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*Cultivation, Personalization, Innovation -  
Every Student Every Day!*

# Middle School Student Handbook 2021-2022

**Mission Statement:**

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

# Stay Connected!

It's never been easier to access news and important information... or to share it.



**Parent Portal:** The PowerSchool Parent Portal allows parents to access real-time information including attendance, grades and assignments. Visit the district website, and click on the Parent Resources tab to access the login page.

**K12 Payment Center:** Make online meal payments using your credit card, check your child's cafeteria account balance, get low balance alerts for your child's account by e-mail and see daily meal transactions for your child. Go to the district website and click on the Parent Resources tab to access the login page.

**Mobile App:** The WCPS mobile app provides families immediate updates about school closures, delays, and other important news and events. Go to Google Play or Apple iTunes to download the app to your mobile device.

**NCEdCloudIAM:** This site connects students to PowerSchool and the Canvas Learning Management System. Students can go to the district website and click on the Student Resources tab to access the login page.

**Safe2SpeakUp:** Report bullying and other school safety concerns anonymously with Safe2SpeakUp. Students can download the Wayne County Public Schools app to access this reporting tool.

[www.waynecountyschools.org](http://www.waynecountyschools.org)

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## **WAYNE COUNTY PUBLIC SCHOOLS**

**2001 E. Royall Ave.  
P.O. Drawer 1797  
Goldsboro, North Carolina 27533-1797  
Phone: (919) 731-5900  
Fax: (919) 705-6199**

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### **DIRECTORY OF PARENT & STUDENT RESOURCES**

504 Services	919-580-3664
Academically or Intellectually Gifted Services	919-580-3669
Busing and Transportation	919-706-6070
English as a Second Language Program	919-705-6171
Exceptional Children Program/Services	919-705-2713
Homeless Education Services	919-731-5916
Migrant School-Age Children Services	919-252-9289
Military-Connected Student and Family Services	919-705-6191
Parent & Family Engagement Program	919-731-5917
Pre-K Program	919-731-5960
School Nutrition Services	919-705-6139
School Psychology Services	919-580-3661
School Social Workers	919-223-3893
Student Enrollment	919-731-5925
Student Records	919-705-6090

## Commitment to Advancing Student Learning

Wayne County Public Schools recognizes all students need to attain essential skills and dispositions to experience success throughout each stage in their life. Sound curriculum choices, routine use of evidenced-based instructional practices and strong partnerships with parents and the community will support student acquisition of the skills and dispositions needed to be career and college ready.

As a result of reflecting upon past and current student performance outcomes coupled with the impact of online and blended learning, it is clear there is a need for district-wide, standards-aligned curriculum resources and routine use of identified evidenced-based instructional practices in order to support student attainment of essential skills and dispositions. Content specialists researched and vetted each curriculum and instructional resource to be used for the next three to six years in order to ensure what is taught is aligned with the correlating North Carolina Standard Course of Study and supports implementation of priority instructional practices. In addition, the curricula and instructional resources include the following critical features:

- Differentiated instruction
- Embedded assessments
- Routine and deliberate skills practice (blocked and interleaving)
- Student interactivity in online and offline coursework and classroom discussions
- Professional development for educators and networking opportunities within district and school professional learning communities
- Easy-to-understand, real-time data to help educators design and implement impactful action plans
- Support implementing and sustaining a Multi-Tiered System of Support (MTSS) by providing a framework of data-based problem solving, systems and practices for K through 12th grade

Wayne County Public Schools is keenly aware there is no singular curriculum, program or strategy that will prepare students for their future. However, providing students a well-rounded education that includes integrating Social Emotional Learning (SEL) competencies and practices into Arts; Science, Technology, Engineering and Math (STEM); History and ELA; and Health and PE will help. Wayne County Public Schools educators are committed to effectively and comprehensively utilizing the following district-wide curricula and instructional resources in kindergarten through twelfth grade in order to advance student learning.

- [Heggerty Phonemic Awareness](#) interactive curriculum for Kindergarten-2nd grade students
- ELA HMH print and online curriculum for Kindergarten-8th grade students
- SpringBoard print and online curriculum for English I - English IV students
- Math print and online curriculum (HMH Math for Kindergarten-8th grade students, enVision for Math I-III students, My MathLab for Math IV students)
- Study Island online and printable science curriculum resources for 5th-12th grade students
- [ThinkUp!](#) Reading and Math online and print skills practice for 1st-8th grade students
- Universal screeners and benchmark assessments such as [mClass](#) (Grades K-3 Reading), [Renaissance Star](#) (Grades 1-8 ELA/Math), [Achieve3000](#) (Literacy/Math 9-12) support student growth with differentiated skill practice via small group instruction and online adaptive software such as [Imagine Learning](#), [Freckle](#) and/or Achieve3000.
- [Actively Learn SS](#) online and printable units of study for high school students
- [OnToCollege](#), program to promote career and college readiness, for high school students
- Cultural arts, performing arts and health and physical education curriculum resources for Kindergarten through 12th grade students
- World language curriculum resources
- Pear Deck, an interactive presentation tool used to actively engage students' in individual and social learning that provides students with teacher and individual notes at the end of each asynchronous or synchronous session.

The district is scheduling high-quality professional development and professional learning community sessions to support school personnel in effectively and comprehensively utilizing district-wide curriculum resources to maximize student learning by delivering evidence-based instruction using standards-aligned resources. In addition, the district will facilitate parent informational sessions regarding the curriculum and priority instructional strategies to be utilized.

# Academics & Instruction

## ACADEMICS

### *Academic Grades and Honors*

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

### *Academic Recognition*

- ◆ Principal's List: A student must have all A's in all courses.
- ◆ A Honor Roll: A student must have an overall grade average of 90.0 with no grade below 80.
- ◆ B Honor Roll: A student must have an overall grade average of 80.0 with no grade below 70.

## PROMOTION / RETENTION

WCPS Policy 3420 states that the principal has the authority for promotion/retention decisions in accordance with state and local regulations. Promotion and retention shall be considered on an individual basis. Students in grades 6-8 must pass English/language arts, mathematics, and three additional subjects to be selected from cultural arts, second language, social studies, science, physical education, and career-technical education to be promoted. End of Grade (EOG) Test scores may be used to support a promotion/retention decision, but shall not be used as the sole criteria.

### *Grading Periods*

Wayne County Public Schools is on nine weeks grading periods for grades K-12. Please refer to the WCPS school calendar as to when the grading periods end and when report cards are scheduled to go home.

### *Progress Reports*

Each teacher shall complete an interim progress report during each nine-week grading period for every student, or at any time deemed necessary by teachers and/or requested by parents. Progress reports must be signed by the parent/guardian and returned to the teacher.

## ACADEMICALLY OR INTELLECTUALLY GIFTED SERVICES

Students who show a high level of academic need for differentiation or potential for accelerated learning can be recommended for screening starting in fourth grade. Screening referrals can be made by the classroom teacher, parent, student, or other school personnel. A screening request can be made to the AIG Specialist at your school. Visit our district website at [www.waynecountyschools.org](http://www.waynecountyschools.org) to download a copy of the Parent Screening Request and return to your student's homeroom teacher. For more information, contact Amy Williams, AIG Coordinator at [amywilliams@wcps.org](mailto:amywilliams@wcps.org).

## CAREER & TECHNICAL EDUCATION

The mission of the WCPS Career and Technical Education programs is to empower students for effective participation in a global economy as world-class workers and citizens. WCPS offers a comprehensive Career and Technical Education program for students in middle and high schools. Courses are offered in Agricultural Education; Business, Finance, and Information Technology Education; Career Development Education; Family and Consumer Sciences Education; Health Science; Marketing and Entrepreneurship Education; Technology Engineering and Design Education; and Trade and Industrial Education. **Note:** All programs may not be offered at each middle and high school.

WCPS offers *Freedom from Discrimination* in its Career and Technical Education Program. For more information, please reference "Academic and Personal Freedom" information on pages 22-23 of the School Handbook.

## CHEATING

A student known to have cheated on a test or examination shall receive a zero on the test or examination and his/her parents shall be notified of the incident, and will also receive a discipline consequence aligned with a Level II offense (see Policy 4300).

## CHILDREN WITH DISABILITIES

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

Please contact the Exceptional Children's Department at 300 Dixie Trail Building O, Goldsboro, NC 27530 or call 919-705-6027 for more information.

### **Child Find**

In accordance with Section 1502 of the Individuals with Disabilities Education Act, Wayne County Public Schools conducts an annual child find to identify children with disabilities, ages 3 to 21, residing in the school district, including children who may attend private schools or religious schools or who are home schooled, who are in need of special education and related services. Please contact the Exceptional Children's Department at 300 Dixie Trail Building O, Goldsboro, NC 27530 or call 919-705-6027 for more information.

## CLUBS AND ORGANIZATIONS

Wayne County Public Schools recognizes the importance of activities above and beyond what is taught in the classroom. Participating in a club or organization opens the door to building new friendships, enhancing each student's academic life, and exploring career opportunities. As an active member, a student learns important teamwork, leadership and management skills when participating in a variety of programs and service projects. Schools across Wayne County offer a multitude of extracurricular offerings, and students are encouraged to participate in clubs and organizations that cover a wide variety of interests. **Note:** Many clubs, organizations and honor societies have academic criteria that must be met in order to participate.

## ENGLISH AS A SECOND LANGUAGE

Wayne County Public Schools is rich with culture and diversity. Our diverse population is made up of students from around the world with many different languages represented. To help address the unique needs of our English Learners (EL) in our English as a Second Language (ESL) classes, our schools work to provide students with the necessary resources and supports to help them learn and grow academically. For more information, contact Youlonda Wynn, email address [youlondawynn@wcps.org](mailto:youlondawynn@wcps.org) or 919-705-6171.

## HOMELESS SCHOOL-AGE CHILDREN

Services for students who are homeless can be provided through Wayne County Public Schools. Please contact the McKinney-Vento liaison for Homeless Education Services, Dionna Smith-Johnson, 919-731-5916 ext 3004; address, School Street Early Learning Center, 415 S. Virginia Street, Goldsboro, NC 27530-4797.

## HOMEWORK

Homework is an integral part of the total school program. It reinforces and extends what a student has learned in class and develops a sense of self-discipline, personal responsibility, and independent thinking. In order to give a student an opportunity to develop various kinds of skills, teachers will give many types of homework assignments. Research clearly indicates that appropriate amounts and higher standards of homework have substantial, positive effects on students' learning. It further suggests that homework provides a mechanism whereby parents, students, and teachers can work cooperatively as partners in education. Homework, as stated in this policy, is work that the teacher assigns to a student to complete outside of the regular class session. The following is a list of some purposes homework can effectively serve:

- A. Reinforcement and/or extension of previous learning
- B. Completion of familiar, unfinished work
- C. Development of responsible, independent study habits through learning to use and manage time
- D. Utilization of out-of-school resources for learning; giving students opportunities to explore, create, and broaden his/her interests
- E. Involvement of parents with students' school experience through related home activities which keep parents informed of the school program
- F. Enrichment and development of student initiative through accommodation of student abilities and learning differences

It is suggested that 45-90 minutes of homework is age appropriate for students in grades 6 – 8.

*\*Note:* Homework should not be used as punishment for students.

### **MAKE-UP WORK**

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

- Students are expected to do their work alone unless directed otherwise by the teacher.
- A student who is absent due to out-of-school suspension or other disciplinary action may make up daily work missed during the absences. He/she may also take any tests or exams missed while under suspension upon returning to school.
- Makeup work may be specific material missed by the student or it may be of a reinforcement or enrichment nature.
- No academic penalty shall be given a student for absences. A student may not be given a failing grade or "zeros" for days missed -- only on assignments that are missed and have not been "made- up." No additional make-up work will be provided to the student until the initial make-up work has been completed and turned in.
- If a student is expected to be confined to his home and/or a hospital for an extended period or time due to injury, illness or other disability, the child's parent/guardian should be referred to a guidance counselor as soon as possible to possibly obtain the services of a "homebound" teacher.

### **MEDIA CENTER**

The media center is a valuable resource available to students. The purpose of the media center is for reading, study and research. Media personnel will assist students in checking out materials, selecting appropriately challenging text, or using media equipment. The Media Center houses a collection of many types of materials, books, magazines, computers, etc. Students may check out materials from the Media Center for classroom work, home study, or for pleasure. Generally, materials may be checked out for a two-week period. There are no overdue fines charged, however, students pay for all lost or damaged materials. Students owing money to the Media Center may not check out materials until the money is paid.

### **MIGRANT SCHOOL-AGE CHILDREN**

Services for students who are migrant can be provided through Wayne County Public Schools. Please contact the Migrant Liaison, Youlonda Wynn: telephone, 919-705-6171; address, Wayne County Public Schools, P.O. Drawer 1797, Goldsboro, NC 27533-1797.

### **MILITARY CHILD EDUCATION & SUPPORT**

WCPS has more than 2,100 military connected students attending schools across the district. Please contact the WCPS Military Liaison Counselor, Jamie Livengood, with questions or for more information about military student support: telephone, 919-738-0070 or email, [jamielivengood@wcps.org](mailto:jamielivengood@wcps.org).

Support for military students and families includes, but is not limited to:

- **Military Liaison Counselor** – supports and advocates for military-connected students and families.  
<http://www.waynecountyschools.org/military.aspx>

- **Deployment Support** – available by request. School counselors can help provide support for your child over the course of a deployment. Schools may offer deployment support groups or sessions. Remember that schools rely on families to inform them about an upcoming deployment. Please contact your child's school counselor to discuss deployment support.
- **Student 2 Student and Junior Student 2 Student program** – is a student led organization that welcomes incoming students to their school and helps departing students prepare for their next school. S2S eases transitions and creates a positive environment at WCPS middle and high schools with the highest military population.
- **Anchored4Life** – is a transition and resiliency program that makes a significant difference in military and civilian children's lives by offering positive support, encouragement, and life skills as they face many unique challenges. Students are trained and lead the program, focused on character development, transition support, new student tours, and service projects at WCPS elementary schools with the highest military population.
- **School-Based Military Family Life Counselor** – counselor who works specifically with military children at WCPS schools with the highest military population.
- **Interstate Compact** – law specifically addressing the needs of transitioning military students; including such issues as enrollment, eligibility, placement and graduation.

*\*Note: The Department of Defense, in collaboration with the National Center for Interstate Compacts and the Council of State Governments, has developed an Interstate Compact that addresses the educational transition issues of children of military families. Currently, all 50 States and the District of Columbia participate in the interstate compact and provide a uniform policy platform for resolving the challenges experienced by military children. It is estimated that the average military family moves three times more often than the average nonmilitary family. These frequent moves can cause children to miss out on extracurricular activities and to face challenges in meeting graduation requirements. The Interstate Compact ensures that the children of military families are afforded the same opportunities for educational success as other children and are not penalized or delayed in achieving their educational goals. For more information, visit [www.mic3.net](http://www.mic3.net).*

## TECHNOLOGY RESOURCES ACCEPTABLE USE

All students must have a student acceptable use of technology resources 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.

## TEXTBOOKS

Textbooks are school property provided by the state of North Carolina for your use. It is the responsibility of each student to keep his/her books in good condition. Books must be returned at the end of the year or when a student transfers. When books are returned, they will be examined for damage. All school books that are assigned to students are solely the student's responsibility until they are returned. Students will be required to pay for lost or damaged books. College textbooks purchased by WCPS are also considered the property of the school district, and must be returned by the student after use in a college course.

# Athletics, Attendance, Enrollment & Student Records

## ATHLETICS

Students are encouraged to be involved in athletics, which develops teamwork, decision and leadership skills. Educational studies have shown that students who are involved in athletics maintain higher grades and better attendance, and graduate at a higher rate than students who do not participate. Athletics is an integral part of the school program, and schools offer their students the opportunity to participate in a wide variety of teams. Schools require academic and behavior standards in order to participate in athletics. In high schools, athletics are required to meet rules of eligibility set by the North Carolina High School Athletics Association, Inc. Middle Schools also follow the NCHSAA rules. Parents and students should educate themselves on these criteria. Information is provided by the school's athletic director.

### **Athletic Eligibility**

To be eligible to participate in athletics, the athlete must meet rules of eligibility set by The North Carolina High School Athletic Association, Inc. including, but not limited to the following:



- Be a properly enrolled student at the time of participation.
- Be enrolled no later than the 15<sup>th</sup> day of the present semester.
- Be in regular attendance.
- Have been in attendance for at least 85% of the previous semester at an approved school.
- Not exceeded six consecutive semesters of attendance or have participated more than three seasons in any sport since first entering 6<sup>th</sup> grade.
- Must be under 15 years of age as of August 31, 2021.
- Live with parents or legal guardian. (Reference the NC High School Athletic Association handbook for further clarification.)
- Live in the school attendance district.
- Have received a medical examination by a duly licensed physician, nurse practitioner, or physician's assistant within the previous 395 days.
- Have passed one course less than the number of required core courses the previous semester, and met promotion standards.
- Having been promoted from 5<sup>th</sup> grade to 6<sup>th</sup> grade for the 2021 Fall Semester determines eligibility for athletics the first semester of the 6<sup>th</sup> grade.

Other eligibility restrictions may apply. Please contact your school's principal or athletic director for clarification as special situations or circumstances arise.

### ***Cheerleading***

Cheerleading is recognized by the North Carolina High School Athletics Association, Inc. as an activity and is recognized as a team sport by Wayne County Public Schools. All students that try-out for cheerleading are to receive Board Policy 3546, which governs cheerleader safety and selection.

### ***Insurance***

All students participating in any sport for the current school year must be covered by insurance paid for by the Wayne County Board of Education. Any questions regarding athletic insurance should be directed to the school's athletic director. Parents are urged to purchase school insurance if they do not have a primary policy.

## **ATTENDANCE POLICY**

Good attendance is extremely important! Students should be engaged in school, either face-to-face or remotely, as assigned, each day. Should students be absent from school on days they are assigned to be present face to face, parents are required to send a note of explanation when the student returns. If the student will be absent three or more days, a phone call to the school and/or teacher is requested. With reasonable explanations, our teachers will work closely with students and parents to make-up missed lessons and work.

When students are attending school face-to-face, North Carolina law requires a student be present one-half of the school day in order to be counted present. A student must arrive at school no later than three and one-half hours after the school opening time in order to be counted present for the day. In addition, if a student leaves prior to three and one-half hours before the school dismissal time, the student is counted absent for the day. Middle school opening and dismissal times are listed on the inside back cover of this handbook. Students who miss classes to attend a school-sponsored activity will not be counted absent.

**If students have been approved to attend school remotely, they must actively participate in synchronous online lessons with their teacher(s) to be counted present for that class. Note that for remote students, additional asynchronous daily work will also be assigned. Virtual students are not permitted to participate in on campus activities, including athletics, clubs, field days, etc.**

### ***WCPS Policy No. 4400: Attendance (K-12) and AR 4400: Attendance Administrative Procedures (K-12)***

#### ***Absences***

There is no substitute for the interaction between teachers and students in the classroom environment, both face to face and remotely, where learning experiences are carefully planned by the teachers. Students with regular and consistent engagement in daily lessons generally achieve higher levels of learning than those with poor attendance.

The primary responsibility for good school attendance (face to face and remotely) lies with parents and guardians of students. Students are expected to be in attendance each day. Whenever a child is absent, a written excuse, signed by the parent, must be presented to the teacher when the child returns to school. All absences require a note signed by the parent that states the reason for the absence. Excused absences are limited to those criteria established by Board Policy. The following constitute lawful reasons for absences:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunity
- Absence due to deployment activities

If a student is expected to be unable to participate in their assigned face to face and/or virtual learning environment for an extended period of time due to injury, illness, or other disability, the child's parent/guardian should confer with a school counselor as soon as possible. **CDC guidelines require that schools suspend attendance awards temporarily as a result of the COVID-19 Pandemic. Students should not attend school if they have symptoms of COVID-19, or if they do not feel well.**

### ***Unlawful and Unexcused Absences***

A grade 6-8 student is expected to attend school for 185 days unless absent for the reasons noted in the previous section. Unlawful and unexcused absences are absences defined by the N. C. Compulsory Attendance law, and regulations adopted by the State Board of Education, as "a child's willful absence from school without the knowledge of the parent, or a child's absence from school without cause and knowledge of the parent." The term "unlawful absence" applies only to children between the ages of 7 and 16 who are subject to the Compulsory Attendance Law. Any student who accumulates and exceeds 6 unlawful or unexcused absences for any course during a semester is in jeopardy of receiving a failing grade and receiving no credit for the course. Suspension or exclusion of students for misconduct may NOT be used for compulsory attendance violation actions.

### ***Tardies***

Each school has designated a time at the beginning of each instructional block to note the attendance of their students. Students who arrive to class later than that time of day are marked as being "tardy". Arriving late for class and/or leaving early prevents the maximum amount of instruction to take place, not only for that particular student, but also for other students in the class.

## **SIGN-IN/SIGN-OUT PROCEDURES**

Each school has a procedure to follow when a student arrives after the instructional day begins, or leaves before school is dismissed for the day. The procedure for your school is to be followed closely to ensure the student avoids being counted as absent.

### ***Early Dismissals***

Once a student arrives on campus, he/she becomes the responsibility of the school; therefore, he/she will not be allowed to leave without permission from the office. Early dismissals will be granted to students with authorized permission only. Each school has a procedure determining when and how early dismissals are permitted. It is the responsibility of each student to closely follow these procedures.

## **ENROLLMENT & STUDENT RECORDS**

### ***Entrance Requirements***

All new students who wish to enroll in school are to report to the School Counselor's Office. The student **MUST** be accompanied by a parent or guardian. Records of prior attendance, grades and shot records are required. The following items must be supplied before the registration process may begin:

1. A report card, which lists all courses from the previous school year.
2. Withdrawal forms from previous school (after school year begins).
3. Address and phone number of previous school.
4. A copy of the immunization record.
5. A copy of the birth certificate.

6. A copy of the social security number.
7. Proof of guardianship (legal/court document).
8. Proof of residence—2 items are required.
9. Safe Schools document signed and notarized.

For more information about the enrollment process, go to [www.waynecountyschools.org](http://www.waynecountyschools.org) and click on “Enrolling Students/Reassignment” under the “Parent Resources” tab.

### ***Transfers/Withdrawals***

Students who withdraw will need a parent/guardian to come to the school to fill out withdrawal forms. All books and fees must be paid before withdrawing from school. Students who transfer to one school from another school within Wayne County Public Schools must provide withdrawal forms from the previous school before enrolling. Before transferring from the student’s assigned attendance area school to a school within Wayne County Public Schools which is *not* in the student’s assigned attendance area, the student must have written permission from the Wayne County Public Schools district office.

Students planning to withdraw should notify their counselor of their intentions two or three days in advance. All fees should be paid and all books including library books should be returned. Records will not be forwarded unless fees are paid and books are returned. On the day of withdrawal, the student should report to their school counselor before 1st period and get a withdrawal form and instructions for completion of the form. Lockers should be cleaned out and all books returned to teachers. Parents must make contact with the school for withdrawal to take place.

### ***Family Education Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student educational records. 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 the “Student Resources” and “Parent Resources” tabs on the district website: [www.waynecountyschools.org](http://www.waynecountyschools.org). If you do not have Internet access, a copy can be requested by calling Ken Derksen at 919-705-6125.

### ***Student Records***

Parents who have a child under the age of 18 enrolled in a WCPS school can also request student records using the online Student Records Request Center, located at [www.waynecountyschools.org](http://www.waynecountyschools.org) under the “Student Resources” and “Parent Resources” tabs. For more information, contact 919-705-6090.

## **Code of Student Conduct**

### **Code of Student Conduct**

*Policy Code: 4300*

All students shall comply with the Code of Student Conduct of the Wayne County Public School System, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

#### **A. Student Expectation**

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment and are encouraged to report to school authorities any serious violation of the Code of Student Conduct.

#### **B. Range of Interventions, Support, and Disciplinary Actions**

Violation of Board policies, the Code of Student Conduct, regulations issued by the individual school, or North Carolina General Statutes may result in some level of disciplinary action. Teachers and principals are encouraged to utilize a variety of behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the Code of Conduct and a behavioral intervention or in-school discipline consequence is imposed, the school will attempt to notify the parent. For out of school suspensions the administration will provide notice to parents as required in Board Policy.

Most behavioral interventions and disciplinary consequences can occur with the student remaining in school. Examples of in-school interventions include but are not limited to: behavior contract, peer mediation, in-school suspension, conflict resolution, detention, restitution, loss of privileges, and school or community service. If the principal deems it appropriate to require a student to stay after school for detention for a disciplinary reason, the principal may authorize such detention provided the parent or guardian has received at least one day's notice and has agreed to assume responsibility for transportation home.

When, after considering potential mitigating and aggravating factors, the school principal determines a student's behavior warrants an out-of-school suspension, the principal may impose a short-term suspension (10 days or less) or, for more serious violations of the Code of Conduct, may recommend a long-term suspension (greater than 10 days), a 365-day suspension or expulsion, to the extent permitted by law and this policy. The Superintendent must approve any suspensions of greater than 10 days. The Board of Education must approve any expulsion from school based on a recommendation of both the principal and the Superintendent Under state law, if a student in grades K-12 brings a firearm on to school property, the student shall be subject to a 365-day suspension from school.

Policies may be modified on a case-by-case basis to conform to the "Policies Governing Services for Student with Disabilities".

The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence as follows:

**Level I** -Level I rule violations should generally result in in-school interventions in lieu of out of school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level I rule, or where there are other aggravating circumstances the principal may impose a short-term suspension that shall not exceed three school days (two school days or truancy or tardiness). Level One rule violations shall not result in a long-term suspension, however principals may increase the short term suspension up to ten day school days based upon a consideration of the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other aggravating factors regarding the severity of the violation and/or safety concerns which may warrant up to a ten-day suspension.

**Level II** -Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not generally exceed five school days. Principals may increase the short term suspension up to ten school days and/or may recommend a long-term suspension based upon a consideration of the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other aggravating factors regarding the severity of the violation and/or safety concerns which may warrant the recommendation of long-term suspension.

**Level III**- Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (10 days or less) based on mitigating factors.

**Level IV**- Level IV rule violations compromise the safety and welfare of students and *staff* and require a suspension under NC General Statutes.

**Level V** - Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior

indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex *offender* under [N.C. General Statutes 14-208](#) may be expelled.

## **C. Rules of Conduct**

### **Level I Behavior Violations**

- Consequences for violations include in-school interventions, restorative interventions, or short-term suspension.
- Repeated or severe incidents of Level 1 violations may be considered Level II violations or higher.
- Administrators have the responsibility of considering each incident individually and may assign different consequences consistent with Board policy. Aggravating or mitigating factors may affect the assignment of consequences.

**I-1 Noncompliance**- Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions.

**I-2 Disrespect** - Students shall exhibit appropriate respect towards school personnel and volunteers.

**I-3 School/Class Attendance** - Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area is prohibited. *Out of school suspension should be used as a last resort as a consequence for violation of this rule and shall not exceed two days.*

**I-4 Inappropriate Language** - Cursing or use of vulgar, profane, or obscene language is prohibited.

**I-5 Inappropriate Dress** - Students are expected to adhere to standards of dress and appearance that are compatible with an *effective* learning environment. All students will be expected to follow Board Policy 4305, Standard Dress Code And Appearance. In addition, students attending schools that have adopted a higher standard dress code as permitted under Board Policy 4305 will be expected to follow the standards adopted by the school the student attends. All students will refrain from wearing or displaying any clothing or items prohibited by Board Policy 4328, Gang-Related Activity. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates the applicable dress code, the principal or principal's designee may require the student to change his or her dress or appearance. Before receiving disciplinary consequences, a student who is not in compliance with this policy will be given a reasonable period of time to make adjustments so that he or she will be in compliance.

**I-6 Electronic Devices** - No student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, except as permitted and in compliance with Board Policy 4318. Consequences for violation shall include those set forth in the Policy 4318.

**I-7 Trespassing** - No student shall be on the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who remain at school after the close of the school day or come onto school ground when school is not in session without permission, unless attending a school sponsored or permitted event, will be considered trespassers. If the student does not leave when instructed to do so, he/ she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school sponsored activity during the suspension period without the express permission of the principal.

**I-8 Tobacco** - No student shall possess, display, or use any tobacco product. This restriction applies even when the student is on school system property or at any school-sponsored activity as a visitor or spectator. For the purpose of this policy:

a. Tobacco Product: cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.

b. Tobacco Use: smoking, chewing, dipping, vaping or any other use of tobacco products.

c. The exceptions to this policy are:

a. The display of tobacco products does not extend to display that has a legitimate instructional or teaching purpose and is approved by a teacher or school administrator, and

b. A principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

**I -9 Gambling** - Students shall not participate in any unauthorized games of chance in which money or items of value may be won or lost.

**I-10 Misconduct on School Vehicle** - School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. The following conduct or violation of any other rule of the Code of Student Conduct while on the school bus or other school vehicle is specifically prohibited:

1. Delaying the bus schedule,
2. Getting off at an unauthorized stop,
3. Failing to observe established safety rules and regulations, and
4. Willfully trespassing upon a school bus.

## **Level II Behavior Violations**

- Consequences for violations may range from restorative interventions to short-term suspension that generally should not exceed five school days.
- Repeated or severe incidents of Level II violations may be considered Level III violations or higher.
- Administrators have the responsibility of considering each incident individually and may assign different consequences consistent with Board policy. Aggravating or mitigating factors may affect the assignment of consequences.

**II-1 Integrity** - Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

1. **Cheating**- giving or receiving of any unauthorized assistance on academic work.
2. **Plagiarism**- copying the language, structure, or idea of another and representing it as one's own work.
3. **Falsification**- verbal or written statement of any untruth.

**4. Violation of software copyright laws-** unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.

**II-2 Inappropriate Literature, Illustrations and Images** - The possession of literature, illustrations, or other images which significantly disrupt the educational process or which are obscene is prohibited.

**II-3 Violation of computer access-** No student shall engage in conduct prohibited by Board Policy 3225.

**II-4 Class/Activity Disturbance** - Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.

**II-5 School Disturbance-** No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school.

**II-6 School Transportation Disturbance** - Any physical or verbal disturbance which occurs on a school transportation vehicle and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited.

**II-7 Disruptive Protest-** No student on school property or on property adjacent thereto shall engage in any protest, march, picket, sit-in, boycott, walkout, or other activity which has as its purpose the disruption of any lawful function, mission, or process of the school, or in fact creates such a disruption.

**II-8 False Fire Alarm** - No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, fire extinguishing system, or emergency escape system.

**II-9 Fire Setting/Incendiary Material-** The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid) or the use of any material reasonably likely to result in a fire on school property is prohibited.

**II-10 Property Damage-** No student shall intentionally damage or attempt to damage or deface school property, or personal property.

**II-11 Theft** - No student shall steal, attempt to steal, or knowingly be in possession of stolen property.

**II-12 Extortion-** No student shall attempt to extort money, personal property, or personal services.

**II-13 Indecent Exposure/Sexual Behavior-** No student shall engage in behavior which is indecent, overly affectionate, or of a sexual nature.

**II-14 Harassment/Bullying** - No student shall engage in conduct prohibited by Board Policies 1710, Prohibition Against Discrimination, Harassment and Bullying.

**II-15 Sexual Harassment** - No student shall engage in conduct prohibited by Board Policy 1710, Prohibition Against Discrimination, Harassment and Bullying.

**II-16 Threat/False Threat** - No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence.

Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities.

**II-17 Physical Aggression/Fighting** - Physical aggression or fighting toward students and other people is prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

No student shall engage in fighting or physical aggression towards others, including but not limited to:

- a. Choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner.
- b. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

**II-18 Failure to Report Firearm** - Any student who has knowledge that another student possesses or intends to bring a firearm on any school campus or to any school activity shall report this information to school or law enforcement authorities immediately.

**II-19 Hazing** - Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity of any kind.

**II-20 Search and Seizure** - A student's failure to permit searches and seizures as provided in Board Policy 1710 is prohibited.

**II-21 Aiding and Abetting**- No student shall aid or abet another student in violating any rule in the Code of Student Conduct or any other school policy, rule, regulation, statute or law.

### **Level III Behavior Violations**

- Consequences for violations short-term suspension, assignment to an alternative learning program, and long term suspension.
- Administrators have the responsibility of considering each incident individually and may assign different consequences consistent with Board policy. Aggravating or mitigating factors may affect the assignment of consequences.

### **III - 1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug**

#### **Paraphernalia**

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. 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 rule when the drug is taken by the person for whom the drug was prescribed.

**Possession:** having the prohibited substance on the student's person or in another place where the student, either alone or jointly with others, has control over it. This may include, but is not limited to, possession of a prohibited substance in an automobile, locker, book bag, or desk.

**Use:** the consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.



**Under the influence:** the use of any prohibited substance when the prohibited substance would influence a student's mood, behavior, or learning to any degree.

**Counterfeit Substance:** any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.

**Unauthorized Prescription Drug:** any drug or medication that has not been prescribed for the student.

**Drug Paraphernalia:** objects used for ingesting, inhaling, or otherwise introducing controlled substances into the body, e.g., pipes, rolling papers, "roach" clips. Relevant evidence may be considered in determining whether an object is drug paraphernalia

**Conspiracy:** an agreement by two or more persons to commit an unlawful act in violation of this policy.

**Sell:** the exchange of a prohibited substance for money, property, or any other benefit or item of value.

**Possess with Intent to Distribute/Sell:** intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to distribute or sell.

**Distribute:** to give, share, or pass a prohibited substance for any benefit or item of value, or when the student possessed the substance, at least in part, for the purpose of distribution.

When a first infraction of this policy involves only possession, use, and/or being under the influence of a substance prohibited by this policy, an alternative to long-term suspension shall be offered. Failure to meet any requirements of the alternative program reactivates the long-term suspension.

*Note: The alternative shall consist of a short-term suspension and shall also require participation in a corrective education and/or counseling program. The program shall be designed by the superintendent and agreed to in writing by the parent, guardian, student, and school principal. Parents, guardians, and students shall be provided information by school authorities concerning approved alternative programs. This alternative shall be offered only one time to students during their school career unless an exception is made by the superintendent based on mitigating factors.*

**III - 2 Gang and Gang Related Activity** - The Board of Education believes that gangs and gang-related activities pose a serious safety threat to students and staff members of the Wayne County Public School System and can significantly disrupt the educational environment.

A. No student shall participate in any gang-related activities. For purposes of this policy:

1. a "gang" is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, and having a common name or common identifying sign, colors or symbols.
2. "gang-related activities" are any activities engaged in by a student on behalf of an identified gang; to perpetuate the existence of an identified gang; to effect the common purpose and design of an identified gang; or to represent gang affiliation, loyalty, or solidarity.

B. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, with the intent to convey or promote membership or affiliation in any gang;

2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.,) with the intent to convey or promote membership or affiliation in any gang;
3. Tagging, or otherwise defacing school or personal property with symbols or Slogans intended to convey or promote membership or affiliation in any gang;
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person in connection with gang-related activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang-related activity;
6. Soliciting others for gang membership;
7. Committing or conspiring to commit illegal act in connection with gang-related activity.

C. When a first infraction involves only the wearing of gang-related attire, the student shall receive a warning and be allowed to immediately change or remove the attire as an alternative to disciplinary action.

D. The Superintendent or Superintendent's designee shall regularly consult with law enforcement officials to identify examples of gang-related items, symbols and behaviors and shall provide each principal with this information. Parents and students shall be notified that such information is maintained in the principal's office, that it is subject to change, and that the principal's office may be consulted for updates. In providing this information for parents and students, the school system acknowledges that not all potential gang indicators connote actual membership in a gang.

**III- 3 Weapons/Dangerous Instruments/Substances** - No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instruments, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument/substances. This does not apply to any student who finds a weapon or dangerous instrument /substances on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument/substances to school or law enforcement authorities.

Weapon: any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), box cutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Dangerous Instruments/Substances: Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury. Facsimile of a Weapon: any copy of a weapon that could reasonably be perceived to be a real weapon.

Facsimile of a Weapon: any copy of a weapon that could reasonably be perceived to be a real weapon.

*Note: Refer to Level IV: Rule IV-1 for violations involving Firearms/Destructive Devices.*

**III-4 Assault on a Student** - No student shall cause or attempt to cause serious physical injury to another student. For the purposes of this policy "serious physical injury" shall refer to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures.

**III -5 Assault on School Personnel or Other Adult** - No student shall cause or attempt to cause physical injury to any school employee or other adult.

*Note: If a teacher is assaulted or injured by a student and as a result the student is reassigned to alternative education services, long-term suspended, or expelled, the student shall not be returned to that teacher's classroom unless the teacher consents.*

**III -6 Assault Involving Weapon/Dangerous Instrument/Substances** - No student shall assault another using a weapon, dangerous instrument, or dangerous substances.

*Note: Refer to Level IV: IV-1 for violations involving Firearms/Destructive Devices.*

**III -7 Bomb Threat** -No student shall make a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities. No student shall with the intent to perpetrate a hoax, conceal, place or display on school property or the site of school activities any device or artifact so as to cause any person reasonably to believe the same to be a bomb or other destructive device.

**III - 8 Bomb Threat: Aiding/Abetting** - No student shall aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school property or at the site of school activities.

### **III - 9 Acts of Terror-**

a. No student shall make a report that he or she knows or should know is false, .that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.

b. No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.

c. No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

d. No student shall make a report that he or she knows is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

e. No student shall aid, abet, and/or conspire to commit any of the acts described in section 1-4 of this policy.

### **Level IV Behavior Violations**

- Mandatory 365-day suspension in accordance with the N.C. General Statutes

**IV-1 Firearm/Destructive Device K-12-** Any student in grades K-12 shall be suspended for 365 calendar days for bringing a firearm or destructive device onto school property or to a school sponsored event off school property, or for possessing a firearm or destructive device on school property or at a school-sponsored event off school property. School property includes any property owned, used or leased by the

Board of Education, including school buses, other vehicles and school bus stops. Principals are required to refer to the law enforcement system any student who brings a firearm or weapon to school.

**Firearm:** A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

**Destructive Device:** An 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 in this definition.

Violation of this section shall result in suspension from school for 365 days unless modified by the Superintendent or Board of Education on a case-by-case basis.

The 365-day suspension does not apply to any student who finds the firearm on school property or receives it from another person on school property and who delivers the weapon, immediately, to school or law enforcement authorities.

### **Level V Behavior Violations**

- Consequence for Level 5 violation is expulsion (applies only to students age 14 or older).
- A student may be expelled if it is determined that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program.
- Any student who is a registered sex offender under [N.C. Gen. Stat. § 14-208.18](#) may be expelled.

A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the Board determines the student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under [N.C. General Statutes 14-208](#) may be expelled.

Legal References: [NCGS 115C-390.1](#), [-390.2](#)

Adopted: August 1, 2011; Revised: December 16, 2019

### ***Related Policies***

Policies listed below relate to the Code of Student Conduct or to a safe and orderly environment and should be reviewed by students and/or parents. These policies are available online at [www.waynecountyschools.org](http://www.waynecountyschools.org) and can be found by clicking on the Board Policies link under the "Student Resources" and "Parent Resources" tabs. If parents and/or students do not have access to policies online, they may contact the school and request a printed copy of any Wayne County Public Schools policy.

[Policy 1710](#)

[Policy 3225](#)

[Policy 3470](#)

[Policy 4010](#)

[Policy 4115](#)

[Policy 4301](#)

[Policy 4302](#)

[Policy 4303](#)

[Policy 4304](#)

[Policy 4305](#)

Prohibition Against Discrimination, Harassment, and Bullying  
Discrimination, Harassment and Bullying Complaint Procedure  
Student Acceptable Use of Technology Policy  
Alternative Learning Programs/Schools  
Student and Parent Grievance Procedure  
Behavior Standards for Transfer Students  
Suspension and Expulsion  
Short-term Suspension  
Student Behavior Policies  
Authority of School Personnel  
Student Dress Code and Appearance

<a href="#">Policy 4307</a>		Disciplinary Action for Exceptional Children/Students with Disabilities
<a href="#">Policy 4310</a>		Integrity and Civility
<a href="#">Policy 4315</a>		Disruptive Behavior
<a href="#">Policy 4318</a>	<a href="#">AR 3320</a>	Use of Wireless Communication Devices
<a href="#">Policy 4320</a>		Tobacco Products – Students
<a href="#">Policy 4325</a>		Drugs and Alcohol
<a href="#">Policy 4328</a>		Gang-related Activity
<a href="#">Policy 4330</a>		Theft, Trespass and Damage to Property
<a href="#">Policy 4331</a>		Assaults, Threats and Harassment
<a href="#">Policy 4333</a>	<a href="#">AR 4333</a>	Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety
<a href="#">Policy 4335</a>		Criminal Behavior
<a href="#">Policy 4340</a>		School-Level Investigations
<a href="#">Policy 4341</a>		Parental Involvement in Student Behavior Issues
<a href="#">Policy 4343</a>		Search and Seizure
<a href="#">Policy 4345</a>		Student Discipline Records
<a href="#">Policy 4352</a>		Removal of Student During the Day
<a href="#">Policy 4362</a>		Requests for Readmission of Students Suspended for 365 Days or Expelled
<a href="#">Policy 4370</a>		Student Discipline Hearing Procedures
<a href="#">Policy 4400</a>	<a href="#">AR 4400</a>	Attendance
<a href="#">Policy 1725</a>		Title IX Sexual Harassment—Prohibited Conduct and Reporting
<a href="#">Policy 1726</a>		Title IX Sexual harassment Grievance Process

## Health, Wellness & School Safety

### ACADEMIC AND PERSONAL FREEDOM

#### Freedom from Discrimination

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 superintendent has appointed the following individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

**1. Title IX Coordinator**

Name: Dr. Tim E. Harrell  
Office Address: WCPS Central Office  
Phone Number: 919-705-6192

**2. Section 504 Coordinator**

Name: Gail Sasser  
Office Address: 300 Dixie Trail, Building O  
Phone Number: 919-580-3664

**3. ADA**

Name: Sonja Emerson  
Office Address: EC Department, 300 Dixie Trail, Building O  
Phone Number: 919-705-2713

**4. Age Discrimination Coordinator**

Name: Dr. Yvette Smith Mason  
Office Address: WCPS Central Office  
Phone Number: 919-705-6116

**5. Coordinator for Other Non-Discrimination Laws**

Name: Dr. Yvette Smith Mason  
Office Address: WCPS Central Office

### ***Equal Access***

Wayne County Public Schools will provide equal access to the Boy Scouts and other designated youth groups as required by law. The Board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

### ***Student and Parent Grievances***

While the district encourages informal resolutions to student and parent grievances, it recognizes that students and parents may want a more formal process for certain types of complaints or to follow if an informal process is not found to be satisfactory. Board of Education Policy 1720/1725/4010 outlines the grievance process to address situations in which a student or parent believes that a violation, misapplication, or misinterpretation of school board policy or of state or federal law or regulation has occurred. The exception is of the appeals related to disciplinary actions under the Code of Student Conduct and other situations for which a specific appeal process has been identified by policy.

As the first step in the grievance process, students or parents should discuss the grievance with the most immediate and appropriate school official within ten (10) calendar days of the occurrence giving rise to the grievance.

### ***Freedom of Speech***

Students have a right to express their thoughts and opinions at reasonable times and places. This right 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, which are clearly considered profane by contemporary community standards of behavior;  
Obscenity: words which describe sexual conduct and which, read as a whole, appeal to a 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; and  
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," "walkouts," 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 are also generally protected by the Constitution. There are certain limitations on this right, however, which students are responsible 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, or
- to be libelous
- to be materially and substantially disruptive of 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. The distribution of material without prior approval may result in an out of school suspension for person(s) distributing the material.

### **AFTER HOURS SCHOOL EMERGENCY CONTACT INFORMATION**

Each school posts their After Hours Emergency Contact Information on their school's voicemail system for parents who need to immediate assistance from a school official after hours or on the weekend.

### **ASBESTOS MANAGEMENT PLAN**

Pursuant to the Asbestos Hazard Emergency Response Act (AHERA), the Asbestos-Containing Materials in Schools rule requires local education agencies to inspect their school buildings for asbestos-containing building material, prepare asbestos management plans and perform asbestos response actions to prevent or reduce asbestos hazards. If you have any questions regarding inspections, response actions, and post-response action activities,

including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for Wayne County Public Schools, you may contact Dr. Tim Harrell at 919-731-5900.

### **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 a physician authorization in writing.

### **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 Threat***

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 ten 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 ten 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.

### **BOOK BAGS AND GYM BAGS**

Book bags and gym bags are to be placed in the student's locker upon arrival to school. They are to remain in the student's locker until the end of the school day. Each school has specific procedures on the use of book bags and gym bags and the procedures should be closely followed. **In the event that lockers are not assigned, students should follow the directions of school administration regarding storage of book bags and/or gym bags during the school day.**

### **BULLYING (SCHOOL BOARD POLICY 4332)**

Bullying may be physical, verbal, social-relational, and/or harassment of any kind. It can happen in front of the victim or away from the victim, such as gossip. Another type of bullying that occurs is cyberbullying where social networks or any form of technology, including cell phones are used to bully/taunt students. Each school needs the support of parents as well as students to stop bullying from occurring. Talk with your child at home every day and ask them about their day at school. It often takes time and patience to catch a bully because most of the bullying or taunting occurs when no adult is present. Encourage your child that if he or she is a victim or even an onlooker of bullying, it must be reported. If problems have occurred at school in regards to bullying, please let your child know that it is okay to tell someone. The teacher needs to be informed and the team of teachers will investigate first. If problems persist, the administration and school counselor will get involved. We will try our best to stop the bullying. Most bullying can be stopped by avoiding or not letting the bully know that he or she is 'winning', so to speak. We encourage students to first ignore but if the problem persists, the school must know. Once a student has been talked to by his or her teachers, warned by the administration and parents called, the next offense of bullying or harassment will result in Out of School Suspension. Bullying occurs when there is a constant pattern of behavior, not a one or two time occurrence.

#### ***Bullying Reporting App [Safe2SpeakUp app]***

Students and parents who want to report bullying can do so by downloading the Safe2SpeakUp app. Through the Safe2SpeakUp app, students can send anonymous tips about school safety concerns like bullying, fighting or even

weapons from their smartphone or tablet. These anonymous tips give school administrative teams the information they need to take action. To download the Safe2SpeakUp app, go to [www.waynecountyschools.org](http://www.waynecountyschools.org) and click on the "Student Resources" or "Parent Resources" tabs.

### **BUS TRANSPORTATION**

Bus transportation is a privilege and not a right in North Carolina. All students are expected to conduct themselves on buses so as not to jeopardize the safety of other students. Persons not adhering to proper bus conduct will be subject to disciplinary action and to possibly being barred from riding a school bus. Parents are not allowed to board buses. Students are not allowed to ride buses they are not assigned to in accordance with Wayne County Public School policy. The following are transportation guidelines:

- Be ready for the bus each morning. If the driver stops the bus and does not see any movement of students, the driver is not required to wait.
- 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 also result in being denied transportation or disciplinary action.
- Pupils are to be assigned seats shortly after school begins. You should sit only in the seat to which you are assigned.
- Students are not to go between, behind, in front, or enter parked buses anytime during the school hours.

The school administration has the ability to suspend bus transportation as a disciplinary action. Every school follows specific procedures for loading and unloading of students, delivering students to bus stops and communicating with parents about delays or bus changes. It is the responsibility of the parent and the student to familiarize themselves with those procedures.

Prior to boarding a school bus, students must self-monitor for symptoms of COVID-19. Students who have COVID-19 symptoms, diagnosis, or who have been directed to quarantine due to exposure to a person who has tested positive for COVID-19 must not come to school. On school buses, students must face forward **and are required to wear a cloth face mask per CDC order.** Hand sanitizer will be provided to all bus passengers.

### **CAFETERIA PAYMENT POLICY**

**Community Eligibility Provision (CEP) Meal Program Applies to all schools.** For the 2021-2022 school year, CEP middle schools have been recognized as a qualified recipient and awarded participation in the Community Eligibility Provision meal 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 at no cost and will not have to complete and submit a meal application. Students may not charge a la carte items, such as snacks. Adults and visitors may not charge meals or a la carte items.

**COVID-19 Pandemic Statement:** A nationwide waiver to allow the Seamless Summer Option through school year 2021-2022 has been provided by USDA. USDA waiver #85 will allow school food authorities to participate under the SSO option during COVID-19 operations throughout the traditional 2021-22 SY facilitating the safe provision of meals by eliminating the need to collect meal payments, including cash payments at all school sites for students. All meals will be provided at no cost to students countywide.

### **CHANGING CLASSES (ACCEPTABLE HALL BEHAVIOR)**

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

### **CLEARING CAMPUS AFTER EVENTS**

There is some concern about students congregating on campus following athletic contests and/or night activities. Fifteen minutes following the conclusion of an event, the security personnel will be instructed to "sweep" the areas outside of the gymnasium, football stadium, cafeteria, auditorium, etc. Everyone will be asked to leave the premises immediately. Adequate transportation arrangements should be made prior to reporting to this campus for an after school activity. If you are unsure of the length of a particular event or program, simply ask before reporting to the



school campus so that you may arrange for transportation promptly at the end of the event. Students lingering after events may be banned from attending further events.

### **COUNSELING & SUPPORTIVE SERVICES**

Guidance and counseling programs are provided by the school system with the ultimate aim of improving student performance by implementing strategies and activities that support and maximize student learning; helping students to grow in their personal and social development; and providing a foundation for acquiring the skills that enable students to make a successful transition from school to the world of work. Counseling may be provided on an individual basis or in small or large groups. School counselors may refer students who have extensive needs or needs that go beyond the purpose of the counseling program to community resources.

Students may seek counseling or be referred by staff or parents. Any staff member who is aware that a student is contemplating suicide or is otherwise suffering from an emotional or psychological crisis must immediately notify the counseling program in accordance with any rules established by the superintendent or principal. Any counselor or other staff member who knows or has cause to suspect child abuse, neglect, dependency or death as a result of maltreatment must report the information as provided in policy 4240, Child Abuse – Reports and Investigations and as required by law.

Counseling programs are most effective when voluntarily entered into by a student. School officials and teachers may recommend a counseling program to help a student meet standards of conduct and academic performance established by the board and school system. However, students will not be required to attend individual or small group counseling sessions to address identified significant personal issues unless agreement has been reached with the parent and student in a behavior contract, an intervention plan or, for special education students, an individualized education plan. (See Student Behavior Policies (4300 series), policy 3420, Student Promotion and Accountability, and policy 3520, Special Education Programs/Rights of Students with Disabilities.

Information obtained in a session with a counselor may be privileged and protected from disclosure as provided by law. A counselor cannot be required to testify concerning privileged information unless, as provided by G.S. 8-53.4, the student waives the privilege or the court compels testimony as necessary to the proper administration of justice. The school counselor privilege does not, however, exempt the counselor from reporting child abuse as required by G.S. 7B-301. Any notation made by a counselor for his or her own use is a confidential document and is neither a public record nor a part of the student's record. Such confidential documents do not have to be shared with parents or others except as required by law. Any document prepared by a counselor that is shared or intended to be shared with other staff is considered an educational record of the student and is available to the parent or eligible student in accordance with policy 4700, Student Records.

### **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](http://www.nchealthyschools.org). Forms may be requested for diabetes health plans in our school office.

### **DISCIPLINE / STUDENT BEHAVIOR**

Each student has been issued a copy of the Wayne County Public Schools Policy 4300, "Code of Student Conduct" within this handbook. 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.

### **DRESS CODE**

#### **A. Standard Dress Code**

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 be groomed and dressed 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. Before receiving

disciplinary consequences, a student who is not in compliance with this policy will be given a reasonable period of time to make adjustments so that he or she will be compliance.

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 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 must be finger-tip length (reaching the mid-thigh), including when leggings or tights are worn. Clothing must not have holes exposing skin above finger-tip length (mid-thigh).
2. Shirts, tops, and dresses must cover the top of the shoulder with at least a two-inch width strap, and fit closely under the armpits (Principal discretion may be used taking into consideration the age of the student.)
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, or the body typically covered by underwear, cannot be visible at any time, including under sheer, see-through, or mesh fabric.
6. Any form of attire which is indicative of gang affiliation is prohibited, including bandanas.
7. No hats, caps, hoods, or curlers can be worn inside school buildings.
8. Clothing will not be allowed that promotes alcoholic beverages, tobacco use, smoking, vaping, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.
9. 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.

Legal References: [G.S. 115C- 288](#); [115C-307](#); [115C-390.2](#).

Adopted: June 4, 2001 Revised: March 26, 2007; Revised: December 5, 2011; Revised: July 10, 2017; Revised: July 23, 2018; Revised: December 16, 2019

#### **DRIVER'S ELIGIBILITY**

Students must have a Driving Eligibility Certificate in order to receive a North Carolina driver's permit or license. The Division of Motor Vehicles will not issue a driver's permit or license without a Driving Eligibility Certificate. A student must pass 70% of courses the previous semester to be eligible to receive a Driving Eligibility Certificate. A student must continue to pass 70% of courses each semester in order to retain the permit or license. Academic performance

will be evaluated at the end of each semester. The revocation of a student's driving permit or license will result if a student does not maintain adequate academic progress (pass 70% courses) or drops out of school. Senate Bill 57 calls for the loss of driving privileges for students under the age of 18 who are given a 10 day or longer suspension and/or an assignment to an alternative educational setting.

### **“Lose Control, Lose Your License”**

The NC General Assembly directs public schools, community colleges, and nonpublic schools to notify the North Carolina Division of Motor Vehicles whenever a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school
3. The physical assault on a teacher or other school personnel on school property.

For more information about Driver's Eligibility, go to <http://www.ncpublicschools.org/safehealthyschools/driver-ed/faq>.

### **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.*

### **LOCKERS**

For schools that provide student lockers: Policy 4343 states that all lockers are the property of the Wayne County Board of Education. They are subject to period general inspections at any time without notice, without student consent, and without a search warrant. The student is expected to assume full responsibility for the locker that is assigned to him/her. Additionally, each school that provides student lockers has specific procedures pertaining to locker assignments, locker fees, and the locks placed on each locker. Students are strongly advised not to keep money or valuables in their assigned locker.

### **PESTICIDE USE**

Schools schedule pesticide use only when students are not on campus and on an “as needed” basis. Dates of pesticide use are kept in an IPM book, which is available to parents at their child's school upon request to review. Parents can request notification of school pesticide use. Notice of pesticide use will be made at least 72 hours in advance, to the extent possible.

### **PRESCRIPTION MEDICATION**

An *Authorization For Medication To Be Given During School Hours* form from 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 telephone number, doctor's name, date, administering instructions and other pertinent data is needed. This should be on a prescription label secured to the container, and the only medicine placed therein would be that which was brought by the parent with the administering 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 child is to report to the school office or other designated location at the proper time for administering of the medicine. Students requiring emergency medication and regularly administered medications, including asthma inhalers and emergency injections, will have access to their medicines while on field trips and while participating in other school sponsored activities. These students must also have authorization in writing.

### **SAFE AND ORDERLY SCHOOL ENVIRONMENT**

An orderly environment is essential for teachers to instruct and for students to achieve. Students are encouraged to participate in school efforts to create a safe, orderly, and inviting environment. Principals and teachers have full authority, as provided by law, to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

COVID-19 Guidelines strongly recommend that all individuals including students and staff wear cloth face masks to provide protection against COVID-19. Frequently washing hands with soap and water (or the use of hand sanitizer) when on school campuses is recommended to prevent the spread of infectious disease, including COVID-19.

### **Crisis Plan**

Each school has developed a plan of action to handle a crisis or emergency situation should one arise.

### **Drills**

Drill practice sessions are required for possible fires, tornados, and lock-down. Drill procedures and evacuation routes are posted in each room.

### **Bullying (School Board Policy 4332)**

See statement/information on page 24 of the School Handbook.

### **Search and Seizure**

School officials have the right to search students, student lockers, and/or student book bags in accordance with North Carolina General Statutes and under the conditions outlined in WCPS Board Policy No. 4343.

### **Tobacco Products**

All Wayne County Public School facilities and properties are smoke free. If a student is caught with or in possession of tobacco products, vaping products, devices, or paraphernalia, disciplinary action will occur in accordance with Board Policy 4300 Code of Student Conduct.

### **Weapons**

Students are forbidden from bearing or possessing a weapon or objects that appear to be imitations of a weapon on a school bus, on school grounds, or at any school function away from school. Parents and law enforcement officials will also be notified. Violation of this policy will result in immediate suspension with a recommendation to the superintendent for long-term suspension or disciplinary reassignment. Again, alternative school placement or expulsion could occur.

## **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](http://www.waynecountyschools.org)), WCPS Social Media channels (@WayneCountyPS on Twitter & Facebook), the WCPS Mobile APP, 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.

## **USE OF SECLUSION & RESTRAINT**

Principals, teachers, substitute teachers, voluntary teachers, teacher assistants, and student teachers may use reasonable force in the exercise of lawful authority to restrain or correct students and to maintain order; provided, however, that the use of corporal punishment is not permitted.

The Superintendent is authorized and directed to promulgate such administrative regulations and procedures as may be appropriate for the implementation of this policy and as may be appropriate for compliance with relevant federal and state laws.

Any employee, as provided herein, shall enjoy the full faith and support, including legal representation, of the Board of Education in the proper application of this policy, except for any action not in compliance with this policy and any and all administrative regulations and procedures pursuant thereto. Nothing herein contained shall be construed to repeal, abrogate, amend or otherwise change any other duly adopted policy or administrative procedure of Wayne County Public Schools.

NCGS 115C-391.1 defines the permissible use of restraint and seclusion in the public schools. Nothing in it modifies the rights of school personnel to use reasonable force as permitted under NCGS 115C-390.3 or modifies the rules and procedures governing student discipline under Article 27 of NCGS 115C.

## **Physical Restraint**

Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:

- As reasonably needed to obtain possession of a weapon or other dangerous object on a person or within the control of a person
- As reasonably needed to maintain order or prevent or break up a fight
- As reasonably needed for self-defense
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present; to teach a skill; to calm or comfort a student; or to prevent self-injurious behavior
- As reasonably needed to escort a student safely from one area to another
- If used as provided for in a student's IEP or Section 504 Plan or Behavior Intervention Plan
- As reasonably needed to prevent imminent destruction to school property or another person's property

NOTE: Except in the above circumstances, physical restraint of students is prohibited. Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

## **Mechanical Restraint**

Mechanical restraint of students by school personnel is permissible only in the following circumstances:

- When properly used as an assistive technology device included in the student's IEP or Section 504 Plan or Behavior Intervention Plan or as otherwise prescribed for the student by a medical or related service provider
- When using seat belts or other safety restraints to secure students during transportation
- As reasonably needed to obtain possession of a weapon or other dangerous object on a person or within the control of a person
- As reasonably needed for self-defense
- As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present

NOTE: Except as set forth above, mechanical restraint including the tying, taping, or strapping down of a student is prohibited and shall not be considered a reasonable use of force.

## **Seclusion**

Seclusion of students by school personnel may be used in the following circumstances:

- As reasonably needed to respond to a person in control of a weapon or other dangerous object
- As reasonably needed to maintain order or prevent or break-up a fight
- As reasonably needed for self defense
- As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school property or another person's property
- When used as specified in the student's IEP, Section 504 Plan or Behavior Intervention Plan AND
  - The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times
  - The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 Plan
  - The space to which the student is confined has been approved for such use by the local education agency
  - The space is appropriately lighted
  - The space is appropriately ventilated and heated or cooled
  - The space is free of objects that unreasonably expose the student or others to harm

NOTE: Except in the above circumstances, the use of seclusion is prohibited. Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

## **Isolation**

Isolation is permitted as a behavior management technique provided that:

- The space used for isolation is appropriately lighted, ventilated, and heated or cooled
- The duration of the isolation is reasonable in light of the purpose of the isolation
- The student is reasonably monitored while in isolation
- The isolation space is free of objects that unreasonably expose the student or others to harm

## **Time Out**

Nothing in the above guidelines is intended to prohibit or regulate the use of timeout as a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

### **Aversive Procedures**

Aversive procedures are prohibited. They are defined as a systematic physical or sensory intervention for modifying the behavior of a student with a disability which causes or may reasonably be expected to cause significant physical harm, serious, foreseeable psychological impairment, or obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable standard practice.

### **Notice and Reporting**

Notice of these requirements will be provided annually to parents in the School Handbook and to employees in the Employee Handbook.

School personnel shall promptly notify the principal or principal's designee of (1) any use of aversive procedures, (2) any prohibited use of mechanical restraint, (3) any use of physical restraint resulting in observable physical injury to a student, and (4) any prohibited use of seclusion that exceeds ten minutes or the amount of time specified on a student's Behavior Intervention Plan.

A principal or principal's designee with personal knowledge or actual notice of one of the above events shall promptly notify the student's parent or guardian and provide the name of a school employee with whom the parent or guardian can discuss the incident. The school shall provide the parent or guardian with a written report within a reasonable time, but in no event later than 30 days after the incident.

### **Non-Retaliation**

No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee made a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure or seclusion unless the employee knew or should have known that the report was false.

### **No Cause of Action**

According to NCGS 115C-391.1(k), nothing in the permissible use of seclusion and restraint law shall be construed to (1) create a private cause of action against any local board of education, its agents or employees, or against any institutions of teacher education or their agents or employees, or (2) to create a criminal offense.

## **VISITORS AND PARENTS**

WCPS has traditionally had a welcoming policy towards visitors and parents on our campuses. There are marked visitor parking spaces in front of the main building for parents and visitor parking. Please use these marked spaces. **Due to COVID-19 restrictions, for the safety and security of students and staff, all visitors are strongly encouraged to wear a face covering inside school facilities. Prior to arrival on campus, visitors must self-monitor for symptoms of COVID-19. Any individual who has COVID-19 symptoms, diagnosis, or who has been directed to quarantine due to exposure to a person who has tested positive for COVID-19 must not come onto the school campus.**

## **WIRELESS COMMUNICATION DEVICES**

WCPS recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, in accordance with Policy 4318, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Administrators may authorize individual students to use wireless communication devices if deemed necessary. Teachers and administrators may authorize individual students to use the devices for instructional purposes in association with AR 3220 (Bring Your Own Device Initiative) provided that they supervise the students during such use.

**Note:** The use of wireless communication devices is restricted at any time for bus riders traveling to and from school. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

### **Consequences for unauthorized use**

School employees may confiscate any wireless communication devices that is visibly turned on, used, displayed or visible in violation of Policy 4318. In the absence of compelling and unusual circumstances confiscated wireless communication devices may be returned to the student's parent or guardian, or to the student after a documented parent conference or contact. It is the student's responsibility to ensure that his/her cell phone or other wireless

communication device is turned off completely and kept out of sight unless use has been authorized by appropriate school staff as described in the guidelines in Section A of this policy.

Violations of this policy will result in consequences consistent with Board Policy 4300, Code of Student Conduct.

## Family Engagement

### **AUTOMATED NOTIFICATION SYSTEM**

All parents will automatically receive important announcements on their home phone from Wayne County Public Schools via the InstantConnect 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 within the PowerSchool Parent Portal [See below section for more information]. Parents are also encouraged to provide their child's school the most up-to-date contact information to receive notifications.

### **ELECTRONIC FLYER DISTRIBUTIONS**

WCPS distributes flyers and other non-school materials electronically through the PeachJar system. Flyers will be able to be accessed via email and through the district website. Parents are encouraged to provide the school the most up-to-date contact information for their child in order to receive flyers and other important information electronically.

### **POWERSCHOOL PARENT PORTAL**

Home Base is the statewide student information system, a web application that can be utilized by parents to stay informed of their child's educational progress. Through the portal, a parent can check on their child's assignments, grades, attendance reports and other pertinent information from any internet-connected computer, 24 hours a day, 7 days a week. Parents can also update their child's contact information. In order to access the PowerSchool Parent Portal, parents must first contact the data manager at their child's school to receive their username and password. Afterwards, parents can sign in to the PowerSchool Parent Portal under the "Parent Resources" tab on the district website.

### **MOBILE, APP, SOCIAL MEDIA & WEBSITE**

Wayne County Public Schools routinely communicates with parents and other stakeholders through electronic communication tools, such as those listed in the inside cover of this handbook. Individual schools and classrooms may use additional tools to communicate with parents, and will communicate that information when applicable.

### **PUBLICATION & RECOGNITION OF STUDENT WORK**

Each school highlights student work through a variety of ways for parents and/or the community, including educational displays/exhibits such as those at Berkeley Mall or Wayne Regional Agricultural Fair, displays at the WCPS administrative offices and/or in local businesses, and most notably through the online Wayne Collection (a digital book that highlights select student artwork and written work from every school). Additionally, there are times when an individual image of a student is shared online or with the news media to highlight an achievement or some other recognition of work. Parents/Guardians WHO DO NOT want to have their child's individual image, achievements, or student work exhibited/recognized online by their school or the district should complete AR 3226-R Parent Request for Non-Publication Form and turn it in to their child's school.

### **SCHOOL VOLUNTEERS**

School volunteers make valuable contributions to the learning process and the educational goals of the school district. **Due to COVID-19, specific screening policies will be required for any personnel, including volunteers, who may be needed for events on the school campus. Prior to arriving at the school campus, volunteers must self-monitor for symptoms of COVID-19. Any individual who has COVID-19 symptoms, diagnosis, or who has been directed to quarantine due to exposure to a person who has tested positive for COVID-19 must not come onto the school campus. Cloth face masks and social distancing (maintaining 6 feet of separation between adults, and between students and adults) are strongly recommended for all adults on school campuses at all times.**

#### **Becoming a school volunteer**

WCPS parents and family members interested in becoming a school volunteer must complete an online application and adhere to a background check. For more information, and to access the online application form, go to the district website, [www.waynecountyschools.org](http://www.waynecountyschools.org) and click on the “Community Resources” tab.

**Classifications of school volunteers:**

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

**Classroom Volunteer** — Assist students; assist with small projects in the classrooms; help teacher prepare materials for class; tutoring; review homework assignments; etc.

**Field Trip Volunteer** — Assist with school sponsored fieldtrips as a chaperone.

**Leave for parent & engagement in schools**

In accordance with *North Carolina General Statute 95-28.3 Leave for parent involvement in schools*, employers shall grant four hours per year leave to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school. However, any leave under this section is subject to the following conditions:

1. The leave shall be at a mutually agreed upon time between the employer and the employee.
2. The employer may require an employee to provide the employer with a written request for the leave at least 48 hours before the time desired for the leave.
3. The employer may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.

**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](http://www.waynecountyschools.org) and can be found by clicking on the Board Policies link under “Student Resources” and “Parent Resources” tabs.*



# Middle School Directory

## WCPS Administrative Offices

2001 E. Royall Ave, Goldsboro, NC 27534  
Phone: 919-731-5900

**Office Hours:**  
8:00 AM - 5:00 PM

## Brogden Middle (5-8)

3761 US 117 South Alt, Dudley, NC 28333  
Phone: 919-705-6010

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Dr. Damesha Smith

## Dillard Middle (6-8)

1101 S. Devereaux St, Goldsboro, NC 27530  
Phone: 919-580-9360

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Mario Re'

## Eastern Wayne Middle (6-8)

3518 Central Heights Rd, Goldsboro, NC 27534  
Phone: 919-751-7110

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Dr. Tammy Keel

## Edgewood Community Developmental School

1601 Peachtree St, Goldsboro, NC 27530  
Phone: 919-731-5970

**Opening / Dismissing Time:**  
8:20 AM / 2:20 PM

**Principal:**  
Kevin Smith, Sr.

## Grantham Middle (5-8)

3093 South US 13 Hwy, Goldsboro, NC 27530  
Phone: 919-689-9999

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Makita Jenkins

## Greenwood Middle (5-8)

3209 E. Ash St, Goldsboro, NC 27534  
Phone: 919-751-7100

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Connie Harrell

## CDSP @ Greenwood (6-7)

**Opening/Dismissing Time**  
8:10 AM / 2:10 PM

## Mount Olive Middle (5-8)

309 Wooten St, Mount Olive, NC 28365  
Phone: 919-658-7320

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Edward Cromartie

## Norwayne Middle (6-8)

1394 Norwayne School Rd. Fremont, NC 27830  
Phone: 919-242-3414

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Brian Weeks

## Rosewood Middle (6-8)

541 NC 581 S, Goldsboro, NC 27530  
Phone: 919-736-5050

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Catherine Lassiter

## Spring Creek Middle (5-8)

3579 S NC Hwy 111, Seven Springs, NC 28578  
Phone: 919-751-7125

**Opening / Dismissing Time:**  
8:30 AM / 3:45 PM

**Principal:**  
Cheryll Price

## Wayne Middle/High Academy (ALT-ED)

801 N. Lionel St, Goldsboro, NC 27530  
Phone: 919-580-3609

**Opening / Dismissing Time:**  
8:10 AM / 2:25 PM

**Principal/Director of Alternative Learning:**  
Dr. Theresa Cox

## Wayne School of Engineering (6-13)

700 N. Herman St, Goldsboro, NC 27530  
Phone: 919-734-0070

**Opening / Dismissing Time:**  
10:30 AM / 4:30 PM

**Principal:**  
Dr. Gary Hales

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