

# Generals



**WAYNE PREPARATORY ACADEMY**

**--CREATING A LEGACY OF LEADERSHIP AND LEARNING--**

## **Scholar-Parent Handbook**

**2022-2023**

600 Tommy's Road  
Goldsboro, NC 27530

919-734-8085

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Mission:

**Dear Wayne Preparatory Scholars and Families,**

**On behalf of the entire Wayne Prep Staff, we welcome you to the 2022-2023 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- 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**

**#BetterTogether**

## **MISSION & PRINCIPLES**

### **Vision:**

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.

### **Mission:**

We believe that all children will learn if we teach them carefully. Careful instruction includes at its core teaching children at their instructional level. We believe that learning is a function of instruction, not a function of the learner. We are committed to a culture of leadership that includes cooperative discipline, positive behavior supports, and an environment of earned consequences. We are designed to use data to drive our decisions in finance, operation, and academics. We are driven to focus on the needs of our scholars, rather than be distracted by the needs of adults.

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.

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### **TO OUR SCHOLARS:**

**YOU ARE OUR NATION’S FUTURE, THE LEADERS OF TOMORROW**

As WPA staff members, it is our commitment, obligation, and privilege to support you to become your very best self.. We will constantly strive purposefully to mentor, instill, and promote a sound, productive, and educationally solid foundation from which you can shape your future.

Thus, it is your obligation to grasp, acquire, and uphold the positive character examples, enriching education base, and leadership skills that are offered to you at WPA.

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### **TO OUR PARENTS:**

**YOU MOLD OUR NATION’S FUTURE, AND ARE KEEPERS OF THE LEADERS OF TOMORROW.**

As parents, it is your commitment, obligation, and privilege to be your child’s biggest advocate and model at home the respect for education, morality, and leadership that will best serve your child’s future. We trust and depend on your good judgment to reinforce, grow, and enhance their academic, leadership, and moral education. Together, as partners, we will strive to the best of our abilities to commit to our children’s bright promise. You are your child’s best resource!

## **CHARTER SCHOOL INFORMATION**

A charter school is an alternative to the traditional public-school setting, and many people appreciate the choice they create for parents and students. They fill the gap between public school and private school because many charter schools offer innovative approaches and programs and increase learning opportunities that traditional public-school systems cannot offer. Charter schools are public schools, so they are funded with public monies, yet they may be supplemented with private donations. When the number of applicants exceeds the school's capacity, admission lotteries are utilized. Any North Carolina student is eligible to attend a charter school without paying tuition.

There are several benefits to attending a charter school, including smaller class size, more individualized instruction, high academic and service standards, innovative programs and course offerings, and unique educational philosophies. With high expectations from all stakeholders, students will learn, grow, and exceed expectations.

## **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 – 12 across three academies. We are excited to begin our-ninth year at WPA with a dedicated faculty, devoted Board of Directors, and enthusiastic families. 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.

## **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 2022-2023**

Mrs. Amanda Wells, Chairman of the Board	<a href="mailto:awells@wpanc.org">awells@wpanc.org</a>
Mr. Scott MacKey, Vice Chair	<a href="mailto:smackey@wpanc.org">smackey@wpanc.org</a>
Mrs. Jessica Wolfe, Secretary	<a href="mailto:jwolfe@wpanc.org">jwolfe@wpanc.org</a>
Mrs. Donna Scott	<a href="mailto:dscott@wpanc.org">dscott@wpanc.org</a>
Mr. Charles Gaylor	<a href="mailto:cgaylor@wpanc.org">cgaylor@wpanc.org</a>
To contact the Board	<a href="mailto:wpaboard@wpanc.org">wpaboard@wpanc.org</a>

### **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.

## GENERAL INFORMATION

### Location:

**Elementary School Address:    Middle School Address:    High School Address:**

Wayne Preparatory Academy 600 Tommy's Road Goldsboro, North Carolina 27530	Wayne Preparatory Academy 1404B Patetown Road Goldsboro, North Carolina 27530	Wayne Preparatory Academy 1404 A Patetown Road Goldsboro, North Carolina 27530
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### Contact:

Main Office Phone : 919.734.8085

Email: [info@wpanc.org](mailto:info@wpanc.org)

Website: [www.wpanc.net](http://www.wpanc.net)

FAX: 919.734.8086

## WPA SCHOOL HOURS

Morning Arrival	Grade Levels
7:30 am - 8:00 am *Scholars who arrive after 8:00 am must be checked in through the front office and walked in by an adult	K-8 Scholars
Instruction begins promptly at 8:00 am. All scholars who enter the building after 8:00 am are tardy and missing instructional time.	K-8 Scholars
7:25 am - 7:45 am Scholars who arrive on campus after 7:50 must be checked in through the front office by and adult or self if the scholar drives to school	9-12 Scholars
Instruction begins promptly at 7:50 am. Students not in class by 7:50 am are tardy.	9-12 Scholars

Afternoon Dismissal	Grade Levels
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3:00 pm - 3:30 pm *Scholars should be pick up in the car line unless there is an emergency	K-8 scholars
Scholars not picked up by 3:30 pm will report to after school care and may be charged for the time in the program	K-8 scholars
2:40 pm - 3:15 pm *Any high school scholar who remains in the building after 3:00 must be participating in athletics, tutoring, or another after school activity with adult supervision. All others will be sent to after school and may result in a cost to the parents	9-12 Scholars

WPA will open its doors each morning at 7:30 am (ES & MS) / 7:25 am (HS) for scholars and parents. No one is allowed to enter the- building before 7:30 am (ES & MS) / 7:25 am (HS). Scholars are to use the main staircase to enter their grade level cottage (ES) or Front Entrance (MS &HS). **Due to lack of parking, parents are not able to walk their scholars to class.** 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 Principal of your child’s school.

A scholar is considered tardy if they arrive at the school after 8:00am (ES & MS) or 7:50 am (HS) and must be signed in by a parent. Scholars must have a tardy slip to enter the classroom.

**WPA Ready Group Hours of Operation**

Before School: 6:30a-7:30a Drop-off  
 After School: 3:30p-6:00p Pick-up

**SCHOOL COMMUNICATION**

WPA is committed to communicating with its school community on a regular basis. Parents can expect the following communication plan to be implemented throughout the school year.

- The school does not communicate through Facebook, or any other social media sites, regarding personal matters, questions or concerns. All school related questions must be asked in person, over the phone or in an email.
- The WPA website is the school’s main source of information. Please refer to the website first with any questions regarding policies, procedures or dates of school functions.
- Schoolwide email newsletters will go to WPA parents approximately once a month. 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.

- Parents should ONLY communicate with members of the WPA staff through their school email address, via Remind or Dojo, over the phone or in person. WPA staff members are not permitted to communicate directly with parents through direct text messaging. We ask that all parents please respect the staff by not communicating late in the evenings or on the weekends. A healthy work/life balance is as important for the WPA staff as it is for our WPA families.

## **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 WPA, 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 so that shared information can be passed along. **(The school calendar is posted online)**

## **PARENT/TEACHER CONFERENCES**

Both parent/guardian and child must attend conferences to meet with teachers to go over a scholar's first 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

WPA 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 a relative such as a grandparent, 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. 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.

## NOTIFICATION OF INFORMATION AND EMERGENCIES

Please note that it is the parent's responsibility to sign up for the WPA Mass Alert system (Remind). Activation information for the Mass Alert System can be found in Appendix B.

In addition, information will be shared through Class Dojo for Elementary Scholars. All major information systems used by WPA are listed below.

### WPA's Communication Methods

WPA Website: [www.wpanc.net](http://www.wpanc.net)

WPA Facebook Page: <https://www.facebook.com/wpanccharter>

ClassDOJO (ES) Follow directions shared by your scholar's teacher

WPA Mass Alert [www.remind.com/join](http://www.remind.com/join) [class code: wpaparents]

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

### Inclement Weather Procedures

**WPA follows most of the Wayne County Public Schools decisions for delays and closures during inclement weather.**

If Wayne County Public Schools close due to inclement weather, Wayne Prep may or may not close. WPA will use a multimedia approach to keep parents informed about inclement weather. Information will be posted on the Main Website, Facebook, ClassDOJO (ES) through the Mass Alert System (Remind). Make-up days will be at the discretion of the Executive Director and approved by the Board.

## 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:**

- Wear clothing that is dirty, ripped, torn, bleach spotted, or see-through.
- Have undergarments visible at any time.
- Wear clothing that is not size appropriate (excessively large or baggy or unduly tight/form fitting).

- 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. Any items that may be distracting are not allowed.
- Have jewelry affixed to his/her tongue, lips, cheek, or eyebrow.
- Wear shorts or skirts that do not meet the length guidelines as listed in the specific dress code standards below.

### **Specific Dress Code Standards for WPA and School Events:**

#### **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 a scholar's arms are raised overhead, the shirt must cover both the front and rear of the pants 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 must be solid in color and may not be worn as pants.
- 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**

- Shorts, skirts, dresses, or other clothing will be no more than three inches above the top of the knee.
- Solid color 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
  - 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 (solid in color or WPA) are acceptable, **but the hood may not be worn in the building.**
  - (At any given time, a scholar may be asked to display their collared shirt when wearing a hoodie).
- 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

- Ear piercings 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.
- Nose piercings will be studs or small hoops.

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.

**The first violation of the dress code will result in a warning. The second infraction will result in documentation and subsequent infractions will result in out of school suspension. Each infraction will result in a parent/guardian phone call.**

### 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.

## ES AND 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.

Contact your scholar's teacher to schedule the time for celebrating your child's birthday during the school day.

## 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 within 30 days of 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.

Immunizations requirements for grades K, 7th and 12th are listed at the link below:

<https://immunization.dph.ncdhhs.gov/schools/k-12.htm>

## K-12 School Requirements

North Carolina law requires all children in the state to receive certain immunizations. Records are checked when children enter school or child care.

## Kindergarten

Vaccine	Number Doses Required Before School Entry
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses

<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	2 doses
<u>Pneumococcal conjugate</u>	4 doses

## 7th Grade

<b>Vaccine</b>	<b>Number Doses Required Before School Entry</b>
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	1 dose
<u>Tetanus/diphtheria/pertussis</u>	1 dose
<u>Meningococcal conjugate</u>	1 dose

## 12th Grade

<b>Vaccine</b>	<b>Number Doses Required Before School Entry</b>
<u>Diphtheria, tetanus and pertussis</u>	5 doses

<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses
<u>Varicella (chickenpox)</u>	1 dose
<u>Tetanus/diphtheria/pertussis</u>	1 dose
<u>Meningococcal conjugate (Effective 2020-2021 School Year)</u>	2 doses

## 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. Make sure that the school has up-to-date contact and health information. 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.

## **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 the North Carolina Standard Course of Study and our scholars are enriched with the Leader In Me curriculum. Our success is not measured by state mandated tests alone. We educate the "whole child" – academically, morally, and socially, while promoting an appreciation for diversity and fostering a mastery of life skills. Character education is an integral part of the curriculum, woven daily into lessons and reflected in behavior expectations. Teachers enhance student success by modeling critical and creative thinking skills; by providing a sound, vibrant curriculum; by utilizing innovative teaching strategies, and by engaging in on-going assessment of student outcomes. 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 Standard Course of Study which can be viewed through the N.C. Department of Public Instruction website at [www.ncpublicschools.org](http://www.ncpublicschools.org). Our teachers take every opportunity to enrich the daily learning experience for the scholars. This curriculum 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 Multi Tiered System of Supports (MTSS) 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.

Students in grades K-8 participate in the administration of the i-Ready diagnostic assessment 3 times each year : Fall, Winter, and Spring. The data from these administrations are used to drive instruction in the classroom, small group instruction during Reading and Math, and grouping of students for the Intervention Block.

### **Testing Schedule**

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

#### **State Testing:**

All WPA students in grades 3-12 will take the North Carolina required state tests. These tests include the following:

<b>Grade Level</b>	<b>State Testing Required</b>
Grade 3	<ul style="list-style-type: none"><li>● Reading EOG</li><li>● Mathematics EOG</li></ul>

	<ul style="list-style-type: none"> <li>● Read to Achieve Test</li> </ul>
Grade 4	<ul style="list-style-type: none"> <li>● Reading EOG</li> <li>● Math EOG</li> </ul>
Grade 5	<ul style="list-style-type: none"> <li>● Reading EOG</li> <li>● Math EOG</li> <li>● Science EOG</li> </ul>
Grade 6	<ul style="list-style-type: none"> <li>● Reading EOG</li> <li>● Math EOG</li> </ul>
Grade 7	<ul style="list-style-type: none"> <li>● Reading EOG</li> <li>● Math EOG</li> </ul>
Grade 8	<ul style="list-style-type: none"> <li>● Reading EOG</li> <li>● Math EOG</li> <li>● Science EOG</li> </ul>
<p>Grades 9-12</p> <p>The EOC State Converted score will count as the student’s final exam score and is weighted as 20% of the course final grade.</p>	<ul style="list-style-type: none"> <li>● Math I EOC</li> <li>● Biology EOC</li> <li>● English II EOC</li> <li>● Math III EOC</li> <li>● CTE</li> <li>● Pre-ACT</li> <li>● CCRAA- as noted in the student’s IEP</li> <li>● ACT</li> <li>● EXTEND1- as noted in the student’s IEP</li> </ul>

### **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 supports (MTSS), 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 every three weeks 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 – 5<sup>th</sup> 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. All work must be made up by the end of the nine weeks. While scholars are not penalized academically for absences, they are required to complete ANY missed assignments. They must complete the makeup work independently 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.

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. Scholars are permitted to 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 Standard Guides Kindergarten-5<sup>th</sup> grade. Sixth - Twelfth 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 Principal, and the scholar will receive a stern warning and 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 Principal. 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 must have legal documents from the parents to verify which party has jurisdiction and decision rights. In the event that no legal paperwork is on file, any parent listed on the birth certificate has the right to pick up the scholar. Anyone who is not a parent or legal guardian, must be listed on the authorized pick-up form. If custody rights change, the school will continue to adhere to the paperwork on file until new legal documentation is presented.

## **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). See the Shared Custody Situations section for pick-up details regarding special custody related matters.

## **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.

In order for students to be successful, they must be on time and attend school regularly. North Carolina has a compulsory attendance law (stated below), requiring that school-age children be present when school is in session except in some circumstances such as illness. Any student who does not comply may be reported for truancy.

The Compulsory Attendance Law (G.S. 115C-378) states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school. The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy.

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 8:00am (ES,MS) / 7:50 am (HS) 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. Administration also reserves the right to recommend that enrollment status be revoked due to excessive tardiness

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

## **Early Pick-ups**

The administration expects that WPA scholars will be spending an entire school day in their assigned classes. The regular dismissal format is established by equal allotments of time in class. Picking up students prior to regular dismissal disrupts instructional time for scholars who remain in the class as well as the scholar who is being removed. **Should the rare occasion arise which requires the parent to remove a child early, we ask that you notify the child's teacher in advance with a written note.** This will allow appropriate time for makeup work to be assigned. Sign your child out at the front office desk and the staff will call the classroom for your child. Your child will meet you in the front office. Dental and doctor appointments, illness, and family emergencies are the only

excused absences for early dismissal. Scholars must take responsibility to confer with their teacher about makeup work completion dates.

Students will only be released from school to authorized drivers for the student. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. Students cannot be checked-out early from school over the phone. Proof of identity is required in order to pick up a student.

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.

## **DROP OFF AND PICK UP POLICY**

The school day at WPA (Elementary School and Middle School) is from 8:00am to 3:00pm Monday through Friday.

### **Before School Procedures**

We will open Drop Off at 7:30 am / HS-7:25 each morning. Scholars will be considered Tardy after 8:00a / HS-7:50. 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.

Scholars who are not picked up by 3:30 will be placed in the After School Program at the drop-in rate of \$14.00 per hour.

For information regarding WPA's Before and After School school program please contact Sherita Greenfield stsgreenfield@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 AND 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.

- After three (3) unexcused absences, a note will be sent home.
- 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.
  - Once the parents are notified, the School Counselor 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.
  - 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 school 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.

Written notices/doctors' notes must be received and 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.; Should your child have a

special medical condition that could lead to absences, please speak with their teacher(s) concerning this condition. Also, please make sure that the school nurse is aware as well.

## **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
- 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.

## **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

## **BEHAVIOR EXPECTATIONS AND MANAGEMENT PROCESSES**

### **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.

### **School-Wide Classroom Expectations for scholars**

WPA is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. All scholars and personnel are to take personal responsibility for his or her behavior. We are committed to fostering in each scholar self-discipline, sound moral character, and respect for our community.

Scholars are required to be respectful, courteous, and polite to all adults and other scholars at all times. Scholars will be rewarded when these behaviors are displayed. When scholars fail to do this, disciplinary action will take place. Scholars are expected to be a role model for their peers by taking responsibility for their own work and actions. Scholars are required to obey the classroom rules and the standards in the Parent/Scholar Handbook.

Class Rules are to be posted in two visible areas in the classroom.

1. Stay in your own space.
2. Respect the rights of others.
3. Be prepared.
4. Honor the School Pledge.

**Whole group/class consequences or punishment is not acceptable or tolerated at WPA.**

### **Specials Classes**

Specials classes will complete a “High Five” positive behavior sheet after each class to give to the Homeroom teacher. This will have names of scholars who went above and beyond, followed directions, and were prepared for specials class. These scholars are called “high fivers”! The report will also let teachers know of any scholars who needed additional reminders throughout the class period. Specials teachers are not to assign a whole class consequence for the Homeroom teacher to enforce.

Parents should be made aware of behavior issues and the contact should be documented by the teacher. It is important to remember each time a teacher sends a discipline problem

outside of the classroom, that teacher loses a certain amount of authority with that scholar.

### **Encouraging Appropriate Behavior**

The sequence for dealing with unwanted classroom behavior should be completed in the following manner:

1. Remind the whole group of expectations and desired behaviors.
2. Praise and reward a scholar nearby who is demonstrating appropriate behavior.
3. Move closer to the scholar who is not following the proper behavior.
4. At an appropriate time, tell the scholar that their behavior was not acceptable. The teacher must describe what is acceptable, and warn the scholar of the consequences if the inappropriate behavior continues.
5. Consequences for rules should be:
  - Straight-forward
  - Easily enforced
  - Easily administered
  - Operate as an effective deterrent

### **Chronic Misconduct**

After all preventive measures have been exhausted, any scholar who exhibits an inappropriate behavior pattern over a period of time established by School Administration which interferes with the learning process of themselves, or other scholars, and is likely to recur, is considered chronic misconduct.

Teachers must teach scholars to assume responsibility for their actions. Therefore, in the case of a scholar who engages in chronic misconduct, the teacher, along with school staff has the responsibility to establish a scholar/Teacher Goals and Strategies Plan for that individual scholar. The teacher must involve the parents in this process.

The plan must consist of proactive interventions. The teacher, along with the MTSS Team will meet to discuss formulating the proper behavior management program. This team must evaluate the program put in place to determine if further interventions are to be

implemented.

### **Behavior Management Process**

WPA will maintain a level system for handling behavioral violations of the School-Wide Behavior & Discipline Plan. A “Violations and Consequences” Chart is provided as a guideline for teachers and administrators when determining consequences.

Teachers must take concrete action when correcting behaviors. All corrective actions must correspond to the behavior being corrected. Behaviors and consequences must be documented on a Behavior Report or Office Referral depending upon whether the violation is Teacher-Managed or Principal-Managed.

When a Behavior Report (Class I or II violation) or Office Referral (Class III or IV violation) is issued, the parent/guardian must be notified via phone call, text, or email. Parents/legal guardians are asked to sign and return the report and a copy is filed in the scholar’s file.

### **Violations and Consequences Chart - Classes I & II**

#### **Teacher-Managed Behaviors**

<i>Violations and consequences for each level may be any or all of the items listed below. These lists include, BUT ARE NOT LIMITED TO, behaviors and/or consequences that will result in disciplinary action</i>	
<b>Class I Violations</b>	<b>Class I Consequences</b>
<ol style="list-style-type: none"><li>1. Defiance of Authority</li><li>2. Disruptive Behavior</li><li>3. Misuse of Computer</li><li>4. Tardiness</li><li>5. Display of Affection</li></ol>	<ul style="list-style-type: none"><li>● Elementary: Warnings/Time-out</li><li>● Scholar conference – teacher(s) should confer with scholar(s) briefly and privately (Required for Class I, II, and III violations)</li><li>● Parent Notification and/or conference (Required for Class I, II, and III violations)</li><li>● Confiscation of electronic or non-related items (Required)</li></ul>

<p>6. Possession/Use of Cell Phone</p> <p>7. Non-Related Items on School Property</p> <p>8. Minor Damage to School Property</p> <p>9. Refusal to Work</p> <p>10. Conspiracy to Commit a Class I Offense</p> <p>11. Disrespectful to fellow scholars or staff.</p>	<ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Loss of recess</li> <li>● Special assignments</li> <li>● Removal from class</li> <li>● Exclusion from extracurricular activities</li> <li>● Detention/Silent Lunch</li> <li>● Character Service</li> </ul> <p>*At the discretion of the Administration, repeated Class I Violations may result in:</p> <ul style="list-style-type: none"> <li>● Out-of-School Suspension (OSS)</li> <li>● Accompanied by parent/guardian in class</li> </ul>
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<b>Class II Violations</b>	<b>Class II Consequences</b>
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<p>1. Repeated Class I Offenses</p> <p>2. Abusive, Obscene, Offensive, or Profane Language or Gestures</p> <p>3. Gambling</p> <p>4. Unauthorized Entry/Presence</p>	<p>*In addition to the consequences listed above, a student may receive Class II Consequences as well.</p> <p>**All Class II Consequences require a student/parent conference.</p> <ul style="list-style-type: none"> <li>● Detention/Silent Lunch</li> <li>● Loss of privileges</li> <li>● Removal from class</li> <li>● Prohibited from attending or participating in extracurricular activities</li> <li>● Counseling</li> <li>● Assignment to an alternate location within the school for a period of time</li> <li>● OSS</li> <li>● Law Enforcement involvement</li> </ul> <p>*At the discretion of the Administration, repeated Class II Violations may result in:</p> <ul style="list-style-type: none"> <li>● Out-of-School Suspension (OSS)</li> <li>● Accompanied by parent/guardian in class</li> </ul>
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## Violations and Consequences Chart - Classes III & IV

### Principal-Managed Behaviors

<p><i>Violations and consequences for each level may be any or all of the items listed below. These lists include, BUT ARE NOT LIMITED TO, behaviors and/or consequences that will result in disciplinary action</i></p>	
<b>Class III Violations</b>	<b>Class III Consequences</b>
<ol style="list-style-type: none"> <li>1. Repeated Class II Offenses</li> <li>2. Possession of Tobacco, E-Cigs, Cigarette Lighters, Matches, Vapes</li> <li>3. Threatening bodily harm or property damage</li> <li>4. Dangerous Behavior</li> <li>5. Possession, Exhibition, and/or Distribution of Obscene Literature or Material</li> <li>6. Academic Dishonesty</li> <li>7. Skipping Class</li> <li>8. Conspiracy to Commit a Class III Offense</li> </ol>	<p>*In addition to any and all consequences listed above, a student may receive Class III Consequences as well.</p> <p>**All Class III Consequences require a student/parent conference.</p> <ul style="list-style-type: none"> <li>● Detention/Silent Lunch</li> <li>● Loss of privileges</li> <li>● Removal from class</li> <li>● Prohibited from attending or participating in extracurricular activities</li> <li>● Behavioral Plan</li> <li>● Counseling</li> <li>● Assignment to an alternate location within the school for a period of time</li> <li>● OSS</li> <li>● Accompanied by parent/guardian in class</li> <li>● Law Enforcement involvement</li> </ul>
<b>Class IV Violations</b>	<b>Class IV Consequences</b>
<ol style="list-style-type: none"> <li>1. Repeated Class III Offenses</li> <li>2. Theft</li> </ol>	<p>*In addition to the consequences listed above, a student may receive Class IV Consequences as well.</p>

<p>3. Vandalism</p> <p>4. Extortion</p> <p>5. Fighting and/or Contributing to an Aggressive Situation</p> <p>6. Bullying</p> <p>7. Possession and/or Use of a Weapon</p> <p>8. Possession and/or Use of Drugs or Alcohol on School Property or School Events</p> <p>9. Chronic Misconduct</p> <p>10. Joining/being a member of a gang, recruiting for gang membership, engaging in gang activity</p> <p>11. Conspiracy to Commit a Class IV Offense</p>	<p><b>**All Class IV Consequences require a student/parent conference.</b></p> <ul style="list-style-type: none"> <li>● Restitution</li> <li>● OSS</li> <li>● Accompanied by parent/guardian in class</li> <li>● Law Enforcement involvement</li> <li>● Long-term suspension (more than 10 days)</li> <li>● Expulsion</li> <li>● Referral for Hearing with School Board of Directors to determine future at the School</li> </ul>
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**Description of Behaviors**

**WPA has developed a description of behaviors identified as inappropriate. The School-Wide Behavior & Discipline Plan is designed to support students in achieving the desired behaviors set forth by WPA. The descriptions will be used as a guide for staff and administrators when deciding how best to support the student. Consequences may be modified to developmentally appropriate levels on a student-by-student basis.**

**Class I Behaviors**

1. Defiance of Authority – Student’s refusal to comply with a reasonable request from school personnel, or disobeying any general classroom and/or school rule/expectations. No student shall fail to comply with directions or commands from Principals, Assistant Principals, teachers, substitute teachers, instructional assistants, volunteers, or other authorized school personnel.
2. Disruptive Behavior – Intentional acts or conduct in the classroom or in the school building or upon school grounds, which disrupt the education process.
3. Misuse of Computer – Any misuse of inappropriate computer and/or network

practices. Computer privileges will be automatically suspended.

4. Tardiness – Any unexcused lateness to class beyond the scheduled time that the class begins.
5. Display of Affection – The physical demonstration of affection includes, but is not limited to: hugging, holding hands, kissing, etc.
6. Possession/Use of Cell Phone – Student possession or use of cell phones or any unauthorized electronic device is strictly banned during the instructional day, as well as, during extracurricular activities.
7. Non-Related Items on School Property – Students are prohibited from bringing disruptive items to school such as, but not limited to, toys, trading cards, large amounts of money, beepers, cell phones, radios, televisions, iPods, Mp3 players, computer games, or other personal audio and electronic devices. Any item brought to school that is not school related will be confiscated by school personnel and will be returned only to a parent or guardian.
8. Minor Damage to School Property – Writing or drawing on desks, tables, or walls.
9. Refusal to Work – Students are expected to fully participate in the learning process in all classes.
10. Conspiracy to Commit a Class I Offense – An agreement and/or concerted effort by two or more persons to commit a Class I Offense.
11. Disrespectful to fellow students or staff – Socially rude or dismissive messages, comments, actions, etc. toward adults or students.

## **Class II Behaviors**

1. Repeated Class I Offenses – Three or more Class I Offenses will be reviewed by staff and administration, and may be categorized as a Class II Offense.
2. Abusive, Obscene, Offensive, or Profane Language or Gestures – The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures which is offensive to modesty or decency. Any slurs, innuendos, or other verbal or physical conduct reflecting on an individual's gender, race, color, religion, ethnic or natural origin, sexual orientation, or disability, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. Consequences may also include referral to law enforcement authorities.
3. Gambling – Participation in games of chance for money and/or other things of value.
4. Unauthorized Entry/Presence – Entering, or allowing/assisting any individual(s) to enter the school or grounds other than through designated entrances with approval

of school personnel, or entering (or remaining at) the school or on the grounds during unauthorized times or being in an area of the school without school personnel permission and/or supervision.

### **Class III Behaviors**

1. Repeated Class II Offenses – Three or more Class II Offenses will be reviewed by staff and administration, and may be categorized as a Class III Offense.
2. Possession of Tobacco, E-Cigs, Vapes, Cigarette Lighters, Matches – The use or possession of tobacco, e-cigs, cigarette lighter, or matches. In addition to these items, any device that can be utilized to start a fire, while not in the possession of cigarettes is strictly prohibited.
3. Threatening bodily harm or property damage – Threatening body language or intention to maliciously cause damage to another’s property will not be tolerated.
4. Dangerous Behavior – Behaving in such a way that could cause injury to a student, teacher, or other staff member (e.g. running in the building, extreme horse playing, wrestling, inappropriate use of equipment or materials, etc.)
5. Possession, Exhibition, and/or Distribution of Obscene Literature or Material – Possessing, exhibiting or distributing materials that offend common decency or morals.
6. Academic Dishonesty – Cheating on tests, copying assignments or papers, signing parent/guardian or teacher’s signature on a document. Additionally, students must redo the assignment.
7. Skipping Class – Attending school, but not going to the assigned class.
8. Conspiracy to Commit a Class III Offense – An agreement and/or concerted effort to commit a Class III Offense.

### **Class IV Behaviors**

1. Repeated Class III Offenses - Three or more Class III Offenses will be reviewed by staff and administration, and may be categorized as a Class IV Offense.
2. Theft – Taking something that does not belong to you. Knowingly receiving stolen property or possession of stolen property is included in this offense.
3. Vandalism – Willful or malicious damage to any school building or property, or damage to the property of an employee or another student. This includes damage to neighborhood property when on a field trip or on any school activity away from the

school.

4. Extortion – Obtaining money, other articles of value, or information from someone by coercion or intimidation.
5. Fighting and/or Contributing to an Aggressive Situation – A student provoking another student with the intentional purpose of disrupting any school function or classroom. This offense includes, but is not limited to verbal or physical harassment. Consequences may also include referral to law enforcement authorities and/or long-term suspension (11 – 180 school days) or expulsion.
6. Bullying - Bullying behavior by any student in a school governed by the Classical Charter Schools of America Board of Trustees is strictly prohibited. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. (See Anti-Bullying Protocol below).
7. Possession and/or Use of a Weapon – The possession, concealment, or display of a simulated weapon including, but not limited to, toy guns, cap guns, all knives, disassembled scissors, etc.) will not be tolerated. Any student found with these items will be suspended.
8. Possession and/or Use of Drugs or Alcohol on School Property or School Events – The possession or use of drugs or alcohol on school property or at school events will not be tolerated. Any student found with these items on school property or at school events will be immediately suspended.
9. Chronic Misconduct – After all preventive measures have been exhausted, any student who exhibits an inappropriate behavior pattern over a period of time established by School Administration which interferes with the learning process of themselves, or other students, and is likely to recur, is considered chronic misconduct.
10. Joining/being a member of a gang, recruiting for gang membership, engaging in gang activity Any mention of gangs, joining a gang, being a member of a gang, recruiting gang members, or engaging in any gang related activity is strictly prohibited. Consequences include suspension and possible expulsion.
11. Conspiracy to Commit a Class IV Offense. Offense An agreement and/or concerted effort to commit a Class IV offense

### **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, Executive Director 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 Principal, 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](mailto: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, Principal, 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](http://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 ncials 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 Preparatory 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 as needed.**

### **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. WPA reserves the right to deny entry to any visitor at the Executive Director's or Principal's discretion. The school is able to accommodate visitors given prior approval from the Principal. 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
- Making copies for classroom
- 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 principals, 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'.



Enter this number

Text this message

\*Standard text message rates apply.

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](https://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 2021-22 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)

## **Middle School**

### **School Profile:**

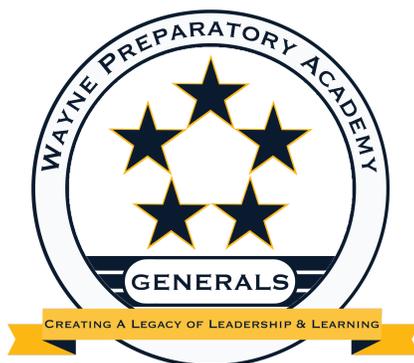
Wayne Preparatory Academy Middle School is a leadership school currently serving approximately 280 scholars in the grades 6-8.

### **Mascot**

Generals

### **School Colors**

Navy Blue and Gold



## **MISSION, VISION, AND GOALS OF WPA'S MIDDLE SCHOOL**

### **Schoolwide Vision:**

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

### **Schoolwide Mission:**

We believe that all children will learn if we teach them carefully. Careful instruction includes at its core teaching children at their instructional level. We believe that learning is a function of instruction, not a function of the learner. We are committed to a culture of leadership that includes cooperative discipline, positive behavior supports, and an environment of earned consequences. We are designed to use data to drive our decisions in finance, operation, and academics. We are driven to focus on the needs of our scholars, rather than be distracted by the needs of adults.

### **Our Why at WPA Middle School**

The scholars of WPA Middle School deserve to be surrounded by adults who care about the whole child. Middle school aged scholars are developmentally discovering their talents, interests, and beliefs. It is up to the adults to provide a safe, nurturing, and challenging environment that allows both freedom and structure as we guide them through this piece of their journey to becoming productive leaders in our society.

### **Goals**

1. To cultivate strong character in our scholars.

2. To build a sense of community among scholars, staff, and parents.
3. To provide a relevant and rigorous academic program.
4. To build strong leadership
5. To foster a love of learning

These elements are necessary for students to develop into well-rounded individuals prepared to set and pursue their goals, attend and graduate from an institute of higher learning, and become world-changing problem solvers.

### **WPA Pride and Educational Excellence**

As discipline is a platform for learning, administrators and teachers strive to ensure that rules are fairly and consistently enforced. Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently and productively and time on task is maximized. Structure provides a framework for learning and a space for creativity to take place. The structure that WPA offers will ensure that school is a safe place where students exercise their right to learn in a nurturing environment, and are given the autonomy to be themselves in the context of a supportive and engaging educational community.

Wayne Preparatory Academy Middle School holds students accountable for meeting standards of excellence through rigorous academic assignments, projects, and assessments. Hard work is expected and required. WPA MS students should strive daily to consistently perform at the top of the state on standardized assessments, even though they often enter Wayne Prep with scores well below the local and state averages. Students are also encouraged to advocate for themselves and their academic progress in each class.

To ensure that our expectations remain clear and consistent for all scholars, the middle school will be using a behavior matrix. This matrix will be posted throughout the school and will be reviewed frequently in the classroom. The matrix focuses on five general traits we wish our school to embody: being proactive, showing respect, having integrity, demonstrating dedication to what is important, and striving for excellence.

Using the questions listed below, the WPA Multi-tiered student support team created a matrix that specifies expectations for scholars who are showing Generals' PRIDE.

#### **Proactive:**

What can I do to make sure our school is safe?  
How can I be a problem solver?

#### **Respect:**

How should I treat my classmates, teachers and school? How should I treat myself?

**Integrity:**

What does it look like to do what is right?

**Dedication:**

How can I show that I care about others and my school?

**Excellence:**

How can I put forth my best effort?

**Middle School PRIDE Expectations**

To view the matrix for a list of behavior expectations, visit this link: [Behavior Matrix Link](#)

A complete behavior matrix will be provided to you in your scholar's homeroom during open house

## **Behavior Management Process**

WPA will maintain a leveled system for handling behavioral violations of the School-Wide Behavior & Discipline Plan. Please see the “Violations and Consequences” Chart in the schoolwide section of this handbook. It will be a guideline for teachers and administrators when determining consequences.

Teachers must take concrete action when correcting behaviors. All corrective actions must correspond to the behavior being corrected. Behaviors and consequences must be documented on a Behavior Report or Office Referral depending upon whether the violation is Teacher-Managed or Principal-Managed.

Parents are required to provide the school with current contact information and be willing to discuss student behaviors when necessary. When a Behavior Report (Class I or II violation) or Office Referral (Class III or IV violation) is issued, the parent/guardian must be notified via phone call, text, or email. Parents/legal guardians are asked to sign and return the report and a copy is filed in the scholar’s file.

## **Middle School Technological Devices Policy**

### **Cellphones**

Instructional time at WPA is protected from unnecessary interruptions. For this reason, prior to exiting their vehicle during morning arrival, cell phones are to be turned off and placed in backpacks. They are to remain in the scholars’ backpacks while scholars are on school grounds. Cellphones are not to be in student pockets or purses and should not be visible at any time. Exceptions can only be made in the instance that a teacher wishes scholars to utilize their cell phones for instructional purposes.

If parents need to contact their scholars for any reason during school hours, they may call the front desk to speak to office staff. Office staff will take a message and relay it to the scholar. In the event that a scholar needs to call home, a staff member will assist the scholar in using a school phone to make that call. Scholars are not to use school phones without permission.

### **Earbuds/Headphones and Other Devices**

Earbuds/Headphones may not be worn in the school unless they are necessary for an instructional activity. Earbuds/headphones should not be visible during transitions or in the bathrooms. When not in use, they should be kept in the scholars’ backpacks.

Smart watches may not be used to text or communicate while at school. They should be silenced. If a smart watch is worn and becomes a distraction in class, it will be treated as any other device and will be confiscated.

Any other personal electronic devices that result in the disruption of class time will be confiscated. This includes school owned devices. If a scholar cannot correctly and responsibly utilize

technology while at school, they will be denied the privilege of accessing it and will receive instruction through alternative methods.

### **Consequences for visible possession and/or misuse of cellphones and other devices**

The following actions will be taken for ANY middle school scholar that does not comply with the cellphone and device policies. These policies will be reviewed regularly with the scholars and will be posted in the classrooms.:

1st offense: Teacher confiscates the device and places it in a designated area in the classroom. The phone will be returned to the scholar at the end of class. The action will be documented.

2nd offense: Teacher confiscates the device and places it in a designated area in the classroom. The phone will be returned to the scholar at the end of the day. The action will be documented. Parent/Guardian will be notified.

3rd offense: Teacher confiscates the device and places it in a designated area in the office. The phone will not be returned to the scholar, but will need to be picked up at the office by the parent/guardian. The action will be documented.

4th offense: Teacher confiscates the device and places it in a designated area in the office. The scholar is referred to the principal for disciplinary action. The scholar will be suspended from school for 1-3 days.

After school hours, this policy remains in effect during aftercare or participation in sports unless the adult in charge gives express permission for a scholar to use their cellphone.

### **Social Media Use**

Inappropriate social media content is a major contributor to poor mental health for middle school scholars. WPA's environment should be one of safety and support. Scholars are strictly prohibited from the unauthorized use of social media while on school grounds. The school is not responsible for providing disciplinary measures for poor social media choices outside of school except in the event that social media postings made outside of school cause the disruption of the learning environment. The situation will be investigated to determine if the offense is disruptive behavior (Class I), abusive or offensive behavior (Class II), threatening or dangerous behavior (Class III), aggression or bullying behavior (Class IV), or some other offense. The consequences will be determined according to WPA's behavior management process.

In the event that a parent/guardian or sports coach needs to contact a student during school hours, they will need to contact the office and leave a message. Please do not rely on social media as your way to communicate with a scholar during the school day.

**The principal reserves the right to immediately escalate consequences or issue harsher consequences for cell phone, earbud, and social media violations that are egregious in nature (bullying, sexting, making threats, doing TikTok challenges, etc.).**

## **Scholar Leadership Portfolios**

Scholars will maintain Leadership Portfolios throughout the year. The scholars will set personal and academic goals for themselves and track their progress. These portfolios will be used to help guide scholar-led parent conferences. It is our belief that allowing scholars to take more ownership of what they are learning will lead to academic and personal growth.

### **Respect:**

The importance of having a respectful school community cannot be overstated. Respect serves as the operational glue that holds the community together. Helping students develop the art of respect is a school-wide goal and will be modeled by the faculty at Wayne Preparatory Academy Middle School. Even when there are differences among us, we must empathize with each other and make sure that we are exercising tolerance, humility, and professionalism. Students are expected to demonstrate the following examples of respect at all times:

- **Self-respect** - by their language and actions; by carrying themselves with a sense of dignity.
- **Respect to peers** - by showing support and encouragement; by refraining from insulting, deriding, or humiliating others; by governing themselves from physically, emotionally, or sexually harassing other students.
- **Respect for all adults** - by listening to and following instructions; by using an appropriate tone of voice; by valuing instructional time in the classroom; by demonstrating an awareness of the appropriate time, place, and manner to disagree with a teacher's decision; by adhering to all school rules and accepting corrections/consequences to behavior.
- **Respect for differences** - by demonstrating sensitivity to individual differences in regards to physical, cultural, religious, gender, and sexual orientation, and by refraining from using stereotypes in thoughts, words, and actions.
- **Respect for property** - by respecting their personal property and the property of other students; by maintaining their textbooks, chromebooks, and other school issued materials; by caring for the school grounds and property, especially by pitching in to keep the building and campus clean and neat . We all want to be proud of our school.

## **Academics**

## Grading Practices

Grades will be given based on the mastery of the objectives your scholar is learning. For example if your scholar is a 6th grader who is learning 6th grade standards and is showing mastery of those standards, you could expect to see a 90-100 average on their report card. However, if your scholar is performing below grade level and is a 6th grader who is showing growth in the standard, but is not quite proficient enough to be independent in the skill, you could see a 70-89 average on your scholar's report card. If your scholar is not capable of working on the 6th grade standard but is able to master the standard on a fifth grade level, you could see a 60-69 on the report card. If your scholar's performance demonstrates abilities more than a year below their grade level, expect to see a 50-59.

Grades are calculated using the following grading scale:

50% Classwork

40% Tests/Quizzes

10% Homework and/or Participation

You will receive a progress report every 3 weeks. For each core subject you should expect to see at least 1-3 tests, 1-3 quizzes, 6-9 classwork assignments, and at least one homework/participation grade for each progress report. Electives will have at least one grade each progress report. Any questions about grades or report cards should be directed to the teacher responsible for assigning the grades. **High school courses may require different grade percentages depending on the subject and class requirements.**

## Athletics and ExtraCurricular Activities

Research shows that students who participate in extracurricular activities – and stick with them for at least two years – are more likely to successfully graduate from college. Developing our students' talents, skills, and interests is an integral part of the ideal school experience and college application process. At Wayne Preparatory Academy Middle School, students have the opportunity to participate in several extracurricular activities, including athletics, clubs, and service opportunities as listed in the chart below (we hope to continue to add to this list):

Athletics	Clubs
<b>Fall</b> Cross Country (Co-ed) Soccer (M)	Beta Club More Clubs to be determined

<p>Volleyball (W)</p> <p>Tennis (W)</p> <p><b>Winter</b></p> <p>Basketball (W)</p> <p>Basketball (M)</p> <p>Swimming (M) (W)</p> <p><b>Spring</b></p> <p>Soccer (W)</p> <p>Baseball (M)</p> <p>Softball (W)</p> <p>Track and Field (Co-ed)</p> <p>Tennis (M)</p>	<p>(Watch our newsletter for more info...)</p>
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Students wishing to participate in athletics must know that being a “student-athlete” means prioritizing grades and academic performance over all other interests, including sports. You are a student first and an athlete second. In order to be eligible for WPA athletics, a scholar must be in good behavioral and academic standing. This means:

1. Passing at least three (3) of their four (4) classes
2. Maintaining at least a 2.0 GPA
3. Receiving no more than ONE office referral during the athletic season.
4. Receiving NO out of school suspensions at any time during the academic school year.
5. Adherence to WPA attendance requirements (no more than 10 absences - excused or unexcused)

Please know that athletes are expected to be leaders in the school. We are very proud of the accomplishments of our athletic teams. It is important that they strive for excellence while playing their sport, but also in the classroom. They will be held to the same standards as any other scholar.

## **CODE OF CONDUCT:**

### **Non-Negotiable Expectations for Wayne Preparatory Academy Students:**

#### 1. 100% commitment to the Wayne Preparatory Academy 7 Habits:

- 1) be proactive
- 2) begin with the end in mind
- 3) put first things first
- 4) think win-win
- 5) seek first to understand, then to be understood
- 6) synergize
- 7) sharpen the saw

#### 2. 100% adherence to the Wayne Preparatory Academy Commitment to Excellence:

**WORK HARD. BE GOOD. THINK.**

- Be on-task at **all** times during class. While **anyone** is speaking, this means that students will always have their eyes, ears, and minds focused on that person.
- Be organized and prepared for **all** classes. Work should always be completed and presented neatly. A heading (name, date, class, assignment) should be used on all papers, and all papers should be kept neatly in binders and folders.
- Respond appropriately to all questions. Non-verbal actions matter.
- Conduct oneself orderly, demonstrating respect for our educational mission while at Wayne Preparatory Academy and Wayne Preparatory functions. Any guests of WPA scholars must also maintain orderly conduct while attending WPA functions.
- Do the right thing without being told and when no one is watching. *Have integrity.*

Parents and Guardians will be prompt when bringing their children to Wayne Preparatory Academy and when picking up their children from Wayne Preparatory Academy or Wayne Preparatory Academy functions. Tardies, early checkouts, and absences impact the learning of your scholar. Tardies and early checkouts also disrupt the learning experience of the other scholars in your scholar's class. Please be considerate and respectful of instructional time by avoiding these situations as much as possible.

### **Wayne Preparatory Middle School Commitment to Excellence: WPA Student Commitment:**

As a student at WPA, I will fully commit to working relentlessly, acting maturely, and thinking critically by adhering to set expectations at all times. This means:

### **Attendance**

- I will arrive at WPA MS every day by 8:00 a.m. I will remain at WPA MS until 3:00 p.m. (Monday-Friday). If I am ever absent, I will proactively reach out to my teachers to ensure that I don't fall behind academically and will hold myself accountable for turning in all missing work.
- I understand more than 10 (excused or unexcused) absences in a class could result in me failing the course.

### **Uniform & Dress Code**

- I will uphold the Wayne Preparatory Middle School Uniform & Dress Code.
- I recognize that if I violate the Uniform & Dress Code, I will be removed from my classes and will receive additional consequences.
- I understand that if it is observed that I am out of Uniform & Dress Code during morning drop off, I will be asked to go home and change.

### **Electronic Device Policy**

- I will follow the school's technology policies (including cell phone and earbud use) as outlined in the handbook (and on notice in open house packet)

### **Homework**

- I will complete, to the best of my ability, all homework assignments in a timely manner – both long- and short-term. This includes making up assignments given when I am absent.
- I understand that my homework in middle school will directly impact my ability to be successful in class from day to day.
- I understand that homework is given at the teacher's discretion.

### **Character**

- I will demonstrate a level of maturity befitting the middle school scholar that I am. This means I will exemplify social intelligence, exude positivity, show gratitude, and support my teachers, parents, and teammates.

- I will respect others.
- I will demonstrate a high level of personal responsibility, independence, and organization. I will advocate for myself if I'm struggling with content. I will consistently meet deadlines and maintain a system for doing so.
- I will be honest in all my dealings with my teachers, parents, and teammates. I know that to be trusted, I must uphold my integrity, even in the face of peer pressure or other challenging situations.
- I understand that when I behave maturely as a middle school scholar, I earn or retain the privileges of a middle school scholar. I understand that all rewards (parties, extra recess, field trips, school-wide activities, etc.) are earned.
- I understand that when I behave immaturely or irrationally, I will lose the privileges of a middle school scholar and earn consequences to redirect those behaviors. When I make a poor choice, I will accept the consequences.

#### **WPA Parent Commitment:**

As parent(s) or guardian(s) of a WPA Middle School student I/we commit to supporting my/our child's education at Wayne Preparatory High School at all times. This means:

- Making sure my/our child arrives at WPA every day before 8:00 a.m. and is picked up at 3:00 (and no later than 3:30).
- Making sure my/our child remains at school for the entire academic day, knowing that excessive absences or early pick-ups will negatively affect my/our child's ability to master grade level content. Making sure my/our student has transportation home if they stay late for tutoring, detention, clubs, or athletics.

#### **I/We will support my/our child academically. This means:**

- Holding my/our student accountable for completing all projects, assignments, and homework
- Encouraging my/our student to email their teacher if they have questions on homework,
- Ensuring that my/our student adheres to the WPA dress code every day.
- Notifying the school in writing (email or hand-written and signed note) if my/our student is absent or needs to leave early (latest early checkout is 2:00).
- Reading all correspondences that come from the school and utilizing/applying the information.
- Attending all mandatory parent events, meetings, and conferences.

- Supporting the WPA team when my/our child earns consequences for making poor choices.
- Allowing my/our child to participate in all field trips and activities that they earn, including field trips, college visits, school-wide activities, etc.
- Understanding that my/our child must follow the Wayne Preparatory Middle School rules so as to protect the safety, interests, and rights of all individuals in the school.

***Acknowledgement Statement (signature on last page of handbook):***

**Public Displays of Affection:**

Wayne Preparatory Middle School is a professional environment; all students must conduct themselves as productive citizens, therefore, students must show respect for themselves and others by restraining from inappropriate public displays of affection. These actions include, but are not limited to: kissing, handholding, extended hugging, and sitting on another student’s lap.

Students engaged in such behaviors will receive consequences and, in certain cases, could face suspension or expulsion from the school.

**School Searches:**

WPA authorizes the principal and his/her designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated a school policy or state or federal law. School officials recognize federal constitutional rights through the process and must establish reasonable suspicion before conducting a search of a student or a student’s possessions.

**Harassment, Bullying, and Intimidation:**

A safe and civil environment in a school is necessary for students to learn and achieve high academic standards. Harassing, bullying and intimidating behavior will not be tolerated on any level. These three behaviors are not the same, however all will be taken seriously.

**Harassment** is defined by, “aggressive pressure or intimidation.” Harassment tends to be ongoing behavior, not a one time act.

**Bullying** is defined by, “behavior that seeks to harm, intimidate, or coerce someone perceived as vulnerable.” Bullying is not a one time act and typically occurs multiple times to the same person.

**Intimidation** is defined as, “having a frightening effect.” This behavior can be a one time occurrence.

This behavior can present as any gesture, written, verbal, or physical form through the use of electronic or wireless communication (including telephone, cell phone, computer, or tablet), whether it by a single incident or a series of incidents, that it's motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds/property, at any school-sponsored function, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of the other students, and that:

- a)** A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student, damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b)** Has the effect of insulting or demeaning any student or group of students, or
- c)** Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to verbally report alleged violations of this policy to the principal on the same day that the staff member becomes aware of the situation. School leadership will be responsible for determining whether an alleged act violates this policy. School leadership shall conduct an investigation into the alleged acts and inform parents/guardians of all students involved in the case.

Bullying, harassment, or intimidation that occurs off-campus, online, or through text messages or phone calls will still be subject to the same procedures and can carry the same consequences if it disrupts the school environment. In accordance with state and federal law, any activity – whether on or off-campus – that disrupts the business and functions of a regular school day, or makes a student feel unsafe on school grounds is considered in violation of school policy and will carry with it the same consequences as if it occurred at school.

Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on various factors. Depending on the severity of the situation, students could be suspended or removed from Wayne Preparatory Middle School.

WPA is not responsible for student actions outside of the school grounds or school activities that do not cause a disruption of the learning environment.

### **Substance Abuse:**

Wayne Preparatory High School has a Zero Tolerance policy regarding substance abuse or the use/possession of any illegal drug or prohibited substance. This includes, but is not limited to possession of alcohol, prescription drugs, and tobacco/vaping products. Any student suspected of being under the influence or possessing a controlled substance without legal authority may be required to have an immediate physical examination and drug test by a physician and is subject to suspension or expulsion at the discretion of school leadership.

### **Visitors to Campus:**

Wayne Preparatory Academy High School is committed to protecting our students and providing them a safe environment conducive to learning and personal development. As such, all visitors must check-in at the main office. Parents and visitors are expected to conduct themselves professionally at all times and can be banned from campus at the discretion of leadership if such professional expectations are not met. Visitors should never walk to classrooms or approach teachers in their classrooms without the knowledge or accompaniment of school staff. While parents/guardians have legal rights of access to their children, they must still follow visitor protocols for the safety and protection of all scholars and staff.

### **Physical Contact and Altercations:**

There is zero tolerance for fighting. In almost every case, all involved students will be expelled. Parents will be required to come to the school and pick up the students involved in the fight on the day of the incident.

In addition to fighting, students are expected to refrain from non-violent physical contact. Horseplay often escalates without the intention of violence. Students are to respect one another's personal space at all times.

### **Loss of Privileges:**

Wayne Preparatory Middle School offers students many privileges that can be taken away as a consequence of poor behavior. These include, but are not limited to

- Use of electronic devices (i.e. cellular devices)
- Independent Transitions
- Free Lunch Time
- Recess
- Clubs
- Athletics
- Field Trips, Special Days, Celebrations

**Suspension:**

Students who violate the Student Code of Conduct may be suspended as a consequence of their actions. There is one type of suspension at Wayne Preparatory Academy Middle School:

**Out-of-School Suspension (OSS):** To create and maintain a safe, supportive, and reliable school community and culture, Wayne Preparatory Academy High School will suspend students from school when there are serious breaches of the Core Values or the Student Code of Conduct. Suspensions will usually last between 1-10 days. In certain circumstances, the principal may determine that a suspension of a greater length is appropriate. In all cases, parents or guardians will be informed of a suspension in writing, and a parent conference will be required prior to the scholar’s return from suspension. A parent or guardian may come to the school to pick up any student work. Students assigned OSS will still be responsible for all work and assignments upon their return. On the day that a student is scheduled to return, a parent or guardian must accompany the student for a conference with the school administration.

**Daily Schedule:*****REGULAR BELL SCHEDULE****Staff - (7:15 - 3:45)*

<b>Class Period</b>	<b>Time</b>
<b>Car Rider Line</b>	<b>7:30- 8:00</b>
<b>Homeroom</b>	<b>7:30-8:05</b>
<b>Transition</b>	<b>8:05-8:10</b>
<b>Block 1</b>	<b>8:10-9:25</b>
<b>Transition</b>	<b>9:25-9:30</b>
<b>Block 2</b>	<b>9:30-10:45</b>
<b>Transition</b>	<b>10:45-10:50</b>
<b>Block 3 and Lunch</b>	<b>10:50-12: 25</b>

	Lunch 6th Grade 11:40-12:00 7th Grade 11:50-12:10 8th Grade 12:00-12:20
<b>Transition</b>	<b>12:25-12:30</b>
<b>Block 4 and Recess</b>	<b>12:30-2:05</b>  Recess 6th Grade 12:50-1:10 7th Grade 1:10-1:30 8th Grade 12:30-12:50
<b>Transition</b>	<b>2:05-2:10</b>
<b>Skill Sharpening</b>  Monday/Wednesday =Leader In Me Tuesday/Thursday=Intervention/ Enrichment Friday=Clubs	<b>2:10-2:50</b>
<b>Transition</b>	<b>2:50-2:55</b>
<b>Homeroom/Dismissal</b>	<b>2:55-3:00</b>

*1 Hour Delay*

*(Staff 8:15 - 3:45)*

<b>Class Period</b>	<b>Time</b>
<b>Car Rider Line</b>	<b>8:30- 9:00</b>
<b>Homeroom</b>	<b>8:30-9:05</b>
<b>Transition</b>	<b>9:05-9:10</b>
<b>Block 1</b>	<b>9:10-10:20</b>

<b>Transition</b>	<b>10:20-10:25</b>
<b>Block 2</b>	<b>10:25-11:35</b>
<b>Transition</b>	<b>11:35-11:40</b>
<b>Block 3 and Lunch</b>	<b>11:40-1:10</b>  Lunch 6th Grade 11:50-12:10 7th Grade 12:00-12:20 8th Grade 12:10-12:30
<b>Transition</b>	<b>1:10-1:15</b>
<b>Block 4 and Recess</b>	<b>1:15-2:50</b>  Recess 6th Grade 1:30-1:50 7th Grade 1:50-2:10 8th Grade 1:10-1:30
<b>Transition</b>	<b>2:50-2:55</b>
<b>Skill Sharpening</b>  Monday/Wednesday =Leader In Me Tuesday/Thursday=Intervention/ Enrichment Friday=Clubs	<b>No Skill Sharpening on 1 hour delay</b>
<b>Homeroom/Dismissal</b>	<b>2:55-3:00</b>

**2 Hour Delay**

*Staff (9:15 - 3:45)*

<b>Class Period</b>	<b>Time</b>
<b>Car Rider Line</b>	<b>9:30- 10:00</b>
<b>Homeroom</b>	<b>9:30-10:05</b>
<b>Transition</b>	<b>10:05-10:10</b>

<b>Block 1</b>	<b>10:10-11:05</b>
<b>Transition</b>	<b>11:05-11:10</b>
<b>Block 2</b>	<b>11:10-12:25</b> Lunch 6th Grade 11:40-12:00 7th Grade 11:50-12:10 8th Grade 12:00-12:20
<b>Transition</b>	<b>12:25-12:30</b>
<b>Block 3</b>	<b>12:30-1:25</b>
<b>Transition</b>	<b>1:25-1:30</b>
<b>Block 4 and Recess</b>	<b>1:30-2:50</b> Recess 6th Grade 1:50-2:10 7th Grade 2:10-2:30 8th Grade 1:30-1:50
<b>Transition</b>	<b>2:50-2:55</b>
<b>Skill Sharpening</b> Monday/Wednesday =Leader In Me Tuesday/Thursday=Intervention/ Enrichment Friday=Clubs	<b>No Skill Sharpening on 2 hour delay</b>
<b>Homeroom/Dismissal</b>	<b>2:55-3:00</b>

**Early Dismissal**

Staff (7:15 -3:45)

<b>Class Period</b>	<b>Time</b>
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<b>Car Rider Line</b>	<b>7:30- 8:00</b>
<b>Homeroom</b>	<b>7:30-8:05</b>
<b>Transition</b>	<b>8:05-8:10</b>
<b>Block 1</b>	<b>8:10-9:10</b>
<b>Transition</b>	<b>9:10-9:15</b>
<b>Block 2</b>	<b>9:15-10:15</b>
<b>Transition</b>	<b>10:15-10:20</b>
<b>Block 3</b>	<b>10:20-11:20</b>
<b>Transition</b>	<b>11:20-11:25</b>
<b>Block 4 and Lunch</b>	<b>11:25-12:50</b>  Lunch 6th Grade 11:45-12:05 7th Grade 11:55-12:15 8th Grade 11:25-11:45
<b>Transition</b>	<b>12:50-12:55</b>
<b>Homeroom/Dismissal</b>	<b>12:55-1:00</b>

### **School Calendar**

The School calendar is also shared on the WPA website:

<https://wpanc.net/2019-2020-school-calendar/>

## Curriculum Overview:

### Academics & Learning

This is the most fundamental aspect of our school. Wayne Preparatory Middle School's mission is to help students meet elevated standards through high expectations in an academic program that will prepare students for college and life, therefore, students are expected to:

- BE ON TIME to school, to class, and any other school-sponsored activities;
- WORK HARD in their studies;
- BE PREPARED for class;
- PARTICIPATE in all activities; and
- COMPLETE HOMEWORK every day for every class.

### Academic Program

We believe that all students are capable of greatness in the classroom. As such, we have designed a curriculum that is both rigorous and aligned to the North Carolina Standard Course of Study. Central to who we are is the belief high academic achievement is achievable for all, given the right support and environment. At Wayne Preparatory Middle School, we demonstrate high expectations for all scholars.

### Attendance & Tardiness:

Attendance in high school is crucial. Students with excessive absences run the risk of not passing classes, being considered truant, compromising promotion to the next grade, and not graduating on time.

- Students with more than ten (10) **EXCUSED OR UNEXCUSED** absences will risk not receiving credit for the course(s) and further jeopardize their promotion to the next grade.
- Excused absences will be defined as those days missed for the following reasons:
  - illness or medical appointments with provided documentation (from medical office)
  - Court appointments
  - Educational Opportunities (must complete school form and be pre approved by a school administrator)
  - Religious Observance (please notify and pre arrange)
  - Death in the family
- An attendance waiver committee will review documentation submitted in cases where students exceed the absence ceiling. In order to be considered for the waiver process, **DOCUMENTATION MUST BE PROVIDED BY THE PARENT/GUARDIAN** for absences in question. The administration will make all final decisions regarding promotion in all

relative attendance cases; parents and students will be notified both verbally and in writing.

Tardies also play a critical role in determining student success. A student is tardy if they arrive to class after the tardy bell, or after the start of the class based on the daily bell schedule. Transitions between classes are 5 minutes and will require students to move with purpose from one class to the next. The following consequences will be issued as a result of acquired tardies:

- **1st unexcused Tardy:** A warning issued by the teacher
- **2nd unexcused Tardy:** Parent contact made and documented by teacher
- **3rd unexcused Tardy:** Parent contact made and documented by the teacher. Loss of recess privileges.
- **4th unexcused Tardy:** Parent contact made and office referral to the principal.
- **5th unexcused Tardy:** Out of School Suspension (OSS)
- **Beyond 5 Tardies:** Student will be referred to the executive director

### **Late Arrival**

The school day starts promptly at 8:00 am. 8:00 am is the latest a student can arrive without being counted tardy. At 8:01 AM, parents will need to sign in their child. It should also be indicated that middle school attendance is counted each class period and in order to be counted present for each class, students need to be in attendance for a minimum of half the class.

### **Dismissal**

Wayne Preparatory Academy Middle School conducts a wide array of after-school activities: clubs, sports, and tutoring. All athletic activities will take place between 3:00-9:00 pm. Students are encouraged to stay after school if they are registered for and involved in a structured, supervised, and sanctioned school activity. They may not, however, stay after school to hang out or wait for a friend or sibling. By 3:30 pm, all students who are not involved in a structured, supervised activity must have utilized their method of transportation to exit the building. Students not picked up by 3:30 will be sent to the afterschool program and will incur set fees for that service.

If students are picked up from school, parents (or their designees) are expected to do so on a timely basis, to be very familiar with the days on which students have scheduled activities, and to communicate in advance about transportation plans. Students may not be checked out after 2:30 each day, in order to keep the parking area open for the carpool/student dismissal process. Please be cautious of student drivers as high school is now on our campus as well.

## **Building Hours**

Doors open at 7:30 am, and the building officially closes at 3:30 pm unless an otherwise scheduled event occurs. Please note, after school program fees will apply after 3:30 pm.

## **Homework**

Students at Wayne Preparatory may receive no more than 1-1.5 hours of homework each night, depending on the courses being taken. It is essential for students to get into the habit of consistently managing time, removing distractions when studying, and completing all assignments. Homework completion is one of the strongest predictors of whether a student will be successful in dealing with the independence and rigorous academic expectations of high school and college.

## **Make-up Work**

Students who miss school are responsible for making up any classwork, homework, tests, or quizzes they may have missed. Students who anticipate being absent should be proactive and make arrangements with their teachers beforehand to make up their work. Teachers have the discretion to set new deadlines for students who have missed instructional days. Assignments that are missed because of unexcused absences may incur a scoring penalty at the discretion of the teacher. Assignments missed because of excused absences will not be penalized as long as the deadline set by the teacher is met.

## **Promotion to the Next Grade:**

In order to guarantee promotion to the next grade level, students must achieve the following:

- At least a 60 (D) average in all classes
- No more than ten (10) absences (excused and unexcused combined)
- No more than one grade level below proficient in ELA and Math
- Report grades are not the main indicator of student mastery. iReady benchmark assessments, teacher made assessments, and North Carolina EOC assessments will all be included in the decision to retain or promote a scholar.

If a student does not meet all of these criteria, promotion will be at the discretion of school leadership.

## **Classroom Procedures**

All teachers have classroom procedures and rules. Students must abide by these rules at all times. Some general classroom rules and procedures apply in all classes:

- Be on time

- Bring all necessary supplies to class everyday
- Keep all purses and bags should be kept off desks

## **Dress Code/ School Uniform**

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**:

- Wear clothing that is dirty, ripped, torn, bleach spotted, or see-through.
- Have undergarments visible at any time.
- Wear clothing that is not size appropriate (excessively large or baggy or unduly tight/form fitting).
- 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. Any items that may be distracting are not allowed.
- Have jewelry affixed to his/her tongue, lips, cheek, or eyebrow.
- Wear shorts or skirts that do not meet the length guidelines as listed in the specific dress code standards below.

## **Specific Dress Code Standards for WPA and School Events:**

### **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 a scholar's arms are raised overhead, the shirt must cover both the front and rear of the pants 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 must be solid in color and may not be worn as pants.
- 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**

- Shorts, skirts, dresses, or other clothing will be no more than three inches above the top of the knee.
- Solid color 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
  - 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 (solid in color or WPA) are acceptable, **but the hood may not be worn in the building.**
  - (At any given time, a scholar may be asked to display their collared shirt when wearing a hoodie).
- 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

- Ear piercings 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.
- Nose piercings will be studs or small hoops.

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.

**The first violation of the dress code will result in a warning. The second infraction will result in documentation and subsequent infractions will result in out of school suspension. Each infraction will result in a parent/guardian phone call.**

**Professional Dress:**

Students are expected to carry themselves in a professional manner on a daily basis. This requires that all students wear clean, ironed, not-ripped-or-cut, neat uniforms.

## **High School**

### **School Profile:**

Wayne Preparatory Academy High School opened its doors in August 2019, right after the middle school was founded. The high school currently serves approximately 375 students in the grades 9-12.

### **Mascot**

Generals

### **School Colors**

Navy Blue and Gold



### **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.

Our mission will be accomplished through the teaching, modeling, and reinforcement of the Seven Habits of Highly Effective People. Implementing these habits at WPS will focus on cultivating strong character and a sense of community, providing a relevant and rigorous academic program, offering rich and meaningful social experiences, building strong leadership, and fostering a love of learning - all necessary for students to develop into well-rounded individuals prepared to set and pursue their goals, attend and graduate from an institute of higher learning, and become world-changing problem solvers.

As discipline is a platform for learning, administrators and teachers strive to ensure that rules are fairly and consistently enforced. Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently and productively and time on task is maximized. Structure provides a framework for learning and a space for creativity to take place. The structure that WPA offers will ensure that school is a safe place where students exercise their right to learn in a nurturing environment, and are given the autonomy to be themselves in the context of a supportive and engaging educational community.

## **Respect:**

The importance of having a respectful school community cannot be overstated. Respect serves as the operational glue that holds the community together. Helping students develop the art of respect is a school-wide goal and will be modeled by the faculty at Wayne Preparatory Academy High School. Even when there are differences among us, we must empathize with each other and make sure that we are exercising tolerance, humility, and professionalism. Students are expected to demonstrate the following examples of respect at all times:

- **Self-respect** - by their language and actions; by carrying themselves with a sense of dignity.
- **Respect to peers** - by showing support and encouragement; by refraining from insulting, deriding, or humiliating others; by governing themselves from physically, emotionally, or sexually harassing other students.
- **Respect for all adults** - by listening to and following instructions; by using an appropriate tone of voice; by valuing instructional time in the classroom; by demonstrating an awareness of the appropriate time, place, and manner to disagree with a teacher's decision; by adhering to all school rules and accepting corrections/consequences to behavior.
- **Respect for differences** - by demonstrating sensitivity to individual differences in regards to physical, cultural, religious, gender, and sexual orientation, and by refraining from using stereotypes in thoughts, words, and actions.
- **Respect for property** - by respecting their personal property and the property of other students; by maintaining their textbooks, chromebooks, and other school issued materials; by caring for the school grounds and property, especially by pitching in to keep the building and campus clean and neat and a place we can all be proud of.

## **Educational Excellence:**

Wayne Preparatory Academy High School holds students accountable for meeting standards of excellence through rigorous academic assignments, projects, and assessments. Hard work is expected and required. WPA HS students should strive daily to consistently perform at the top of the state on standardized assessments, even though they often enter Wayne Prep with scores well below the local and state averages. Students are also expected to keep a regular check on their grades in PowerSchool and advocate for themselves and their academic progress in each class.

## **Athletics & Extracurricular Activities:**

We know that students who participate in extracurricular activities have a better high school experience, build more meaningful relationships and networks with peers, adults, and community members, and are more likely to be accepted into college and have access to more scholarships. Moreover, research shows that students who participate in extracurricular

activities – and stick with them for at least two years – are more likely to successfully graduate from college. Developing our students' talents, skills, and interests is an integral part of the ideal high school experience and college application process. At Wayne Preparatory Academy High School, students have the opportunity to participate in several extracurricular activities, including athletics, clubs, and service opportunities as listed in the chart below (we hope to continue to add to this list):

<b>Athletics</b>	<b>Clubs</b>
<p><b>Fall</b></p> <p>Cross Country (Co-ed)</p> <p>Soccer (M)</p> <p>Volleyball (W)</p> <p>Tennis (W)</p> <p><b>Winter</b></p> <p>Basketball (W)</p> <p>Basketball (M)</p> <p>Swimming (M) (W)</p> <p><b>Spring</b></p> <p>Soccer (W)</p> <p>Baseball (M)</p> <p>Softball (W)</p> <p>Track and Field (Co-ed)</p> <p>Tennis (M)</p>	<p>SGA</p> <p>Key Club</p> <p>FBLA Club</p> <p>Yearbook Club</p>

Students wishing to participate in athletics must know that being a “student-athlete” means prioritizing grades and academic performance over all other interests, including sports. You are a student first and an athlete second. In order to be eligible for WPA athletics, a scholar must be in good behavioral and academic standing. This means:

1. Passing at least three (3) of their four (4) classes
2. Maintaining at least a 2.0 GPA
3. Receiving no more than ONE assignment to ISS during the athletic season
4. Receiving NO assignments to OSS at any time during the academic school year
5. Adherence to WPA attendance requirements (no more than 10 absences - excused or unexcused)

### **CODE OF CONDUCT:**

#### **Non-Negotiable Expectations for Wayne Preparatory Academy Students:**

1. 100% commitment to the Wayne Preparatory Academy 7 Habits:

1) be proactive 2) begin with the end in mind 3) put first things first 4) think win-win  
5) seek first to understand, then to be understood 6) synergize 7) sharpen the saw

2. 100% adherence to the Wayne Preparatory Academy Commitment to Excellence:

WORK HARD. BE GOOD. THINK.

- Be on-task at **all** times during class. While **anyone** is speaking, this means that students will always have their eyes, ears, and minds focused on that person.
- Be organized and prepared for **all** classes. Work should always be completed and presented neatly. A heading (name, date, class, assignment) should be used on all papers, and all papers should be kept neatly in binders and folders.
- Respond appropriately to all questions. Non-verbal actions matter.
- Conduct oneself orderly, demonstrating respect for our educational mission while at Wayne Preparatory Academy and Wayne Preparatory functions.
- Do the right thing without being told and when no one is watching. *Have integrity.*

Parents and Guardians will be prompt when bringing their children to Wayne Preparatory Academy and when picking up their children from Wayne Preparatory Academy or Wayne Preparatory Academy functions.

#### **Wayne Preparatory High School Commitment to Excellence: WPA Student Commitment:**

As a student at WPA, I will fully commit to working relentlessly, acting maturely, and thinking critically by adhering to set expectations at all times. This means:

## **Attendance**

- I will arrive at WPA HS every day by 7:50 a.m. I will remain at WPA HS until 2:40 p.m. (Monday-Friday). If I am ever absent, I will proactively reach out to my teachers to ensure that I don't fall behind academically and will hold myself accountable for turning in all missing work.
- I understand more than 10 (excused or unexcused) absences in a class will result in me failing the course.

## **Uniform & Dress Code**

- I will uphold the Wayne Preparatory High School Uniform & Dress Code.
- I recognize that if I violate the Uniform & Dress Code, I will be removed from my classes and could receive additional consequences.

## **Electronic Device Policy**

- I will follow the school's technology policies (including cell phone and earbud use) as outlined in the handbook (and on notice in open house packet)

## **Homework**

- I will complete, to the best of my ability, all homework assignments in a timely manner – both long- and short-term. This includes making up assignments given when I am absent.
- I understand that my homework in high school will directly impact my ability to be successful in class from day to day.

## **Character**

- I will demonstrate a level of maturity befitting the young adult that I am. This means I will exemplify social intelligence, exude positivity, show gratitude, and support my teachers, parents, and teammates.
- I will respect others.
- I will demonstrate a high level of personal responsibility, independence, and organization. I will advocate for myself if I'm struggling with content. I will consistently meet deadlines and maintain a system for doing so.

- I will be honest in all my dealings with my teachers, parents, and teammates. I know that to be trusted, I must uphold my integrity, even in the face of peer pressure or other challenging situations.
- I understand that when I behave maturely as a young adult, I earn or retain the privileges of a young adult. I understand that all rewards (college trips, field trips, school-wide activities) are earned.
- I understand that when I behave immaturely or irrationally, I will lose the privileges of a young adult and earn consequences to redirect those behaviors. When I make a poor choice, I will accept the consequences.

### **WPA Parent Commitment:**

As parent(s) or guardian(s) of a WPA High School student I/we commit to supporting my/our child's education at Wayne Preparatory High School at all times. This means:

- Making sure my/our child arrives at WPA every day by 7:50 a.m. and is picked up by 2:40 (and no later than 3:05).
- Making sure my/our child remains at school for the entire academic day, knowing that excessive absences or early pick-ups will negatively affect my/our child's ability to earn academic credits for high school courses. Making sure my/our student has transportation home if they stay late for tutoring, detention, clubs, or athletics.

### **I/We will support my/our child academically. This means:**

- Holding my/our student accountable for completing all projects, assignments, and homework
- Encouraging my/our student to email their teacher if they have questions on homework,
- Ensuring that my/our student adheres to the WPA dress code every day.
- Notifying the school in writing (email or hand-written and signed note) if my/our student is absent or needs to leave early (latest early checkout is 2:10).
- Reading all correspondences that come from the school and utilizing/applying the information.
- Attending all mandatory parent events, meetings, and conferences.
- Supporting the WPA team when my/our child earns consequences for making poor choices.
- Allowing my/our child to participate in all field trips and activities that they earn, including field trips, college visits, school-wide activities, etc.

- Understanding that my/our child must follow the Wayne Preparatory High School rules so as to protect the safety, interests, and rights of all individuals in the school.

***Acknowledgement Statement (signature on last page of handbook):***

**Public Displays of Affection:**

Wayne Preparatory High School is a professional environment; all students must conduct themselves as professionals, therefore, students must show respect for themselves and others by restraining from inappropriate public displays of affection. These actions include, but are not limited to: kissing, handholding, extended hugging, and sitting on another student's lap.

Students engaged in such behaviors will receive consequences and, in certain cases, could face suspension or expulsion from the school.

**Circumstances for Immediate Removal from Class:**

When a student is sent out of class, the following consequences are assigned:

1. The students will be placed in In-School Suspension (ISS) for the rest of the class period.
2. Under the direction of the principal, the student may be assigned ISS for the rest of the day or subsequent days, depending on the severity of the offense.
3. Students cannot return to their classes until they've had a reflective conversation with the teacher who sent them out and a school leader.
4. The student may be assigned Out-of-School Suspension (OSS), depending on the severity of the offense.

**School Searches:**

WPA authorizes the principal and his/her designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated a school policy or state or federal law. School officials recognize federal constitutional rights through the process and must establish reasonable suspicion before conducting a search of a student or a student's possessions.

**Harassment, Bullying, and Intimidation:**

A safe and civil environment in a school is necessary for students to learn and achieve high academic standards. Harassing, bullying and intimidating behavior will not be tolerated on any level.

***Harassment*** is defined by, "aggressive pressure or intimidation"

**Bullying** is defined by, “behavior that seeks to harm, intimidate, or coerce someone perceived as vulnerable.”

**Intimidation** is defined as, “having a frightening effect.”

This behavior can present as any gesture, written, verbal, or physical form through the use of electronic or wireless communication (including telephone, cell phone, computer, or tablet), whether it by a single incident or a series of incidents, that it's motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds/property, at any school-sponsored function, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of the other students, and that:

- a)** A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student, damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b)** Has the effect of insulting or demeaning any student or group of students, or
- c)** Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to verbally report alleged violations of this policy to the principal on the same day that the staff member becomes aware of the situation. School leadership will be responsible for determining whether an alleged act violates this policy. School leadership shall conduct an investigation into the alleged acts and inform parents/guardians of all students involved in the case.

Bullying, harassment, or intimidation that occurs off-campus, online, or through text messages or phone calls will still be subject to the same procedures and can carry the same consequences. In accordance with state and federal law, any activity – whether on or off-campus – that disrupts the business and functions of a regular school day, or makes a student feel unsafe on school grounds is considered in violation of school policy and will carry with it the same consequences as if it occurred at school.

Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on various factors. Depending on the severity of the situation, students could be suspended or removed from Wayne Preparatory High School.

### **Substance Abuse:**

Wayne Preparatory High School has a Zero Tolerance policy regarding substance abuse or the use/possession of any illegal drug or prohibited substance. This includes, but is not limited to possession of alcohol, prescription drugs, and tobacco/vaping products. Any student suspected of being under the influence or possessing a controlled substance without legal authority may be required to have an immediate physical examination and drug test by a physician and is subject to suspension or expulsion at the discretion of school leadership.

### **Visitors to Campus:**

Wayne Preparatory Academy High School is committed to protecting our students and providing them a safe environment conducive to learning and personal development. As such, all visitors must check-in at the main office. Parents and visitors are expected to conduct themselves professionally at all times and can be banned from campus at the discretion of leadership if such professional expectations are not met. Visitors should never walk to classrooms or approach teachers in their classrooms without the knowledge or accompaniment of school staff.

### **Physical Contact and Altercations:**

There is zero tolerance for fighting. In almost every case, all involved students will be expelled. Parents will be required to come to the school and pick up the students involved in the fight on the day of the incident.

In addition to fighting, students are expected to refrain from non-violent physical contact. Horseplay often escalates without the intention of violence. Students are to respect one another's personal space at all times.

During particularly difficult circumstances, Wayne Preparatory High School retains the right to issue a consequence to an entire group or class of students. While the school does not seek to punish the good with the bad, we believe that we are all responsible for each other and that the actions of some do impact the greater school community.

### **Loss of Privileges:**

Wayne Preparatory High School offers students many privileges that can be taken away as a consequence of poor behavior. These include, but are not limited to

- Use of electronic devices (i.e. cellular devices)
- Independent Transitions
- Free Lunch Time
- Clubs
- Athletics

- Field Trips, Special Days, Celebrations

**Detention:**

In an effort to deter students from making poor choices that are harmful to their future, detention may be given as a consequence.

**Lunch Detention**

Lunch detention can be issued to students who don't uphold behavioral expectations during lunch. This could include, but is not limited to, being excessively loud or unruly during transitions, inappropriate horseplay, being out of place without permission, and not respecting school property (littering, for example). Students will be assigned one (or more, if necessary) periods of lunch detention, which will be served on the following day/days after the incident occurs. Students will remain in the lunch detention teacher's room for the entire 30 minutes of lunch. During that time, students can eat, do homework, or read silently. If a student does not serve detention (lunch or homework), they will serve the following day and may likely receive additional consequences determined by the principal.

**Suspension:**

Students who violate the Student Code of Conduct may be suspended as a consequence of their actions. There are two types of suspensions at Wayne Preparatory Academy:

**In-School Suspension (ISS):** In-school suspension takes place with the ISS teacher and is a place for students to reflect on their conduct. Students assigned in-school suspension may choose to complete classwork, homework or read independently. Talking, sleeping, use of cellular devices, or other off-task behaviors will not be tolerated and could result in a student receiving extra days of ISS. Students who are in ISS will also have lunch detention (see above for more information on lunch detention).

**Out-of-School Suspension (OSS):** To create and maintain a safe, supportive, and reliable school community and culture, Wayne Preparatory Academy High School will suspend students from school when there are serious breaches of the Core Values or the Student Code of Conduct. Suspensions will usually last between 1-10 days. In certain circumstances, the principal may determine that a suspension of a greater length is appropriate. In all cases, parents or guardians will be informed of a suspension in writing, and a parent conference could likely be required at the time of suspension. A parent or guardian may come to the school to pick up any student work. Students assigned OSS will still be responsible for all work and assignments upon their return. On the day that a student is scheduled to return, a parent or guardian must accompany the student for a conference with the school administration.

**Daily Schedule:****REGULAR BELL SCHEDULE****Staff - (7:20 - 3:45)**

<b>Class Period</b>	<b>Time</b>
<b>Car Rider Line / Student Drivers</b>	<b>7:25- 7:45</b>
<b>Transition</b>	<b>7:45 - 7:50</b>
<b>1st Period</b>	<b>7:50 - 9:35</b>
<b>Transition</b>	<b>9:35 - 9:40</b>
<b>2nd Period</b>	<b>9:40 - 11:10</b>
<b>Transition</b>	<b>11:10 - 11:15</b>
<b>3rd Period</b>	<b>11:15 - 1:10</b>
	<b>#1 Lunch - 11: 20 - 11:50 (100 Wing)</b> <b>#2 Lunch - 11:50 - 12:20 (200 Wing)</b>
<b>Transition</b>	<b>1:10 - 1:15</b>
<b>4th Period</b>	<b>1:15 - 2:40</b>
<b>Student Drivers Dismiss</b>	<b>2:35</b>
<b>Students Dismissal</b>	<b>2:40</b>

**1 Hour Delay****(Staff 8:20 - 3:45)**

<b>Class Period</b>	<b>Time</b>
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<b>Car Rider Line / Student Drivers</b>	<b>8:25 - 8:45</b>
<b>Transition</b>	<b>8:45 - 8:50</b>
<b>1st Period</b>	<b>8:50 - 10:05</b>
<b>Transition</b>	<b>10:05 - 10:10</b>
<b>2nd Period</b>	<b>10:10 - 11:25</b>
<b>Transition</b>	<b>11:25 - 11:30</b>
<b>3rd Period</b>	<b>11:30 - 1:15</b>
	<b>#1 Lunch - 11:30 - 12:00 (100 Wing)</b> <b>#2 Lunch - 12:00 - 12:30 (200 Wing)</b>
<b>Transition</b>	<b>1:15 - 1:20</b>
<b>4th Period</b>	<b>1:20 - 2:35</b>
<b>Student Drivers Dismiss</b>	<b>2:35</b>
<b>Students Dismissal</b>	<b>2:40</b>

***2 Hour Delay***

***Staff (9:20 - 3:45)***

<b>Class Period</b>	<b>Time</b>
<b>Car Rider Line / Student Drivers</b>	<b>9:25 - 9:45</b>
<b>Transition</b>	<b>9:45 - 9:50</b>
<b>1st Period</b>	<b>9:50 - 10:50</b>

<b>Transition</b>	<b>10:50- 10:55</b>
<b>2nd Period</b>	<b>10:55 - 12:25</b>
	<b>#1 Lunch - 10:55 - 11:25 (100 Wing)</b> <b>#2 Lunch - 11:25 - 11:55 (200 Wing)</b>
<b>Transition</b>	<b>12:25 - 12:30</b>
<b>3rd Period</b>	<b>12:30 - 1:30</b>
<b>Transition</b>	<b>1:30 - 1:35</b>
<b>4th Period</b>	<b>1:35 - 2:35</b>
<b>Student Drivers Dismiss</b>	<b>2:35</b>
<b>Students Dismissal</b>	<b>2:40</b>

**Early Dismissal**

Staff (7:20 -3:45)

<b>Class Period</b>	<b>Time</b>
<b>Car Rider Line / Student Drivers</b>	<b>7:25 - 7:45</b>
<b>Transition</b>	<b>7:45 - 7:50</b>
<b>1st Period</b>	<b>7:50 - 8:55</b>
<b>Transition</b>	<b>8:55 - 9:00</b>
<b>2nd Period</b>	<b>9:00 - 10:00</b>

<b>Transition</b>	<b>10:00 - 10:05</b>
<b>3rd Period</b>	<b>10:05 - 11:05</b>
<b>Transition</b>	<b>11:05 - 11:10</b>
<b>4th Period</b>	<b>11:10 - 12:10</b>
<b>Lunch (All Together)</b>	<b>12:10 - 12:35</b>
<b>Student Drivers Dismiss</b>	<b>12:35</b>
<b>Students Dismissal</b>	<b>12:40</b>

*Club's / Grade level Group:*

Staff (7:20 - 3:45)

<b>Class Period</b>	<b>Time</b>
<b>Car Rider Line / Student Drivers</b>	<b>7:25 - 7:45</b>
<b>Transition</b>	<b>7:45 - 7:50</b>
<b>1st Period</b>	<b>7:50 - 9:25</b>
<b>Transition</b>	<b>9:25 - 9:30</b>
<b>2nd Period</b>	<b>9:30 - 10:50</b>
<b>Transition</b>	<b>10:50 - 10:55</b>
<b>3rd Period</b>	<b>10:55 - 12:40</b>

	<b>1st lunch- 10:55 - 11:25 (100 Wing)</b> <b>2nd lunch- 11:25 - 11:55 (200 Wing)</b>
<b>Transition</b>	<b>12:40 - 12:45</b>
<b>4th Period</b>	<b>12:45 - 2:05</b>
<b>Club</b>	<b>2:10 - 2:35</b>
<b>Student Drivers Dismiss</b>	<b>2:35</b>
<b>Students Dismissal</b>	<b>2:40</b>

**\*Staff Workday 7:20 - 3:45**

**\*On days of staff meetings the day may extend past 3:45**

### **High School Calendar**

The high School calendar is also shared on the WPA website:

<https://wpanc.net/2019-2020-school-calendar/>

## Curriculum Overview:

### College Counseling

Wayne Preparatory Academy High Schools' College Counseling program includes individualized student advising, college visits, and parent workshops. We focus on building relationships with college admissions recruiters and our students and families. We will host a number of activities throughout the year, including (events are subject to change) :

- **College Admissions Visits to WPA HS.** Admissions officers from all over the state and region will come to talk about their schools, provide valuable insights into the college admissions process, and recruit WPAHS students.
- **WPA HS College Trips.** Each year students will have opportunities to participate in various college visits where they can talk to college students and admissions counselors as well as tour campuses. Depending on students' grade level, they may be afforded some of the following opportunities: attend college classes, eat in college dining halls, and talk with university professors and admissions officers.
- **College Road Trips.** Upperclassmen will have the opportunity to participate in a "road trip" where they will visit multiple colleges over two days. Grouping and colleges visited are GPA-dependent.
- **College Workshop.** This workshop is focused on getting ready for college. The presentations at the workshop include: saving for college/financial planning, college research, college admissions process, the Educational Opportunity Fund Program, scholarship lists, applications, and essay writing workshops, interview tips, and financial aid information.
- **College Fairs.** Students will attend college fairs, as well as meet with representatives from colleges who come to visit our campus.

### Academics & Learning

This is the most fundamental aspect of our school. Wayne Preparatory High School's mission is to help students meet elevated standards through high expectations in an academic program that will prepare students for college and life, therefore, students are expected to:

- BE ON TIME to school, to class, and any other school-sponsored activities;
- WORK HARD in their studies;
- BE PREPARED for class;
- PARTICIPATE in all activities; and
- COMPLETE HOMEWORK every day for every class.

### Academic Program

We believe that all students are capable of greatness in the classroom. As such, we have designed a college preparatory curriculum that is both rigorous and aligned to the ACT/SAT.

Central to who we are is the belief high academic achievement is a choice, given the right support and environment. At Wayne Preparatory High School, we demonstrate high expectations for all students by making all available courses honors level defined by the State Department of Public Instruction. Honors courses are more rigorous and require more out-of-class work, and therefore, earn extra quality points on students' weighted GPAs. Additionally, these courses distinguish students going through the college application process and are looked upon more favorably by the admission office.

### **Driver's Education**

Wayne Preparatory High School does not offer driver's education classes. Driver's education is available to students through traditional public schools. Students must be in good standing (no Academic Intervention) and must be passing 3 out of 4 classes to qualify.

If an approved student driver arrives late at school **five (5) or more times**, the school may revoke that student's permission to drive themselves to and from school and to park on the WPA campus. Habitual tardiness may result in further disciplinary action relating, or not relating, to driving privileges.

### **Attendance & Tardiness:**

Attendance in high school is crucial. Students with excessive absences run the risk of not passing classes, being considered truant, compromising promotion to the next grade, and not graduating on time.

- Students with more than ten (10) **EXCUSED OR UNEXCUSED** absences will risk not receiving credit for the course(s) and further jeopardize their promotion to the next grade and/or course level.
- Excused absences will be defined as those days missed for the following reasons:
  - illness or medical appointments with provided documentation (from medical office)
  - Court appointments
  - Educational Opportunities (must complete school form and be pre approved by a school administrator)
  - Religious Observance (please notify and pre arrange)
  - Death in the family
- An attendance waive committee will review documentation submitted in cases where students exceed the absence ceiling. In order to be considered for the waiver process, **DOCUMENTATION MUST BE PROVIDED BY THE PARENT/GUARDIAN** for absences in question. The administration will make all final decisions regarding course credit, promotion, and graduation in all relative attendance cases; parents and students will be notified both verbally and in writing.
- A Credit Recovery Program is offered for select students who meet specific criteria. Students are placed at the discretion of the school administration. If Credit Recovery

participation is deemed applicable for a student and that student does not participate, or does not participate on a satisfactory level, the administrative team reserves the right to retain the student.

Tardies also play a critical role in determining student success. A student is tardy if they arrive to class after the tardy bell, or after the start of the class based on the daily bell schedule. Transitions between classes are 5 minutes and will require students to move with purpose from one class to the next. The following consequences will be issued as a result of acquired tardies:

- **1st unexcused Tardy:** A warning issued by the teacher
- **2nd unexcused Tardy:** Parent contact made and documented by teacher
- **3rd unexcused Tardy:** Admin referral by teacher; conference with administrator
- **4th unexcused Tardy:** In School Suspension (ISS).
- **5th unexcused Tardy:** Out of School Suspension (OSS)
- **Beyond 5 Tardies:** Student will be referred to the executive director

### **Late Arrival**

The school day starts promptly at 7:50 am. 7:50 am is the latest a student can arrive without being counted tardy. After 7:50 am, parents will need to sign in their child. It should also be indicated that high school attendance is counted each class period and in order to be counted present for each class, students need to be in attendance for a minimum of half the class.

### **Dismissal**

Wayne Preparatory Academy High School conducts a wide array of after-school activities: clubs, sports, study hall, and tutoring. All athletic activities will take place between 3:00-9:00 pm. Students are encouraged to stay after school if they are registered for and involved in a structured, supervised, and sanctioned school activity. They may not, however, stay after school to hang out or wait for a friend or sibling. By 3:05 pm, all students who are not involved in a structured, supervised activity must have utilized their method of transportation to exit the building. Students not picked up by 3:15 will be sent to the afterschool program and will incur set fees for that service.

If students are picked up from school, parents (or their designees) are expected to do so on a timely basis, to be very familiar with the days on which students have scheduled activities (or detention), and to communicate in advance about transportation plans. Students may not be checked out after 2:10 each day, in order to keep the parking area open for the carpool/student dismissal process.

High School Regular Session Dismissal Times
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High School Student Drivers	2:35
Student Pick up	2:40

## **Building Hours**

Doors open at 7:25 am, and the building officially closes at 3:30 pm unless an otherwise scheduled event occurs. Please note, after school program fees will apply after 3:15 pm.

## **Homework**

Students at Wayne Preparatory will receive between 1-3 hours of homework each night, depending on the courses being taken. Students in AP courses should expect more. It is essential for students to get into the habit of consistently managing time, removing distractions when studying, and completing all assignments. Homework completion is one of the strongest predictors of whether a student will be successful in dealing with the independence and rigorous academic expectations of college.

## **Make-up Work**

Students who miss school are responsible for making up any classwork, homework, tests, or quizzes they may have missed. Students who anticipate being absent should be proactive and make arrangements with their teachers beforehand to make up their work. Teachers have the discretion to set new deadlines for students who have missed instructional days. Assignments that are missed because of unexcused absences may incur a scoring penalty at the discretion of the teacher. Assignments missed because of excused absences will not be penalized as long as the deadline set by the teacher is met.

## **Academic Integrity (Cheating & Plagiarism)**

Cheating is considered a serious offense at Wayne Preparatory High School. If a student copies another student's work or if a student gives another student his or her work, it is considered cheating. Plagiarism involves the stealing and passing off of someone's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author and repetition of one's original work. This includes cutting and pasting from the internet.

Plagiarism and Cheating carry severe consequences:

- **1st offense:** student fails assignment and spends one (1) day in ISS

- **2nd offense:** parent conference, fail assignment, two (2) days in ISS
- **3rd offense:** conference, may fail the course, and may face expulsion.

### Grading:

In accordance with state requirements, Wayne Preparatory Academy High School uses the North Carolina grading scales and GPA weighting formula.

Average	Grade	Quality Points Reflected on Transcript		
		College Prep	Honors	AP
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
60-69	D	0.0	0.0	0.0
<60	F	0.0	0.0	0.0

### Report Cards and Progress Reports

Report Cards are distributed four times during the academic year. Progress reports are distributed to students approximately every three weeks between report cards. It is important that parents do not wait to contact teachers with grade concerns, or accept excuses from students that progress reports were not given. Please contact teachers anytime there is a concern or problem with a grade, assignment, course average, or progress reports not received.

### Promotion to the Next Grade:

In order to guarantee promotion to the next grade level, students must achieve the following:

- At least a 60 (D) average in all classes
- No more than ten (10) absences (excused and unexcused combined)
- Promotion from 9th to 10th grade - 6
- Promotion from 10th to 11th grade - 13
- Promotion from 11th to 12th grade - 20
- Credits required for graduation - 26 (Class of 2023 - 2024); 28 (Class of 2025 - 2026)

If a student does not meet all of these criteria, promotion will be at the discretion of school leadership. If a student fails a course, they do not earn the credit for that course and must retake the same course the following year. Failing even a single course can jeopardize a student's ability to graduate within four years and could have extremely negative implications on a student's future.

### The ACT/SAT:

All juniors in the state of North Carolina are given the opportunity to take the ACT at no cost to the student. In addition to this test, Wayne Preparatory High School students have the option to take additional college entrance assessments (such as retaking all or parts of the ACT, and taking the SAT), but will have to register and pay for those tests on their own. A list of testing dates will be provided and updated for students throughout the school year.

### **Classroom Procedures**

All teachers have classroom procedures and rules. Students must abide by these rules at all times. Some general classroom rules and procedures apply in all classes:

- Be on time
- Bring all necessary supplies to class everyday
- Keep all purses and bags should be kept off desks

### **Dress Code/ School Uniform**

#### **All Week:**

- Polos must be worn every day, Monday through Thursday, regardless of the pullover on top.
- Cardigans
- Sweater
- No athletic shorts/pants or joggers

#### **Monday – Thursday:**

- Any colored pants or shorts (fingertip length for all)
- Polo Shirt
- Proper fit (not too tight, not too loose, no sagging pants; no undergarments showing)
- Jeans (no rips)
- Hoodies (only solid colors / college / military / WPA)

#### **Friday:**

- College t-shirts,
- Polos
- Military shirt
- College shirts and hoodies
- WPA apparel

## Accessories

Jewelry (necklaces, earrings, watches, bracelets, etc.) may be worn, but must not be distracting.

- No smart watches unless teacher says otherwise
- Professional headbands may be worn by ladies
- No bandanas or bandana-patterned headbands; no du-rags
- Any items that may be distracting are not allowed
- Facial piercings are limited to nose studs only

## Professional Dress:

Students are expected to carry themselves in a professional manner on a daily basis. This requires that all students wear clean, ironed, not-ripped-or-cut, neat uniforms.

## Electronics/Personal Devices:

### Cell Phones

In an effort to promote independence and self-responsibility, students at WPA High School may bring cell phones with the understanding that they are not to be seen nor heard. They can only be used if/when the teacher approves, however, students are not permitted to take phones to the bathroom.

Students who have earned this privilege may use their phones during arrival, lunch, and dismissal times. Students may NOT use phones outside of these specified times and locations.

### Earbuds

Earbuds are permitted before school, during transitions, at lunch, and after school. Additionally, teachers may use their own discretion regarding earbud use during class time. If teachers do not specifically permit use of earbuds during class or during a class activity, they must remain in the case and out of sight. **During permitted times of use, only one earbud may be in AT ALL TIMES!** This is non-negotiable, even with teacher permission.

**The principal reserves the right to immediately escalate consequences or issue harsher consequences for cell phone and earbud violations that are egregious in nature (bullying, sexting, making threats, etc.).**

## Senior Fees:

In the event that a senior student does not pay the senior fee of \$25 by the fall deadline set by the school, the school may hold the student's diploma until the fee has been paid. This is

separate from the instructional fee, which is due in the first month of school, and carries the same penalty.

### **Student Driving Policy:**

Driving to school in a personal vehicle is a privilege given to students at WPA High School who meet the requirements and demonstrate personal responsibility and proper safety. In order to drive a personal vehicle to school, a student must:

- Have a valid license
- Have current insurance
- Have fewer than five (5) late arrivals and no more than 10 (excused/unexcused) absences

### **Eligible students will also need to comply with the following regulations:**

1. Students must register all family-owned vehicles on the same parking permit. Parking permits and placards are non-transferable to other students, or to non-registered vehicles.
2. Students must provide the front office with proof of license and proof of insurance.
3. The parking permit must be visible at all times (dashboard or rearview mirror).
4. Students must park in their assigned parking spot in the designated student parking lot.
5. Students must obey all driving regulations while operating a vehicle on school property. Pedestrians always have the right of way on school grounds.
6. Students are to come directly into the building after parking their vehicle in the student parking lot. There is no lingering or congregating in student vehicles. To avoid accidents, students who do not leave campus immediately will be required to wait until the car rider line has cleared the parking lot. Loitering in the parking lot before and after school hours is prohibited.
7. Students are not to return to their vehicles for any reason once they enter the building until they depart for the day. In an emergency situation, a student must obtain explicit permission from the front office to return to their car before the designated time.
8. If a student driver needs to leave early for an appointment, family emergency, etc., that student must bring in a note signed by a parent, or the parent must send an email to the school permitting dismissal; student drivers will not be permitted to leave without a signed parent note or email on file.
9. If a student is a non-driver, and needs to be picked up early from school, a parent **MUST** come in to pick up the student, and will be required to show proper identification before the student can be released.
10. Students cannot leave for food at any time.

11. Students who have early for an appointment, family emergency, etc. may not provide transportation for other students to leave with them unless the other student(s) leaving with the student driver is a sibling or has his/her own signed parent note or has emailed the front office (secretary).
12. All vehicles parked on school property are subject to search by school administration and/or law enforcement. Cars may be towed if improperly parked or parked without a valid permit.
13. Student drivers must observe a 5-mile-per-hour speed limit on all school property/campuses. Any student driving at an unsafe speed may have his / her driving privileges temporarily or permanently suspended.
14. Careless and reckless driving will not be tolerated. Students should not play radios loudly or sound the horn unnecessarily.
15. Parking Tickets will be issued for students who do not have a parking permit displayed. The ticket fee will be \$10.00.
16. Parking permits will be issued at an annual fee of \$35.00. The cost of a replacement parking permit will be \$10.00.
17. Wayne Preparatory High School currently observes a “closed campus” policy for lunch. This means that students are not allowed to leave campus for lunch or for any other reason prior to the regular dismissal time of the day. Exceptions are students who are enrolled as “Early Release,” or students with authorization from the office to leave. If students are found leaving the campus without authorization, they will face consequences that could include suspension of driving privileges, ISS, or OSS.
18. Student drivers are not permitted to park off-campus and enter and exit the school as a walker. Students who drive to school must obtain the appropriate parking permit and are only permitted to park on school property as specified above.

**Students can lose the privilege of driving to campus for any of the following violations:**

- Leaving school without permission;
- Leaving school to get food
- Transporting students off campus who do not have permission to leave;
- Arriving to school (5) or more times;
- Improper or unsafe driving;
- Excessively loud or inappropriate music
- Possessing illegal or inappropriate substances (tobacco, alcohol, drugs, electronic cigarettes, etc.), including having these substances present in their vehicle.

**Acknowledgment and Approval of Student / Parent Handbook  
(please sign and return)**

The Wayne Preparatory handbook, containing appendices specific to each of our three schools, is available in digital form on the “Families” page of our website. The handbook is also available in hardcopy, upon request, from any of our schools’ main offices during regular school office hours.

My signature below acknowledges that:

- Wayne Preparatory has made its Student and Parent Handbook available to me;
- I have been given notice of the rules, responsibilities, and consequences outlined in the Student Code of Conduct;
- I have been given notice of the rules, responsibilities, and consequences outlined in the Technology Policy;
- I have been given notice of the rules, responsibilities, and consequences outlined in the Dress Code for my school;
- I have been informed that when my child is enrolled in Wayne Preparatory, all information herein is applicable to me, my child, and all school staff; and
- I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

My signature below acknowledges that I have been provided access to the Student / Parent Handbook (which may be found on the Families page of our website at) and I agree to abide by it, knowing it may change from time to time.

Printed Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_