

Carter G. Woodson Academy

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**Scholar Handbook
2021-2022**

Our Vision:

“To educate, motivate, and activate the potential for excellence that lies within every male.”

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CARTER G. WOODSON BIOGRAPHY

Carter Godwin Woodson was born on December 19, 1875, in New Canton, Virginia, to Anna Eliza and James Woodson. The first son of nine children, the young Woodson worked as a sharecropper and a miner to help his family. He began high school in his late teens and proved to be an excellent scholar, completing a four-year course of study in less than two years.



After attending Berea College in Kentucky, Woodson worked for the U.S. government as an education superintendent in the Philippines and undertook more travels before returning to the U.S. Woodson then earned his bachelor's and master's from the University of Chicago and went on to receive a doctorate from Harvard University in 1912—becoming the second African American to earn a Ph.D. from the prestigious institution, after W.E.B. Du Bois. After finishing his education, Woodson dedicated himself to the field of African-American history, working to make sure that the subject was taught in schools and studied by scholars. For his efforts, Woodson is often

called the "Father of Black History."

In 1915, Carter G. Woodson helped found the Association for the Study of Negro Life and History (which later became the Association for the Study of Afro-American Life and History), which had the goal of placing African-American historical contributions front and center. The next year he established the *Journal of Negro History*, a scholarly publication.

Woodson also formed the African-American-owned Associated Publishers Press in 1921 and would go on to write more than a dozen books over the years, including *A Century of Negro Migration* (1918), *The History of the Negro Church* (1921), *The Negro in Our History* (1922) and *Mis-Education of the Negro* (1933). *Mis-Education*—with its focus on the Western indoctrination system and African-American self-empowerment—is a particularly noted work and has become regularly course adopted by college institutions.

In addition to his writing pursuits, Woodson also worked in a number of educational positions, serving as a principal for Washington, D.C.'s Armstrong Manual Training School before working as a college dean at Howard University and the West Virginia Collegiate Institute.

Woodson lobbied schools and organizations to participate in a special program to encourage the study of African-American history, which began in February 1926 with Negro History Week. The program was later expanded and renamed Black History Month. (Woodson had chosen February for the initial weeklong celebration to honor the birth months of abolitionist Frederick Douglass and President Abraham Lincoln.) Woodson later created the *Negro History Bulletin* in 1937 and also penned literature for elementary and secondary school scholars.

Woodson died on April 3, 1950, a respected and honored figure who received accolades for his vision. His legacy continues on, with Black History Month being a national cultural force recognized by a variety of media formats, organizations and educational institutions.

Portrait of a Fayette County Public Schools Graduate



In February 2017, the Fayette County Board of Education formally adopted its Portrait of a Graduate to answer this question: **What are the qualities we want every Fayette County Public Schools graduate to possess in order to succeed in our rapidly changing, increasingly diverse, and global society?** This vision, developed from the dreams our families told us they have for their children, sets our sights beyond test scores to focus on how we will equip our students for the future.



Academically Prepared



College and Career Ready



Civically Engaged



Culturally Competent



Equipped for the Future

CGWA “WELL” PRINCIPLES

Carter G. Woodson Academy has high expectations for all its scholars. Scholars of the Academy will be well disciplined at all times. Our discipline policy follows the Fayette County **statement of rights and responsibilities and scholar code of conduct**. Every scholar will be provided a copy of this document. Our motto is there are “*No rules, just expectations*”. Pursuant to our philosophy of high scholar expectation, scholars shall adhere to the following as our guidelines for success which are also known as our “**Well Principles**”:

Well Behaved-

follow all school expectations & district code of conduct

Well Mannered-

use manners when interacting with staff, scholars, families
& guests

Well Dressed-

be in appropriate dress code attire each day

Well Spoken-

speak fluently with confidence and composure

Well Read-

read nightly to increase vocabulary and enhance writing skills

Well-Traveled-

Participate in cultural events, field trips & trips abroad

which leads to being...

Well Prepared for college, career and life!

SCHOOL INFORMATION

ADMINISTRATORS

Jaynae Boateng Program Director
Nekesha Cozart Administrative Dean
Rosz Akins Academic Dean
Renardo Johnson Guidance Counselor
Taquay HairstonCommunity Liaison

CARTER G. WOODSON ACADEMY

This FCPS program is named for Carter G. Woodson -- a historian, author, journalist and educator who devoted his life to the research of African American people, culture, and history. The Carter G. Woodson Academy provides an advanced and rigorous curriculum that meets the new common core standards through the lens of African-American history, culture and culturally responsive teaching and learning strategies.

This traditional college preparatory program, which launched in the fall of 2012, serves at-promise males in grades 6-12 who have unlimited potential. Our goal is for all scholars to graduate academically prepared, college and career ready, civically engaged, culturally competent and equipped for the future.



MASCOT

Royals

COLORS

Purple and Grey

ACADEMY MOTTO

Raising Our Young men to Achieve and Leading them to Succeed

SCHOLAR CREED

I promise to give my very best to achieve my every goal.
To be disciplined with everything in my control.
Learning as much as I can for knowledge is the key
There is nothing I cannot do, but the first step starts with me.
I represent my family, even my community as a whole
And I refuse to let negativity keep me from my goal.
I will exceed and excel if I just have faith and believe
I am a Carter G. Woodson Royal
And there is no limit to what I can achieve!
I will arise above all prejudices
And stay positive the whole way through.
For I am a Carter G. Woodson Royal
and you can be one too!

A. SCHOOL INFORMATION

- **Website:** <https://www.fcps.net/Page/29> (<http://www.cgwacademy.fcps.net>)
- The official version of this handbook is maintained on the website. Additionally, the website contains important news items throughout the year. The website is regularly updated.
- **Twitter:** @cgwacademy
- **Facebook:** Carter G. Woodson Academy

LOCKERS

- All scholars will carry backpacks with them. Lockers will be assigned as deemed necessary by administration.

PERSONAL VALUABLES

- Scholars are strongly encouraged to leave personal valuables at home. **School personnel will NOT be responsible for stolen, lost or misplaced items** (i.e. money, electronic devices, headphones/earbuds, cell phones, tablets, chargers, etc.). All fundraiser money should be turned in to the sponsor immediately following security check.

CGWA GUM & WATER POLICY

- At CGWA and FDHS, it is our responsibility to take care of the building and all its structures, fixtures, furniture and materials. Therefore, **only water in a clear container is allowed into classes during the instructional day. No drinking or eating during hallway transitions due to safety precautions.**
- **NO GUM ALLOWED IN ANY PART OF THE BUILDING.**

B. SCHOOL SAFETY

Employability Operation System (eOS)

- Employability Operation System (eOS) is a suite of tools to support positive and negative behavior interventions. It has multiple modules for behavior tracking, a referral system, a digital token economy, digital hall pass system, and analytics. It includes portals for parents and students to login and see real time updates of student events.

OUTSIDE DOORS

- Scholars shall not open any outside door to let people into the school, even if they know them. This includes opening the door for other scholars, teachers, staff, etc. All scholars must enter and exit the building through the CGWA entrance, once school has started.

SCHOOL BUS

- Comply with "Bus Rider Rules" set by Board Policy and Division of Transportation.
- Inform the school of a change in address that will affect bus transportation.
- Obey all bus drivers and monitors without question.
- Ride the appropriate bus as determined by the Division of Transportation.
- **Failure to wear mask properly, follow bus driver/monitor directions or inappropriate behavior will result in a bus referral with appropriate consequences.**

RIDING A DIFFERENT BUS

- *If a scholar needs to ride a different bus than usual, that scholar shall turn in a note explaining the reasons and signed by a parent/guardian and the note shall include a phone number where the parent/guardian may be reached that day. The note is to be turned in to the main office before 12:00 noon on the day the alternate transportation is needed. A boarding pass can then be prepared for the scholar who can pick it up immediately after dismissal. If a scholar is going home with another scholar, a note is required from a parent/guardian of both scholars.*

VISITORS

- **All visitors will be limited to educational purposes only due to increase number of current COVID cases.** All visitors must go through the security checkpoint, sign in at the front office and receive a visitor's badge upon arrival. Visitors must present driver's license or government picture ID and will be subject to security and safety procedures

CLOSED CAMPUS POLICY

- Any scholar who leaves campus or who enters the campus of another Fayette County Public School without authorization violates the Closed Campus Policy. Scholars are expected to remain on campus once they have arrived at school. This includes scholars who arrive before the start of school on a school bus. All scholars entering the building will go through enhanced security and safety procedures which include a backpack/bag search and a metal detector/wand scan and mask wearing if not vaccinated. This applies to scholars leaving the building and re-entering for any reason. To preserve a safe environment, an adult with legal guardianship is required to sign a scholar out of school, no matter the reason for dismissal (including scholars 18 years or older). Scholars are not to leave campus until their classes are finished or a valid checkout process is completed. After checkout, scholars must leave campus and shall not return during the school day without checking in at the front office.

CGWA ON-CAMPUS PARKING POLICY

- SEE FREDERICK DOUGLASS HIGH SCHOOL HANDBOOK

MEDICATION

- Scholars shall not share or give one another medication under any circumstance. This includes over-the-counter medication such as Tylenol and cough syrup. Violation of this will result in significant disciplinary action including but not limited to suspension or expulsion.
- **If a scholar needs to take medication at school, the following conditions must met:**
 - Medication must be prescribed by medical personnel.
 - The parent must request dispensing of the medication in writing on appropriate forms.
 - Written orders of medical personnel and district required forms must be submitted to school personnel for all medications, including over-the-counter.
 - **All medications and forms shall be turned in to the front office.**
 - All medications must be in the original container.
 - All medications shall be kept secure in the front office and dispensed by our trained personnel.

- Scholars shall NOT administer their own medication and may not carry any medication with them (exceptions: emergency medication such as an asthma inhaler or epi-pen. Information must be on file with the school.)
- Under certain conditions, scholars may carry and self-administer medication but in all cases a physician's statement and the proper forms must be on file in the front office.

CONTRABAND *please refer to the Fayette County Public Schools 2021-2022 Student Code of Conduct.*

TOBACCO USE POLICY

- The use of tobacco and tobacco products is a health and safety issue. Tobacco products may not be used in any school building, on school grounds, during field trips, or during any school activity regardless of the location or time. Tobacco products, lighters, electronic cigarettes or smoking paraphernalia found at school shall be confiscated and disposed. Since tobacco and related items are contraband, the possession of tobacco products carries the same consequences as the use of tobacco products.

CONSEQUENCES

Refer to Office and Administrative Consequences in the Student Code of Conduct

C. TECHNOLOGY

- Carter G. Woodson Academy seeks to achieve a balance that allows scholars the opportunity to have reasonable access to personal electronic devices, while maintaining a strong educational focus in classrooms.

PERSONAL DEVICES – Strongly recommended to keep at home. CGWA will NOT be responsible for any personal device or articles that are damaged, lost or stolen at any time. Devices may not be used to broadcast music, record or video people.

GUIDELINES

1. During all non-instructional time, personal electronic devices MAY be used. Non-instructional time is defined as before 8:25 a.m., lunch and after 3:15 p.m. Use of such devices during these times must not result in disruption to the school environment or educational mission. Devices may not be used to broadcast music.
2. All such cell phones must be turned off and dropped into the teacher's cell phone chart as they enter the classroom. **(Please note that as long as district is under COVID restrictions, cell phones must remain in backpacks.)** Scholars in violation of this expectation will have their cells confiscated by teacher. Scholars who refuse to turn in their cell will receive school consequences as determined by the Student Code of Conduct. Scholars who have their cell out during a test or quiz are subject to receiving consequences under plagiarism.
3. Use of cell phones in conjunction with headphones/earbuds is PROHIBITED AT ANY TIME from 8:25 a.m.-3:15 p.m. without specific teacher permission. Headphones/earbuds are only allowed with teacher permission during the instructional time. Headphones/earbuds shall be put away and are NOT ALLOWED during any hallway transitions.

4. Use of any device to take pictures, movies, or create audio/video recordings is PROHIBITED AT ANY TIME without specific teacher permission. Such use may be in violation of state and federal laws and the student may be subject to additional penalties.

5. Scholars are not allowed to use their cell/headphones/earbuds for any purpose during the instructional day unless granted teacher or administration permission. **We strongly suggest that parents not contact their child directly by phone during the school day. Scholar use of personal electronic devices in these cases is still considered a violation of school rules.** In cases of emergency, the parent shall contact the school directly and the school will either deliver a message to the scholar or allow the scholar to call the parent on a school phone.

Offenses/Consequences

First Offense - Confiscation of device and returned to scholar at the end of the class period.

Second Offense - Confiscation of device and returned to scholar at the end of the instructional day.

Third Offense - Confiscation of device and parent may pick up at the end of the instructional day.

Fourth Offense - Appropriate consequences determined by an administrator as outlined in the Fayette County Public School Code of Conduct and no longer allowed to bring the device/ head phones to school.

NOTE - Failure to turn device over when requested by any staff member shall be considered "defiance" and shall result in school consequences being administered. Students are no longer allowed to bring a device to school.

D. VIOLATION OF STATE OR FEDERAL LAW

- State or federal law violation will be initially handled by school law enforcement. Administrative disciplinary action will depend upon police or court action and the severity of the violation. Punishment may range from a probationary period following consultation with parents, legal authorities, and IAKSS staff to a maximum suspension of ten days and/or a recommendation for enrollment in alternative school or expulsion.

POSSESSION OF A WEAPON/SALE OF ILLEGAL DRUGS

- Possession of a deadly weapon or dangerous instrument or sale of illegal drugs will require recommendation that the scholar involved appear before the Board of Education for an expulsion hearing and/or referral to an alternative school.

DRESS CODE POLICY

Regular Dress Attire

- Our academy uniform is required of every scholar and includes a navy blue blazer, charcoal grey dress slacks, white collared dress shirt (long or short sleeve), solid white undershirt, purple necktie specific to grade level, burgundy color penny loafers, a dark colored belt and a school issued ID and Lanyard.

NOTE: Jewelry is NOT a part of CGWA dress code. Please tuck all necklaced inside of white t-shirt for safety reasons. Earrings are NOT a part of CGWA dress code. Earrings should be small studs that are not distracting in appearance and can be removed with ease when staff deems them unsafe.

Dress Code (this is the expectation and standard of this program)

- All scholars must wear a school issued id badge on lanyard every day
- **All scholars must wear a mask while inside building except when eating/drinking**
- Navy Blazer with CGWA Crest.
- Charcoal Grey Dress Slacks (not Chinos/Khaki)
- White Button Down Dress Shirt (Long/Short Sleeve)
- Burgundy Penny Loafers
- Solid White Undershirt (no writing or pictures)
- Leather Belt (black or dark brown)
- Burgundy Loafers

High School Game Day Attire:

- **Regular Dress with FDHS Team Jersey (regardless of sport) in place of Blazer.**

Dress Code Variations-Regular

Regular Attire	Acceptable
Navy Blazer	YES
Charcoal Dress Slacks	YES
White Button-down Collared Shirt	YES
Necktie	YES (by grade level)
Dark Colored Belt	YES
Burgundy Penny Loafers	YES

Dress Code Variations-Dress Down

Dress Down Attire	Acceptable
Purple CGWA Polo	YES
White Button-down Collared Shirt/long or short sleeve	YES
Khaki Chinos	YES
Dark Colored Belt	YES
Tennis Shoes, casual shoes, boots, etc. (must be closed toe)	YES

GRADING POLICY

A. INFINITE CAMPUS

Infinite Campus is the web-based scholar records management software used throughout the state. Families can access their child's attendance records, grades, class assignments and more through the confidential Parent/Scholar Portal. Both parents and scholars can access the scholar's information. It is the responsibility of parents and scholars to check the scholar's grades at least once a week. Grades entered by teachers are posted in real-time and almost immediately available for review. Parents can review a child's grades to check for missing assignments (calculated as a zero [0] and flagged as missing) and the accuracy of attendance reporting. The Parent/Scholar Portal can be accessed by a link on the Carter G Woodson Academy home page and the district's home page. **For additional information on accessing Parent Portal, student data forms, and tutorials, please visit <http://www.fcps.net/about-fcps/general-info/infinite-campus> on the Fayette County website.**

B. GRADING SCALE

High School Grading Standards:

A	90 – 100%	Superior
B	80 – 89%	Above Average
C	70 – 79%	Average
D	60 – 69%	Below Average
F	59 – below	Failing

C. GRADE POINT AVERAGE CALCULATION

Grade Point Average, or GPA, is a measure of a scholar's overall academic success. The letter grade earned in each class is worth points that are averaged to determine a scholar's GPA. The GPA is one factor used by colleges to make decisions about accepting applicants and rewarding scholarships. A scholar's overall GPA (both weighted and unweighted) are reported on the transcript and used to determine class rank.

Grades in regular courses are worth the following points...	Grades in Advanced or Dual Credit or Advanced Placement (AP) classes are "weighted" and worth...
A = 4.0	A = 5.0
B = 3.0	B = 4.0
C = 2.0	C = 3.0
D = 1.0	D = 2.0
F = 0.0	F = 0.0

D. PLAGIARISM

Plagiarism (“passing off the ideas or words of another as one’s own”) will not be tolerated. Some examples of plagiarism are, but are not limited to: scholars copy homework assignments from one another, copy off the internet to complete an essay or paper, collaborate to share answers during a test or quiz, turn in someone else’s work from a different year or class. Plagiarism is an example of academic dishonesty. No alternative assignments or opportunities to redo will be provided to scholars caught plagiarizing.

****Consequences for plagiarism will be in accordance with the FCPS Student Code of Conduct.***

Academic Dishonesty: Scholars must learn that in order to grow academically, they will be judged on their own work. We expect scholars to honor other people’s work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Scholars must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Scholars must always be responsible for their own work and not engage in any manner of cheating. These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Scholars will also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

Deliberate Plagiarism:

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one’s own.
- Summarizing or paraphrasing someone else’s ideas without acknowledging that the work is not one’s own.
- Obtaining a term paper and handing it in as one’s own.

Accidental Plagiarism:

- Forgetting to place quotation marks around another writer’s words.
- Omitting a source citation for another’s idea because one is unaware of the need to acknowledge the idea.

Cheating:

- Obtaining a copy of tests or scoring devices.
- Copying another scholar’s answers during a test.
- Providing another scholar questions or answers to, or copies of, actual test questions.
- Having or using non-permitted materials during tests.
- Duplicating another scholar’s project or work for submission as one’s own work.
- Having someone other than the scholar prepare the scholar’s homework, paper, project, laboratory report or take-home test.
- Permitting another scholar to copy one’s own homework, paper, project, laboratory report, or take-home test. Representing as one’s own work the product of someone else’s creativity.
-

Carter G. Woodson Academy Middle School Homework & Late Work Policy

Guidelines for the Assignment of Homework and Responsibilities of Scholars, Staff, & Parents

I. Purpose:

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Carter G. Woodson Academy to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide scholars with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework assignments may be modified based on scholars' individual needs.

Homework assignments include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

I. Time:

Actual time required to complete assignments will vary with each scholar's study habits, academic skills, and selected courses. Scholars are strongly encouraged to pursue non-assigned, independent, leisure reading.

I. Late Work:

Scholars are expected to turn work in on time. Scholars who turn in late assignments will receive any of the following based upon individual teacher discretion or leadership intervention. High School will need to refer to each class syllabus for homework and late policy

- partial credit
- no credit (meaning zero points)
- missed reward activity
- communication with parent
- teacher assigned detention before or after school

Scholars who miss homework because of an absence will receive the opportunity to make up missed work. Scholars are given one calendar day for each day absent plus one extra day to turn in their work. ***It's the scholars' responsibility to get work missed due to illness or absence and turn it into the appropriate teacher(s) upon his return to school.***

Responsibilities of Staff:

- Assign relevant, challenging, and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure homework is posted electronically (CANVAS)
- Give feedback in a timely manner and/or correct homework individually or in class
- Communicate with other teachers when there are long term projects
- Continue to contact parents if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Check for homework daily (CANVAS, use scholar Log in)
- Monitor scholar's organization and daily list of assignments in their agenda, if used
- Help scholar work to find the answer, not just get it done
- Be encouraging when the scholar gets frustrated with difficult assignments
- Contact teacher & use Infinite Campus to stay well informed of the scholar's learning process

Responsibilities of Scholars:

- Write down assignments in agenda and/or refer to CANVAS
- Charge device nightly and bring device and charger to school daily
- Bring all necessary materials to school and to class everyday (pencils, paper, folders, books, device etc.)
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects scholar ability
- Produce quality work
- Make sure assignments are done according to the given instructions, completed, and turned in on time

It is our belief that scholars must be intentional in preparing themselves for classes each day. This includes completing all work and submitting on time to receive the best possible score for the assignment. Scholars are strongly encouraged to maintain an agenda/planner (paper or electronic) where all assignments, tests, quizzes, projects and papers can be recorded to help with time management and work completion.

FAILURE POLICY

Carter G. Woodson Academy has high academic expectations for all scholars. These expectations include being well read, well-spoken and well prepared. Additional academic supports will include the following:

- After School Tutoring (individual teacher schedule)
- BMW STEM Tutoring (Tuesday nights) and BMW (Saturday mornings) at First Baptist Bracktown

Middle School

- Passing a class in middle school is determined by averaging the grade of all 4 quarters and ending with a 60 percent or higher.
- Scholars who fail two core classes will automatically repeat their current grade level. If a scholar fails the same grade twice at CGWA, then he must enroll at his home middle school.
- 8th grade scholars who fail 2 classes, must repeat the same grade at CGWA.
- To participate in the 8th grade promotion ceremony, scholars must have successfully passed all core classes. If a scholar has not passed all core classes, he will not be eligible to participate in the 8th grade promotion ceremony.

High School

Scholars who fail a graduation requirement must retake the course the following year or attend summer school at Frederick Douglass High School (if offered). In order for a high school scholar to be promoted to the next grade level, he must earn the appropriate number of credits. For example, a freshman must earn six credits to be promoted to a sophomore.

REQUIREMENTS FOR PROMOTION

Freshman- Successful completion of 8th grade

Sophomore- 6 credits

Junior- 12 credits

Senior -18 credits

Graduation- 26 credits

DISCIPLINE - EXPECTATION POLICY

As a college preparatory academy, CGWA seeks to create a rigorous academic environment that prepares scholars for success throughout their future endeavors. As such, the Discipline Policy used at Carter G. Woodson Academy is focused on helping achieve the Academy's *Well Principles* in every scholar. This policy is designed to maintain a rigorous academic environment and contribute to the character education of every scholar in which all scholars are accountable for their own actions and considerate of the needs of others.

The Discipline Policy used at Carter G. Woodson Academy is a policy that encourages the modification of behavior through multiple opportunities for scholars to meet the academy's behavior expectations. The following outlines CGWA's Discipline Policy:

EMPLOYABILITY OPERATION SYSTEM (EOS)

- Employability Operation System (eOS) is a suite of tools to support positive and negative behavior interventions. It has multiple modules for behavior tracking, a referral system, a digital token economy, digital hall pass system, and analytics. It includes portals for parents and students to login and see real time updates of student events. This is our electronic referral system and is aligned with the Fayette County Public Schools Student Code of Conduct.
- The eOS will be used to track positive and negative behaviors.
- The eOS will be used to communicate with parent/guardian in the event of an Office Discipline Referral (ODR) and positive behavior recognition.

BEHAVIOR EXPECTATION

- Level 1 (1 - 2 violations)
- Level 2 (3-5 violations)
- Level 3 (6-8 violations)
- Level 4 (9 or more violations)

***Faculty and administration reserve the right to assign levels of discipline as necessary in relation to the severity of the offense and in accordance with the FCPS Student Code of Conduct.**

CLASSROOM TARDY POLICY

- A scholar shall be considered tardy to class if he is not inside the classroom at the tardy bell. All scholars are expected to be on time to every class, including when returning from lunch (except middle school, who will be escorted by staff). Scholars not in class after the tardy bell has rang shall report to the attendance office for a tardy slip. Scholars will not be permitted to enter class late unless they have a valid written tardy slip from school personnel.
- Scholars who are unaccounted for after ten (10) minutes will be considered skipping. **Skipping class is a FCPS student code of conduct violation and will be addressed accordingly.**
- Tardies will be totaled cumulatively per semester.
 - Level 1 (3 unexcused tardies)** – Parent notification (phone/email)
 - Level 2 (6 unexcused tardies)** – Lunch detention (teacher or administrator)
 - Level 3 (9 unexcused tardies)** – Before/After school detention (determined by teacher or administrator)
 - Level 4 (12 or more unexcused tardies)** – Parent conference with scholar and admin team to determine best way to help scholar to get to classes on time.

HALL PASS USE: 10-10 RULE

- Hall passes are not permitted during the first ten minutes or last ten minutes of class.
- Scholars must sign out using the EOS system to receive a hall pass to leave the classroom during instructional time.

Scholars who abuse the hall pass privilege or violate other school rules while out on a hall pass may have hall pass privileges revoked, limited or supervised

ATTENDANCE POLICY

A. ATTENDANCE EXPECTATIONS

Regular attendance and promptness to school and class are essential for success. All scholars are expected to attend school every day and be on time unless a valid excuse prevents attendance. As long as scholars remain on the roster of Carter G. Woodson Academy, scholars will be held accountable for their attendance and under Kentucky state law. Guardians may be held accountable for a child's attendance as well.

B. EXCUSED ABSENCE NOTES

CGWA is a great place to grow and exemplify character and academic success. CGWA has been consistently recognized for having the highest attendance for FCPS A5 Programs. Regular attendance to school and promptness to class are essential for scholar success. All scholars are expected to attend school every day and be on time unless a valid excuse prevents attendance according to the Kentucky state law.

Excused Absences

- Planned absences require prior approval from administration and the requests should be turned in to the front office.
- Unplanned absences require a note to be turned in to the front office within 3 days of returning to school. If a note is not received within the proper time, the absence shall be unexcused. Ideally, notes for unplanned absences will be turned in the day the scholar returns to school. Notes may be faxed directly to the front office at 859-381-3372. If a scholar is sent home for illness by the school, the scholar will be excused for the remainder of that day; however, if the scholar is absent additional days the note requirements apply (maximum of 10). If a child has a chronic illness, the parent/guardian may request additional parent notes by contacting the Director of Pupil Personnel at It's About Kids Support Services (IAKSS).
- Attendance notes for absences, tardies, early dismissals, or late arrivals must include:
 - Scholars first and last name (printed)
 - The Current Date
 - The date(s) of the absence (not just the day of the week)
 - An explanation of the reason for the absence
 - The signature of the parent/guardian or medical professional.
 - The current phone number of the parent/guardian if signed by parent/guardian.

C. PERMISSIBLE EXCUSES:

- Please see the FCPS student code of conduct (Section 4.02)

D. UNEXCUSED ABSENCES

All absences that do not fit the conditions above or for which a proper note has not been turned in shall be deemed unexcused. Scholars shall not be given make-up work missed during unexcused absences. Common reasons that result in an absence being unexcused include notes that say “personal reasons”, “going out of town”, or “personal family event.” Please specify the reason for the absence from the reasons given above. If the parent writes a note for a medical appointment, the absence will be considered unexcused until the note is received from a medical professional.

E. CHECK IN / CHECK OUT PROCEDURES

For all late arrivals and early dismissals, scholars must check with the Front Office immediately after arrival or before departure. Scholars may not leave or enter school without checking through the Front office (exception: scholars with a regularly assigned off-campus activity such as EBCE, Co-op, or Community Service.) A note must be provided to insure the check in/out is excused (see Permissible Excuses).

In all cases in which an adult is picking up a scholar, the adult MUST be on the approved list of people who can check the scholar out of school AND the adult MUST have a photo ID. Adults may be added or removed from the list of approved check in/out adults by filling out the "Household Verification Form."

All check outs will require direct communication between the school and the parent/guardian. In cases of phone conversations where the identity of the parent/guardian is in question, additional identifying information may be required. If cooperation is not shown or if the parent/guardian's identity is still questionable, the parent/guardian may be required to come to the school to sign the scholar out.

F. TARDY TO SCHOOL

All scholars who are late to school and tardy to their first class must check in with the front office. Scholars who are habitually tardy to first block despite being present on campus will be considered skipping and additional consequences will apply.

Scholars that are late to school with a valid excuse will present the note at check in with the front office. Please note that parents may only write ten tardy excuse notes due to illness during the year. To be excused, additional notes must be provided by medical personnel. Additional reasons that make a tardy excused are the same that make an absence excused (see the section on "Permissible Excuses").

G. MAKE-UP WORK

Scholars with excused absences are entitled to make-up assignments missed on that day. However, these assignments must be completed on a timely basis. Assignments that were due on the day of the absence are due on the day of the scholar's return. For assignments that were given on the day of the absences, scholars have the same number of days absent plus one in order to turn work in on time. For example, scholars who are absent on Monday only should pick up the missing work assigned that day from teachers on Tuesday and turn the work in on Wednesday. A scholar who is absent must see the teacher the next school day to obtain any make-up work, regardless of A/B rotation. Additional information can be found in the Scholar Code of Conduct. Scholars & parents can also check CANVAS for missed classroom assignments.

SERVICES

A. COUNSELING OFFICE

Establishing a relationship with your counselor is important to managing your success in high school and ultimately entry into life after high school. Parents who suspect their child will have or is having a problem in school should let the counselor know right away.

ACADEMIC SCHEDULING

Scholars are counseled through individual conferences, classroom presentations, PTSA meetings, and orientations. Course selections should be made with advice from parents and teachers. Scholars should make appropriate course selections the first time as schedules are difficult to adjust later. School policy prohibits honoring requests for specific teachers.

SCHEDULE CHANGES

Changes to a scholar's schedule are difficult and impact the school schedule as a whole. Therefore, request for schedule changes must be requested during the first six class periods of the class. Schedule changes made after the first six class periods of the class results in an "F" in the subject for the semester (unless there is a level change involved). Fayette County Board of Education Policy indicates schedules may only be changed for the following reasons: (a) A level change (b) Failure to meet prerequisites (c) Computer error. Schedules are not changed for supposed "conflicts" between a teacher and a scholar. **Scholars who have signed up for a Dual Credit course may NOT change their schedule. Staffing for these courses is highly specialized and must be planned well in advance of the school year. Scholars must give serious consideration to the requirements of college-level coursework before signing schedule cards for the coming school year.**

GRADUATION

Seniors must complete all graduation requirements by the end of the school year to participate in graduation exercises. Those who have not completed credits by that time may not participate.

PERSONAL COUNSELING

A counselor is available for scholars with personal concerns. These matters are confidential between scholar and counselor unless the situation is illegal or physically dangerous. Counselors may recommend private counseling professionals and agencies upon request. Selection of a professional is a matter of personal choice. A counselor can only give names of private counseling services and counseling agencies contracted through Fayette County Public Schools for scholar consideration.

B. SPECIAL EDUCATION

Special Education is a program that provides assistance to qualified scholars that goes beyond the services of the general education program. It means "specially designed instruction, at no cost to the parents, to meet the unique needs of the scholar with a disability including instruction in the classroom, in the home, in hospitals and institutions, as well as in other settings." The basic guidelines of special education is based in state and federal law.

If a scholar may qualify for Special Education services, there are several steps to be followed to determine whether this is actually the case. The first step is to obtain a "referral packet" from the

Special Education facilitator. A referral is written information provided by the teachers and the parents about a scholar suspected of having a disability. The second step is for the facilitator to schedule an Admissions and Release Committee (ARC) meeting that will include regular and special education teachers and any other person who can contribute helpful information. The ARC will determine if an evaluation is needed based on the information that was received in the referral. The evaluation results will determine if a scholar qualifies for special education services under Kentucky Law.

Once a scholar has qualified for services under one of the disability labels, an individualized program (IEP) for that scholar will be created by the ARC committee to meet the individual needs of the scholar. The program must include the specific SDI (specially designed instruction), modifications, long-term goals, and short-term objectives needed by that scholar to be successful within the high school setting. All children with disabilities have available a variety of educational programs and services to assist them in meeting their educational goals, as well as transitioning successfully from high school to a post-secondary setting. Questions about the special education program should be directed to the Special Education Facilitator.

COLLEGE READINESS

A. COLLEGE TESTING

Announcements are made periodically regarding these tests. Scholars should pay close attention to the announcements every day. Information (dates, costs, applications), about the following tests, are available from the scholar's counselor:

PSAT/NMSQT – this is the optional test for 10th and 11th graders. This test is used to determine National Merit Semifinalists for juniors. **ACT** – this is the required test given at school to juniors. Many scholars choose to take this test a second time on their own because of its importance, especially to in-state colleges and universities. Registration packets are available through the front office. Scholars may also register at www.act.org.

SAT I & SAT II - are optional tests for upperclassmen but are considered important especially for the more elite colleges and universities. Registration packets are available through the front office. Scholars may also register at www.collegeboard.com

B. DUAL CREDIT

CGWA is excited to offer scholars the opportunity to earn dual high school and college course credit through partnership with the Kentucky State University (KSU) Early College Program. Scholars will be enrolled, simultaneously, as CGWA scholars and KSU students. Once enrolled in a dual credit course, scholars will experience the rigor and format of an authentic college course. Scholars interested in these courses are encouraged to seek the advice of their instructors for a better understanding of the expectations of college level work. Eligibility for enrollment in the CGWA Dual Credit program is according to guidelines of the partnering university. There may be additional fees to take these classes.

C. ADVANCED PLACEMENT (AP)

AP classes give students the chance to tackle college level work while they are still in high school and earn college credit and placement. There is an approved syllabus for each class offered and the student must pass the AP exam offered at the end of each class in order to qualify for the college credit. There may be additional fees to take these classes and the exam. <https://ap.collegeboard.org/>

D. KEES MONEY

The 1998, General Assembly provided Kentucky high school scholars with the Kentucky Educational Excellence Scholarship (KEES). KEES is funded by Kentucky Lottery proceeds. Scholars with an unweighted GPA of 2.5 or higher can earn scholarships for college or technical school (with the exception of AP classes which are weighted for GPA calculation). The better a scholar does in high school, the more money he or she will earn toward scholarships. Scholars do not have to apply for a KEES award. It is sent automatically to the college the scholar is attending and will reduce the scholar's tuition bill.

For each and every year of high school that a scholar earns an unweighted GPA of 2.5 or higher, the scholar will "bank" a certain amount of money to be used for tuition at any Kentucky college or post-secondary training program or qualifying out-of-state program. A scholar's Base Award is determined by GPA, but additional money can be earned with good scores on the ACT and AP exams (for scholars on free/reduced lunch). Awards are granted for any four years within five years of a scholar's graduation.

To facilitate receipt of KEES funds, it is suggested that each scholar submits a copy of his social security card prior to his freshman year.

For up to date information, visit <https://www.kheaa.com/website/kheaa/kees?main=1>

E. COLLEGIATE ELIGIBILITY FOR ATHLETICS

- <http://www.ncaapublications.com/productdownloads/EB17.pdf>

“WHEN YOU CONTROL A MAN’S THINKING YOU DO NOT HAVE TO WORRY ABOUT HIS ACTIONS. YOU DO NOT HAVE TO TELL HIM NOT TO STAND HERE OR GO YONDER. HE WILL FIND HIS ‘PROPER PLACE’ AND WILL STAY IN IT. YOU DO NOT NEED TO SEND HIM TO THE BACK DOOR. HE WILL GO WITHOUT BEING TOLD. IN FACT, IF THERE IS NO BACK DOOR, HE WILL CUT ONE FOR HIS SPECIAL BENEFIT. HIS EDUCATION MAKES IT NECESSARY.”

--Dr. Carter G. Woodson