



# Wake Young Women's Leadership Academy

*It's a Great Day to be an OWL - an Outstanding Woman Leader!*

Governor Morehead School Campus  
303 Ashe Avenue  
Raleigh, NC 27606  
919-508-9088

Dear Students:

Welcome to Wake Young Women's Leadership Academy! The 2020-2021 school year brings new staff, new friends, and new experiences for all students. Whether you are new to WYWLA or a continuing student, we welcome you to what will be another exciting and successful year.

We prepared this to assist you with organizing and prioritizing your daily and weekly assignments. It also serves as a helpful reference for parents who want to provide academic support at home. We strongly encourage you and your parents to review the information together. We also encourage you to review the WCPSS Parent/Student Handbook and the Saint Augustine's University Student Handbook which can be found online. By becoming familiar with school, district, and university policies, you will better understand the high academic and personal expectations we hold for all students.

Although we have included a great deal of information in a concise and convenient format, it is not possible to address every possible situation that may occur. Just remember, our overall focus at WYWLA is leadership. According to John Maxwell, a leader is one who knows the way, goes the way, and shows the way. We expect you and every student to model the way and represent our school with pride and dignity.

In addition to the information in this handbook, we offer the following tips to help you have a successful school year.

Students:

- Get organized! Prioritize responsibilities to effectively manage your time.
- Stay informed. Visit our website and follow us @WakeGirlsLead on Twitter for the latest announcements and reminders.
- Get involved in school. Students who feel connected to school are more likely to do well in school.
- Keep your eye on the prize—College and Career Readiness!

Parents:

- Stay involved by attending school programs, open houses, and school events or by joining the PTSA.
- Monitor your child's progress regularly by reviewing progress reports and report cards. We also suggest checking PowerSchool on a weekly basis.
- Maintain updated contact information and add your child's counselor and teachers to your email contacts to allow for two-way communication.
- Put important dates in your personal calendar as reminders and add the WYWLA, WCPSS, and SAU websites to your Internet favorites or bookmarks.

We look forward to a year of success and fun for everyone! By working together, we will inspire OWLs who are ready to learn, lead, and serve.

Sincerely,

*Carla Jernigan-Baker, Principal*

## THE WYWLA CREEDS

The WYWLA Creeds instill a sense of pride and honor in students, teachers, and parents. They provide common language that serves as a source of inspiration and motivation to challenge our entire school community to excel in every way. Our creeds are powerful affirmations and commitments that hold us all accountable for our daily actions and decisions. Students recite the creed during GLC.

### STUDENT CREED

I am a Wake Young Women's Leadership Academy Outstanding Woman Leader.  
I challenge myself and others to excel each day.  
I am empowered to achieve.  
I accept responsibility for my decisions and my actions.  
I am a leader of a future generation who demonstrates integrity in all I say and do.  
I respect sincerity, diversity, and creativity.  
I collaborate with my sisters and teachers to create a successful school.  
I am dedicated to serving my community.  
With pride and dignity, I am Wake Young Women's Leadership Academy.

### PARENT CREED

I am a Wake Young Women's Leadership Academy parent.  
I embrace the challenges of raising a leader.  
I commit to creating a healthy, supportive and empowering environment for our young women.  
I partner with faculty, staff, students, other parents and community members with respect and integrity to lead our young women to success.  
I model the way in my actions and fulfill my commitments.  
I involve myself in the school and contribute my time and talents where I am able.  
I provide resources our students need to be successful in achieving their goals.  
I listen mindfully and give consideration to the ideas of others.  
I share my ideas and thoughts in service to the open, diverse and caring environment that makes us strong.  
I am Wake Young Women's Leadership Academy.

# WAKE YOUNG WOMEN'S LEADERSHIP ACADEMY

## IMPORTANT PHONE NUMBERS

MAIN OFFICE	(919) 508 – 9088
MAIN FAX	(919) 704 – 2309
ATTENDANCE	(919) 508 – 9088
DATA MANAGER/REGISTRAR	(919) 508 – 9088, EXT 27119
REGISTRAR'S FAX	(919) 704 – 2307
MIDDLE SCHOOL COUNSELOR	(919) 508 – 9088, EXT 27130
HIGH SCHOOL COUNSELOR	(919) 508 – 9088, EXT 27129
GMS DINING HALL	(984) 292 – 3140
MEDIA CENTER	(919) 508 – 9088, EXT 27125
MAGNET COORDINATOR	(919) 508 – 9088, EXT 27124
CAREER DEVELOPMENT COORDINATOR	(919) 508 – 9088, EXT 27131
INTERVENTION COORDINATOR	(919) 508 – 9088, EXT 27124
TRANSPORTATION	(919) 805 – 3030
SAU EARLY COLLEGE OFFICE	(919) 516 – 4339
SAU EARLY COLLEGE LIASION	(919) 516 – 4542

Visit us on the web at [www.wcpss.net/wywla](http://www.wcpss.net/wywla)

Email us at [wywla@wcpss.net](mailto:wywla@wcpss.net)

**LOCATION**  
303 Ashe Avenue  
Raleigh, NC 27606

**MAILING ADDRESS**  
2303 Mail Service Center  
Raleigh, NC 27699-2303

Main Office is located In Lineberry (303)  
Registrar's Office is located in Currin (331)  
Dining Hall is located in Weathers (329)  
Gymnasium (317)



**2019 – 2020 WYWLA BELL SCHEDULES COVID ALERT**

MIDDLE SCHOOL REGULAR BELL SCHEDULE		HIGH SCHOOL REGULAR BELL SCHEDULE	
1 <sup>ST</sup> PERIOD	7:35 – 8:58 (83)	1 <sup>ST</sup> PERIOD	7:35 – 8:58 (83)
2 <sup>ND</sup> PERIOD	9:00 – 10:23 (83)	2 <sup>ND</sup> PERIOD	9:00 – 10:23 (83)
LUNCH	10:25 – 10:50 (25)	GLC	10:25 – 10:50 (25)
GLC	10:54 – 11:19 (25)	LUNCH	10:54 – 11:19 (25)
3 <sup>RD</sup> PERIOD	11:23 – 12:45 (83)	3 <sup>RD</sup> PERIOD	11:23 – 12:45 (83)
4 <sup>TH</sup> PERIOD	12:47 – 2:10 (83)	4 <sup>TH</sup> PERIOD	12:47 – 2:10 (83)
MIDDLE SCHOOL WISE WEDNESDAY		HIGH SCHOOL WISE WEDNESDAY	
1 <sup>ST</sup> PERIOD	7:35 – 8:52 (77)	1 <sup>ST</sup> PERIOD	7:35 – 8:52 (77)
2 <sup>ND</sup> PERIOD	8:55 – 10:12 (77)	2 <sup>ND</sup> PERIOD	8:55 – 10:12 (77)
LUNCH	10:15 – 10:40 (25)	WISE	10:15 – 11:02 (47)
WISE	10:43 – 11:30 (47)	LUNCH	11:05 – 11:30 (25)
3 <sup>RD</sup> PERIOD	11:33 – 12:50 (77)	3 <sup>RD</sup> PERIOD	11:33 – 12:50 (77)
4 <sup>TH</sup> PERIOD	12:53 – 2:10 (77)	4 <sup>TH</sup> PERIOD	12:53 – 2:10 (77)
MIDDLE SCHOOL EARLY RELEASE		HIGH SCHOOL EARLY RELEASE	
1 <sup>ST</sup> PERIOD	7:35 – 8:20 (45)	1 <sup>ST</sup> PERIOD	7:35 – 8:20 (45)
2 <sup>ND</sup> PERIOD	8:23 – 9:08 (45)	2 <sup>ND</sup> PERIOD	8:23 – 9:08 (45)
3 <sup>RD</sup> PERIOD	9:11 – 9:56 (45)	3 <sup>RD</sup> PERIOD	9:11 – 9:56 (45)
LUNCH	10:00 – 10:25 (25)	GLC	10:00 – 10:25 (25)
GLC	10:27 – 10:52 (25)	LUNCH	10:27 – 10:52 (25)
4 <sup>TH</sup> PERIOD	10:55 – 11:35 (45)	4 <sup>TH</sup> PERIOD	10:55 – 11:35 (45)
MIDDLE SCHOOL 1-HOUR DELAY		HIGH SCHOOL 1-HOUR DELAY	
1 <sup>ST</sup> PERIOD	8:35 – 9:42 (67)	1 <sup>ST</sup> PERIOD	8:35 – 9:42 (67)
2 <sup>ND</sup> PERIOD	9:45 – 10:52 (67)	2 <sup>ND</sup> PERIOD	9:45 – 10:52 (67)
LUNCH	10:55 – 11:20 (25)	GLC	10:55 – 11:20 (25)
GLC	11:25 – 11:50 (25)	LUNCH	11:25 – 11:50 (25)
3 <sup>RD</sup> PERIOD	11:53 – 1:00 (67)	3 <sup>RD</sup> PERIOD	11:53 – 1:00 (67)
4 <sup>TH</sup> PERIOD	1:03 – 2:10 (67)	4 <sup>TH</sup> PERIOD	1:03 – 2:10 (67)
MIDDLE SCHOOL 2-HOUR DELAY		HIGH SCHOOL 2-HOUR DELAY	
1 <sup>ST</sup> PERIOD	9:35 – 10:28 (53)	1 <sup>ST</sup> PERIOD	9:35 – 10:28 (53)
2 <sup>ND</sup> PERIOD	10:31 – 11:24 (53)	2 <sup>ND</sup> PERIOD	10:31 – 11:24 (53)
GLC*	11:27 – 11:50 (23)	LUNCH*	11:27 – 11:50 (23)
LUNCH	11:53 – 12:16 (23)	GLC	11:53 – 12:16 (23)
3 <sup>RD</sup> PERIOD	12:19 – 1:14 (53)	3 <sup>RD</sup> PERIOD	12:19 – 1:14 (53)
4 <sup>TH</sup> PERIOD	1:17 – 2:10 (53)	4 <sup>TH</sup> PERIOD	1:17 – 2:10 (53)

## ACADEMIC POLICIES AND PROCEDURES

WCPSS provides a planning guide for middle and high school students. These guides are designed to assist students and their parents/guardians in the planning and registration process. Students and parents should review these guides together to make sure students are registered for the courses they need in order to meet promotion, graduation and college/university admission requirements. A copy of the WCPSS Middle & High School Planning Guides can be found on under Academics at [www.wcpss.net](http://www.wcpss.net). Please refer to these guides for the following information:

- Course Descriptions
- Promotion/Graduation Requirements
- College Admission Requirements
- Academic Honors and Class Rank
- Pathways to Graduation

SAU academic policies can be found on their website (<http://www.st-aug.edu/>). Students and parents should review these guides together to make sure students understand academic expectations. Special attention should be given to the following policies:

- Academic Appeals
- Standards of Minimum Progress
- Attendance
- Grade Change
- Grading System
- Family Educational Rights & Privacy Act
- Release of Records
- Honor Code
- Tests, Exams, and Other Exercises

### **ACADEMIC INTEGRITY**

WYWLA students are expected to demonstrate the highest standard of academic integrity. By accepting a seat at WYWLA, you are making a commitment to behave as scholars who are motivated to achieve academic and personal excellence. WYWLA students and parents should become familiar with these policies in their entirety as stated in the WCPSS Student/Parent Handbook—Policy 4309 Academic Integrity/Dishonesty.

### **ACADEMIC MONITORING**

WYWLA parents are strongly encouraged to activate a PowerSchool Parent Portal account to monitor their child's academic progress regularly. PowerSchools gives parents and students access to real-time information including attendance, grades, and assignments. WYWLA teachers are expected to update their online gradebooks on a weekly basis to provide timely information. Our teachers are also required to send progress reports home every other week. Parents are encouraged to contact teachers and/or counselors when they have concerns about their student's academic performance.

Our students are engaged in a rigorous and challenging course of study that is designed to meet 95% of high school graduation requirements before 11<sup>th</sup> grade. Most of our courses are offered as advanced level courses and require students to spend extended time outside of school to study and complete assignments. Frequent monitoring will allow parents and teachers to provide timely support to students who are experiencing difficulty. Teachers, counselors, and administrators are available for parent-teacher conferences. We encourage parents to attend open houses, meet-the-teacher nights, and parent information sessions to learn more about each teacher's support system.

Parents and students are encouraged to visit [www.wcpss.net](http://www.wcpss.net) and review other support services that are available to students. You will find information for the following areas:

- Academically or Intellectually Gifted (AIG)
- Special Education
- Intervention
- English as a Second Language
- Section 504 Support
- Counseling and Student Services

Early college students and parents are encouraged to visit the SAU website (<http://www.st-aug.edu/>) to learn about the university support services that are available to our students. The information on their site includes:

- Advisement Center
- ADA Compliance
- Career Services

### **COMMUNITY SERVICE COVID ALERT**

Community service is an important aspect of the WYLWA experience. It's great way to give back and make a difference. All students are encouraged to grow as leaders by serving their communities. At the end of each semester, we will recognize students who are ready to serve as demonstrated through their community service activities. The following community service expectations have been established for each semester as guidelines for each grade level.

- 6th Grade            10 hours
- 7th Grade            15 hours
- 8th Grade            20 hours
- 9th Grade            25 hours
- 10th Grade           30 hours
- 11th Grade           35 hours
- 12th Grade           40 hours

### **COURSE WITHDRAWAL PENALTY**

Except when approved by the principal, students are not allowed to drop a course after the first ten (10) days of the semester. If a student withdraws after the ten-day period, and an emergency situation does not exist, a failure (WF) is noted as the grade on the student's transcript, and the course is counted as a course attempted with no quality points earned.

### **DRIVERS EDUCATION**

WCPSS provides Drivers Education services through our private contractor, Jordan Driving School. Drivers Education is provided at most WCPSS high schools for students that are at least fourteen years, six months of age. To register for a class, contact the driver's education lead teacher at your child's base high school. For more information, go to Services on [www.wcpss.net](http://www.wcpss.net), or contact Jordan Driving School, (919) 772-4877.

### **DROPOUT PREVENTION & DRIVER'S LICENSE LEGISLATION**

North Carolina has established legislation that reflects a coordinated statewide effort to motivate and encourage students to successfully complete high school. This legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses, determined by first semester grades and second semester grades for schools on block scheduling. A student is exempt from this law when reaching the age of 18 or obtaining a high school diploma, a GED, or an adult high school diploma. For more information, please review the WCPSS Student/Parent Handbook or go to Students on [www.wcpss.net](http://www.wcpss.net).

## **EOG/EOC TEST**

End-of-Grade (EOG) tests are administered to middle school students in Reading, Math, and 8<sup>th</sup> Grade Science. End-of-Course (EOC) tests are administered to high school students in NC Math I, Biology, and English II. State post assessments are also administered in Career and Technical Education (CTE) courses. In all courses with an EOC test, the EOC test shall count as 25% of the student's final grade. In courses without an EOC test, the final exam shall count as 20% of the student's final grade.

## **GIRLS' LEADERSHIP CLASS COVID ALERT**

WYWLA's academic program is predicated on leadership development for each child. Students learn and practice leadership behaviors through daily classroom instruction and activities. Students will also participate in our **Girls' Leadership Class (GLC)** where they will get a deep understanding of The Five Practices of Exemplary Leadership. These Practices are based on the research of Kouzes and Posner (The Leadership Challenge). The Five Practices of Exemplary Leadership are:

1. Model the Way
2. Inspire a Shared Vision
3. Challenge the Process
4. Enable Others to Act
5. Encourage the Heart

During GLC, students will explore each of these practices and learn behaviors that will serve as the basis for learning to lead. These behaviors are called the Ten Commitments of Exemplary Leadership and will serve as the guide for explaining, appreciating, and learning how leaders have a positive influence on others. GLCs meet four times each week and also focus on the following leadership qualities:

- Character
- Communication
- Community Service
- Teamwork
- Self-discipline

Students will have multiple opportunities to demonstrate their leadership development throughout the year. Each GLC will participate in school-wide projects that promote leadership development. Examples of projects include Day of the Girl, Community Day of Service, and Women's History Month.

## **GRADE POINT AVERAGE (GPA)**

A student's grade point average will be determined by dividing the total number of quality points earned by the total number of units of credit attempted. The results are rounded to the fourth decimal place. Students will earn quality points based on the following:

For students who entered 9 <sup>th</sup> grade in 2015 – 2016 and beyond.			
Letter Grades	Standard Courses	Honors Courses	AP Courses
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

***Our early college students will earn one extra quality point for university courses. 10<sup>th</sup> grade students must maintain a 2.0 GPA to transition to our early college program at SAU.***

### **GRADING PERIODS/INTERIMS/REPORT CARDS**

Report cards are issued to students every nine weeks. WCPSS requires teachers to issue interim reports to all students at the midpoint of the first and third nine weeks. Students who are failing or whose grades have dropped a letter grade receive an interim at the midpoint of the second and fourth grading periods as well. WYWLA teachers are expected to issue interim reports every other week. Distribution dates will be posted on our website calendar. Parents are encouraged to contact teachers directly if they are not receiving interim reports.

**Report Cards:** Report cards will be sent home on the following dates:

- October 16, 2020
- January 8, 2021
- March 26, 2021
- June 8, 2021

### **GRADING SCALE (10 POINT SCALE)**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Less than 60

I = Incomplete

WP = Withdrawal, no penalty

WF = Withdrawal with an F

### **TRANSCRIPTS**

WCPSS high schools use the College Foundation of North Carolina (CFNC) Electronic Transcript as the primary method of sending senior transcripts to institutions of higher education in North Carolina. All North Carolina colleges, universities and community colleges accept the CFNC Electronic Transcript. These transcripts are free to current seniors and are sent within one day of the request through the student CFNC account online. More information can be found at [www.cfnc.org](http://www.cfnc.org).

WCPSS high schools provide each currently enrolled high school student with three official transcripts per year at no charge. After receiving written permission from the parent, these transcripts will be sent to any college, university, or organization requested. There will be a \$5.00 charge for each additional paper transcript, after the first three. In order for a paper transcript to be “official,” it must be sent from the high school office to the college, university, or organization without the student or parent handling it.

Transcripts may be requested online under Parents/Student Records on [www.wcpss.net](http://www.wcpss.net) or <https://wcpss.scriborder.com>. In addition to the three free transcripts, there is no charge for the following:

- Mid-year senior year transcript
- Final transcript after graduation
- Transcript for any scholarship or award requested by the high school scholarship committee

High school courses will be posted on the high school transcript and university courses will be posted on the university transcript. Early college students will need to send their university and high school transcripts when applying for colleges and scholarships. Students will need to follow the university transcript request procedures. Consult your high school counselor for more information on sending transcripts.

## **WYWLA GRADING PLAN**

Wake Young Women’s Academy is committed to maintaining rigorous performance and achievement standards for all students. We provide a fair and consistent process for evaluating and reporting student progress that is relevant



and understandable. Grades are an essential way to communicate student achievement. Grades will reflect a student's achievement in regards to the learning objectives defined for the class.

### **GENERAL GRADING POLICIES**

Grades are summary symbols that should communicate only about student achievement at a point in time. To be effective, grades must be consistent, accurate, and meaningful, and should support learning.

Each teacher will

- Report grades that only include achievement and will exclude student behavior.
- Set reasonable and clear targets.
- Ensure clear communication of tasks.
- Support struggling students.
- Find out why work is late and assist.
- Establish reasonable consequences for cheating.
- Communicate with parents when students develop a pattern of low performance or a pattern of not completing assignments.
- Communicate with parents at the midpoint of each quarter if a student's numerical average is below a C (70) average.
- Provide an opportunity for extended timelines on major assignments, not to exceed two (2) days after the original due date and will not issue grade penalties or academic consequences such as deductions that exceed 5% points of the original grade.
- Allow students to demonstrate mastery on course objectives by allowing students to retest to improve their performance.
- Provide parents and students with a copy of grade policies, expectations, and course requirements during the first week of each semester.
- Collaborate with other teachers in the department/PLT to ensure that policies are consistent within content areas.
- Post grades in PowerSchool every week.
- Send interims/progress reports home with students every other week.
- Create and maintain an up-to-date teacher website that includes a calendar with assignment dates, test and project dates, policies, expectations, course requirements, and links to resources needed for class.

### **HOMEWORK**

Each teacher shall follow the WYWLA Homework Policy regarding the amount of homework assigned and the length of time required for completion. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in a student's grade calculation. Please refer to the WYWLA Homework Plan for additional information.

### **ASSESSMENTS**

Assessments provide evidence of student achievement and should help students determine what they know and understand at different stages of the learning process. Teachers are expected to use a balance of formative and summative assessments to identify students' strengths and weaknesses. Teachers will:

- Major assessments cannot exceed more than 40% of the term grade.
- Provide a sufficient number of major assessments to allow for improvement during a grading period.
- Develop assessments that measure taught objectives and standards.

### **LATE-WORK (not due to absences)**

Students are expected to complete all assignments and submit them on or prior to the established due date. Late work will not be accepted more than two days following the original due date. Each teacher will:

- Provide a printed progress report every other week that clearly displays missing assignments.

- Communicate with parents when a student develops a pattern of low performance or a pattern of not completing assignments.
- Communicate with parents when a student fails to submit a major assignment or project that will greatly impact the term grade.
- Not deduct more than 5% for any late assignment that is completed and submitted after the original deadline. Teachers may require an additional component to be completed and submitted with late assignments.
- Not be required to accept late homework after answers have been provided and reviewed with the entire class.
- Enter a zero in the gradebook as the placeholder while waiting for the student to complete the late assignment. The zero will be calculated to show the student's true average at the time progress reports are printed.
- Not be required to accept more than two (2) late assignments per quarter.

#### **MAKE UP WORK** (due to absences) – Board Policy 4400

School work will be made up for excused absences under the following conditions:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.
- Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
- Teachers will not enter zeros as placeholders prior to the established deadline for submitting missing assignments due to excused absences.

#### **GRADE-RECOVERY**

WYWLA supports the premise that all students can experience success. Students who perform poorly on major assessments will have an opportunity to improve their progress with the goal of demonstrating mastery. Teachers will allow all students two (2) retest opportunities per quarter to improve their performance on major assessments. Before a student is given the opportunity to retest, she must:

- Complete all assigned homework or classwork that was assigned to prepare for the assessment.
- Complete any assigned reteaching/relearning activities, including tutorials, test corrections, or study guides.

The teacher will

- Communicate the timeline for remediation and reassessment.
- Assign the higher score of the two assessments.
- Consider test corrections as a review activity, not reassessment.

#### **EXTRA CREDIT**

Extra Credit/Bonus Points must be connected to learning outcomes and may be offered for students who go above and beyond the standards. Teachers will not offer extra credit for non-academic tasks (i.e. bringing tissue or supplies). Extra credit and bonus points are at the teacher's discretion and are not required.

## WYWLA HOMEWORK POLICY

### PURPOSE

Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful and continuations or extensions of the instructional program and an integral part of the total evaluation. The term "homework" refers to school-related instruction that is to be completed outside the classroom, it should be appropriate to the student's development level and should fulfill the following purposes:

- Enrich and extend school experiences through related home activities.
- Reinforce learning by providing practice and application.

### EVALUATION

Teachers shall provide specific and timely feedback on homework assignments. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade. Homework that is assigned to evaluate previous learning (summative) may be included in grade calculations and should not exceed ten percent (10%) of a student's academic grade for a marking period. To evaluate the effectiveness of a homework assignment, the following questions might be applied:

- Does the student possess the skills needed to complete the assignment?
- Does the assignment extend and enrich class work?
- Does the assignment meet a real need in the student's learning experience?
- Does the student clearly understand the purpose of the assignment?
- Can the assignment be completed within the suggested time limits?
- Do some assignments provide opportunities for the development of initiative, creativity, and responsibility?

### TIME

Although the time required for the completion of an assignment will vary from student to student, teachers should be cognizant of the demands of other disciplines when planning homework assignments. Research guidelines suggest middle school homework should not exceed 90 minutes per day, and high school homework should not exceed 120 minutes per day. For both levels, estimated time on homework should be approximately 30 – 45 minutes per class each day. Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load.

### ASSIGNMENTS

Teachers will follow the WYWLA Homework Policy regarding the amount of homework assigned and the length of time required for completion. The following procedures should be implemented to ensure homework is appropriately assigned:

- Teachers will introduce a concept or skill, thoroughly explain the concept or skill, and provide guided practice before making a related homework assignment.
- Homework assignments shall be specific, within the student's ability, and have clearly defined expectations. Questions pertaining to the completion of a homework assignment should be answered and clarified.
- Homework assignments are not to be given as punishment or busy work.
- Homework assignments will not require the use of books or materials which are not readily available in the home or accessible to the student.
- Teachers will inform students and parents of the specific homework requirements and evaluation procedures for a given course in the policies and procedures guidelines issued at the beginning of the school year.
- Teachers will involve parents and contact them if a pattern of late or incomplete homework develops.

## GENERAL POLICIES AND PROCEDURES

### **ARRIVAL COVID ALERT**

School hours are 7:35am – 2:10pm. We receive students no earlier than 7:05am. Students in grade 6 - 10 should arrive and report directly to their designated areas until dismissal to first period. Students who eat breakfast should report directly to the dining hall and sit in their designated areas. High school students who do not eat breakfast should report to the designated study areas in Currin upon arrival. Middle school students who do not eat breakfast should report to the auditorium in Lineberry upon arrival. Students should remain in designated areas until dismissal to first period. Students who arrive after 7:25am should report directly to their classroom areas. Students who arrive after 7:35am should report to the main office to obtain an excused or unexcused tardy note.

Early college students should report directly to class upon arrival and sign in with first period teacher. Students who do not sign in will be marked absent for the day. All students must sign in daily by 7:35am. **All early college students are required to report at 7:35am regardless of the start time for the first class of the day. There are no late arrival privileges for early college students who have classes that start later than 7:35am.** Early college students who arrive after 7:35am should report to the main office in Boyer to obtain an excused or unexcused tardy note.

### **BRING YOUR OWN DEVICE (BYOD)**

WYWLA participates in the Bring Your Own Device (BYOD) initiative. We define “devices” as privately owned and school distributed wireless and portable electronic devices that can be used for Internet access during instruction to facilitate word processing, image/video capturing, sound recording, and information transmitting. Participation in the BYOD program requires parents and students to review, sign, and return a BYOD contract. This contract will be valid during the entire time students are at WYWLA. Students who are not able to bring their own devices to school will have access to school issue devices. ***WYWLA staff will not be liable for any privately owned devices that are lost, stolen, or damaged.***

### **CAFETERIA/DINING HALL GUIDELINES**

The school cafeteria is maintained as a vital part of the school program. WYWLA students' meals are prepared and provided by the GMS dining hall staff. Student accounts for payment are maintained through WCPSS Child Nutrition Services (<http://www.wcpss.net/Domain/1047>). To encourage good nutrition, the dining hall serves breakfast and lunch daily at reasonable prices. Free and reduced programs are available. Students may buy lunch or bring it from home. Additional milk and assorted concessions may also be purchased. Students are required to use their lunch numbers (student ID #) for all purchases in the dining hall. The following procedures will help promote a more helpful and pleasing dining experience:

- Students must remain seated until dismissal.
- Students are responsible for leaving their eating areas clean and free of trash. Food or trash dropped on the floor or left on tables must be cleaned before exiting the dining hall.
- Food and beverages must be consumed in the dining hall. Food items will be confiscated if they are brought out of the dining hall.
- Students should refrain from throwing food or other items while in the dining hall.
- Students should refrain from entering a serving line ahead of students already in line.
- Students who receive lunch detention as a disciplinary consequence must eat lunch in the designated detention areas.
- Using another student's lunch number is prohibited and will be treated as theft.
- Students must follow all GMS policies for food disposal.
- Students must make the best use of their meal times and avoid lingering. CNS staff members are not allowed to serve meals after cashiers log off and shut down registers. Students who arrive late to school or lunch, without notice, will not be served if they arrive after the cash register closes.

- WCPSS CNS will deliver lunch to the SAU campus each day for our early college students. Early college students are required to place their lunch orders each morning during check-in.

***WYWLA students share the dining hall with GMS students and other individuals receiving services on the GMS campus. As our school continues to grow, space in the dining hall is limited. Although we welcome parental involvement, we do not have the space to accommodate visitors during lunch. Any parent who arrives and requests to eat lunch in the dining hall will be denied.***

### **CARPOOL**

WYWLA families must follow the designated carpool route from Western Boulevard onto the campus. Carpool riders will be released in front of Lineberry during morning arrival and afternoon dismissal. Staff members will be present to assist. Please follow their directions to insure the safety of all community members. Drivers who do not comply will be addressed through WCPSS and GMS security officials. Carpool drivers assist with the safety and security of all students (WYWLA and GMS students) during morning/afternoon carpool by adhering to the following guidelines:

- Drive slowly on campus, observing directional, parking and safety signs, and noting directions from WYWLA and GMS faculty and staff assisting with carpool.
- Yield right-of-way to school buses and pedestrians moving about the campus.
- Follow the designated carpool routes; do not create different transportation routes to expedite your drop-off/pick-up. This request is extremely important for the visually impaired GMS students who will need to adjust to our traffic routes as they are moving about campus.

Carpool drivers should enter from the back of the GMS campus through the Western Boulevard entrance and exit through the same entrance. **Drivers should not park near the dining hall, gym, Currin or the parking lots next to Lineberry to pick up students.** It is important to follow these procedures in the morning during drop-off and in the afternoon for pick-up. These procedures should be followed even if staff members are not present to direct traffic.

Early college carpool students may arrive no earlier than 7:05am. Parents should enter through the main entrance and drop off in front of Robinson Library. SAU security officers will be on site to provide directions.

### **CHECK-IN AND CHECK-OUT PROCEDURES COVID ALERT**

Students and families should strive to complete each full school day. In the event a student checks in after the start of the school day or checks out prior to the end of the school day, the student and parent should report to the WYWLA main office located in Lineberry and check in or request that the student be dismissed from class. Early college students must check out in the early college office. Parents will be asked to provide our office with the name(s) of individuals who are permitted to check out their child. Individuals will be asked to present some form of identification to confirm their identity and to ensure they have family permission to remove the student from campus.

Students who report to school after 7:35am are considered tardy. Students who miss more than half of the instructional day or period will be counted absent. Students who arrive to school after **7:35am** should report to the front office to receive an admit slip. The receptionist will determine if the tardy is excused or unexcused. Teachers will enter **unexcused** tardies in Powerschool. All tardies are considered unexcused unless a note is presented per Policy 4400. Students who arrive on late buses will not be counted tardy and will be allowed to enter classes. Students will be issued a late bus pass to present to their teachers and hall monitors.

Students who must leave before 2:10pm should present a note from parent/guardian to the front office before 7:35am. The note must include:

- Student's first and last name
- Date(s) absent
- Reason for leaving
- Parent/Guardian signature
- Home, work, and/or cell phone numbers of parent/guardian

The receptionist will process the note and issue a pass to leave class at the appropriate time. Students should return to front office for sign-out. Students will not be allowed to leave with anyone other than a parent or guardian unless the school has prior parental approval. Students will not be allowed to check out after 2:00pm each day. Students who return after checking out should follow the check-in procedures noted above. Students who leave campus without properly checking out will be considered skipping.

### **CLUBS AND ORGANIZATIONS**

WYWLA students can sign up to participate in clubs and after school activities. Club offerings are based on staff and student interests. Students are invited to submit proposals for new clubs to WYWLA administration. Students must have a faculty sponsor and a minimum of 10 members committed to participation and involvement before the club is eligible for consideration. All club meetings will be held after school. Students and their families will be responsible for providing or arranging transportation home immediately following the club meeting. WCPSS Activity Buses will be available on designated days.

### **CO-CURRICULAR ACTIVITIES AND ATHLETICS**

WCPSS sponsors a variety of activities for all students enrolled in the secondary schools. Because certain activities, including athletics for students in grades 7-12, meet outside of the school day and require a significant amount of time on the part of students, there are eligibility requirements that are mandated by the district. Please refer to the WCPSS Student/Parent Handbook to review policies regarding participation.

WYWLA partners with Daniels Middle School and Broughton High School for our interscholastic athletic program. WYWLA middle school students in 7th and 8th grades are eligible to participate in sports offered at Daniels Middle School. WYWLA high school students are eligible to participate in sports offered at Broughton High School.

WYWLA will provide transportation to Daniels and Broughton at the end of the school day. This will allow students to participate in athletic tryouts, practices, and competition. Families are responsible for picking up students at the conclusion of all athletic events.

Families are responsible for compliance with all participation requirements associated with athletics. This includes, but is not limited to securing a physical, maintaining accident and injury insurance, transportation to athletic events when WYWLA is not in session, and costs associated with athletics, such as uniforms, spirit-wear, and footwear.

### **COMMUNICATION SYSTEMS**

WYWLA is committed to providing information that will help every student soar to success. We will use a variety of systems to distribute information to our WYWLA students and families. These systems include the phone messenger system, school website, newsletters, and group electronic messages. Please review your address, email address, and phone numbers to make sure we can keep you informed. Families should notify the WYWLA office if they are not receiving these messages, and we will verify that we have a current phone number or email address on file. WYWLA also maintains an active Facebook and Twitter account. Be sure to like us on Facebook and follow us on Twitter (@WakeGirlsLead).

### **COMPUTER/ELECTRONIC DEVICE USE**

Students have access to WYWLA laptops and iPads for classroom use. Technology and Internet access is a critical component of the instructional program at WYWLA. Students must complete the WYWLA Acceptable Use Policy prior to accessing any technology. This document must be on file in the WYWLA office. Any violation of this policy, including use of technology for purposes other than academic and/or accessing inappropriate websites, will result in disciplinary consequences in accordance with the district's Responsible Use Policies Policy 3225/4312/7320..

Early college students are allowed to check out laptops at the beginning of the school year. Laptops will be checked out through the library and will require each student to complete an agreement form. Students are expected to properly secure laptops and protect them from theft or damage. Each student accepts responsibility for replacement or repair costs if the laptop is lost, stolen, or damaged. Students must return the same laptop that was assigned at

the beginning of the school year. Early college students must have a valid user ID and password to access the SAU network. Food and drinks are prohibited in the computer labs (SAU) and should not be consumed near any computers (both campuses).

WYWLA is a Bring Your Own Device (BYOD) school, which allows students to use their personal devices for instructional purposes. WYWLA students should be familiar with the BYOD policies that allow students to use their personal devices. All teachers will follow the Electronic Device policy and maintain a device parking lot to prevent distractions during instructional times.

### **DELIVERIES/GIFTS**

Items such as flowers, balloons, and gifts create a disruption to the education process when delivered to school. Delivery of such gifts to the school is discouraged and the office staff will neither sign for nor accept responsibility for these materials.

### **DISMISSAL**

The WYWLA school day ends at 2:10pm. Students will be dismissed to the buses and carpool. All students should leave campus promptly at 2:10pm unless they are under the direct supervision of authorized personnel. Students re-enter the building at 2:30pm for after school activities. Students must have permission from WYWLA faculty/staff to remain on campus beyond the dismissal time. Students who are participating in after-school activities should report to their assigned areas at 2:30pm. Students and parents should coordinate pick-up times prior to reporting to school. Parents are asked to call the school if they are going to be late picking up their child. Activities for which a student may remain after 2:10pm include, but are not limited to:

- Afterschool tutorial and study halls
- Clubs and organization meetings
- Rehearsals
- Service projects

**Students MUST be supervised at all times while on campus after dismissal.**

### **ELECTRONIC DEVICES**

MP3 players, iPods, cellular telephones, pagers, laser pointers, two-way radios, and other sound equipment are considered nuisance items and are prohibited. All cellular telephones must be in the "off" position during the instructional day and should be stored securely. Each classroom on the main campus will be equipped with a cellphone/device parking lot. Students will be required to park their devices upon entering the classroom. Students will earn the privilege of using cell phones during their non-instructional time. These times include breakfast and lunch. Students are not allowed to use or display cell phones/electronic devices during transitions between classes or to and from lunch. WYWLA is a BYOD school. Students will only use personal devices in classrooms when teachers have indicated that devices are allowed.

### **ELEVATOR USE**

Students are not allowed to use the elevator unless a documented medical condition warrants use. All classes on main campus are located on the bottom levels and have direct access. Unauthorized use may result in a disciplinary consequence.

### **EMERGENCY DRILLS & PROCEDURES**

School officials are required to conduct fire, tornado, and lockdown drills throughout the school year. The purpose of these drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedules. Students should exit the building in an orderly manner and remain with their classroom teacher. Students should refrain from talking during emergency drills.

In the case of emergencies on the university campus, SAU will utilize the Rave Alert System. This system provides an immediate and effective way to send emergency notifications and announcements via text messages, emails, and/or voice messages. Each early college student must provide SAU with her cell phone number and email address to receive emergency notifications.

### **EXCUSED ABSENCES (Board Policy 4400)**

An absence is excused if one or more of the following conditions exist:

- Illness or injury, which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in family
- Medical, dental, or other appointment with a health care provider approved in advance
- Court when a student is under subpoena
- Religious observances, as suggested by the religion of the student or the student's parents
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons" form

Following an absence from school, students must present a note from a parent/guardian to the main office before 7:35am. The note must include:

- Student's first and last name
- Date(s) absent
- Reason for absences
- Parent/Guardian signature
- Home, work, and/or cell phone numbers of parent/guardian

<b>Sample Note</b>	8/21/19
Please excuse Jane E. Doe from school on Monday, August 19 and Tuesday, August 20. She was out with the flu.	
Thank you, John Doe	555-1234 (H) 555-1234 (W)

Notes must be submitted within two (2) days of the students return to school. Failure to comply will result in the absences being permanently classified as **UNEXCUSED**!

All absences not classified as "excused" per Policy 4400 are **UNEXCUSED**. This includes suspensions.

### **FINES AND FEES**

Students will be charged appropriate fees and fines for damage, destruction, and/or loss of use for any school property. Any fee or charge due that is not paid at the end of the school year shall be carried forward until the next succeeding school year, as such debts are considered to be debts of the student to the school system and not to a particular school. Fees are to be paid within 30 days after enrollment. Fees may be charged for lost or damaged books, materials, supplies, technology, or equipment. **Any unpaid fees will exclude students from participation in WYWLA activities.**

### **GOVERNOR MOREHEAD SCHOOL & SAINT AUGUSTINE'S UNIVERSITY**

GMS and SAU facilities should be respected in every way and kept in top condition. Students have access to many areas on the GMS/SAU campuses. The campuses should be treated with all due respect and care. Defacing or damaging walls, desks, doors, walkways, books, and other school property is a sign of disrespect and poor citizenship. Littering the campus is equally disrespectful.

We expect students to respect our school and the campuses we share and strive to see that they are protected from needless abuse. Anyone who damages or destroys school property will be responsible for replacing/repairing that property; students who litter will be asked to assist with campus clean-up. According to the seriousness of the offense, additional disciplinary action may be taken.



### **HALL PASSES COVID ALERT**

Each classroom is equipped with a clipboard hall pass that is labeled with the room number. Students must use hall passes when out of class during instructional time. Teachers will issue the hall passes to students when they are excused to report elsewhere.

### **HEALTH ROOM**

The WYWLA health room is located within the main office of the Lineberry building. Students who feel too sick to remain in class, should request a pass to the health room. A health room referral will be completed each time a student reports to the office due to illness. The receptionist will determine the extent to which a student is able to remain in school. Generally, students who are too sick to remain in class are too sick to remain at school. They will be asked to contact a parent/guardian to pick them up. Early college students should report to our designated office if you are sick and unable to attend class.

### **INCLEMENT WEATHER**

When school is dismissed early or when there is no school due to inclement weather, all student activities and athletic events for the day are cancelled unless special permission is granted by the Superintendent's office. When school opens later than normal, student activities and athletic events for the day are not automatically cancelled. Please tune into local radio and TV stations for the latest information on school closings and delays. Information will also be posted on the county's website at [www.wcpss.net](http://www.wcpss.net). When school is closed or delayed due to weather or other occurrences, the suspension length and any scheduled appeal hearing will change. The suspension days shall be carried forward to the days when school is back in session.

### **INSURANCE**

The Wake County Public School system (WCPSS) does not carry medical insurance to cover students' accidental injuries or illnesses. A voluntary student accident insurance policy is available for purchase on an individual basis. It covers accidental injuries that occur during school-sponsored activities, such as field trips and athletic events. If you do not already have insurance for your child, WCPSS has contracted with QBE Insurance Corporation to offer coverage. Application and purchase information can be obtained from HSR/QBE's website [www.k12studentinsurance.com](http://www.k12studentinsurance.com). In addition, parents' insurance also may provide coverage for injuries to their child(ren). It is important to remember that with all claims, student accident or scholastic, treatment by a doctor must begin within 60 days of the occurrence. The QBE Claim Form (English | Spanish) must be submitted to Health Special Risk Inc. All claims must be filed on a student accident form provided by The Young Group, Inc. For assistance contact The Young Group, Inc. (919-846-9798). Refer to Policy 4220 that addresses the insurance requirements for participating in specified activities.

### **INTEGRITY**

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violations of computer access may be subject to disciplinary action. Cheating includes giving or receiving any unauthorized assistance of academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.

### **INTERNET ACCESS AND ELECTRONIC MAIL**

WCPSS offers internet access and electronic mail for student use. Access to the internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. WCPSS uses advanced software for internet content filtering and has procedures in place to further block accessibility to materials, as necessary. Students will automatically have access to the internet and e-mail services unless the parent or guardian completes the Parent Request to Deny Access form. Please refer to the WCPSS Parent/Student handbook for more details regarding the internet policies (3226/4205). WCPSS policies can be viewed at <http://www.wcpss.net/parent-handbooks/>. Early

college students should also review university policies regarding internet access and electronic mail. Please visit the SAU website for more information. <https://www.st-aug.edu/internet-and-email-usage-policy.html>

### **LOCKERS COVID ALERT**

Student lockers are school property and remain under the control of the school at all times. Students are expected to assume full responsibility for the security of their lockers. We will provide combination locks to all students. Students are responsible for memorizing their locker combination. Students should go to their lockers during the designated locker times to minimize disruptions. In the event a student cannot open her locker, she should report to the office and ask for assistance. Students also have access to a PE locker. They will use the locker each day to store their personal belongings while they are in class. School authorities may examine the contents of any locker for health, safety, or security reasons without student consent. Students may only use school issued locks on their lockers.

### **LOST & FOUND**

The lost and found area is located in the main hallway in Lineberry and in the office in Currin. All found items should be turned into one of the offices. Items may be claimed during regular school hours. After 30 days, all unclaimed items will be donated to a charitable organization.

### **MAKE-UP WORK**

For all absences, the student shall make-up work in a timely manner at the convenience of the teacher. The make-up work may be specific material missed by the student, reinforcement, or enrichment. Students who are absent less than three (3) consecutive days may obtain missed assignments upon returning to school. Students who are absent three (3) or more consecutive days may request missed assignments by contacting the front office or individual teachers by 8:00am of the third day. Assignments will be available in the front office after 2:30pm. Please allow at least 24 hours for assignments to be collected.

### **MEDIA CENTER COVID ALERT**

The Media Center is an integral part of WYWLA's instructional program. The media specialist schedules specific times for students to visit. The media specialist will collaborate with teachers on projects and ensure our collection has the resources to support class activities. Students will need a pass to visit the media center during lunch. The media center uses the honor system for checking out books. Students with excessive overdue materials may have their checkout privileges limited or revoked.

### **MEDICAL PLANS AND MEDICATION**

School officials may administer medication to students if the "Parent Request and Physician Order for Medication" form (1702) is completed and in the possession of school officials. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and the directions clearly marked. Students may self-medicate with prescription medicine if they have permission to do so as documented on Form 1702.

Parents are responsible for transporting all medicines to school unless special arrangements are made with the principal or it is an emergency medicine that the child has permission to keep with her.

It is the parent's responsibility to inform the school nurse or principal each year at the beginning of school if there are medical conditions that require special measures or activity restrictions at school for the student. School nurses are available for health consultation but are not present at the school on a daily basis.

Please refer to the WCPSS Student/Parent Handbook for more information regarding student health issues.

### **MEDICAL EMERGENCIES**

In the event of a medical emergency involving a student, parents must provide the school with a reliable method of contact. If there is a medical emergency, and the parents cannot be reached, emergency medical services (EMS) will

be contacted to assess and possibly transport the student to a hospital. Parents will be responsible for charges associated with these services. When in doubt about the severity of a situation, school officials will contact EMS.

### **MESSAGES**

Students will not be called from class for incoming phone calls. Personal telephone messages for students are neither accepted nor delivered unless they are EMERGENCY in nature. If this is the case, please ask the caller to make this clear. In an EMERGENCY, the parent/legal guardian must clearly state the nature of the situation.

### **OFF-LIMITS/RESTRICTED AND SHARED AREAS**

Designated areas on the SAU and GMS campuses are off-limits. We are fortunate to have our school facilities located on the historic GMS, which has been the home of visually impaired students since 1845. SAU is also a historic campus that was established in 1867. GMS and SAU faculty, staff and students have welcomed us and we want to demonstrate our appreciation through respectful conduct.

General guidelines for our conduct are to **RESPECT OURSELVES, RESPECT OTHERS** and **RESPECT PROPERTY**.

Specific guidelines are outlined here:

- Stay in areas designated for WYWLA students. Avoid areas that are GMS or SAU only. Students should not gather in the GMS lobby of Lineberry in the afternoons.
- Use designated WYWLA entrance and exit areas.
- Leave each space better than you found it. When exiting any classroom or shared space, check behind yourself to remove garbage, and put furniture back where you found it.
- Admire the beautiful landscapes and gardens from afar.
- Save the grass—use the sidewalks.
- Avoid “trimming the trees and flowers” into your own design by pulling on blooms, branches and leaves.
- Speak to GMS and SAU faculty in the same manner you would speak to a WYWLA adult.
- Maintain positive interactions with GMS and SAU students.
- Early college students are not allowed in residential halls or dormitory rooms, Greek plots, or areas that are designated for SAU faculty.

### **POLICIES**

Students and parents are responsible for becoming familiar with rules and regulations of WCPSS, WYWLA, SAU, and each individual class. WCPSS and SAU policies can be viewed online. Early college students are considered SAU students and are responsible for knowing and understanding all university policies and procedures as well as WYWLA and WCPSS policies. A copy of policies that govern student life at SAU can be found online at <http://www.st-aug.edu/welcome-to-student-handbook.html>. Students and parents are encouraged to review policies together. <http://www.wcpss.net/Domain/4306>

### **RESTROOM BREAKS COVID ALERT**

Students in grades 6 – 10 will not be allowed to leave class during the **first 10 minutes or the last 10 minutes of class**. Teachers will follow the hall pass policy when a student is excused to go to the restroom. Students are encouraged to use the bathroom during transitions between classes and during lunch. Students who are ill should not remain in the restrooms but should report immediately to the Health Room for assistance. Failure to do so will be considered skipping. ***Parents should notify the teachers and principal if there is a medical condition that requires frequent restroom breaks.***

### **PARKING ON CAMPUS**

Visitors to the GMS campus must park in visitor spaces designated for WCPSS. These are located on the side of the Lineberry building. Individuals who park in undesignated areas may receive parking citations. Students are not

granted parking privileges on SAU or GMS campuses. The school and district will not assume responsibility for vehicles that are parked on campus or in parking lots adjacent to either campus.

### **PLEDGE OF ALLEGIANCE COVID ALERT**

Each school shall include a daily recitation of the Pledge of Allegiance to the flag. The school shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance, but each person shall maintain proper decorum while others participate. WYWLA students will recite the Pledge of Allegiance during GLC each day.

### **SCHOOL-SPONSORED EVENTS/DANCES**

Students who attend school-sponsored events, such as dances, plays, concerts, and athletic events should remain inside the designated area during the entire event. Attendance at after-school events is a privilege. Students who exhibit inappropriate behavior may lose this privilege. Students are expected to have arrangements for transportation following all after school activities. All students must be off campus within 30 minutes following the conclusion of a school sponsored event. Repeat offenders will not be allowed to attend future events.

### **STUDENT ACCIDENTS**

All accidents must be reported and documented in the WYWLA main office. These reports are forwarded to Central Office for processing through WCPSS Risk Management.

### **STUDENT IDENTIFICATION CARDS**

Students will receive an identification card during the first quarter after school pictures are made. **Students must carry their WYWLA ID during the school day or at any school function.** In the event a student is asked to present her ID to any WCPSS, GMS or SAU staff member, she must do so immediately and without question. ID cards are required for assemblies, media use, dining, and check ins/out, etc. If a student loses her WYWLA ID, there will be a replacement fee. Early college students will also be issued university ID cards. Students are expected to follow all university policies regarding student ID cards.

### **TELEPHONE USE**

The office telephone is a business phone and should only be used by students in emergency situations. Phone calls will be restricted to school-related business. Students are encouraged to make after-school arrangements before coming to school each morning. Student phones are in the main offices of Lineberry and Currin and students will be required to log their call.

### **TEXTBOOKS**

When textbooks are issued to students, they become responsible for returning the assigned book in the same condition as when issued - except for normal wear. Charges will be assessed for lost and damaged books. Some privileges will be withheld until all financial obligations are met.

### **TOBACCO-FREE ENVIRONMENT**

Students and visitors may not possess, display, or use any tobacco product at any time on school premises, including school vehicles, or while participating in school-sponsored events. This restriction applies on all school system property and at all times, even when the individual is on the school grounds as a visitor or spectator.

### **TRANSPORTATION**

School transportation is a privilege, not a right. Students should always observe the directives of the school bus driver while riding a school bus or other school vehicle. The following conduct or violation of any other rule of the Code of Student Conduct while on school transportation is specifically prohibited and may result in temporary or permanent suspension from all school transportation services:

- Delaying the bus schedule
- Getting off at an unauthorized stop
- Distracting the driver by participating in disruptive behavior while the vehicle is in operation

- Failing to observe established safety rules and regulations
- Willfully trespassing upon a school bus

**Students are expected to board quickly, sit in assigned seats, and remain seated during the entire trip. Each student will be assigned a bus and route number. Students will only be allowed to ride the assigned bus. Students will not be given permission to ride a different bus.**

### **TRESPASSING**

Students who loiter at school after 2:10pm without special permission or proper supervision are trespassing and are subject to disciplinary action. WYWLA students are prohibited from visiting other WCPSS schools unless they are attending a public event (concert, athletic event, graduation, etc...). **A student under suspension from school is trespassing if she appears on the property of any school or at any school sponsored activity during the suspension period without the permission of the principal.**

### **VALUABLES**

Students should not bring valuables, large sums of money, expensive jewelry, or other expensive items to school. If it is necessary for a student to bring such items, the student will be responsible for securing the items. Students should not leave money or valuables in lockers that are not properly secured. Students are responsible for labeling their personal possessions, including school and PE uniforms, so that lost items can be identified. During PE classes all valuables are to be secured in the PE locker. WYWLA is not responsible for lost, damaged, or stolen objects.

### **VISITORS AND FAMILY INVOLVEMENT COVID ALERT**

All visitors must report to the main office and sign in. Visitors will be given a visitor's badge that must be worn while on campus. Students are not allowed to bring other students as "visitors" to the school. Families are encouraged to participate in the WYWLA instructional program. Designated times will be posted for special assemblies and events to encourage family attendance during the school day. Families interested in visiting during the school day for events other than school-wide events should contact the principal for approval prior to arriving on campus.

WYWLA students share the dining hall with GMS students and other individuals receiving services on the GMS campus. As our school continues to grow, space in the dining hall is limited. Although we welcome parental involvement, we do not have the space to accommodate visitors during lunch. Any parent who arrives and requests to eat lunch in the dining hall will be denied.

The Wake County Public School System believes while parent and community involvement should be encouraged in our schools, student and staff safety and protection of instructional time must also be maintained.

Parents and other citizens shall be encouraged to visit schools. Parent conferences, volunteer activities, and visits shall be by appointment. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or other form of conduct cause the disruption of any lawful function, mission, or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges.

### **Visitor Guidelines COVID ALERT**

Planned, organized visits may support instruction and help ensure the safety of all students and staff.

1. All parents, volunteers, and visitors shall enter the school through the main administrative entrance and gain permission from the office before proceeding to their destinations. All parents, volunteers, and visitors shall wear school-issued identification badges at all times during visits.
2. All conferences, volunteer activities, and visits shall be scheduled at a mutually agreeable time and when instructional time is not compromised.
3. Staff may suspend conferences that are deemed by staff to be unproductive.

4. The principal or designee may place reasonable limits on the frequency or conditions of school visits or communication by parents or other visitors to avoid disruptions and to ensure that a positive, safe, and constructive educational environment is maintained.

### **VOLUNTEERS COVID ALERT**

Families may be asked to volunteer to assist WYWLA teachers and staff with special projects. All volunteers must complete the WCPSS Volunteer Registration Process at any WCPSS school through our online registration process. Volunteers must register by October 31, 2020. Current volunteers must re-activate their volunteer registration annually. Parents must register as a volunteer to chaperone trips or assist students during the year. Registration can be at any WCPSS school campus.

### **WEEKLY ANNOUNCEMENTS**

Weekly announcements of general interest will be made at a designated time each week. All weekly announcements will also be posted on the school website. If necessary, emergency announcements will be made during fourth block.

## **WYWLA UNIFORM DRESS CODE POLICY**

WYWLA students conduct themselves as leaders and learners in every facet of their experience. As leaders, they are expected to present themselves in a serious, productive manner, which includes their daily school attire. Thus, WYWLA students in grades 6 – 10 are required to wear a uniform every school day. The following are advantages of school uniform policies:

- Reduces distractions frequently caused by clothing choices.
- Provides affordable clothing options.
- Puts the focus on a girl's true identity and purpose for participation as a member of the WYWLA community.
- Promotes a positive self-image.
- Fosters school wide unity and collaboration.
- Simplifies dressing and dress code.
- Reduces peer pressure and social stigmas.
- Places emphasis on learning, not clothing.
- Equalizes economic diversity.
- Enhances school spirit.

Our school uniform policy reflects the staff's efforts to present a reasonable school wardrobe that meets the needs of each student and family. While standards of dress are outlined, sufficient opportunity for girls to express their individuality and creativity are allowed within the options of the uniform policy itself.

### **UNIFORM REQUIREMENTS**

Students must arrive dressed in the following uniform options each school day. These items may be purchased from one of several uniform vendors. Students will be required to correct uniform violation before entering the classrooms if they fail to meet establish uniform guidelines.

#### **Shirts**

- Students may wear polo style short or long sleeve shirts in white, navy blue, or light blue.
- Students may wear the women's fitted oxford button down shirt in white or blue only with long sleeves.
- Students may wear the WYWLA Sweatshirt with uniform bottoms—no hoodies. WYWLA Sweatshirts must be worn with the WYWLA logo polo shirt underneath or with the white WYWLA oxford shirt.
- All shirts must have the WYWLA Logo. Shirts must be purchased from approved vendors only.

### Skirts

- Skirts must be purchased from our uniform vendors. Skirts may not be purchased from retail stores.
- Students may wear the side button wrap kilt in khaki, navy, or WYWLA school plaid (#57).
- Students may wear the 4-kick pleated skirt in khaki, navy, or WYWLA school plaid (#57).
- Students may wear the bias band pleated skirt in khaki, navy, or WYWLA school plaid (#57).
- Skirts must be no shorter than 3 inches above top of the knee.

### Shorts

- Shorts must be flat front walking or Bermuda style shorts in khaki or navy.
- Shorts must be no shorter than 3 inches above top of the knee.
- Color must be standard khaki or navy if not purchased from the uniform vendor. No cargo pockets.
- Faded blue shorts will not be allowed. Students who have shorts that are discolored should wear other uniform options or purchase new shorts.
- Shorts with cuffs or rolled hems are not permitted.

### Pants

- Pants must be flat front pants in khaki or navy only.
- All pants must be straight, flair or boot cut—**no skinny legs or tapered legs.**
- Back pockets must be welt pockets. No patch pockets with visible stitching outlining the pocket. (typical pockets on jeans)
- Color must be standard khaki or navy if not purchased from the uniform vendor. No cargo pockets.
- Faded blue pants will not be allowed. Students who have pants that are discolored should wear other uniform options or purchase new pants.

### Footwear (may be purchased at a various locations)

- Students may wear boat shoes (Sperry style in solid tan, brown, or blue; shoes do not have to be Sperry brand. No designs or patterns).
- Students may wear Mary Jane style shoes in solid black leather. Must be flats—no heels.
- Students may wear penny loafer style shoes in solid black leather. Must be flats—no heels.
- Students may wear solid white or navy knee socks—no crew socks or ankle length socks.
- Students may wear solid white or navy tights—no leggings. Exceptions will only be made for religious purposes and parents will need to inform administrators of requirements prior to the start of school.
- Students may wear rain boots or rain shoes in solid black or navy only—no patterns, or designs, while outside. Students must change into their regular school shoes once they enter the building. Rain or snow must be forecasted.
- No sneakers! No other boots at any time during the school year.

### Outerwear

- Students may wear classic navy sweater, crew neck or v-neck cardigan or pull-over, hemmed bottom.
- Students may wear classic navy sweater, V-neck pullover vest.
- Students may wear classic navy blazer.
- All sweaters and blazers must be solid navy with WYWLA logo.
- Students may wear navy fleece jackets or pullover windbreaker with school logo. Students will be allowed to wear navy fleece jacket and windbreaker with WYWLA logo inside the building and classrooms. **All other outerwear must be removed immediately upon entering any building.**
- Students may wear WYWLA sweatshirts with uniform polo shirts or oxford shirts underneath the sweatshirt.
- Students may wear WYWLA navy blue or dark gray scarves. **Other scarves must be removed immediately upon entering any building.**
- Coats may not be worn in the building or dining hall during the school day.



- Hoodies are not allowed.

### **Winter Attire**

Our uniform selections include options that provide warmth and protection from winter weather conditions. These items include:

- WYWLA sweatshirts
- Navy blue fleece jackets with WYWLA Logo
- Rain boots or rain shoes—black, or navy only. Rain or snow must be forecasted. Student must change once they enter the building.
- Navy or khaki Pants
- White or navy tights

The following items **will not** be permitted:

- Boots any style, including Uggs
- Leggings or jeggings

### **GENERAL UNIFORM GUIDELINES**

In addition to wearing specified uniform items, all WYWLA students are also expected to adhere to the following dress code guidelines:

- Students must arrive **and depart** appropriately dressed in the required school uniform. Student who arrive with other attire, will have those items confiscated. **Students should not change clothes on school buses or prior to leaving school.**
- Clothing must be sized appropriately to fit the student. Clothes may not be too big, too small, or too short.
- All uniform items must be clean and in good condition at all times. Faded or discolored items will not be permitted.
- Alterations that change the original design of the clothing items are prohibited. Skirts and shorts should not be hemmed more the three inches above the top of the knee.
- Shirts and blouses must be tucked into bottoms at all times.
- A plain, unembellished brown or black belt should be worn with pants and shorts and placed within belt loops on the waist of the pants. The width of the belt must range from 1-inch to 2-inches. Ornate belt buckles are prohibited.
- Undergarments worn underneath skirts, shirts or blouses should not be visible.
- Students must remove outerwear (jackets, coats, hats, gloves, scarves, etc.) immediately upon entering any school building. This includes classrooms and the dining hall.
- Non-religious headwear, hats, head scarves, or bandanas are prohibited.
- Sunglasses may not be worn inside the building unless they are medically prescribed.
- Hair accessories in WYWLA colors (navy blue/ light blue/white/uniform plaid) may be worn and should be simple and not distracting.
- Students may not have graffiti on shoes, backpacks, notebooks, etc.
- Students representing WYWLA at any off-campus activity are expected to be in uniform, unless directed by WYWLA staff to dress in other attire. Some field trips may require specific uniform attire.
- Students with religious requirements that do not meet these guidelines should contact the principal to discuss modifications.

### **VENDOR INFORMATION**

Most of our uniform items must be purchased from a uniform vendor. Both vendors should stock our required items. Each vendor has been given a copy of uniform requirements and will not stock items that do not meet our guidelines. Please visit our website for vendor information.



Students may purchase pants, walking shorts, shoes, tights, and socks from any retail store including the approved vendors. Visit our website to see the complete policy and a list few retail stores that carry uniform pants and shorts. Items purchased from retail stores will only be permitted if the colors are consistent with color options available through our vendors. **Skirts may not be purchased from retail stores due the various styles, plaids, and inconsistencies.** All other items must contain the WYWLA logo and must be purchased by one of the vendors.

### **UNIFORM DRESS CODE VIOLATIONS**

Students who violate the WYWLA Uniform Dress Code policy are subject to disciplinary consequences. The following consequences may be issued based on the violation.

First Violation	Warning
Second Violation	Lunch Detention
Third Violation	ALC
Fourth Violation	Administrative Intervention

Students will be expected to correct the uniform violation immediately upon request. These consequences are in addition to the correction.

Early college students on the SAU campus will follow the SAU Dress Code Policy. Student appearance or clothing that is disruptive, provocative, indecent, vulgar, or obscene, or which endangers the health or safety of the student or others is prohibited. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.

We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment. Students may also be required to dress in professional attire for designated activities.

## **EARLY COLLEGE OFF CAMPUS LUNCH PRIVILEGE**

The district allows principals to determine off-campus lunch provisions for eligible juniors and seniors. The following guidelines have been established for the early college students at SAU. It is important that parents and students understand the expectations and rules governing off-campus lunch privileges. Your signatures will indicate that you have reviewed and discussed these regulations and are fully aware of the liability associated with this privilege.

1. The student and a must sign the application in the presence of school personnel or have the application notarized by a certified notary.
2. Only students who have earned the required credits to be classified as juniors and seniors for the 2019 – 2020 school year may apply.
3. All fines and fees the must be cleared **before** applying for off-campus lunch privileges. Students with outstanding financial obligations will be denied. This includes textbooks that have not been returned.
4. Students with off-campus lunch privileges will not take students off campus who are not authorized to leave. This includes other juniors and seniors who have not been granted permission.
5. Students with off-campus lunch privileges will return to school for the remainder of the school day. Note: If a student becomes ill while off campus, **a parent/guardian must call the early college main office in to properly check the student out.** The student must present a parent's note to the main office upon return to school. Failure to check out properly will be treated as skipping.
6. Students with off-campus lunch privileges will maintain an acceptable conduct record in accordance with the policies of the Wake County Board of Education and WYWLA.
7. Students with off-campus lunch privileges will return to class on time. **Excessive tardies and absences will result in a suspended lunch pass.**

8. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
9. No food, drink, or litter is to be brought into the building, classrooms, or left anywhere on campus
10. Students exercising off-campus lunch privileges are not allowed to visit other school campuses while off campus during lunch.
11. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
12. Students with off-campus lunch privileges must remain in good academic standing to maintain off-campus lunch privileges. Any student whose grades falls below 75 in any class during a marking period will have her off-campus lunch privilege suspended. The privilege will be reinstated when the grades rise above 75.
13. Students exercising off-campus lunch privileges should exit and return through the main entrance.
14. Students exercising off-campus lunch privileges should leave campus at the beginning of their assigned lunch periods.

### **EARLY DISMISSAL PROCEDURES FOR EARLY COLLEGE STUDENTS**

The following guidelines have been established for early college students at SAU who want to leave prior to 2:10pm. It is important that parents and students understand the expectations and rules governing early dismissal privileges. Your signatures will indicate that you have reviewed and discussed these regulations and are fully aware of the liability associated with this privilege.

1. Parents and the student must sign the application in the presence of school personnel or have the application notarized by a certified notary.
2. The students who drive or carpool are the only students eligible for this privilege.
3. Students with early dismissal privileges will not take students off campus who are not authorized to leave prior to 2:10pm.
4. Students with early dismissal privileges may not return to campus after leaving.
5. Students with early dismissal privileges and their parents/guardians are responsible for transportation.
6. Students with early dismissal privileges are not allowed to visit other school campuses during their instructional hours.
7. The school assumes no extra liability for any accident or injury incurred in the exercise of this privilege.
8. Students with early dismissal privileges must remain in good academic standing in order to maintain this privilege. Any student whose grades fall below 75 during a marking period will have this privilege suspended. The privilege will be reinstated if the grade improves to 75 or better.
9. Students exercising early dismissal privileges should leave campus immediately following their last class of the day.
10. Students will not be allowed to drop classes in order to exercise this privilege.
11. Students who need to leave campus prior to the end of their last class must follow normal check-out procedures.

**All early college students are required to report at 7:35am regardless of the start time for the first class of the day. There are no late arrival privileges for early college students who have classes that start later than 7:35am.**

## EARLY COLLEGE CALENDAR OR SCHEDULE CONFLICTS

Early college students on the SAU campus will follow the same academic calendar as the other WYWLWA students in grades 6 – 10. Every effort will be made to align our calendar with the SAU calendar to avoid missed days of university instruction due to scheduled teacher workdays or other student vacation days. There will be a few occasions when the university will have scheduled classes, but WYWLWA students are not scheduled to attend school. Students will follow the WYWLWA calendar and will not report to campus unless special permission to attend university classes has been granted. Students who want to attend university classes when WYWLWA students are not in school, will complete the required forms in advance. WCPSS transportation will not be provided for students to attend university classes when WYWLWA is closed for students. Students may also request permission to attend classes that start or end after our official dismissal time of 2:10pm. Students may also request to attend their afternoon classes on Early Release days. Students and parents will be responsible for providing transportation when students have been granted permission to attend university classes beyond our designated school hours.

## THE WYWLWA WAY

We are Wake Young Women's Leadership Academy. We are Outstanding Women Leaders who accept responsibility for our decisions and actions. We are positive role models in our school and community. With pride and dignity, we will model the WYWLWA Way.

1. **Show respect.** We will respond appropriately when someone is speaking to us.
2. **Say hello.** We will extend greetings when passing others in the hallway or on the sidewalk.
3. **Listen to others.** We will listen actively and avoid interrupting others who are speaking.
4. **Express gratitude.** We will say thank you to show appreciation for acts of kindness or generosity.
5. **Welcome others.** We will introduce ourselves to guests, staff, and students we do not know, and we will welcome them to our school.
6. **Be considerate.** We will open doors for others and allow them to enter first.
7. **Make small talk.** We will engage others in conversation and ask questions to show an interest in others.
8. **Make a good impression.** We will make a good impression by controlling the signals we send to others through our words and actions.
9. **Apologize sincerely.** We will take responsibility for our actions by offering a sincere apology for behaviors that are not acceptable.
10. **Choose words carefully.** We will consider the message we intend to deliver when communicating verbally or in writing.

## STUDENT CODE OF CONDUCT

We are committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, and all school personnel share the responsibility of maintaining a positive school climate. Students and parents are expected to be familiar with state and federal laws, school board policies, and local school rules governing student behavior and conduct.

Students are encouraged to report any serious violation of the Code of Student Conduct to school authorities. In addition to this WYWLWA publication, each student will receive a copy of the WCPSS Student/Parent Handbook at the beginning of the school year. This handbook outlines all policies related to student behavior. Policies noted in the county handbook will not be repeated in this publication. It is important to review policies in both this publication and the handbook. WCPSS policies may also be accessed at [www.wcpss.net](http://www.wcpss.net) in the Parents section. Early college

students are expected to be familiar with SAU rules governing student behavior and conduct. Early college students should visit the SAU website to review policies.

Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

*All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and School Board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.*

*Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.*

## WYWLA CLASSROOM MANAGEMENT PLAN

WYWLA practices a school wide classroom management plan, which is based on communicating clear expectations to students and following up with defined consequences. The result is a proactive, student-centered management plan that creates a safe and caring environment for the students and staff. WYWLA's school wide classroom management plan is intended to protect the rights of our students and allow our teachers to focus on learning. Anytime a student violates and/or threatens the rights of others, she will be addressed.

MINOR CLASSROOM DISRUPTIONS PROCEDURES		
INFRACTION	WARNING	EXPLANATION
1 <sup>st</sup> Disruption	Warning	First warning for inappropriate behavior
2 <sup>nd</sup> Disruption	Warning	Second and final warning
3 <sup>rd</sup> Disruption	Administrative Intervention	Teacher will call for assistance. Repeated disruptions will result in removal from class.
Severe Infraction	Immediate referral to administrator for immediate discipline action.	

### CLASSROOM PROTOCOLS

Teachers will:

- Develop and communicate a set of clear, specific, classroom rules and procedures.
- Issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior.
- Give students an opportunity to comply and behave appropriately after issuing a warning.
- Issue warnings in a positive, non-disruptive, and non-confrontational manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students.
- Be fair and consistent when issuing warnings. Teachers will not ignore behaviors. All students will be treated the same way.
- Call the office when a student needs to be removed.

- Contact a parent/guardian each time a student has to be removed from the classroom for disruptive behavior.
- Submit a discipline referral each time a student has to be removed by an administrator. The referral must describe the behavior that resulted in each warning. The referral must be submitted by the end of the day of the incident.
- Only use the warning system for minor disruptive classroom behavior.
- Alert administrators immediately for severe violations.

### **STUDENT EXPECTATIONS**

Students will:

- Follow directions and respond to requests.
- Be on time and be prepared to learn.
- Be in designated area.
- Use appropriate and respectful language.
- Respect self, respect others, and respect school.
- Bring the needed materials to complete your work in the classroom.
- Respect everyone's right to learn, and the teacher's right to instruct.
- Refrain from disrupting class to question warnings that are issued.
- Discuss discipline concerns with the teacher after class.

### **DETENTION PROCEDURES**

Lunch Detentions (LD), In-School Suspension (ISS), and Alternative Learning Center (ALC) are disciplinary measures used for disruptive students and less severe infractions. These programs are on-campus alternatives to out-of-school suspension (OSS). Students who are assigned LD, ISS, or ALC must abide by the following rules and procedures:

- Sign in and remain in LD/ISS/ALC for the remainder of the period or assigned duration.
- Stay on task and complete all assignments provided by the teacher. Students who arrive without assignments will be given an alternative assignment to complete. Sleeping is prohibited.
- Report promptly and on time.
- Remain quiet while in LD/ISS/ALC. Talking is prohibited.
- Students will be given two warnings upon breaking any LD/ISS/ALC rule. A third warning may result in OSS.
- Students will only be allowed to consume food or drinks during designated lunch time.

### **LUNCH DETENTION**

Students who receive lunch detention as a disciplinary consequence must eat lunch in the designated lunch detention area/classroom. Students should report directly to the designated lunch detention area. Students who arrive late will be given an additional day of lunch detention. Students who do not report will receive additional consequences. Repeated failures to comply may result in escalated disciplinary action.

### **TARDY POLICY**

Regular and punctual school attendance is one of the most critical factors in a student's academic success. Punctuality is essential to promoting a learning environment that is free of classroom interruptions. Students are expected to arrive to school and all classes on time. A tardy will be recorded for each student who arrives after the official start time for each class period. Students are required to monitor transition time between classes. The chart below details the tardy policy that will be implemented to avoid classroom disruptions, maximize student learning, and to instill the basic principle of responsibility and common courtesy.

**The following procedures will be used to record and document tardies:**

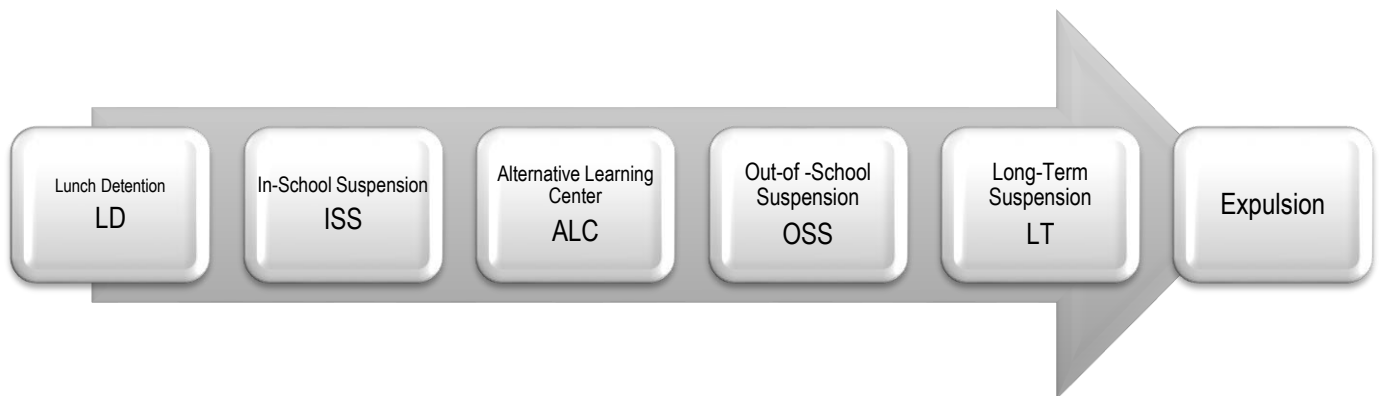
- Teachers will stand in hallways to monitor students during transitions.
- Teachers will close classroom doors at the official start time for class.
- Any student who enters the classroom after the door closes will be considered tardy.

- Teachers will issue each tardy student a late notice.
- Teachers will enter tardies in Powerschool daily.
- Teachers will communicate with parents for each tardy after the 3<sup>rd</sup> tardy.
- Teachers will submit a referral after communicating with parents. Referrals will be submitted for students who have 4 or more tardies.
- Tardies will be documented per class period each quarter. Students will begin each nine weeks with zero tardies.

TARDY CONSEQUENCES		
INFRACTION	TEACHER ACTION	ADMINISTRATIVE ACTION
1 <sup>st</sup> Tardy	Warning Notification	NA
2 <sup>nd</sup> Tardy	Warning Notification	NA
3 <sup>rd</sup> Tardy	Call parent, and document the tardy	NA
4 <sup>th</sup> Tardy	Call parent, then submit referral	Administrative Intervention
5 <sup>th</sup> Tardy	Call parent, then submit referral	Administrative Intervention

## WYWLA DISCIPLINE CONTINUUM

Violations of the Code of Student Conduct may result in a range of consequences. Please review Board Policy 4309 for a list of infractions and consequences to understand the varying types of consequences that may be issued. The list is designed to provide students and parents with an overview of possible consequences. Administrators will weigh mitigating and aggravating factors when determining consequences for each individual student on a case-by-case basis. Administrators reserve the right to modify these consequences when necessary. The diagram below and the infractions chart show the range of consequences for less severe infractions to more severe infractions.



WYWLA also uses a PBIS (Positive Behavior Intervention Support) model for all areas of the campus. Students are taught and receive recognition when they follow the defined behavior expectations throughout the campus. This includes classrooms, hallways, common areas, shared areas, and off-campus areas. The following matrix describes the positive behaviors that students are expected to display each day.



## WYWLA PBIS MATRIX

	<i><b>Ready to Learn</b></i>	<i><b>Ready to Lead</b></i>	<i><b>Ready to Serve</b></i>
<b>All Areas</b>	<ul style="list-style-type: none"> <li>I will arrive prepared, focused, and ready to give my best effort.</li> <li>I will challenge myself to achieve my goals.</li> <li>I will manage my time effectively to accomplish tasks.</li> <li>I will maintain a positive attitude in all settings.</li> </ul>	<ul style="list-style-type: none"> <li>I will be a positive example for others to follow.</li> <li>I will show school pride in all that I do.</li> <li>I will accept responsibility for my actions.</li> <li>I will dress for success and adhere to all uniform guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>I will build sincere and positive relationships with all my sisters.</li> <li>I will encourage others to be courteous and to assist others.</li> <li>I will take the initiative to serve the WYWLA and the GMS communities.</li> <li>I will respond appropriately to adults and follow all directions.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>I will complete all tasks and assignments with quality.</li> <li>I will participate fully in all learning activities.</li> <li>I will manage distractions and maintain my focus.</li> <li>I will follow all classroom policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>I will practice academic integrity.</li> <li>I will model good academic habits.</li> <li>I will use appropriate and respectful language when speaking to staff and classmates.</li> <li>I will support and encourage my sisters.</li> </ul>	<ul style="list-style-type: none"> <li>I will maintain a clean and orderly classroom environment.</li> <li>I will respect the property of others.</li> <li>I will include my classmates and assist them when needed.</li> <li>I will assist teachers with classroom tasks.</li> </ul>
<b>Dining Hall</b>	<ul style="list-style-type: none"> <li>I will eat in a timely manner.</li> <li>I will leave the dining hall at dismissal and arrive to class on time with all my materials.</li> <li>I will pay attention to announcements and reminders.</li> <li>I will consume foods and drinks in the dining hall prior to leaving.</li> </ul>	<ul style="list-style-type: none"> <li>I will be courteous and respectful when interacting with GMS and WYWLA staff.</li> <li>I will maintain an appropriate noise level during conversations.</li> <li>I will remain at my table and follow all dining hall procedures.</li> <li>I will encourage my classmates to clean up after themselves.</li> </ul>	<ul style="list-style-type: none"> <li>I will invite others to sit at our table.</li> <li>I will clean tables and push in chairs.</li> <li>I will respect and properly care for GMS property.</li> <li>I will respond appropriately to adults and follow all directions.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>I will use my locker time efficiently.</li> <li>I will walk with a purpose during all transitions.</li> <li>I will display my hall pass when I am outside the classroom.</li> <li>I will use my agenda to prepare for my next transition.</li> </ul>	<ul style="list-style-type: none"> <li>I will respect others' personal space.</li> <li>I will maintain an appropriate noise level when walking in the halls.</li> <li>I will maintain clear passage ways to allow others to transition without delays.</li> </ul>	<ul style="list-style-type: none"> <li>I will keep the hallways clean and pick up trash.</li> <li>I will assist others in need.</li> <li>I will alert adults when incidents occur.</li> <li>I will be mindful of GMS students during all transitions.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>I will manage my time during class changes to allow for bathroom breaks.</li> <li>I will not use the bathroom for social time or texting/phone.</li> <li>I will dispose of products appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>I will encourage others to clean up after themselves.</li> <li>I will be a good example of efficiency and cleanliness.</li> <li>I will respect the privacy of others.</li> <li>I will dispose of products appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>I will keep the bathrooms clean.</li> <li>I will report lack of supplies or facility problems to staff.</li> <li>I will report inappropriate behavior immediately.</li> <li>I will dispose of products appropriately.</li> </ul>
<b>Buses &amp; Carpool</b>	<ul style="list-style-type: none"> <li>I will be on time in the morning and in the afternoon.</li> <li>I will listen and watch for my ride.</li> <li>I will respond appropriately to adults and follow all directions.</li> <li>I will come prepared and leave prepared.</li> </ul>	<ul style="list-style-type: none"> <li>I will encourage others to be mindful and respectful to GMS students.</li> <li>I will model appropriate behavior to ensure the safety of all.</li> <li>I will remind my parents to follow carpool procedures.</li> <li>I will wear my school uniform with pride and dignity before and after school.</li> </ul>	<ul style="list-style-type: none"> <li>I will report problems immediately.</li> <li>I will respond appropriately to adults and follow all directions.</li> <li>I will assist others.</li> <li>I will collect my belongings and clean up trash.</li> </ul>

## ATTENDANCE INTERVENTION PLAN

Good attendance is essential for student achievement and success. State law requires school attendance for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain in school daily. We will maintain accurate attendance information and will share this information with parents when attendance becomes a problem. It is extremely important for parents and students to closely monitor and document all school absences. Excessive absences will have serious academic consequences and may result in grade-level retention.

Please refer to the WCPSS Student/Parent Handbook or [www.wcpss.net](http://www.wcpss.net) for more information and policies related to attendance. Early college students should review university attendance policies in addition to the WCPSS policies. Excessive tardies and absences will result in the loss of privileges.

## FREQUENTLY ASKED QUESTIONS

**Q: What phone number should I call if my child will be absent from school?**

**A:** Please call (919) 508 - 9088 between 7:35 – 11:00am. Please remember to bring a note upon return to document the absence.

**Q: If I want my child to ride the bus home with a friend, what approval is needed and how soon in advance?**

**A:** Students must ride the bus they are assigned to ride. All non-emergency requests will be denied.

**Q: Where can I pick up homework for my child if I made a request for the absence?**

**A:** Students who are absent less than three (3) consecutive days may obtain missed assignments upon returning to school. Students who are absent three (3) or more consecutive days may request missed assignments by contacting individual teachers or the front office by 8:00am of the third day. Assignments will be available in the front office after 2:30pm. Please call (919) 508 - 9088 to request assignments. Please allow at least 24 hours for assignments to be collected.

**Q: What is the procedure for dropping off and picking up my child?**

**A:** All carpool students should use the front traffic circle for drop-off and pick-up. To alleviate congestion in the mornings, students should exit vehicles as quickly as possible. Use the same procedure for pick-up. Please see General Procedures for more information.

**Q: Where can I find the required forms for medication?**

**A:** Forms are available in the main office. Contact the school nurse or school office for copies. You may also download the form from the county website [www.wcpss.net](http://www.wcpss.net).

**Q: How many locks should I purchase for my child?**

**A:** We will provide locks for any student who needs one. Students are responsible for properly securing all items.

**Q: Where can I make payment to my child's lunch account?**

**A:** Wake County offers a convenient monthly payment option for school lunches. Sign up for the automatic pay lunch money program to have your child's lunch money automatically deducted from your bank account or charged to a credit card at the beginning of each month. You may also make payments online by going to the Parent link on [www.wcpss.net](http://www.wcpss.net) and locate School Meals.

**Q: Where can I find the applications for Free and Reduced Lunch?**

**A:** Applications will be mailed to every child.



**Q: Where can I learn about activities taking place in school?**

**A:** Students should review weekly announcements or check the calendar on the school's website. Weekly announcements will also be posted on the WYWLA website.

**Q: Where is Lost and Found?**

**A:** The lost and found area is located next to the front office area. All found items should be turned in there. Items may be claimed during regular school hours. After 30 days, unclaimed items will be donated to a charitable organization.

**Q: When are report cards distributed?**

**A:** Report cards will be distributed to students on the following dates: October 16, January 8, and March 26. The final report card will be mailed before June 8<sup>th</sup>.

**Q: How often will I receive a progress report?**

**A:** Progress reports are sent home every 14 – 21 days on Tuesdays. Exact dates are posted on the website.

**Q: How can I arrange a parent-teacher conference?**

**A:** Always begin by contacting the teacher to discuss concerns. If you need a meeting with 2 or more teachers, you may contact your child's counselor to assist with arranging a parent-teacher conference.

**Q: What are the general school rules?**

**A:** The Wake County Student/Parent Handbook and this agenda provide policies and regulations that govern student behavior. Our goal is to promote a positive, safe learning and working environment based on leadership and mutual respect.

**Q: What can students wear to school?**

**A:** All students in grades 6 – 10 must wear the approved school uniform. Please review the Uniform Dress Code Policy that is printed in this agenda.

**Q: How can parents get more involved in school activities and events?**

**A:** Join the PTSA or volunteer. Please look for opportunities on the WYWLA website.

**Q: Where can I learn more about course offerings?**

**A:** The Middle and High School Program Planning Guides provide a complete list of courses and description for all Wake County high schools. The course offerings vary from school to school. WYWLA has developed an academic program for each grade level that includes a rigorous course of study.

**Q: How can I contact teachers? Where can I find teacher email addresses?**

**A:** Each teacher will distribute contact information during the first week of school. Teachers can also be reached via email. Please visit our website for teacher contact information.

**Q: Where can I get information about athletic tryouts?**

**A:** Athletic information can be found on the websites for Oberlin Middle School and Broughton High School. Athletic forms can be downloaded from the county website ([www.wcpss.net](http://www.wcpss.net)).

**Q: Who can I contact if I have questions about special programs or my child's IEP?**

**A:** Please contact your child's case manager or the Special Programs department chair for information regarding special programs.

**Q: Who do I contact to discuss discipline issues?**

**A:** All administrators handle student discipline issues. Contact the administrator who worked directly with your child. It is also important to conference with teachers and/or the counselor when you have concerns regarding your child's behavior.

**Q: How can I find out my child's bus route?**

**A:** Bus routes are posted on [www.wcpss.net](http://www.wcpss.net). Copies will also be available in the main office. For more information, you may call the Southeast Raleigh Transportation office at (919) 805 – 3030.

**Q: What classes must I pass to be promoted?**

**A:** Promotion requirements can be found in the Middle and High School Program Planning Guides. High school promotion is based on the number of credits earned, successful completion of English, and other core academic courses. Middle school promotion is based on success on performance on EOG tests and successful completion of Language Arts, Math, and Science or Social Studies.

**Q: How can I monitor my child's academic progress?**

**A:** There are several ways to monitor how students are performing. 1) Review interim reports and report cards during each marking period. 2) Contact the teachers directly through their email addresses or call the main office and leave a message. 3) Request a PowerSchool Parent Portal account and monitor your child's progress daily. You can also monitor attendance through PowerSchool. Visit <http://www.wcpss.net> for more information about PowerSchool.

**Q: Are parents allowed to eat lunch with their daughters?**

**A:** WYWLA students share the dining hall with GMS students and other individuals receiving services on the GMS campus. As our school continues to grow, space in the dining hall is limited. Although we welcome parental involvement, we do not have the space to accommodate visitors during lunch. Any parent who arrives and requests to eat lunch in the dining hall will be denied.

Any questions not addressed can be emailed to [wywla@wcpss.net](mailto:wywla@wcpss.net) or call the main office at (919) 508 – 9088. Thank you and have a wonderful school year!

**\*\*\*COVID ALERT is written in sections that have information that may have to be altered due to being in a pandemic.\*\*\***

