



**WAYNE PREPARATORY ACADEMY
--CREATING A LEGACY OF LEADERSHIP AND LEARNING--**

**Scholar-Parent Handbook
2021-2022**

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Dear Wayne Preparatory Scholars and Families,

On behalf of the entire Wayne Prep Staff, we welcome you to the 2021-2022 school year. We all belong to one academy and we are all working diligently in order to ascertain higher education is a reality for our scholars. At all three academies, we strive to provide a safe learning environment for all scholars. Expectations are high for our staff, families, and scholars. In order to effectively meet our high expectations we expect you to take an active role in your child's education by reading and following the requirements of this Scholar and Parent Handbook.

This Handbook is designed to adhere to state and federal law, as well as our board's policies. Please be aware that Handbook and policy adoption or amendment/revision may occur throughout the year. Changes in policy and procedure or this Handbooks's provisions will be made to parents and scholars online, through newsletters and through other forms of communications.

We are all part of something that is bigger than ourselves. In order to reach our full potential, it is important that we communicate and work with each other in order to hold ourselves to the highest expectations. Remember that if you want more, do more, and that there are no shortcuts and no excuses to being your best self.

Let's make it happen!

Best,

**John Twitty
Executive Director**

MISSION & PRINCIPLES

Mission:

The mission of Wayne Preparatory Academy is to Create a Legacy of Leadership that Embraces, Enriches, and Engages Children’s Strengths, One Child at a Time.

This will be accomplished by our scholars learning the 7 Habits of Highly Effective People, creating lessons to empower scholars with the character traits, academic skills, social experiences, becoming leaders, and love of learning necessary for them to shape their own destinies, attend and graduate from the college of their choice, and become world-changing problem solvers.

In other words, our mission is to help our scholars:

1. Become leaders in the community.
2. Attend and graduate from the college of their choice, and
3. Change the world.

ORGANIZATION PROFILE

Wayne Preparatory Academy is a tuition-free public charter school in Goldsboro, NC. We are open to all scholars; race, income, and prior academic success are not considered or asked about when enrolling at Wayne Prep. Our school opened in the Summer of 2014 serving grades K- 4. and is adding a new grade level with each new academic year. Today, the school comprises grades K – 11 across three academies. We are excited to begin our eighth year at WPA with a dedicated faculty, devoted Board of Directors, and enthusiastic families. The campus layout is designed to facilitate long-term growth of the school and the vision of ultimately serving Kindergarten through 12th grade.

At Wayne Prep, the academic expectations are exceeded only by our expectations for scholar behavior and decision making. Instruction matters greatly, but it is only truly maximized when scholars feel an empowered sense of purpose and desire to learn. This kind of value of, and curiosity for, knowledge must be developed within an atmosphere of safety, order, and respect. We foster an environment focused on learning by explicitly teaching and constantly reinforcing listening skills. The dress code is designed to eliminate distractions and clearly emphasize our educational purpose. Most importantly, we build a collective identity amongst each class and between all scholars to build positive peer pressure and individual leadership. The value of such a safe and supportive environment cannot be overstated.

Wayne Prep also embraces the reality that scholar success relies on strong relationships with parents and community members. Schools are often roped off from the resources that reside in the community and in the home, creating miscommunication and counterproductive conflicts. The Wayne Prep experience begins with an enrollment meeting, which establishes honest dialogue about the school’s expectations for scholars, parents, and teachers. The Commitment to Excellence provides a clear set of responsibilities for each party, improving future communication and enabling greater cooperation.

This home-school contact is maintained as the school sends home regular communications to families to inform them about their children’s education. Wayne Prep also seeks to bring families and communities into

the school through structured social gatherings, learning opportunities, and resources that directly benefit them.

GENERAL INFORMATION

Location:

Elementary School Address:

Wayne Preparatory Academy
600 Tommy's Road
Goldsboro, North Carolina 27530

Middle School Address:

Wayne Preparatory Academy
1404B Patetown Road
Goldsboro, North Carolina 27530

High School Address:

Wayne Preparatory Academy (Temporarily housed at Adamsville Baptist Church)
1404B Patetown Road
Goldsboro, North Carolina 27530

Contact:

Main Office: 919.734.8085

Email: info@wpanc.org

Website: www.wpanc.net

FAX: 919.734.8086

WPA Hours of Operation

Monday-Friday

7:35a-8:00a Drop-off

8:05a-3:00p Instruction

3:00p-3:45p Pick-up

High School

7:30a-2:45

WPA Ready Groups Hours of Operation

Before School:

6:30a-7:30a Drop-off

After School:

3:30p-6:00p Pick-up

The Board of Directors

The Board is directly responsible for providing facilities and equipment, adopting curriculum, handling personnel matters, budgeting, setting the school calendar and school hours, managing admissions, and assuring compliance with applicable laws including the charter school statutes. The Board also adopts various policies to facilitate the implementation of WPA's educational mission.

WPA is a North Carolina nonprofit corporation and, as such, ultimate responsibility for the overall operation of the school rests with its Board of Directors. WPA has no shareholders or owners, and Board members serve strictly as volunteers.

Consistent with its mission, the Board strives to achieve site-based management of WPA, encouraging input from administrators, faculty, parents, and scholars. With Board oversight, day-to-day operations are generally carried out by the Executive Director, faculty, and other administrative personnel. Ultimately, subject to Board approval, many operational aspects have been delegated to these individuals as well as various committees.

WPA's Board of Directors for 2021-2022

Mrs. Amanda Wells, Chairman of the Board

awells@wpanc.org

Mrs. Lou Rose, Vice Chair

lrose@wpanc.org

Mr. Charles Gaylor, Secretary

cgaylor@wpanc.org

Mr. Scott Mackey, Treasurer

smackey@wpanc.org

Mr. Tommy King, Board Member

tking@wpanc.org

To contact the Board as a group

wpaboard@wpanc.org

Board Meetings

Board meetings will be held on the third Tuesday of each month at WPA. Meeting dates and times are posted on the WPA's website. Additional meetings may be scheduled and notification of all meetings will be provided on the website.

Contacting the Board

Should you wish to be added to the agenda of the Board meeting, submit a written request to the Board Chair's email or general Board email. The topic, scope or question to be addressed should be included in the email. Such a request should be submitted by the Saturday before the scheduled Board meeting. Confirmation of placement on the agenda will be provided.

School Calendar

The school calendar is included in the handbook (Appendix A). Parents are asked to review the calendar carefully and to make plans for their children to be in attendance at the scheduled times. Workdays have been strategically established to coincide with progress reporting periods and end of grading periods. Holidays have been set with consideration for the schedule of the local community as well as for those parents who may have children in upper grades at other schools.

Back to School Nights

Before the start of school in August, each of the three schools will hold Back to School Night events to disseminate important information for the school year. These events are highly encouraged for all Wayne Prep families.

Parent Nights:

At Wayne Prep, we have parent events per grade level. These are events that all parents/guardians should attend. If you cannot attend, reach out to the teacher and information can be passed along.

Monthly Newsletters

Each month, each of the schools sends home a newsletter with important notices, dates, and information for scholars and families. Monthly newsletters are sent home on Tuesday's, or on the next school day of that week in the event that school is not in session on a Tuesday. Newsletters will also be published online.

Bell Schedule

Monday-Friday the school day at WPA is from 8:05a-3:00p. Scholars must be picked up by 3:45p unless they participate in the After School Program.

WPA will open its doors each morning at 7:35a for scholars and parents. No one is allowed to enter the Learning Cottages before 7:35a. Scholars are to use the main staircase to enter their grade level cottage. Due to Covid-19 Parents will not be allowed to walk their scholar(s) to their classroom. Parents are to engage in the "**Drop and Wave**" program by dropping off their scholar(s) using the driveline. Drop-off is not an appropriate time for parents to engage teachers in an unscheduled parent-teacher conference. Should a parent wish to schedule a parent-teacher conference please contact the teacher accordingly. Should a parent wish to schedule an observation please contact the Dean of Academics.

A scholar is considered tardy if they arrive at the school after 8:05a and must be signed in by a parent. Scholars must have a tardy slip to enter the classroom. Please refer to the Attendance Policy for more information.

Parent / Teacher Conferences:

Both parent/guardian and child must attend conferences to meet with teachers to go over a scholar's report card. Additionally, there will be conferences and parent meetings that parents will be requested to attend in order to discuss upcoming events, changes, updates, or concerns.

Wayne Prep welcomes the opportunity to meet with parents and guardians to engage in productive collaboration on the education of your scholar(s). So that we can work together to achieve this goal, parents and guardians must provide three business days' notice to the School if they plan to bring any additional individuals to a meeting, including IEP, 504 or any other meeting. Such notice is required for any individuals who are not parents or guardians, including an attorney, advocate, specialist or therapist or anyone other than a sibling or translator. This will allow the meeting to be productive and ensure that the School can properly accommodate all attendees. If notice is not provided, the School will likely decide to postpone or reschedule the meeting. Please contact the teacher or grade level chair with whom you are scheduling the meeting to provide notice and ask any questions related to the meeting.

Inclement Weather Procedures

WPA follows most of the Wayne County Public Schools decisions for delays and closures during inclement weather. WPA will use a multi-media approach to keep parents informed about inclement weather. Information will be posted on the Main Website, Facebook, and through the Mass Alert System (Remind). Make-up days will be at the discretion of the Executive Director and approved by the Board.

- Directions on how to sign up for the Mass Alert System can be found in Appendix B.

Notification of Information & Emergencies

Please note that it is the parent's responsibility to sign up for the WPA Mass Alert system.

- Additional activation information for the Mass Alert System can be found in Appendix B.

Inclement Weather / School Closings:

If Wayne County Schools close due to inclement weather, Wayne Prep may or may not close. You can check our school Facebook page, school website, or WRAL or by watching them on television or checking their websites for the announcement of the closing or delay of Wayne Preparatory, or for early release announcements. WPA will use a multimedia approach to keep parents informed about general school events, special events, inclement weather, and emergency notifications. Information will be posted on

- WPA Website: www.wpanc.net
- WPA Facebook Page: <https://www.facebook.com/wpanccharter>
- WPA Mass Alert: www.remind.com/join [class code: wpaparents]

Dress Code

WPA scholars should be neat and clean in appearance. This is a reflection of our culture of leadership and is an indication that scholars understand and adhere to Habit 2: Begin with the End in Mind. WPA believes that the manner by which scholars dress has the potential to avoid unnecessary distractions in the academic environment and reflect a positive attitude in academic and societal pursuits. WPA has a set of general standards that all scholars will adhere to. While on campus or at school events WPA scholars will **not**:

1. Wear clothing that is dirty, ripped, torn, bleach spotted, or see-through
2. Have undergarments visible at any time.
3. Wear clothing that is not size appropriate (excessively large or baggy or unduly tight/form fitting)
4. Wear clothing that promotes gang affiliation, alcoholic beverages, tobacco, the use of controlled substances, depicts violence, has obscene designs or language, or is of a sexual or disruptive nature.
5. Have jewelry affixed to his/her tongue, lips, cheek, or eyebrow.
6. Wear shorts, skirts, dresses, or other clothing more than three inches above the top of the knee, including when leggings or tights are worn.

Specific standards of dress at WPA and school events include:

Shirts:

- Collared button-down shirts and polo style shirts are required and must be buttoned within 2 buttons to the top
- Crew-neck t-shirts are not allowed (WPA T-shirts on Friday)
- All tops must have long, short, or cap sleeves – sleeveless knit style shirts may be worn if they cover the shoulder [sport type tank tops are not permitted]
- Shirts cannot be see-through, backless, side-less, or worn off the shoulder

- Shirts, though recommended to be tucked in, can be untucked as long as the shirt does not extend below the lower hip.
- When scholar's arms are raised overhead, the shirt must cover both the front and rear of the pant or skirt waistband
- Abdomen, chest, and back must be covered at all times
- Scholars may wear WPA T-shirts on Friday
- Any display of cleavage is unacceptable

Pants:

- Slacks, shorts, capri pants, jeans skirts, jeans, skorts, jumpers or polo style dresses in any solid color are required (cargo style shorts/slacks are acceptable). All clothing must adhere to the General Standards
- Back pockets must be at hip level
- Pants should not drag on the floor
- Leggings may be worn as long the top/tunic meets the fingertip rule and must be solid in color
- Not Permitted:
 - Wind pants, sweat pants, or sport style or basketball style shorts are not to be worn as regular school attire (Exceptions allowed for Middle/High school during Physical Education or Special Events)
 - Leather pants or tight knit pants
 - Pajamas
 - Ripped Jeans

Skirts, Dress hems, and Shorts:

- Skirts and dress hems should reach the top of the knees
- Shorts should be no higher than three inches above the knee
- Leggings or tights may only be worn under skirts in alignment with the skirt rule
- Leggings are not to be worn as pants
- No fishnet/mesh material

Shoes:

- Most shoes are acceptable as long as they are regular streetwear with no more than 1 ½ inch heels
- Open-toed sandals or dress boots are acceptable
- Shoes must be properly buckled or tied where applicable
- Appropriate shoes are required for Physical Education and recess
- Crocs are permitted

Not Permitted:

- Flip-flops (shower shoes), cleats, or shoes with built-in rollers
- Bedroom slippers

Picture Day: Scholars may wear other appropriate attire as long as such attire meets all general dress code requirements.

Coats and hats:

- No hats, headgear of any type, hoods (hats, hoods, kerchiefs, curlers, sweatbands, etc.) or sunglasses are to be worn inside the building;
- Hoodies are acceptable, **but the hood may not be worn in the building.**
- Sweaters and vests are acceptable.

Hair:

- Hair is to be neat and well groomed
- No rollers, combs, or picks to be worn in a scholar's hair

Piercing, Jewelry, and Tattoos:

- Body piercing must be limited to the earlobes with no more than 2 sets of earrings
- No spiked collars are to be worn.
- No tattoos are to be visible

If the scholar's dress is such that it constitutes a threat to health or safety or otherwise creates a disruption in the school environment in the considered discretion of the Executive Director, the Executive Director or designee may require the scholar and the scholar's parents or guardians to take appropriate action to remedy the situation. If repeat violations occur, the scholar and scholar's parents will be called before the Board.

Remember in choosing dress, as well as in behavior, there is prudence in following this one rule: Don't do anything that would embarrass you, your family, your value system, or your school.

Lost and Found

Items that are found will be turned in to the office. Scholars may search the lost and found for items they are missing before and after school or with a note from the classroom teacher during the school day. Lost and Found that is not claimed will be donated twice per year. Once in December prior to Christmas break and again in June after the final day of the school year.

Lunch and Snack Information

WPA provides "nut-free" zones for scholars who have nut allergies.

Lunch at WPA will be eaten in the classrooms. There is no cafeteria, and therefore no heating or cooling units accessible to scholars that bring their healthy lunch from home. While the staff may have access to small refrigerators and microwaves in the building, these are not meant to support our scholar population.

A Catered Lunch Service will be available for purchase. Menus will be made available in advance, and parents may place an order for their children online using [Payforit.net](https://www.payforit.net). Information on how to register for [Payforit.net](https://www.payforit.net) is located on the website. If you wish for your scholar to receive a catered lunch, it must be ordered by 9:00 PM Sunday evening for the upcoming week.

In the event a scholar forgets to bring their lunch and the parents/guardian of the scholar is not able to **bring in a lunch**, lunch will be provided to the scholar through the Catered lunch program and the parents/guardian will be billed accordingly.

If a lunch has been pre-ordered and the scholar will be arriving at school after 9:00 due to Doctors appointments, etc., please notify the scholars teachers to assure the scholar will receive a lunch.

Scholars who are eligible for Free and/or Reduced Lunch will receive a meal through the Catered Lunch Service, but all parents are to register **and pre-order lunches through Payforit.net**

Lunch Credits

- Lunch credits will be issued on pre-ordered lunches if school is not in session

If a lunch has been pre-ordered and the scholar does not attend school due to sickness, family emergency, etc. and the school has not been notified by 8:30 AM the morning of, the parent will be responsible for payment of that lunch.

Parents should make known any other food allergies which their children may have and should work closely with the teacher and school staff to ensure appropriate options are available so that needs are met.

10-minute Healthy Snack Break

Scholars in all grade levels will also have an opportunity for a 10-minute healthy snack break during the day. A snack by definition is a small amount of food eaten between meals. Teachers will monitor scholars during the healthy snack break to help ensure that only snack-type foods are eaten to help prevent scholars from accidentally eating part of their lunches. Parents are responsible for packing a healthy snack for their scholar if they choose to partake in the healthy snack break. Packing the healthy snack in packaging other than the scholar's lunch box/bag will prevent confusion for the teachers and the scholars. Below are examples of snacks from the Center for Science in the Public Interest:

- Fruits
 - Fresh fruit
 - Fruit cup
 - Canned fruit
 - Dried fruit
- Vegetables
 - Fresh vegetables
 - Cucumber slices
 - Carrot sticks
 - Celery sticks
- Healthy Grains
 - Tortilla chips, dry breakfast cereals, crackers, rice cakes, popcorn, granola bars, pretzels
- Beverages
 - Water
 - Seltzer

Birthday Parties & Special Events

Please note that for health and safety reasons WPA does not permit homemade or unpackaged foods to be distributed to scholars. Food that is designated for Birthday parties and special events has to be packaged in their original packaging.

Requirements for School Entry

Requirements by scholar age and grade are listed on the website.

Physical Exam/Health Assessments:

In Compliance with North Carolina law, all scholars entering Pre-Kindergarten and Kindergarten must present a health assessment (physical exam report) *by the first day of school entry*. The assessment must have been completed within 12 months before the first day of school entry.

Immunizations:

In compliance with North Carolina law, parents/guardians must present certification of immunizations by the first day of school entry. If documentation is not presented, parents/guardians have 30 calendar days to provide documentation or the scholar shall be excluded from school until proof is presented.

Prescription Medication

An Authorization For Medication To Be Given During School Hours form from the doctor must be on file in the Front office. A prescription container bearing the name of the scholar, the prescription number, the pharmacy

telephone number, doctor's name, date, administering instructions and other pertinent data is needed. This should be on a prescription label secured to the container, and the only medicine placed therein would be that which was brought to the school by the parent with the administering request. A statement must be on file in the Front office by the parent to the effect that Wayne Preparatory Academy and Wayne Preparatory Academy School Board will not be liable. The scholar is to report to the school office or other designated location at the proper time for administration of the medicine. Scholars requiring emergency medication and regularly administered medications, including asthma inhalers and emergency injections, will have access to their medicines while on field trips and while participating in other school sponsored activities. These scholars must also have authorization in writing. **Forms and Medication procedures will be at the front desk of the Elementary, Middle and High school.**

Health Information:

Illness During School Hours:

If a child is sick in the morning, the school expects him/her to stay home for the day and remain home until symptom free for a full 24 hours without the aid of medication.

Please be on the lookout for information regarding covid as this information changes.

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. Please be sure that the school has up-to-date contact and health information. Please notify the front office if your child is in need of any medication or special care during the time they are at the school.

Medical Care:

The school will contact parents or a designated relative or family friend if a scholar becomes ill or suffers an injury. Parents should ensure that all emergency telephone numbers on the child's enrollment information are accurate.

Please be advised: School staff members are not allowed to give out any medication (prescription or over-the-counter) without a doctor's written consent and pharmacy label. In addition, scholars are not permitted to carry or self-administer over-the-counter or prescription medication without parent or guardian permission and a doctor's written order.

Required Immunizations:

Parents must provide updated records of their child's immunizations prior to the scholar beginning instruction. Any scholar without the required immunizations, according to North Carolina state law, will not be permitted to begin school until records are provided. All scholars entering Kindergarten and 7th grade are required by law to have certain immunizations. The immunization requirements for children entering Kindergarten and 7th grade can be found on the NC Immunization Branch website: <http://immunize.nc.gov/schools/k-12.htm>.

ACADEMIC POLICIES

Curriculum Overview:

The curriculum is driven by clear performance standards for what scholars should know and be able to do. For each grade level, standards are based on national and state curriculum frameworks known as Common Core. Teachers will use regular assessments to measure how well scholars are mastering the standards.

We use knowledge about scholar skills to shape whole class instruction, small group work, and

one-on-one tutoring within the classroom. Using individual scholar data, instruction can be targeted to better meet individual scholar needs. Teachers do not simply work to get through a textbook; rather, they assess scholar skills and needs in order to target instruction appropriately.

Teachers will give scholars and parents/guardians ongoing feedback about scholar performance. Teachers will often send work home for parents/guardians to see, and teachers will contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. Parents/guardians will get informal feedback about scholar performance throughout the year.

Curriculum, Instruction, and Assessment

All teachers at WPA will follow the North Carolina Common Core State Standards which can be viewed through the N.C. Department of Public Instruction website at www.ncpublicschools.org. Our teachers take every opportunity to enrich the daily learning experience for the scholars.

The school will follow the iReady, iXL and Commonlit Curriculum for grades K – 11. This program provides a content rich, sequential plan for ensuring that scholars receive content as well as skill instruction in reading, language arts, history, geography, mathematics, science, and fine arts.

Universal Screeners

WPA's commitment to a Response to Intervention model includes the use of Universal Screeners. Universal Screening is conducted three times per year (Fall, Winter, Spring) to help identify a scholar's instructional level, set and measure academic achievement, and predict scholars who may be at risk for poor learning outcomes. Universal screening assessments are typically brief and conducted with all scholars at a grade level. Universal screening data is also used to validate the identification and use of evidence-based tools at WPA.

Testing Schedule

WPA adheres to three primary forms of testing. Universal Screening, Formative Assessment, and State Testing.

Universal Screening:

- iReady, NC Check-Ins
 - o Fall: September
 - o Winter: January
 - o Spring: May

State Testing:

- 3RD GRADE
 - o BOG
 - o EOG Reading
 - o Read to Achieve
 - o EOG Math
- 4TH GRADE
 - o EOG Reading
- o EOG Math
- 5TH GRADE
 - o EOG Reading
 - o EOG Math
 - o EOG Science

- 6TH GRADE
 - EOG Reading
 - EOG Math
- 7TH GRADE
 - EOG Reading
 - EOG Math
- 8TH GRADE
 - EOG Reading
- EOG Math
- EOG Science
- 9TH GRADE
 - HIGH SCHOOL EXAMS
- 10TH GRADE
 - HIGH SCHOOL EXAMS
- 11TH GRADE
 - HIGH SCHOOL EXAMS

Formative Assessments:

- Formative Assessments are “in-process” evaluations of scholar comprehension, learning needs and academic progress during a lesson, unit, or course. Formative assessments help teachers identify scholar instructional mastery for acceleration or the need for remediation.

Multi-Level Prevention System - Tiered Levels of Instruction

The multi-level prevention system, also referred to as multi-tiered system of support, includes three levels of instructional intensity. The primary level (Tier 1) includes high quality core instruction and includes scholars identified as working on and above grade level. The secondary level (Tier 2) includes evidence-based intervention(s) of moderate intensity and may include additional intervention time as needed. Scholars receiving Tier 2 interventions are often identified as being on or slightly below grade level. The tertiary prevention level (Tier 3) includes individualized intervention(s) of increased intensity for scholars who show minimal response to the secondary level of intervention and include scholars as identified as working below grade level.

Grading Scale

WPA will operate on the following grading scale as it pertains to homework, projects, quiz, test, and classroom participation.

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

Progress Reports and Report Cards

Parents can log in to powerschool with their scholars information to view scholars' grades at any time. Scholars will be issued progress reports and report cards four times a year. Progress reports will be issued at the midpoint of each grading period. Their purpose is to update parents and scholars on the scholar's progress through the grading period. Report cards will be issued at the end of each grading period, providing a summation of the scholar's work for that grading period. Please refer to the school calendar for specific dates.

Homework/Special Projects

Kindergarten – 5th grade scholars will use school-home take home folders and agendas. Middle/High School will be issued WPA agendas. Take home folders and agendas will be a prime source of communication between the school and home and include information regarding homework assignments, projects, quizzes, and tests.

WPA subscribes to homework as reinforcement of skill mastery. The primary focus for homework is twofold: (1.) provide scholars additional practice on skills being taught in the classroom, (2.) provide parents an

indication of what scholars are working on in a specific course. Homework should not take more than 20 minutes per subject on a given day.

Special Projects provide an opportunity for scholars to manipulate and apply their academic learning across a multitude of platforms. Special Projects reinforce learning and encourage critical thinking. At WPA all Special Projects contain a grading rubric and instructions for scholars and parents. If there is ever a question or concern regarding a special project, begin by contacting the assignment teacher and/or grade level lead. WPA scholars may have homework every night. Practice is an important part of the curriculum and no scholar is excused from any assignment without the permission of his or her teacher prior to the due date. If a scholar discovers that he/she will be unable to complete an assignment, he/she must contact the teacher by email no later than the night before it is due. When a scholar is absent from school, the parent or guardian must contact the scholar's teacher to request homework for that scholar. Homework will be available for pick-up Mon. – Thurs., from 2:00pm to 3:00pm, and on Fridays from 1:30pm to 2:00pm.

Make-Up Work

Scholars are responsible for all work missed when absent from school. Immediately upon returning to school a scholar must make arrangements with each of their teachers to make up all missed assignments and tests within the next five (5) school days. If there are extenuating circumstances, the makeup time may be extended by the administration. Work not made up by the end of the grading period (within prescribed limits) will result in a grade of "I" (Incomplete) for that grading period. All incomplete must be removed by the first five days of the following grading period or the incomplete(s) will revert to a failing grade.

- Scholars are expected to do their work alone unless directed otherwise by the teacher.
- A scholar who is absent due to out-of-school suspension or other disciplinary action may make up daily work missed during the absences. He/she may also take any tests or exams while under suspension upon returning to school.
- Makeup work may be specific material missed by the scholar or it may be of a reinforcement or enrichment nature.
- No academic penalty shall be given to a scholar for absences. A scholar may not be given a failing grade or "zeros" for days missed -- only on assignments that are missed and have not been "made-up." No additional make-up work will be provided to the scholar until the initial make-up work has been completed and turned in.

All missed work must be completed. It is the scholar's responsibility to consult with each of his or her teachers to make sure he/she is aware of all assignments. The time generally allowed to complete this work will be the number of days the scholar was absent. For example, if a scholar was absent for one day, then he or she will have one day to make up for any missed work. Scholars are permitted to or email their teachers in order to receive extra support.

Course Syllabi

WPA will provide course syllabi for both our Reading and Math programs in the form of Newsletters for Kindergarten-5th grade. Sixth - Eleventh grade course syllabi will be generated by the teachers of each individual course and be sent home during introductory course work.

Cheating/Plagiarism:

At WPA, scholars are instilled with the values of responsibility and integrity, because these values will shape the mindsets that all scholars need to be successful in college and in life beyond. Scholars should show responsibility by owning their own actions and being accountable for their choices, knowing that if they do the right thing, good things will happen. Scholars demonstrate integrity when they make the right choices in any

and all situations, no matter who is aware of their choices, because they know it is important to be a good person.

Cheating is a serious offense. If a scholar copies another scholar's work or if a scholar gives another scholar his/her work, it is considered cheating. Plagiarism involves the stealing of someone else's ideas or words as one's own, or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's own, original work.

The first time cheating or plagiarism occurs, the teacher will notify parents/guardians and the Dean, and the scholar will receive a stern warning (Middle/High School scholars only) a grade of zero on the assignment. If a scholar cheats or plagiarizes a second time, the teacher will additionally require a conference with the scholar, parent/guardian, and the Dean of Scholars. Cheating and plagiarism are grounds for suspension and/or exclusion at the discretion of the Executive Director.

Shared Custody Situations:

In the matters of shared parental custody for a scholar, the School may request a legal document from the parents to verify which party has jurisdiction and decision rights. The school will first adhere to enrollment paperwork, including the authorized pick-up information, in the event that nothing else is on file. Until new information is presented, schools must adhere to this policy.

Authorized Pick-up Policy:

The school reserves the right to prohibit a child from being released to anyone who is not on that scholar's registered pick up authorization form for safety reasons. Parents may, at any time, request a change to their pick-up authorization form by visiting the front office, or by sending a revised form to school with their child. In addition, parents may have other individuals pick up their child if an email is sent, by the parent / guardian to the front office staff by 8 A.M. on the day of the requested pick-up. This note should clearly document the relationship between the authorized individual and the child, grade level and assigned teacher need to be included it should also state how they are being picked up (such as whether by car or local daycare).

Attendance and Tardiness:

In order to complete a rigorous curriculum, it is imperative that scholars are in school. Scholars with excessive absences run the risk of not passing classes and being considered truant.

Wayne Preparatory Academy runs from August through June. Attendance during this time is a required part of the instructional program. It is mandatory for all scholars. Parents should be fully aware when they enroll their child that they are committing to the entire program for all the years that their child is a scholar at Wayne Prep. Any absences for vacation purposes may not be considered excused. They will be considered part of the child's attendance record and, if excessive, may place a child in danger of retention.

Upon the scholar's return to school, whether it is the next day or on some day after, the scholar is expected to bring a signed note from his or her parent or guardian or the doctor's office. The administration will then evaluate the reason and decide whether or not the absence is excusable. Scholar attendance will be tracked.

Tardies

Scholars who arrive at school later than 8:05 AM are marked as being “tardy.” Arriving late for class and/or leaving early prevents the maximum amount of instruction to take place, not only for the particular scholar, but also for other scholars in the class. Scholars that are habitually tardy or excused early from school will be subject to formal notification from the school. If the behavior is not corrected parents/guardians may be subject to report to the Board of Directors. Three (3) unexcused tardies equal one unexcused absence.

***Note - Scholars arriving late must be accompanied in the building and be signed in by parent or guardian.**

Absence Policy:

Absences that are accompanied by a note from a representative of the court system or a doctor will be considered “excused.” If an absence is not related to a medical or legal issue, families may still submit a note to have the absence excused. On receiving the note, the Data Manager will have the right to “excuse” the absence at their discretion.

Examples of absences that may be “excused” when accompanied by a parent’s note include, but are not limited to, the following:

- When a scholar is practicing a religious observance;
- When a scholar is attending a graduation ceremony for a family member; or
- When a scholar has experienced a death in the family.

If a scholar has an excused absence for any reason other than for an educational experience that has been pre-approved by the Principal, then he or she becomes ineligible for earning perfect attendance.

Early Pick-ups:

In the event that a parent must pick up a scholar early from school, the scholar must be picked up at least 30 minutes prior to the start of dismissal for that school. Scholars will no longer be released within 30 minutes of dismissal, as this interferes with the dismissal process and scholar safety.

Late Pick-ups

Once the school day has ended, it is important that all WPA scholars who are not otherwise participating in sports or other after-school activities be picked up during the allotted dismissal times for their school. The school will additionally adhere to the following escalation sequence:

Occurrence	Escalation Sequence
1 st occurrence	-Warning letter given to parent/guardian
2 nd occurrence	-Warning letter given to parent/guardian
3 rd occurrence	-Warning letter given to parent/guardian
5 th occurrence	-Warning letter given to parent/guardian -Required meeting with the Dean of Scholars

It should be noted that at any time in the above sequence, the school reserves the right to notify the appropriate local agencies, should the school have any cause for concern regarding a child’s well-being.

Drop Off & Pick Up Policy

The school day at WPA is from 8:00a to 3:00p Monday through Friday.

Before School Procedures

We will open Drop Off at 7:35a each morning. Scholars will be considered Tardy after 8:00a. Please do NOT drop your child off anywhere except the five designated stations on the Drop Off lane where an adult opens and closes the car doors. If you arrive after Drop Off has closed for the morning, you must park your car and walk your child into the main building so that you can check them in and receive a tardy slip.

Morning Drop Off is **a DOUBLE vehicle lane** upon entering the outer circle of our Pick Up lane. Please do not park or idle in the Drop Off lane to walk your child to the building.

WPA Before School scholars must be accompanied in the building and signed in by parents.

After School Procedures

Afternoon Pick Up will begin at 3:00 pm. Scholars should be picked up prior to 2:30p pending an excused early release. Scholars that are consistently signed out prior to 3:00p without an approved excuse will be referred to the Executive Director.

For information regarding WPA's Before and After School school program please contact Sherita Greenfield stgreenfield@wpanc.org.

Afternoon Pick Up is **DOUBLE Vehicle Lane** upon entering the outer circle of our Pick Up lane. Access to all Learning Cottages will be suspended until the completion of Afternoon Pick Up for safety. Please read the

1. **PLACARD:** Please make sure you obtain a school issued car hang tag/placard.
2. **Photo Identification:** To ensure the safety of all of our scholars please make sure you have a valid driver's license or photo identification and that you are on the approved pick up list.
3. **Patience:** We have a very systematic approach to Pick Up. We ask that you stay patient with us as we work to make this process as smooth as possible. We know that our process will quickly improve in both efficiency and speed. We promise you that the leadership staff who stand in the heat, the cold, and the rain, would gladly be waiting in a car during Pick Up, so please be considerate and appreciative of how they receive and send home our scholars every day.
4. **Plan:**
 - a. To enter the Double Vehicle Lane you have to present both your Placard and your Photo ID to our stationed Leadership Team. It is critical to our process for everyone to have their Placard and ID.
 - b. While in the Double Vehicle Lane our Leadership Team Spotter will call in to the building for your child by announcing; Grade Level and name.
 - c. 12 vehicles will enter the numbered loading station area at a time. The vehicles will not leave the numbered loading station until all of the vehicles are fully loaded. At that time a Leadership Team member will give an all-clear signal. All 12 vehicles will leave the loading station (one lane at a time) emptying it for the next 12 vehicles.

Additional Notes In Case of an Emergency:

If an additional family member or friend will be picking up your child at the school that is not on the approved pick up list, call the front office then follow up with an email. The Front Office staff will provide that information. The front office staff will confirm by responding to the email. Friends and Family members will need to adhere to the same policies as stated above. Scholars will not be permitted to stay with a staff non-family member while the staff member is working.

Attendance, Enrollment & Scholar Records

Attendance Policy

Good attendance is extremely important! Please have your child in school and on time each day. Should scholars be absent from school, parents are required to send a note of explanation when the scholar returns. If the scholar will be absent three or more days, a phone call to the school and/or teacher is requested. With reasonable explanations, our teachers will work closely with scholars and parents to make-up missed lessons and work. North Carolina law requires a scholar to be present one-half of the school day in order to be counted present. (Exceptions hospital/homebound or staggered kindergarten). Frequent absences will have a negative impact on a scholar's ability to master the instructional material and grade level information for that school year. For that reason, WPA follows the State's Compulsory Attendance Law (GS 115C-378) very carefully.

- o Parents will receive a documented phone call from the Attendance & scholar Services Team Member
- At six unexcused absences the Executive Director or designee shall notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law.
 - o Once the parents are notified, the Attendance & scholar Services Team Member shall work with the scholar and the scholar's family to analyze the causes of the absences and determine steps to eliminate the problem.
- At eight unexcused absences, the scholar and parents will go before the Board.
- After 10 accumulated unexcused absences in a school year, the Executive Director or designee shall review any report or investigation prepared and shall confer with the scholar and the scholar's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law.
 - o If the Executive Director or the Director's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the Executive Director shall notify the district attorney and the director of social services of the county where the child resides.

A scholar may be excused from attendance on an account of sickness or other unavoidable cause. Below are valid/lawful excuses for temporary nonattendance of a scholar at a school.

1. Illness or injury
2. Quarantine
3. Death in the Immediate Family
4. Medical or Dental Appointment (with a note from the doctor)
5. Religious Observation
6. Absence related to Deployment Activities
7. Educational opportunity approved by administration PRIOR to the event.
8. Court or Administrative Proceedings regarding the scholar.

On the day of the absence, a parent should message the scholar's homeroom teacher through Class Dojo stating the reason for the absence and the scholar must bring an explanatory note upon his/her return to class. Written notices must be received within ten (10) days of returning to school or the absence will be coded as unexcused. This includes any absences due to medical reasons, as well as notes from home. Scholars will need to make up all work that is missed as scheduled by the teacher.

Illness

Regular school attendance is expected. However, if a scholar is ill he/she should not attend school. Please keep a scholar home in the morning if any of the following symptoms are present. Please note that the School will contact parents/guardians to pick up scholars if any of the following symptoms are present at school.

- Fever of 100.4 or higher
- Vomiting or diarrhea
- Evidence of a severe head cold, persistent cough, or sore throat
- Evidence of a suspicious rash or other contagious condition (i.e. pink eye, head lice)
 - Scholars must be symptom free for 24 hours before returning to school without the aid of medication.

The school must be notified by the parents of a sick scholar if a scholar has a contagious condition such as, but not limited to, chicken pox, head lice, pink eye, strep throat, COVID-19, or flu.

Behavior Policy

WPA will require good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability, and responsibility from all scholars, staff, parents, and community participants. We fully expect the focus on leadership and learning to lead to an environment where good character is important to all. Our approach is based on the combination of Leadership, and Positive Behavior Supports.

Noncompliance- Scholars shall comply with all directions of school personnel or volunteers who are authorized to give such directions.

Disrespect- Scholars shall exhibit appropriate respect towards school personnel and volunteers.

Inappropriate Language- Cursing or use of vulgar, profane, or obscene language is prohibited.

School Disturbance- No scholar shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school.

Property Damage- No scholar shall intentionally damage or attempt to damage or deface school property, or personal property.

Theft- No scholar shall steal, attempt to steal, or knowingly be in possession of stolen property.

Indecent Exposure/Sexual Behavior- No scholar shall engage in behavior which is indecent, overly affectionate, or of a sexual nature.

Changing /Classes (Acceptable Hall Behavior)

Since our halls are crowded during the class changes, scholars should remember to keep to the right of halls in order for traffic to move smoothly. Scholars are also asked not to stop in the middle of hallways for conversations with classmates and friends during class change periods. Scholars are not to block doorways. Your cooperation will curb congestion and prove beneficial to all involved. Scholars are expected to be in their classrooms on time.

Leadership

The Leader in Me program, as our foundational core, provides the school with a common language and 7 habits from which to dialogue when discussing our culture and addressing discipline concerns.

Cooperative Discipline

Encouraging positive relationships between teachers, scholars, parents, and administration. Focused on making sure that our scholars are:

- **Capable** of the work/activity they are asked to do

- **Connected** to their teachers (and peers) through meaningful relationships
- Clear on how to **Contribute** to class in a meaningful way

Positive Behavior Supports

An empirically validated, function-based approach to eliminate challenging behaviors and replace them with appropriate skills. PBS decreases the need for more aversive interventions (punishment) and can lead to school and individual change. The goal is to teach and reinforce appropriate behaviors that meet the needs of the school and the individual. PBS always involves data driven decision-making and ongoing monitoring of intervention impact. PBS encourages Positive Framing and Narrating Positive Behaviors.

Positive Reinforcement: What Constitutes Positive Reinforcement?

Acknowledgement

Acknowledgement when expectations have been met, "...describes what a scholar [or group of scholars] has done, often in an approving tone and often with explicit thanks."

Precise Praise

Praising when the exceptional has been achieved. Describing what a scholar has done and placing exemplary value judgment on it.

Class Dojo

Class Dojo is a digital tool used at WPA to make our scholar Behavior Policy conspicuous for scholars and parents. Class Dojo is subscription based. Teachers will send parents login information including class codes. Specifically Class Dojo is used to:

- Easily engaged parents will instant updates through instant messages, announcements, and photos.
- Reinforce Positive Behavior Support by encouraging scholars through using acknowledgement and precise praise
 - Green Points are awarded for meeting expectations, participation, and displaying Leadership traits
 - Share a timeline including pictures of scholar experiences within the classroom
- Aligns directly with WPA's process for Escalating Consequences
 - Red Points are earned indicating a scholar's behavior choices have escalated beyond a verbal redirect

Teachers will assign class dojo classrooms for scholars for each major course that is taught; Reading, Math, Science, Social Studies, and Specials. Dojo Classrooms may have multiple teachers assigned to them
 *NOTE: Class dojo may be used to support data collection for use in executing mini Behavior Intervention Plans, completing Functional Behavior Assessments, and tracking resulting Behavior Intervention Plans. Parents and scholars will partner with the school in each of the above instances.

Escalating Consequences

In the event that a teacher needs to redirect a scholar outside of the use of our system of Leadership, Cooperative Discipline, and Positive Behavior Supports, the following Escalating Consequences will be followed.

- Verbal Redirect that adheres to the formula of Target – Stop – Do
- If/Then Statement that clearly identifies the target behavior, replacement behavior, escalating consequence
- Escalating Consequences Resulting from If/Then Statement
 - 1st Offense

- Loss of immediate social privilege
 - Parent Contact [Dojo Note]
 - o 2nd Offense
 - Loss of additional social privilege (may include school function or extra-curricular activity)
 - Parent Contact [Dojo & Phone call]
 - o 3rd Offense
 - May result in the identification of a class I or II offense and involve a Dean and/or Director
 - Possible parent conference
- Front Office
 - o There are times when an incident or situation may result in the need for Front Office Support. This may include:
 - A request by a teacher or a scholar for support in facilitating a situation
 - The identification of a Class II or III Offense
 - A concern with safety
 - o Referral for Suspension
 - Teacher referrals for suspension are submitted to the Dean of scholars, Dean of Academics and/or the Executive Director

Scholar Behavior Guidelines

WPA has adopted a description of violations defined as Class I, Class II, or Class III offenses. While class I offenses are categorized as Minor Behaviors that result in an office referral, in the event that a Class I behavior is identified as chronic (recorded as occurring at a frequency of greater than 3) such violation may be categorized by a Director as a Class II offense and result in a short-term suspension of 1-10 days from WPA. Similarly, chronic Class II offenses (recorded as occurring at a frequency of greater than 3) may be categorized by a Director as a Class III offense and result in Expulsion.

WPA holds its scholars to high expectations as provided in the development of our leadership culture while at school and in the community. The school therefore may authorize suspension for conduct not occurring on educational property, if the scholar's conduct otherwise violates the Code of Scholar Conduct listed within policy 4200-4210 and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

Class I Offenses Behaviors Result in Office Referral	Class II Offense Behaviors Result in Suspension	Class III Offense Behaviors May Result in Expulsion
<ul style="list-style-type: none"> ● Disrupting the learning environment ● Disrespect or Defiance ● Noncompliance ● Diminished Participation ● Deception - Lying ● Roughhousing 	<ul style="list-style-type: none"> ● Chronic Class I Offenses ● Deliberately Disrupting the Normal Educational process in the classroom ● Deliberately Failing to Respond to a Reasonable request by a School Official ● Stealing or Possessing Stolen Property 	<ul style="list-style-type: none"> ● Chronic Class II Offenses ● Serious Act of Violence toward any Person at School or during a School Event ● Possessing or using any Item in a Dangerous Manner ● Creating a Disturbance or Encouraging other scholars to join in a Disturbance Resulting in

<ul style="list-style-type: none"> ● Littering or Defacing School Property (less than \$50) ● Non-Compliance with Dress Code 	<ul style="list-style-type: none"> ● Vandalizing School Property ● Threatening to Commit Harm upon any person ● Physical or Verbal Aggression toward any Person at School ● Bullying (initial incident) ● Leaving School Grounds without Permission ● Inappropriate Display of Affection 	<ul style="list-style-type: none"> ● the Disruption of Normal School Operations ● Bullying ● Committing an Act in Violation of State and Local Laws or Ordinances ● Touching Anyone in an Inappropriate Manner
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Bullying:

Bullying is *repeated* verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber bullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying can happen anywhere: at school, traveling to and from school, in sporting teams, between neighbors or in the workplace.

Bullying behavior can be:

- Verbal: name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- Physical: hitting, punching, kicking, scratching, tripping, spitting
- Social: ignoring, excluding, ostracizing, alienating, making inappropriate gestures
- Psychological: spreading rumors, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones

Conflict or fights between equals and single incidents are not defined as bullying. Bullying behavior is not:

- children not getting along well
- a situation of mutual conflict
- single episodes of nastiness or random acts of aggression or intimidation

Note: Any scholar who inadvertently possesses or finds a weapon or substance, which may subject the scholar to a possible expulsion, may or may not be recommended for these sanctions if the scholar voluntarily surrenders the property to a school staff person prior to discovery by another person. This acknowledgement should be done as soon as the scholar realizes that he/she is in possession of or has knowledge about the weapon or substance.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying scholars.

scholars, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. The School expressly prohibits unlawful discrimination, harassment, bullying, and hazing. scholars are expected to comply with the behavior standards established by board policy, the Code of scholar Conduct and any applicable laws. Any violation of this policy is serious and the School shall promptly take appropriate action. scholars will be disciplined in accordance with the School’s scholar

behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the scholar will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, exclusion or expulsion.

When considering if a response beyond the individual level is appropriate, the School will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Principal, Chief Executive Officer or a designee to address the behavior.

2. Retaliation The School prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies and regulations, the Dean of scholars, Executive Director, or a designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by scholars, employees, volunteers, contractors and visitors. This policy is intended to apply to scholars in regards to other scholars, faculty, staff, volunteers/visitors or contractors. The School's policies on unlawful discrimination and harassment as applied to employees, volunteers/visitors, and contractors can be found in the School's Employee Handbook. This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. other vehicle as part of any school activity;
3. during any school-sponsored activity or extracurricular activity;
4. at any time or place when the individual is subject to the authority of school personnel;
5. at any time or place, whether on or off of school campuses, when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
6. while using school or personal electronic communications.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is protected by law, such race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

2. Harassment

a. Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act

or any threatening communication that:

1) places a scholar or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

2) creates or is certain to create a hostile environment by substantially interfering with or impairing a scholar's educational performance, opportunities or benefits. "Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow scholars or co-workers, between supervisors and subordinates, between employees and scholars, or between non-employees, including visitors, and employees or scholars. Harassment may occur between members of the opposite sex or the same sex. b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity;

2) submission to or rejection of such conduct is used in evaluating the scholar's performance within a course of study or other school-related activity; or

3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a scholar's educational performance, limiting a scholar's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats,

pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment. c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

3. Bullying

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a scholar in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyber bullying.

4. Hazing

North Carolina law makes it unlawful for any scholar in attendance at any school in the State to engage in hazing, or to aid and abet any other scholar in the commission of this offense. For the purpose of this section hazing is defined as follows: “to subject another scholar 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.”

5. Electronic Communications:

Electronic communications apply to employee and scholar emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Snapchat or Instagram). Employees are required to report any actual or suspected violations of this policy. Scholars, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The Executive Director or other designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- (1) provide examples of behavior that constitutes unlawful discrimination, harassment or bullying;
- (2) teach employees to identify groups that may be the target of unlawful discrimination, harassment or bullying; and
- (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

F. NOTICE

The Executive Director or designated Title IX Coordinator is responsible for providing effective notice to scholars, parents and employees of the procedures for reporting and investigating complaints of unlawful discrimination, harassment and bullying. This policy will be posted in the scholar and Families handbook on the School’s website, and copies of the policy are available at the front office. Notice of this policy will appear in all scholar and employee handbooks and in any School publication that sets forth the comprehensive rules, procedures and standards of conduct for scholars and employees.

G. COORDINATOR

The Executive Director or designee shall appoint one or more individuals to coordinate the School's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to the School alleging noncompliance with Title VII or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The Executive Director or designee shall publish the name, and phone number of the compliance coordinator in a manner intended to ensure that scholars, employees, parents and other individuals who participate in the School's programs are aware of the coordinator.

Wayne Prep's Title IX Coordinator is our assistant high school Dean, Mr. Anthony Wright, available at awright@wpanc.org

H. RECORDS AND REPORTING

The Executive Director or designee shall maintain confidential records of complaints or reports of unlawful discrimination, harassment or bullying. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Executive Director also shall maintain records of training conducted and corrective action(s) or other steps taken by the School to provide an environment free of unlawful discrimination, harassment and bullying. The Executive Director shall report to the Board all verified cases of unlawful discrimination, harassment or bullying under this policy.

I. EVALUATION

The Executive Director or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment and bullying and shall share these evaluations periodically with the Board.

J. REPORTING

1. For bullying, there are multiple ways to report incidents of bullying. scholars and families may report directly to any teacher, grade level chair, dean of scholars, or school counselor verbally, via email or in writing.
2. For discrimination, harassment, and sexual harassment complaints, scholars or their parents should contact the Grade Level Chair, Executive Director, and/or Title IX coordinator immediately and file a complaint.

Searches

The staff at WPA reserves the right to search a scholar's belongings if an imminent danger to the scholar or others is suspected. At the time of the search, only the scholar and involved personnel will be present so as to maintain the scholar's privacy. Parents of any involved scholars will be notified as soon as possible if such action is required.

Procedure for Parent / Guardian Concerns:

If a parent has a concern or disagreement, they should:

- 1) Discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion, through Class Dojo, Remind, email or submitting a letter.
- 2) If there is no resolution to the problem after speaking with the teacher, the parent/guardian should then set up a meeting with the Grade Level leader by Class Dojo, Remind or through email.
- 3) If the issue has not been resolved, the parent/guardian will contact the Dean and he/she will attempt to mediate the problem with all parties involved.

If further attention is needed, the parent/guardian should submit a letter to the Executive Director within ten (10) business days of their meeting. The Executive Director will work with the chairperson of the complaint committee (TBD) to schedule a time to review the facts, and to then notify the parties in writing if further action is necessary. The committee is composed of the grade level team, the Executive Director, and the appropriate Dean. An alternative will be used if any member of the complaint committee is directly involved in the complaint. The complaint committee will review the issue and make their recommendation to the Wayne Preparatory Academy Board of Directors. If the Grievance Committee's recommendation is that the matter should be heard, then the parties will be called to meet with the Board of Directors. After the hearing, any decision of the board of directors will be communicated to the Executive Director and the parent/scholar who filed the grievance within five (5) school days. The Board's decision concerning the grievance is final.

Enrollment, FERPA & Scholar Records

Entrance Requirements

Parents who wish to enroll their child at Wayne Preparatory Academy must go online and fill out the application on the school website: www.wpanc.net. Once a scholar is accepted, records of prior attendance, grades and short records are required. The following items must be supplied before the registration process may begin:

- A report card, which lists all courses from the previous school year.
- Withdrawal forms from previous school (after school year begins).
- Address and phone number of previous school.
- A copy of the immunization record.
- A copy of the birth certificate.
- A copy of the social security number.
- Proof of guardianship (legal/court document).
- Proof of residence

Withdrawals

Scholars who withdraw will need a parent/guardian to come to the school to fill out withdrawal forms.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of scholar educational records.

Children With Disabilities

WPA's Exceptional Children's Department is committed to proactively providing specialized instruction and staff support that ensures quality programs in the Least Restrictive Environment (LRE) that will lead scholars with disabilities to optimal success in school and in life. Information regarding policies governing services for children with disabilities is shared with every parent of a child receiving services within the Exceptional Children's Program. Additionally, issuance of the *North Carolina Notice of Procedural Safeguard* will be distributed prior to Individualized Education Plan (IEP) meetings and included with the notice/invitation to an IEP conference/meeting.

Please contact the Exceptional Children's Department at 600 Tommy's Rd, Goldsboro, NC 27530 or call 919-734-8085 for more information.

Decades of research has shown that when schools work together with families to support learning, children are inclined to succeed not just in school but throughout life. Wayne Preparatory, Inc. (WPA) believes that learning can best take place when there is shared effort, interest, and commitment among scholars, parents, extended family members, community members, and staff. The goal of this Parent and Family Engagement Plan is to support in a more consistent and effective manner those things already in practice, as well as to generate new ways of strengthening the partnership between school and home.

Section 1116 of the Elementary Secondary Education Act (ESEA) requires the involvement of parents, families, and key community members of participating children in the design and implementation of Title I projects. A local educational agency (LEA) may receive funds under this part only if such agency implements programs, activities, and procedures for the involvement of these stakeholders in programs assisted under this part consistent with this section. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and guardians, extended family members, and community members of participating children.

We ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format and in a language the parents can understand. WPA makes sure that all parent letters are reviewed by multiple staff members to ensure that the language and format are accessible. Whenever parent meetings are used to disseminate information, the focus of the meeting is to make the information as engaging and understandable as possible. In all parent meetings there are numerous opportunities for parents to ask questions and speak to staff in a more comfortable one-on-one situation.

We provide opportunities for parents, family members, and community members with limited English proficiency, with disabilities, and/or with migratory children to communicate fully with our staff. Per section 1111, stakeholders meeting any of the criteria listed above are provided information and school reports in a format and, to the extent practicable, in a language they can understand. Full participation opportunities are provided for parents and families with limited English proficiency, parents or family members with disabilities, and parents/guardians of migratory children. All parents of scholars in these categories are encouraged to observe their child in classes and work with staff to stimulate their scholar's academic growth. Regular IEP meetings also allow the parents and family members of identified EC scholars to get information and school reports in a format and, to the extent practicable, in a language they can also understand.

At WPA, we convene annual public meetings to inform these stakeholders about Title I and their right to be involved. Parents, family members, and community members are invited to attend a Back to School Night for each grade level in the first month of school, in which they hear an overview of the school program. These annual meetings take place at the school and all parents, scholars, and other relatives are invited and

encouraged to attend through invitations, flyers, and email reminders. During this time, parents and families have an opportunity to ask questions about the program, to meet our staff, and to view the work of the Title I scholars. In addition, new scholars and parents are also involved in initial enrollment meetings with a school administrator. In addition, WPA provides a handbook for parents and families as a guide. Distributed at the onset of the school year, the handbook spells out the specific responsibilities of each stakeholder in the child's education, as well as the means by which those at home can address concerns with the WPA staff.

Academic Excellence: Special Education:

Every child has the right to an education, regardless of age, culture, disabilities, gender, or race. It is the goal of the school to provide educational opportunities for all scholars. It is the school's policy to provide special education services. All scholars with special needs have the right to a quality education appropriate to their needs, abilities, and interests. The special education staff acts as a resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies.

The Individualized Education Program:

The school will comply with all federal and state legal requirements, so that every scholar identified as having a disability will be provided with an Individualized Education Program (IEP) specifying goals, levels of services and ancillary services provided, and the least restrictive placement. Prior to the opening of school, registration forms are reviewed to identify current IEPs from previous schools attended.

Evaluations and Program Planning:

The program and services for scholars receiving special education support are reviewed on an annual basis and the IEP team is required to formally review and discuss each special education scholar's eligibility. At their annual review, parents/guardians, general and special education providers, and building administration will review current progress in general, and special education programs and services, and consider parental input that impacts the scholar's academic growth and proficiency. Based on the discussion of these factors, the IEP team may develop or modify the goals and objectives for the continuing programs and services of the scholars, seek further evaluations to address deficits, or determine that a child may be excluded from one of more special education program(s) or service(s).

Wayne Prep welcomes the opportunity to meet with parents and guardians to engage in productive collaboration on the education of your scholar(s). So that we can work together to achieve this goal, parents and guardians must provide three business days' notice to the School if they plan to bring any additional individuals to a meeting, including IEP, 504 or any other meeting. Such notice is required for any individuals who are not parents or guardians, including an attorney, advocate, specialist or therapist or anyone other than a sibling or translator. This will allow the meeting to be productive and ensure that the School can properly accommodate all attendees. If notice is not provided, the School will likely decide to postpone or reschedule the meeting. Please contact the teacher or grade level chair with whom you are scheduling the meeting to provide notice and ask any questions related to the meeting.

Scholar and Parent Grievance Procedure– 1740/4010

A. OPTIONS FOR RESOLVING COMPLAINTS

The Board strives to resolve concerns and complaints of scholars and parents whenever possible. To this end, the Board has provided opportunities for scholars and parents to express their concerns through

processes established in Board policies. Policy 1742/5060, Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner.

While the Board encourages resolutions of complaints through informal means, it recognizes that at times a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below.

This policy does not apply to grievances alleging discrimination, harassment or bullying, including complaints arising under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act. Such grievances shall be processed under policy 7225, Discrimination, Harassment and Bullying Complaint Procedure.

Any parent or scholar who has questions about the options for proceeding with a complaint or concern may contact the Dean of the appropriate Academy, HR, or Executive Director for further information and copies of all applicable Board policies.

B. DEFINITIONS

- Days are working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance. After May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.
- Final administrative decision means a decision of a school official from which no further appeal to a school administrator is available.
- Grievance means a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a scholar or parent believes that Board policy or law has been misapplied, misinterpreted or violated. The term “grievance” does not include any matter for which the method of review is prescribed by law, for which there is a more specific Board policy providing a process for addressing the concern, or upon which the Board is without authority to act.
- Grievant means the parent, scholar or group of parents or scholars submitting the grievance.
- Official means the school system personnel hearing and responding to the grievance

C. INFORMAL RESOLUTION

Whenever a scholar or parent or guardian believes that he or she has been adversely affected by a decision of a school official, the scholar, parent or guardian should first try to resolve the matter with the dean of academics and the Executive Director. If the matter is not resolved satisfactorily by the dean of academics and the Executive Director, the scholar or parent or guardian may file a grievance as provided in this policy.

D. PROCESS FOR GRIEVANCE

1. Reporting Grievance

- A scholar, parent or guardian dissatisfied with the decision of the dean of academics may file a grievance within five days after the disposition of the matter by the dean of academics, and in no case later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted outside these timelines that claims a violation, misapplication or misinterpretation of state or federal law the Executive Director or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the

effect of the delay on the ability of the school to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, scholars and parents or guardians should recognize that delays in reporting may significantly impair the ability of the school to investigate and respond effectively to such complaints.

- A scholar or parent or guardian who has a grievance must provide the following information in writing to the appropriate school official (Executive Director): (1) the name of the school employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any Board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or scholar believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in Board policy 1742/5060 is appropriate and the Executive Director or designee shall address the concern following that Board policy.
- If the Executive Director is the employee whose decision or action is at issue and the decision or action directly and specifically affects the scholar, the general process described in this policy will be used, except that the grievance will be submitted to human resources, who shall forward the grievance to the Board chairperson.

2. Investigation

- The Executive Director or designee shall schedule and hold a meeting with the scholar and/or parent or guardian within five school days of receiving the request. The scholar may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the scholar.
- The Executive Director or designee shall conduct any investigation of the facts necessary before rendering a decision.

3. Response by School Official

- The school official shall provide a written response to the written grievance within 10 days of the meeting. The response will include the school official's decision regarding resolution of the grievance and the basis for the decision. In responding, the school official may not disclose information about other scholars or employees that by law is considered confidential.
- A copy of the grievance and the school official's response will be filed with the Executive Director.

4. Response by Executive Director

- If the grievant is dissatisfied with the school official's decision, the grievant may appeal the decision to the Executive Director. The appeal must be made in writing and submitted to the Executive Director's office within five days of receiving the school official's decision.
- The Executive Director may review the written documents and respond, or the Executive Director may schedule and hold a conference with the grievance, dean of academics, school official, and any other individuals the Executive Director determines to be appropriate within five school days after receiving the appeal. The scholar may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the scholar.
- The Executive Director shall provide a written response within 10 days after receiving the appeal. In responding, the Executive Director may not disclose information about other scholars or employees that by law is considered confidential.

5. Appeal to the Board

If the grievance has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or school policy or procedure, the grievor will have a right to appeal a final administrative decision to the Board of directors. If the grievant is dissatisfied with the Executive Director's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local school policy or procedure, the grievant may appeal the decision to the Board within seven days of receiving the Executive Director's

response. The appeal to the Board shall be submitted to the Executive Director, who shall notify the Board of the appeal request. A hearing will be conducted as soon as practicable. The Board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the grievance process should be considered a maximum, and every effort should be made to expedite the process.

Failure by the school at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The school official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays that interfere with the exercise of the grievance legal rights are officials will consider requests to hear grievances from a group of grievants, but the Board and officials have the discretion to hear and respond to grievances individually.

- The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

G. NOTICE

The Executive Director or designee is responsible for providing effective notice to scholars, parents and school employees of the procedures for reporting and investigating grievances.

Responding to Complaints – 1742/5060

A. OPPORTUNITIES TO ADDRESS CONCERNS AND COMPLAINTS

The Board welcomes constructive criticism of the school whenever such criticism is motivated by a sincere desire to improve the quality of the educational programs or to equip the school to carry out its mission more effectively. The Board is committed to providing an effective means for parents and the community to voice such concerns and complaints. The Board also strives to resolve concerns and complaints whenever possible.

B. GENERAL PROCESS

Complaints that are not specifically designated to be addressed in other policies should be addressed in the following manner:

- The complaint should be received and addressed at the level closest to which the complaint originated. For example, a complaint regarding a classroom issue should be heard first by the teacher. A complaint regarding the school in general should be addressed first by the dean of academics.
- Any Board member or employee receiving a complaint should verify that the complaint has been appropriately referred to him or her and if not, assist the complainant by identifying the appropriate personnel to receive the complaint. Criticism of any personnel made to the Board as a whole or to any individual Board member shall be referred to the Executive Director for study and recommendation
- Once appropriately referred, if the complainant is not satisfied with the response to the complaint, the complainant should be informed of the options for further review of the complaint.
- A complaint or series of complaints that raise significant issues about the educational program or the operation of the schools is an opportunity to further examine the success of the school in meeting its goals and objectives. When feasible, a group representing various perspectives and

interests, such as teachers, administrators, scholars and parents, should discuss the issue and make recommendations to appropriate personnel or to the Board.

Scholar Rights

Parental Notification

Scholars and parents will receive a WPA scholar Handbook at the beginning of the year. Parents/guardians and scholars will sign a form acknowledging receipt of the book and understanding of and consent to the discipline code in it. Expectations, as well as scholar rights and responsibilities, including the right to appeal, will be discussed during scholar orientation and in advisory seminars at the beginning of the school year.

Scholars with Disabilities

Scholars who have been identified as handicapped or disabled are not exempt from the rules regarding behavior as outlined above. All disciplinary action involving these scholars will be addressed in accordance with state and federal law. The School policy on suspension and expulsion of scholars with disabilities will adhere to the specific procedures for disciplinary actions that involve scholars with disabilities as outlined in the IDEA 1997 Amendments (Special Education or under Section 504 of the Rehabilitation Act of 1973). scholars who are served under IDEA or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for services under these federal laws.

- Public complaints concerning individual employees of the school will not be accepted by members of the Board without specific documentation. Such complaints will be referred to the Executive Director, who, after attempting to resolve the problem, may address the Board in executive session.

The Board will address complaints only after they have been explored at the appropriate administrative levels as described if not permitted.

Failure by the grievant at any step of the process to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at the current step, unless the grievant has notified the official of a delay and the reason for the delay and the school official has consented in writing to the delay.

F. GENERAL REQUIREMENTS

- No reprisals of any kind will be taken by the Board or by an employee of the school against any grievance or other scholar or employee on account of his or her participation in a grievance filed and decided pursuant to this policy.
- All meetings and hearings conducted pursuant to this policy will be private.
- The Board and school offi this policy.

Additional Information

Operating Committee Organizations

The WPA Operating Committee Organization (OCO) functions as the day-to-day collaborative body between the WPA Board, the WPA Leadership Team, and WPA Parents/Guardians. The WPA OCO will collegially and constructively support the WPA Leadership Team. Each OCO Committee will include 2-3 Parents, a WPA Board Member and WPA Team members (with the exception of the Community Relations Committee – see below).

The WPA OCO will meet for scheduled meetings throughout the school year as scheduled by the respective committee. The tentative schedules are as follows:

- Finance Advisory Committee: 2-3 Times Per Year Contact: jtwitty@wpanc.org
- Academic Advisory Committee: 3-5 Times Per Year Contact: jtwitty@wpanc.org
- Community Relations Committee: Monthly Contact: awells@wpanc.org
- Scholar Services Committee: As needed Contact: wpaboard@wpanc.org

Scholars' Parents that are interested in formerly serving on the Finance, Academics, or scholar Services committee are encouraged to express their interest by contacting the Executive Director. Scholar Parents that are interested in serving on the Community Relations Committee should contact Mrs. Amanda Wells [awells@wpanc.org].

***Community Relations Committee:**

The CRC is the largest OCO committee at Wayne Prep. Academy as it will consist of multiple parent coordinators to support many school initiatives. Opportunities for parents to sign up for and volunteer for committee positions will be available throughout the year.

Scholar Technology Policy:

The Wayne Prep computer network is provided for scholars to conduct research, complete assignments, and to communicate with others. Access to network services is given to scholars who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right, and comes with an elevated level of responsibility.

Scholars are responsible for good behavior using any and all technology. The following misuses of the computer system are not permitted:

1. Sending and/or displaying hateful or pornographic messages, pictures, or content;
2. Accessing social networks;
3. Using abusive, threatening or inappropriate language/
4. Harassing, insulting or attacking others;
5. Engaging in or promoting violence;
6. Accessing inappropriate websites of any kind;
7. Receiving or transmitting information pertaining to weapons of any kind;
8. Damaging technological equipment;
9. Violating copyright laws (copying Internet or other materials without permission);
10. Using others' passwords;
11. Trespassing in other scholars and/or teachers' folders, work, or files;
12. Employing the computer network for commercial purposes;
13. Transmitting personal information without written parental consent;

14. Downloading from the Internet without approval from the supervising teacher; and
15. Hacking (attempting to gain unauthorized access to files, folders, and/or other systems).

Computer/Internet Use

Computers are used to support learning and enhance instruction. Scholars will use computers frequently in their regular classrooms. However, all of these computer privileges depend on the scholar using the technology in a responsible, efficient, ethical, and legal manner. A scholar may not:

- Use the Internet for any illegal purpose;
 - Use profane, obscene, impolite or abusive language;
 - Change computer files that do not belong to the user;
 - Violate someone else's privacy;
 - Use the computer to communicate threats or purposely be mean;
 - Share his/her password with anyone.

A scholar will not be allowed to access the Internet or email until the scholar and a parent/guardian has signed an Internet Use agreement. Unacceptable use of the Internet will result in immediate revocation of access privileges and/or additional disciplinary consequences. A separate letter regarding social media and computer use outside the school premises will be sent home at the start of every school year.

Technology Resources Acceptable Use

All scholars must have a scholar acceptable use of technology resources agreement on file before using any technology resources, i.e. Internet. Failure to abide by the agreement may result in suspension of resources.

Athletics & Extracurricular Activities:

Scholars are encouraged to be involved in athletics, which develops teamwork, decision and leadership skills. Educational studies have shown that scholars who are involved in athletics maintain higher grades and better attendance, and graduate at a higher rate than scholars who do not participate. Athletics is an integral part of the school program, and schools offer their scholars the opportunity to participate in a wide variety of teams. Schools require academic and behavior standards in order to participate in athletics. Information is provided by the school's athletic director.

Grades 6-8 may participate in Middle School athletics.

Grades 9-12 may participate in JV or Varsity athletics.

The focus of WPA is to prepare scholars to succeed in college and in life. Scholars wishing to participate in athletics must know that being a "scholar-athlete" means prioritizing grades and academic performance over all other interests, including sports.

In order to be eligible for Wayne Prep Athletics, a scholar must be in good behavioral and academic standing. *See each school's appendix for specific requirements for eligibility in athletics and extracurricular activities.* Furthermore, since it is a privilege to represent WPA in any performance or competition, scholar athletes/performers will be held to a high standard for their conduct. This includes all activities sponsored by the school. Scholars participating in such activities are expected to:

- Display dedication to hard work in practice.
 - Display good sportsmanship in defeat, as well as in victory.

- Display respect for officials, judges, and other competitors/participants.
- Display a high level of discipline and self-control at all times, even when frustrated, disappointed, or injured.

If a scholar-athlete or performer does not attend school on the day of a game or competition and arrives at school later than 11:30am that individual will not be allowed to participate. If they do not attend school on a day with no game or competition, they will not be allowed to practice.

Telephone Use:

Scholars may not use any school phone without permission from a teacher. Scholars will only be allowed to use the phone in case of emergency. Scholars who use a phone without permission from a teacher will be subject to disciplinary procedures. Phones owned by scholars that are in sight during the school day will be confiscated and will only be returned to a parent/guardian.

Fire Drills:

When a fire alarm sounds, all scholars are required to exit the building immediately through the appropriate, designated route. Scholars are expected to maintain a level of professionalism as they exit the building silently in order to ensure the safety of others. Staff members will guide scholars to the appropriate exit and will let scholars know when it is safe/appropriate to re-enter the building.

Due to Covid Visitors and Volunteering will be restricted.

Visitor Policy:

In the interest of maintaining scholar and staff safety, visitors must sign in at the front office and receive a visitor's pass. Wayne Prep reserves the right to deny entry to any visitor at the Executive Director's, or Dean of Scholar's discretion. The school is able to accommodate visitors given prior approval from the Dean. Any individual, including parents and guardians, wishing to see the Executive Director, should schedule an appointment through the front office at least 24 hours in advance.

Visitors and Volunteers

Parental involvement, particularly parent volunteers, are key to the success of small learning communities like WPA. Parents are needed to serve in numerous ways. Examples of some of the volunteer and parent support opportunities include:

- Carpool Assistance
- Copy Room
- Bulletin Board Updates
- Lunch Support
- Fundraising – (see Operating Committee Organization: Community Relations)
- Recess Support
- School Care
- Technology

School Volunteers

School volunteers make valuable contributions to the learning process. A school volunteer is any person who offers to perform a service or carry out an activity during the school day or during extended-day, school-related programs without pay or other material compensation.

Parents are encouraged to inquire directly with homeroom teachers, the deans, and the Executive Director to volunteer within the classroom. Each volunteer will need to sign in at the front desk and will be subject to background check using WPA's Ident-A-Kid sign-in system. Parent Volunteers hold a special role in the work of the school but do not serve in a decision-making role, as this is a responsibility of the Board of Directors. WPA reserves the right to deny any parent volunteer status.

Classification of school volunteers:

General Volunteer -- Assist with general office duties; assist with bulletin boards; make general copies; office greeter, answer office phones; assist with school events; chaperone school dances, serve as exam proctor; etc.

Classroom Volunteer -- Assist scholars; assist with small projects in the classrooms; help teachers prepare materials for class; tutoring; review homework assignments; etc.

Field Trip Volunteer -- Assist with school sponsored field trips as a chaperone.

Information Committee

This committee will consist of one parent per classroom, Grade Level Teachers, Front Office Staff, Deans, Directors, Executive Director and Board member. This committee will meet to discuss the way information is distributed to parents and work to find the most effective ways to communicate between the school, Board and parents.

This handbook will be updated throughout the school year with addendums.

WPA Alert would like you to join WPA Parents!



To receive messages via text, text **@wpaparents** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @wpaparents'.



Or to receive messages via email, send an email to **wpaparents@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.



WHAT IS REMIND AND WHY IS IT SAFE?

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students & parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.

Visit remind.com to learn more.

Appendix B: Mass Alert Registration Information

Statement of Handbook Acknowledgement

Scholar Name: _____

First Class/Homeroom Teacher: _____

Grade: _____

Date: _____

By signing this document I acknowledge that I have read and understand the 2017-18 WPA Scholar-Parent Handbook and agree to abide by the terms and conditions contained within. I understand that the Scholar-Parent Handbook may be updated throughout the year at the discretion of the school and that any changes will be presented to scholars and parents and updated within the handbook accordingly.

(parent signature)

(printed name)

(scholar signature)

(printed name)

Release for Media Recording

I hereby grant | deny permission to WPA to use my scholar's image for social media and marketing. Such use includes the display, distribution, publication, transmission, or other use of photographs, images, and/or video taken of me for use in materials that include, but may not be limited to, brochures, banners, newsletters, videos, and digital images such as those on the WPA website. I understand and agree that WPA shall retain all rights to any media created by or for WPA regardless of my presence therein.

I also understand that any media created for WPA is solely the property of WPA and that as such, it is confidential information. I further agree that I will not redistribute any confidential media recordings to any unauthorized individuals. I understand that granting permission above gives WPA the right to use such images without my input or notification for any business purpose.

I acknowledge and understand that my denial of permission for use of my scholar's image for social media and marketing does not preclude my child from being photographed and recorded for internal school use including progress monitoring of academic achievement and professional development purposes.

(parent signature)

(Date)