



# **Student Handbook**

## **Middle School**

**2015-2016**

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## MISSION STATEMENT

“East Wake Academy strives to establish and maintain the highest quality education for its students.”

Goals for achieving this mission statement are:

- Improve all student learning and achievement.
- Increase learning opportunities for all students with an emphasis on effective and expanded learning experiences for students identified as “at risk”.
- Achieve these goals in a way that can be replicated by other public schools.
- Encourage the use of diverse and innovative teaching methods and strategies.
- Create new professional opportunities for teachers including the opportunity to be responsible for the learning program and have control of financial resources needed for that purpose.
- Provide for the school governance by parents and teachers including curriculum thrust, financial control and policy development.
- Provide a school climate that maximizes both student and teacher performance.
- Support teacher professionalism with a well-equipped, well supplied work place.
- Provide a school where administrative costs are much lower than public schools.
- Establish productive parental involvement.
- Provide foreign language instruction.

**In achieving the MISSION, East Wake Academy is guided by the following beliefs:**

- Every child is capable of learning.
- Our staff is our greatest asset and the foundation of our success.
- Each member of our staff is responsible and accountable for excellence in providing quality learning for our students.
- The allotted minutes of our school’s instructional day must be protected for academic learning time.
- With the support of teacher, parents, and community members our students will reach their highest potential.

## **EAST WAKE ACADEMY MIDDLE SCHOOL VISION**

**Our vision is to create a stimulating, safe, and successful developmentally appropriate learning environment where academic achievement exceeds state standards through the cooperative involvement of students, parents, community, and staff.**

# THE SCHOOL DAY

## SCHOOL HOURS:

Office	7:30 A.M. – 4:00 P.M
Faculty/Staff	7:30 A.M. – 4:00 P.M
Students Grades 5th – 8th	8:15 A.M. - 3:15 P.M.

## 2015-2016 ~ MIDDLE SCHOOL DAILY SCHEDULES

### 1<sup>st</sup> SEMESTER:

Master Schedule		5th Grade	6th Grade	7th Grade	8th Grade
8:15-8:20	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:23-9:23	1st Period	Elective/PE	Elective/PE	1st Core	1st Core
9:26-10:26	2nd Period	Elective/PE	Elective/PE	2nd Core	2nd Core
10:29-11:29	3rd Period	1st Core	1st Core	3rd Core	3rd Core
11:30-12:01	Lunch	Lunch	Lunch	Lunch	Lunch
12:04-1:04	4th Period	2nd Core	2nd Core	Elective/PE	Elective/PE
1:07-2:07	5th Period	3rd Core	3rd Core	Elective/PE	Elective/PE
2:10-3:10	6th Period	4th Core	4th Core	4th Core	4th Core
3:10-3:15	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

### 2<sup>nd</sup> SEMESTER:

Master Schedule		5th Grade	6th Grade	7th Grade	8th Grade
8:15-8:20	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:23-9:23	1st Period	1st Core	1st Core	Elective/PE	Elective/PE
9:26-10:26	2nd Period	2nd Core	2nd Core	Elective/PE	Elective/PE
10:29-11:29	3rd Period	3rd Core	3rd Core	1st Core	1st Core
11:30-12:01	Lunch	Lunch	Lunch	Lunch	Lunch
12:04-1:04	4th Period	Elective/PE	Elective/PE	2nd Core	2nd Core
1:07-2:07	5th Period	Elective/PE	Elective/PE	3rd Core	3rd Core
2:10-3:10	6th Period	4th Core	4th Core	4th Core	4th Core
3:10-3:15	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## SCHOOL SAFETY

- East Wake Academy is a school dedicated to providing a safe and secure environment. All visitors are to report to the Office in Building Five and must sign in. Visitors will be asked to provide their license upon arrival. Only parents and immediate family are allowed on campus during the school day. No other visitors will be allowed on campus, without prior approval. This includes lunch and after school. Any visitor not wearing a school visitor badge will be considered a trespasser. This policy will be enforced with no exceptions.

## BEFORE SCHOOL SUPERVISION

- Any student that arrives on the school campus prior to the official opening must report to Wings Before School Care in building 2 until 7:45 a.m. Drop-ins for Wings will accrue a cost of \$10 daily.
- The time between 7:30 a.m. and 7:45 a.m. is teacher preparation time! (No students are to be admitted into the classrooms unless attending scheduled Academic Assistance.)

## TARDIES

- **Students are expected to report to school and to all classes on time.** A student shall be seated at his/her desk at the time appointed or the student will be recorded as tardy for school or that particular class. All students who are late should go by the middle school office in Building 5 to sign in and get a tardy slip.
- It is just as important that students be on time to school as present. When a student is late for school, they are missing valuable instructional time. The same reasons are excused for being tardy to school as for being absent.

## TARDY POLICY:

The consequences listed below are for unexcused tardies received in one academic quarter.

- 1st TARDY – Verbal warning to student.
- 2nd TARDY - Verbal warning to student.
- 3rd TARDY - Disciplinary Action - Letter or email to parent from administration.
- 4th TARDY - Disciplinary Action - Letter or email to parent from administration.
- 5th TARDY - Disciplinary Action - Administrative discretion, parent conference mandatory.
- 6th TARDY - Out of School Suspension - **3** days mandatory.
- 7th TARDY - Out of School Suspension - **5** days mandatory, referral to the Board for review.

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• Any infraction exceeding seven tardies in one quarter will carry a mandatory 5-day suspension and board review regarding attendance status.

- If the EWA Board of Directors allows the student to remain at EWA, any additional infractions will face mandatory out of school suspensions and possible long-term suspensions.

### **CHECK-OUT PROCEDURES**

- When it is necessary for a student to leave before the end of the school day, the parent or guardian must sign the student out from the middle school office. Parents or guardians will be asked to show license before students are dismissed. The office staff will call for students to come to the office to be picked up early.
- **Your child is expected to stay at school until dismissal time unless there is an emergency or a doctor/dentist appointment. Due to carpool traffic, students are not be signed out between 2:45 and 3:15pm.**

### **COURT ORDERS**

- If a child is only to be picked up by a custodial parent or guardian, a copy of the court order must be on file in the school office.

### **DISMISSAL**

- State law requires that our students be in class a certain number of hours per day. Students in grades K-4 will be dismissed at 3:00 pm. Grades 5-12 will be dismissed at 3:15 pm. Students in kindergarten through fourth grade will leave class at 3:00pm and should be picked up by 3:30 pm. Students from fifth through twelfth grades will leave class at 3:15 pm, and should be picked up by 3:45 pm. **If a Middle School student has not departed from the school grounds by 3:45 pm, the student will be sent to after-school-care and the parents will be charged a nominal drop-off fee. (Written permission from the parent or guardian must be provided in order for a child to leave campus with anyone who is not listed on the student release form.)**

### **LUNCH**

- Most days students will eat lunch in the area provided. On occasion the school offers an opportunity for the students to purchase hot lunch, and is announced several days in advance. While most classrooms have a microwave, please do not send items that require a lot of time to cook. Lunchtime is limited and there may be many students who need to use the microwave.
  - Students are expected to bring their own lunch.
  - Each student is responsible for leaving his or her area neat and clean.
  - Students will be allowed to contact parents if he/she has forgotten their lunch.
  - **Reminder: NO GUM chewing is allowed on campus at anytime.**

# ATTENDANCE

- It is the belief of East Wake Academy that there can be no substitute for learning in the classroom. Students who have lawful or unlawful (excused or unexcused) absences from a class for more than **ten (10) days in a semester** or **twenty (20) days during a year** may automatically lose credit for the semester or year where applicable. This means that on the 11<sup>th</sup> day in a semester class or the 21<sup>st</sup> day in a yearlong class, student may receive a “FF” for the final grade of the class regardless of the grade average. Students will be given the opportunity to appeal the violation in order to regain credit with Administration.
- In the event of absence it is the responsibility of the student to bring a note signed by the parent or guardian citing the reason for such absence to the homeroom teacher. **The student has 5 days from the date of return to school to turn in a note for an absence.** All absences not accompanied by a note will be recorded as an unexcused absence.
- The EWA Middle Academy will send notification letters for full day absences on the 5, 10, 15, and 20-day mark for school attendance.

## GENERAL RULES:

- Absence due to participation in school sponsored and approved events will not count towards the allowable days absent (this includes in-school suspension).
- Students must be in attendance until 11:45 p.m. in order to be counted present. In all classes, absences will be counted daily. Attendance is required in one-half of a student's scheduled classes to be counted present. However, work missed in those classes is strictly the **responsibility of the student** and **not the teacher**.
- Absences accumulated by students at other schools and in other systems will be counted when the student transfers to East Wake Academy.
- In the event of an excused absence, a student will be allowed to make-up work without receiving penalties to their grades. The make-up time will be a maximum of **five (5) days** from the day of the students return to school.
- The responsibility for securing and arranging for make-up work rests with the students.
- A student leaving during the day is to be signed out at the middle school office by the person picking him or her up.
- Attendance is an essential part of the learning process. Students should be in school no less than 160 of the 180 school days. **Even if the child has excused absences, they still count against perfect attendance and the allotted days required by the North Carolina Compulsory Attendance Law.**

## LAWFUL ABSENCES

**Distinguishing Excused and Unexcused absences are important for allowing make-up work and if a student is appealing an attendance violation. All absences count!!**

- It is the student's responsibility to obtain from all teachers their missed assignments. They have **five (5) days** to make -up the work missed. A grade of zero (0) will be given for any work not completed during the make-up period.

## EXCUSED/LAWFUL ABSENCE (CODE ONE)

- Illness or injury (the school may request a doctor's statement and/or satisfactory evidence of the reason for the absence).
- Isolation ordered by the State Board of Health.
- Death in the immediate family.
- Emergency medical or dental appointments or such appointments with prior approval by the administration or designee. It is expected that if at all possible, these appointments should be made after school hours.
- Court or administrative proceedings if the child is a party or subpoenaed witness.
- Religious observance when the family religious tenets require or suggest the observance of a religious event.
- Educational opportunity when permission is obtained in advance from the administration and teacher(s) and when it is demonstrated that the purpose of the absence is to take advantage of a **valid curriculum-related, educational opportunity**. A form is available in the middle school office to obtain approval. If advance approval is not obtained, the resulting absences will be coded unlawful.

## UNLAWFUL ABSENCES (CODE TWO)

- An absence with or without parental permission, which does not come under one of the excused absence categories.
- Examples:
  - Hair appointment
  - Oversleeping
  - car trouble
  - shopping
  - traffic etc.
  - (reasons are not limited to those listed above)
- Any absence not classified as excused in Code One.
- Any absence listed in Code One for which proper and **timely** notification is not furnished to the administration. Any absence note not presented within **5 days** of student's return.
- Tardies after 11:45 and early dismissals before 11:45 shall be handled as absences.



## **NOTIFICATION TO PARENTS OF NON-COMPLIANCE WITH THE GENERAL COMPULSORY ATTENDANCE LAW**

- The parent, guardian, or custodian of a student shall notify East Wake Academy of the reason for each known absence of the child, in accordance with East Wake Academy policy.
- Whenever a student has accumulated five lawful & unlawful absences in a school year, the administrator shall notify the parent, guardian or custodian of his or her child's absences. After not more than ten absences, the administrator shall notify the parent, guardian or custodian by mail or email that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State of North Carolina and East Wake Academy.
- After ten accumulated lawful & unlawful absences in a school year, the administration shall review any report or investigation prepared under G.S. 115C-381 and may hold an appeal to confer with the student and his/her parent, guardian, or custodian if possible, to determine whether the parent, guardian, or custodian has received previous notification and made a good faith effort to comply with the law. If the custodian has not, the administration shall notify the state District Attorney. After twenty accumulated absences the student may be asked to withdraw from East Wake Academy due to violation of the Student/Parent Agreement to attend school, in lieu of legal action. The student/parent may appeal this decision in writing to the board within three days of said decision.
- If the administration determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the administration may file a complaint with the juvenile intake counselor under Chapter 7B of the General Statutes that the student is habitually absent from school.
- Evidence showing that the parent, guardian or custodian of the student was notified of **twenty accumulated** absences which cannot be justified by established policies of East Wake Academy shall constitute a prima facie case that student's parent, guardian or custodian is responsible for the absences. Any parent, guardian, or other person violating the provisions of the attendance law shall be guilty of a Class 3 misdemeanor.

## ACADEMIC INFORMATION

- Students will receive instruction in the four main academic subjects of language arts/reading, math, science, and social studies. Students will also receive the reward to participate in physical education, art, careers, computer technology and Spanish. The curriculum at East Wake Academy is an integration of the North Carolina State Standard Course of Study (Grade K - 12) and approved outside sources from teachers, staff, and community.

### REPORT CARDS

- Students will receive a report card at the end of each quarter. Parents are asked if there are any concerns, you are urged to request a conference with the teacher(s) within five (5) days of receipt, to discuss the student's performance.

### HONOR ROLL

- At the end of each marking period, the teachers compile the names of students qualifying for the honor roll in Grades 5-8.
  - "A" HONOR ROLL— All A's on subjects
  - "A/B" HONOR ROLL— A combination of A's and B's or higher on all subjects

### PROGRESS REPORTS

- PowerSchool has a parent portal for constant review of students' progress. Notification will be sent to all families reminding parents of progress report times and the updating of progress in PowerSchool so parents can log into the port to review their student's progress.

### PROMOTION/RETENTION REQUIREMENTS

- All students must be evaluated as completely as possible before a decision on promotion or retention is reached. The primary information used will include:
  - Achievement levels
  - Standardized test scores (state mandated, psychological tests, etc.)
  - Ability
  - Maturity (social, emotional, and physical)
  - Grades
  - Subjects mastered
  - Reading level completed
  - Attendance
  - Home environment
  - Traits of exceptionality
  - Observations by trained personnel, etc...

- The administration is expected to place students at the grade level best suited to them academically, socially, and emotionally. The teacher will notify parents, as soon as possible if their child is in danger of being retained. The administration will direct and assist teachers in their evaluation and approve grade assignments in order to ensure uniformity of evaluation standards. Parents are involved as a valued member of a team when considering placement of their child, however, the final decision as provided by law will rest with the administration.

### **TWENTY-ONE DAY FAILURE POLICY**

- A student who is absent a total of **twenty-one days** per school year for reasons defined as lawful or unlawful (excused or unexcused) may automatically fail the work in that class for the school year. If a student accumulates twenty-one or more days, some of which fall within the lawful category, he or she must attend an appeal with Administration for a ruling.

### **STUDENT PROMOTION STANDARDS POLICY**

#### **REQUIREMENTS FOR FIFTH THROUGH EIGHTH GRADE**

1. Students must pass three of the four core subjects and one-half of the remaining courses.
2. Fifth through eighth grade students must achieve a minimum Level III proficiency on End-of-Grade tests in mathematics and reading.
3. The East Wake Academy Administration will implement an appellate process for students with passing grades and who have met local promotional standards, but did not score at Level III or above on the End-of-Grade reading and mathematics tests.

### **HOMEWORK**

- **Homework shall be a part of the instructional experiences of each student. Homework is a purposeful continuation or extension of the instructional program to be accomplished by the student outside the regular classroom setting. Homework is assigned for the following reasons:**
  - Reinforcement
  - Enrichment
  - Completion/Continuation
  - Review

### **ATHLETIC PARTICIPATION FEE**

- East Wake Academy has an Athletic Fee for all competitive sports team participants. This fee is \$100.00 per student for each sport the student participates in and assists with the cost of equipment, referees/umpires, uniforms, and other expenses associated with running a sports program. In order to participate in a team or individual competitive sport, payment of the athletic fee is required. A student athlete will not be allowed to practice with the team until the fee is paid. If the fee is not paid prior to the first game, the student will be cut from the team.

## **ACADEMIC PROBATION**

- Academic probation is to be defined as below average or failing performance in course work for a minimum of one nine week grading period. Academic probation is a tool with which parents, students, teachers, and administration will work together to enable the student to be academically successful at East Wake Academy. This tool requires that all involved meet responsibilities. All students in all grades kindergarten through twelfth grade are subject to and expected to meet acceptable academic performance levels.
- Students placed on Academic Probation may be subject to parental conferencing, restrictions placed on extracurricular activities, loss of privileges, and/or disciplinary actions. Incentives can be used as a positive means to motivate and reward students towards removal from Academic Probation. These incentives may be used at the discretion of the teachers and parents. Incentives may include, but not be limited to, prizes, rewards, and recognitions, dress down passes, parties, and academic improvement/honor rolls. Restrictions may be used as punitive results of being on academic probation. Restrictions may include, but not be limited to, loss of: extracurricular activities, after-school clubs, etc.
- Parents of students whose academic performance places them on academic probation will be in communication with teachers in regards to student's progress. Continued academic probation for more than two consecutive nine week grading periods may require parent/student/teacher/administrative conference to determine an academic plan of action. Failure of student or parent to fulfill responsibilities required by school for academic improvement, such as not attending tutorials, acceleration academies, or other offered assistance may lead to disciplinary action.
- Retention at a grade level is not considered punitive. Academic probation will only be considered in retention if the student is not deemed ready for the next grade level. Promotion to the next grade level should always be with the consideration of the student's preparedness for the next grade level and the confidence of success. Meeting any of the following criteria is grounds for placement on academic probation. (This list is not all-inclusive and is subject to administrative amendment.)

### **Middle grades (5 — 8)**

Failing more than one subject in a grading period

Two or more grades of D in a grading period

Low academic performance due to incomplete assignments

EOG Score Level I or II

# THE OFFICE

## OFFICE LOCATIONS

- The main office is an essential part of East Wake Academy and is located in the K-4 building. The middle school office is located in Building 5. The high school office is located in the Senior Academy. Students will not be permitted to enter any office without a note.

## PASSES

- All students must have a written pass from an administrator or teacher to be out of the classroom. This applies to any student who finds it necessary to exit to the outside areas.

Generic passes are not acceptable. **All passes must contain the following information written in ink:**

- 1) Name of the student
- 2) Destination
- 3) Time and Date
- 4) Signature of person issuing the pass

No student is to be out of the classroom without a properly filled out pass. Any student found out of the classroom without a pass is subject to disciplinary action.

## TELEPHONE

- Students will be strongly encouraged to use the telephone when the call pertains to an illness or emergency.
- If needed, students will be permitted to use the telephone for making arrangements for after school, early dismissal, riding in a different vehicle, or any other personal business.

## STUDENT RECORDS AND RELEASE OF STUDENT INFORMATION

- Cumulative folders for middle school students are kept in the middle school office and access to these records is restricted. No record or information from a record may be removed from the authorized location without permission from the administration or designee. The purpose for such access may be granted and is restricted to legitimate educational and other legal needs. The cumulative record should contain personal and family data, attendance reports and scholastic information (including grades and test data).
- Each student's official record also shall include notice of any suspension for a period of more than 10 days or of any expulsion under G.S. 115C-391 and the conduct for which the student was expelled. The notice of suspension or expulsion shall be expunged from the record if the student:
  - Graduates from high school; or
  - Is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension.
- The Family Educational Rights and Privacy Act (FERPA) grants parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. They are: the right to read, inspect, and copy any and all records, data and information maintained with respect to the student within forty-five (45) days of the day East Wake Academy receives the request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate and misleading. Parents or eligible students are asked to write the Superintendent, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

# ENROLLMENT/WITHDRAWAL

## ENROLLMENT OF NEW STUDENTS:

- When a student enters East Wake Academy having previously been registered at another school at the beginning or during the school year, the student and parent should make immediate contact with the administration. Every effort will be made to immediately obtain the student's records (including special program files) from the previous school attended by the student.
- Once the registration process has been completed, tentative placement will be made based upon the information available. Final placement will take place after the administration has had the opportunity to review the student's **complete** records (including psychological testing and special programs files).

## WITHDRAWAL FROM EAST WAKE ACADEMY:

The procedure to be followed for withdrawing a student is as follows:

1. Inform the administration or data manager (Linette Sherwood) of the last day the student will be at school.
2. Inform the administration or data manager (Linette Sherwood) of the new address of the student and the new school he/she will attend, if known.
3. **Complete the required withdrawal process** (if this process is not completed, the student will remain on the roster for East Wake Academy). Turn in all textbooks and materials and supplies before leaving.

# PARENT INFORMATION

## PARENT RESPONSIBILITIES

1. Assist the school a minimum of four hours per month or submitting time as mentioned in the parental agreement.
2. Be responsible for replacing, repairing, or paying for books, or other school property that his/her child loses or damages.
3. If at any time the parent is unable to help his/her child with homework he/she will pay a tutor to help the child.

## STUDENT RESPONSIBILITIES

1. Maintain a level of academic performance and behavioral conduct that meets East Wake Academy standards.
2. To be properly dressed according to the required attire policy as established by East Wake Academy.
3. To attend classes and be punctual every day that school is in session, when in good health.
4. To observe all other established rules and policies as established by East Wake Academy.
5. To enter the school with expectations of doing better than they have done before and will improve any behavior or attitude weakness that may prevent them from learning.

## PERSONAL BELONGINGS

- Students are solely responsible for personal belongings at school. All personal items need to be marked with the student's name. Students are permitted to bring electronic equipment (i.e. iPods, cell phones, laptops, iPads, calculators) as permitted by grade level/classroom teacher for educational purposes. East Wake Academy is not liable for any missing or stolen items.

## BOOKS

- All books issued to a student are his/her responsibility. If they are misplaced, damaged, or stolen that student to whom they were issued is responsible for paying replacement costs at the end of a semester or the school year, whichever is appropriate. Failure to pay any outstanding fees may result in the student not being allowed to participate in certain school events (i.e. graduation, award ceremonies).

## VOLUNTEERS

- Volunteers play a key role in the success of East Wake Academy. Parents sign a contractual agreement saying that they will volunteer a minimum of 4 hours each month. We will need volunteers throughout the entire year. Parent volunteers are required to sign in and wear a badge while on campus. We understand that many of our parents work full-time jobs and are not able to come to campus due to scheduling, location, etc. However, our teachers have several needs for the classroom that would give parents the opportunity to put in their volunteer time as stated in the Contractual Agreement. Please contact your child's teacher to see where you can contribute.

## **PARENT-TEACHER CONFERENCES**

- Communication between parents and teachers is essential. We ask that parents do not arrive at their child's classroom unannounced for a conference but allow teachers time to prepare. Also, unannounced visitors during class time disrupt the learning environment of all the students in the class. If you would like to meet with your child's teacher, **please email the teacher to arrange a time for your meeting.**

## **NEWS MEDIA ACCESS**

- During the school year students are likely to be recorded, videotaped, interviewed and/or quoted by various types of news media (i.e. radio, television and newspapers, etc.). Release forms were included in the registration packet for parents to sign. If you do not wish for your child to be interviewed or photographed, please complete appropriate document provided by homeroom teacher and/or middle school office expressing your child's restriction to the news media.

## **INCLEMENT WEATHER POLICY**

- In case of inclement weather, parents should follow the information from the below listed stations.
- Makeup for days missed will be determined when the need arises.
- Parents will be notified in advance of the scheduled makeup days.
- Television and radio announcements will be made early on mornings of inclement weather. Announcements will be given to the following stations just as soon as a decision is made, generally no later than 6:30 a.m.

## **TELEVISION STATIONS**

- WRAL & WRAZ (5 & 50)
- WTVD (11)
- WNCN (17)
- also online via Internet ([www.wral-tv.com](http://www.wral-tv.com))

## **SCHOOL WEBSITE**

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

## **INCLEMENT WEATHER POLICY**

- Weather conditions sometimes worsen during the day after students have arrived at school. If early dismissal of school is necessary, television stations and school website will make the proper announcement. We are a commuter school and the safety and well-being of the students, faculty and staff is of the utmost importance to us. Please remember to use caution when driving to and from school during inclement weather conditions.

## **FIRE/SEVERE WEATHER DRILLS**

- Fire drills are performed on a monthly basis and severe weather drills on an annual basis as a safety precaution for all individuals in the school. They should be taken seriously and everyone should exit the



building promptly, orderly and quietly. Emergency exit procedures are posted in each classroom.

### **TORNADO DRILLS**

- Tornado drills take place at least once annually and will be scheduled by the administration. During a tornado drill, students are to be moved to a safe location away from windows. Each child will practice crouching down on the floor and covering their head or the back of the neck to reduce injury.

### **LOCKDOWN DRILLS**

- Lockdown drills are performed yearly and are scheduled by administration. During the drill students are kept safely in their classrooms away from doors and windows.

# MEDICAL INFORMATION

## SCHOOL HEALTH SERVICES

- East Wake Academy staffs a full-time Licensed Practical Nurse. The school nurse manages the School Health Services, assesses student health and development, helps families determine when medical services are needed, and serves as a professional link with physicians and community resources. THE SCHOOL NURSE CANNOT DIAGNOSE HEALTH PROBLEMS.
- The goals of the School Health Services are:
  - Maximize the quantity of in-class time by reducing the incidence of health related absenteeism.
  - Eliminate or minimize health problems that impair learning.
  - Help students achieve the highest degree of independent functioning.

## MEDICATION REQUIREMENTS

1. School officials may administer medication to students if one of the following criteria are met:
  - The *Parent Request and Physician's Order Form for Medication* is completed and in the possession of the school. School staff members are not to administer "over the counter" medicines that are not ordered by a physician.
  - If a doctor orders a non-prescription medicine, it must be received in the original container and will be administered according to the doctor's written instructions.
  - Students may need to take short-term (2 weeks or less) medication after an acute illness. If a child is symptom free and a doctor recommends they can return to school, they may do so and have the medication administered as indicated on the pharmacist's label. The pharmacist's label with a note from the parents may substitute for the *Physician's Order Form for Medication*.
  - In the case of long-term medications, requests and physician's orders should be updated at the beginning of each school year and any time there is a change in the dosage prescribed.
  - 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 the medication, the date the prescription was filled, and directions for administration clearly marked. The medication label must match the name and dose of medication list on the physician order form.
2. At all school levels, students may self-medicate with emergency prescription medicine (i.e. asthma inhalers, epi-pens) if they have permission to do so documented on the *Parent Request and Physician's Order Form For Medication*. At the elementary level, no other self-medication, including over-the-counter medicines, is permitted.
3. At the secondary level, students may self-medicate with over-the-counter medications. Should there be concern or question about the appropriateness of self-administration, school personnel should notify the school nurse. The school nurse will then consult with the student's parents.
4. The storage of self-administered medications is determined by the school nurse, as directed by the principal, based on the nature of the medication, age of the child, and the child's ability to maintain safe use, including a child keeping the medication on their person. Under no circumstances should a child be denied easy access to emergency medications such as asthma inhalers.
5. It is the responsibility of the parent to bring the medication to school. The school nurse will receive the medication at school. Separate containers for school and home should be provided so that one container may stay at school. Pharmacies will provide two containers if asked to do so.

## IMMUNIZATIONS

- Students entering East Wake Academy must have copies of their birth certificates and any other records the school may require. They must also have documented proof of having received the North Carolina required immunizations. NC Law requires the following minimum doses:
  - **DTP, DTAP, DT**—5 doses (If 4<sup>th</sup> dose is after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required.)
  - **POLIO**—4 doses (If 3<sup>rd</sup> dose is after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required.)
  - **Hib**—1 dose on/after 1<sup>st</sup> birthday and before 5 years of age (Not required after age 5).
  - **MMR (Measles, Mumps, Rubella)** — 2 doses (1<sup>st</sup> dose on/after 1<sup>st</sup> birthday)

- **Hepatitis B** – 3 doses required for all children born on/after 7/1/94.
- **Varicella (Chickenpox)** – 1 dose (On or after 12 months of age and before age 19 months, for all children born on or after 4/1/01.)
- A booster dose of tetanus/diphtheria/pertussis (TDAP) and meningococcal conjugate vaccine (MCV) is required for individuals attending public school who are entering the 7<sup>th</sup> grade or by 12 years of age, whichever is first, effective July 1, 2015.
- The school must receive acceptable medical evidence of immunizations within 30 calendar days of school starting, or the child will be **suspended from school**. Any medical or religious exemptions to immunizations need to be on file at the school, and it is the parent's responsibility to provide such documentation.

## ILLNESS

- School nurse will notify parents and arrange for children to go home when they have the following symptoms:
  - Fever of 100.0 or higher (child should remain at home until fever free for 24 hrs.)
  - Nausea, vomiting
  - Severe headache
  - Diarrhea
  - Red, watery eyes with yellow drainage
  - Undiagnosed rash

***Students should not be sent to school if they are experiencing any of these symptoms.***
- Students are excluded from school in cases of communicable diseases. When a student is suspected of having one of the following communicable diseases, it is the responsibility of the parent to take the child to the local health department or family physician for verification and treatment before that student can return to school:
  - **Chicken Pox:** Student is excluded for 6 days after the rash appears or until all blisters have formed scabs.
  - **Measles:** Student is excluded until physician's written approval is given and the student is no longer contagious.
  - **Ringworm:** Student is excluded from school until seen by a doctor and treatment is started.
  - **Scabies:** Student is excluded until one (1) treatment with prescription medication is complete. Proof of medication is needed.
  - **Pink Eye:** Students are excluded if: eyes are severely red and swollen, there is a yellow discharge, the child excessively rubs the itching eye, or it appears that cases are being transmitted from one student to another. Students should not return to school until prescription medication has been applied for up to twenty-four hours.
  - **Impetigo:** Student is excluded from school if (s)he has more than three or four sores and until seen by a physician and treated with a prescription antibiotic for twenty-four hours. Proof of medication is needed.
  - **Streptococcal and Staphylococcal Infections:** Student is excluded from school until treated with prescription antibiotic. Students with a confirmed case of MRSA (Methicillin-resistant Staphylococcus aureus) will be treated on an individual basis. The student's Physician, the School Nurse, and the Superintendent will decide when a student identified with MRSA infection may return to school.
  - **Head lice:** Students found to have live head lice will be sent home immediately for treatment. When proof of treatment is provided the child may be re-admitted to school. The presence of only hatched egg casings/nits (white) does not constitute grounds for exclusion. The presence of unhatched, live nits (usually white with brown dot, within ¼ inch of scalp) indicates active infestation requiring treatment (unless the student was treated within the previous seven days) and exclusion from school until all live nits are removed. A 7-day follow-up examination by the school nurse shall follow readmission. To help keep this problem under control, parents should conduct periodic lice checks at home. The school should be notified if lice are found. A written notice will be sent to the parents of all children in a classroom where a confirmed case of head lice occurs. In classrooms where an outbreak (three or more cases) of head lice occurs, all students will be examined by the school nurse.

## DRESS CODE

## ARE YOU IN EWA DRESS CODE?

### EWA School Dress Code Guidelines Updated by EWA Board 7/18/2015

School uniforms are required for all students attending East Wake Academy. All uniforms are to be neat, clean and in good condition. Torn, tattered, or dirty uniforms are unacceptable! East Wake Academy students are to wear only school approved shirts and bottoms. East Wake Academy has a contract with Educational Outfitters in Cary for uniforms. Orders may be placed online at [www.educationaloutfitters.com](http://www.educationaloutfitters.com)

- The guidelines for the Dress Code are listed below:
  - All shirts are to be **tucked** into pants, shorts, skorts, skirts, etc. at all times (young men and ladies) at all times. All pants, shorts, skirts, skorts, and shirts are to be worn around the waist and are not to be lowered, rolled down, or under. Shorts, skorts, and skirts are not to have the hemlines shortened. Skirts, shorts, and skorts, can be no shorter than three inches above the knee in both the back and front of the leg.
  - Only school approved sweaters or school sweatshirts are to be worn indoors during school hours. Hoodies in solid navy or those that are purchased from Educational Outfitters may be worn in grades 5-12.
  - Belts with plain, small buckles must be worn with all pants, shorts, and skirts with belt loops. (K-1 belts not required)
  - Tights with feet or footless tights may be worn in white, navy, black, brown and tan. Full length leggings may be worn under uniform skirts, skorts, shorts or pants in colors white, black, navy, brown, and tan.
  - Sandals, open back shoes, flip-flops, or platform shoes are **NOT** allowed. Shoes must be correctly laced and tied at all times.
  - Male students hair should be neat and not in the face or below the collar. Male students' facial hair should be neatly trimmed at all times. No Mohawks or scalp designs are allowed.
  - If earrings are being worn, dangle earrings are to be removed during physical education. Young men are not to wear earrings at any time.
  - No body piercing is to be displayed. No Band-Aids to cover body piercing will be permitted.
  - Make-up should be held to a minimum and should not be applied while at school. No glitter on face or body.
  - Non-natural hair coloring is not permitted for young men or ladies. (ex. Orange, purple, red streaks, multicolor, or other non-natural hair colorings.)
  - No sunglasses, hats or caps, visors or headgear of any kind are to be worn at any time on school grounds (this includes Physical Education and Recess!). Any violations will be confiscated and will not be returned until the last day of school.
  - Uniforms are to be worn at all times! A change of clothing can occur only after school is dismissed. A change of clothing is required for 5<sup>th</sup> grade and up during Physical Education in approved school PE uniform.

**Please make sure that your child is in compliance each morning before coming to school. East Wake Academy administration has the authority to determine whether or not an item is acceptable to dress code. If you have any questions or concerns, please contact the school office.**  
**Special Clothing and Regulations by HOUSE**

**Middle School: No Knit Dresses, No Plaid Jumpers, Sky Blue Polo Shirt, Plaid Skirt, and**

## **EWA Jackets provided by EO or plain Navy – no logo.**

### **Athletic Dress Code:**

**MALE:** Button down dress shirt (tucked in), tie or bowtie, dress shoes, dress slacks, (blazer or nice sweater optional)

**FEMALE:** Dresses with sleeves no shorter than 3 inches above the knee in both the back and front of the leg, or dress blouse with dress slacks, no denim, leggings can be worn under a dress, shoes follow school dress policy.

**As stated before, the dress code will be enforced. Please make sure that your child is in compliance each morning before coming to school. East Wake Academy administration has the authority to determine whether or not an item is acceptable to dress code. If you have any questions or concerns, please contact the school office.**

### **DRESS CODE POLICY**

The consequences listed below are for dress code violations received in one academic quarter. If you receive more than one e-mail from teachers on the same day, it is still considered only one violation.

1st VIOLATION - Warning to student and teacher e-mail to parent.

2nd VIOLATION - Warning to student and teacher e-mail to parent.

3rd VIOLATION - Warning to student and teacher e-mail to parent along with Disciplinary Action - Letter or email to parent from administration.

4th VIOLATION - Disciplinary Action - Parent conference requested.

5th VIOLATION - Out of School Suspension - **1** day mandatory.

6th VIOLATION - Out of School Suspension - **3** days mandatory.

7th VIOLATION - Out of School Suspension - **5** days mandatory, referral to the Board for review.

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• Any infraction exceeding seven dress code violations in one quarter will carry a mandatory 5 day suspension and board review regarding this issue.

• If the EWA Board of Directors allows the student to remain at EWA, any additional infractions will face mandatory out of school suspensions and possible long-term suspensions.

## **CONDUCT AND DISCIPLINE**

- For a school to meet the needs of its students there must be an environment conducive to serious study and respect for oneself, other people, and property. The purpose of this Code of Student Conduct is to provide in a single document those policies relating to the conduct of students at East Wake Academy judged to be necessary for the safe and effective operation of the school.

**All students shall comply with all rules and regulations governing behavior and conduct.**

- This code of student conduct shall apply to:
  - any student in any school building or on any school premises before, during or after school hours

- any student on any bus or other vehicle on which the student is being transported as part of any school activity
  - any student during any school function, activity or event
  - any student at any time when he/she is subject to the authority of school personnel
  - any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the school.
- Violation of Board policies, rules or regulations, the code of student conduct, regulations issued by East Wake Academy, or the North Carolina General Statutes may result in disciplinary action including termination of the student from East Wake Academy pursuant to Board policies. All expulsions will be for the remainder of the school year. Re-entry will be based on a case-by-case basis at a review hearing before the Board of Directors. Students cannot re-register for the next school term at East Wake Academy until a hearing is held before the Board of Directors and written approval by the Board of Directors for re-entry is granted.
  - Student misconduct not covered by the previous levels shall be dealt with by the administration or the designee as appropriate. The administration is authorized to promulgate individual school rules and regulations, including disciplinary penalties for violating individual school rules and for matters and misconduct not covered in the following sections.
  - Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. **The administration or designee has the authority to modify the discipline recommended in the code for each offense when, in their opinion, the facts and circumstances justify a less or more severe penalty.** Any student who has violated one or more sections of the code may be subject to more severe disciplinary action than recommended in the code. The student must understand that their rights and responsibilities carry equal weight. One cannot exist without the other.
  - When a school official learns or suspects that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he/she shall promptly report such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.
  - The teacher is charged with the responsibility of maintaining student control and proper conduct for **all** students. The administrative office shall be ready and willing to give the teacher any assistance he or she may need. **However, the most effective control is that which is maintained by the teacher.**
  - The Board believes that vitalized teaching and proper guidance will minimize the necessity for various types of punishment. However, it is recognized that in some cases reasonable punishment or even suspension may be necessary.

### East Wake Academy Middle School Detention Policy:

The consequences listed below are for detentions received in one academic quarter.

1st DETENTION – Parents are notified the student will serve lunch detention the same or next day.

2nd DETENTION – Parents are notified the student will serve lunch detention the same or next day.

3rd DETENTION – Parents are notified the student will serve lunch detention the same or next day.

4th DETENTION – Parents are notified the student will serve lunch detention the same or next day. Student will **also** be assigned After School Detention.

5th DETENTION – Student will be assigned After School Detention.

6th DETENTION – Out of School Suspension – **1** day mandatory.

- Any infraction exceeding six detentions in one quarter will carry a mandatory 3 day suspension and board review regarding this issue.

- If the EWA Board of Directors allows the student to remain at EWA, any additional infractions will face mandatory out of school suspensions and possible long term suspensions.

**The following sanctions will be used with the discipline policy of East Wake Academy for Grades 5-12:**

Level 1: Classroom Teacher Intervention. Teachers are responsible for controlling their classroom. Teachers will handle most minor discipline matters through: parental contact, telephone calls, home visits, lunch or after school detention, additional assignments, time after class, etc.

Level 2: Classroom Teacher/Parent conference (Contact may be made by email or phone).

Level 3: Teacher conference with an administrator or designee and student.

Level 4: Administrative conference with parent  
Maximum three (3) days out of school suspension.

Level 5: Administrative conference with parent  
Maximum five (5) days out of school suspension.

Level 6: Administrative conference with parent  
Maximum ten (10) days out of school suspension.

Level 7: Expulsion for the remainder of the school term.

East Wake Academy will use lunch detention, after-school detention, in-school suspension and other types of discipline it feels appropriate when possible.

**Rule 1: Compliance with Directions of School Personnel**

Students shall comply with all directions of Administrators, teachers, substitute teachers, student teachers, teacher assistants, contract employees and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel.

**Legal Reference: G.S. 115C-47, -288, -307, -390,391**

**First offense: Level 2 Sanction.**

**Rule 2: Disruption of School**

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. **Bullying, including Cyber-bullying, will not be tolerated.** In addition to other disciplinary measures available, a student who is disruptive may be excluded from participating in extracurricular school programs, including graduation.

- A. No student shall engage in or urge any other student to engage in passive resistance, noise, threats, fear, intimidation, coercion, force or violence for the purpose of causing the disruption or obstruction of any lawful function, mission or process of East Wake Academy.
- B. While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of a school, illustrate the kinds of offenses prohibited by this policy:
  - 1) Occupying any school building, school grounds or part thereof with the intent to deprive others of its use;
  - 2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to the room, or use of the building, corridor or room;
  - 3) Blocking normal pedestrian or vehicular traffic on school premises;
  - 4) Making noise or acting in any manner so as to intentionally interfere with any teacher's ability to conduct class or to carry on any school activity;
  - 5) Preventing or attempting to prevent the convening or continued function of any school, class, activity, or of any lawful meeting or assembly on the school premises;
  - 6) Cursing or using vulgar or abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability;
  - 7) Conducting oneself in an uncivil manner at any school extracurricular activity. In addition to other disciplinary sanctions provided in the policy or sanctions within the discretion of teachers and Administration, the Administration may bar the student from attending any school extracurricular activity and may require the student not to be on school property before, during, or after extracurricular activities;
  - 8) Dress - Appearance or clothing which violates a reasonable dress code adopted and publicized by the school, and/or which is disruptive, provocative or obscene or which endangers the health or safety of the student or others;

- 9) Possessing literature or illustrations which significantly disrupt the educational process or are obscene;
- 10) Engaging in behavior, which is immoral, indecent, lewd, and disreputable or of any overly affectionate or sexual nature in the school setting;
- 11) Use of devices causing noise, including but not limited to radios, compact discs, walkmans, tape recorders, pagers and beepers.

**Legal Reference: G.S. 14-132, -288.2; 115C-47, -288, -307, -390, -391**  
**First offense: Level 4 sanction.**

**C. Bullying—Willful intent to intimidate, threaten, or demean another student or group of students**

**EAST WAKE ACADEMY BOARD POLICY**  
**Bullying and Harassing Behavior**  
**G.S. 115c-407.5**

East Wake Academy Board of Directors acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

**1) Definitions**

**A) Harassment and Bullying**

Bullying and harassing behavior is any pattern of gestures of written, electronic, or verbal communications, or physical acts or any threatening communication that take place on school property or at any school-sponsored function and that:

- places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property;
- creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.

**B) Discrimination**

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

**2) Reporting and Investigating Complaints**

**A)Mandatory Reporting by School Employees and Other Third Parties**

A school employee, student, or volunteer who has witnessed or has reliable information that a student or school employee has been subject to bullying or harassing behavior shall report the incident to the appropriate school official.

**B) Anonymous Reporting**

Anonymous reporting of bullying or harassing behavior shall be permitted, however this provision should not be construed to permit formal disciplinary action solely on the basis of an anonymous report. These reports will be investigated by the principal or principal’s designee.

**C) General Requirements**

No reprisal or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information. Any person who engages in reprisal or retaliation shall be subject to disciplinary action, up to, and including suspension or dismissal.

**D) Investigation of Reports**

Reports of serious violations and complaints of any act of bullying or harassment will be investigated promptly. The person responsible for investigating these acts shall be the principal or principal’s designee.



### 3) Prohibited Behaviors and Consequences

- A) Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan. Administration will conference with the parents of students found in violation of bullying or harassing behaviors and the student may receive up to ten (10) days out of school suspension.
- B) Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement.

### 4) Notice

The principal or principal's designee is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy will be posted on East Wake Academy's website, written in each school's (Elementary, Middle and High School) handbook, as well as shared with East Wake Academy faculty.

### 5) Grievance Procedures

If parents or students disagree with any policy or procedure, the first level of grievance is the Teacher and Administration. If the parties are not satisfied with the decision of the Teacher and Administration, they may file a written complaint with the Board of Directors. This complaint must be written two (2) weeks prior to a Board meeting. The Board will review the facts and submit in writing to the parties if further action is necessary. If the Board considers that the matter(s) should be heard, the parties will be called to meet in a closed hearing with the Board. After hearing all of the issues, the Board will submit its decision in writing to both parties. The Board of Directors is the final level of the appellate process at East Wake Academy.

### D. Falsifying an emergency situation that disrupts normal school operations

First offense: Level 6 sanction

### E. Behavior at a school sponsored event that is detrimental to the progress of, or which prohibits the normal rights of other spectators or participants.

First offense: Level 6 sanction

### Rule 3: Misconduct on Transportation Services

School transportation service is a privilege, not a right. Students at all times while riding a school authorized transportation service or other school vehicle shall observe the directives of the driver. **This includes parent vehicles being used for the purpose of transporting students to and from school functions.** The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

- A. Delaying the transportation schedule;
- B. Fighting, smoking, using profanity or refusing to obey the driver's instructions;
- C. Tampering with or willfully damaging the school vehicle;
- D. Possessing or using unauthorized drugs or intoxicating beverages on a school vehicle;
- E. Getting on or off at an unauthorized stop or riding in a vehicle without permission;
- F. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- G. Failing to observe established safety rules and regulations;
- H. Willfully trespassing upon a school authorized vehicle;
- I. Violating any other rule of the code of student conduct while on the school authorized vehicle.

**Legal Reference: G.S. 14-132.2; 115C-47, -288, 307, -390, -39**

First Offense: Level 6 sanction

### Rule 4: Trespassing

No student shall be on the campus of a school to which he/she is not assigned during the school day without the

knowledge and consent of the officials of the school he/she is visiting. Students who loiter at any school after the close of the school day including exam and other days when only some schools are dismissed without specific need or supervision will be considered trespassers and may be prosecuted if they do not leave when instructed to do so. Any student who has been suspended from school shall be considered trespassing if he/she appears on the property of any school during the suspension period without the express permission of the Administration and may be prosecuted.

**Legal Reference: G.S. 14-132, -134; 115C-47, -288, -307, -390, -391**

**First Offense: Level 6 sanction**

**Rule 5: Assault, Injury**

No student shall assault, cause or attempt to cause physical injury to, or intentionally behave in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

**Legal Reference: G.S. 14-33; 115C-47, -288, -307, -390, -391**

**First Offense: Level 6 Sanction**

**Rule 6: Threatening Acts**

No student shall direct towards any Administrator, teacher, other school employee, other student, or other person, any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence, or disruption.

**Legal Reference: G.S. 14-33; 115C-47, -288, -307, -390, -391**

**First offense: Level 4 Sanction**

**Rule 7: Weapons, Dangerous Instruments**

No student shall possess, handle, or transmit any weapon or dangerous instrument, including but not limited to a loaded or unloaded firearm, including a gun, pistol, or rifle; fireworks, incendiary device, or explosives, including a bomb, grenade, or mine; knife, including a Bowie knife, switchblade, dirk, or dagger; or other weapon, including slingshot, leaded cane, blackjack, metal knuckles, BB gun, pellet gun, air rifle, air pistol, stun gun or other electric shock weapon, ice pick, mace, pepper gas, razor or razor blade or any sharp pointed or edged instrument nail files and clips or a facsimile or a gun or other weapon or any object that can reasonably be considered a weapon or other dangerous instrument.

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above.

**Legal Reference: G.S. 14-269.2; 115C-47, -288, -307, -390, -391**

**First Offense: Maximum sanction of long term suspension. Suspension for 365 days may be imposed for certain violations.**

**Rule 8: Theft, Damage to Property**

No student shall steal or attempt to steal or knowingly be in possession of stolen property.

No student shall intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

**Legal Reference: G.S. 14-54, -60, -67, Art. 16; 115C-47, -288, -307, -390, -391**

**First Offense: Level 4 Sanction and STUDENT shall make restitution.**

**Rule 9: Tobacco Products**

The following guidelines will govern sanctions for smoking or use of other tobacco products by all students grades K - 12:

In North Carolina it is illegal for any person to sell or distribute in any way tobacco products to any person under the age of eighteen (18). In support of this State policy, no student shall possess or use any tobacco product in any school building or school vehicle at any time, or on the school grounds during the school day or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or activity.

**Legal Reference: G.S. 14-313; 115C-47, -288, -307, -390, -391**

**First offense: Level 6 Sanction with referral to Board of Directors.**

**Rule 10: Narcotics, Alcoholic Beverages and Stimulant Drugs**

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor nor shall a student possess, use, or transmit drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Use of a drug authorized by valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed and in the manner prescribed.

**Rule 11: Integrity**

Any student who knowingly engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions are specifically prohibited:

A. Cheating - Cheating includes the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work.

B. Plagiarism - Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.

C. Falsification - Falsification includes the verbal or written statement of any untruth.

**Legal Reference: G.S. 115C-47, -288, -307, -391**

**First Offense: Level 4 sanction**

**Rule 12: Hazing**

No student shall engage in hazing another student by playing abusive or ridiculous tricks upon him/her; by frightening, scolding, beating, or harassing him/her; or by subjecting him/her to personal indignity. In addition to other disciplinary sanctions, any student who has been criminally convicted of hazing will immediately be expelled from school, as required by law.

**Legal Reference: G.S. 14-35, -36; 115C-47, -288, -307, -390, -391**

**First Offense: Level 6 Sanction**

**Rule 13: Sexual Harassment**

The East Wake Academy Board of Directors believes that all students are entitled to school-related environments that are free of sexual harassment. To this end, the Board prohibits students from engaging in sexual harassment and advises students that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including suspension.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment by a student when such conduct has the purpose or effect of unreasonably interfering with another student's educational performance or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by students.

In the event that a student believes that he/she has been sexually harassed by another student, he/she should bring the matter to the attention of the Administration. The Administration or the Administrator's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. Any student reporting sexual harassment who is not satisfied with the Administration's response or who continues to be sexually harassed may file the complaint with the Board of Directors. However, student discipline records remain confidential and may not be revealed by the Administration or other school personnel to the student reporting sexual harassment.

Sexual harassment of a student by an employee also is prohibited. Any student who believes he/she has been sexually harassed by an employee should report it promptly to the Administrator or other school official.

**Legal Reference: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; G.S. 115C-47,-391.**

## Grades 5-12

### First Offense: Level 6 Sanction

**Rule 14:** Cutting Classes/Truancy/Unauthorized Leaving school

Grades 5-12

### First Offense: Level 4 Sanction

## MANDATORY SUSPENSIONS

- Any student in grades 5-12 shall be suspended for 365 calendar days for bringing a weapon as defined in G.S. 14-269.2[b](i.e. - a gun, rifle, pistol, or other firearm of any kind or any dynamite cartridge, bomb, grenade, mine or powerful explosive as defined in G.S. 14-284.1 including a BB gun, air rifle, or air pistol, onto any transportation services, building property or grounds owned, used, or, operated by the Board.

**Legal Reference:** G.S. 14-269.2, 115C-47, -112, -276, -288, -390, -391; U.S.C. 701 et seq.; 20 U.S.C. 1400 et seq.

## EXPULSION

- Upon recommendation of the Administration, the Board may permanently expel a student whose behavior indicated that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Board's decision to expel such a student shall be based on clear and convincing evidence, and shall be made in accordance with North Carolina State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of students or employees. Prior to ordering the expulsion of such a student, the Board shall consider whether there is an appropriate alternative program offered by the Board that may provide education services to the student.
- The decision of the Board under this policy is **final**, subject only to judicial review in accordance with Article 4 of Chapter 150b of the General Statutes.

**Legal Reference:** G.S. 115C-47, -391

## SUSPENSIONS

- A student who is absent involuntarily because of suspensions must by law be given an opportunity to make up all work including exams missed during the suspension period. He/she may therefore, not be given zeros (0) unless there is failure to make-up work (a maximum of 5 days) after returning.

## GRIEVANCE PROCEDURES

- If parents or students disagree with any policy or procedure within the classroom, the first level of grievance is the Teacher and Administration. If the parties are not satisfied with the decision of the Teacher and Administration, they may file a written complaint with the Board of Directors. This complaint must be written two (2) weeks prior to a Board meeting. The Board will review the facts and submit in writing to the parties if further action if necessary. If the Board considers that the matter(s) should be heard, the parties will be called to meet in a closed hearing with the Board. After hearing all of the issues, the Board will submit its decision in writing to both parties. The Board of Directors is the final level of the appellate process at East Wake Academy.

# **EAST WAKE ACADEMY ALMA MATER**

**Where there are dreams there is someone to make them come true**

**We have the power,  
the vision to see it all through**

**Where there is hope  
there is someone to keep it alive**

**We have a home here,  
our East Wake Academy pride**

**We are growing and changing,  
believing in what we can be  
We are making a difference  
daring to shine for thee**

**We found a place  
where our hearts will always belong**

**She gave us a future,  
forever we live in her song**

**We raise the banner  
of East Wake Academy high**

**For where there is spirit,  
One more Eagle will fly!**

*-ADM '08*