
7. Students will follow the same rules on the bus pertaining to ear buds, headphones, and phone usage that they do while in school.
8. Normal conversation is permitted, but vulgar or profane language is not.
9. Students will not damage or deface the bus in any way. This includes marking, cutting, or scratching any part of the bus.
10. Students will not eat or drink on the bus, or leave trash on the bus.
11. Animals, weapons, gasoline, explosives, drugs, alcoholic products, tobacco products, vapes, e-cigarettes, or controlled substances are not allowed on the bus.
12. Only the bus driver is permitted to use the emergency door or exit controls unless students are directed to use it during a supervised drill or actual emergency.

**Riding Home on a Bus as a Guest**

1. Students wishing to ride home with a friend that rides a bus must bring a note from a parent.
2. The note should include the name of the student wishing to ride another bus, the name of the student with which the student is riding, the bus number, the parent’s contact telephone number and the parent’s signature.
3. The note should be brought to the main office before school, and will be verified by administration prior to clearance being given.
4. Near the end of the day, students will be called to the office and will be given tickets to ride other buses.

**ABSOLUTELY NO CLEARANCE TO RIDE OTHER BUSES WILL BE GIVEN WHILE LOADING BUSES IN THE AFTERNOON.**

**DRESS CODE**

Dress should be comfortable and should facilitate learning. Carver encourages student success both during and after their high school years and dressing appropriately for the situation is part of this education.

**Yes:**

- **Do:** Wear shirts/blouses that cover students’ fronts and backsides. This includes mid-thigh 360-degree coverage when wearing legging-style skinny jeans, tights, dance pants, snug or tight-fitting clothing, and jeans with holes.
- **Do:** Wear clothing that provides coverage for body parts such as underarms, chest, stomach, upper and lower back, and rear end. Clothing should also cover undergarments.
- **Do:** Wear trousers/pants that provide 360-degree coverage of students’ fronts and backsides, including underwear, as well as shorts worn as underwear.

Unfortunately, there are some items that are simply not acceptable at Carver.

**No:**

<table>
<thead>
<tr>
<th>Bandanas</th>
<th>Bare feet</th>
<th>Blankets</th>
<th>Gang paraphernalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grills</td>
<td>Hair curlers/combs</td>
<td>Hats/headscarves</td>
<td>Spaghetti Straps</td>
</tr>
<tr>
<td>Pajamas/loungewear</td>
<td>Shirts longer than shorts</td>
<td>Socks without footwear</td>
<td>Sunglasses</td>
</tr>
<tr>
<td>Tank/racer-back tops</td>
<td>Transparent clothing</td>
<td>Visible undergarments</td>
<td>Bedroom slippers</td>
</tr>
</tbody>
</table>

Clothing with graphics of tobacco, alcohol, or drugs; pictures of/graphics of nudity; words that are profane, lewd, vulgar, or indecent
CAFETERIA EXPECTATIONS

Students are expected to be on their best behavior in the cafeteria.

Expectations include:

- Do not break lunch lines
- Do not throw food or leave trash or food
- Control noise volume while in line
- After receiving lunch, return to the main dining area
- Food should be consumed in the cafeteria area
- Students should remain in the cafeteria area or in the courtyard during their lunch period
- Food should not be taken to the halls or classrooms, the steps, or to the restrooms
- Students should clean up after themselves after each meal
- Students will not go into the courtyard without permission
- Students should leave the cafeteria at 8:45am

The first violation of lunch period policy will result in one hour of after school detention and/or work detail. Repeated offense will result in additional disciplinary action.

ADDITIONAL WSFCS POLICIES

Closed Campus (WS/FCS Policy 5131.2)

It is the policy of the Winston-Salem Forsyth County Board of Education that students may not leave the campus of the school to which they are assigned during the normal school day without the approval of the principal or the principal’s designee based on one of the reasons set forth:

1. To participate in a school program or activity off campus or at another school’s campus, i.e., the Career Center;
2. For medical and dental appointments;
3. For any other reason which is grounds for an excused absence under the State Board of Education’s attendance regulations; or
4. Any other reason deemed acceptable by the principal.

**This includes the lunch period: students are not allowed to leave campus during lunch.**

Smoking Sanctions (WS/FCS Policy 5131.3):

Smoking is Prohibited: Anyone on school grounds shall not possess, smoke, or use tobacco products on a school bus or at any school-related activity at any time. This includes lighters as well as e-cigarettes.

MOTOR VEHICLE REGISTRATION PROCEDURES/INFORMATION

Student Parking Requirements

Student parking on school grounds is a privilege for juniors and seniors who will abide by the following terms and conditions:

1. Students must not owe any money to the school.
2. Students will park their car immediately upon arrival on campus each day and not return to their cars without permission from school officials.

3. Students will leave campus immediately if released during the school day for their destinations.

4. Students must adhere parking stickers to the lower front passenger side window.

5. Students will neither enter nor exit through the bus parking lot or the cafeteria parking lot.

6. Students will drive cautiously and obey all laws, rules and regulations pertaining to the operation and parking of motor vehicles as established by the state, county, school system and Carver High School.

7. Students will not bring onto school grounds nor keep in any vehicle while it is on school grounds any prohibited or controlled substance such as beer, wine, alcohol or drugs, nor any gun, explosive, blackjack or other weapon.

8. Students will allow school officials to open, enter and search any vehicle if they have a reasonable suspicion that any of the items described in paragraph 7 above are in their vehicles. They will allow school officials to remove such items as evidence in school disciplinary proceedings or as evidence in a criminal prosecution.

9. Students are not allowed to leave campus during their lunch period.

Automobiles will be wheel-locked and/or towed at students’ expense if they park on campus without a valid permit. Students and parents will be notified as to the towing agency and its address.

Parking Reminders

1. Only juniors and seniors with a valid parking permit may park on school campus.

2. Any freshmen or sophomores who park on campus will be booted and will have to pay a fee for removal. Vehicle could be towed.

3. There will be a limited number of parking passes at the end of first quarter for sophomore who are sixteen.

4. Buses and pedestrians always have the right of way.

5. Cars should always be locked.

6. The parking lot should be clean and kept free of litter.

7. Student vehicles should only be parked in student parking areas.

8. Parking permits are not transferable to other vehicles.

9. Students must purchase a temporary permit at a charge of $1/day if driving another car.

10. If a parking permit is lost or stolen, there will be a $5 charge for a duplicate permit. To purchase a duplicate permit, students must submit a new Student Driving and Parking Permit form, along with the permit issued at the time of initial application.

11. Carver High School is not responsible to damage to vehicles or items taken from them.

12. Permits are not transferable from the designated lot for which it was issued. Any student failing to comply will be subject to the penalties for parking violations.

13. Students are not permitted to park behind the cafeteria, auditorium or bus lot at any time.

Parking Permit Information 2017-2018

In order to purchase a parking permit, students must provide:

1. Copy of the student’s 2017-2018 class schedule,

2. Valid driver’s license,

3. Current vehicle registration,

4. WS/FCS registration/driving permit form signed by parent/guardian and student, and

5. $115.00 parking permit fee.

When all permits are sold for existing parking spaces, a list will be kept of those who need permits, which will be sold as spaces become available. Parking is first come, first served—not assigned.
Leaving Campus (WS/FCS Policy 5131.2)

Carver does not give students permission to leave campus during lunch or at any other time.

- First offense: warning—parent contact
- Second offense: driving privilege revoked for five days
- Third offense: driving privilege revoked for ten days
- Fourth offense: driving privilege revoked for thirty days
- Fifth offense: driving privilege revoked for school year

Motor Vehicles Regulations (AR5131.3)

Students and other persons who park motor vehicles on public school grounds in violation of the Parking Rules and Regulations established by the Board of Education in Policy 5131.3 and the “Rules of the Road” set forth in Part 10 of the Motor Vehicle Act of 1937, as amended, G.S. 20-138 et seg., are subject to the disciplinary actions and penalties set forth below.

Revocation of parking privileges may occur as a result of the following:

- QPA below 2.0
- Five unexcused tardies
- Truancy/Skipping
- Taking someone off-campus
- Five unexcused absences
- Four trips to ISS
- Owing fees to school
- Owing fees to campus

Penalties for Parking Violations

1. **Students parking with a permit** – any violation (subject to towing at any time)
   - *First Offense* – Loss of parking privileges/permit for 4 weeks
   - *Second Offense* – Loss of parking privileges/permit for 9 weeks
   - *Third Offense* – Termination of any future parking privileges/permit

2. **Students parking without a permit** (subject to towing at any time)
   - *First offense* – Wheel lock, subject to a $25.00 removal fee
   - *Second offense* – Wheel-lock, subject to $50.00 removal fee
   - *Third offense* – Vehicle will be towed

Towing Procedures

1. If a vehicle is towed from a school, the principal or the principal’s designee shall notify the last known registered owner of the vehicle of the following: a. A description of the vehicle;
   - b. The place where the vehicle has been towed;
   - c. The reason the vehicle was towed and the parking violation with which the owner is charged, if any;
   - d. The procedure the owner must follow to have the vehicle returned to him/her, and
   - e. The procedure the owner must follow to request a probable cause hearing on the towing. G.S. 20-222.2. This notice shall be given orally (via telephone), if feasible, and shall be followed with a written notice, unless the owner or the owner's agent waives the notice in writing.

2. If the vehicle has a North Carolina license plate or registration, the notice shall be given to the owner within 24 hours. If the vehicle is not registered in North Carolina, the notice shall be given to the owner within 72 hours.

Right to a Probable Cause Hearing

1. The owner must be informed that he/she may request, in writing, a hearing to determine if probable cause existed for the towing.
2. The request shall be filed with the magistrate located at the Hall of Justice.
3. The magistrate shall set the hearing within 72 hours of the receipt of the request. The owner and the official who authorized the towing must be notified of the date, time and place of the hearing by the magistrate.
4. The school official who authorized the towing may attend the hearing or may submit an affidavit in lieu of appearing personally.
5. The only issue at the hearing is whether or not probable cause existed; the owner is responsible for the costs of towing and storage. If the magistrate finds that probable cause did not exist, the school system must pay for towing and storage of the vehicle. Either party may appeal the magistrate’s decision.

**TEXTBOOKS**

During the school year, students are responsible for their textbooks. If the books are damaged while in students’ possession, they will be charged fees. Examples of damages include book covers being torn, water damage, unreasonable wear and tear, etc. If a book is lost, students must pay for the textbook before being issued another. Teachers will assess damages for books.

Fees for damages are as follows:

- From new condition to fair condition: Students owe ½ the original price of book
- From new condition to poor condition: Students owe 2/3 the original price of book
- From good condition to poor condition: Students owe 1/3 the original price of book
- If a book is so damaged it cannot be used, the full replacement cost must be paid, regardless of the book’s original condition.
- New – Good – Fair – Poor: is the normal cycle of book depreciation and fees will not normally be given for normal wear. However, if extra damages are seen, a minimum of $3 will be assessed (damages include torn pages, writing on pages, frayed or curled edges, etc.)
I. **Introduction**

The Winston-Salem/Forsyth County Board of Education recognizes its responsibility to provide each student an equal opportunity to receive an education and to provide an atmosphere in its schools which is conducive to learning and which protects student freedoms guaranteed by the Constitution of the United States. In order to meet these responsibilities, the Board of Education adopts this statement of policy concerning student behavior.

II. **Principles**

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

III. **Authority of School Personnel**

The principal has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her.

The teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his or her supervision. The teacher is expected to implement the student behavior management plan and any other school standards or rules. The teacher may develop other standards or rules consistent with the direction provided by the board, superintendent and school principal. Every teacher, student teacher, substitute teacher, voluntary teacher, teacher assistant or other school employee is required to report to the principal all acts of violence occurring in school, on school grounds or at any school-sponsored activity.

Teachers and other school personnel have the authority to manage or remove disruptive or dangerous students from the classroom and other locations where school-related activities are taking place. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. to correct students;
2. to quell a disturbance threatening injury to others;
3. to obtain possession of a weapon or another dangerous object on the person, or within the control, of a student;
4. for self-defense;
5. for the protection of persons or property; or
6. to maintain order on school property, in the classroom, or at a school-related activity whether on or off school property.

Except as restricted by G.S. 115C-391.1, school personnel may use appropriate seclusion and restraint techniques reasonably needed in the circumstances described above as long as such use is consistent with state law and applicable board policies and procedures.
Students must comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such personnel.

IV. **School Plan for Management of Student Behavior**

Each school must have a plan for managing student behavior that incorporates effective strategies consistent with the principles established herein. School officials are encouraged to implement research-based behavior management programs that take positive approaches to improving student behaviors in an effort to avoid repeated misbehavior and suspension. Components of the plan for management of student behavior should address:

1. the process by which student behavior will be addressed;
2. the means by which students at risk of repeated disruptive or disorderly conduct are identified, assessed and assisted;
3. positive behavioral interventions and possible consequences that will be used; and
4. parental involvement strategies that address when parents or guardians will be notified or involved in issues related to their child’s behavior.

Principals are encouraged to use a full range of disciplinary responses that do not remove a student from the classroom or school building, unless necessary to provide a safe, orderly environment that is conducive to learning.

V. **Managing Disruptive Students**

A teacher may choose to refer a disruptive student to a school-based committee if the teacher finds that the student's disruptive behavior continues to interfere with the academic achievement of that student or other students in the class, and the teacher has requested assistance from the principal two or more times. The committee shall review the matter and shall take one or more of the following actions: (i) advise the teacher on managing the student's behavior more effectively, (ii) recommend to the principal the transfer of the student to another class within the school, (iii) recommend to the principal a multidisciplinary evaluation of the student, (iv) recommend to the principal that the student be assigned to an alternative learning program, or (v) recommend to the principal that the student receive any additional services that the school or the school unit has the resources to provide for the student. If the principal does not follow the recommendation of the committee, the principal shall provide a written explanation to the committee, the teacher who referred the matter to the committee, and the applicable assistant superintendent, of any actions taken to resolve the matter and of the reason the principal did not follow the recommendation of the committee.

VI. **Corporal Punishment**

No school plan for managing student behavior, Board policy, or administrative regulation may authorize the use of corporal punishment. Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling and slapping. The Board prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No person may use corporal punishment to discipline any student. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment.

VII. **Communication of Rules**

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct (AR 5131); (2) Board Policy 5131 and any other policies related to student behavior; (3) any related administrative procedures; (4) any additional discipline-related information from the school’s student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

---

1 See N.C.G.S. 115C-397.1.
For the purpose of board policies related to student behavior, all references to “parent” include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student under Board Policy 5117, Domicile or Residence Requirements.

VIII. **Applicability**

Schools may enforce policies, administrative regulations, and school rules when student misbehavior occurs:

1. while in any school building or on any school premises before, during or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when the student is subject to the authority of school employees; and
6. at any place or time when the student’s behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

IX. **Enforcement**

The Superintendent and Assistant Superintendents for Elementary, Middle and High Schools are responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system.

The procedures set forth in the Individuals with Disabilities Act (IDEA) and its implementing regulations, Article 9 of Chapter 115C of the North Carolina General Statutes and its implementing regulations, and AR 5131.25 shall be followed when disciplining students with disabilities.

X. **Prohibited Behavior.** Every student has the right to be free from fear, harm, and violence at school, on the school bus and at school-related activities. In order to preserve this right, the Board authorizes the Superintendent to create a Code of Student Conduct that sets out specific consequences for students violating the following rules:

1. Students shall obey Board of Education policies, administrative regulations, school rules, and classroom rules.
2. Students shall comply with all lawful directions of Principals, teachers, substitute teachers, teacher assistants, bus drivers, and other school personnel who are authorized to give such directions.
3. Students shall not assault, hit, kick, punch, fight, intentionally harm or threaten to harm another person.
4. A student shall not incite or instigate a fight, assault or riot. The terms “incite” and “instigate” mean to urge or direct others by words or actions to engage in a fight, assault or riot. A student commits this offense by actively urging or directing others to take part in the prohibited behavior or by causing or instigating the prohibited behavior to occur. Students committing this offense should be disciplined in the same manner as those students actually engaging in the fight, assault or riot.
5. A student shall not aid or assist another student to violate any Board Policy, administrative regulation or local school rule. A student is guilty of this offense if he/she knowingly advises, induces, encourages, aids or assists another student to commit an offense OR shares in the purpose of the act (to commit the offense) and aids or is in a position to aid the other student when the offense is committed. A student committing this offense may be disciplined in the same manner as those students actively committing the offense.
6. A student should avoid a fight by walking away from a threatened conflict and/or reporting the other student’s threats to a teacher or other school employee. A student may, in a defensive manner, restrain the other student or block punches, kicks etc. but if the student retaliates by kicking, hitting, striking, etc. the other student, that action is considered fighting.
7. A student shall not participate in an affray. An affray is a fight between more than two people which causes a large public disturbance. Examples of an affray are fights involving multiple students in the school cafeteria or at an athletic event. A person who commits an affray may be guilty of a misdemeanor.2

8. Students shall not take the property of another person or the school without permission. Theft, larceny, robbery and extortion are forbidden. Students shall not knowingly sell stolen items at school.

9. Students shall not engage in extortion. Extortion is the act of securing money, favors, or other things of value from another person through blackmail, abuse of authority, or intimidation.

10. Students shall not intentionally vandalize, scratch, mark, or damage the property of the school or any person at the school.

11. Students shall adhere to their school’s dress code. At a minimum, the following dress or appearance is prohibited:
   a. Clothing that contains advertisements for tobacco, alcohol or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent;
   b. Halter or bare midriff tops, or bare midriffs;
   c. Spaghetti straps or tank tops;
   d. Strapless shirts or tube tops;
   e. Bare feet;
   f. Short shorts or skirts;
   g. Pants, slacks or jeans that sag below waist; and
   h. Hats, caps, bandanas, or garments which cover the student’s face or conceal the student’s identity3.
   i. Underpants or bras showing or worn as outerwear;
   j. Provocative, revealing attire that exposes cleavage; and
   k. Any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups about which students at a particular school have been notified as described in AR 5131.4.

12. Students shall not bring to, or have on school property or at any school-related activity, any weapon, or explosive of any kind, including, but not limited to any BB gun, stun gun, air rifle, air pistol, knife, dirk, dagger, slingshot, leaded cane, blackjack, metallic knuckles, razors and razor blades, destructive devices, firearms, and firecrackers, or any look-alike weapon, including but not limited to, plastic guns, water pistols, and rubber knives, or use any weapon or look-alike weapon to harm or threaten to harm another person. Students shall not bring to, or have on school property or at any school related activity any other item which may be used as a weapon, such as a saw or unaltered nail file, unless such item is being used for a school-related project or activity. (See also AR 5131.7, Reporting Prohibited Relationships with Students and Other Criminal Acts.)

13. Students shall not use an aerosol spray can, bottle or other type container as a weapon to threaten to injure, to injure, harm, harass or annoy any other person or to disrupt class or any school program or activity.

14. Students shall not start fires or ignite explosives or threaten to do so.

15. Students shall not wrongfully break and/or enter into school buildings, school buses, classrooms, storerooms, or lockers.

16. Students shall not trespass on school grounds when told not to do so by authorized school personnel. During the term of assignment to an alternative school, students are prohibited from being present on any WS/FCS campus or at any school-sponsored event other than the campus of the alternative school to which the students are assigned. During the term of a suspension or expulsion, students are prohibited from being present on any WS/FCS campus or at any school-sponsored event.

17. Students shall not engage in disorderly conduct. Disorderly conduct is defined in N.C. Gen. Stat. §14-288.4 as intentionally creating a public disturbance that disrupts, disturbs or interferes with the teaching of students at any public or private educational institution or engaging in conduct which disturbs the peace, order or discipline on a school bus, at any public or private educational institution or on the grounds adjacent thereto.

18. Students shall not possess, use, give away, attempt to sell or purchase, or be under the influence of any illegal narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, malt beverage (including beer and other malt beverages that contain less than .5 of one percent of alcohol), wine, alcoholic beverage, or any

2 N.C.G.S. § 14-33.
3 Unless the headwear is worn based on a sincerely held religious belief or practice.
other controlled substance as defined by North Carolina law. Students shall not possess, use, give away, attempt to sell or purchase a counterfeit substance such as those described in this paragraph, or an otherwise legal substance that is intended to mimic the effects of one of the substances described in this paragraph. (See policy 5131.6, Student Behavior – Drugs and Alcohol.)

19. Students shall not insert a foreign substance in the food or drink of another person with the intent of injuring or harming the other person or causing an adverse reaction including but not limited to, hallucinations, sleep, or euphoria. Students shall not knowingly bring containers of urine or any other bodily fluid or substance to school unless required for an academic or other required assignment or activity.

20. Students may not possess, display or use tobacco products at any time in any building, facility, or vehicle owned, leased, rented or chartered by the Board or a school, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the Board, or at any school-sponsored or school-related event on-campus or off-campus.

21. Students shall not possess drug or chemical paraphernalia at any time in any building, facility, or vehicle owned, leased, rented or chartered by the Board or a school, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the Board, or at any school-sponsored or school-related event on-campus or off-campus. (See policy 5131.6, Student Behavior – Drugs and Alcohol.)

22. Students shall not park motor vehicles on campus in student parking areas unless allowed by Policy 5131.3, Parking on School Grounds. Parking privileges may be revoked for violation of the Code of Student Conduct.

23. Students shall not engage in sexual or intimate conduct at school, on the school bus or school-related activities, including but not limited to: taking or attempting to take immoral or indecent liberties with another student, exposing private body parts (genitals, buttocks and/or female breasts) or engaging in consensual sexual misconduct or engaging in inappropriate public displays of affection including but not limited to, prolonged hugging or embracing, kissing, petting, and/or making out.

24. Students shall not gamble; they shall not possess and/or use playing cards unless approved by a teacher or school officials for an educational purpose.

25. Students shall not use or possess electronic devices such as MP3/4 players, portable radios, recording devices, tape/CD/DVD/MP3 players, digital cameras, laser pens, or other similar electronic equipment in school during regular school hours except as approved by a Principal or his designee. Students shall not use any type of electronic device on school property or during a school activity, whether on or off school property, for the purpose of immoral or pornographic activities, including, but not limited to, sexting. Sexting shall be defined as the sending, taking, disseminating, transferring, sharing, or receiving of obscene, pornographic, lewd, indecent, or otherwise sexually explicit messages, photographs or images on or by electronic devices.

26. Students shall not possess a portable communication device of any kind, including, but not limited to, a cellular telephone, at any school that has expressly prohibited such items.

27. If schools allow students to possess a portable communication device of any type, including but not limited to, a cellular telephone, students shall not use or display such devices during regular school hours except as approved by a Principal or his designee. “Regular school hours” means from the beginning of the student instructional day to the end of the student instructional day.

   a. If a portable communication device rings, vibrates or is otherwise used or in use during class or instruction without permission from the Principal or his designee, it may be confiscated and the student may be denied the privilege of possessing a communication device at school for up to the remainder of the school year. The confiscated device shall be returned to the student’s parent/guardian.

   b. If a school administrator has reasonable suspicion a device has been used to violate the Code of Student Conduct, the school administrator may search the device for evidence of such misconduct.

   c. By virtue of the ringing, vibration, or other evidence of use of a portable communication device during regular school hours in contravention of this Policy, the owner of the device thereby consents to the search of such portable communication device by a school administrator.

28. Students and their parent(s)/guardian(s) are solely responsible for any loss or damage to their portable radio, tape recorders, tape/CD/DVD/MP3 players, cell phone or any other similar electronic equipment in school while it is in their care, custody or control. WS/FCS accepts no responsibility for theft, loss or damage to a student’s personal electronic equipment.

---

4 A student may possess and use a prescription medication on school property as allowed by Policy 5141, Student Health Care.
29. Commercial solicitation of or by students is prohibited on school grounds or at school-sponsored events. Charitable solicitation of students is permitted subject to the provisions of Policy 1324.

30. Students shall not engage in hazing. Hazing is defined in state law as to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.

31. Students shall not engage in gang activity as described in AR 5131.4.

32. Students shall not litter or loiter on school property.

33. Students shall not make false statements to teachers and school officials or forge a signature on any papers or documents.

34. Students shall not make or publish false statements on the internet, by Fax or by any other means of communication that defame the character or reputation of a school employee or student. While students have a constitutional right to criticize school personnel or students, that right does not include making false statements accusing school personnel or students of engaging in criminal or immoral acts that are intended to injure, harass and/or harm an individual.

35. Students shall not download to or otherwise place upon a computer owned and/or maintained by the school or school system any software or computer program which enables the student and/or others to load content or programs to school system computers which would otherwise be prohibited by school system policy. Students are not to download software or programs or view content prohibited by AR 6161.1.

36. Due to the risk or injury to the student and others, students shall not ride a skateboard, roller skate or in-line skate on school property, unless approved in advance by the Principal or designee as a school sponsored program or activity.

37. Students shall not skip/leave class or school without permission.

38. Students shall not knowingly make a false report to law enforcement (i.e. a false 911 call).

39. Students shall not make a bomb threat or a false fire alarm.

40. Students shall not make terrorist threats. A student violates this rule when he or she:
   a. By any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life threatening illness or injury to another person;
   b. With intent to perpetrate a hoax, conceals, places, disseminates, or displays on educational property or at a school sponsored curricular or extracurricular activity off educational property any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person;
   c. Threatens to commit on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption;
   d. Makes a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity or causes that disruption; or
   e. Conspires to commit any of the acts described in this subsection.

37. Students shall not possess on school property or on a school activity or use counterfeit currency, unless such item is being used for a school-related project or activity.

38. Students shall not cheat. Students shall not copy another student’s answers to a test, homework or any other school work and submit it as their own work for evaluation and grading. In addition, unless permitted in advance, students shall not bring any materials in any form with them for use in answering questions on a test, such as a “cheat sheet.”

39. Students shall not plagiarize. Students shall not copy an author’s work and submit it as their own original work for evaluation and grading.
40. Students shall not use profanity, obscenity, fighting or abusive words, or otherwise engage in speech that disrupts (written, symbolic or verbal) which materially and substantially disrupts the classroom or other school activities.

41. Students shall not communicate a threat to another person. Students shall not bully, harass, or discriminate against others. Incidents of misbehavior that do not rise to the level of bullying, discriminating, threatening or harassing may still violate Policy 1170, Civility Policy. Bullying, discrimination, and harassment are defined in policy 5131.1.

Communicating threats, is defined as⁵:

a. A person without lawful authority who:
   1. willfully threatens to physically injure the person or that person’s child, sibling, spouse, or dependent or willfully threatens to damage the property of another.
   2. The threat is communicated to the other person, orally, in writing, or by any other means;
   3. The threat is made in a manner and under circumstances which would cause a reasonable person to believe that the threat is likely to be carried out; and
   4. The person threatened believes that the threat will be carried out

42. Students are prohibited from engaging in behavior (whether on or off campus) that constitutes a clear threat to the safety of other students or employees. Pursuant to AR 5131, Code of Student Conduct, such behavior may subject a student to expulsion. Behavior constituting a clear threat to the safety of others includes, but is not limited to: a. theft or attempted theft by a student from another person by using or threatening to use a weapon; b. the intentional and malicious burning of any structure or personal property, including any vehicle; c. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person; d. an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury; e. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack; f. any intentional, highly reckless or negligent act that results in the death of another person; g. confining, restraining or removing another person from one place to another, without the victim’s consent or the consent of the victim’s parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield; h. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another’s use or possession in a reckless manner so that harm is reasonably foreseeable; i. taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear; j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female; k. the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes; l. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and m. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

XI. Student Speech and Expression. Nothing herein is intended to limit a student’s right to express his or her thoughts and opinions at reasonable times and places, consistent with the protections of the First Amendment. In general, schools may place restrictions on a student’s right to free speech when the speech is obscene, abusive, promoting illegal drug use, or is reasonably expected to cause a substantial disruption to the school day. If a student believes his or her constitutional rights have been violated, he or she may file a grievance in accordance with Board Policy 5145, Student and Parent Grievance Procedure.

⁵ N.C.G.S. § 14-277.1