

2016-2017

# STUDENT/PARENT HANDBOOK

MANUAL PARA PADRES Y ESTUDIANTES

# WELCOME TO THE WAKE COUNTY PUBLIC SCHOOL SYSTEM

Welcome to the 2016-17 school year. The Wake County Public School System (WCPSS) is home to 177 schools and more than 10,000 teachers who are focused on meeting the diverse learning needs of almost 160,000 students. We are pleased to be a part of your student's educational journey.

Research shows there are multiple factors that influence student success. Parents and teachers obviously have a significant effect. Student health and school safety also are critical. The purpose of this handbook is to provide information about health and discipline policies to WCPSS families so we can work together to support school safety and success for all students.

We know that healthy students are more likely to attend school regularly and meet their academic goals. And while school safety is a shared responsibility among parents, students and school staff, we believe that students are more successful when expectations for appropriate behavior are clear. We are committed to ensuring that discipline is handled in a fair and equitable manner. We seek to provide interventions and supports to limit the amount of class time that is lost due to student discipline.

Students and families are encouraged to review and discuss the material contained in this handbook. Please note that this document is not a comprehensive list of all district policies. Additional policies and resources are available online at [www.wcpss.net/handbook](http://www.wcpss.net/handbook). Please contact your student's teacher or principal if you have questions about these policies.

We look forward to working with you to ensure that our students have a safe, productive and successful school year.

## IMPORTANT TOPICS

### **Section 504**

504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008 prohibit discrimination against students and employees on the basis of a disabling condition. All individuals determined to have a disability are protected by this law.

504/ADA cases in schools involve students who are not found to be in need of special education, however have various types of diagnosed physical or mental impairments that are shown to substantially limit one or more of the student's major life activities. Those major life activities include, but are not limited to, areas such as learning, concentration, walking, seeing, breathing, hearing, lifting, bending and performing manual tasks. Additionally, the major life activities include the operation of "major bodily functions/systems" such as the immune, neurological or respiratory system.

For the complaint procedure, review Board Policy: Nondiscrimination on the Basis of Disabilities.

### **Alcohol, Tobacco, Drugs**

A healthy learning environment is free of alcohol, tobacco and drugs. The possession, use, distribution or sale of

these substances in any form is prohibited on school property. For more information, review Board Policy: Code of Student Conduct.

### **Assault, Fighting**

Students who become angry or upset with anyone are encouraged to resolve conflicts peacefully. Teachers, counselors and other school personnel can help students find civil ways to handle disagreements. A student who threatens harm or who physically attacks another student or staff member is subject to consequences. For more information, review Board Policy: Code of Student Conduct.

### **Attendance**

Coming to school every day ready to learn is important for your child's success—and it's required by state law for children between the ages of 7 and 16. Being tardy to class, skipping class or school, leaving campus without permission, or being in an unauthorized area is prohibited. Excused absences include: illness or injury, a death in the family, health care appointments, court appearances and religious observance. Outside educational opportunities may be approved with advance notice. For more information, review Board Policy: Attendance.

### **Bullying**

Bullying is unacceptable behavior that should be immediately addressed. Bullying can include behaviors such as physical violence, repeated verbal, written or electronic taunts, name-calling, threats or stealing of money and possessions. If bullying is suspected, parents should contact their child's school for help. Any student who believes that he or she has been harassed or bullied should immediately report the behavior. Keep schools safe by sharing safety concerns using the Wake County Public School System Tip Line (919) 856-1911. For more information, review Board Policy: Harassment/Bullying.

### **Bus Conduct**

Bus transportation is an extension of the school day and the same student behavior standards that apply in the classroom also apply on the bus and at the bus stop. A driver will report to the school administrator any misconduct or violation of the driver's instructions. For more information, review Board Policy: Code of Student Conduct.

### **Cheating, Plagiarism**

Cheating and plagiarism, including giving or receiving of any unauthorized assistance on academic work or copying and representing another's work as one's own, is prohibited. For more information, review Board Policy: Code of Student Conduct.

### **Directory Information**

Directory information will be made public without permission unless a parent annually requests to the school that such information not be released. Directory information includes the student's name, grade, school most recently attended, dates of attendance, date of graduation, awards received and participation in officially recognized sports and activities. Any parent, guardian or eligible student who does not want directory information released must notify the school in writing each year within 20 days of the receipt of this notice.

### **Dress Code**

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our Code of Student Conduct prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe

clothing or bodily appearances. For more information, see Board Policy: Code of Student Conduct.

### **Electronic Devices**

Except when authorized by a teacher or principal, no student may use a wireless communication device or personal entertainment device. Any device used in violation of this policy will be confiscated and only returned to the student's parents. For more information, see Board Policy : Code of Student Conduct.

### **Lawful Abandonment of a Newborn Infant**

A parent may lawfully abandon an infant under seven days of age by voluntarily delivering the infant to one of the following: health care provider, law enforcement officer, social services worker, certified emergency medical services worker or any responsible adult.

### **Lose Control, Lose Your License**

North Carolina Senate Bill 57 requires that a student's driving permit or license be revoked for one year if a student is given a 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:

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

### **Student and Parent Grievance Procedure**

A student or parent may question a school-based decision by using the procedures outlined in Board Policy: Student and Parent Grievances.

### **Property Damage**

Students are expected to respect school property. Intentionally damaging or attempting to damage or deface school or personal property is subject to discipline. For more information, see Board Policy: Code of Student Conduct.

## **Search, Seizure**

Schools must be safe and drug-free. School officials may search a student, student lockers, student automobiles, or school computers under the circumstances outlined in Board Policy and may seize any illegal, unauthorized, or contraband materials discovered in the search.

## **Seclusion, Restraint and Reasonable Force**

The use of seclusion, restraint and isolation of students is governed by N.C. General Statute 115C-391.1, Board Policy and Regulation & Procedures. All of these materials are available online at [www.wcpss.net/handbook](http://www.wcpss.net/handbook), at the school system's central administrative offices at 5625 Dillard Drive in Cary, North Carolina and at the front office of every school. To the extent allowed by these laws, policies and procedures, N.C. General Statute 115C-390.3 authorizes school personnel to use reasonable force to

control behavior or remove a person from the scene when necessary to correct students, quell a disturbance threatening injury to others, obtain possession of weapons or other dangerous objects on the person or within the control of a student, act in self-defense or to protect other persons or property, or to maintain order on educational property, in the classroom, or at a school-related activity on or off educational property.

## **Weapons**

Students are not permitted to possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instrument/substance or other object that can reasonably be considered or used as a weapon or dangerous instrument/substance. For more information, review Board Policy: Code of Student Conduct.

# STUDENT HEALTH

## **Cervical Cancer, Cervical Dysplasia and Human Papillomavirus**

N.C. General Statute 115C-47 (51) requires school districts to provide information about cervical cancer, cervical dysplasia and human papillomavirus to parents and guardians of students in grades 5 through 12. Visit [www.wcpss.net/HPV](http://www.wcpss.net/HPV) or contact your school for more information.

## **Flu**

The flu is a highly contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness and at times can lead to death. Symptoms include: fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose and muscle aches. Avoid close contact with people who are sick, cover mouth and nose with tissue when coughing or sneezing, avoid touching eyes, nose or mouth and wash hands to protect from germs. It is important to stay at home when sick. The flu vaccine is generally effective in preventing cases of the flu, so it is recommended that the pros and cons of taking the vaccine be discussed with the student's physician. Information about the flu may be found at [www.immunizenc.com](http://www.immunizenc.com) or N.C. General Statute 115C-47 (Garrett's Law).

## **Meningococcal Meningitis**

Meningococcal meningitis is a respiratory illness with symptoms that may resemble the flu. Seek immediate medical care if your child develops fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. The Advisory Committee of Immunization Practices recommends vaccination for college-aged students. Information about meningococcal meningitis may be found at [www.immunizenc.com](http://www.immunizenc.com) or N.C. General Statute 115C-47 (Garrett's Law).

## **Medications at School**

Students may receive or self-administer medication at school when the medication is medically necessary for health or learning and must be taken during the school day. For more information, visit [www.wcpss.net/medications](http://www.wcpss.net/medications).

## **Screenings**

Screenings are provided to students at certain grade levels or schools. Students at any grade with evidence of problems related to hearing, vision, dental, communicable disease or other learning issues will be screened or re-screened upon request. For more information, visit [www.wcpss.net/screenings](http://www.wcpss.net/screenings).

# DISCIPLINARY ACTIONS

The Code of Student Conduct rules are leveled, indicating the severity of violation and type of consequence. In any given situation, based on the unique circumstances of a situation, the principal may utilize a different level of intervention than is indicated on the chart. Various interventions may be considered to address a student's behavior including restorative practices, detention, referrals to the counselor or community resources.

## Level I

Level I rule violations generally result in in-school interventions rather than out-of-school suspensions. A student may receive an out-of-school suspension for a Level I rule violation if it is the student's third violation of a Level I rule within the same semester and in-school interventions were attempted in response to both prior violations or in cases where a student refuses to participate in the in-school interventions.

- Noncompliance
- Disrespect
- Being tardy to class, skipping class or school
- Leaving Campus without Permission
- Being in an Unauthorized Area
- Inappropriate Language
- Inappropriate Dress
- Use of unapproved electronic devices
- Trespassing
- Tobacco
- Gambling

## Level II

Level II rule violations may warrant a short-term suspension, not to exceed five school days. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation or safety concerns which may warrant the recommendation of long-term suspension.

- Cheating
- Plagiarism
- Falsification
- Violation of software copyright laws
- Inappropriate Literature, Illustrations and Images
- Violation of computer access
- Class or Activity Disturbance
- School Disturbance
- School Transportation Disturbance
- Disruptive Protest
- False Fire Alarm
- Fire Setting
- Property Damage
- Theft
- Extortion
- Indecent Exposure, Sexual Behavior
- Harassment, Bullying
- Sexual Harassment
- Threat, False Threat
- Physical Aggression, Fighting
- Failure to Report
- Hazing
- Failure to Permit Search and Seizure
- Aiding and Abetting

## Level III

Level III rule violations are more severe in nature and typically result in a recommendation for long-term suspension.

- Narcotics
- Alcoholic Beverages
- Controlled Substances
- Drug Paraphernalia
- Gang and Gang-Related Activity
- Weapons
- Assault on a Student, School Personnel or Other Adult
- Assault Involving Weapon
- Bomb Threat
- Acts of Terror

## Level IV

Level IV rule violations compromise the safety and welfare of students and staff and require a 365 calendar-day suspension.

- Firearm
- Destructive Device

## 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 14 years of age or older and the student's behavior indicates that his or 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.

The Student/Parent Handbook does NOT include all WCPSS discipline policies. Additional policies and information may be found online at [www.wcpss.net/handbook](http://www.wcpss.net/handbook)

# PARENT AND/OR GUARDIAN SIGNATURE SHEET

Please sign and return this form to your child's school. By signing and returning this page, you acknowledge that you have received this booklet. This form will be kept at your child's school.

*The undersigned parent or guardian acknowledges receipt of all items listed above.*

Parent or Guardian's Signature

Date

To enable us to properly record that you have returned this sheet, please carefully print the information below:

Student's Name

Student's Grade

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

CUT ON DOTTED LINE

CUT ON DOTTED LINE