



# **PARENT & SCHOLAR HANDBOOK**

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## **THE ACADEMY'S VISION, MISSION & VALUES** \_\_\_\_\_

### **Our Vision**

The vision of Wilson Preparatory Academy (“WPA” or the “Academy”) is to graduate productive citizens successfully to engage in life-long learning and careers in a global society.

### **Our Mission**

Wilson Preparatory Academy will provide every Scholar with a quality and relevant education that will prepare them to progress in a rapidly evolving global society. An integrated and comprehensive curriculum will be tailored to every Scholar regardless of background, learning style, career or college pathway.

### **Our Values**

The Wilson Preparatory Academy’s values include:

- Implementing research-based strategies
- A moral focus
- Using all available resources to create learning opportunities for all children
- Thinking outside of the box
- Life-long learning
- Reaching high expectations and standards

## **SCHOOL HOURS** \_\_\_\_\_

**Office:** 7:30 AM – 4:00 PM

**Faculty/Staff:** 7:30 AM – 4:00 PM

**Scholars Grades K – 11:** 8:30 AM – 3:30 PM

## **SCHOOL SAFETY** \_\_\_\_\_

The Academy is a school dedicated to providing a safe and secure environment. All visitors are required to report to the main lobby to Sign In. Only parents and immediate family are allowed on campus during the school day. No other visitors will be allowed on campus, without prior approval. This includes during lunch periods, as well as during after school hours. Any visitor not wearing a school visitor badge will be considered a trespasser. This policy will be enforced with no exceptions.



## **BEFORE SCHOOL SUPERVISION**

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Any Scholar that arrives on the school campus prior to the official opening must stay outside of the buildings until 8:00 am. If it is necessary for you to bring your child before the normal school day, please seek before school care services. The time between 7:30 am and 8:00 am is Teacher preparation time! (No Scholars are to be admitted into the classrooms at this time!)

## **TARDINESS**

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**Scholars are expected to report to school and to all classes on time.** If a Scholar is not seated at his/her desk at the time class begins, the Scholar will be recorded as tardy for that particular class. All Scholars who are late should go by the school's main office to sign in and get a tardy slip. When a Scholar is late for school, they are missing valuable instructional time. The allowable excuses for absences apply to excuse a Scholar's tardiness to school.

## **CHECK-OUT PROCEDURES**

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When it is necessary for a Scholar to leave before the end of the school day, the parent or guardian must sign the Scholar out from the Main Office. Teachers will not be able to release a Scholar unless they are presented with a Scholar Early Release Pass signed by a school official.

**Your child is expected to stay at school until dismissal time unless there is an emergency or a doctor/dentist appointment. Due to carpool traffic, the Academy requests that Scholars not be signed out between 2:45 p.m. and 3:30pm.**

## **COURT ORDERS**

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If a child is only to be picked up by a custodial parent or guardian, a copy of the Court order should be sent to the school to be held on file in the school office.

## **DISMISSAL**

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State law requires that our Scholars be in class a certain number of hours per day. Scholars in grades K-11 will be dismissed at 3:30 pm. Scholars K-11 will leave class at 3:30pm, and should be picked up by 3:30pm.

**If a Scholar has not departed from the school grounds by 4:00 pm the Scholar will be sent to after-care and the parents will be charged a drop-off fee.** Written



permission from the parent or guardian must be provided in order for a child to leave campus with anyone who is not listed on the Scholar release form.

## **LUNCH**

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The Academy will provide lunch for all of its Scholars. Lunch will be provided by the local K & W Restaurant. Teachers will follow the lunchroom schedule so Scholars can be served during lunch time. If those Scholars that are not receiving free and reduced lunch, it is the responsibility of the parent to make sure that a lunch is provided for their child, or provides money to purchase lunch.

## **ATTENDANCE**

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Scholars who have unexcused absences from a class for more than **10 days in a semester** or **20 days during a year** shall not receive credit for the semester or year where applicable. In the event of absence it is the responsibility of the Scholar to bring a note signed by the parent or guardian citing the reason for such absence to the homeroom teacher. All absences not accompanied by a note will be recorded as an unexcused absence.

## **GENERAL ATTENDANCE RULES**

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### **Mandatory Attendance**

Scholars must attend the first day of school or risk losing their right to admission. If the Executive Director has not been notified of an excused absence, the Executive Director has discretion to reassign the admission spot. If a Scholar misses the first 5 days of the school year (excused or unexcused), or is absent 10 days within the first 20 days of school, his/her admission spot may be reassigned. 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 Board of Directors from Scholars on the waiting list.

### **Truancy Policy**

North Carolina Compulsory Attendance law requires that every person from seven (7) to sixteen (16) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Scholars who attend school on a regular basis are better able to not experience gaps with the class discussions and complete assignments in a timely manner.

Absence from school for one day, or even from one class period, without acceptable cause, is considered truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: in-school or out of school suspension, required religious observations, hospitalization, doctor's written order for homestay, or death



in the immediate family. Other situations may constitute acceptable cause and will be reviewed for approval on a case-by-case basis by the Executive Director.

Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law.
- In grades K-8, ten (10) or more absences from classes during a school year or
- In grades 9-12, five (5) or more absences from semester classes or ten (10) or more absences from yearlong classes.

When children are not in the classroom, consistent and sustainable learning is impeded. WPA staff and administration will communicate with parents/guardians regarding attendance in the following manner:

- The teacher shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated three unexcused absences in a school year.
- After not more than six unexcused absences, the Executive Director or designee shall notify the parent, guardian, or custodian by certified 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 parents are notified, the school counselor shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.
- After 10 accumulated unexcused absences in a school year, the Executive Director or the Executive Director's designee shall review any report or investigation prepared under N.C. Gen. Stat. Sec. 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. If the Executive Director/designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the Executive Director shall notify the district attorney and the director of social services of the county where the child resides. If the Executive Director/designee determine that the parent, guardian, or custodian has made a good faith effort to comply with the law, the Executive Director may file a complaint with the juvenile court counselor (<https://www.ncdps.gov/sbc/sbc.cfm?cty=cleveland-27>) pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the Executive





Director/designee, the director of social services shall determine whether to undertake an investigation under N.C. Gen. Stat. Sec. 7B-302.

Parents/guardians should notify the school as soon as they know their child/children will be absent. When a child returns to school, a note signed by the parent/guardian must be sent with the child stating the reason and dates for the absence to ensure the absences are recorded appropriately. The note is to be turned in to the child's homeroom teacher. Scholars with a combined total of 10 unexcused absences must bring in a doctor's note for any subsequent absences.

The Executive Director and/or other school personnel will follow-up and investigate all unexcused absences including late arrivals and early dismissals. If a Scholar is habitually late or absent, a conference with the parent/guardian will be scheduled with the Executive Director or designee to resolve the attendance problem.

### **Excused Absences**

An excused absence is one for which no negative consequence is assessed against the Scholar per North Carolina law. Scholars who are absent from school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Scholars must bring to the school a written excuse on the day that he/she returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences (including approved Educational Opportunity absences) is made by the administration, but the Scholar's record is marked to reflect an absence per North Carolina law. Scholars are required to make up excused absences pursuant to "Attendance and Academics", "Make-up Work", and "Make-up Time" below.

### **Tardies and Early Release**

Scholars are expected to be in school on time each day and remain in school for the entire school day. Early release from school is approved in the event of a child's illness, a medical appointment, or a death of 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. Early dismissal and tardiness to school do count against the Scholar's attendance record and could result in disciplinary action (see Rule Violation 1, a. Tardiness/Early Release). Four unexcused tardies or four instances of unexcused early release will result in an unexcused absence.

### **Attendance and Academics**



School attendance is one of the strongest indicators of Scholar performance and academic achievement. When a Scholar is absent more than 10 days, attendance will be one of the factors used in determining promotion/retention decision for K-8 grades. Middle School and High School Scholars shall earn a grade of “F” if they exceed 5 absences for the grading period without making the time and work up. (See Make-up Time and Make-up Work below.) Middle School and High School Scholars shall lose credit for the class with a permanent grade of “F” if they exceed 10 absences for the year. Elementary Scholars shall lose credit with a permanent grade of “F” if they exceed 20 absences for the year. (See Make-up Time and Make-up Work below.) Additional factors and extenuating circumstances may be considered by the school administration in making a decision on whether to award an “F” as a result of absences that have not been made-up.

### **Make-up Work**

Scholars are expected to complete all work before leaving or immediately upon their return from an absence. In the case of 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. Make-up work is the responsibility of the Scholar and will be due in accordance to 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 be assigned a grade of “0”.

### **Make-up Time**

Scholars are required to make up any absence beyond 10, whether excused or not. Scholars will be able to make up class time during the school’s normal remediation schedule. In grades K-5 Scholars will be able to make up one absence by staying for remediation two times (e.g. staying for remediation twice makes up one absence). In grades 6 and above, Scholars will make up absences in their core academic courses and foreign language only. Scholars can make up one absence in a course by staying for remediation one day (e.g. 1 day is made up in Social Studies by staying for Social Studies remediation one afternoon). Foreign language may be made up at home via the Rosetta Stone program.

### **SCHOLAR ABSENCES**

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It is the Scholar's responsibility to obtain from all teachers their missed assignments. They have **five (5) days** to make -up the work missed.

#### **Lawful Absences - CODE 1**

1. Illness or injury (The school may request a doctor's statement and/or satisfactory evidence of the reason for the absence). In order for an absence to be excused, a signed note or a doctor’s note must be submitted by the parent or guardian. Any absence without a note will be marked as unexcused.

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2. Isolation ordered by the State Board of Health.
3. Death in the immediate family.
4. Emergency medical or dental appointments or such appointments with prior approval by the Administration or designee. (It is expected that if at all possible, these appointments should be made after school hours).
5. Court or administrative proceedings if the child 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 the Administration and Teacher(s) and when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity related to the Scholar's current standard course of study. Upon return to the school setting, the Scholar involved in this educational opportunity shall present a log of activities. This log shall be accompanied by a written report explaining what insight or perspective they have gained by this trip. This shall be turned in for approval within five days of return to school. (If log and report are not turned in, this will result in absences being coded unlawful).

#### **UNLAWFUL ABSENCES - CODE 2**

1. This is an absence with or without parental permission which does not come under one of the excused absence categories. Examples include a hair appointment, Oversleeping, Car Trouble, Shopping, Traffic, etc. (Reasons not limited to those listed above).
2. Any absence not classified as excused in Code 1.
3. Any absence listed in Code 1 for which proper and timely notification is not furnished to the Administration.
4. Tardies and early dismissals shall be handled as absences.

#### **NOTIFICATION TO PARENTS OF NON-COMPLIANCE WITH THE GENERAL COMPULSORY ATTENDANCE LAW \_\_\_\_\_**

The parent, guardian or custodian of a Scholar shall notify the Academy of the reason for each known absence of the child, in accordance with Academy policy. Whenever a Scholar has accumulated three unlawful absences in a school year, the Administrator shall notify the parent, guardian or custodian of his or her child's absences. After not more than six unlawful absences, the Administrator shall notify the parent, guardian or custodian by mail that he or 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 of North Carolina and the Academy.



After ten accumulated unlawful absences in a school year, the Administration shall review any report or investigation prepared under N.C. Gen. Stat. 115C-381 and shall confer with the Scholar and his/her parent, guardian, or custodian if possible, to determine whether the parent, guardian or custodian has received previous notification and made a good faith effort to comply with the law. If the custodian has not, the Administration shall notify the State District Attorney. After ten accumulated absences the Scholar may be asked to withdraw from the Academy due to violation of the Scholar/Parent Agreement to attend school, in lieu of legal action. The Scholar/parent may appeal this decision in writing to the Board of Directors within three days of said decision.

If the Administration determines that the parent, guardian or custodian has not made a good faith effort to comply with the law, the Administration may file a complaint with the juvenile intake counselor under Chapter 7B of the General Statutes that the Scholar is habitually absent from school. Evidence showing that the parent, guardian or custodian of the Scholar was notified of **ten accumulated** absences which cannot be justified by established policies of the Academy shall constitute a prima facie case that Scholar's parent, guardian or custodian is responsible for the absences.

Any parent, guardian or other person violating the provisions of the Attendance Law shall be guilty of a Class 3 Misdemeanor.

## **ACADEMIC INFORMATION**

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Scholars will receive instruction in the four main academic subjects of: (1) Language Arts / Reading, (2) Math, (3) Science, and (4) Social Studies. Scholars will also receive the opportunity to participate in Physical Education, Art, Music, Computer Technology and Leadership Academy. The curriculum at the Academy is an integration of the North Carolina State Standard Course of Study (Grade K - 11) and approved outside sources from teachers, staff, and community.

## **REPORT CARDS**

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Scholars will receive a report card every nine weeks. Parents are asked to read report cards carefully, note teachers' comments, make any additional comments, sign and return the report card to the teacher within five (5) days of receipt. If there are any concerns, parents are urged to request a conference with the teacher(s) to discuss the Scholar's performance.

## **HONOR ROLL**

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At the end of each marking period, the teachers compile the names of Scholars qualifying for the Honor Roll in Grades 3-11. In-school recognition of Scholar achievement will be left to the discretion of the teachers in Grades K-2.

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- “A” HONOR ROLL-All A’s, S’s on academic subjects (i.e. Math, Language Arts, etc.) and all S’s on nonacademic subjects with the exception of handwriting.
- “A/B” HONOR ROLL-A combination of A’s and B’s or higher on academic subjects (See above).

### **PROGRESS REPORTS** \_\_\_\_\_

Progress reports are sent home on a regular basis to keep parents aware of the academic performance of their child. Parents and teachers are encouraged to devise a plan to ensure the Scholars success at the Academy.

### **PROMOTION/RETENTION REQUIREMENTS** \_\_\_\_\_

All Scholars must be evaluated as completely as possible before a decision on promotion or retention is reached. The primary information used will include:

1. Achievement levels;
2. Standardized test scores; (State Mandated, Psychological Tests, etc.)
3. Ability;
4. Maturity (social, emotional, and physical);
5. Grades;
6. Subjects mastered;
7. Reading level completed;
8. Rate of absenteeism;
9. Home environment;
10. Traits of exceptionality; and
11. Observations by trained personnel, etc.

The staff is expected to place Scholars at the grade level best suited to them academically, socially, and emotionally. Parents will be notified as soon as possible if their child is in danger of being retained. The Administration will direct and assist teachers in their evaluation and approve grade assignments in order to ensure uniformity of evaluation standards. While the parents will be involved in the placement of their child, the final decision as provided by law will rest with the Administration.

### **TWENTY-ONE DAY FAILURE POLICY** \_\_\_\_\_

A Scholar who is absent a total of **twenty-one days** per school year for reasons defined as lawful or unlawful (excused or unexcused) shall automatically fail the work in that class for the school year. If a Scholar accumulates twenty-one or more days, some of which fall within the lawful category, he or she must appeal in writing to the Administration for a ruling.



## **SCHOLAR PROMOTION STANDARDS POLICY** \_\_\_\_\_

### **Requirements for Kindergarten Through Fifth Grade**

1. In order to be promoted to the next grade, Scholars must pass all core subjects
2. All Scholars must show growth on all EOG tests. Growth will be determined by quarterly benchmarking.
3. Scholars who do not make 3's, 4's and 5's on EOG tests may be considered for promotion based on core subject grades and benchmark data indicating proficiency in core grade levels subjects matter.

## **HOMEWORK** \_\_\_\_\_

Homework shall be a part of the instructional experiences of each Scholar. Homework is a purposeful continuation or extension of the instructional program to be accomplished by the Scholar outside the regular classroom setting. Homework is assigned for the following reasons:

1. Reinforcement
2. Enrichment
3. Completion/Continuation
4. Review

## **COMBINATION GRADES** \_\_\_\_\_

When combination grades are necessary, the Administration and Board of Directors shall work out the best possible teaching situation, at the same time assuring nondiscriminatory assignments.

## **ACADEMIC PROBATION** \_\_\_\_\_

Academic Probation is to be defined as below average or failing performance in course work for a minimum of one nine week grading period. Academic Probation is a tool with which parents, Scholars, teachers, and administration will work together to enable the Scholar to be academically successful at the Academy. This tool requires that all involved meet responsibilities. All Scholars in all grades Kindergarten through 8th grade are subject to and expected to meet acceptable academic performance levels.

Scholars placed on Academic Probation may be subject to parental conferencing, restrictions placed on extracurricular activities, loss of privileges, and/or disciplinary actions. Incentives can be used as a positive means to motivate and award Scholars towards removal from Academic Probation. These incentives may be used at the discretion of the teachers and parents. Incentives may include, but not be limited to,



prizes, awards, and recognitions, dress down passes, parties, and Academic Improvement/Honor Rolls.

Restrictions may be used as punitive results of being on Academic Probation. Restrictions may include, but not be limited to, loss of: extracurricular activities, off-campus lunch, driving to school, and afterschool clubs. Parents of Scholars whose academic performance places them on Academic Probation will receive a letter stating such and requesting a conference within an acceptable amount of time, not to exceed two school weeks. Continued Academic Probation for more than two consecutive nine week grading periods may require parent/Scholar/teacher/administrative conference to determine continued enrollment at the Academy.

Failure of Scholar or parent to fulfill responsibilities required by school for academic improvement, such as not attending tutorials, acceleration academies, or other offered assistance may lead to recommendation for non-acceptance of enrollment for the following school year. Scholars are responsible for completing assigned schoolwork in class and out of school assignments. Academic Probation due to failure to complete school assignments is subject to disciplinary action.

Retention at a grade level is not considered punitive. Academic Probation will only be considered in retention if the Scholar is not deemed ready for the next grade level. Promotion to the next grade level should always be with the consideration of the Scholar's preparedness for the next grade level and the confidence of success. Meeting any of the following criteria is grounds for placement on Academic Probation. (This list is not all-inclusive and is subject to administrative amendment.)

#### **All grade levels (K-11)**

Low academic performance due to excessive absences  
One failing grade in a core subject  
More than two "below grade level" grades  
EOG Score Level 1 or 2

#### **MAIN OFFICE**

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The main office is an essential part of the Academy. Scholars will not be permitted to enter the office without a note. Scholars who arrive to school late will be allowed into the office to sign in.

#### **PASSES**

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All Scholars must have a written pass from an Administrator or Teacher to be out of the classroom. This applies to any Scholar who finds it necessary to exit to the outside areas.



Generic passes are not acceptable. All passes must contain the following information written in ink:

1. Name of the Scholar
2. Destination
3. Time and Date
4. Signature of person issuing the pass

No Scholar is to be out of the classroom without a properly filled out pass. Any Scholar found out of the classroom without a pass is subject to disciplinary action.

## **TELEPHONE**

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Scholars will not be allowed to use the telephone unless the call pertains to an illness or emergency. Scholars will not be able to use the telephone for making arrangements for after school, early dismissal, riding in a different vehicle, or any other personal business.

## **SCHOLAR RECORDS**

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The Family Educational Rights and Privacy Act (“FERPA”) affords parents and Scholars who are 18 years of age or older (“eligible Scholars”) certain rights with respect to the Scholar's education records. These rights are:

1. The right to inspect and review the Scholar's education records within 45 days after the day the Academy receives a request for access.

Parents or eligible Scholars should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible Scholar of the time and place where the records may be inspected.

2. The right to request the amendment of the Scholar's education records that the parent or eligible Scholar believes are inaccurate, misleading, or otherwise in violation of the Scholar's privacy rights under FERPA.

Parents or eligible Scholars who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible Scholar, the school will notify the parent or eligible Scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible Scholar when notified of the right to a hearing.





3. The right to provide written consent before the school discloses personally identifiable information (“PII”) from the Scholar's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or Scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, Scholar, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **SCHOLAR RECORDS & RELEASE OF SCHOLAR INFORMATION**

Cumulative folders are kept in the school office and access to these records is severely restricted. No record or information from a record may be removed from the authorized location without permission from the Administration or designee. The purpose for such access may be granted and is restricted to legitimate educational and other legal needs. The Cumulative Record should contain personal and family data, attendance reports and scholastic information (including grades and test data).

Each Scholar’s official record also shall include notice of any suspension for a period of more than 10 days or of any expulsion under N.C. Gen. Stat. Sec. 115C-391 and the conduct for which the Scholar was expelled. The notice of suspension or expulsion shall be expunged from the record if the Scholar:

1. Graduates from high school; or
2. Is not expelled or suspended again during the two-year period commencing on the date of the Scholar’s return to school after the expulsion or suspension.



FERPA grants parents and Scholars over 18 years of age (“eligible Scholars”) certain rights with respect to the Scholar’s education records. They are: The right to read, inspect, and copy any and all records, data and information maintained with respect to the Scholar within 45 days of the Academy receives the request for access. It is the right of a parent or guardian to request the amendment of the Scholar’s education records that the parent or eligible Scholar believes are inaccurate and misleading. Parents or eligible Scholars are asked to write the Principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

## **ENROLLMENT/WITHDRAWAL**

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### **Enrollment of New Scholars**

1. When a Scholar enters the Academy having previously been registered at another school at the beginning or during the school year, the Scholar and parent should make immediate contact with Administration.
2. Every effort will be made immediately to obtain the Scholar’s records (including special program files) from the previous school attended by the Scholar.
3. Once the registration process has been completed, tentative placement will be made based upon the information available. Final placement will take place after the Administration has had the opportunity to review the Scholar’s **complete** records (including psychological testing and special programs files).

### **Withdrawal from Academy**

The procedure to be followed for withdrawing a Scholar is as follows:

1. Inform the Administration or Administrative Assistant of the last day the Scholar will be at school.
2. Inform the Administration or Administrative Assistant of the new address of the Scholar and the new school he/she will attend, if known.
3. **Complete the required withdrawal form** (if this form is not completed, the Scholar will remain on the roster for the Academy). Turn in all Chromebooks, textbooks and materials and supplies before leaving.

## **PARENT RESPONSIBILITIES**

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A summary of Parent Responsibilities is as follows:

1. Assist the school a minimum of four hours per month
2. To read a book to their child five nights a week, spending a minimum of fifteen minutes each night (K-3). 4-11 Scholars still need to have

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parental support with their homework. Therefore, time assisting with homework is vitally important to your child's academic success.

3. To spend an hour each night helping their child with homework or if no homework reviewing concepts.
4. To assist their child in accepting the responsibility to do their homework.
5. Be responsible for replacing, repairing, or paying for books or other school property that his/her child loses or damages.
6. If at any time the parent is unable to help his / her child with homework he / she will seek a tutor to help the child.

### **SCHOLAR RESPONSIBILITIES**

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A summary of Scholar Responsibilities is as follows:

1. Maintain a level of academic performance and behavioral conduct that meets the Academy's standards.
2. To be properly dressed according to the required attire policy as established by the Academy.
3. To attend classes and be punctual every day that school is in session, when in good health.
4. To observe all other established rules and policies as established by the Academy.
5. To enter the school with expectations of doing better than they have done before and will improve any behavior or attitude weakness that may prevent them from learning.

### **PERSONAL BELONGINGS**

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Scholars are responsible for personal belongings at school. All personal items need to be marked with the Scholar's name. Scholars are not permitted to bring electronic equipment, radios, videos, video games, computer games, discs or floppy disks that are not allowed at the Academy, CD players, tape or cassette players; unless prior teacher approval is obtained. **Cellular phones and pagers may not be used and should be turned off during the school hours; unless prior teacher approval is obtained. If cellular phones are on during school hours, without teacher approval, cell phones will be confiscated.**

### **BOOKS**

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All Books issued to a Scholar are his/her responsibility. If they are misplaced, damaged, or stolen, that Scholar to whom they were issued is responsible for paying replacement costs.

### **VOLUNTEERS**

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Volunteers play a key role in the success of the Academy. We will need volunteers throughout the entire year. Parent volunteers are required to sign in the volunteer logbook and wear a badge while on campus. We understand that many of our Parents



work full-time jobs and are not able to come to campus due to scheduling, location, etc. However, our Teachers have several needs that would give Parents the opportunity to put in their volunteer time as stated in the Contractual Agreement. Please contact the Parent Volunteer Coordinator and your child's teacher to see where you can contribute. Volunteerism is subject to successful completion of a criminal history check of the volunteer as provided in N.C. Gen. Stat. § 115C-238, at minimal cost to the volunteer. The results of the background check shall be privileged and confidential as between the Academy and the volunteer (as legally permitted). Volunteers agree to cooperate in the submission to fingerprinting, if required by the State Board of Education, and further agree to provide any and all relevant information requested by the State Board of Education in determining the criminal history of the volunteer. Information obtained during the implementation of this policy shall be kept confidential to the extent required by law.

### **PARENT-TEACHER CONFERENCES**

Communication between parents and teachers is essential. We ask that parents do not arrive at their child's classroom unannounced for a conference but allow teachers time to prepare. Also, unannounced visitors during class time disrupt the learning environment of all the Scholars in the class. If you would like to meet with your child's teacher, please schedule an appointment.

### **NEWS MEDIA ACCESS**

During the school year Scholars are likely to be recorded, videotaped, interviewed and/or quoted by various types of news media (i.e. radio, television and newspapers, etc.). Release forms will be included in the 2016-2017 registration packets for parents to sign. If you do not wish for your child to be interviewed or photographed, please contact the Administration in writing expressing your child's restriction to the news media.

### **INCLEMENT WEATHER POLICY**

In case of inclement weather, parents should follow the information from the stations listed below. Please do not call the school. Makeup for days missed will be determined when the need arises. Parents will be notified, on the school website, of the dates for makeup days. Television and radio announcements will be made early on mornings of inclement weather. Announcements will be given to the following stations just as soon as a decision is made, generally no later than 6:30 AM.

**[www.wilsonprep.org](http://www.wilsonprep.org)**

#### **Television Stations**

WRAL & WTVD (5 & 11)

News 14 Carolina



\* Also online via internet ([www.wral-tv.com](http://www.wral-tv.com) and [www.wtvd.com](http://www.wtvd.com) )

Weather conditions sometimes worsen during the day after Scholars have arrived at school. If early dismissal of school is necessary, radio and television stations will make the proper announcement. We are a commuter school and the safety and well-being of the Scholars, faculty and staff is of the utmost importance to us. Please remember to use caution when driving to and from school during inclement weather conditions.

## **FIRE/SEVERE WEATHER DRILLS** \_\_\_\_\_

Fire drills are performed on a monthly basis and severe weather drills on an annual basis as a safety precaution for all individuals in the school. They should be taken seriously and everyone should exit the building promptly, orderly and quietly.

## **TORNADO DRILLS** \_\_\_\_\_

Tornado drills take place at least once annually and will be scheduled by the Administration. During a Tornado Drill, Scholars are to be moved to a safe location away from windows. Each child will practice crouching down on the floor and covering their head or the back of the neck to reduce injury.

## **MEDICATION REQUIREMENTS** \_\_\_\_\_

School officials may administer medication to Scholars if one of the following criteria is met:

1. The *Parent Request and Physician's Order Form for Medication* is completed and in the possession of the school. School staff members are not to administer "over the counter" medicines that are not ordered by a physician.
2. If a doctor orders a non-prescription medicine, it must be received in the original container and will be administered according to the doctor's written instructions.

- Scholars may need to take short-term (2 weeks or less) medication after an acute illness. If a child is symptom free and a doctor recommends they can return to school, they may do so and have the medication administered as indicated on the pharmacist's label. The pharmacist's label with a note from the parents may substitute for the *Physician's Order Form for Medication*.

- In the case of long-term medications, requests and physician's orders should be updated at the beginning of each school year and any time there is a change in the dosage prescribed.

- No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the Scholar's name, name of the medication, the date the prescription was filled, and directions for administration clearly marked. The



medication label must match the name and dose of medication list on the physician order form.

At all school levels, Scholars may self-medicate with emergency prescription medicine (i.e. asthma inhalers, epi pens) if they have permission to do so documented on the *Parent Request and Physician's Order Form For Medication*. At the elementary level, no other self-medication, including over-the-counter medicines, is permitted.

At the secondary level, Scholars may self-medicate with over-the-counter medications. Should there be concern or question about the appropriateness of self-administration, school personnel should notify the child's doctor. The school administration will then consult with the Scholar's parent based on the nature of the medication, age of the child, and the child's ability to maintain safe use, including a child keeping the medication on their person. Under no circumstances should a child be denied easy access to emergency medications such as asthma inhalers.

It is the responsibility of the parent to bring the medication to school. The school administration will receive the medication at school. Separate containers for school and home should be provided so that one container may stay at school. Pharmacies will provide two containers if asked to do so.

### **KINDERGARTEN HEALTH ASSESSMENT**

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Scholars entering Kindergarten on or after the fall of 2016 must receive a health assessment. This assessment must include a medical history and physical examination with screening for vision and hearing.

The Assessment is to be made between the Scholar's 5th birthday and the start of school. Legislation requires that the results be recorded on a special form provided by the school. It is the PARENTS' RESPONSIBILITY to secure the health assessment for their child from the local health department or from a private health provider. Kindergarten health assessments must be turned in to the school no later than **September 15, 2016**.

### **IMMUNIZATIONS**

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Scholars entering the Academy must have copies of their birth certificates and any other records the school may require. They must also have documented proof of having received the North Carolina required immunizations. NC law requires all children in the state to receive certain immunizations, as follows:

#### **Kindergarten**

Vaccination requirements for kindergarten-age children can be found below:



<b>Vaccine</b>	<b>Number Doses Required Before School Entry*</b>
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

### **7th Grade**

Vaccination requirements for 7th grade age children can be found below:

<b>Vaccine</b>	<b>Number Doses Required Before School Entry*</b>
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 doses
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate	1 dose

\*Please read below for further information.

### **North Carolina Vaccine-Specific Requirements**

The North Carolina General Statutes (G.S. 130A-152(a)) require immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations. If you have specific questions regarding your child, please contact your child's health care provider or your local health department. North Carolina requires the following immunizations:

#### **Diphtheria, tetanus and pertussis**

Five doses (DTaP). Three doses by age seven months and two booster doses, the first by age 19 months and the second on or after the fourth birthday and before entering school for the first time. If the fourth dose was administered on or after the fourth birthday, the fifth dose is not required. A booster dose of tetanus/diphtheria/pertussis (Tdap) vaccine is required for individuals who have not previously received it and are entering the seventh grade or by 12 years of age, whichever comes first.

#### **Polio**

Four doses. Two doses by five months of age, a third dose by 19 months of age and a booster dose on or after the fourth birthday and before entering school for the first time. If the third dose was administered on or after the fourth birthday, the fourth dose is not required if the third dose was given at least six months after the second dose.

#### **Measles**

Two doses at least 28 days apart. One dose on or after 12 months of age and before 16 months of age, and a second dose before entering school for the first time. The requirement for a second dose does not apply to individuals who entered school, college or university for the first time before July 1, 1994. A person who has been diagnosed prior to January 1, 1994 by a physician (or designee such as a nurse practitioner or physician's assistant) as having measles (rubeola) or an individual who has been documented by serological testing to have a protective antibody titer against measles is not required to receive measles vaccine. Individuals born before 1957 are not required to receive measles vaccine except in measles outbreak situations.

#### **Mumps**

Two doses. One dose on or after 12 months of age and before age 16 months, and a second dose before entering school, college or university for the first time. A physician's diagnosis is not acceptable for mumps disease(s). Individuals must be





immunized or have laboratory confirmation of disease or have been documented by serological testing to have a protective antibody against mumps. Individuals born before 1957 are not required to receive the mumps vaccine. Individuals that entered the first grade for the first time before July 1, 1987 or college or university before July 1, 1994 are not required to receive the vaccine. Individuals that entered school, college, or university before July 1, 2008 are not required to receive the second dose of mumps vaccine.

### **Rubella**

One dose on or after 12 months of age and before 16 months of age. A physician's diagnosis is not acceptable for rubella disease(s). Individuals must be immunized or have laboratory confirmation of rubella disease or have been documented by serological testing to have a protective antibody titer against rubella. Any individual who has attained his or her fiftieth birthday is not required to receive rubella vaccine except in outbreak situations. Any individual who entered college or university after his or her thirtieth birthday and before February 1, 1989 is not required to receive rubella vaccine except in outbreak situations.

### **Haemophilus influenzae type b (Hib)**

Three doses of HbOC or PRP-T, or two doses of PRP-OMP before age seven months and a booster dose of any type on or after age 12 months and by age 16 months. Individuals who receive the first dose of Hib on or after seven months of age and before 12 months of age are required to have two doses of HbOC, PRP-T or PRP-OMP and a booster dose on or after 12 months of age and by 16 months of age. Individuals who receive the first dose of Hib on or after 12 months of age and before 15 months of age are required to have only two doses of HbOC, PRP-T or PRP-OMG and a booster dose two months later. Individuals who receive the first dose of Hib vaccine on or after 15 months of age are required to have only one dose of any of the Hib conjugate vaccines. Individuals who have passed their fifth birthday are not required to be vaccinated against Hib.

### **Hepatitis B**

Three doses. One dose by three months of age, second dose by five months of age and a third dose by 19 months of age. The last dose of hepatitis B vaccine series shall not be administered prior to 24 weeks of age. Individuals born before July 1, 1994 are not required to receive the hepatitis B vaccine.

### **Varicella**

Two doses administered at least 28 days apart. One dose on or after 12 months of age and before age 19 months, and a second dose before entering school for the first time. An individual with laboratory confirmation of varicella disease immunity or has been documented by serological testing to have a protective antibody titer against varicella is not required to receive varicella vaccine. An individual who has documentation from a physician, nurse practitioner, or



physician's assistant verifying history of varicella disease is not required to receive varicella vaccine. The documentation shall include the name of the individual with a history of varicella disease, the approximate date or age of infection, and a health care provider signature. Individuals born before April 1, 2001 are not required to receive varicella vaccine. The requirement for the second dose of varicella vaccine shall not apply to individuals who enter Kindergarten or first grade for the first time before July 1, 2015.

### **Pneumococcal**

Four doses. Three doses by age seven months and a booster dose at 12 through 15 months of age. Individuals who receive the first dose of pneumococcal conjugate vaccine on or after seven months of age and before 12 months of age are required to have two doses at least four weeks apart; and a booster dose at 12 through 15 months of age. Individuals who receive the first dose on or after 12 months of age and before 24 months of age are required to have two doses at least eight weeks apart to complete the series. Individuals who receive the first dose on or after 24 months of age and before five years are required to have one dose to complete the series. No individual who has passed his or her fifth birthday shall be required to be vaccinated against pneumococcal disease. Individuals born before July 1, 2015 are not required to receive pneumococcal conjugate vaccine.

### **Meningococcal**

Two doses. One dose is required for individuals entering the seventh grade or by 12 years of age, whichever comes first, on or after July 1, 2015. A booster dose is required for individuals entering the 12th grade or by 17 years of age, whichever comes first. Individuals who entered seventh grade before July 1, 2015 are not required to receive the first dose. The booster dose does not apply to individuals who entered the 12th grade before August 1, 2020. If the first dose is administered on or after the 16th birthday, a booster dose is not required. Individuals born before January 1, 2003 shall not be required to receive meningococcal conjugate vaccine.

*The school must receive acceptable medical evidence of immunizations within 30 calendar days of school starting, or the child will be suspended from school. Any medical or religious exemptions to immunizations need to be on file the school, and it is the parent's responsibility to provide such documentation.*

### **ILLNESS**

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School nurse will notify parents and arrange for children to go home when they have the following symptoms:

1. Fever of 100.0 or higher (child should remain at home until fever free for 24 hrs.)
2. Nausea, vomiting
3. Severe headache



4. Diarrhea
5. Red, watery eyes with yellow drainage
5. Undiagnosed rash

**Scholars should not be sent to school if they are experiencing any of these symptoms.**

Scholars are excluded from school in cases of communicable diseases. When a Scholar is suspected of having one of the following communicable diseases, it the responsibility of the parent to take the child to the local health department or family physician for verification and treatment before that Scholar can return to school. The following is a list of communicable diseases:

1. **Chicken Pox:** Scholar is excluded for 6 days after the rash appears or until all blisters have formed scabs.
2. **Measles:** Scholar is excluded until physician's written approval is given and the Scholar is no longer contagious.
3. **Ringworm:** Scholar is excluded from school until seen by a doctor and treatment is started.
4. **Scabies:** Scholar is excluded until one (1) treatment with prescription medication is complete. Proof of medication is needed.
5. **Pink Eye:** Scholars are excluded if: eyes are severely red and swollen, there is a yellow discharge, the child excessively rubs the itching eye, or it appears that cases are being transmitted from one Scholar to another. Scholars should not return to school until prescription medication has been applied for to twenty-four hours.
6. **Impetigo:** Scholar is excluded from school if (s) he has more than three or four sores and until seen by a physician and treated with a prescription antibiotic for twenty-four hours. Proof of medication is needed.
7. **Streptococcal and Staphylococcal Infections:** Scholar is excluded from school until treated with prescription antibiotic. Scholars with a confirmed case of MRSA (Methicillin-resistant Staphylococcus aureus) will be treated on an individual basis. The Scholar's Physician, the Principal, and the Executive Director will decide when a Scholar identified with MRSA infection may return to school.
8. **Head lice:** Scholars found to have live head lice will be sent home immediately for treatment. When proof of treatment is provided the child may be re-admitted to school. The presence of only hatched egg casings/nits (white) does not constitute grounds for exclusion. The presence of unhatched, live nits (usually white with brown dot, within ¼ inch of scalp) indicates active infestation requiring treatment (unless the Scholar was treated within the previous seven days) and exclusion from school until all live nits are removed. A 7-day follow-up examination by the school nurse shall follow readmission. To help keep



this problem under control, parents should conduct periodic lice checks at home. The school should be notified if lice are found.

A written notice will be sent to the parents of all children in a classroom where a confirmed case of head lice occurs. In classrooms where an outbreak (three or more cases) of head lice occurs, all Scholars will be examined by the school nurse.

## **DRESS CODE**

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To enable students to reach high academic standards, Wilson Preparatory Academy has adopted put a dress code designed to reduce distractions and competitions. In addition, implementation of a simple, flexible, cost-effective dress code promotes learning and increased academic instruction time. Interpretation of WPA's Dress Code is at the Executive Director, Principal, and Staff's discretion. School uniforms are required for all students attending the Academy. All uniforms are to be neat, clean and in good condition. Torn, tattered, or dirty uniforms are unacceptable. Academy students are to wear only school approved shirts and bottoms. The Academy will obtain a contract with a uniform company to ensure the best quality, but least expensive amount each year for the parents. In addition to the standards referenced above, the Dress Code Guidelines below include a non-exhaustive list of items that are prohibited pursuant to WPA's Dress Code Policy.

### **Dress Code Guidelines are as follows:**

1. **Young men's shirts are to be tucked into pants and shorts for all scholars grades 5-11.** All pants, shorts, skirts, skorts, and shirts are to be worn around the waist and are not to be lowered, rolled down, or under. Shorts, skorts, and skirts are not to have the hemlines shortened.
2. Only white undershirts or WPA gym apparel are allowed under shirts.
3. Only school approved sweaters or school sweatshirts are to be worn indoors during school hours. Hoodies purchased from Lands' End may be worn in grades 5-11, but not over the head in the building during school hours.
4. Belts must be black or brown, solid or braided leather. Belts must have plain, small buckles. Belts must be worn with all pants and shorts, and skirts with belt loops.
5. Socks are to be worn at all times. Only socks in solid white, navy, or black are allowed. Only tights with feet in white or navy will be allowed (**NO leggings**).
6. No sandals, open back shoes, flip flops, or platform shoes are allowed. Boots are allowed only in the months of October through March for colder weather. Shoes must be correctly laced and tied at all times.
7. No sandals, flip flops, or platform shoes are allowed. Shoes must be closed toe/closed heel and neutral (white, navy, brown, gray, or black) in color. Shoes that are neutral colored with white bottoms are



- accepted. Please do not purchase neon, glitter, or light-up shoes for school. Shoes must be correctly laced and tied at all times. Plastic footwear is not recommended.
8. Girl's Mary Jane's, boy's canvas shoes, top siders/Sperrys, wallabees or sneakers are allowed but must be neutral. Slip on shoes, such as ballet flats, are permitted.
  9. Male students' hair should be neat and not in the face or below the collar. Male students' facial hair should be neatly trimmed at all times. Haircuts with designs such as writing or symbols are not permitted. Mohawks, scalp designs, colored, man buns and highlighted hair is not permitted. The Executive Director, Administration and/or other members of WPA's Staff have the discretion to determine whether a haircut, hairdo or hairstyle is inconsistent with the spirit WPA's Dress Code. Students sent home for haircut violations will not be permitted to return until their hairstyle conforms with this policy.
  10. Female students should only wear "post style" earrings. No "dangle" styles are accepted. Wear only one earring in each ear. Male students are prohibited from wearing earrings at any time.
  11. Necklaces are to be a minimum of 18 inches in length and should not be visible on the outside of clothing or around neck.
  12. No body piercing is to be displayed. No band-aids to cover body piercings will be permitted.
  13. Make-up should be held to a minimum and should not be applied while at school. No glitter on face or body. Black or navy colored fingernail polish is not allowed. Non-natural hair coloring is not permitted for male or female students (e.g. orange, purple, red streaks, multicolor, or other non-natural hair colorings).
  14. No sunglasses, hats or caps, visors or headgear of any kind are to be worn at any time on school grounds (this includes Physical Education and Recess). Any violations of this guideline could result in the headwear being confiscated and not returned to the student until the last day of school.
  15. Chewing gum is not allowed.
  16. Uniforms are to be worn at all times. A change of clothing can occur only after school is dismissed and the student is off school grounds.

It is requested that all parents make sure that his/her child is in compliance with WPA's Dress Code each morning before coming to school. WPA's Executive Director, Principal and/or other WPA Staff reserve the right to alter the dress code at any time or make decisions regarding student attire based upon WPA's Dress Code. Any items not included or discussed above will be determined by the Executive Director, Principal or other Staff member. If any parent or student has any questions or concerns about WPA's Dress Code Policy, please contact the school office.



## **CODE OF SCHOLAR CONDUCT AND DISCIPLINE POLICY\_\_\_\_\_**

For a school to meet the needs of its Scholars, there must be an environment conducive to serious study and respect for oneself, other people, and property. The purpose of this Code of Scholar Conduct and Discipline Policy is to provide in a single document those policies relating to the conduct of Scholars at the Academy judged to be necessary for the safe and effective operation of the school. **All Scholars shall comply with all rules and regulations governing behavior and conduct.**

### **This Code of Scholar Conduct Applies To:**

1. Any Scholar in any school building or on any school premises before, during or after school hours;
2. Any Scholar on any bus or other vehicle on which the Scholar is being transported as part of any school activity;
3. Any Scholar during any school function, activity or event;
4. Any Scholar at any time when he/she is subject to the authority of school personnel; or
5. Any Scholar whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the school.

Violation of the Academy's policies and rules, the Code of Scholar Conduct, or any North Carolina law may result in disciplinary action including termination of the Scholar from the Academy. All expulsions will be for the remainder of the school year. Re-entry will be based on a case-by-case basis at a Review Hearing before the Board of Directors. Scholars cannot re-register for the next school term at the Academy until a hearing is held before the Board of Directors and written approval by the Board of Directors for re-entry is granted. Scholar misconduct not covered by the previous levels shall be dealt with by the Administration or the designee as appropriate. The Administration is authorized to promulgate individual school rules and regulations, including disciplinary penalties for violating individual school rules and for matters and misconduct not covered in the following sections.

Circumstances and degrees of involvement could lesson a serious offense or make a minor offense more serious.

**The Administration or designee has the authority to modify the discipline recommended in the Code for each offense when, in their opinion, the facts and circumstances justify a less or more severe penalty.** Any Scholar who has violated one or more sections of the Code may be subject to more severe disciplinary action than recommended in the Code. The Scholar must understand that their rights and responsibilities carry equal weight. One cannot exist without the other.



When a school official learns or suspects that any Scholar has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he/she shall promptly report such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

The teacher is charged with the responsibility of maintaining Scholar control and proper conduct for **all** Scholars. The Administrative office shall be ready and willing to give the teacher any assistance he or she may need. **However, the most effective control is that which is maintained by the teacher.**

The Board believes that vitalized teaching and proper guidance will minimize the necessity for various types of punishment. However, it is recognized that in some cases reasonable punishment or even suspension may be necessary.

**The following sanctions will be used with the Discipline Policy of the Academy for Grades K-11:**

1. **Level 1:** Classroom Teacher Intervention. Teachers are responsible for controlling their classroom. Teachers will handle most minor discipline matters through: parental contact, telephone calls, home visits, lunch or after school detention, additional assignments, time after class, etc.
2. **Level 2:** Classroom Teacher/Parent conference (Contact may be made by phone).
3. **Level 3:** Teacher conference with an Administrator or designee and Scholar.
4. **Level 4:** Administrative conference with parent. Maximum 3 days out of school suspension.
5. **Level 5:** Administrative conference with parent. Maximum 5 days out of school suspension.
6. **Level 6:** Administrative conference with parent. Maximum 10 days out of school suspension.
7. **Level 7:** Expulsion for the remainder of the school term.

**The Academy will use lunch detention other types of discipline it feels appropriate when possible.**



### **Rule 1: Compliance with Directions of School Personnel**

Scholars shall comply with all directions of Administrators, teachers, substitute teachers, Scholar teachers, teacher assistants, contract employees and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel.

**First offense: Level 2 Sanction.**

### **Rule 2: Disruption of School**

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. In addition to other disciplinary measures available, a Scholar who is disruptive may be excluded from participating in extracurricular school programs, including graduation.

- A. No Scholar shall engage in or urge any other Scholar to engage in passive resistance, noise, threats, fear, intimidation, coercion, force or violence for the purpose of causing the disruption or obstruction of any lawful function, mission or process of the Academy.
- B. While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of a school, illustrate the kinds of offenses prohibited by this policy:
  - 1. Occupying any school building, school grounds or part thereof with the intent to deprive others of its use;
  - 2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to the room, or use of the building, corridor or room;
  - 3. Blocking normal pedestrian or vehicular traffic on school premises;
  - 4. Making noise or acting in any manner so as to intentionally interfere with any teacher's ability to conduct class or to carry on any school activity;
  - 5. Preventing or attempting to prevent the convening or continued function of any school, class, activity, or of any lawful meeting or assembly on the school premises;
  - 6. Cursing or using vulgar or abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability;
  - 7. Conducting oneself in an uncivil manner at any school extracurricular activity. In addition to other disciplinary sanctions provided in the policy or sanctions within the





- discretion of teachers and Administration, the Administration may bar the Scholar from attending any school extracurricular activity and may require the Scholar not to be on school property before, during, or after extracurricular activities;
8. Dress - Appearance or clothing which violates a reasonable dress code adopted and publicized by the school, and/or which is disruptive, provocative or obscene or which endangers the health or safety of the Scholar or others;
  9. Possessing literature or illustrations which significantly disrupt the educational process or are obscene;
  10. Engaging in behavior, which is immoral, indecent, lewd, and disreputable or of any overly affectionate or sexual nature in the school setting;
  11. Use of devices causing noise, including but not limited to radios, compact discs, walkmans, tape recorders, pagers and beepers.

**First offense: Level 4 sanction.**

## **BULLYING AND HARASSING BEHAVIOR**

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The Board of Directors for Wilson Preparatory Academy acknowledges the dignity and worth of all Scholars and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate Scholar learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

### **A. Definitions**

1. **Harassment and Bullying:** any pattern of gestures, or written, electronic, or verbal communications, or physical acts or any threatening communication that take place on school property or at any school-sponsored function and that:
  - a. 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
  - b. creates or is certain to create a hostile environment by substantially interfering with or impairing a Scholar's educational performance, opportunities or benefits.
2. **Discrimination:** 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, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.



## **B. Reporting and Investigating Complaints**

1. **Mandatory Reporting by School Employees and Other Third Parties:** a school employee, Scholar, or volunteer who has witnessed or has reliable information that a Scholar or school employee has been subject to bullying or harassing behavior shall report the incident to the appropriate school official.
2. **Anonymous**
3. **General Requirements:** No reprisal or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.

Any person who engages in reprisal or retaliation shall be subject to disciplinary action, up to, and including suspension or dismissal.

4. **Investigation of Reports:** reports of serious violations and complaints of any act of bullying or harassment will be investigated promptly. The person responsible for investigating these acts shall be the principal or principal's designee.

## **C. Prohibited Behaviors and Consequences**

1. Any violation of this policy is serious, and school officials shall promptly take appropriate action. Scholars will be disciplined in accordance with the school's Scholar behavior management plan. Administration will conference with the parents of Scholars found in violation of bullying or harassing behaviors and the Scholar may receive up ten (10) days out of school suspension.
2. Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal.
3. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement.

## **D. Notice**

1. The principal or principal's designee is responsible for providing effective notice to Scholars, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying.



2. This policy will be posted on the Academy's website and shared with WPA faculty.

## **GRIEVANCE PROCEDURES**

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1. If a parent or Scholar disagrees with any policy or procedure of the Academy, the first level of grievance is the Teacher and Administration.
2. If the parties are not satisfied with the decision of the Teacher and Administration, they may file a written complaint with the Board of Directors. This complaint must be written two (2) weeks prior to a Board meeting. The Board will review the facts and submit in writing to the parties if further action is necessary.
3. If the Board considers that the matter(s) should be heard, the parties will be called to meet in a closed hearing with the Board. After hearing all of the issues, the Board will submit its decision in writing to both parties.
4. The Board of Directors is the final level of the appellate process at the Academy.

## **MANDATORY SUSPENSIONS**

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Any Scholar in grades K-11 shall be suspended for 365 calendar days for bringing a weapon as defined in N.C. Gen. Stat. § 14-269.2[b] (i.e. - a gun, rifle, pistol, or other firearm of any kind or any dynamite cartridge, bomb, grenade, mine or powerful explosive as defined in N.C. Gen. Stat. § 14-284.1 including a BB gun, air rifle, or air pistol, onto any transportation services, building property or grounds owned, used, or, operated by the Academy.

## **EXPULSION**

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Upon recommendation of the Administration, the Board of Directors may permanently expel a Scholar whose behavior indicated that the Scholar's continued presence in school constitutes a clear threat to the safety of other Scholars or employees. The Board's decision to expel such a Scholar shall be based on clear and convincing evidence, and shall be made in accordance with North Carolina State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of Scholars or employees. Prior to ordering the expulsion of such a Scholar, the Board shall consider whether there is an appropriate alternative program offered by the Board that may provide education services to the Scholar. The decision of the Board under this policy is **final**, subject only to judicial review in accordance with Article 4 of Chapter 150b of the General Statutes.

## **SUSPENSIONS**

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A Scholar who is absent involuntarily because of suspensions must by law be given an opportunity to make up all work including exams missed during the suspension period. He/she may therefore, not be given zeros (0) unless there is failure to make-up work (a maximum of 5 days) after returning.



## SCHOLAR HANDBOOK ACKNOWLEDGEMENT



Our signatures below acknowledge that, together, we have read and understand the policies stated in the Scholar Handbook. We agree to support and abide by the policies set forth in the Scholar Handbook which include, but are not limited to, the Code of Conduct and Discipline Policy, adopted by the Wilson Preparatory Academy, Inc.

\_\_\_\_\_  
Parent's Name (Printed)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scholar's Name (Printed)

\_\_\_\_\_  
Scholar's Signature

\_\_\_\_\_  
Date



## AUTHORIZATION FOR PICK-UP



Please list the individuals authorized to pick up your child from school.

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

Scholar's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent's Name (Printed)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

