

WAYNE PREPARATORY ACADEMY

Scholar-Parent Handbook

2024-2025

“Home of the Generals”



--CREATING A LEGACY OF LEADERSHIP AND LEARNING--

600 Tommy's Road
Goldsboro, NC 27530
919-734-8085
Fax: 919.734.8086

www.wpanc.net
info@wpanc.org

Dear Wayne Preparatory Academy Community, Parents, and Scholars,

I am excited to extend my warmest welcome to each and every one of you as we embark on the journey of the 2024-2025 school year. It is with great joy and anticipation that we gather once again to continue the legacy of leadership that defines Wayne Preparatory Academy (WPA).

To our incredible scholars: You are the heart of our community. Your enthusiasm, curiosity, and determination never fail to inspire us. As you step into your classrooms, remember that each day holds the potential for discovery and growth. Embrace the challenges, celebrate the victories, and know that your WPA school community stands beside you, cheering you on every step of the way.

To our dedicated parents and guardians: Your unwavering support forms the cornerstone of our educational endeavor. Your commitment to partnering with us in nurturing the minds and hearts of our scholars is truly commendable. We value your trust and pledge to create an environment that fosters not only academic achievement but also character development and well-rounded growth.

This year, we are embarking on a journey of innovation and excellence. Our commitment to providing a well-rounded education remains steadfast, and we eagerly embrace the opportunities that lie ahead. We are dedicated to nurturing the holistic development of every scholar.

As we step into the 2024-2025 school year, let us carry with us the lessons of the past and the aspirations of the future. Together, we will create a community that uplifts, supports, and empowers each other to reach for the stars.

I am truly honored to serve as your Executive Director and look forward to the collective achievements we will accomplish in the days and months to come. I can't wait to see the remarkable growth and success that await us.

With deep appreciation and a heart full of hope,

Dr. Tina Hinson
Executive Director

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.

TO OUR SCHOLARS:

YOU ARE OUR NATION'S FUTURE, THE LEADERS OF TOMORROW

As Wayne Preparatory Academy 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 Wayne Preparatory Academy.

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 scholars. 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 scholar 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, scholars will learn, grow, and exceed expectations.

ORGANIZATION PROFILE

Wayne Preparatory Academy (WPA) 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 WPA. Our school opened in the Summer of 2014 serving grades K- 4 and has added 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-eleventh year at WPA with a dedicated faculty, devoted Board of Directors, and enthusiastic families. At WPA, 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.

WPA 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 WPA 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. WPA 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 2024-2025

Mr. Scott MacKey, Chairman of the Board	smackey@wpanc.org
Mr. Charles Gaylor, Vice Chair	cgaylor@wpanc.org
Mrs. Donna Scott, Treasurer	dscott@wpanc.org
Mrs. Cady Stanton, Secretary	cstanton@wpanc.org
Mrs. Amanda Wells, Member at Large	awells@wpanc.org
To contact the Board:	wpaboard@wpanc.org

Board Meetings

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

Contacting the Board

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

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

Contact:

Main Office Phone : 919.734.8085

Email: info@wpanc.org

Website: www.wpanc.net

FAX: 919.734.8086

WPA SCHOOL HOURS

Morning Arrival	Grade Levels
7:35 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. scholars not in class by 7:50 am are tardy.	9-12 Scholars

Afternoon Dismissal	Grade Levels
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	9-12 Scholars

*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	
--	--

WPA will open its doors each morning at 7:35 am (ES & MS) / 7:25 am (HS) for scholars and parents. No one is allowed to enter the building before 7:35 am (ES & MS) / 7:25 am (HS). Scholars are to use the main staircase to enter their grade level cottage (ES), Side Entrance (MS), or Front Entrance (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.

A scholar is considered tardy if they arrive at the school after 8:00 am (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:	6:30 am - 7:35 am Drop-off
After School:	3:30 pm - 6:00 pm 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. This newsletter will be shared via BrightArrow. Please keep current emails and cell numbers to receive this information.
- Parents should ONLY communicate with members of the WPA staff through their school email address, 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, holidays, 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 such as Reading and Math Night. 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 are encouraged to 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, BrightArrow. This system relies on accurate phone numbers and email addresses for parents. Please let the front office know if you have changes in either of these to ensure this communication.

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

BrightArrow	Primary Method of Communication – Families must opt in to receive these messages. Messages are received via text message and email
WPA Website	www.wpanc.net
WPA Facebook	https://www.facebook.com/wpanccharter
ClassDojo(ES)	Follow directions shared by your scholar's teacher

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), and through the mass alert system BrightArrow. 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 reflects 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 how 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

- Button down collar or 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). **High School scholars will be allowed a school appropriate crew neck t-shirt each Monday.**
- 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 if 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 always covered.
- 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
- **Not Permitted:**
 - Leggings, yoga pants, wind pants, sweatpants, 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/dresses in alignment with the skirt/dress rule.
- 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 if such attire meets all general dress code requirements for individual fall and pictures. Scholars must wear the school uniform for class picture day.

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.** Note: Any scholar caught with a hood on their head 3 times will not be allowed to wear a hoodie for the remainder of the school year. (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, bonnets, scarves, or picks to be worn in a scholar's hair.

Piercing and Tattoos

- No facial tattoos are allowed.
- Nose piercings will be studs or small hoops.
- No septum piercings allowed.

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 School Administration, the scholar and the scholar's parents or guardians will be required to take appropriate action to remedy the situation.

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 with the possibility of exclusion from WPA. Each infraction will result in a parent/guardian phone call.

LOST AND FOUND

Items that are found will be turned into 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.

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 must be packaged in their original packaging.

Elementary School parents/guardians should 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 WPA must have a completed physical exam/health assessment 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 childcare.

Kindergarten

Vaccine	Number of Doses Required Before School Entry
Diphtheria, tetanus and pertussis	5 doses

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

7th Grade

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

Meningococcal conjugate	1 dose
-------------------------	--------

12th Grade

Vaccine	Number of Doses Required Before School Entry
Diphtheria, tetanus and pertussis	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	1 dose
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate (Effective 2020-2021 School Year)	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 for medications to be dispensed to scholars during school hours. 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 parents 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 (unless other arrangements are made with the school nurse). 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.

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.

HEALTH INFORMATION

Illness During School Hours

If a child is sick in the morning (temperature 100.4 or higher, complaining of body aches, etc.), 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.

Medical Care

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 contacted by front office staff or the school nurse to pick up the child. 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 needs any medication or special care during the time they are at the school.

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 (K-8) 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 scholar

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 scholar outcomes. Teachers will use regular assessments to measure how well scholars are mastering the standards.

We use knowledge about scholar skills, based on current data, 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 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 concerning 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. Our teachers take every opportunity to enrich the daily learning experience for 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.

Scholars in grades K-5 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 scholars for the Intervention Block.

Scholars in grades K-3 (and selected scholars in Grade 4) participate in the administration of the mClass 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 scholars for the Intervention Block.

Scholars in grades 6-8 participate in the administration of the IXL 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 scholars for the Intervention Block.

Testing Schedule

WPA adheres to four primary forms of testing. Universal Screening, Formative Assessment, NC Check-Ins, and State Testing.

State Testing:

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

Grade Level	State Testing Required
Grade 3	<ul style="list-style-type: none">● Beginning-of-Grade Reading Test● Reading EOG● Mathematics EOG● Read to Achieve Test● EXTEND1- as noted in the scholar's IEP
Grade 4	<ul style="list-style-type: none">● Reading EOG● Math EOG● EXTEND1- as noted in the scholar's IEP
Grade 5	<ul style="list-style-type: none">● Reading EOG● Math EOG● EXTEND1- as noted in the scholar's IEP
Grade 6	<ul style="list-style-type: none">● Reading EOG● Mathematics EOG● EXTEND1- as noted in the scholar's IEP
Grade 7	<ul style="list-style-type: none">● Reading EOG● Math EOG● EXTEND1- as noted in the scholar's IEP
Grade 8	<ul style="list-style-type: none">● Reading EOG● Math EOG● Science EOG● EXTEND1- as noted in the scholar's IEP
Grades 9-12 The EOC State Converted score will count as the scholar's final exam score and is weighted as 20% of the course final grade.	<ul style="list-style-type: none">● Math I EOC● Biology EOC● English II EOC● Math III EOC● CTE● Pre-ACT● CCRAA- as noted in the scholar's IEP● ACT● EXTEND1- as noted in the scholar's IEP

Formative Assessments

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

Multi-Level Prevention System - Tiered Levels of Instruction

The multi-level prevention system, also referred to as multi-tiered system of support (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 scholar’s information to view scholars' grades at any time. Scholars will be issued progress reports and report cards to communicate scholar academic progress. 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

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 with an indication of what scholars are working on in a specific course.

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 component 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, it is the responsibility of the parent or guardian to ensure that any missing homework or other assignments/grades are made up within the assigned grading period.

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. Scholars have up to five days to complete missing assignments once they return from an excused or unexcused absence. While scholars are not penalized academically for absences, they are required to complete ANY missed assignments during the assigned nine weeks. 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.

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 to receive extra support, if needed.

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 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. If 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 and 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

Policy Code: 4400 Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, scholars develop patterns of behavior essential to professional and personal success in life.

Regular attendance by every scholar is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 years attend school. Parents/guardians are responsible for ensuring that scholars attend and remain at school daily. School administrators shall communicate attendance expectations to parents/guardians and work with scholars and their families to overcome barriers.

A. Mandatory Attendance

First year attending scholars must attend the first day of school or risk losing their right to admission. If the Executive Director or Principal has not been notified of an excused absence, the Executive Director or Principal has discretion to reassign the admission spot.

For returning scholars, if he or she misses and does not attend the first 10 days within school, the scholar may be dropped from WPA. The scholars spot will be given to the next scholar on the waiting list. Openings created by scholar withdrawal within the first 20 days of school will be filled with the next scholar on the waiting list. Openings that occur after the 20th day may be filled at the discretion of the Director or Principal from scholars on the waiting list.

B. General Attendance Rules

In the event of an absence, it is the responsibility of the parent/guardian to provide a signed written note or doctor/dentist/metal health provider citing the reason for such absence to the social worker. This can be done directly by email to the social worker, handed in to the front desk or to the teachers. This must be done upon the scholar returning to school. All absences not accompanied by a note will be recorded as an unexcused absence. Emails and Dojo communications to teachers will not be accepted as excused absences. Home written notes from parents, guardians or custodians will be accepted within the first 3 days of the scholar's return to school. To be submitted for

an excused absence. After 3 days WPA requires a note from the doctor, dentist or mental health provider for the scholar.

Excused or unexcused absences may not exceed 10% of the instructional days scheduled for the school year. Scholars who miss more than 10% of instructional days in an academic year will lose credit for their courses taken in said year (High School students have the opportunity to make up time during the semester that the absences occur). Documentation is required prior to absences for religious observances, see the front office for details. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused unless receiving prior authorization by a principal or Executive Director with plans to complete all classwork within the excused timeframe.

C. Excused Absences

When a scholar must miss school, a written excuse signed by a parent/guardian must be presented to the scholar's teacher on the day the scholar returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

1. Personal illness or injury that prohibits the scholar from physically attending school
2. Isolation ordered by the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointments. It is expected that, if at all possible, these appointments be made after school hours.
5. Court or administrative proceedings if the scholar is a party or subpoenaed witness.
6. Religious observance when the family religious tenets require or suggest the observance of a religious event.
7. Educational opportunity when permission is obtained in advance from WPA's Administration
8. Immediate Military families will be allowed a guarantee 4-days excused absences, more can be to the discretion of the Principal
9. If a scholar needs to be sent out for a threat assessment of any kind, they will be allowed a three-day window to be accessed and cleared to return to school. At that time the teachers will need to prepare any schoolwork for the scholar. The parent and scholar will be responsible for that work to be returned to the teachers. Upon the return of the scholar to school.

D. School-Related Activities

While recognizing the importance of classroom learning, the Board of Directors also acknowledge that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school;

2. Job shadows and other work-based learning opportunities, as described in [G.S. 115C-47\(34a\)](#);
3. School-initiated and scheduled activities;
4. Athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal.

E. Make-up Work

Scholars are expected to complete all work before leaving or immediately upon their return from an absence. In the case of an illness or other unexpected absence, scholars or their families should contact their teachers as soon as they return to school to obtain their missed assignments. Makeup work is the responsibility of the scholar and will be due in accordance with the number of days absent (e.g., 1 day absent = 1 day for make-up work; 2 days absent = 2 days for make-up work, etc.). Under extenuating circumstances, teachers may extend the deadline for make-up work. Work that is not completed by the deadline shall start with 10 points deducted for the first day. Proceeding an extra 10 points up to 3 three days. If the assignment is not turned in after 3 days. The scholar will receive no credit. It is the scholar's responsibility to obtain from all teachers their missed assignments. It is the parents/guardian's obligation to follow up to make sure their scholar has done what is required of them i.e. obtained all make-up work, completed the work in the time required and turned back in.

F. Unexcused Absences

1. An unlawful absence is an absence with or without parental permission that does not come under one of the excused absence categories. Examples include, but are not limited to, a hair appointment, oversleeping, car trouble, shopping, traffic, etc.
2. Any absence not classified as excused in the above lawful absences.
3. Any absence listed in the above lawful absences for which proper and timely notification is not furnished to WPA's Administration.

G. Habitual Truancy

Evidence of habitual truancy includes, but is not necessarily limited to, failure of parent/guardian to ensure that their scholar attends school or classes as required by law. When scholars are not in the classroom, consistent and sustainable learning is impeded. WPA's staff and Administration will communicate with parents/guardians regarding attendance in the following manner:

WPA will follow the NC Compulsory Attendance Law (G.S. § 115C-378) to keep parents informed of all unexcused absences. Attendance will be assessed at regular intervals throughout the school year.

1. The teacher and social worker will notify the parent, guardian or custodian of their scholar's excessive absences after the scholar has accumulated three unexcused absences in a school year. This will be sent through our Bright Arrow system. It is the parent/guardian responsibility to make sure all contact information, especially email is updated with the school in order to receive proper notice from WPA.

2. After not more than six unexcused absences, the Social Worker shall notify the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. Once the parent has been notified, the school social worker shall work with the scholar and the scholar's family to analyze the causes of the absences and determine steps, including adjustment of the This will be sent through our Bright Arrow system.

3. After 10 accumulated unexcused absences in a school year, the principal and social worker shall review any report or investigation prepared under North Carolina General Statute § 115C-381 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.

4. The School principal or Social Worker determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the social worker shall notify the magistrates office and Social Services.

Social Workers shall monitor and analyze attendance data to develop and implement strategies for reducing habitual truancy. (A student is considered habitually absent when enrolled for at least ten school days, and absent for at least 10% of the days enrolled.) Such strategies should involve engaging students and parents/guardians, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

Elementary and Middle School scholars who have unexcused absences from a class for more than 10 days in a semester or 20 days during a year can be put on academic probation. High School scholars with more than 10 absences from a class will not receive credit for the missed class and the loss of credit will be noted as FF as the grade for the class. An attendance Contract will be put in place when a scholar is at risk of losing credit due to excessive excused or unexcused absences. The school's social worker will draft the contract up in agreement between the scholar, parent and/or guardian with WPA. An Attendance Contract is designed to help scholars and parents prioritize their attendance at school. If the contract is broken the scholar can be in jeopardy of retention or some form of consequence. Examples of not participating in school functions, sports, parties, exclusion from WPA, etc.

H. Special Circumstances

1. Students with Chronic Health Problems

No penalties will be imposed for absences due to documented chronic health problems.

2. Students Experiencing Homelessness

For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

3. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents/guardians of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics

I. Tardies and Early Pickups

Scholars are expected to arrive at WPA on time each day and remain at school for the entire instructional day. scholars who are not seated in their classrooms ready for the instructional day to begin upon the tardy bell. The scholar will be counted tardy. The school will only approve early release in the event of a scholar's illness, a medical appointment or the death of an immediate family member.

Parents/guardians must send documentation with their child when they return to school. Parents/guardians will come into the office to sign the scholar out for the day. Habitual early dismissals and tardies excused or unexcused, may result in in-school suspension, meeting with social worker/attendance contract, loss of eligibility for extracurricular activities, or further administration action. Scholars will not be called out of the classroom unless the parent, guardian, custodian or listed person in PowerSchool or pick up list is at the front office to check the scholar out. WPA's office will not take requests or phone requests to have scholars ready and waiting in the Front Office.

DROP OFF AND PICK UP POLICY

The school day at WPA Elementary and Middle School is from 8:00 am to 3:00 pm Monday through Friday and the High School is from 7:50 am to 2:50 pm.

Before School Procedures

We will open Drop Off at 7:35 am / HS-7:25 am each morning. Scholars will be considered tardy after 8:00a / HS-7:50. Please do NOT drop your child off anywhere except the designated areas of the Drop Off lane designated at each school. For elementary scholars, an adult will assist by opening and closing the car door for each scholar. 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 (ES and MS) / 2:50 pm (HS). Scholars should be picked up prior to 2:30 pm (ES and MS) / 2:10 pm (HS) pending an excused early release. Scholars that are consistently signed out prior to 3:00 pm 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 program please contact Sharita Greenfield via email at sgreenfield@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. Payment of the required \$25 instructional fee must be received prior to the issuance of the placard. Parents of scholars grades K-8 must show their receipt for payment of the instructional fee to receive the 2024-2025 pickup placard. Placards are not needed for high school scholars as they will all be waiting at the front of the building to move to their vehicle in the drive line.
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 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 Staff members. It is critical to our process for everyone to have their Placard and ID.
 - b. While in the Double Vehicle Lane our Staff Spotter will place your scholar(s) Placard Number into the DriveLine app. This will then transfer into classrooms so that scholars know to head to the deck/afternoon pick up line. At the Elementary School, 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 staff 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. For middle school scholars, they will exit the building once their name appears on the DriveLine screen and move to their respective vehicle.

c. **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.

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.

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 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 always required to be respectful, courteous, and polite to all adults and other scholars. 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 role models 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.

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

Parent Contact

Parents should be made aware of behavioral issues and the contact should be documented by the teacher.

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 Office Referral (Class II or III violation) is issued, the parent/guardian must be notified via phone call, text, or email. A copy of the report is shared with parents and a copy is filed in the scholar’s file.

Violations and Consequences Chart - Class I

Teacher-Managed Behaviors

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

Class I Violations	Class I Consequences
<ol style="list-style-type: none"> 1. Defiance of Authority 2. Disruptive Behavior 3. Misuse of Computer 4. Tardiness 5. Display of Affection 6. Possession/Use of Cell Phone 7. Non-Related Items on School Property 8. Minor Damage to School Property 9. Refusal to Work 10. Conspiracy to Commit a Class I Offense 11. Disrespectful to fellow scholars or staff. 12. Abusive, Obscene, Offensive, or Profane Language or Gestures 13. Gambling 14. Unauthorized Entry/Presence 	<ul style="list-style-type: none"> ● Elementary: Warnings/Time-out ● Scholar conference – teacher(s) should confer with scholar(s) briefly and privately (Required for Class I, II, and III violations) ● Parent Notification and/or conference (Required for Class I, II, and III violations) ● Confiscation of electronic or non-related items (Required) ● Loss of privileges ● Loss of recess ● Special assignments ● Removal from class ● Exclusion from extracurricular activities ● Detention/Silent Lunch ● Character Service ● Counseling ● Assignment to an alternate location within the school for a period of time <p>*At the discretion of the Administration, repeated Class I Violations may result in:</p> <ul style="list-style-type: none"> ● Out-of-School Suspension (OSS) ● Accompanied by parent/guardian in class

Violations and Consequences Chart - Classes II & III School Administration-Managed Behaviors

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

Class II Violations	Class II Consequences
<ol style="list-style-type: none"> 1. 3 Documented Class I offenses 2. Possession of Tobacco, E-Cigs, Cigarette Lighters, Matches, Vapes 3. Threatening bodily harm or property damage 4. Dangerous Behavior 5. Possession, Exhibition, and/or Distribution of Obscene Literature or Material 6. Academic Dishonesty 7. Skipping Class 8. Conspiracy to Commit a Class II Offense 	<p>*In addition to any and all consequences listed above, a scholar may receive Class III Consequences as well.</p> <p>**All Class II Consequences require a scholar/parent conference.</p> <ul style="list-style-type: none"> ● Detention/Silent Lunch ● Loss of privileges ● Removal from class ● Prohibited from attending or participating in extracurricular activities ● Behavioral Plan ● Counseling ● Assignment to an alternate location within the school for a period of time ● OSS ● Accompanied by parent/guardian in class ● Law Enforcement involvement
Class III Violations	Class III Consequences
<ol style="list-style-type: none"> 1. 2 documented Class II Offenses 2. Theft 3. Vandalism 4. Extortion 5. Fighting and/or Contributing to an 	<p>*In addition to the consequences listed above, a scholar may receive Class III Consequences as well.</p> <p>**All Class III Consequences require a scholar/parent conference.</p> <ul style="list-style-type: none"> ● Restitution ● OSS ● Accompanied by

<p>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 III Offense</p>	<p>parent/guardian in class</p> <ul style="list-style-type: none"> ● Law Enforcement involvement ● Long-term suspension (more than 10 days) ● Expulsion ● Referral for Hearing with School Board of Directors to determine future at the school
--	---

Description of Behaviors

WPA has developed a description of behaviors identified as inappropriate. The school-Wide Behavior & Discipline Plan is designed to support scholars 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 scholar. Consequences may be modified to developmentally appropriate levels on a scholar-by-scholar basis.

Class I Behaviors

1. Defiance of Authority – scholar’s refusal to comply with a reasonable request from school personnel or disobeying any general classroom and/or school rule/expectations. No scholar 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 – scholar 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 – scholars 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 – scholars 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 scholars or staff – Socially rude or dismissive messages, comments, actions, etc. toward adults or scholars.
12. 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.
13. Gambling – Participation in games of chance for money and/or other things of value.
14. 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 II Behaviors

1. Repeated Class II Offenses – Three Class I Offenses will be reviewed by staff and administration and may be categorized as a Class II Offense.
2. Possession of Tobacco, E-Cigs, Vapes, Cigarette Lighters, Matches – The use or possession of tobacco, e-cigs, cigarette lighters, 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 scholar, 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, scholars must redo the assignment.
7. Skipping Class – Attending school, but not going to the assigned class.
8. Conspiracy to Commit a Class II Offense – An agreement and/or concerted effort to commit a Class II Offense.

Class III Behaviors

1. Repeated Class III Offenses - Two Class II Offenses will be reviewed by staff and administration and may be categorized as a Class III 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 scholar. 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 scholar provoking another scholar 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), exclusion, or expulsion.
6. Bullying - Bullying behavior by any scholar at WPA is strictly prohibited. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. (More information about bullying and consequences can be found 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 scholar found with these items will be suspended. 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.

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 scholar 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 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.
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 III Offense. Offense An agreement and/or concerted effort to commit a Class III offense

Bullying

Bullying is *repeated* unwanted 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

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. WPA expressly prohibits unlawful discrimination, harassment, bullying, and hazing. Scholars are expected to comply with the behavior standards established by board policy, the Code of Conduct and any applicable laws. Any violation of this policy is serious and WPA shall promptly take appropriate action. Scholars will be disciplined in accordance with the WPA's 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

WPA 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 regarding 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 school; 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. 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."

4. 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 designee 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.

Please contact the school if you have any questions concerning a Title IX issue.

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

Parents of any involved scholars will be notified as soon as possible if such action is required.

Enrollment, FERPA & Scholar Records

Entrance Requirements

Parents who wish to enroll their child at Wayne Preparatory Academy must visit the school registrar located in the White House. 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).
- Scholar Discipline Profile
- 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. These forms are located in the School Registrar's office located in the White House.

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. 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.

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 Policy

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. This policy 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.

Any parent or scholar who has questions about the options for proceeding with a complaint or concern may contact the Principal 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 School Administration and the Executive Director. If the matter is not resolved satisfactorily by the School Administration 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 Principal may file a grievance within five days after the disposition of the matter by the Principal, 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 is

appropriate and the Executive Director or designee shall address the concern following that Board policy.

- If the Executive Director is the employee whose decision or action is at issue and the decision or action directly and specifically affects the scholar, the general process described in this policy will be used, except that the grievance will be submitted to human resources, who shall forward the grievance to the Board chairperson.

2. Investigation

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

3. Response by School Official

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

4. Response by Executive Director

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

5. Appeal to the Board

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

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

E. TIMELINESS OF PROCESS

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

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

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

G. NOTICE

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

Responding to Complaints Policy

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 have digital access to a WPA scholar Handbook at the beginning of the year. Parents/guardians and scholars must sign a form acknowledging 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 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.

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.

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. .

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
- 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. 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.

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

Statement of Handbook Acknowledgement

Scholar Name: _____

Homeroom Teacher: _____ Grade: _____ Date: _____

By signing this document I acknowledge that I have read and understand the 2024-25 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)

ELEMENTARY SCHOOL SCHOLAR HANDBOOK



SCHOOL PROFILE

Wayne Preparatory Academy Elementary School (WPA ES) believes in...

- Providing comprehensive instruction in the core academic subjects, leadership, and arts education.
- Providing a rigorous academic environment based on high expectations for all with an emphasis on creating scholar leaders.
- Every scholar's capability to successfully master grade level standards and achieve their personal goals.
- Its teachers' commitment to implementing needed strategies for a scholar to find success. We combine continuous assessments, data-driven instruction, small group learning, after school tutoring, interventions sessions, and multi-tiered systems of support to address the individual needs of each child.
- Educating the whole child by putting an emphasis on classes that will enrich scholar's minds. These classes include, but are not limited to visual arts, music, physical education, and STEM.
- Providing scholars with a college-preparatory curriculum. Each core subject in our curriculum is aligned with the North Carolina Standard Course of Study or Essential Standards.

PARENTAL INVOLVEMENT

A successful learning experience would not be possible without the partnership and dedication of our scholars' parents. In fact, research suggests that a major predictor of scholar success is parental involvement; hence, parents are included in many aspects of the education program. WPA ES relies on significant parental input and cultivates a close working partnership between staff members and parents.

WPA ES believes that open communication between school and home improves the quality of the educational experience. Every nine weeks, parents receive report cards that indicate scholar performance and accomplishments. These reports are coupled with fall scholar led conferences. The reports and conferences include interpretation of internal and external measures of assessment. Teachers and parents may also schedule additional meetings.

At all other times throughout the year, parents can use the PowerSchool Parent Portal to view their child's grades and progress. This website provides parents with both classroom information and scholar academic data.

WPA ES SCHOOL HOURS

Morning Arrival	Grade Levels
7:35 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-5
Instruction begins promptly at 8:00 am. All scholars who enter the building after 8:00 am are tardy and missing instructional time.	K-5

Afternoon Dismissal	Grade Levels
3:00 pm - 3:30 pm *Scholars should be pick up in the car line unless there is an emergency	K-5
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.	K-5

CARLINE PROCEDURES

Car rider families: Safety of our scholars and families is our number one priority. Your cooperation with our rules and procedures is paramount to ensuring everyone's safety. Please read carefully and assist us to make this process efficient and safe for all our scholars.

PLEASE NEVER DRIVE IN OUR CAR RIDER LINE WHILE ON YOUR CELL PHONE. THIS IS A MAJOR SAFETY CONCERN FOR OUR SCHOLARS AND STAFF ON DUTY!

AM Drop Off: 7:35AM - 7:55 AM

1. We will open the school doors and begin allowing scholars into the building at 7:35 AM. We recommend that you drop off your scholars as close to this time as possible. scholars are considered late if they are not in the building at 8:00 AM. This time is according to our school bells and clocks. We cannot guarantee what time your car or watch times say. scholars brought to school after 8:00 AM will need to be accompanied to the front office. You must come in to sign your child into school. They will be considered tardy and will be marked in the attendance records as such. Every minute counts. If all staff have moved from the drop area, you will need to come in and sign in your child. scholars cannot be dropped off from their cars at the front office.
2. As often as possible, scholars will enter and exit on the passenger side of the car.
3. A staff member will assist the scholar out of the vehicle by opening the door and greeting you.
4. We will have 2 lines with 5 vehicles being unloaded in each lane. This will offer the opportunity to unload 10 cars at one time.

Please follow the directions of the staff members on duty and drive with extra caution.

PM Dismissal: 3:00-3:30 PM

1. All drivers MUST have a car rider tag in the front windshield. Any car without a 2023-2024 Elementary School issued car rider tag will not be allowed to pick up at the car rider line. You must go to the front office to get a car rider tag before scholars will be turned over.
2. Place the card in your windshield where it is easily visible.
3. Pull up carefully as directed by a staff member.
4. Once you have pulled into a loading spot (2 lines with 6 loading spots in PM) please wait for your child to be loaded into your vehicle. Staff members will escort the scholars outside and again, open the door to assist in loading your child. **Please be sure your child can independently strap themselves in quickly. Waiting for parents to seatbelt a child will slow down our procedures.**
5. Once your child is loaded into the car, please watch for directions from staff members for pulling forward and exiting the lot. They will direct you when it is safe to move. We will not release any cars until all cars in a group are loaded.

*If we are waiting on a scholar, we may ask that you pull forward when cars are dismissed. If you are asked to do this we would ask that you pull forward and park on the grass area beside the sidewalk.

Drive carefully around the corner of the building and out through the parking lot.

Scholars picked up after 3:30 PM will be sent to the afterschool program at a drop in rate of \$14 per hour.

Drivers and passengers are expected to follow all directions of the WPA staff members directing the line. The safety of our scholars and staff is our number one priority! With your help we can make our car rider line safe and efficient.

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.

Academic Excellence: Curriculum

WPA ES uses the North Carolina Standard Course of Study, a rigorous and challenging curriculum uniquely designed to prepare them for high academic achievement in successive schooling environments. Our goal is to graduate scholars who have not only had the opportunity to experience academic excellence but have also acquired the knowledge and skills necessary to thrive in high school and beyond.

Please visit <https://ncdpi.instructure.com/courses/11379> for more information and parent resources for the North Carolina curriculum.

Academic Excellence: Achievement

Supporting our vision to embrace, enrich, and engage children's strengths one scholar at a time, the school has implemented grading practices that best match the needs of our scholars, parents, and teachers, with the ultimate goal of supporting high-quality learning for all scholars.

Teachers utilize the PowerTeacher Pro, located in PowerSchool, to track scholars' academic performance on identified learning goals, with the ultimate goal of ensuring high levels of learning and proficiency on state accountability tests.

We encourage you to speak with your child's teacher or talk with a member of the school's leadership team if you have questions or would like more detailed information related to the school's grading practices.

Grading Scale

The school year is broken into four (4) quarters. The quarters are long enough (approximately 9 weeks) to allow scholars multiple opportunities to demonstrate mastery of specific skills. At the end of each quarter, scholars will receive grades in all classes. The grading scale is as follows:

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

Grade Computation

Each scholars' grade for each subject will be calculated using the following configuration for each subject:

- 50% - class work and quizzes
- 40% - tests
- 10% - homework and class participation

Progress Reports

Teachers will prepare progress reports every 3 weeks. The progress report is not part of the scholar's formal academic record. Rather, it is an opportunity to communicate with parents/guardians how their child is doing at the halfway point in the marking period. Progress reports will include a grade according to our grading scale indicating the scholar's grade. Based on the progress report, parents/guardians may call or request a conference with any teacher.

Awards Day

At the end of each 9 weeks, special recognition is given to those scholars in grades K-5 who have achieved excellence in their academic progress. An honors ceremony is held as an extension of the morning assembly. scholars are given awards based on their individual accomplishments during the previous trimester.

Scholar Grade Placement, Acceleration, or Promotion

The principal is authorized to make initial grade placement of a scholar and to promote or accelerate after initial grade placement. After initial grade placement, a scholar is expected to progress through the grades one year in each grade receiving the benefits of academic, social and physical growth usually accompanied with a full year of development. On occasion, it may be in the best interest of the scholar to have a new grade placement or be accelerated more than one grade. In this event, supporting documentation with tutors and classroom teachers already offered to the scholar will be provided by the school. If a scholar's parent or teacher believes one of these grade changes should be considered, a written request for consideration should be provided to the principal, including the reasons for such consideration. The final decision regarding placement, acceleration, or promotion of a scholar rests solely with the principal.

The principal shall consider the following, when making such decisions:

1. The education record of the scholar, including but not limited to a scholar's grades, standardized test scores, reading, speaking and math skills, the curriculum of each grade, the available teacher(s) skill(s) delivering the instruction and available programs
2. Attendance
3. Discipline
4. The physical, social and emotional readiness of the scholar for the curriculum of each grade
5. The recommendation of the scholar's parents and teachers

6. The applicable laws governing these decisions. The goal of placing, accelerating, promoting or retaining a scholar is to enhance the opportunity for the scholar to achieve learning goals, meet state and school performance expectations, and to be prepared for high school, college, and career plans.

Promotion to the Next Grade

WPA ES scholars must meet grade-level standards in the major content areas (reading, writing, and math) to be promoted to the next grade level. Promotion will be based upon standards established for each subject. Attendance reflecting ten (10) or more absences will also serve as a major consideration in the decision to retain a scholar. Scholars will be promoted or retained on the recommendation of the classroom teacher as well as the consultation of the grade level team, tutors, and the Principal. . This recommendation will be based upon the following criteria:

- Formative assessment data
- Summative assessment data
- Attendance
- Classwork
- Social/developmental characteristics
- Other pertinent data

Academic Excellence: Scholar Support Services and Special Education

It is the goal of the school to provide appropriate educational opportunities for all scholars.

It is the school’s obligation to provide appropriate educational opportunities to all scholars with suspected disabilities or disabilities, as defined under the Individual with Disabilities Education Act (“IDEA”) and state special education rules and regulations. For additional specifics regarding a scholar’s special education rights, parents are encouraged to review the Procedural Safeguards that are available from a special education teacher.

The Multi-Tiered Systems of Support

A multi-tiered system of support (MTSS) is a framework which promotes school improvement through engaging, research-based academic and behavioral practices. All scholars are part of an MTSS and receive Core (Tier I) instructional support.

As part of an MTSS and upon review of progress monitoring data, problem-solving teams* identify groups of scholars that need additional support(s) with grade level standards in reading, math, behavior, or social emotional learning. These supports are sometimes organized by tiers and are described as interventions.

*Problem-Solving Team: This term is an umbrella term often used to describe groups of individuals that meet to analyze data and determine solutions to problems. In an MTSS, there can be multiple problem-solving teams. Professional Learning Communities, Intervention Teams, and scholar Support Teams are all examples of teams that generally meet to discuss school-wide areas of concern related to the environment, instruction and curriculum for all scholars or groups of scholars.

Procedures for Communication with Parents

Parents will be notified, in writing, that their scholar requires intervention beyond Core (Tier 1). A parent/guardian notification will be sent each time the intensity of intervention increases from core to supplemental and supplemental to intensive. A parent letter will also be sent each time the scholar successfully responds to intervention – intensive to supplemental and supplemental to core.

Rehabilitation Act of 1973 - Section 504 (General Education)

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as “Section 504”) prohibits discrimination against individuals with disabilities solely on the basis of their disability. If you have Section 504 questions, please contact Dr. Christine Smith who has been designated as the Section 504 Coordinator. The Section 504 coordinator is responsible for investigating and resolving complaints. In addition, any individual who desires information related to the Rehabilitation Act of 1973, or the Americans with Disabilities Act, may contact the school principal or the NHA Special Education Department at (616) 222-1700. The school does not discriminate against individuals seeking to access a program or service of the school based on disability. Where an individual desires to participate in a program or service and needs reasonable accommodation in order to do so, the individual should contact the school’s principal to request an accommodation. In addition, if you suspect that your child has a disability which may qualify him/her for support under Section 504, you should contact Dr. Christine Smith to begin the referral process. Upon initiation of the Section 504 referral process, parents will be provided with a copy of the Section 504 Procedural Safeguards and Parent/scholar Rights, which contains complaint and due process procedures.

Scholar Responsibility: Homework

Philosophy

The school staff believes that homework is an important component of the educational process. It is expected that the following objectives will be accomplished through regular and well-planned homework:

- scholars will develop more self-direction and individual responsibility.
- scholars will develop independent study skills.
- scholars will become organized.
- scholars will learn to budget their time.
- The learning process will be expanded through extensions not accomplished in the school setting.

Guidelines

1. Parents and scholars should expect homework each weekday evening. Scholars may also be assigned homework to complete during the weekend.
2. Assigned homework that requires completion is part of each scholar's evaluation. Any homework assignment that is not turned in on time will receive no or only partial credit depending on the scholar’s grade level.
3. Homework will be planned and assigned for specific instructional purposes related to classroom objectives.

4. The quantity of homework will be within reason. As the school year progresses, the amount of homework and the number of days homework is assigned may increase depending on the maturity and ability of the scholars.

If a child is having a problem completing the homework assigned, parents and scholars are encouraged to call their child's teacher for assistance.

WPA and The Seven Habits of Highly Effective People

A significant influence in the WPA educational model is based on the consistently strong success at A. B. Combs Elementary in Raleigh, N.C. in applying the Covey 7 Habits. By recognizing that each scholar possesses unique gifts and talents, and building on scholars' strengths rather than their weaknesses, A.B. Combs continually achieves high levels of academic performance year after year. "Factual knowledge alone is thus no longer the great differentiator between those who succeed and those who do not. Instead the individuals who are emerging as the new 'winners' - the new thrivers of the twenty-first century are those who possess above average creativity, strong analytical skills, a knack for foresight, and, surprise, good people skills....If we are putting all of our efforts on the almighty test scores alone, I am quite afraid that we are going to create a generation of children who know how to do nothing well but take a test well." (Muriel Summers, Principal A. B. Combs Elementary, The Leader in Me (Covey, 2008))

Parental Partnership: Communication

Effective communication between the school and home is vital to the successful academic, emotional, and social well-being of scholars. To keep parents informed of school events and scholar growth, the school communicates often with parents through email, telephone calls, Dojo messages, Tuesday Folders, and individual and group meetings.

PowerSchool Parent Portal

WPA is committed to scholar achievement and parental involvement. WPA utilizes PowerSchol to house scholar data. This program allows

Parent Satisfaction Survey

Measuring and understanding parent satisfaction will become an important part of our culture. In an effort to understand school-wide parent satisfaction, our scholars' parents are surveyed once per year. Parents are expected to complete one survey per household.

Parent-Teacher Conferences

Both parent/guardian and child should 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. In addition, parents are encouraged to inquire about their child's performance any time during the school year. We believe that by continually monitoring scholars' progress, the parent-teacher conferences will serve as a review with very few surprises.

During each conference, teachers review the scholar's progress and discuss his/her strengths and opportunities. Parents are encouraged to ask questions in order to learn as much as possible about their child's performance. We aim to make parent-teacher conferences a positive experience for everyone involved.

Parental Partnership: Attendance

Regular attendance establishes good work habits and self-discipline. Our school records attendance every morning and tracks tardies and early sign outs for each scholar.

Arrival

Scholars should arrive at school between 7:35 am (scholars should not exit their car until 7:35 am and directed by school personnel) and 8:00 am. Scholars are tardy if they arrive after 8:00 am. After exiting their vehicle, scholars should proceed directly into the building. They may not run, shout, or otherwise act in a disorderly manner. All scholars wearing hats or hoods should remove them immediately upon entering the building. Prompt arrival is essential for a strong beginning to an instructional day.

Dismissal

WPA (Grades K-5) dismisses at 3:00 p.m. In the interest of scholars' safety and teachers' preparation time, parents are asked to pick up their children immediately after dismissal and no later than 3:30 p.m. Scholars not picked up by 3:30 will be placed in our afterschool program and parents will be charged at a drop in rate of \$14 an hour. **Scholars will not be allowed to check out after 2:30 p.m.** If a scholar has a different way home other than his or her "normal" mode of transportation, this documentation should be provided to the school/teacher in written form by 10:00 a.m. the day of the request.

Tardiness and Early Dismissal

Scholars are considered tardy if they arrive at school after 8:00. Parents must walk tardy scholars into the school office and sign them in on the sign-in sheet.

If a tardy is due to a doctor or dental appointment, a note from a physician may be requested.

Tardies are excused for only the following reasons:

- Personal illness or injury
- Funerals
- Doctor or dental appointments (which could not be arranged outside school hours)
- Religious observances
- Late arrivals due to weather conditions (which do not require a parent note)
- Authorized tardy (approved by the principal)

We consider abuse of tardies and/or early dismissals as lost instructional time. 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.

Early dismissals from school will be marked accordingly in the scholar's record. Parents who dismiss their child early from school, for any reason, must sign the child out.

Absences

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).

Written notices/doctors' notes must be received, or the absence will be coded as unexcused. This includes any absences due to medical reasons, as well as notes from home. 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 During the School Day

If a scholar becomes ill during the school day, appropriate arrangements will be made for the scholar's care while waiting for parent pick-up. Scholars with vomiting or fever must be symptom-free for 24 hours before returning to school.

Parental Partnership: Dress Code

To enable scholars to reach high academic standards, the school has put in place a dress code designed to reduce distractions. Implementing a dress code promotes scholar learning and increased academic instruction time. Interpretation of the Dress Code is at the principal and staff discretion and their decision is final.

Dress code guidelines prohibit scholar dress or grooming practices which present a health or safety risk to the scholar or others, disrupt the educational program, or limit a scholar from achieving educational goals because of blocked vision or restricted movement.

Professional Dress

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

WPA- Middle School

School Profile:

Wayne Preparatory Academy Middle School is a leadership school currently serving approximately 250 scholars in the grades 6-8.



Mascot: Generals

School Colors: Navy Blue and Gold

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 provide a relevant and rigorous academic program that fosters a love of learning.
2. To cultivate strong leadership skills in our scholars.
3. To build a sense of community among scholars, staff, and families.

These elements are necessary for scholars 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 scholars 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 scholars accountable for meeting standards of excellence through rigorous academic assignments, projects, and assessments. Hard work is expected and required. WPA MS scholars should strive daily to consistently perform at their best and show continuous growth. scholars 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.

Middle School PRIDE Expectations

To view the matrix for a list of behavior expectations, visit this link: [Middle School Matrix 2024-2025.docx](#)

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 scholar behaviors when necessary. When a Behavior Report (Class I violation) or Office Referral (Class II or III 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 scholar pockets or purses and should not be visible at any time. Exceptions can only be made for health reasons that are provided to the school nurse and school principal at the beginning of the school year or when a medical diagnosis is given by a medical physician.

If parents need to contact their scholars for any reason during school hours, they should 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 or their personal devices to contact parents during the school day.

Earbuds/Headphones and Other Devices

Earbuds/Headphones may not be worn in the school unless they are necessary for an instructional activity and given permission by a WPA staff member. Earbuds/headphones should not be visible during transitions or in the restrooms. When not in use, they are required to be kept in the scholars’ backpack.

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 electronic device and will be confiscated by a teacher, staff member, or Principal.

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 daily 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 front office. 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 front 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 to the Dean or Principal for disciplinary action & consequences.

4th offense: Teacher confiscates the device and places it in a designated area in the front office. The scholar is referred to the Dean or Principal for disciplinary action & consequences. The scholar will be subjected to After school detention and/or out of school suspension from school for 1-3 days.

The WPA-MS Technology Device Policy remains in effect during before & aftercare or participation in sports or other after school events, unless the staff member(s) 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 I), threatening or dangerous behavior (Class II), aggression or bullying behavior (Class III), 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 scholar 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.).

Respect:

The importance of having a respectful school community cannot be overstated. Respect serves as the operational glue that holds the community together. Helping scholars 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. scholars 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 scholars.
- 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 regard 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 scholars; by maintaining their textbooks, Chromebook, 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.

Grading Practices

Grades are earned based on the mastery of the objectives your scholar is learning and completion of assignments given by staff members.

Grades are calculated using the following grading scale:

30% Classwork/Participation

30% Tests

25% Quizzes

15% Homework

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 a minimum of 4 grades for each progress report. Any questions about grades or report cards should be directed to the teacher responsible for assigning the grades.

Athletics and Extracurricular Activities

Research shows that scholars who participate in extracurricular activities – and stick with them for at least two years – are more likely to successfully graduate from college. Developing our scholars' talents, skills, and interests is an integral part of the ideal school experience and college application process. At Wayne Preparatory Academy Middle School, scholars 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):

Fall	Winter	Spring
Cross Country (Co-ed)	Basketball (W)	Soccer (W)
Soccer (M)	Basketball (M)	Baseball (M)
Volleyball (W)	Swimming (M) (W)	Softball (W)
Tennis (W)		Track and Field (Co-ed)
		Tennis (M)

Scholars wishing to participate in athletics must submit a physical prior to trying out for any sport. We also want scholars to know that being a “scholar-athlete” means prioritizing grades and academic performance over all other interests, including sports. You are a scholar 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. Receiving no more than ONE office referral during the athletic season.
3. Receiving NO out of school suspensions at any time during the academic school year. (Violation of scholar code of conduct may be subject to a 3-game suspension, Out of school Suspension, exclusion per school leadership and Athletic Director)
4. 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 scholars:

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



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 scholars 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/events.

- Do the right thing without being told and when no one is watching. *Have integrity.*

Parents and Guardians will be prompt when bringing their scholars to Wayne Preparatory Academy and when picking up their scholars 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.

Public Displays of Affection:

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

scholars 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 scholars and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the scholar 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 scholar or a scholar's possessions. Parents will be contacted if a search is deemed necessary and conducted for their scholar.

Harassment, Bullying, and Intimidation:

A safe and civil environment in a school is necessary for scholars 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 scholars, 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 scholar, damaging the scholar's property, or placing a scholar 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 scholar or group of scholars, or
- c) Creates a hostile educational environment for the scholar by interfering with a scholar's education or by severely or pervasively causing physical or emotional harm to the scholar.

School leadership, teachers, and staff members are 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 scholars 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 scholar 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 scholar 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, scholars could be suspended, expelled, and/or removed from Wayne Preparatory Middle School.

WPA is not responsible for scholar 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 scholar 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, expulsion, and/or removed at the discretion of school leadership.

Visitors to Campus:

WPA Middle School is committed to protecting our scholars and providing them with 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 scholars will be subjected to out of school suspension, expulsion, and/or removal. Parents/Guardians will be required to come to the school and pick up the scholar involved in the fight/physical altercation when notified by school leadership.

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

Loss of Privileges:

Wayne Preparatory Middle School offers scholars 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, Chromebooks, smart watches, ear buds/headphones, etc.)
- Independent Transitions
- Free Lunch Time (Assigned Lunch Detention)
- Physical Activity Time (PAT)
- Clubs
- Athletics
- Field Trips, Special Days, Celebrations

Suspension/Detention:

Scholars who violate the Scholar Code of Conduct may be subjected to numerous consequences such as, suspension, after school detention, lunch detection, etc.

Out Of School Suspension:

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 scholars from school when there are serious breaches of the Core Values or the scholar 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 scholar work. Scholars assigned to OSS will still be responsible for

all work and assignments upon their return. On the day that a scholar is scheduled to return, a parent or guardian must accompany the scholar for a conference with the school administration.

Lunch Detention:

LUNCH DETENTION means to report to and stay in a supervised detention area or classroom for a minimum of 25-minutes, behaving according to the instructions of the supervising teacher/staff. Lunch Detentions are assigned during lunch, and may consist of writing assignments, physical activity (walking), and/or 'campus beautification' which may include trash duty, etc.

After School Detention:

AFTER SCHOOL DETENTION means staying after school for an assigned period of time (3:15-4:00 pm) during which, schoolwork and reflection of the scholar's misbehavior will be accomplished. Scholars assigned detention may be given a 24- hour grace period during which time they can make arrangements for transportation.

24-25 Daily Schedule:



TIME	CLASS
8:00-8:45	ARRIVAL/HOMEROOM (Intervention)
8:48-9:33	ELECTIVE 1
9:36-10:21	ELECTIVE 2
10:24-11:54	BLOCK 1
11:03-11:33	LUNCH (BLOCK 1)
11:57-12:57	BLOCK 2
1:00-2:00	BLOCK 3
2:03-3:00	BLOCK 4



TIME	CLASS
8:00-9:15	ARRIVAL/HOMEROOM (Intervention)
9:18-10:33	BLOCK 1
10:36-11:21	ELECTIVE 1
11:24-12:06	ELECTIVE 2
12:09-1:52	BLOCK 2
12:11-12:41	LUNCH (BLOCK 2)
1:55-3:00	BLOCK 3



TIME	CLASS
8:00-9:15	ARRIVAL/HOMEROOM (Intervention)
9:18-10:23	BLOCK 1
10:26-12:11	BLOCK 2
11:40-12:10	LUNCH (BLOCK 2)
12:13-12:58	ELECTIVE 1
1:01-1:46	ELECTIVE 2
1:49-3:00	BLOCK 3

School Calendar

The School calendar is also shared on the WPA website: [24-25 SCHOOL CALENDAR](#)

Curriculum Overview:

Academics & Learning

This is the most fundamental aspect of our school. Wayne Preparatory Middle School's mission is to help scholars meet elevated standards through high expectations in an academic program that will prepare scholars for college and life, therefore, scholars 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 scholars 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 school is crucial. Scholars with excessive absences run the risk of not passing classes, being considered truant, compromising promotion to the next grade, and not graduating high school on time.

- Scholars 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 prearrange)
 - Death in the family

Tardies also play a critical role in determining scholar success. A scholar 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 3 minutes and will require scholars to move with purpose from one class to the next.

Late Arrival

The school day starts promptly at 8:00 am. 8:00 am is the latest a scholar can arrive without being counted tardy. At 8:01 AM, parents will need to come into the building 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, scholars 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. scholars 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 scholars who are not involved in a structured, supervised activity must have utilized their method of transportation to exit the building. scholars not picked up by 3:30 will be sent to the afterschool program and will incur set fees for that service.

If scholars 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 scholars have scheduled activities, and to communicate in advance about transportation plans. scholars may not be checked out after 2:30 each day, in order to keep the parking area open for the carpool/scholar dismissal process.

Building Hours

Doors open at 7:35 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

Scholars 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 scholars 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 scholar will be successful in dealing with the independence and rigorous academic expectations of high school and college.

Make-up Work

Scholars who miss school are responsible for making up any classwork, homework, tests, or quizzes they may have missed. Scholars who anticipate being absent should be proactive and make arrangements with their teachers beforehand to make up their work.

Promotion to the Next Grade:

In order to guarantee promotion to the next grade level, scholars 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 scholar mastery. Diagnostic benchmark assessments, teacher made assessments, and North Carolina EOG assessments will all be included in the decision to retain or promote a scholar.

If a scholar 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. scholars 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

WPA 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 scholars 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 scholars 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 scholars 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 scholars 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. scholars 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 scholars.
- **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 scholars; 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 scholars accountable for meeting standards of excellence through rigorous academic assignments, projects, and assessments. Hard work is expected and required. WPA HS scholars 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. Scholars 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 scholars 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 scholars who participate in extracurricular activities – and stick with them for at least two years – are more likely to successfully graduate from college. Developing our scholars' talents, skills, and interests is an integral part of the ideal high school experience and college application process. At Wayne Preparatory Academy High School, scholars 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
<p>Fall Cross Country (Co-ed) Soccer (M) Volleyball (W) Tennis (W)</p> <p>Winter Basketball (W) Basketball (M) Swimming (M) (W)</p> <p>Spring Soccer (W) Baseball (M) Softball (W) Track and Field (Co-ed) Tennis (M)</p>	<p>SGA</p> <p>Key Club</p> <p>FBLA Club</p> <p>Yearbook Club</p>

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. You are a scholar 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 scholars:

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 scholars 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 scholar Commitment:

As a scholar 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 2:50 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 may 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 scholar 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 2:50 (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 scholar 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 scholar accountable for completing all projects, assignments, and homework
- Encouraging my/our scholar to email their teacher if they have questions on homework,
- Ensuring that my/our scholar adheres to the WPA dress code every day.
- Notifying the school in writing (email or hand-written and signed note) if my/our scholar is absent or needs to leave early (latest early checkout is 2:20).
- 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.

Public Displays of Affection:

Wayne Preparatory High School is a professional environment; all scholars must conduct themselves as professionals, therefore, scholars 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 scholar’s lap.

Scholars 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 scholar is sent out of class, the following consequences are assigned:

1. The scholars will be placed in In-School Suspension (ISS) for the rest of the class period.
2. Under the direction of the principal, the scholar may be assigned ISS for the rest of the day or subsequent days, depending on the severity of the offense.
3. Scholars 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 scholar 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 scholars and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the scholar 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 scholar or a scholar’s possessions.

Harassment, Bullying, and Intimidation:

A safe and civil environment in a school is necessary for scholars 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 scholars, 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 scholar, damaging the scholar’s property, or placing a scholar 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 scholar or group of scholars, or
- c) Creates a hostile educational environment for the scholar by interfering with a scholar’s education or by severely or pervasively causing physical or emotional harm to the scholar.

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 scholars 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 scholar 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 scholar 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, scholars 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 scholar 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 scholars 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.

Parents and visitors who wish to meet with a teacher must contact the teacher and/or the front office to schedule an appointment. Parents and visitors will not be allowed to address concerns or conduct conferences with teachers during instructional times.

Physical Contact and Altercations:

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

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

During particularly difficult circumstances, Wayne Preparatory High School retains the right to issue a consequence to an entire group or class of scholars. 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 scholars 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 scholars from making poor choices that are harmful to their future, detention (lunch and/or after school) may be given as a consequence.

Lunch Detention

Lunch detention can be issued to scholars 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). scholars 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. scholars will remain in the lunch detention teacher’s room for the entire 30 minutes of lunch. During that time, scholars can eat, do homework, or read silently. If a scholar does not serve detention (lunch or homework), they will serve the following day and may likely receive additional consequences determined by the principal.

Suspension:

Scholars who violate the scholar 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 scholars to reflect on their conduct. scholars 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 scholar receiving extra days of ISS. scholars 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 scholars from school when there are serious breaches of the Core Values or the scholar 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 scholar work. scholars assigned OSS will still be responsible for all work and assignments upon their return. On the day that a scholar is scheduled to return, a parent or guardian must accompany the scholar for a conference with the school administration.

DAILY SCHEDULE(S)

REGULAR BELL SCHEDULE Staff Hrs: 7:20-3:20		
CLASS PERIOD	TIME	
Car Rider Line / scholar Drivers	7:25- 7:45	20 min
Transition	7:45 - 7:50	5 min

1st Period	7:50 - 9:20	90 min
Transition	9:20 - 9:25	5 min
Homeroom (HR)	9:25-9:35	10 min
Transition	9:35- 9:40	5 min
2nd Period	9:40-11:10	90 min
LUNCH (includes Transition)	11:10 - 11:45	35 min
3rd Period	11:45 - 1:15	90 min
Transition	1:15 - 1:20	5 min
4th Period	1:20 - 2:50	90 min
Scholar Drivers Dismiss	2:43	
Scholars Dismissal	2:50	

1 HOUR DELAY- SCHEDULE Staff Hrs: 8:20-3:20		
CLASS PERIOD	TIME	
Car Rider Line / scholar Drivers	8:25 - 8:45	20 min
Transition	8:45 - 8:50	5 min
1st Period	8:50 - 9:20	30 min
Transition	9:20 - 9:25	5 min
Homeroom (HR)	9:25-9:35	10 min
Transition	9:35-9:40	5 min
2nd Period	9:40-11:10	90 min
LUNCH (includes Transition)	11:10 - 11:45	35 min
3rd Period	11:45 - 1:15	90 min
Transition	1:15 - 1:20	5 min
4th Period	1:20 - 2:50	90 min
Scholar Drivers Dismiss	2:43	
Scholars Dismissal	2:50	

2 HOUR DELAY- SCHEDULE
Staff Hrs: 9:20-3:20

CLASS PERIOD	TIME	
Car Rider Line / scholar Drivers	9:25 - 9:45	20 min
Transition	9:45 - 9:50	5 min
1st Period	9:50 - 10:50	60 min
Transition	10:50- 10:55	5 min
Homeroom HR	10:55-11:05	10 min
Transition	11:05-11:10	5 min
2nd Period	11:10-12:10	60 min
LUNCH (includes Transition)	12:10 - 12:45	35 min
3rd Period	12:45 - 1:45	60 min
Transition	1:45-1:50	5 min
4th Period	1:50 - 2:50	60 min
Scholar Drivers Dismiss	2:35	
Scholars Dismissal	2:50	

EARLY DISMISSAL SCHEDULE Staff Hrs: 7:20-3:20		
CLASS PERIOD	TIME	
Car Rider Line / scholar Drivers	7:25 - 7:45	20 min
Transition	7:45 - 7:50	5 min
1st Period	7:50 - 8:50	60 min
Transition	8:50 - 8:55	5 min
Homeroom HR	8:55-9:05	10 min
Transition	9:05-9:10	5 min
2nd Period	9:10 - 10:10	60 min
Transition	10:10 - 10:15	5 min
3rd Period	10:15 - 11:15	60 min
Transition	11:15 - 11:20	5 min
4th Period	11:20 - 12:20	60 min
Lunch (All Together)	12:20 - 12:45	25 min
Scholar Drivers Dismiss	12:45	
Scholars Dismissal	12:50	

CLUB/GRADE LEVEL GROUP SCHEDULE Staff Hrs: 7:20-3:20		
CLASS PERIOD	TIME	
Car Rider Line / scholar Drivers	7:25- 7:45	20 min
Transition	7:45 - 7:50	5 min
1st Period	7:50 - 9:20	90 min
Transition	9:20 - 9:25	5 min
Homeroom HR	9:25-9:35	10 min
Transition	9:35- 9:40	5 min
2nd Period	9:40-11:10	90 min
LUNCH (includes Transition)	11:10 - 11:45	35 min
3rd Period	11:45 - 1:15	90 min
Transition	1:15 - 1:20	5 min
4th Period	1:20 - 2:25	65 min
Club	2:25 - 2:50	25 min
Scholar Drivers Dismiss	2:43	
Scholars Dismissal	2:50	

***Staff Workday 7:20 - 3:20—Staff meeting days (the day may extend past 3:20 pm.)**

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 scholar advising, college visits, and parent workshops. We focus on building relationships with college admissions recruiters and our scholars 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 scholars.
- **WPA HS College Trips.** Each year scholars will have opportunities to participate in various college visits where they can talk to college scholars and admissions counselors as well as tour campuses. Depending on scholars' 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.** scholars 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 scholars meet elevated standards through high expectations in an academic program that will prepare scholars for college and life, therefore, scholars 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 scholars 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 scholars 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 scholars' weighted GPAs. Additionally, these courses distinguish scholars 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 scholars through traditional public schools. Scholars must be in good standing (no Academic Intervention) and must be passing 3 out of 4 classes to qualify.

If an approved scholar driver arrives late at school **five (5) or more times**, the school may revoke that scholar's permission to drive themselves to and from school and to park on the WPA campus at the discretion of the administrative team. Scholar's whose driving privileges are revoked, will NOT receive a refund for the parking pass. Habitual tardiness may result in further disciplinary action relating, or not relating, to driving privileges.

Attendance & Tardiness:

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

- Scholars 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
- **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 scholars will be notified both verbally and in writing.

Tardies also play a critical role in determining scholar success. A scholar 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 scholars to move with purpose from one class to the next. The following consequences will be issued as a result of acquired tardies:

Late Arrival

The school day starts promptly at 7:50 am. 7:50 am is the latest a scholar 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, scholars 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. Scholars 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 scholars who are not involved in a structured, supervised activity must have utilized their method of transportation to exit the building. Scholars not picked up by 3:20 pm will be sent to the afterschool program and will incur set fees for that service.

If scholars 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 scholars have scheduled activities (or detention), and to communicate in advance about transportation plans. Scholars may not be checked out after 2:20 each day, in order to keep the parking area open for the carpool/scholar dismissal process.

High School Regular Session Dismissal Times	
High School Scholar Drivers	2:43
Scholar Pick up	2:50

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 3:20 pm.

Homework

Scholars at Wayne Preparatory will receive between 1-3 hours of homework each night, depending on the courses being taken. Scholars in AP courses should expect more. It is essential for scholars 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 scholar will be successful in dealing with the independence and rigorous academic expectations of college.

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. While scholars are not penalized academically for absences, they are required to complete ANY missed assignments during the assigned nine weeks. 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.

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 to receive extra support, if needed. ***Late work is at the discretion of each individual teacher and will be communicated in writing on the course syllabus.***

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 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.

Cheating and plagiarism are grounds for suspension and/or exclusion at the discretion of the Executive Director.

Course Syllabi

High school course syllabi will be generated by the teachers of each individual course and be sent home during introductory course work.

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 scholars 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 scholars 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, scholars 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 - 18
- Credits required for graduation - 22 (Class of 2025 and beyond)

If a scholar does not meet all of these criteria, promotion will be at the discretion of school leadership. If a scholar 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 scholar's ability to graduate within four years and could have extremely negative implications on a scholar'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 scholar. In addition to this test, Wayne Preparatory High School scholars 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 scholars throughout the school year.

Classroom Procedures

All teachers have classroom procedures and rules. scholars 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. 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 High School and School Events:

TOPS

- Button down collar or Polo style shirts are required and must be buttoned within 2 buttons to the top.
- All tops must have long, short, or cap sleeves.
- 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.
- **NOT PERMITTED:**
 - Tops that are see-through, backless, side-less, or worn off the shoulder.
 - Sport type tank tops.
 - Tops that extend below the lower hip.
 - Tops that display cleavage of any form.

BOTTOMS

- 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.
- Shorts, skirts, dresses, or other clothing will be no more than three inches above the top of the knee.
- **NOT PERMITTED:**
 - Wind pants, sweat pants, joggers, 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.

- Leggings (unless worn under skirts or dresses).
- Yoga pants.
- Biker shorts.
- 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/wheels
 - Bedroom slippers

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 (only solid colors 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. Scholars must comply.
- Sweaters and vests are acceptable, as long as the collared shirt is visible.

Picture Day

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

HAIR

- Hair is to be neat and well groomed.
- No rollers, combs, or picks to be worn in a scholar's hair.
 - Metal picks are NOT allowed on school grounds.
- No bonnets, bandanas or bandana-patterned headbands; no du-rags.
- Professional headbands may be worn by ladies

PIERCINGS, JEWELRY, AND TATTOOS

Jewelry (necklaces, earrings, watches, bracelets, etc.) may be worn, but must not be distracting. Any items that may be deemed inappropriate or as a distraction are NOT allowed.

- Ear piercings must be limited to the earlobes with no more than 2 sets of earrings.
- Facial piercings are limited to nose studs and small hoops only.
- No tattoos are to be visible.
- No smart watches

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.

ELECTRONICS/PERSONAL DEVICES:

Cell Phone Use

In an effort to maximize scholar engagement and time on task, WPA High School will operate under a restricted cell phone/earbud policy for the 2024-25 school year. Scholars may bring cellphones to school with the understanding that they are not to be seen or heard during instructional time, and are permitted before and after school and during assigned lunch periods **ONLY**. Cell phone use is **NOT** permitted during transitions. Scholars are not permitted to be on phone calls or audio/video calls during the school day at any time. Additionally, scholars are not permitted to take phones to the bathroom.

Cell phones will be collected at the start of each class period and will be returned at the end of the class. It is an expectation for all scholars to submit their phones to the teacher at the start of class. Any scholar who fails to do so AND is caught using the phone during unauthorized times, will have their device confiscated.

Earbud/Headphone Use

Earbuds are permitted before and after school and during assigned lunch periods, but **NOT** during transitions. **During permitted times of use, only one earbud may be in AT ALL TIMES!** This is non-negotiable, even with teacher permission. **NOTE: *Headphones are NOT the same as earbuds AND are prohibited.***

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 scholar does not pay the senior fee of \$25 by the deadline set by the school, the school may hold the scholar'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.

Scholar Driving Policy:

Driving to school in a personal vehicle is a privilege given to scholars 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 scholar must:

- Pay the required \$25 instructional fee
- Have a valid license
- Have current insurance and registration
- Pay the \$45 parking fee and completed and returned the Student Driver Contract
-

Eligible scholars will also need to comply with the following regulations:

1. Students are not permitted to drive onto campus or park vehicles on the school parking lot until all fees, contracts, and terms have been met.
2. Scholars must register all family-owned vehicles on the same parking permit. Parking permits and placards are non-transferable to other scholars, or to non-registered vehicles.
3. Scholars must provide the front office with proof of license and proof of insurance.
4. The parking permit must be visible at all times (dashboard or rearview mirror).
5. Scholars must park in their assigned parking spot in the designated scholar parking lot.
6. Scholars must obey all driving regulations while operating a vehicle on school property. Pedestrians always have the right of way on school grounds.
7. Scholars are to come directly into the building after parking their vehicle in the scholar parking lot. There is no lingering or congregating in scholar vehicles. To avoid accidents, scholars 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.
8. Scholars 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 scholar must obtain explicit permission from the front office to return to their car before the designated time.
9. If a scholar driver needs to leave early for an appointment, family emergency, etc., that scholar must bring in a note signed by a parent, or the parent must send an email to the school permitting dismissal; scholar drivers will not be permitted to leave without a signed parent note or email on file.
10. If a scholar is a non-driver, and needs to be picked up early from school, a parent MUST come in to pick up the scholar, and will be required to show proper identification before the scholar can be released.
11. Scholars cannot leave for food at any time.
12. Scholars who have early for an appointment, family emergency, etc. may not provide transportation for other scholars to leave with them unless the other scholar(s) leaving with the scholar driver is a sibling or has his/her own signed parent note or has emailed the front office (secretary).

13. 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.
14. Scholar drivers must observe a 5-mile-per-hour speed limit on all school property/campuses. Any scholar driving at an unsafe speed may have his / her driving privileges temporarily or permanently suspended.
15. Careless and reckless driving will not be tolerated. scholars should not play radios loudly or sound the horn unnecessarily.
16. Parking Tickets will be issued for scholars who do not have a parking permit displayed. The ticket fee will be \$10.00.
17. Parking permits will be issued at an annual fee of \$45.00. The cost of a replacement parking permit will be \$10.00.
18. Wayne Preparatory High School currently observes a “closed campus” policy for lunch. This means that scholars are not allowed to leave campus for lunch or for any other reason prior to the regular dismissal time of the day. Exceptions are scholars who are enrolled as “Early Release,” or scholars with authorization from the office to leave. If scholars are found leaving the campus without authorization, they will face consequences that could include suspension of driving privileges, ISS, or OSS.
19. Scholar drivers are not permitted to park off-campus and enter and exit the school as a walker. Scholars who drive to school must obtain the appropriate parking permit and are only permitted to park on school property as specified above.
20. Parking tags are valid only for the current school year. If a student leaves the school early due to withdrawal, suspension, early graduation, or any other reason, the parking privilege is terminated on the last day of enrollment.

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

- Leaving school without permission;
- Leaving school to get food
- Transporting scholars 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 scholar / 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 scholar and Parent Handbook available to me;
- I have been given notice of the rules, responsibilities, and consequences outlined in the scholar 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 scholar Code of Conduct contained within and to abide thereby.

My signature below acknowledges that I have been provided access to the scholar / 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 scholar: _____

Grade: _____

Signature of scholar: _____

Signature of Parent: _____

Date: _____