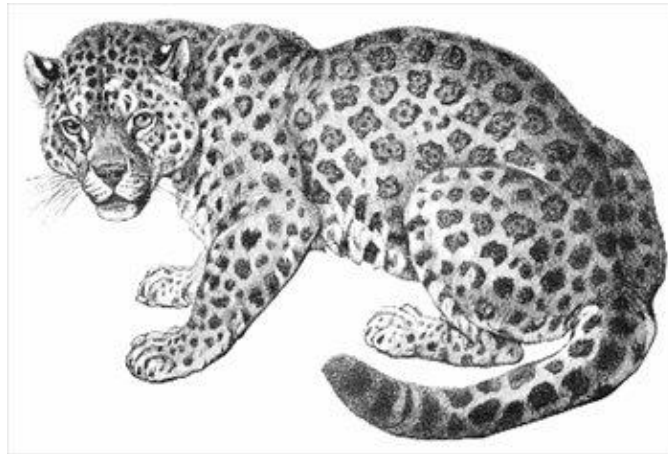


WAYNE MIDDLE/HIGH ACADEMY

STUDENT HANDBOOK 2015-2016

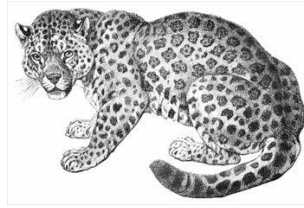


JAG - BETTER JUDGEMENT
BETTER ATTITUDE
BETTER GRADES

801 N. Lionel Street
Goldsboro, NC 27530
Phone (919) 580-3609
Fax (919) 731-5945

Visit us online at: wmha488.waynecountyschools.org/
Office Hours: Monday-Friday 8:00 a.m.–4:00 p.m.

Principal: Carole Battle – carolebattle@wcps.org
Assistant Principal: Craig Uzzell – craiguzzell@wcps.org



Welcome to the 2015 - 2016 School Year!

Dear Parents and Students,

Wayne Middle/High Academy is committed to providing students with an opportunity to prepare for their future. We will provide all students with personalized learning experiences to ensure they have the necessary skills to be productive in the 21st Century.

Students will need to attend class, take notes, review notes, read materials, listen to the instructor and take all assessments.

Wayne Middle/High Academy will continue to help students become Global Digital Citizens by introducing and teaching them information fluency, collaboration fluency, creativity fluency, media fluency and solution fluency so they will develop into a 21st Century Learner.

The success of students at Wayne Middle/High Academy will be determined by exhibiting good attendance, being responsible for their actions, taking an active role in class, making good grades and displaying a positive attitude.

We look forward to helping students build strong character, teaching students to be self-starters and preparing them to be a 21st Century Graduate.

Wayne Middle/High Academy gives students a second chance in a structured and supportive environment.

I wish you a successful experience at Wayne Middle/High Academy.

Sincerely,

Carole Battle
Principal

Education is the most powerful weapon which you can use to change the world.
Nelson Mandela

WAYNE COUNTY PUBLIC SCHOOLS MISSION STATEMENT

Wayne County Public Schools holds high expectations for all students by collaborating with parents and the community to provide individualized support.

WAYNE COUNTY PUBLIC SCHOOLS VISION

Cultivation, Personalization, Innovation – Every Student, Every Day!

WAYNE MIDDLE/HIGH ACADEMY MISSION STATEMENT

Wayne Middle/High Academy's mission is to encourage, promote, and develop life-long learning and educational success to students in a safe, secure and student-centered environment in the 21st century.

WAYNE MIDDLE/HIGH ACADEMY VISION

Wayne Middle/High Academy envisions a school where students are objective thinkers, responsible citizens, and self-initiating life-long learners.

SCHOOL COLORS

Teal, Black and White

Mascot

Jaguar

DATES TO REMEMBER

End of Grading Period:

1st Nine Weeks: Thursday, October 22, 2015

2nd Nine Weeks: Friday, January 15, 2016

3rd Nine Weeks: Thursday, March 24, 2016

4th Nine Weeks: Tuesday, June 7, 2016

Report Card Distribution

1st Nine Weeks: Friday, October 30, 2015

2nd Nine Weeks: Friday, January 22, 2016

3rd Nine Weeks: Friday, April 8, 2016

4th Nine Weeks: Tuesday, June 7, 2016 (K-12 Report cards distributed or as determined by individual schools)

HOLIDAYS / TEACHER WORKDAYS

Thursday, July 2, 2015

August 17-21, 2015

Wednesday, August 19, 2015

Monday, August 24, 2015

Monday, September 7, 2015

Friday, October 23, 2015

Wednesday, November 11, 2015

Wednesday, November 25, 2015

November 26-27, 2015

December 21, 2015 – January 1, 2016

Monday, January 18, 2016

January 19-20, 2016

Monday, February 15, 2016

Friday, March 25, 2016

March 28 - April 1, 2016

Monday, May 30, 2016

Tuesday, June 7, 2016

June 8-10, 2016

Independence Day Holiday

Teacher Workdays

Parents-Student Night (Open House)

1st Day of School for Students

Labor Day Holiday

Teacher Workday

Veterans Day Holiday

Teacher Workday

Thanksgiving Break

Christmas/New Year's Break

Dr. Martin Luther King, Jr. Holiday

Teacher Workdays

Teacher Workday

Teacher Workday

Easter/Spring Break

Memorial Day Holiday

Last Day of School for Students

Teacher Workdays

Early Dismissal Dates

Wednesday, September 23, 2015
Wednesday, October 14, 2015
Friday, December 18, 2015
Wednesday, January 27, 2016

Wednesday, March 16 2016
Wednesday, April 13, 2016
Wednesday, May 11 , 2016
Tuesday, June 7, 2016 (Last day of school)

Progress Report/Report Card Dates

Friday, September 11, 2015 Progress Report
Friday, October 2, 2015 Progress Report
Thursday, October 22, 2015 Progress Report
Friday, October 30, 2015 Report Card
Friday, November 13, 2015 Progress Report
Friday, December 4, 2015 Progress Report
Friday, January 8, 2016 Progress Report
Friday, January 22, 2016 Report Card

Friday, February 5, 2016 Progress Report
Friday, February 26, 2016 Progress Report
Friday, March 18, 2016 Progress Report
Friday, April 8, 2016 Report Card
Friday, April 15, 2016 Progress Report
Friday, May 6, 2016 Progress Report
Friday, May 27, 2016 Progress Report
Tuesday, June 7, 2016 Report Card

WAYNE COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION

- District 1 Mr. Don Christopher West
- District 2 Dr. Dwight B. Cannon
- District 3 Ms. Patricia A. Burden
- District 4 Mrs. Jennifer Strickland
- District 5 Mr. Arnold L. Flowers
- District 6 Mr. Richard W. Pridgen
- At Large Mr. Edward L. Radford

CENTRAL OFFICE ADMINISTRATIVE LEADERSHIP TEAM STAFF (919-731-5900)

- Dr. Michael J. Dunsmore, Superintendent
- Dean Sauls, Assistant Superintendent for Curriculum and Instruction
- TBA, Assistant Superintendent for Human Resources
- Dr. David Lewis, Assistant Superintendent for Accountability/Information Technology Services/Transportation
- Mrs. Allison Pridgen, Executive Director for Administrative Services
- Mrs. Beverly Boltinhouse, Finance Officer

WAYNE MIDDLE/HIGH ACADEMY SCHOOL ADVISORY BOARD

- Ms. Beverly Bell
- Mrs. Kay Daughtry
- Mr. Saint Paul Edwards
- Mrs. Kimberly Haywood
- Dr. Thomas Smith

ACADEMIC INFORMATION

GRADES

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

This is the only grading system that will be used at Wayne Middle/High Academy.

PROMOTION AND RETENTION

Reference G.S. 115C-47(4). 115C-288, PL 94-142, Basic Education Program. The adoption of this policy supersedes all related policies previously adopted. The school principal has ultimate responsibility for promotion/retention decisions in accordance with PL 94-142 and state and local regulations. Promotion and retention shall be considered on an individual's social maturity, academic achievement based on teacher judgment, and results of state and local testing programs, if applicable.

Grades K-8

In order to be promoted at each grade level, kindergarten through grade eight, each student must pass four subjects, a minimum of three from the following areas: Communication Skills (a passing average of the listening, speaking, reading, writing, and viewing components), Math, Science, and Social Studies. The fourth subject which shall be counted for promotion purposes may be selected from all other course offerings; for example, Arts Education, Communication Skills, Healthful Living, Mathematics, Science, Second Language, Social Studies, and Vocational Education.

Students in grade 3, 5 and 8 who score below Level III on the North Carolina Annual End of Grade Testing Program may be required to attend summer school in order to be considered for promotion. Summer School intervention will be provided at locations and on dates to be determined by Wayne County Schools. Parents/Guardians will be contacted with the necessary information if attendance is required.

PROMOTION/RETENTION EXCEPTIONS (K – 8)

Students who have already been retained once in their present grade span (i.e., K-3, 4-6, 7-8) may not be retained. Students with disabilities may be exempt on an individual basis as recommended by the School Based Committee (SBC) and/or the approval of the principal. Students who have exited from Exceptional Children's program, but have not met local promotion standards, may be exempt by the principal from local standards on an individual basis upon recommendation of the School/Promotion Retention Committee (S/PRC). Implementation Guidelines (I.D.1.) will be provided for the roles and responsibilities of this committee. Students who have scored at or above the 50th percentile on the state and local testing program, but have not fully met minimal subject requirements may be exempt by the principal on an individual basis.

Grades 9-12

Students attending schools with block scheduling must have six credits to be promoted from grade 9 to 10, 13 credits to be promoted from grade 10 to 11, and 20 credits to be promoted from grade 11 to 12.

ACADEMIC AND PERSONAL FREEDOM

Freedom of Speech: Students have a right to express their thoughts and opinions at reasonable times and places. This is guaranteed by the Constitution of the United States. The school is an appropriate place for debate, discussion, and the expression of ideas. However, certain kinds of speech, whether spoken, written, or symbolic, may be prohibited at schools. Understanding the meaning of the First Amendment's protection of free speech is an important responsibility, which students must accept, in their learning process. The following types of speech are not generally protected by the Constitution and are prohibited at schools or at school-related activities:

Profanity: words that are clearly considered profane by contemporary community standards of behavior;

Obscenity: words which describe sexual conduct and which, read as a whole, appeal to prurient interest in sex, portray sex in a manner offensive to contemporary community standards and do not have serious literary, artistic, political, or scientific value;

Fighting or Abusive Words: words which are spoken solely to harass or injure other people, such as threats of violence, defamation of character or defamation of a person's race, religion, or ethnic origin;

Disruption: speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities or school functions, such as demonstrations, "sit-ins," "boycotts," or simply talking in class when told not to do so by the teacher.

Freedom of the Press: The right of students to express their thoughts and opinions in school-sponsored or non school-sponsored publications is also generally protected by the Constitution. There are certain limitations on this right, however, which students are expected to learn in the process of their education. In order to prevent the disruption of classroom instruction, the principal may restrict the distribution of any publication at school to reasonable times and places. In addition, principals may prohibit the distribution at school and school-related activities of a publication if they consider the publication:

- to be obscene.
- to contain "fighting or abusive" words.
- to be libelous.
- to be materially and substantially disruptive to schoolwork, activities or functions.

If a principal prohibits the distribution of a student publication, the student shall be informed that he or she may file a grievance to the Board of Education.

Freedom from Discrimination: It is the policy of the Board of Education that no student shall be denied the benefits of or the right to participate in any program or activity offered by this school system on the basis of race, religion, national origin, or sex (except as provided by the Rehabilitation Act of 1973).

Freedom of Dress and Appearance: **The first Amendment to the Constitution also respects a student's right to choose his or her style of dress or appearance. However, the Board of Education will require that students adhere to standards of dress that are compatible with the requirement of a good school environment. See WCPS Policy Code 4305 for guidelines.**

ADMISSION/EXIT PROCEDURES

Students are referred to Wayne Middle/High Academy by the Superintendent or designee. An intake interview is scheduled with the student and parent/guardian. ***Special Notice: Intake must include student and parent/guardian.** Admission is based on the school's ability to meet the student's needs and availability of space. Upon acceptance, a date for entry is established and both the student and the parent/guardian sign a commitment contract. The student follows normal withdrawal procedures used at the base school.

While assigned to Wayne Middle/High Academy, a student is evaluated daily on attitude, effort, and attendance. Once students have met the following requirements, they can be referred back to the base school:

- Minimum 45 days up to 365 days assignment for middle school students, unless otherwise specified by the superintendent.
- High school students must remain for a minimum of one semester, unless otherwise specified by the superintendent.

- Students who drop out during the school year will be expected to re-enroll in Wayne Middle/High Academy when they return to Wayne County Public Schools, unless special provisions were agreed upon when the student withdrew from Wayne Middle/High Academy.
- Successfully met three goals (behavior, academics, and attendance).

Students recommended for long-term suspension by the Superintendent will remain for the entire school year and will be eligible to return to their base school at the beginning of the upcoming school year. Eligibility to return to base schools is also contingent upon student enrollment date. Students with felony charges will remain at Wayne Middle/High Academy until they are cleared of the felony charge.

Students do not graduate from Wayne Middle/High Academy. Seniors that meet graduation requirements at the end of the school year will graduate from their base school. The current local and state graduation requirements are available under the “Academics” tab at: www.waynecountyschools.org.

ANNOUNCEMENTS

Announcements will be read each day by assigned students. It is important for students to listen as the announcements include information that students need to know.

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

ANTI-DISCRIMINATION STATEMENT

Wayne County Public Schools does not discriminate on the basis of race, color, disability, national origin, gender, or age in its programs and activities. The following persons, who can be reached at telephone number 919-731-5900, have been designated to handle inquiries regarding the non-discrimination policies:

- Mrs. Allison Pridgen, Title IX (Sex Discrimination/Sexual Harassment);
- Ms. Gail Sasser, Section 504/Handicapped;
- TBA, Title VI (Race/National Origin Discrimination).

APEX LEARNING CLASSES (ONLINE)

Apex students enrolled in core classes are not allowed to take the diagnostic exams in order to test out of the unit. Students must complete the entire unit before taking a diagnostic test. However, after taking the quiz for a unit, the student may take the diagnostic test for that unit in order to obtain a better score.

Students in elective classes may take the diagnostic test after completing half of the course. They must make a grade of 80 to test out of the entire unit.

Only students enrolled in credit recovery (CR) course will be allowed to take diagnostic tests in order to test out of the unit but must earn a grade of 70 to obtain credit for the class. Students enrolled in an Apex CR class will receive a “P” or “F” as their final grade.

Students who are allowed to take a diagnostic test may take the test for a unit **once**. **The lab facilitator is not allowed to reset the test.**

In order to move to the next quiz in a unit, the student must earn a grade of 70 or above.

Tests: Pretests, unit tests, and exams must all be proctored at school and unlocked by the teacher. Plan to use the school days to take tests, print assignments, and obtain support with the course.

All students enrolled in Biology, English II, and Math I are required to take the North Carolina End-of-Course Assessment, as well as the Apex online exam(s).

All students enrolled in English/Language Arts I, English/Language Arts III, English/Language Arts IV, Civics and Economics, U.S. History, World History, American History I, American History II, Physical Science, Chemistry, Physics, Earth/Environmental Science, Geometry, Math II, Math III, Integrated Math III, Advanced Functions and Modeling, Discrete Mathematics, and Precalculus are required to take the NC Final Exams, as well as the Apex online exam(s).

Due Dates: Courses will have due dates to help keep you on schedule to complete the course before the end date.

You can work on Apex at home; however, the work needs to be done by you.

ASSEMBLIES

Students will report to assemblies as instructed with their respective teacher. Everyone is expected to demonstrate courtesy and good manners during the assembly. Conduct at assemblies has a direct impact on scheduling of any future assemblies. There are certain standards of student assembly conduct that are applicable in every audience situation (whether in an assembly in the cafeteria, media center, or gym).

- Clapping is the only correct method of applause. Whistling, stomping, and cheering are not acceptable in any formal situation.
- The fact that one cannot hear is no excuse for talking during any part of the program.
- No audience should leave or begin to leave an assembly until it has been dismissed.
- The considerate individual will not come into an assembly late unless it is absolutely necessary. If it is absolutely necessary, he/she will enter as quietly and inconspicuously as possible. He/she will never leave until the program is over.
- Students who cannot behave in assembly programs will be removed from the assembly and will be barred from attending all future assemblies during the school year.

ASTHMA/MEDICAL STATEMENT

Students requiring emergency medication and regularly administered medications, including asthma inhalers and emergency injections, will have access to their medicines at school, while on field trips and while participating in other school-sponsored activities. These students must also have physician authorization in writing.

ATTENDANCE

WCPS Board Policy 4400 defines the rules for student attendance. A copy of the policy is provided to all students/parents at the beginning of the school year. It is important to remember that students may be denied promotion/credit if they miss too many days of school. Regular attendance helps a student succeed at school. Please send a note to school explaining why your child was absent from school on the day he/she returns, or as soon as possible after that. The absence will be considered UNEXCUSED until a note is presented. Notes may be given to the Principal, Assistant Principal, teacher, staff member or office staff. In accordance with the rules and regulations of the North Carolina State Board of Education, the following conditions shall constitute valid reasons for student absences:

- Personal illness or injury that makes the student physically unable to attend school
- Isolation ordered by the State Board of Health
- Death in the immediate family
- Medical or dental appointment
- Participation under subpoena as a witness in a court proceeding
- Observance of an event required or suggested by the religion of the student's parent(s), with prior approval by the principal
- Pregnancy and related conditions or parenting, when medically necessary
- Parental military deployment activities

High school students with more than 6 absences in a course during a semester will not receive credit for the course unless a wavier is granted.

NOTE: Absences due to extended illness generally require a statement from a physician. An excused absence does not mean the absence is dismissed or erased: it still counts toward the accumulative absentee total of 6 per semester.

Unexcused Absences All absences not listed above will be unexcused. Any student who accumulates and exceeds 6 absences for any course during a semester is in jeopardy of receiving a failing grade and receiving no credit for the course.

Make-up work

A student is responsible for all work missed when absent from school. Immediately upon returning to school a student must make arrangements with each of his/her teachers to make up all missed assignments and tests by the end of the grading period. (If there are extenuating circumstances, the principal or his designee may extend the makeup time.) Work not made up by the end of the grading period (within the prescribed limits) **will result in a grade of “INC” (Incomplete) for that grading period.**

Makeup work may be specific material missed by the student or it may be of a reinforcement or enrichment nature. A student may not be given a failing grade or zeros for days missed; however, they may be given a failing grade or zeros on assignments that are missed and have not been made up. If a student is expected to be confined to his home and/or hospital for an extended period of time due to injury, illness or other disability, the child's parent/guardian should be referred to a school counselor as soon as possible to obtain the services of a “homebound” teacher, if the student is eligible for homebound services.

BOOK BAGS, GYM BAGS, AND PURSES

Book bags, gym bags, iPods, MP3 players, headphones, Game Boys, iPads, electronic tablets, and purses are not allowed at Wayne Middle/High Academy. However, students taking gym are permitted to bring gym clothes in a regular plastic bag. Bags must be labeled with the students' name and given to the gym teacher when he/she arrives at school. Gym bags will not be kept in the classroom or office.

BOOKS AND PERSONAL ITEMS

Students should keep their books, paper, pens, pencils, etc., and all personal items with them at all times. Students will not be allowed to leave their personal items in the classroom. **All iPods, MP3/CD players, headphones, Game boys, iPads, electronic tablets and all other electronic devices are prohibited. If an electronic item is taken from a student, a parent/guardian must come to the school to retrieve the item. The item will not be given to the student. A conference must be held with the parent/guardian, student and the administration.**

BOMB THREATS

Students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property. No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax and must notify a teacher or the principal of this information immediately.

Consequences of Bomb Threats

In accordance with Policy 4300 – *Code of Student Conduct*, any student who makes a bomb threat or knowingly, willingly causes, encourages or aids another student toward making a bomb threat or perpetrating a bomb hoax will be suspended for 10 days and recommended for long term suspension to the Superintendent.

Possession of a Bomb/Destructive Device: Possession of any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of

more than one-quarter ounce, mine, or device similar to any of the devices listed is strictly prohibited by law on a public school campus.

Consequences of Possession of a Bomb/Destructive Device:

As required by law, the principal shall suspend for 10 days and recommend to the superintendent a 365-day suspension for any student who: (a) is found to be in possession of a bomb or destructive device of any kind, or (b) conceals, places or displays device on school property or at a school-related or school-sponsored activity with the intent to cause others to believe the device is a bomb or destructive device. Upon the superintendent's recommendation, the school board may modify the mandated 365-day suspension as is dictated by law. A student who violates this section will be referred to the criminal justice and/or juvenile justice system.

BULLYING

No form of bullying is permitted at Wayne Middle/High Academy. Students are expected to act in a respectful manner toward other students at all times. Bullying could result in in-school suspension (ISS) and/or out of school suspension (OSS).

BUSES

Students will be called to the bus area by the front office. Students should report immediately to the bus area when their bus is called. ALL students are to ride their assigned bus and board and exit the bus at their assigned stop. ALL students must adhere to all WCPS policies relating to the buses.

Buses are provided to transport students to and from school. Some students will be involved in shuttle bus transportation. Students will ride the attendance area high school bus to their district's high school. From there, they will board the shuttle bus that will transport them to Wayne Middle/High Academy. In the afternoon, the shuttle bus will transport students back to their district's high school, to board the attendance area high school bus home. **When buses are called in the afternoon, students are to report immediately to their assigned bus. Requests for alternate routes must be submitted a minimum of 24 hours in advance.** Buses are operated in accordance with Board Policy and State Law. The principal has the authority to revoke the privilege of bus transportation to any student who is disruptive on the bus or during loading and/or unloading. **Students who are suspended from the bus are not excused from attending school.** If they miss school, the absence is unexcused. Students are expected to follow all student behavior rules established in Policy 4300.

- Be ready for the bus each morning. The driver is required to stop only when students are present. **The driver does not have to blow the horn.**
- Students should know that, while being transported, they are under the direct supervision of the bus driver. Refusal to obey requests of the driver may result in being denied transportation or in receiving other disciplinary action.
- Pupils are to be assigned seats shortly after school begins. Students should sit only in their ASSIGNED seats.
- Pupils are to ride only the bus to which they are assigned. Students who will board or de-board a school bus at any location other than his/her residence must have on file a Student Bus Boarding and De-boarding Form.
- **Students who refuse to board the shuttle bus from their base school and leave the base school campus will be considered skipping and may be recommended for long term suspension from the bus.**
- Students who de-board the bus at a non-designated stop will be suspended.
- Remain seated while the bus is in motion.
- Do not block the aisles.
- Do not throw anything out the windows.
- Do not yell out the window.
- Do not stick arms, hands, head or any other body part out the window.
- **No unauthorized persons, including parents or guardians of students on a bus, are to board a bus for any reason. Legal action may be taken against those who violate this policy.**
- **No food/drink products are allowed on the bus. Use of cell phones, iPods, MP3/CD players and other electronic devices are prohibited on the bus.**

- Students and parents are to familiarize themselves with the Code of Student Conduct (Policy 4300).

When enrolling at Wayne Middle/High Academy it can take up to 3-5 business days to process bus information. Students are not permitted to ride the bus until this information is processed and received by Wayne Middle/High Academy.

CAFETERIA

For the 2015-2016 school year, Wayne Middle/High Academy has been recognized as a qualified recipient and awarded participation in the Community Eligibility Provision program which will ensure that each student receives breakfast and lunch at no cost. Applications for free or reduced lunch meals will not be distributed this year. All students who wish to eat in the cafeteria will receive their meals for free and will not have to complete and submit a lunch form as has been done in the past.

Students who want to eat breakfast should report to the cafeteria as soon as they exit the check-in area.

- **Students are not allowed to bring snacks, bottled water, and etc. to school. ALL packed lunches must be left in the school cafeteria and should be taken to the cafeteria as soon as the student arrives at school.**
- **Students are not allowed to bring soft drinks.**
- **Students are not allowed to exchange food or drink items.**
- **Students should remove and dispose of their tray, paper, food and etc. before leaving the cafeteria.**

CAR RIDERS

ALL car riders will be dropped off in the front parking lot. Students cannot be dropped off until 8:10 a.m. ALL car riders will remain outside until they are directed by a staff member to enter the building at 8:10 a.m. Car riders reporting after 8:30 a.m. are considered tardy and should report to the front office for a **tardy slip**. **Your parent/guardian must come in to sign you in if you are tardy. All car riders are to remain in class until car riders are dismissed.**

Reminder, students are not allowed to drive to Wayne Middle/High Academy.

CELL PHONES

Students are permitted to have a cell phone in their possession at school. However, cell phones should be turned off and should not be visible. **Students are not permitted to text or make phone calls while at school.** Students are also responsible for their own cell phone and transferring cell phones is prohibited. Any student whose phone is visible, unless given permission by school administration, or makes any sound during school hours is subject to disciplinary action. If for any reason a student refuses to relinquish his/her cell phone to school administration, the student is also subject to suspension. If a cell phone is taken from a student, a parent/guardian must come and retrieve the phone. **The phone will not be given to the student.** A conference must be held with the parent/guardian, student and the administration.

CLASS CHANGING

ALL students should walk on the right side of the hall during class change. Students should report directly to class during the class change and not block doorways or socialize in the hallways. Students needing a bathroom/water break should report to that area before going to their assigned class.

CLASSROOM DISRUPTIONS

The most important part of school is the instruction of subject matter to our students in a quiet and orderly environment. The disruption of classroom instruction consists of any behavior that interrupts the normal flow of the class such as acting out or walking out. Behavior that prohibits students from learning and teachers from teaching will not be tolerated. Disruption of class also includes those students who are repeatedly choosing not to work, not having paper or pencil, sleeping, not having homework, etc. Disruptive behavior could result in ISS, suspension, and

the student could face charges. This also includes all disruptive behavior in the gym, cafeteria, office, hallway, classroom, etc.

COUNSELING SERVICES

Counseling services are available on an individual and small group basis, both upon request and according to need. The duties of the counselor are in three areas: students, staff, and parents. Service for students includes counseling on a referral or self-referral basis, whole group counseling instruction in regular classrooms, and interpretation and discussion of test results. The school counselor holds conferences related to student need with appropriate faculty members. The counselor consults with all teachers in order to evaluate student progress, placement, and student needs. The counselor works closely with school committees, speech therapists, psychologists, physicians, and government agencies such as mental health, social services, juvenile courts, health departments, etc. The counselor participates in most student-parent conferences and helps to arrange meetings. The counselor also helps provide career and educational information and helps to arrange for home instruction. The counselor provides supportive services to the entire staff whenever appropriate.

Students may request to see the Social Worker, School Counselor, or Behavior Specialist. Students should ask the teacher to notify the office of the student's request. The office will notify the counselor requested and the students will be called to the office as soon as he/she has time to see the student. Requests to see a counselor should be made at the beginning or end of class. The school counselor will meet with all high school students to discuss the requirements for graduation.

DAILY ARRIVAL/DEPARTURE PROCEDURE

Students should not arrive on campus before 8:10 a.m. and will not be admitted into the building before 8:10 a.m. As students arrive, they should report immediately to the check-in area. After exiting the check-in area they should go to their first period class or the cafeteria for breakfast. Students who arrive after 8:30 a.m. should report to the front office for a tardy slip, then go to the check-in area. Once arriving on campus, students are not permitted to leave school for any reason unless signed out by an appropriate designee. Students will NOT be allowed to walk to and from Wayne Middle/High Academy unless accompanied by a parent or guardian. Students should not be dropped off until 8:10 a.m. Unless otherwise arranged, only parents/guardians may transport students to and from school. All car riders must be picked up at 2:30 p.m. Car riders will be picked up from the front parking lot. For your continued safety, we are requesting that no one double park in the parking lot. The school will follow WCPS Policy 4210 when releasing students during the school day and after dismissal. The following procedures apply:

- The person taking the student from school must report to the office to sign the student out.
- The person must present a photo ID.
- The person must be listed on the student's form 4210 signed by the custodial parent.
- The student must identify the person picking up the student.

After all conditions have been met, the student will be released from school. Visitor parking spaces will be provided. Under no circumstances, should vehicles enter the bus circle for student pickup. The school day begins at 8:15 a.m. and ends at 2:30 p.m. Car riders will be released at 2:30 p.m. Parents, please pick-up your child on time. Parents do not have to sign students in at Wayne Middle/High Academy unless the student is tardy. Students are considered to be tardy when arriving after 8:30 a.m.

DAILY SCHEDULE

8:15 a.m. – 9:30 a.m. 1st period
9:30 a.m. – 11:00 a.m. 2nd period
11:00 a.m. – 12:55 p.m. 3rd period (including lunch)
12:55 p.m. – 2:30 p.m. 4th period

DIABETES STATEMENT

North Carolina Senate Bill 911 requires guidelines for the development and implementation of individual health care plans for students with diabetes in North Carolina schools. Additional information on Senate Bill 911 is available at: www.nchealthyschools.org. Forms may be requested for diabetes health plans in our school office.

DISCIPLINE/STUDENT BEHAVIOR

Each student will be issued a copy of the Wayne County Public Schools Policy 4300, "Code of Student Conduct". Additionally, this policy will be reviewed with students at the beginning of the school year and during the intake interview, a signature of receipt by students and parents will be required. All policies relative to discipline and a safe and orderly school environment are available on the Wayne County Public Schools district website. If a student or parent cannot access the policies online, they may request a printed copy of any policy from the school.

DRESS CODE (Board Policy 4305)

The Wayne County Public Schools Board of Education respects a student's right to choose his or her style of dress or appearance. However, the Board of Education will require that students adhere to standards of dress that are compatible with the requirement of a good school environment. All students are expected to groom and dress appropriately for school and school activities. In the opinion of the principal or his/her designee, if a student's dress or appearance is such that it (1) disrupts the learning environment, (2) constitutes a threat to health or safety, (3) is construed as provocative or obscene, or (4) is lacking in cleanliness, the principal or the principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. The principal shall have the authority to implement the school dress code and appearance policy in a manner that is age appropriate and reasonable consideration will be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request must be in writing from the parent or guardian and must be approved by the principal or his/her designee. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, vocational classes and projects, P.E. classes, special events, or other activities that would allow for non-conforming dress on a school campus or during a school sponsored event.

Disciplinary action will be taken for any violation of the dress code in accordance with AR 4305 and Policy 4300 (Code of Student Conduct). Students who do not comply with the school dress code and appearance policy may be excluded from participating in certain school programs, including graduation ceremonies. (Fowler vs. Williamson, 39 N.C. App. 715, 251 S.E.2d 889 [1979]) Copies of the Student Dress Code and Appearance Policy will be made available to students and parents annually.

Specific guidelines listed below will apply to all students:

- 1. Shorts, skirts, dresses, or other clothing cannot be more than three inches above the top of the knee.**
- 2. Shirts, tops, and dresses must cover the top of the shoulder and the armpits and have sleeves or be worn with a top that does have sleeves or an undergarment that covers the armpits.**
- 3. Shirts and tops should be long enough to cover the midriff when sitting or standing; and shirts, tops and dresses must be buttoned high enough to cover the chest and the back of the body cannot be exposed.**
- 4. No sagging pants allowed and pants cannot be worn with the waistband below the hipbone.**
- 5. Underwear cannot be visible at any time.**
- 6. No see-through or mesh clothing that will reveal the body or will reveal underwear.**
- 7. Oversized clothing or too-tight clothing such as spandex bicycle/biker shorts, etc. will not be allowed.**
- 8. Any form of attire, which is indicative of gang affiliation, is prohibited.**
- 9. No headwear (hats, caps, hoods, kerchiefs, curlers, sweatbands, etc.) or sunglasses can be worn inside school buildings.**
- 10. No bandannas.**
- 11. Clothing will not be allowed that promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.**

12. Shoes must be worn at all times and in accordance with special requirements such as P.E. classes, ROTC, science labs, etc. Shoes that have laces must be laced and tied.
13. Clothing must be worn appropriately (nothing inside-out, backwards, rolled up pants leg, unfastened bib overalls, etc.) and belts must be buckled and worn at the waistline.
14. There will be no jewelry and/or spacers affixed to a student's nose, tongue, lips, cheek or eyebrow.
15. Clothing designed for school athletic events, i.e. cheerleader outfits, etc. that do not meet the above guidelines cannot be worn during the instructional day unless appropriate outer garments are worn over the outfit.
16. Students in grade 4 through 12 must wear a belt if the garment has belt loops.
17. For security reasons, coats may not be worn inside the school building during the school day. Coats may be worn during class changes if the student is exiting the building. Coats may be worn to school and hung in the classroom.
18. Students must adhere to the following:
 - ♦ ALL pants must be worn at the waist
 - ♦ ALL shirts must be tucked inside of pants/skirts
 - ♦ Students are requested not to wear pants with excessive holes, slits, tears, and etc. that display body skin.
 - ♦ Leggings are not considered to be pants/slacks and students are requested not to wear them in that manner.

Student Dress Code Violations

Student violations of Policy 4305 Student Dress Code and Appearance shall be handled by the principal or the principal's designee and in accordance with Policy 4300 (Code of Student Conduct); Policy 4301 (Suspension and Expulsion); and Policy 4303 (Student Behavior Policies). Appropriate disciplinary action for violations of Policy 4305 will include the following:

- First violation - Student will be warned, given the opportunity to change, parents contacted and subject to in-school suspension.
- Second violation - Student may be assigned a 1 to 3 day in-school suspension.
- Additional violations – Student will be assigned out of school suspension (vary based on violation number).

DROP OUTS

All students are advised to remain in high school and achieve graduation. Students who decide to complete their high school education at a community college are considered dropouts by the NC Department of Public Instruction standards. Students wanting to dropout of high school are required to attend a drop out conference with their parent, counselor and an administrator. This conference is to offer assistance and discuss options that will enable the student to remain in high school as well as the challenges faced by students who dropout of school. Students are also made aware of the process for enrolling in the Adult High School or GED program at the community college.

The following policies regarding minors are in effect for the Basic Skills (Adult High School and GED) program at Wayne Community College:

- ♦ Each 16 and 17 year old student, along with a parent or guardian must meet with a Basic Skills counselor before entering the Basic Skills program.
- ♦ A student release form and a student discipline form must be completed by your school in order for a student to be admitted to the Basic Skills program.

Refer to the Basic Skills Handbook online at www.waynecc.edu/continuing-ed for more information.

DRUG AND ALCOHOL POLICIES

Drugs and Alcohol – Policy 4325 and Drug-Free Learning Environment and Workplace – Policy 7240: Please be advised that under these policies, there are certain requirements and opportunities for a student to receive

treatment and rehabilitation from any problems as identified in the drug and alcohol abuse policies. Please feel free to ask the principal for these policies that will explain all details of required treatment and rehabilitation for your son or daughter. *Wayne County Public Schools is not responsible for any expenses related to these policies. It is the student/family's responsibility for any and all costs.*

DRUG-FREE LEARNING ENVIRONMENT AND WORKPLACE

The Wayne County Board of Education recognizes that it has a responsibility to promote a drug-free learning environment and to provide education for grades K-12 through the use of a comprehensive curriculum based on the goals and objectives of the N.C. Standard Course of Study. In addition, the Wayne County Public Schools is committed to maintaining safe, drug-free schools in order to ensure a positive learning environment for all students and personnel. The program will focus on: (1) prevention, through awareness and education about the harmful effects of alcohol/drugs and (2) intervention for students experiencing drug related problems by the formation of Student Assistance Programs.

A student shall not buy, sell, possess, use, transmit, or be under the influence of any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, tranquilizers, and any other controlled substances, as defined by the N.C. General Statutes, while on Wayne County Public School property, including school buses and other county owned vehicles and/or while attending any school activity, function or event either on or off the school grounds.

****Principals are directed to use the following procedure in cases where students are suspected of the use or possession of any type of drug. For purposes of this policy, the term drug shall include all the items listed above.**

- A. Call student for a conference
- B. The student's parents will be notified, and it is mandatory that the parents come to the school for a conference with the principal and other appropriate persons. The results of the conference will determine the action to be taken. All conferences between parents/guardians, student, principals, and other appropriate person, shall be attended by more than one school official.
- C. If a student has used or has in his possession any amount of cocaine or PCP or commits any drug violation considered a felony; or has in his possession any abusive drug (as listed above) in the amount that would indicate dealing or selling to others, the following actions will occur:
 1. Notification of law enforcement agency.
 2. Mandated suspension.
 3. Chemical dependency assessment from a licensed assessment therapist.
 4. If recommended by the licensed assessment therapist, the student must enroll and complete the prescribed program of rehabilitation. Failure to do so will result in suspension.
- D. A student in violation of the drug policy, but not considered a felony or dealing/selling will be subject to the action in C. with one exception. The principal will make the decision concerning suspension. In the event that the Principal determines that the suspension should be more than 10 days, they shall make the recommendation to the Superintendent for long-term suspension.
- E. When it has been determined by the principal that drug abuse has occurred, and in his/her best judgment the circumstances are beyond a parent/principal conference, a hearing committee shall be called using the system's hearing officer in the manner established by policy. The recommendations of the hearing committee, the statement of the principal and any recommendations from mental health clinic personnel or other appropriate person (doctors, psychiatrist) shall be forwarded to the superintendent. The superintendent shall approve or disapprove the disciplinary action taken by the principal and recommend any other action he may deem appropriate under the particular circumstances.
- F. The Wayne County Public Schools Student Assistance Program Form shall be completed once action is determined relative to a student's violation of this policy and will be necessary for reentry to school.

- G. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this policy when the drug is taken by the person for whom the drug was prescribed.

Policy 7240 A student shall not buy, sell, possess, use, transmit, or be under the influence of any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, tranquilizers or any other controlled substances, as defined by the N.C. General Statutes, while on Wayne County Public Schools property, including school buses and other county owned vehicles and/or while attending any school activity, function or event either on or off the school grounds.

EARLY DEPARTURE FROM SCHOOL

A student's departure from class/campus before the end of the school day is discouraged for the following reasons:

- Educating children must be a cooperative effort between the home and the school. The school cannot do its part effectively if children are not at school.
- Carefully planned instruction is disrupted when students arrive late and leave early. This interferes with learning as well as the teacher's daily routine with his/her class. We believe that a child's pattern of attendance and his/her value of school are established in the child's early years.
- Any student signing in after 11:30 a.m. or signing out prior to 11:30 a.m. will be considered absent for that school day.
- We want your child to achieve the highest possible academic performance. Good attendance is vital in achieving academic success.

All notes from parents regarding a student's departure from school will be verified by contacting the custodial parent.

EARLY DISMISSAL

The following dates are early dismissal days:

- ♦ September 23, 2015
- ♦ October 14, 2015
- ♦ December 18, 2015
- ♦ January 27, 2016
- ♦ March 16, 2016
- ♦ April 13, 2016
- ♦ May 11, 2016
- ♦ June 7, 2016 (last day of school)

EMERGENCY DRILLS

TORNADO DRILL PROCEDURES: A tornado drill will be held at the beginning of tornado season in the spring. The date will be announced later. Since tornados can happen at any time, you should review proper procedures as part of your classroom orientation. The signal for a tornado drill is three short blasts of air horns. Everyone should immediately exit the classroom and go to the nearest hallway and get in a crouched position against the wall and remain that way. Return to class when directed by school officials.

FIRE DRILL PROCEDURES: Fire drills are held throughout the school year. The first one will be during the first week of school. Other fire drills will be held throughout the year, at least one a month. Teachers should review fire exit diagrams and procedures with students as part of their classroom orientation. By law, the buildings are supposed to be emptied within two minutes or less. A staff member will set off the fire alarm. When the alarm is sounded, students are to rise and exit without books, hats, or wraps. They are to walk rapidly to the designated exit. No running, talking or pushing is allowed. (Have window and door monitors on duty.) If your exit is blocked, use the alternate exit. Return to class when directed by school officials. A Fire Evacuation Route diagram should be posted in each classroom showing the evacuation route. Fire evacuation procedures should be discussed in all classes the first day of school and reviewed periodically.

EXAMS/END-OF-COURSE/END-OF-GRADE TESTING

ALL students must take all tests mandated by the NC Department of Public Instruction (NC Final exams, EOC, VOCATS, EOG and etc.). This includes students enrolled in Apex classes that a state mandated class is required. ALL HIGH SCHOOL EXAMS WILL COUNT 25% OF THE FINAL GRADE.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The rights of eligible students (18 years or older) and parents as required by FERPA are governed by Wayne County Board of Education Policy 4700 "Student Records". Wayne County Public Schools guidelines for implementation of FERPA can be found by clicking on the FERPA link under "Administration" on the district website: www.waynecountypublicschools.org.

FIGHTING

The administration takes responsibility to ensure that a safe and orderly atmosphere is maintained and will not uphold any student who attempts, regardless of reason, to attack another student physically. We cannot become a haven for students who assault others. Fighting of any type will not be tolerated, whether at school or while en-route to/from school on the bus. Depending on the nature of the incident, suspensions ranging from 1 to 10 days OSS could apply and the student or students may be charged.

GAMBLING

Students reported or caught gambling or in possession of gambling materials will be disciplined according to the Comprehensive Discipline Plan. Cards are not to be played at any time while at school or while aboard the school bus. All playing cards, dice, pennies, etc. will be confiscated. Students will receive OSS for gambling offenses in accordance with 4300 Code of Student Conduct.

GRADUATION REQUIREMENTS (Graduating Class of 2015 & Beyond)

- ◆ Minimum 24 credits
- ◆ Completion of the NC Future Ready Core Diploma

FUTURE READY COURSE OF STUDY This Course of Study is made available for certain students with disabilities who have an IEP. Teachers, parents, an IEP Team, and the student will be involved in making the decision for individuals who enter this Course of Study.

GYM

The gym should not be used without staff supervision. Students should not go to the gym during class change or during lunch. Students are to stay off the gym floor when wearing street shoes.

HOMELESS SCHOOL-AGE CHILDREN

Services for students who are homeless can be provided through the Wayne County Public Schools. Please contact the Title X liaison for Homeless Education Services, Debbie Ogburn: telephone, 919-731-5900; address, Wayne County Public Schools, P.O. Drawer 1797, Goldsboro, NC 27533-1797.

HOMEROOM

We will have homeroom the first 10 days of school. After the first 10 days of school, we will only have homeroom when needed. Homeroom will be referred to as JAG FOCUS.

INSURANCE (Regular School & Athletic)

Students have the option of purchasing insurance coverage from American Advantage Marketing Group. Applications may be obtained from your homeroom teacher and should be mailed to the insurance company with your payment as soon as possible. All students planning to participate in extracurricular activities are encouraged to

purchase insurance. **Regular school insurance will not cover football claims.** All accidents should be reported to the secretary if medical attention is required so that necessary forms can be completed and sent to the insurance company for payment.

School Insurance Coverage Plans:

- ◆ Basic-\$11.00
- ◆ Economy-\$19.00
- ◆ Premier-\$28.00
- ◆ 24-Hour Coverage-\$57.00
- ◆ ***Prices subject to change due to printing deadlines***

LOCKERS

Students at Wayne Middle/High Academy are not permitted to use lockers. Students must keep all materials, except for gym clothes, in their possession at all times. Students are not allowed to leave items such as textbooks, papers, supplies, etc. in the gym, classrooms, hallway, cafeteria, or office. Staff members are also not permitted to keep personal items for students.

LOST AND FOUND

Found items should be turned in to a staff member. If you have lost an item, please check to see if it has been turned in. The assistant principal will be responsible for all lost and found textbooks. Items will be disposed of in a proper matter within certain time limits. Please check with behavior specialist to see if your lost item has been turned in.

Please notify the office concerning lost and found items. Any student finding a lost article is urged to turn it in to the teacher or school secretary. **Wayne Middle/High Academy is not responsible for the lost or theft of any item brought to school by students. This includes prohibited items such as unauthorized electronic devices.** Students are asked not to bring anything to school unless a teacher requires it for a class.

MEDIA CENTER SERVICES

The library (educational media center) is a vital part of our school program. It provides an attractive setting and quiet atmosphere conducive to the study and enjoyment of material.

Library books may be checked out for two weeks and renewed once if needed. A student may not have more than two books checked out at one time unless approved by the media assistant. Books may be returned using the Book Return box located in the cafeteria.

MIGRANT SCHOOL-AGE CHILDREN

Services for students who are migrant can be provided through Wayne County Public Schools. Please contact the Migrant Liaison, Debbie Ogburn; telephone, 919-731-5900; address, Wayne County Public Schools, P. O. Drawer 1797, Goldsboro, NC 27533-1797.

MILITARY-CONNECTED STUDENTS & FAMILIES

Wayne County Public Schools has a counselor dedicated to advocating for and meeting the educational needs of military families. During the school year, the military counselor serves as a consultant regarding the health and emotional development of the military child; presents informational sessions on community and military agencies; establishes a communication system with military installations regarding student transition issues; and promotes the involvement of military parents in their child's education. Military families may contact the military counselor for more information: Jamie Livengood, 919-738-0070, email: jamielivengood@wcps.org.

PARENT CONTACT INFORMATION

Please keep the school informed if your address, telephone, or other contact information changes. The bus will not pick up your child at his/her new address until the school is notified about the new address. Correct

information helps school personnel stay in contact with parents/guardians. In the event of an emergency, correct contact information prevents delays providing medical treatment or other services needed by the student.

PARENT NOTIFICATION SYSTEM

All parents will automatically receive important announcements on their home phone from Wayne County Public Schools via SchoolMessenger notification system. In addition to announcements about school closures and delays, parents will receive attendance calls when their child is absent. Parents can manage their own phone, email, and text message preferences by going online at www.waynecountyschools.org and clicking on the SchoolMessenger link under "Services" tab. Parents are encouraged to provide the school the most up-to-date contact information for their child in order to receive notifications.

PARENT-TEACHER CONFERENCE

Parents may schedule conferences with teachers after 2:45 p.m. on Monday, Tuesday and Thursday. Teachers will not be able to interrupt their class time to meet with parents. Please contact the school anytime you would like to schedule a conference with your child's teacher. **Special Note: Only parents/guardians can have teacher conferences unless the parent/guardian states otherwise in writing.**

PERSONAL RELATIONSHIPS

Inappropriate display of affection (kissing, embracing, etc.) on the part of any couple will not be tolerated. Students are expected to observe standards such that it will be unnecessary for the school or parents to become involved in their relationships due to improper public conduct. Students will receive a written disciplinary warning on the first offense. On the second offense, disciplinary action will be taken and the parent will be contacted.

PRESCRIPTION MEDICINES

No medication (prescription or over the counter) may be brought on campus by students without a doctor's permission/recommendation form on file in the office. A written request for the administering of the medicine signed by the parent or guardian and the doctor must be on file in the principal's office. A prescription container bearing the name of the student, the prescription number, the pharmacy's telephone number, doctor's name, date, administering instructions and other pertinent data is needed. This information should be on a prescription label secured to the container. The only medicine placed therein would be that which was brought by the parent at the administrator's request. A statement must be on file in the principal's office by the parent to the effect that the local school and the Wayne County Board of Education will not be liable. The student should report to WISH at the proper time for administering the medicine.

PROGRESS REPORTS (Board Policy 3422)

Progress reports will be issued to students during the entire school year. The progress report will reflect the current grade and work that need to be made up by the student. Progress reports will not be mailed. Progress reports will be issued approximately every 3 weeks. They will not be issued the week that report cards go out to students.

PROHIBITED ITEMS

The following items are prohibited at Wayne Middle/High Academy:

- Gang markings on self or other items
- Head gear, flags, do-rags, hats or bandannas
- Safety pins in clothing (legs and shirt arms)
- Balling shorts visible outside of clothing
- Pajamas
- Bedroom shoes, slides, or flip-flops
- CDs, tapes, iPods, MP3 players, or any electronic device or game
- Headphones
- **Bags of any kind, including book bags and purses
- Long hanging chains or pendants

Guns, daggers, or knives
Pictures of guns, daggers, knives, or pills on clothing
Money over \$5.00
Laser pointers

**High school students taking PE may bring gym clothes, sneakers, and etc. in a plastic bag, to be left with the PE teacher.

All students are required to follow Wayne County Schools' dress code policy 4305.

QUIET ZONE

In our mission to create a safe and orderly environment, we have implemented quiet zones in the following three school areas for students: **the front office, the hallways, and the cafeteria**. Students are allowed to talk at recess, during everyday classroom activities and selected dates in the school cafeteria.

RELEASE OF STUDENTS FROM SCHOOL (Board Policy 4210)

The safety of students is a paramount concern of the Board and school district. The principal or principal's designee will make reasonable efforts to determine that any person appearing at a school and requesting permission to take a student from the school property is properly identified before the student is released to him or her. Except in the most extreme circumstances, custody of a student will not be relinquished to any person without the prior approval of the parent or guardian having physical custody. A photo ID must be presented in the office by anyone checking a student out of school.

RESTROOMS

Restrooms are for the convenience of students and not a place to loiter or socialize. Students are not to enter the restroom at Wayne Middle/High Academy unless a staff member is on duty at the restroom.

SCHOOL CLOSINGS AND/OR DELAYS DUE TO EMERGENCIES AND/OR INCLEMENT WEATHER

With inclement weather, there is a possibility that schools will be closed or delayed due to bad weather conditions. A decision to close or delay opening of schools will only be done after the Superintendent has completed a thorough investigation of the weather conditions in our area. Announcements will be made on local radio and area commercial TV stations as well as the school district's education channel (Time Warner Cable channel 18), the school district website (www.waynecountyschools.org), and via the district's instant messaging system. If weather conditions look threatening, parents should be sure to listen for announcements during the evening and during early morning hours. If there is an early dismissal due to weather and/or emergency conditions, bus runs and student pick-up will begin at the announced dismissal time.

SCHOOL PROPERTY

Defacing or damaging walls, desks, doors, lockers, or other school property is a sign of poor school citizenship. School property is state property and belongs to everyone, including you. Anyone who damages or destroys school property will be expected to pay for that property. According to the seriousness of the offense, additional disciplinary action may be taken in accordance with Board Policy 4300, Code of Student Conduct.

SCHOOL VISITORS

Visitors must be limited to parent(s)/guardian(s) or someone who has official school business. All visitors must report to the main office, sign in, and receive a visitor's pass from the principal or his/her designee. Visitors should not report directly to the classroom or any other location in the building without securing a visitor's pass. Student visitors from other schools will not be allowed on campus. Wayne Middle/High Academy students are not allowed on other WCPS campuses without permission. Violators will be subject to disciplinary action and may be charged with trespassing.

SKIPPING SCHOOL

If a student misses school and his/her parent/guardian is not aware, that student will be considered skipping school. Skipping school will result in disciplinary action. **Failure to sign in/out constitutes “skipping class/school.”**

SOCIAL NETWORKS

Students at Wayne Middle/High Academy are strictly forbidden to sign on to social networks, i.e. twitter, Facebook, Instagram, and personal email when using school computers in classrooms, computer labs, or ISS. Students are also prohibited from going to unauthorized web sites or listening to music. Students violating these rules are subject to the following disciplinary action:

- 1st Violation: Written warning from teacher, parent contacted by teacher
- 2nd Violation: Student will be suspended from school until a conference is held with the teacher/staff, parent/guardian and administration.
- 3rd Violation: 1 day OSS
- 4th Violation: 3 days OSS
- 5 or more Violations: 3 to 10 days OSS

Students are not allowed to plug personal devices into computers or listen to music unless it is part of their school assignment.

STAFF LOUNGE

The staff lounge is a private area for faculty and other staff members. Students are not allowed in this area for any reason.

STUDENT ACCOUNTABILITY STANDARDS

Public school students in North Carolina are held to a higher standard of accountability. To graduate from high school, students will have to meet all local and state high school graduation requirements.

STUDENT BEHAVIOR

WCPS Board Policy 4300 establishes unacceptable student behavior. Each student will be issued a copy of the Wayne County Public Schools Policy 4300, “Code of Student Conduct”. Additionally, this policy will be reviewed with students at the beginning of the school year and a signature of receipt by students and parents will be required. All policies relative to discipline and a safe and orderly school environment are available on the Wayne County Public Schools district website. If a student or parent cannot access the policies online, they may request a printed copy of any policy from the school.

Students are expected to follow the established rules. Students are expected to be respectful, responsible, and compliant to the teachers and staff of Wayne Middle/High Academy. **In order to ensure a safe and orderly environment on our campus, we will use metal detectors with our students at random, however; all students are required to be checked with a handheld wand every morning or when they check into school.**

STUDENT MOVEMENT

Students should be in the halls only at the beginning and close of school and while moving from one class to another. Students are asked to keep to the right in a straight line when moving in the halls and are expected to be quiet in the hallways at all times. Students are not allowed to “move” around the building without adult supervision and they must have permission to report to W.I.S.H. or the front office.

SUSPENSIONS

Students will be held accountable for their behavior. The administration and staff will make an assertive effort to address inappropriate student behaviors through counsel, re-direction, and interventions. Although consequences such as ISS and conferences may be administered, some cases may warrant an out of school suspension.

TECHNOLOGY RESPONSIBLE USE (FOR STUDENT AND STAFF) (Board Policy 3225)

All students must have a technology responsible use agreement on file before using any technology resources, i.e. Internet. Failure to abide by the agreement as outlined in policy code 3225 may result in suspension of resources.

TELEPHONES

Students cannot be called from class to answer the phone except in emergency situations. School telephones should only be used in an emergency. Phone calls from parents will not be put through to teachers during instructional time. Parents should not phone, text, or email their child during the school day on a phone that their child has brought to school. (We will not be able to allow you to leave a message for your child unless it is an emergency). Students are not allowed to use phones located in the classrooms, media center, gym, etc.

TEXTBOOKS

Textbooks for all courses are furnished by the State of North Carolina to the local school. All books, which are issued for course work, must be returned in good condition to the teacher at the appointed time and especially at the end of the year. Students will be asked to pay a fee for damaged books and a replacement fee for lost books. Fees charged will be prorated based on the condition of the book and the number of years in use. Five years is generally considered the lifespan of a book. It is the responsibility of each student to keep up with his or her books. Students are expected to bring books to school.

TOBACCO PRODUCTS-STUDENTS (Board Policy 4320)

Smoking and/or the use/possession of tobacco products are not permitted on school grounds. Violation of this policy will result in Out-of-School suspensions. Tobacco products, lighters, and matches will be confiscated.

TRANSCRIPTS

A student may request an official transcript in the counseling office (A-110) by completing a request form. A two-day advanced notice is required. Transcripts may also be sent to any NC college or university through the transcript module at CFNC.org.

TRANSFER GRADES

If you have grades from your base school or from a non-traditional public school, those grades will transfer when you enroll at Wayne Middle/High Academy. These grades will factor into your subject grade for the grading period.

TRANSFERS

Students who plan to transfer to another school must notify staff in the principal's office prior to their transfer date. The student must obtain a withdrawal form by 12 noon on their last day of attendance. The form must be signed by each of the student's teachers verifying their withdrawal grade and return of all books and outstanding fees owed to the cafeteria, library, club or sport must be settled prior to withdrawal. The form must be returned to the counseling office by the end of the day. Withdrawal information and transcripts will NOT be sent to other schools until the student has withdrawn properly and all textbooks have been returned.

VEHICLES

Students at Wayne Middle/High Academy are not allowed to drive vehicles to school. Students are also not allowed to ride a scooter, bike, etc. to the school.

VISITORS

Students shall not bring or receive friends or relatives at school. This includes during lunch. Do not ask anyone to visit you during lunch or bring an off-campus lunch to you. Only a visitor with a legitimate purpose will be considered for a visitor's pass. All visitors must report to the office immediately upon entering the campus, have official school business and obtain a visitor's pass from the school office. The pass is to be worn on the upper part of the body and

must be visible at all times. Visitors who do not report to the office, cause disruptions to the school environment, or are on campus in non-designated pick-up areas will be subject to charges of trespassing.

WAIVERS

At the end of each semester, all high school students with six or more unexcused absences in a class they are passing should request a waiver form from the Principal if they want to provide a reason for the excessive absences. However, providing a reason for the excessive absences does not guarantee the student will be given credit for the class.

WIRELESS COMMUNICATION DEVICES

In accordance with Board of Education Policy 4318 “Wireless communication devices including cell phones, iPods, MP3 players, eReaders, etc. may be brought to school but cannot be visible or turned on at any time during the school day or while riding a school bus without administrative approval. Violations will result in the item being confiscated and returned only to a parent/guardian. To review the complete policy regarding wireless communications devices (Board Policy 4318), visit www.waynecountyschools.org. Personally owned devices are not permitted to utilize WCPS internet via wired or wireless connection without the express written permission from the district ITS department. This includes all phones, mobile devices and computers. The use of phones (tethering), wireless routers, mini-switches, or other such devices may not be utilized to create a hot spot or connection to the internet while on school campuses. Violations will result in disciplinary action.

DISCLAIMER

Any item in this handbook that conflicts with Board of Education policy shall be superseded by board policy. All Wayne County Board of Education policies are available online at www.waynecountyschools.org and then by clicking on the “Policies” link under “Administration”.

PROGRAMS

Wayne Middle/High Academy provides the following programs:

- Parent Nights
- Service Learning
 - Can Food Drive (Thanksgiving)
 - Community Christmas Baskets
 - Pennies for a Purpose
- Character Education
 - Classroom Instruction
 - Student Awards and Recognition
 - Small Group and One-on-One Counseling, Mentoring and Training
- School-Wide Programs and Events
 - Constitution Day
 - Red Ribbon Week
 - American Education Week
 - Job Fairs - Middle/High School
 - Black History Month
 - Memorial Day
 - College Day/Career Day
 - Wayne Middle/High Academy Day
 - Parent/Student Night (fall and spring)
 - Thursday, November 5, 2015 @ 6 p.m.
 - Thursday, February 4, 2016 @ 6 p.m.

WAYNE MIDDLE/HIGH DISCIPLINE PLAN
LEVEL 1, LEVEL 2 AND LEVEL 3

All students who have been suspended are required to have a parent conference with the administration in order for them to return to school. (A conference by phone will not be accepted).

Level I Offences

NONCOMPLIANCE & DISREPECT (INSUBORNINATION BEHAVIOR)

Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions. Students shall exhibit appropriate respect towards school personnel and volunteers.

1 st Offense	1 day OSS
2 nd Offense	3 days OSS
3 rd Offense	5 days OSS
4 th Offense	5 days OSS
5 or more Offenses	5-10 days OSS

AFFECTION

Prolonged public displays of affection are inappropriate in a public setting.

1 st Offense	Warning, Contact parent
2 nd Offense	1 day ISS
3 rd Offense	2 days ISS
4 th Offense	1 day OSS
5 or more Offenses	3-10 days OSS

AREA (UNAUTHORIZED)

1 st Offense	Warning, Contact parent
2 nd Offense	1 day ISS
3 rd Offense	3 days ISS
4 th Offense	1 day OSS
5 or more Offenses	3-10 days OSS

BOOK BAGS

Book bags are not allowed at WMHA. Students must keep all personal items with them during the school day.

1 st Offense	Warning, Contact parent
2 nd Offense	1 day ISS
3 rd Offense	2 days ISS
4 th Offense	1 day OSS
5 or more Offenses	3-10 days OSS

DIRECTED PROFANITY (TOWARDS STAFF)

1 st Offense	1 day OSS
2 nd Offense	3 days OSS
3 rd Offense	5 days OSS
4 th Offense	5 days OSS
5 or more Offenses	5-10 days OSS

DRESS CODE VIOLATION

1 st Offense	Call parent to bring clothes, change clothes, if this is not possible; student will go to ISS for the remainder of the day
2 nd Offense	1 to 3 days ISS
3 rd Offense	1 day OSS
4 th Offense	3 days OSS
5 or more Offenses	3-10 days OSS

ELECTRONIC DEVICES

No student shall use, display, transmit or have in the “on” position on school property any wireless communication device, except as permitted and in compliance with Board Policy 4318. Confiscated electronic devices must be picked up by a parent/guardian.

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	1 day OSS
4 th Offense	3 days OSS
5 or more Offenses	3-10 days OSS

FOOD/DRINK (OUTSIDE DESIGNATED AREA-CAFETERIA)

1 st Offense	Warning, item will be confiscated and disposed of after parent contacted
2 nd Offense	1 day ISS
3 rd Offense	3 days ISS
4 th Offense	1 day OSS
5 or more Offenses	3-10 days OSS

GAMBLING

1 st Offense	Warning, Contact parent
2 nd Offense	1 day ISS
3 rd Offense	3 days ISS
4 th Offense	1 day OSS
5 or more Offenses	3-10 days OSS

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

1 st Offense	3 days ISS
2 nd Offense	1 day OSS
3 rd Offense	3 days OSS
4 th Offense	5 days OSS
5 or more Offenses	5-10 days OSS

MISCONDUCT ON THE BUS OR OTHER SCHOOL VEHICLE

School transportation is a privilege, not a right. While riding a school bus or other school vehicle, students shall observe the directions of the school bus driver.

1 st Offense	Warning
2 nd Offense	3 days suspension of bus privileges
3 rd Offense	5 days suspension of bus privileges
4 th Offense	5 days suspension of bus privileges
5 th Offense	5-10 days suspension of bus privilege and possible suspension of bus privileges for the remainder of the school year

PROFANITY (GENERAL)

1 st Offense	3 days ISS
2 nd Offense	5 days ISS
3 rd Offense	1 day OSS
4 th Offense	3 days OSS
5 or more Offenses	5-10 days OSS

REFUSING TO COMPLY TO A REASONABLE REQUEST

1 st Offense	3 days ISS
2 nd Offense	5 days ISS
3 rd Offense	1 day OSS
4 th Offense	3 days OSS
5 or more Offenses	5-10 days OSS

SKIPPING CLASS

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	1 day OSS
4 th Offense	3 days OSS
5 or more Offenses	3-10 days OSS

SKIPPING SCHOOL

1 st Offense	3 days ISS
2 nd Offense	5 days ISS
3 rd Offense	1 day OSS
4 th Offense	3 days OSS
5 or more Offenses	5-10 days OSS

TOBACCO (USE AND POSSESSION) including lighter and matches

1 st Offense	1 day ISS
2 nd Offense	3 days ISS
3 rd Offense	1 day OSS
4 th Offense	3 days OSS
5 or more Offenses	3-10 days OSS

TRESPASSING

While enrolled at Wayne Middle/High Academy students are not allowed on any other school campus in WCPS unless special permission is given by the Principal or his/her designee. If a WMHA student is on another campus without permission the student could be charged with trespassing.

LEVEL II OFFENSES

The offenses listed below require administrative action. Discipline at this level can range from ISS and up to 5-days of OSS. Depending on the circumstance of the violation, the administration may increase the level of OSS to 10 days.

- ◆ HARRASSMENT/BULLY/HAZING
- ◆ CLASS or SCHOOL DISRUPTION
- ◆ THEFT and/or PROPERTY DAMAGE
- ◆ CHEATING/PLAGIARISM
- ◆ INAPPROPRIATE USE OF SCHOOL COMPUTER
- ◆ THREATS/PHYSICAL AGGRESSION

LEVEL III OFFENSES

The offenses listed below require administrative action. Discipline for these offenses will be LONG TERM suspension plus possible referral to law enforcement. Depending on the circumstances of the violation, the administration may decrease the OSS level to a short-term suspension.

- ◆ USE, DISTRIBUTION, SELL OR POSSESSION OF NARCOTICS, ALCOHOL BEVERAGES, CONTROLLED SUBSTANCES, OR DRUG PARAPHERNALIA, GANG AND GANG RELATED ACTIVITY
- ◆ WEAPONS
- ◆ ASSAULT/FIGHTING
- ◆ BOMB THREAT/ACT OF TERROR

LEVEL IV OFFENSES

The offenses listed below require administrative action. Discipline for these offenses will be LONG term 365 DAY suspension plus referral to law enforcement.

- ◆ FIREARM/DESTRUCTIVE DEVICE

Selling: Students are not permitted to sale any items at school such as pencils, paper, clothes, candy, or gum, etc.

STATE TESTS

A variety of tests mandated by North Carolina are given at Wayne Middle/High Academy throughout the year. End of year accountability assessments are given to students in grades 6-12 during May and June.

- If you are in Biology, English II, or Math I you are required to take the End-of-Course Assessment.
- If you are in English/Language Arts I, English/Language Arts III, English/Language Arts IV, Civics and Economics, U.S. History, World History, American History I, American History II, Physical Science, Chemistry, Physics, Earth/Environmental Science, Geometry, Math II, Math III, Integrated Math III, Advanced Functions and Modeling, Discrete Mathematics, and Precalculus, you are required to take the NC Final Exams. This requirement also includes students in Apex who are enrolled in these courses.

What can parents do to raise test scores?

- Communicate that school is important.
- Ask about school every day.
- Attend school events.
- Be aware of major tests and projects.
- Communicate with the teachers.
- Study something.
- Check homework every night.
- Communicate that testing is important.
- Make sure that your child is well rested on test days.
- Make sure that your child knows that you are interested in the test results.
- Check the teacher's web page.

WAYNE MIDDLE/HIGH ACADEMY SCHOOL RULES

Students attending Wayne Middle/High Academy are expected to follow and abide by the following rules:

- Students will arrive to class promptly and be prepared.
- Students will keep their hands, feet, and all other objects to themselves.
- Students will be respectful -- treat others as you want to be treated.
- Students will be responsible -- do the "right" thing.
- Students will be compliant.
- Students will follow all school rules.
- Students will not "BULLY" each other.

JAG

JAG Setting →	Cafeteria	Classroom	Gym	Hallway	Restroom
JAG Expectations ↓					
Let's Be Listeners	<ul style="list-style-type: none"> --All food and drink items are to be consumed in the cafeteria --Food and drink items are non-passable. --Comply to all staff requests --Sit quietly and orderly 	<ul style="list-style-type: none"> --Be respectful --Be responsible --Be compliant --Focus and concentrate on instruction --Listen and follow directions --Use appropriate voice levels 	<ul style="list-style-type: none"> --Follow directions and instructions --Adhere to gym procedures --Be a good listener 	<ul style="list-style-type: none"> --Be attentive --Be respectful --Be responsible --Be complaint 	<ul style="list-style-type: none"> --Use inside voice --Comply to all staff --Use restroom before going to class
Let's Be Energized	<ul style="list-style-type: none"> --Remain quiet in line --Remove your tray, paper items, etc. from your table/booth when leaving --Follow dismissal procedures when leaving cafeteria 	<ul style="list-style-type: none"> --When entering class/lab report to your assigned seat --Remember the "No Touch" policy --Sit in your seat correctly --Raise your hand to be recognized --Take care of materials --Take your books to your classes 	<ul style="list-style-type: none"> --Participate in an orderly manner --Be an active participant --Be aware of your surroundings --Be safe and orderly --Be assertive rather than aggressive 	<ul style="list-style-type: none"> --Walk on the right side of the hall --Have an orderly transition --Walk quietly 	<ul style="list-style-type: none"> --Walk quietly to a stall --Flush toilets --Wash your hands --Place trash in trashcan --Depart quietly and quickly
Let's Be Accountable	<ul style="list-style-type: none"> --Follow cafeteria procedures --Use good table manners 	<ul style="list-style-type: none"> --Come to school prepared everyday --Complete all assignments 	<ul style="list-style-type: none"> --Play by the rules --Stay in designated area --Display good sportsmanship 	<ul style="list-style-type: none"> --Be considerate of others --Arrive to class on time --Remember the "No Touch" policy --Walk 	<ul style="list-style-type: none"> --Respect others' privacy --Wait your turn in line
Let's Be Positive	<ul style="list-style-type: none"> --Wait your turn in the cafeteria line 	<ul style="list-style-type: none"> --Participate in classroom instruction --Show cooperative attitude in the classroom --Respect the rights of others 	<ul style="list-style-type: none"> --Be helpful to teammates --Be supportive of each other --Be open to explore a variety of physical activities --Respect personal space 	<ul style="list-style-type: none"> --Keep an appropriate pace and walk swiftly --Keep hallway clear of obstruction 	<ul style="list-style-type: none"> --Use the restroom quickly and appropriately --Exit the restroom properly dressed

STUDENT SUPPORT

The administration is very supportive of all our students enrolled at Wayne Middle/High Academy. Please know that if you have a problem, concern, or just need to talk to us, we are available to you. However, we also recognize the importance of daily instruction and do not want you to miss any instructional time, so if it is not an emergency we will see you at the buses (a.m. or p.m.), breakfast, and during lunch.