Wake Young Men's Leadership Academy

Early College (SAU Campus)

Student Handbook 2023-2024

Mission

The Wake Young Men's Leadership Academy develops young men into leaders who have a positive impact on their communities through scholarship, service, and success.

Vision

The Wake Young Men's Leadership Academy molds young men who are capable and prepared to succeed academically, civically, and professionally as proven leaders in the community through rigorous, experiential learning opportunities.

Core Beliefs

Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.

1. Every student is expected to learn, grow, and succeed, while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
2. Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
3. The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
4. The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
5. The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

Disclaimer

Wake Young Men's Leadership Academy (WYMLA) students are expected to be familiar with the WCPSS Code of Conduct and the policies, procedures, and practices outlined in the WYMLA Early College Student Handbook. Students and families are required to comply with all policies outlined here and Wake County Public Schools System Board Policy. All Code of Student Conduct policies are contained in the WCPSS Student Handbook, which is located online at https://www.wcpss.net/handbook.

Early College students are also considered both WCPSS students and Early College, St. Augustine's University (SAU) students. They must comply with the academic and student codes of conduct governing both WCPSS and the college campus. Students are accountable to all policies and practices that apply to their status as WCPSS students and early college students. The SAU Student handbook is located at SAU Student Handbook.

Campus Map and Directions

Saint Augustine's University
1315 Oakwood Avenue
Raleigh, NC 27610

Directions to Campus

Hwy 64

Take Hwy 64 W. Once entering Raleigh, US 64 W becomes New Bern Ave. Turn slight right onto E Edenton Street. Turn right onto N Tarboro Road. Turn right onto Oakwood Avenue. Make immediate left onto campus.
I-95

Off I-95 take the I-40 exit, (#81), towards Raleigh/Wilmington. Merge onto I-40 W (27.3 miles). Take the Rock Quarry Road North exit (#300B) and merge right onto Rock Quarry Road. Follow signs to stay on Rock Quarry (will have to make a left turn) and Rock Quarry Road becomes S Tarboro Road. Turn right onto Oakwood Avenue. Make immediate left onto campus.

I-40
From 40 heading West, take the Rock Quarry Road North exit (#300B), and merge right onto Rock Quarry Road. From 40 heading East, take the Rock Quarry Road exit (#300) and merge left onto Rock Quarry Road. Follow signs to stay on Rock Quarry (will have to make a left turn) and Rock Quarry Road becomes S Tarboro Road. Turn right onto Oakwood Avenue. Make immediate left onto campus. Campus Police is available at 919.516.4325 to help further with directions.

SAINT AUGUSTINE'S UNIVERSITY
Transform. Excel. Lead.

CAMPUS MAP

key

★ Main Entrance
■ Administrative and Support Facilities
■ Academic Facilities
■ Residential Halls
■ Faculty/Staff Housing
Emergency Call Box Locations
Ⓟ Parking Lot

N

1. Tuttle Building
2. The Prezell R. Robinson Library
3. Goold Hall
4. St. Agnes Hospital
5. Heating Plant
6. Cheshire Building
7. Weston Hall
8. Latham Hall
9. Baker Hall
10. Delany Hall
11. Julia Chester Emery Gymnasium
12. Falkcrest
13. Falkcrest Clubhouse
14. Boyer Hall
15. Atkinson Hall
16. Lynch Hall
17. Martin Luther King, Jr. Student Center
18. Joseph G. Gordon Health Center
19. Penick Hall
20. Charles Mosee Building
21. Hunter Building

22. Boyer Building
23. Information/Security Booth
24. Benson Building
25. Taylor Wellness Center
26. Saint Augustine's Chapel
27. Hermitage Hall
28. Seby B. Jones Fine Arts Center
29. Shipping & Receiving Office
30. Physical Plant Office
31. C.A.P.S. Office
32. Faculty Apartments 1513 - 1519 Oakwood Avenue
33. Faculty Apartments 405 - 411 Hill Street
34. Faculty Apartments 417 - 423 Hill Street
35. Lulu H. Robinson Manor House
36. The YMCA Learning Center
37. Vacant
38. Alumni House
39. Community Development Corp. (CDC)

A. Outdoor Basketball Courts
B. Tennis Courts
C. George Williams Athletic Complex
P2. President's Lot (Reserved)
P3. Mosee Lot (Reserved)
P4. Penick Lot (Reserved)
P5. MLK Student Center (Reserved)
P6. Visitor/Commuter Lot
P7. J.J. Sansom Jr. Drive Lot
P8. James Boyer Drive
P9. George Pup Williams Drive
P10. Falkcrest Lot
P11. Williams Athletic Stadium Lot
P12. Emery Gym Lot
P13. Delany Lot
P14. Weston/Latham Lot
P15. Cheshine Lot (Reserved)
P16. Robinson Library Lot (Reserved)
P17. St. Agnes
P18. Tuttle/ROTC (Reserved)

Staff and Contact Information

Staff Member	Position	Email
Xavier King	Principal	xking@wcpss.net
Andrea Greene Flowers	Assistant Principal	agreeneflowers@wcpss.net
Ashley Hicks	Dean of Students, Counselor	ahicks@wcpss.net
Sharmaine Barnes	Early College Receptionist	sbarnes4@wcpss.net
Shanetta Waller	Special Education, Teacher	swaller@wcpss.net
Cortina Dixon	CTE, Career Development Coordinator	cdixon@wcpss.net
Karolina Raby-Cone	Social Studies Teacher	krabycone@wcpss.net
Bradley Mallon	English Teacher	bmallong@wcpss.net
Simone Ivory	Data Manager	sivory@wcpss.net

WCPSS Calendar

2023-2024 Wake Leadership Academies
Calendario Wake Leadership Academies

WAKE COUNTY PUBLIC SCHOOL SYSTEM

July / julio 2023

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August / agosto 2023

M/L	T/M	W/M	T/J	F/V
	1 W	2 W	3 W	4 W
7 W	8 ★	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September / septiembre 2023

M/L	T/M	W/M	T/J	F/V
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 W	26	27	28	29

October / octubre 2023

M/L	T/M	W/M	T/J	F/V
2	3	4	5	6 W
9 W	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November / noviembre 2023

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7 W	8	9	10 H
13	14	15	16	17
20	21	22 V	23 H	24 H
27	28	29	30	

December / diciembre 2023

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8
11	12	13	14	15
18	19	20 W	21 V	22 V
25 H	26 H	27 H	28 V	29 V

January / enero 2024

M/L	T/M	W/M	T/J	F/V
1 H	2 W	3	4	5
8	9	10	11	12
15 H	16	17	18	19
22	23	24	25	26
29	30	31		

February / febrero 2024

M/L	T/M	W/M	T/J	F/V
			1	2
5	6	7	8	9
12	13	14	15	16
19 W	20 W	21	22	23
26	27	28	29	

March / marzo 2024

M/L	T/M	W/M	T/J	F/V
				1
4	5	6	7	8 W
11 V	12 V	13 V	14 V	15 V
18	19	20	21	22
25	26	27	28	29 H

April / abril 2024

M/L	T/M	W/M	T/J	F/V
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25 W	26
29	30			

May / mayo 2024

M/L	T/M	W/M	T/J	F/V
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21 ★	22	23 W	24 W
27 H	28	29	30	31

June / junio 2024

M/L	T/M	W/M	T/J	F/V
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

SAU Calendar
SAU Academic Calendar: https://www.st-aug.edu/academic-calendar/

2023 Fall Semester

August 1 – 3 | Faculty and Staff Professional Development Week
August 2 | New Student Check-In and Move-In Day
August 3 – 4 | New Student Welcome Week/ Orientation
August 4 | Last Day to Register for Fall 2023 classes
August 5 – 7 | Returning Students Check-In and Move-In Day
August 8 | 16-week and 8-week 1 Session Classes Begin, Add/Drop period starts
August 14 | Add/Drop period ends
August 18 | Masters Summer Term 2 Ends
August 21 | Masters Fall Term 1 Begins
August 24 | Withdrawal with Refund Deadline
August 24 | Deadline to Pay Bill for Fall 2022 and get Cleared
August 25 | Last Day for Removal/Conversion of Incompletes from Spring and Summer 23
August 25 | Attendance Verification Report due by Registrar
August 28 | Business and Finance Verification
September 4 | Labor Day (NO CLASSES)
September 14 | Fall Convocation 11 a.m.
September 25 – 28 | Midterm Examinations
September 29 | Midterm Grades Due in Colleague by 12:00 pm
September 29 | 8-week Session 1 ends
October 1 – 8 | Homecoming
October 2 | 8-week Session 2 begins
October 2 | Spring 2024 Enrollment Begins
October 9 | Wellness Day

October 10 | Final grades due in Colleague (8-week Session 1)
October 10 | Classes Resume at 8:00 a.m.
October 13 | Last Day to Withdraw from Course without Academic Penalty/Admin. Withdraw
October 13 | Masters term 1 ends
October 16 | Masters Fall Term 2 begins, Masters Fall Term 1 Final Grades Due in Colleague
October 30 – November 14 | Student Course Evaluations Administered
November 3 | Last Day to Withdraw from the University
November 10 | Veterans Day Holiday
November 14 | 16 Week, 8-week Session 2 Classes End
November 15 | READING DAY – No Classes
November 16 – 21 | Final Semester Examinations
November 22 | Residence Halls close at 12 noon
November 23-26 Thanksgiving Recess
December 1 | Final grades due in Colleague (16-week classes, 8-week Session 2)
December 5 – 6 | Faculty Teaching and Learning Bootcamp
December 8 | Masters term 2 ends
December 11 | Masters Fall Term 2 Final Grades Due in Colleague
December 12 | SAP Letters Mailed
December 8 | Christmas Recess – Last day for Faculty
December 22 | Christmas Recess – Last day for Staff
December 31 | SAP Appeal Letters Due

2024 Spring Semester

January 2 | All Faculty/Staff Return
January 3 – 5 | Faculty/Staff Professional Development Institute
January 6 | New Student Check-In and Move-In Day, Orientation
January 7 – 8 | Returning Students Check-In and Move-In Day
January 10 | 16-week and 8-week 1 Session Classes Begin, Add/Drop period starts
January 10 | Masters Spring term 1 begins
January 15 | Observance of Martin Luther King, Jr. Birthday (NO CLASSES)
January 18 | Add/Drop period ends
January 18 | Founders' Day Convocation
January 25 | Last Day for Removal/Conversion of Incompletes from Fall 2023
January 25 | Withdrawal with Refund Deadline
January 26 | Deadline to Pay Bill for Spring 2023 and get Cleared
January 26 | Attendance Verification Report due by Registrar
January 29 | Business and Finance Verification
February 20 | Wellness Day
February 26 | Summer 2024/ Fall 2024 Enrollment Begins
March 4 – 7 | Midterm Examinations
March 8 | 8-Week 1, Online Bachelors and Masters Spring term 1 ends
March 8 | Midterm Grades Due in Colleague by 12:00 p.m.

March 9 – 17 | Spring Break
March 11 | 8-Week Spring Session 1, Online Bachelors and Masters Spring term 2 begins
March 11 | Masters Spring Term 1 Final Grades Due in Colleague
March 18 | 8-Week Spring Session 1, Online Bachelors Final grades due in Colleague
March 22 | Candidacy Forms for Juniors due in Registrar's Office by 4 p.m.
March 29 | Good Friday (NO CLASSES)
April 1 | Last Day to Withdraw from course without Academic Penalty/Admin. Withdraw
April 4 | Honors Convocation
April 8 – 24 | Student Course Evaluations Administered
April 16 – 18 | Final Examinations for SENIORS
April 22 | Senior grades due in Colleague by 4 p.m.
April 24 | 16 Week, 8-week Session 2 Classes End
April 25 | Reading Day (NO CLASSES)
April 26 | 8-week Session 2, Online Bachelor and Masters Spring term 2 ends
April 26 – May 1 | Final Semester Examinations
May 2 | Baccalaureate and Honors Cord Ceremony 6 p.m.
May 3 | ROTC Commissioning 10 a.m.
May 4 | Commence due in Colleague (16-week classes, 8-week Session 2, Masters)
May 10 | Last Day for Faculty
May 13 | SAP Letters Mailed

Early College Schedule

| Early College Schedule |||
| *This schedule is a draft as we cannot capture the full scope of every student's schedule within the Early College Program.* |||
Time	**Description**	**Other**
7:35 -9:05 AM	1st Period	**Students are required to attend all WCPSS classes and college classes daily. Early Release is only by signed approval and grade contingencies.**
9:10-10:30 AM	2nd Period Advisory College Classes	
10:35-11:55 AM	3rd Period Advisory College Classes	
12:00-1:35	4th Period Advisory College Classes	
1:40-2:15	Dismissal Advisory College Classes	

EXAM EXEMPTION (Teacher-Made Exams ONLY)

Purpose– Encourage excellent
attendance/academic performance Qualifications:
> "A" Average end of the semester & 4 or fewer absences
> > (Excused or Unexcused) OR
> "B" Average & 3 or fewer absences (Excused or Unexcused)

Note: Assigned days in OSS (out-of-school suspension) are considered absences under board policy. If a student misses more than 15 minutes of a class period, they are coded as absent for that period. School-related activities are not considered absences If the student meets the above qualifications and desires to take the teacher-made exam, the exam may improve but not diminish the student's final grade. Tests required by the state, including End of Course (EOC) tests may not be exempted. Students that meet the above criteria to be exempt from a teacher-made exam, will be expected to "check in" through Canvas on the day of the exam in order to be counted as present for that day. WCPSS Exam Exemption Policy

This Policy is only for WYMLA Early College not SAU classes

This policy is subject to changes and adjustments by WCPSS and Early College Staff.

Exam Exemption is not guaranteed.

ARRIVING AT SCHOOL

Student supervision begins at 7:35 AM. Upon arrival, students are to report to their designated areas: Breakfast is available in the cafeteria; however, when needed, breakfast should not inhibit arrival to HS or College classes. Students should NOT be wandering around campus. After arriving students are expected to report to their designated areas!

SCHOOL CLOSINGS / INCLEMENT WEATHER

When school must be canceled due to severe weather or emergency situations, announcements will be made on the local radio and TV stations (including SAU website). Please do not call the school. When school is canceled, delayed, or dismissed by Wake County Schools due to inclement weather, WYMLA Early College will follow the decision made by Wake County Schools. In the event that SAU is open and Wake County Schools is closed, WYMLA students enrolled in college classes are expected to complete assignments as assigned by the College faculty safely from home; transportation to SAU during inclement weather closing is not required. When classes are officially canceled by SAU due to inclement weather or any other reason, WYMLA will follow the decision made by the University.

STUDENT PARKING

Student parking is a privilege, and all students' motor vehicles on campus may be subject to search by school officials as outlined in the Wake County Board of Education Policy Manual, as well as by SAU. Early College students with a valid NC driver's license must register with SAU to receive a parking permit. The following are the Early College student parking regulations:

1. Students are not permitted to go to their cars during the school day unless prior approval has been received from Mrs. Greene Flowers.
2. Parking decals should be displayed on the front interior driver's side windshield at all times.
3. Students may not sit in cars or "hang around" in the parking lot at any time. Students must come directly into the building in the morning and leave immediately at dismissal.
4. Leaving campus once you arrive, via bus or car, is prohibited, unless you have an approved Off Campus Lunch Pass.
5. Students are to refrain from reckless driving and/or speeding while on school grounds.
6. Students must follow the directions of any school personnel directing traffic.
7. Always lock your vehicle and place valuables out of sight.
8. Students who do not adhere to these guidelines are subject to losing their driving/parking privileges.

Parking on the campus is a privilege and not a right. Therefore, it is mandatory that ALL students adhere to the following in order to remain in good standing with the school: Students must complete all forms outlined by

WCPSS and SAU. Park in the designated parking area(s). Follow the protocol as determined by SAU Police. Additional guidelines for parking privileges include:
- Maintain an cumulative GPA of 2.5 weighted or 2.0 unweighted.
- Maintain a strong attendance record.
- Follow all parking regulations outlined by SAU.
- Refrain from any illegal activity inside vehicles.
- Refrain from using vehicles in an unsafe manner.

Please note schools (WYMLA and SAU), will not be held liable for any articles taken from the car.

WCPSS BUSES
It is a privilege to ride a bus**.** Misbehavior on WCPSS buses will result in school discipline that can include loss of bus-riding privileges. Students must ride their assigned bus. WCPSS does not honor guest riders to accommodate temporary bus riders. If a student is removed from the bus due to disciplinary concerns from the bus driver, the family assumes responsibility for transportation.

DRIVER'S LICENSE LEGISLATION
Before enrolling in driver's education, students must have a good attendance rate in their prior semester. A student must also pass 70% of courses each semester in order to receive and maintain a Driving Eligibility Certificate. Students who do not meet the criteria will be reported to the DMV and will have their permit or license revoked. If pursuing driver's education, students will need to obtain a copy of their transcript from our data manager. Transcripts must then be taken to our local North Carolina Driving School. Student transcripts are available from our data manager on school days from 8:00 am – 3:00 pm.

MEDICATIONS
The Wake County Board of Education has an established policy regarding the administration of medication to students while at school. WYMLA will follow the procedures outlined in school board policy. An *Authorization of Medication for Students in School* form must be filled out by the parent/doctor. All forms and medication should be delivered to the secretary at the front desk upon the immediate arrival to school. Administration of medication will be the responsibility of the school nurse and/or front office staff. This includes self-carry medication as well.

POSTERS/BANNERS
No posters or decorations will be displayed on the walls or in the windows of the hallways without prior permission from an administrator.

TOBACCO PRODUCTS / POSSESSION
WCPSS Policy states that students shall not possess or use tobacco/tobacco products while on school property or during school-sponsored events. SAU is also a tobacco-free campus. This includes all electronic cigarettes and e-cigarette materials.

COUNSELING DEPARTMENT
WYMLA has one school counselor, our Dean of Students, Mrs. Hicks. She is available to all students, teachers, and parents. She helps with career and academic planning, student mentoring, student internships, and other school-related activities. Mrs. Hicks also provides resources related to individual student needs, materials on career pathways, specific occupations, college, and university selection, scholarship and financial aid. Please visit the counseling webpage located on the school's website.

EXPECTATIONS FOR CONTINUED ENROLLMENT
The approved criteria for continued enrollment at WYMLA are:
- Maintain a 2.0 GPA unweighted/ 2.5 weighted

- Maintain 94% attendance
- Maintain satisfactory progress in academic areas
- Maintain good standing with behavior
- Receive annual review from staff to determine eligibility for the following semester.

COLLEGE COURSE GRADES
College courses do not issue report cards nor progress reports. Therefore, it is the responsibility of the student to monitor his/her performance and progress in each class. The assigned faculty advisor will meet regularly with students to discuss their grades in college courses. The College Liaison will receive and review grade reports containing college grades for all students. The results of this report are shared with school administration and teachers as needed to best support our students of WYMLA. At the end of each semester, students may obtain their final college course grade online by accessing Falcon Landing.

COLLEGE TEXTBOOKS
Students are responsible for returning college textbooks, calculators, or lab coats to the high school immediately following exams. Students are responsible for replacing or reimbursing any lost or damaged books.

COLLEGE ACADEMIC SUPPORT
The Early College experience is significantly different from the traditional school program. Parents are encouraged to reach out to Mrs. Greene Flowers for any concerns.

TRANSCRIPTS
Students can follow the WCPSS Transcript Request guidance on the WYMLA webpage for high school transcripts. For college transcripts, students will need to follow the SAU Transcript Request. Photo ID may be required.

LIBRARY/MEDIA CENTER SERVICES
A collection of books, magazines, newspapers, DVDs and other media are available for students in the SAU Library. In addition, supplies, equipment, and space are provided for students to prepare projects and presentations. There is a minimal charge for photocopies, computer printouts, index cards, term paper covers, poster paper, construction paper and transparency film. Students are welcome to use the Library. Students should be aware of scheduled events or activities that may be in session in the SAU Library. In addition, WYMLA students have continued access and support from our WYMLA Media Center Specialist, Mrs. Donna Laiosa.

HIGH SCHOOL TESTING REQUIREMENTS 2023-2024
As required by federal, state and local policy and practices, students are required to participate in all assessment/testing systems. This includes at least the PSAT (Optional), PreACT, ACT, End-of-Course tests, teacher-made final exams and district assessments.

STUDENT ENRICHMENT OPPORTUNITIES
Students are encouraged to apply for and participate in summer programs and other enrichment activities during the school year such as leadership conferences, camp programs, essay contests, NC Summer Ventures in Science and Math, etc. When possible, application information will be available on our website, Twitter, Facebook, and School Canvas Course. For more information see Mrs. Hicks, Mrs. Dixon, or Mrs. Greene Flowers.

TRANSFERRING OR WITHDRAWING
A student who needs to transfer to another school at the end of a semester should obtain and complete a withdrawal form from the data manager's office. The student must submit a request through WCPSS Student Assignment. Once a student is approved to transfer through Student Assignment, they cannot obtain re-admittance to the school.

ATTENDANCE

Class attendance is an essential part of academic achievement and the learning process. Students are expected to be in attendance each school day. In the event an absence occurs, students are required to present written documentation from a parent or guardian stating the reason for the absence. Absence notes must be presented within three (3) school days after you return to school and be turned into the front office. Frequent and excessive absences will result in a mandatory family meeting to determine if the Early College program remains the best fit for the student.

LEAVING SCHOOL EARLY

If a student must leave school early, a parent must communicate in email to Mrs. Greene Flowers. The note should state why he needs to leave early, give the approx. time he will be leaving, and have a telephone number to call for verification. Upon parent/guardian arrival, he must sign the student out in the front office. If a student drives to school, he signs out in the front office after the office has validated the notice with a family member. *Once a student leaves campus for a non-school activity, they may only return with a doctor's note or court note.

Students are responsible for notifying their college instructor in advance of the need to leave class early, or miss class.

CLASS ATTENDANCE AND TARDIES

In order to maximize learning, you need to attend all your classes. Get in the habit of arriving to each class on time and remaining in class for the entire class period. In the event a student is late to class without prior approval, the student will be subject to consequences ranging from verbal warnings to out of school suspension. The more tardies you accumulate, the more severe the consequence. If you miss more than 15 minutes of instruction per class, the result is an absence for that class. Students with excessive tardies are subject to loss of off campus lunch and early dismissal privileges.

TARDY POLICY
- 3rd tardy, notification will be sent home with documentation in the schools Educational Handbook.
- 4th and 5th tardy, notification will be sent home; documentation in the schools Educational Handbook; the student will receive lunch detention and a face to face parent conference will be scheduled.
- 6th - 9th tardy, notification will be sent home; documentation in the schools Educational Handbook; the student will receive at least one (1) hour of after school detention and a face to face parent conference will be scheduled
- After the 9th tardy (in a semester), the student will be considered as "not in good standing"; notification will be sent home; the student will also receive at least one (1) day of out of school suspension (OSS); and a face to face parent conference will be scheduled to discuss the students placement for the following semester.

COLLEGE COURSE ATTENDANCE

College instructors will issue attendance policies at the beginning of each course. College classes have a limited number of allowed absences. Once absences exceed the allowed number, students may be dropped from college courses or receive no credit for the course. Each instructor develops and maintains their own attendance and tardy policy. This policy is written in their syllabus. If WCPSS is not in session, but SAU is in session, students are expected to report to their college class unless the university or the instructor communicates otherwise.

ARRIVING TO SCHOOL LATE

When students arrive at school late, they should go directly to check in with Mrs. Barnes with their excuse for being late. Students are required to bring a written note from a parent or guardian. Students should get an admittance slip from the front office staff and report to the class they are scheduled for at that time. Give the admittance slip to the teacher.

ABSENCES AND MAKE-UP WORK

Maximizing student academic performance is our priority. As such it is essential that you make up missing assignments following an absence from class. You are required to make up missed work from excused and unexcused absences. Make-up work is YOUR responsibility! Upon your return from an absence, you should communicate with your teacher regarding missing assignments. You have three (3) school days to arrange for make-up work with each of your teachers. Work missed must be completed as directed by each teacher within the agreed-upon time frame. Teachers may grade late work through the last week of the quarter.

LATE WORK

Late work will be penalized in high school classes as defined by the teacher syllabus. University professors are not required to take late work and will define their late policies in their syllabus.

SKIPPING CLASS

If a student chooses to miss a college or high school class and goes to another area on or off campus during this class, he is skipping. Students who skip a class for any reason will receive disciplinary consequences. Students CANNOT skip a class to work on assignments for another class.

Student Safety

Safety for all is the top priority. School personnel follow a variety of procedures to enhance the safety of our school. These procedures include regular fire, tornado, and lock-down drills, metal detecting, and being actively aware of the environment. Additionally, weapons and illegal or dangerous substances or objects are NOT allowed on school grounds at any time. If you have to question whether something is appropriate to have on campus or not, it's probably best to exercise caution and good judgment… don't bring it to school. All persons and property are subject to search and seizure allowable by law and Board of Education policy.

DELIVERIES
**SAU may continue to allow Door Dash, Uber Eats, and GrubHub on campus. Students are responsible for meeting their delivery driver at the front of campus. Delivery drivers may not come to classrooms. Parent deliveries should be a minimal distraction and should be coordinated with the student to occur during lunch or with the permission of campus administration.

GENERAL STUDENT EXPECTATIONS
The Leadership Academy is a great school with high expectations for all aspects of our school. Students are expected to align their behavior to these expectations. While the Wake County Code of Student Conduct outlines many behavioral expectations and consequences, the following are specific to expectations at SAU Early College. In addition to the expectations and consequences outlined in those documents, students in violation of school rules may forfeit their opportunity to attend The Leadership Academies at SAU.

- Demonstrating egregious behavior toward fellow classmates
- Visiting collegiate dormitories (WYMLA students are strictly prohibited from entering female and male dorms on SAU's campus for ANY REASON)
- Arriving under the influence of any illegal substance (Marijuana, THC, Gummies, Alcohol, Edibles, etc)
- Engaging in unsafe behavior that puts self or others in danger

SAU ALERT (Emergency Notification System)
SAU uses an alert service that notifies the campus community if an emergency situation occurs or is imminent, including campus closings. The service provides important information to your sau.edu email account and, if you entered your mobile phone information, as a text message to your mobile phone. Because text to a mobile phone is limited in size, the email will often contain additional information.

[SAU Safety Page](#)

FIRE AND TORNADO DRILL REGULATIONS
State law requires regular drills regarding fire and tornado safety. WYMLA expects full student cooperation in all related drills.

LUNCH EXPECTATIONS
Appropriate behavior in the cafeteria is expected at all times. **All food and drink must be consumed in the cafeteria.** Please push your chairs under the table, dispose of all trash in the proper containers and clean around your area. **Students are not to leave campus during the lunch period.**
*SAU Lunch Menus are not regulated by WCPSS and operate as a separate entity.

SCHOOL BOOK BAG PROCEDURES
Students are allowed to carry bookbags at school.

CELL PHONES AND OTHER ELECTRONICS
Consistent with Wake County School's policy, students may possess cell phones and other electronics (including MP3 players, headphones, earbuds, radios, tape and CD players, beepers, electronic games, etc.) on campus. However, these items are to remain out of sight during instructional time. If a cell phone or other electronic device disrupts the learning process or you are using the phone anytime during the regular school day, the student will be asked to speak to administration. WCPSS does provide Chromebooks to all students. Though the Chromebooks are checked out to students, remember these remain property of Wake County Schools.

SAU and WYMLA are not liable for loss or damage to student cell phones, airpods, or other personal devices.

EARBUDS / HEADPHONES
Earbuds are not to be worn in the classroom without permission.

DRESS CODE
Students must wear appropriate clothing for school. Dress code is in accordance with WCPSS Student Dress Code and SAU Dress Guidelines.. *SAU prohibits the wear of pajamas to class. WYMLA Juniors and Seniors are not required to wear uniforms.

*Since field trips are different in nature and purpose, each individual trip will have a specific dress code that will be announced in advance. Students must comply with the dress code in order to participate.

[WCPSS Dress Code Page](#)

BRINGING VALUABLES TO SCHOOL
Students are asked to bring only necessary money and valuables to school. The school is not responsible for students' personal items.

PUBLIC DISPLAY OF AFFECTION
Public displays of affection are not appropriate in a school setting.

SCHOOL SUPPLIES
Students are encouraged to follow supply guidelines from their teachers and instructors. Any student in need of assistance with school supplies can reach out to Mrs. Hicks or Mrs. Greene Flowers for support.

CHROMEBOOKS
Students have been issued a chromebook. All chromebooks need to be fully charged each day and kept in the case. Please be advised that students are NOT permitted to put any stickers or foreign objects onto the device without permission from the administration. If it is found that a student does not comply with the above statement, they will be fined accordingly.
Responsible Use Policy for Technology (RUP): Please refer to the links provided below to understand the requirements for all technology devices.

[WCPSS Technology Responsible Use Policy](#) [WCPSS Safe Technology Page](#)

Academic Integrity Policy
It is the responsibility of every student, staff member, and teacher to maintain the highest standards of academic integrity. Violations of the Academic Integrity Policy include, but are not limited to:
- Cheating includes taking, possessing, or using any academic material (test information, research papers, notes, etc.) without permission; receiving or giving help during tests; copying or attempting to copy another person's paper, exam, assignments, or similar materials, or other graded work; or allowing another to copy such paper, exam or graded work. In addition, use of any unauthorized electronic devices during a testing situation may be in violation of the policy as well.
- Plagiarism is defined as representing one's own another's work or ideas, or any part thereof, published or unpublished. It includes copying a phrase, sentence, or passage from another's work and not identifying or citing that source; failing to cite a source fully, inadequate paraphrasing or summarizing; or attempting to pass off as one's own a paper written by another.
- Collusion is unauthorized or otherwise dishonest cooperation on an assignment. While collaboration is a

positive skill to be encouraged and cultivated for designated assignments, it is not appropriate for every activity. Collusion is intentionally helping or attempting to help another to commit an act of academic dishonesty. Collusion includes intentionally allowing another to copy from one's paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported and/or taking an examination or test for another student. Instructors should make expectations about appropriate ways and times for collaborations clear to students. Students should seek clarification when in doubt.

- Use of ChatGPT in entirety to create essays, responses, and written assignments.

Violation of this policy in any class will result in parent contact by the classroom teacher and an academic consequence. Repeated violations of this policy will also result in an administrative conference with student, teacher, and parent.

The SAU Academic Dishonesty policy is defined in detail in the SAU Student Handbook. The consequences for committing Academic Dishonesty in a College Class are defined in the

WCPSS Student Handbook
WCPSS Student Code of Conduct
SAU Student Handbook
SAU Student Code of Conduct & Integrity Page.

Report Cards:

Issued–Every 9 Weeks; Interims–Every 4.5 Weeks High School Grading Scale:

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