

Wilson Early College Academy



2020-2021
Parent/Student Handbook

The WECA Student/Parent Handbook is designed for use in conjunction with the WCS Student/Parent Handbook. Supplemental materials regarding course selection and requirements are available on the WCS website.

Wilson County Schools' Vision

Wilson County Schools is a place where students participate in an educational environment in which they are engaged and empowered in their learning and graduate as responsible citizens prepared to compete in the global economy. Collectively, students, educators and community members commit to becoming lifelong learners and ensuring students are prepared for success and equipped with the skills to pursue their dreams.

Wilson County Schools' Mission

The mission of Wilson County Schools is to provide an educational environment which creates success for all students through the community working together.

Mr. Randy St.Clair
Principal

Bookkeeper, Secretary, Office Manager
Mrs. Brenda Hardy

School Counselor/ Data Manager
Mrs. Ashley Lamm

Career Counselor
Mrs. Marsha Spell

English Teachers
Ms. Katrice Brown
Ms. Olympia Jenkins
Mrs. Kimberly Wright

Math Teachers
Mr. Jay Long
Mrs. Lori Mills
Mr. Michael Pardue

History Teachers
Mrs. Shannon Campbell
Mrs. Kimberly Smith
Mrs. Karen Stallings

Science Teachers
Mrs. Kara Haddock
Mr. Nicholas Johnson
Mr. Kenneth Schaffer

WILSON EARLY COLLEGE ACADEMY
Hours of Operation
10:30am – 5:00pm Monday-Friday

Mission Statement

Wilson Early College Academy (WECA), through shared leadership, will offer accelerated academics in both high school and college courses in small, learner-centered classes. Students will have equal access to highly challenging course work and innovative learning experiences that build upon their passions and interests. Students will be afforded unique support to demonstrate genuine concern for the whole person. Academic, emotional, and social interventions will build integrity, self-confidence and character in WECA students which will ensure their ability to graduate from high school and college and become productive 21st century citizens.

School Vision

Wilson County Schools (WCS) and Wilson Community College (WCC) envision the creation of a small, personalized learning community to ensure an environment of academic rigor that leads to higher learning and personal growth that will sustain students as they prepare to be productive 21st century citizens.

Wilson Early College Academy Bell Schedule

Daily Schedule	
1st Period	10:30-11:55
Lunch	12:00-12:30
2nd Period	12:35-2:00
3rd Period	2:05-3:25
College Class	3:30-4:50

WECA BELL SCHEDULE (Remote Learning)

Daily Schedule	
1st Period	9:00-10:25
2nd Period	10:30-11:55
3rd Period	12:00-1:25
College Class	1:30-3:00

ACADEMICS

Class Performance Evaluation

The student's evaluation is based upon testing, classroom assignments, and participation. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss the student's progress. The grading system used in report cards for the Concentrated Curriculum is as follows:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60

PROMOTIONS

In the high school program, the number of units completed will determine the pupil's progress. The following units under the Concentrated Curriculum will be required:

Promotion to	Units Required
Grade 10	6 (including English I)
Grade 11	13 (including English II)
Grade 12	21 (including English III)
Graduation	28 (including English IV)

PRINCIPAL'S LIST

This list is comprised of students who receive A's in each subject each nine weeks.

HONOR ROLL

The honor roll will be figured based upon GPA averaged as follows:

- A Honor Roll – minimum of a 4.0 GPA
- B Honor Roll – minimum of a 3.0 GPA

NATIONAL HONOR SOCIETY

Membership in the NHS is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Procedures for selection are publicized annually.

ACADEMIC PROBATION

All students at WECA are expected to maintain good academic standing. Any student who has a D average or lower in either a high school or college course will be placed on academic probation. Students on academic probation will sign a contract to remain at WECA and be given a chance to improve their grades.

First review of grades will occur at the first quarter progress report benchmark. Any student with a D average or lower will be placed on academic probation then and will remain on probation until the end of the semester. At that time there will be a review of their academic progress.

- If a student is making or has made significant academic progress they will be removed from the academic probation list.
- If a student has not or is not making significant academic progress the probationary period may extend through the next semester or the student will be removed from WECA.

Any student who is on academic probation must attend the Academic Probation seminar, known as Excel Period, held on Fridays from 3:30-4:30. Students on academic probation may not miss an Excel Period. If they do, they have violated their academic probation contract and may be removed from WECA.

GRADE-POINT AVERAGE

The state of North Carolina requires all public high schools to use standardized transcripts and to calculate the grade point average and class rank by a standard method. All courses are assigned the same quality point value except those courses designated as honors and advanced placement (AP). Each honors course will receive one additional quality point and each advanced placement course will receive two additional quality points. Grades will be weighted as follows:

Grade	Standard	Honors	AP
A	4	4.5	6
B	3	3.5	5
C	2	2.5	4
D	1	1.5	3
F	0	0	0

CALCULATING GPA'S

Grade point averages are often utilized to ascertain eligibility for college or university entrance, class rank, or standing on the honor roll or principal's list. To calculate a GPA, set up three columns. In the 1st column, put the course title. In the 2nd column, list the grade letter. In the 3rd column, record the points for that grade according to the quality point chart above. Add up the points in the 3rd column, and divide by the number of subjects listed. This final number is your GPA.

For Example:

Subject	Grade	Points
Math 2	B	3
English I - Honors	A	4.5
American History	A	4
Physical Science	C	2
Total	4	13.5

$$\text{GPA} = 13.5/4 = 3.4$$

Class rank will be determined by comparing one student's academic performance with the performance of all other students' at the same grade level. Parents should help students review the academic course levels and carefully select the courses most appropriate for the student.

AWARDS

At the end of the year, an awards day is held. At this time, various awards are presented to students who excel in academics.

MARSHALS

The recognition of Marshals will be awarded based on the following criteria:

1. The top 4 juniors with a minimum of a 3.5 GPA at the end of the 3rd nine weeks will be selected as Marshal. If there is more than one student with the same GPA at the number four position, all students tied for 4th will be included as Marshals.
2. Marshals will be recognized and have formal duties at Awards Day and Graduation.
3. To be a marshal, students must not have any discipline referrals.

HOMEWORK

You will have homework daily. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide opportunities for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide parents with opportunities to see you studying & how well you are doing.

We think learning is important and that learning should continue after school hours. The daily homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning.

TUTORING

Tutoring sessions will be provided for all students to clear up any deficiencies on College Placement Tests and/or for core academic areas. Teachers will set their own tutoring hours. Students need to see their teachers to set up a time for tutoring if it is needed.

SCHEDULE CHANGES

Schedule changes will be considered and made on an individual basis and based on the student's individual needs.

END-OF-COURSE TESTING (EOC CLASSES)

Students taking EOC classes must meet certain criteria in order to receive credit for the course, including passing the teacher portion (course grade of 60 or better), passing the test portion (level III), and meeting the attendance standard (see attendance policies). The following accountability guidelines will apply to all EOC classes:

1. The course grade will be determined by averaging the two nine-week grades (40% each) and the EOC exam grade (20%).
2. If a student passes the test but fails the teacher portion, the grade will be reported as **"F"**. The student will have the opportunity to retake the course.
3. If a student fails both the test and the teacher portion, the grade will be reported as **"F" (failing). No opportunity for retest or remediation is given.**
4. Attendance requirements will also be considered prior to reporting grades. Students with more than 8 absences in an EOC class will be given an **"F"** regardless of the teacher grade and/or EOC score.

NOTE: EOC classes include English II, Math I, Math III, and Biology

WITHDRAWAL OF STUDENTS

Students are under a year contract to attend Wilson Early College Academy. Students who withdraw will not be released from the Early College to attend any of the three high schools during the current school year once the contract has been signed. Those students that want to return to their base school "just because" will be required to meet with the superintendent of WCS.

ATTENDANCE

Students in Grades 9-13 must be present in class for a minimum of eighty-two (82) days for a semester course (must have no more than eight (8) absences from the class). If the minimum attendance requirement is not satisfied, the student will not receive credit for the course, and no numerical grade shall be recorded for the course or applied toward the student's grade point average.

Students in Grades 9-13 may make up a maximum of five (5) absences per semester course. Absences may be made up during non-instructional time on an hour-to-hour basis. Make-up time must begin no later than five (5) days after returning to school following the absences, and must be completed with the grading period in which the absence occurred unless an exception is approved by the principal.

LEARNING LAB PROCEDURES

The morning Learning Lab is an option that allows students to make up class time missed. It is held two weeks prior to the end of each semester. One LL period equals one class made up.

A student may make up any time missed from school by attending Learning Lab, regardless of whether the absence was excused, unexcused, or resulted from an out-of-school suspension. The student is responsible for reporting promptly to the supervisors at the designated time and for having academic work to do during the session. Anyone who missed part of a session or reports late will **not** receive credit.

Absences may **not** be made up after the nine weeks in which the absences took place. Absences may **not** be made up during exam time. Absences may not be made up after the semester has ended. Absences incurred during the first semester must be made up **before** the end of the semester.

To be considered in attendance for the school day, students must be present for at least three (3) hours of instruction. According to Wilson County School Board of Education policy, a student must be present **75 minutes** in class to be counted present.

Student Conduct

Behavioral Policies and Procedures

General Discipline Policy

All Wilson County School System and Wilson Early College Academy rules apply to the regular instructional day as well as extracurricular activities and other events affiliated with the school, including activities off campus and such behaviors that may affect the safe and orderly environment of the school.

Student Behavior

The academic and social expectations for students at Wilson Early College Academy are high. Respect for oneself and others as well as respect for instructional time and a healthy learning environment are essential to a successful school. Students are expected to display appropriate behavior at all times--in the classroom, hallways, restrooms, cafeteria, parking lots, buses, and at all school-sponsored events. Judicially, staff members have authority over students regardless of place. Students are expected to respect this authority. Disciplinary measures vary based upon the seriousness of the infraction. Teachers and school administrators must adhere to the measures prescribed by the policies of the Wilson County School System. When a student violates a classroom or school standard, the student may be referred to the proper school administrator, who will make any necessary investigations. If disciplinary measures are necessary, the administrator may assign, but is not limited to after school detention or

out-of-school suspension (OSS). Serious or repeated offenses may result in a recommendation for long-term suspension. Disciplinary measures are progressive in application. When a student is referred to an administrator, several different approaches may be used in an attempt to effect a behavior change. Naturally, the school is concerned with the causes of misbehavior; however, each student must understand that he/she will have to accept the consequences of misbehavior.

Dress Code

According to WCS Board Policy 7314, the principal shall exercise appropriate discretion in implementing the dress code, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to: exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles, or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified. Sunglasses in the building are also prohibited unless approval has been granted by administration because of medical reasons. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

Wilson Early College Academy will implement the following consequences for violating this policy:

1st Offense: Referred to office/Warning/Call home for change of clothing

2nd Offense: Referred to office/Parent call home/1 day After school detention

3rd Offense: Referred to office, will receive 1 Day OSS

4th Offense: Referred to office, will receive OSS and possible removal from WECA

PARENTAL CONCERNS

INVOLVEMENT

In order for WECA to be effective, it is necessary for parents to cooperate and become involved. They must be familiar with the building policies and procedures. They should also actively participate in parent-teacher conferences and PTO.

CONFERENCES

Parents are welcome and encouraged to come to school to talk with your teachers. Appointments must be made to coincide with the teacher's schedule. Conferences may be scheduled through the guidance department. Call Mrs. Lamm @ 252-246-1436.

VISITORS

We are located on the 2nd floor of J building at Wilson Community College. All visitors to the Wilson Early College Academy must check in at the office and obtain a visitor's pass, which they are to wear throughout their visit. Unauthorized visitors in the building will be considered trespassing.

Parents are to schedule conferences in advance at times convenient for both teachers and themselves. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Students are not permitted to have visitors during the school day.

GENERAL INFORMATION

CLASSROOM

Students will...

- be in the appropriate area of the room by the designated time.
- come to class prepared with all the necessary supplies and assignments.
- show respect, regard, and consideration for themselves and others.
- refrain from disrupting the learning environment.
- actively participate in the lesson.

CHANGE OF ADDRESS/ PHONE NUMBER

Students who move or whose address is otherwise changed MUST notify the office of the change for modification of records. Telephone numbers MUST also be updated as often as they change.

SCHOOL CAMPUS

Students should not arrive on the campus of Wilson Community College before 10:15 a.m. unless there is a special project or reason for them to be on campus. Students who ride the bus or who are transported to school by their parents are not to be in the student parking lot before

school. When students arrive on campus, they are expected to immediately report to Wilson Early College and prepare to go to class.

The school day is concluded at 5:00 p.m. for students. Unless students have a special reason or a project on which they are working, they are expected to clear campus at 5:00. Students will not be allowed to wait for extended periods of time for transportation. All students have access to the school buses and are welcome to make use of this service. All students, unless supervised in an activity, should be off campus by 5:10 p.m.

LEAVING CAMPUS/ CHECKING OUT

After boarding the bus or arriving on campus, a student is considered the responsibility of the school system and is not allowed to leave without checking out in the school office. Students are urged to stay in school all day. Doctor or other appointments should be scheduled outside of school hours or on school holidays whenever possible. If a child needs to be dismissed early, he or she must bring a note to the office before the school day begins. This note needs to include the reason for requesting early release, the parent's signature, and a phone number where that parent can be reached for verification. Students should bring a doctor's note when returning to school.

Before leaving school, students must sign out in the office. Only parents or legal guardians may pick up students. Failure to follow school procedures for signing out of school will result in disciplinary action.

VANDALISM / PROPERTY DAMAGE

Wilson Early College Academy is your school. Students are expected to have respect for school property and to take good care of books, desks, and other furniture and equipment. Students who destroy or vandalize school or personal property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If you accidentally damage something, report it to a teacher or the office immediately.

BEHAVIOR CONSEQUENCES

It is essential that students get along with people and conform to established rules and regulations. In order to establish this desirable educational climate, it is necessary to have an atmosphere that is safe, orderly, and disciplined. The consequence chart for inappropriate student behavior can be found in your handbook. Administrators reserve the right to handle any behaviors not explicitly listed and to alter consequences as they deem appropriate.

CAFETERIA

The participation and cooperation of all students will help in determining the type of service offered to students. Students are expected to cooperate with the cafeteria workers by helping to keep the cafeteria as clean and pleasant as possible. The lunchroom manager and staff want to serve you and they solicit your support for improving the cafeteria program.

- Students should report directly to the cafeteria (multi-purpose room) during the lunch period. Students are not allowed outside the designated lunch areas without the permission of an administrator or staff member. Students will not be allowed to remain unsupervised in classrooms.

- All trays and eating utensils should be removed from the table and placed in the trash can.
- Students may purchase lunches by the day or by the week directly from the cafeteria.
- The throwing of food, napkins, utensils, etc. is prohibited.
- Students are not to leave the designated areas during lunch without the permission of an administrator or staff member.
- Glass containers are not allowed on campus for safety reasons.
- Neither Wilson Early College, nor any other Wilson County School, has open lunch. Students are expected to remain on campus for lunch.

DRIVER'S EDUCATION

Driver's Education classes are held in the 1st semester. Class work must be taken before "behind the wheel" training begins. In order to be eligible and to keep a driver's permit a student must be 15 years of age or older, be enrolled in school, have passed at least three (3) out of four (4) classes the previous semester, and must not be suspended for enumerated student conduct.

COUNSELING SERVICES

The Counseling Department of Wilson Early College Academy exists to help students, parents, and teachers. It is important that students become aware of the services available so that they can take advantage of all the services offered by the Counseling Department. Counselors are available to assist and advise each student about personal problems, academic problems, course selection, college choices, scholarships, and career choices.

COLLEGE VISITS

College visits must be cleared and prearranged through the Counseling Department and must be approved by the principal. Seniors will be allowed to have two excused absences each semester to attend college-sponsored programs. A letter from the parent should be presented prior to the visit and a letter from the institution should be presented upon return.

CLASS OFFICERS

Class Officers are elected to provide leadership to the class throughout the school year. Students are encouraged to participate in these elections and to select the student best qualified for the office (Mrs. Shannon Campbell will be the SGA Advisor). The following officers for each class will be elected: President, Vice- President, Secretary, Treasurer, and Reporter. Class officers must possess a 2.8 or better grade point average.

Clubs

All students are allowed to participate in high school clubs, but students in grades 10 or higher will be allowed to participate in college clubs with permission from parents, and high school and college representatives.

**Consent forms must be completed prior to participation in college clubs.*

EMERGENCY INFORMATION

FIRE DRILLS

In case of a fire emergency, the signal to evacuate the building will alarm. There will be an evacuation plan posted in each classroom which will instruct students to go to designated areas outside back of building. Each teacher will instruct you regarding specific procedures. During fire drills, each student will remain with the teacher. Failure to do so will result in disciplinary action being taken. When the bell sounds to re-enter the building, students should move quickly and quietly back to their classrooms.

**Throughout campus, evacuation plans are posted on light poles.*

TORNADO DRILLS

In case of a tornado emergency, the signal to evacuate the building will alarm. Everyone will go to his/her assigned area in the corridor or along the inside wall. There will be a tornado plan posted in each classroom. When students are asked to assume the "tornado position," they are to do the following:

- Go downstairs and get between Library and stairwell doors by our restrooms.
- Position yourself on the floor facing the wall.
- Remain quiet until "all clear" is sounded.
- Then move quickly and quietly back to the classroom.

**Throughout campus, evacuation plans are posted on light poles.*

ILLNESS / INJURY AT SCHOOL

If a student is injured or becomes ill at school, he or she is to report to his or her teacher and secure a pass to come to the main office. If necessary the office staff will try to contact his or her parent. All students who are injured or become ill must check out through the main office before leaving school. Telephone information is essential.

IMMUNIZATION CERTIFICATE

North Carolina law requires all students enrolled in a North Carolina school to have an immunization record on file. This form can be secured from the Wilson County Health Department or from the child's personal physician. A new student may be enrolled temporarily for 30 days. A certificate must be presented by the 30th day of school or the student will be withdrawn from school as required by North Carolina law.

MEDICATION

Students needing doctor prescribed medication while at school must have a statement of permission signed by the parent or guardian. A labeled bottle with the student's name and dosage is required and should be left in the counseling office.

STUDENT INSURANCE

Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four hour coverage will be available. An information sheet explaining the program is available in the office.

TRANSPORTATION

BUS TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he or she is assigned. Any emergency request to ride a bus or

a different bus must be requested in writing by the parent or guardian and submitted to the office. Students will be allowed to get off of buses only at school, home, and locations that are in route as requested in writing by the parents. According to state law, the school bus driver is authorized by the principal to supervise the students who ride the bus to and from school. As a result, the bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver.

BUS DISCIPLINE

Students with school bus violations will face the following disciplinary action:

1 st Offense	Warning
2 nd Offense	3 day bus suspension
3 rd Offense	5-10 day bus suspension
4 th Offense	Bus suspension for the remainder of the school year

- ***Fighting on school bus will result in an automatic suspension from school.***
- ***Administration reserves the right to further disciplinary action for more serious offenses.***

CAR TRANSPORTATION

The state of North Carolina provides transportation for all students attending Wilson Early College Academy. It is a privilege for students to drive their cars on campus; therefore, these students must adhere to the following regulations or be restricted from driving.

- The safe operation of motor vehicles is required. Vehicles must not travel in excess of 5 mph on campus. All traffic laws apply. Seat belts are required for driver and ALL passengers. No squalling of tires, reckless driving, racing motors, improper use of brakes, loud music, hanging out of windows, driving on grass or blowing horns for non-safety reasons is permitted, this will result in loss of driving privileges.
- Once a student enters campus he or she is not allowed to leave without following the procedure for checking out of school. All students should park and then immediately enter the building. Students are urged to lock their cars before leaving them.
- Once a student enters the building he or she can only return to the parking lot with the permission of an administrator.
- Students may not use their vehicles to illegally take themselves or other students off campus; violations may result in disciplinary action.
- As a condition of being allowed to park on the school grounds, the student and the student’s parent(s) or guardian(s) hereby must agree to allow school officials to search any vehicle at any time. This includes the trunk and glove compartment areas of the vehicle whether or not it is the vehicle to which the parking permit specifically applies. The school official will search the vehicle if he or she has reasonable suspicion to believe that the student has drugs, weapon(s), alcohol or any prohibited substance as defined in the Alcohol and Drug Policy of the Wilson County Board of Education.

Academic Progress and Driving

The state of North Carolina has placed requirements on high school students to motivate them to achieve academically. This motivation is in the form of state law, which requires that every

high school student must pass at least three units in the previous semester in order to retain their license to drive in the State of North Carolina.

Student grades are reported each semester to the State of North Carolina. If a student loses his or her license, they are NOT eligible to get their license back until they have demonstrated adequate academic progress at their school. This will consist of passing 3 of 4 courses in their present semester and 3 of 4 courses in the next semester. Loss of license for academic reasons will mean at least 2 semesters without driving privileges.

BOARD POLICIES

5510

HOMWORK

5510

The Board of Education believes that homework is an important part of the educational program. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' developmental levels. Homework should help students become responsible, self-directed learners, improve their academic achievement and provide reinforcement opportunities.

Because students complete assignments at varying paces, it is difficult to determine the actual length of time a student will need to complete a homework assignment. For this reason, the expectation of the Board is that teachers use sound judgment in determining the amount of homework assigned each night. The table below provides general guidelines for the amount of time a student should spend on homework nightly. The Board further recognizes that the level of rigor of some high school courses may periodically require additional time for homework over those listed. These courses might include, but are not limited to, Advanced Placement, International Baccalaureate, and other college level courses.

Grade Span	Suggested Maximum Length of Nightly Homework
Grades K - 2	30 Minutes
Grades 3-5	45 Minutes

Grades 6-8	60 Minutes
Grades 9-12	60 - 120 Minutes

Teachers should make every effort to give clear directions for homework assignments. They should also make sure that assignments are based on skills that have been taught previously in the classroom. Students should be able to use the particular skills, and should be familiar with the assignment that they are to complete using the skills. Students should be given an opportunity to ask questions about the assignment before going to another activity.

Teachers should minimize the use of homework assignments or projects which will involve the expenditure of funds by a student.

Homework shall never be used as a method of punishment.

Legal Reference: G.S. 115C-36, -47, -276, -288, -307.

Adopted: August 4, 1995 Revised: May 15, 2017

5520

GRADING SYSTEM

5520

The Board of Education requires that all parents be informed at regular intervals of the progress of their children in order to promote a process of continuous evaluation of student performance; to inform the student, his parents, and counselor of the student's progress; and to provide a basis for bringing about improvement in student performance, where such change seems necessary.

5520.1 Meaningful evaluation shall include consideration of all activity that has occurred during the particular evaluation period. Such activities may include homework, projects, reports, class participation, and tests, which shall include unit tests. Teachers shall keep accurate records of all graded assignments in order to substantiate a grade given in a course. Class attendance shall also be kept and reported to parents. The relative value attached to any activity shall be determined by the importance of the activity toward achieving the course objectives.

5520.2 When determining the final grade for a grading period, teachers shall weight assignments and assessments as indicated in the tables below.

Type of Assignment / Assessment	Grades K-8	Grades 9-12
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Tests / Projects	50%	60%
Quizzes / Classwork	45%	35%
Homework	5%	5%

Teachers shall ensure that there are an adequate number of assignments / assessments in each category during a grading period such that no single assignment or assessment has a disproportionate effect on a student's final grade for the grading period.

5520.3 The Board realizes the obstacles a student faces when trying to recover from an extremely low grading period average. For this reason, in grades K-8, no student shall receive a final grade for a grading period that is below 50%. In grades 9-12, no student shall receive a final grade for the first 9-week period of the semester that is below 40%. There is no lowest grade limit on the grade issued for the second 9-week period of a semester.

5520.4 In addition to regular progress report cards and other school contacts with the home, interim reports are to be issued during the regular grading periods to alert parents when students are not doing satisfactory work.

5520.5 Parental conferences are a valuable method of reporting to parents. Conferences regarding a student's progress in a particular class shall include the teacher of that class.

5520.6 The Superintendent may consider and propose for Board approval alternative or non-traditional methods of assessing student progress.

Legal Reference: G.S. 115C-47, -81

Adopted: August 4, 1995

Revised: May 15, 2017

6820

SELLING OR SOLICITING

6820

6820.1 The Wilson County Board of Education recognizes the need for school-sponsored organizations to have adequate financial support for their programs. Even though the Board discourages the door-to-door sales of merchandise, it also realizes the necessity of having some fund-raising sales. School-related organizations are encouraged to be creative in the types of projects they choose, in an attempt to avoid door-to-door sales. Soliciting outside the school premises for funds for school activities, or sales of products

outside the school premises for funds for school activities by the students or staff of any school, in the name of any school, or on behalf of any school, shall have the prior written approval of the Superintendent and the principal. All money collected and expended as a result of such activities shall be recorded in the accounts of the school treasurer and shall be subject to the annual school audit.

Any such activity should be undertaken only after careful consideration of such factors as the disrupting influence upon the individual pupil and the reputation of the school within the community.

At each school, with the approval of the principal, students may participate in one school-wide fundraising project per year, during non-instructional hours. In addition, high school student organizations, with the approval of the principal, may engage in additional fundraising projects.

Solicitation or borrowing of products for school activities shall have the principal's approval.

6820.2

Raffles. School-related organizations may conduct raffles, with the Superintendent's permission, for the purpose of supporting school programs and extracurricular activities. Any organization desiring to conduct a raffle must notify the principal in writing, at least thirty (30) days in advance. The advance notice must include the date, time, and place of the raffle; a description of the prizes to be awarded and their cost; and a summary of how the profit will be spent. If the principal approves the request, he shall forward it to the Superintendent for approval. All raffles must comply with the following rules:

- (a) The sponsoring organization must be recognized by the Department of Revenue as tax-exempt, pursuant to G.S. §105-130.11(a).
- (b) Raffles shall be limited to two per sponsoring organization per calendar year.
- (c) The maximum cash prize that may be offered or paid for any one raffle is ten thousand dollars (\$10,000) and if merchandise is used as a prize, and is not redeemable for cash, the maximum fair market value of that prize may be fifty thousand dollars (\$50,000). No real property may be offered as a raffle prize.
- (d) At least ninety percent (90%) of the net proceeds of the raffle shall be used by the sponsoring organization for educational purposes. The "net proceeds" of the raffle means the receipts less the cost of prizes awarded.
- (e) None of the net proceeds of the raffle may be used to pay any person to conduct the raffle, or to rent a building where the tickets are received or sold or the drawing is conducted.
- (f) All funds raised by raffles must be deposited, maintained, accounted for, and disbursed in compliance with Policy 2210.

Legal Reference: G.S. 115C-47 36, -47, 14-238, 14-309.15, 105-130.11

Adopted: August 4, 1995

Revised: October 23, 1995

Revised: May 15, 2017

6000 Attendance

Attendance in school is central to educational achievement and school success. Attendance and participation in class form an integral part of the teaching-learning process, and thereby may be part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

6000.1 Teachers shall maintain accurate attendance records, both daily and by class where appropriate.

6000.2 Principals shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law. The principal or his designee shall notify the parent, guardian, or custodian after the child has accumulated three (3) unexcused absences (as defined in **Policy 6111**) in a school year. After not more than six (6) unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under **Policy 6110**. Once the parents are notified, the school social worker shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared by the school social worker in accordance with **N.C. General Statute § 115C-381** and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that parent, guardian, or custodian has not, he shall notify the district attorney. If he determines that the parent, guardian, or custodian has, he may file a complaint with the juvenile intake counselor under N.C. General Statute § 7A-561 that the child is habitually absent from school without a valid excuse.

6000.3 All classroom activities are important, and difficult if not impossible to replace if missed. School-related activities as outlined below, however, shall not be counted as absences from either class or school. It is the intention of the Board of Education that classes missed for such reasons be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. Assignments missed for these reasons shall be completed by students, and

are due on the day the student returns to class, unless granted additional time by the classroom teacher.

- a. Field trips sponsored by the school
- b. School-initiated and scheduled activities
- c. Athletic events requiring early dismissal from school
- d. Governor or legislative pages
- e. In-school suspension
- f. Participation in a job-shadow, Career & Technical Education student organization, or other work-based opportunity, as described in G.S.115C-47(34a).

6000.5 Students in Grades 9-12 must be present in class for 90 percent of the days enrolled. If the minimum attendance requirement is not satisfied, the student shall not receive academic credit for the course, and no numerical grade shall be recorded for the course or applied toward the student's grade point average.

6000.6 Students in Grades 9-12 may make up a maximum of five (5) absences per semester course, and a maximum of ten (10) absences in a yearlong course. Absences may be made up during non-instructional time on an hour for hour basis. Make-up time must begin no later than five (5) days after returning to school following the absence, and must be completed within the grading period in which the absence occurred unless an exception is approved by the principal.

6000.8 The responsibility for satisfying attendance requirements rests with students and their parents or legal guardians. In order to help students meet the attendance requirements, teachers shall notify the principal when student absences, either from homeroom or an individual class, reach four (4) in a semester or eight (8) in a year in Grades 9-12, or fifteen (15) in a year in Grades K-8. The principal shall in turn notify parents or guardians of the absences in writing. The notice to parents or guardians shall include a warning of the possible consequences of additional absences and/or a copy of this policy. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to grade retention. Any failure by teachers or principals to provide notice of absences in accordance with this section shall not excuse any absences and shall not justify waiver or modification of the consequences for excessive absences.

6000.9 In the event a student receives no credit or is retained because of excessive absences under this policy, the student and his parents or legal guardians may request a waiver or modification of the consequences. A request for waiver or modification shall be submitted in writing to the principal no later than five (5) days after either the notification of the consequences or the end of the applicable semester, whichever is earlier. The written request must describe the reasons for the requested waiver or modification. Requests will be considered only for the reasons which are extraordinary and compelling. In the event of a written request for waiver or modification, the principal shall appoint an interdisciplinary attendance committee to advise the principal whether the student's particular circumstances justify the waiver or modification of the no-credit or retention provisions of this policy. The principal shall notify the student and his parents or legal guardians concerning the time and place of a hearing before the interdisciplinary committee and shall indicate that their presence is

required. The principal shall have the authority to waive or modify the no-credit or retention provision of the policy, before or after the hearing by the committee.

Legal Reference: **G.S. 115C-47, 378 to -383**

3037/4037/6904/8311 PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING

The board believes that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of this policy. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

1. *Discrimination* means any act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

2. *Harassment* can be a type of unlawful discrimination. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassing behavior may include but is not limited to epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassing behavior. It is possible for harassment to occur at various levels; between fellow students or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including visitors, on employees and/or students.

3. *Bullying* is a form of harassment. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (e.g. cyber-bullying) or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and putdowns, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

4. Students and employees are encouraged to submit any complaints of discrimination, harassment or bullying through the complaint procedure established in this policy.

5. The board prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal, after consideration of the nature and circumstances of the act, in accordance with applicable federal, state or local laws, policies and regulations.

6. The superintendent shall designate an employee(s) to participate in training pertaining to anti-discrimination, anti-harassment and anti-bullying and the recognition and reporting of these actions to school officials. The designee will provide leadership and training in the school district regarding this policy and state requirements. As funds are available, the board will provide additional training for students and staff regarding the board's policy on discrimination, harassment and bullying and will create programs to address these issues. The superintendent will ensure that any training or programs provided will include identifying groups that may be the target of discrimination, harassment or bullying ; identifying places at which such behavior may occur including within school buildings, at school bus stops, via the Internet, etc.; and providing clear examples of behavior that constitutes discrimination, harassment or bullying .

7. The Board of Education considers an act of discrimination, harassment or bullying to be very serious and is committed to a prompt and thorough investigation of all complaints, followed by appropriate action. The Board requires a written complaint, in order to establish proper documentation and to avoid any misunderstanding about the nature or severity of concerns which are raised. Absent a written complaint submitted in accordance with the procedure, the Board of Education and Central Office administrators will not be considered to have received notice of discrimination, harassment or bullying behavior by school employees.

8. All formal complaints of discrimination, harassment or bullying shall be submitted and investigated according to the following procedure:

A. Complaints of discrimination, harassment or bullying shall be confidential. Information shall be given only to those individuals who need to have access to it in order to appropriately investigate and address the complaint.

B. The administration shall develop a complaint form to be filed by students or employees who feel they have been the victim of discrimination, harassment or bullying.

C. A student or employee who believes that he/she has suffered discrimination, harassment or bullying may report the matter to the school principal, who shall promptly inform the Superintendent or designee. The principal shall provide the student or employee with a copy of this policy and the form for use in filing a complaint and shall notify the student or employee of his or her right to file a complaint. The principal shall also inform the student's parent of the alleged discrimination, harassment or bullying.

D. Any school-level employee who has actual knowledge or who receives from a student a report of an alleged act of discrimination, harassment or bullying shall promptly report

the same to the principal. Failure by the employee to do so may subject the employee to disciplinary action. The principal shall promptly notify the Superintendent or designee and the student's parent.

E. Complaints of discrimination, harassment or bullying shall be promptly and thoroughly investigated and appropriate action shall be taken.

9. The superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. The school district will investigate complaints of discrimination, harassment and bullying and will take reasonable steps to eliminate the discrimination, harassment or bullying.

10. The Superintendent will assign trained personnel to investigate complaints of discrimination, harassment and bullying that are not able to be resolved at the school level or if repeated complaints are made against the same student or employee. The superintendent or designee will publish the names, addresses and phone numbers of the "Title IX coordinator" (for sex discrimination), "Section 504 coordinator" (for discrimination on the basis of disability) and the "ADA coordinator" (also for discrimination on the basis of disability) in a manner intended to ensure that employees, applicants, students, parents and other individuals who participate in the school district's program are aware of the coordinators. The purpose of the coordinator positions is to provide additional protection of nondiscrimination rights. The coordinator either must (1) implement a resolution to discrimination, harassment or bullying complaint, to the extent a resolution can be reached and the coordinator has the authority to implement corrective action or (2) notify the superintendent that intervention by other school officials is required to resolve the situation.

11. The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, which identify the names of any individuals accused of discrimination, harassment and bullying and the resolution of such reports or complaints.

The superintendent also shall maintain records of training, corrective action or other steps taken by the district to help provide an environment free of discrimination, harassment and bullying. Principals shall review the master list of complaints and their resolution when a transferred employee is received at a school. The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying as required by State Board of Education policy.

12. The board is committed to promoting the worth and dignity of all individuals regardless of race, color, religion, national origin, sex, pregnancy, age or disability. The board directs the superintendent to establish training and other programs to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all individuals.

13. The superintendent is required to evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and will share these evaluations periodically with the board.

Legal References: Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d et seq.](#), [34 C.F.R. pt. 100](#); Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e et seq.](#); Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), [34 C.F.R. pt. 106](#); Equal Employment Opportunity Commission's "Final Amended Guidelines on Discrimination Because of Sex"; Age Discrimination in Employment Act of 1967, as amended, [29 U.S.C. 621 et seq.](#); The Rehabilitation Act of 1973, [29 U.S.C. 706\(8\)](#), [-794](#), [34 C.F.R. pt. 104](#); The Americans With Disabilities Act, [42 U.S.C. 12134](#), [28 C.F.R. pt. 35](#); Office of Civil Rights, Sexual Harassment Guidance: Harassment of Students by School Employees, Students or Third Parties, 62 Fed. Reg. 12,034 (1997); Office of Civil Rights, Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, 59 Fed. Reg. 11,448 (1994); [G.S. 126-16](#); State Board of Education Policy Number SS-A-007

6103 Absences

In the event of an absence or tardiness, it shall be the responsibility of the student to bring to the principal or his designee a note signed by the parent or guardian citing the reason for such absence or tardiness. A principal may require any additional documentation deemed necessary to verify an absence or tardiness.

Such notes shall be presented within two days of the student's return to school. Failure to comply will result in the absence or tardiness being recorded as unexcused, as provided in **Policy 6111**.

*Legal Reference: **G.S. 115C-47, -288, -378 to -381***

6110 Excused Absences

6110.1 Valid conditions for excused absences are:

- A. Illness or injury which makes the student physically unable to attend school.
- B. Isolation ordered by the State Board of Health.
- C. Death in the immediate family.
- D. Emergency medical or dental appointment or such an appointment which has been approved in advance by the principal.
- E. Participation as a party, or under subpoena as a witness in a court proceeding, or before an administrative tribunal.
- F. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal.
- G. Participation in a valid educational opportunity, such as travel, with prior approval by the principal. Within five days after returning to the school setting, the student shall present to the principal for his approval a log of activities and a written report explaining what insight or perspective the student gained by this trip.

6110.2 In the event of an absence, a student shall be required to make up work without receiving penalties to their marks or grades.

6110.3 The responsibility for securing and arranging for make-up work rests with the student in grades 9-12. Students in grades K-8 will have make-up work arranged at the direction of the teacher.

6110.4 Make-up work shall be assigned at the convenience of the teacher, and may be specific material missed by the student, or may be of a reinforcement or enrichment nature.

6110.5 Regardless of whether the absence is excused or unexcused, students must begin making up class work within five (5) school days. Absences occurring at the end of a grading period and prior to an opportunity to perform make-up work will result in a grade of "Incomplete" until an opportunity has been provided for such make-up work.

*Legal Reference: **G.S. 115C-47, -307, -378 to -381***

6111 Unexcused Absences

Any absence not meeting the requirements of an excused absence shall be an unexcused absence. This includes, but is not limited to:

- A. Any absence not classified as excused in **Policy 6110.1**.
- B. Any absence listed in **Policy 6110.1** for which proper and timely notification is not furnished to the principal.

6111.1 Any absence of a student that results from a suspension of that student for misconduct pursuant to **G.S. 115C-391** shall not be considered an unexcused absence for purposes of the Compulsory Attendance Law. A student who has been suspended pursuant to **G.S. 115C-391** shall be provided an opportunity to make up all class work, including semester or grading-period examinations missed during the suspension.

*Legal Reference: **G.S. 115C-47, -378 to -381, -390.5***

6400 Student 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 is to provide in a single document those policies relating to the conduct of students in the Wilson County Public Schools judged to be necessary for the safe and effective operation of the schools.

To implement this policy, definitions, procedures, regulations and a Code of Student Conduct are established in **Policies 6400** through **6602** of the Board Policy Manual. A copy of these policies and the procedures shall be published and made available at the beginning of each school year to each student and his/her parent/guardian.

All students shall comply with all rules and regulations governing behavior and conduct. This Code of Student Conduct shall apply to:

- (1)** Any student in any school building or on any school premises before, during or after school hours;
- (2)** Any student on any bus or other vehicle on which the student is being transported as part of any school activity as well as at any bus stop;
- (3)** Any student during any school function, activity or event;
- (4)** Any student at any time when he is subject to the authority of school personnel; or
- (5)** Any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

The purpose of this Code of Student Conduct is to provide a learning environment where all students are able to obtain an education in a safe, orderly school. The development of well-disciplined students is the ultimate goal of these policies. Violation of Board policies, rules or regulations, the Code of Student Conduct, regulations issued by the individual school, or the North Carolina General Statutes will result in disciplinary action, which may include suspension of the student from the Wilson County Public School System pursuant to Board policies.

Students shall be informed by local school rules or local school authorities of any infractions not listed in this Code of Conduct that may result in short-term or long-term suspension or

expulsion. During the period that a student is suspended, he is prohibited from entering the grounds of any Wilson County Public School and from attending any school-related functions without express permission of his school principal.

When a school official learns or reasonably believes 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 shall determine whether it is necessary or appropriate to report such violation to the proper law enforcement agency pursuant to [Board Policy 6602](#). 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.

As required by N.C.G.S. 115C-288(g), the principal shall notify the Superintendent and law enforcement authorities immediately when the principal has personal knowledge, a reasonable belief, or actual notice from school personnel that any of the following acts has occurred on school property: assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law. For the purposes of this section, "school property" includes any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

Infractions of the Student Code of Conduct are grouped by classes of offense. Class of offense relates to the degree to which the behavior disrupts the orderly educational process in the school in terms of their effect on the behavior of others and the degree to which the behavior presents a potential for harm to others. For each rule, a range of consequences is provided as appropriate responses depending upon the judgment as to:

- the degree to which the behavior disrupts the orderly educational process in the school;

- the degree to which the behavior presents a potential for harm to others or property;

- the degree to which the behavior harms others or property;

- the student's unresponsiveness to reasonable available discipline alternatives and preventive measures prior to the referral to the principal or his/her designee; and

- previous violations of the same code of conduct provisions.

These factors may be deemed aggravating factors which elevate a minor offense to a serious offense. In addition, any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than is recommended in the Code for violations of a single Code section.

Long-term suspension and expulsion should be restricted to serious violations of the Student Code of Conduct that either threaten the safety of students, staff, or school visitors, or threaten to substantially disrupt the educational environment. Principals may, however, in their discretion, determine that aggravating circumstances justify treating a minor violation as a serious violation. The superintendent and principals shall have authority to consider the student's intent, disciplinary and academic history, potential benefits to the student of alternative student suspension, and other mitigating and aggravating factors, when deciding to recommend or impose long-term suspension.

Level One Violations - The following conduct is prohibited as outlined below:

6400-1-01 Inappropriate Dress - Presenting a bodily appearance or the wearing of clothing which is deemed disruptive, provocative, indecent, vulgar, or obscene, or that endangers the health or safety of the student or others.

6400-1-02 Classroom Misconduct – Exhibiting behavior that violates classroom and/or school rules resulting in the distraction and obstruction of the education process or that is discourteous, impolite, bad mannered and/or rude.

6400-1-03 Unauthorized Use of Electronic Device – Unauthorized use of any personal electronic device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. This includes but is not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

6400-1-04 Inappropriate Peer Relations - Engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting, or engaging in sexually harassing behavior toward another student. 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.

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 principal. The principal or the principal's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. The principal shall maintain separate, appropriate documentation of such events. Any student reporting sexual harassment who is not satisfied with the principal's response or who continues to be sexually harassed may follow the student grievance procedures found in Policy 6902. However, student discipline records remain confidential and may not be revealed by the principal or other school personnel to the student reporting sexual harassment.

6400-1-05 Lack of Integrity - Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action and/or academic penalty.

6400-1-06 Disruption - Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

6400-1-07 Unexcused Tardies – A student’s failure to be in the student’s place of instruction or activity at the assigned time and place without a valid excuse.

6400-1-08 Internet/Computer Misuse – Violation of terms of acceptable use of the internet by students and educators as defined in Board Policy [5451](#).

Consequence – A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, the **first** violation of any of the **Level One** offenses may result in short-term suspension for up to ten (10) days. Any subsequent violation of a **Level One** offense during a school year may result in long-term suspension. **Exception:** Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

Level Two Violations - The following conduct is prohibited as outlined below:

6400-2-01 Gambling - Participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.

6400-2-02 Verbal Abuse/Disrespect - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person’s race, religion, sex, national origin, disability or intellectual ability or using sexually offensive or degrading language, are specifically prohibited.

6400-2-03 Major Disruption – Using noise, threat, fear, intimidation, coercion, force, violence, extreme passive resistance, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

6400-2-04 Insubordination – Failing to follow a directive after being personally notified by any school employee.

6400-2-05 Hazing - Requiring a fellow student to wear abnormal dress, playing abusive or ridiculous tricks on a fellow student, frightening, scolding, swearing, harassing, or subjecting a fellow student to personal indignity.

6400-2-06 Protests - Engaging in any protest, march, picket, sit-in, or similar activity, on any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school.

6400-2-07 Boycotts - Participating in any boycott or walk-out of any lawful school function at which attendance is required.

6400-2-08 Disruptive or Obscene Literature and Illustrations - Possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process.

6400-2-09 Fighting - Hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight.

6400-2-10 Theft - Stealing, attempting to steal, or knowingly being in possession of stolen property.

6400-2-11 Damage to Property - Intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction.

6400-2-12 Use of Tobacco Products - 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.

For the purposes of this policy, “tobacco product” is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, electronic cigarettes and any other items containing, made or derived from, or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

6400-2-13 Trespassing - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave

when instructed to do so. A student who has been suspended from school is trespassing if he or she appears on the property of any Wilson County school during the suspension period without the express permission of the principal.

6400-2-14 Misconduct on the School Bus - Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.

6400-2-15 Skipping Class – Being out of class without prior approval from school personnel during the instructional day after having arrived onto school grounds.

6400-2-16 Skipping School - Leaving school grounds during the instructional day without prior approval from a site administrator.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first violation of any Level Two provisions, a student may be short-term or long-term suspended. Any subsequent violation of a **Level Two** provision may result in long-term suspension. **Exception:** Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

Level Three Violations - The following conduct is prohibited as outlined below:

6400-3-01 Fireworks or Ammunition - Possessing, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.

6400-3-02 Assault on Another Student - Assaulting or attacking, or causing or attempting to cause physical injury to another student or intentionally behaving in such a manner that could reasonably cause physical injury to any student.

6400-3-03 Assault on a School Employee - Assaulting, causing or attempting to cause physical injury to a school employee or behaving in such a manner that could reasonably cause physical injury to any school employee.

6400-3-04 Possession of Weapons other than Firearms – Possessing, handling, transferring, or bringing on school property any items including but not limited to knife, razor, BB gun, air rifle, air pistol, slingshot, blackjack, brass knuckles or facsimile or other item that could be considered a weapon or dangerous instrument.

6400-3-05 Fire Alarms - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

6400-3-06 Threats - Directing toward any person within the school context any language or act which constitutes a threat of force or violence. Statements of threats to kill or harm students or school personnel, regardless of actual intent, will be considered as violations of this policy.

6400-3-07 Harassment/Intimidation/Bullying - Unwanted, unwelcomed and uninvited behavior that demeans threatens or offends the victim and results in a hostile environment for the victim. Attempting to extort money, personal property, or personal services. Repeated intimidation of others by the real or threatened infliction of physical, verbal,

written, electronically transmitted (e.g. cyber-bullying) or emotional abuse or through attacks on the property of another.

6400-3-08 Possession of Drugs or Alcohol - Knowingly possessing, using, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedrone (e.g., "bath salts"), synthetic cannabinoid (e.g., "Spice" or "K2"), marijuana, anabolic steroids, alcoholic beverages, malt beverages, fortified wine, other intoxicating liquor or controlled substance, drug paraphernalia, or counterfeit drugs, or inhaling or ingesting any chemicals or products with the intention of altering the student's mood or behavior. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution. (See 6400-4-06)

Students suspended for possession or use of drugs or alcohol shall participate in the following interventions:

a. Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services.

b. The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension. This student's parent(s) is/are encouraged to attend the program as well.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first violation of any **Level Three** provision a student may be short-term or long-term suspended. Any subsequent violation of a **Level Three** provision may result in a long-term suspension.

Level Four Violations - The following conduct is prohibited as outlined below:

6400-4-01 Possession or Use of a Firearm - Possessing, handling, using, transferring or bringing on school property a firearm.

For purposes of this rule, “firearm” is defined as:

1. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

2. The frame or receiver of any such weapon; or

3. Any firearm muffler or firearm silencer.

The term “firearm” shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol, and shall not include a weapon used solely for educational or school-sanctioned ceremonial purposes or in a school-approved program conducted under

the supervision of an adult whose supervision has been approved by the principal or Superintendent.

6400-4-02 Destructive Device - Possessing or placing on school premises any destructive device. For purposes of this rule, "destructive device" is defined as an explosive, incendiary, or poison gas:

1.
Bomb.

2. Grenade.

3. Rocket having a propellant charge of more than four ounces.

4. Missile having an explosive or incendiary charge of more than one- quarter ounce.

5.
Mine.

6. Similar device.

6400-4-03 Arson - Burning or attempting to burn any school building or property. Possessing incendiary material (i.e., gasoline, kerosene, or other flammable liquid) for the purpose of burning or the attempted burning of school property.

6400-4-04 Bomb Threat - Making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school premises. Statements of threats of mass destruction of school property, regardless of actual intent, will be considered as violations of this policy.

6400-4-05 Use of a Weapon - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.

6400-4-06 Distribution of Drugs or Alcohol - Transmitting, selling, receiving or conspiring or attempting to transmit, buy or sell, or receive any narcotic drug, hallucinogenic amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedrone (e.g., “bath salts”), synthetic cannabinoid (e.g., “Spice” or “K2”), marijuana, anabolic steroids, alcoholic beverages, malt beverages, fortified wine, other intoxicating liquor or controlled substance, chemicals or products with the intention of altering the student’s mood or behavior, drug paraphernalia, or counterfeit drugs. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution.

Students suspended for distribution of drugs or alcohol shall participate in the following interventions:

Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services.

The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension. This student's parent(s) is/are encouraged to attend the program as well.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school.

For a violation of 6400-4-01 (Firearms) and 6400-4-02 (Destructive Devices), a student may be suspended for 365 calendar days in accordance with [G.S. 115C-390.10](#). However, the superintendent shall not impose a 365-day suspension if the superintendent determines that the student:

1. Took or received the firearm or destructive device from another person on educational property or at a school-sponsored event off educational property or found the firearm or destructive device on educational property or at a school-sponsored event off educational property;

2. Delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee; **and**

3. Had no intent to use the firearm or destructive device in a harmful or threatening way.

For a violation of 6400-4-03, 6400-4-04, 6400-04-05, and 6400-4-06, a student may be long-term suspended.

Expulsion may be imposed in accordance with Board Policy [6509](#)

6600 Investigations

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

6600.01 Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials and it is reasonable to believe the materials could be found on the student's person or in the student's personal effects, given its size or shape. Reasonable suspicion is not required if a student freely, voluntarily, and knowingly consents to the search.

If a frisk or "pat down" search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or his designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

6600.02 Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized or contraband material. Inspections of lockers may be conducted by school authorities for any reason consistent with Board policies, the Code of Student Conduct, or school rules and regulations, at any time, without notice, without consent, and without a search warrant. A student's personal effects may only be searched pursuant to the guidelines for personal searches, **Policy 6600.01**.

6600.03 Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Reasonable suspicion may be based upon objects in the interior of the car which are in plain view.

6600.04 Seizure of Illegal Materials

If a properly conducted search yields illegal materials, such findings shall be turned over immediately to proper legal authorities for ultimate disposition.

Legal Reference: [G.S. 115C-47](#), [-288](#), [-307](#)

6401 Student Dress and Appearance

The Wilson County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her dress or appearance.

Student violations of this policy shall be handled by the principal or principal's designee. Violation of this policy shall be a Level One violation of Policy [6400](#) and the penalty shall be the same as any other Level One violation.

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students. Reasonable accommodations will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage or medical reason, request a waiver of a particular guideline for dress or appearance. The superintendent shall establish appropriate procedures and regulations for requests and disposition of waiver requests. Accommodations shall be made by the principal to accommodate students involved in special duties, vocational classes and projects, special events or other activities that would allow for nonconforming dress on a school campus.

- Clothing and appearance must be age appropriate, not disruptive to the teaching- learning process and cannot be provocative, indecent, vulgar or obscene.

- Hats, sweatbands, bandannas or sunglasses will not be worn inside the school buildings.

- Shorts must be of adequate length to reach the end of one's fingertips when the student is standing and the arms are by one's sides.

- Skirts and dresses must be no higher than three (3) inches above the top of the knee.

- Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, depicts violence, profanity, vulgarity or obscenity, is of a sexual nature or is of a disruptive nature.

- Shirts and blouses must cover the waist and midriff and go past the waistline. Tank tops or spaghetti-strap tops may not be worn as an outer garment.

- Footwear is required. Bedroom shoes are not allowed. Students in laboratory or shop environments must wear closed-toe shoes. Students in physical education classes must wear athletic shoes. Shoes that have laces must be laced and tied.

- Clothing is not to be sheer or mesh and cannot have excessive holes.

- Undergarments are not to be visible.

- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs or unfastened bibbed overalls, no sagging pants, belts must be buckled and worn at the waistline, etc.).

- Clothing will not be allowed that is intentionally shredded or torn.

- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants is not allowed.

- Students shall not wear clothing articles with the intent to convey membership or affiliation in a gang.

6403 Wireless Communication

The Board of Education recognizes that the possession of wireless communication devices is a matter of convenience and safety for students and parents, but the use of these devices can also be a disruption of the instructional process. Through this policy, the Board of Education provides students the privilege of possession of wireless communication devices on school property, subject to the following provisions.

6403.1 No student shall use, display, transmit, or have in the "on" position on school property any wireless communication device, including but not limited to, cellular telephones, paging devices, two-way radios, or any similar device until after the conclusion of the instructional day. Exclusions to this policy include devices such as handheld computers issued by the school.

6403.2 The device must be in the off position and stored out of sight during the instructional day. Students should keep the device secured in their vehicle, locker, book bag or other location approved by the principal. The school will not be responsible for wireless communication devices that are lost or stolen.

6403.3 The consequences for possessing a wireless communication device in violation of this policy will be:

A. First offense: A warning will be issued to the student. The wireless communication device will be confiscated by school personnel and returned to the student at the end of the day.

B. Second offense: The wireless communication device will be confiscated and held until a parent conference is conducted. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*.

C. Third offense: The wireless communication device will be confiscated and held until the end of the school year. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*.

D. Fourth and subsequent offenses: The wireless communication device will be confiscated and

held until the end of the school year. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*.

Legal References:

["http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-391.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-391.html)
[_top"](#)

["http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-36.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-36.html)
[_top"](#)

6402 Gangs and Gang Related Activities

The Wilson County Board of Education does not support or condone gang membership or gang activity. The Superintendent shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information. Principals shall advise the Superintendent of any suspected gang activity in the schools. When principals have been given cause to suspect that a student may be involved in gang activity, the principal shall share his concerns with the student's parents and request the parents' assistance in addressing the student's involvement in gang activity.

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
3. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person;
5. Inciting other students to intimidate or to act with physical violence upon any other person;
6. Soliciting others for gang membership;
7. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Acts of misconduct prohibited by this policy shall be addressed pursuant to Board of Education Policies [6400](#) and [6401](#).

Legal Reference(s): [G.S. 115C-36](#), [-47](#), [-288](#), [-307](#), [-390](#), [-391](#), [-392](#)



MIDDLE & HIGH SCHOOL CAFETERIAS



School Meals *The First Step to Learning*

Meal Prices for 2016-2017 SY
Paid Breakfast \$1.25 Per Week—\$6.25
Reduced Breakfast—.30 Per Week—\$1.50
Paid Lunch \$2.60 (6—12) Per Week—\$13.00
Reduced Lunch—.40 Per Week \$2.00
Adult Meals—A la carte

School Nutrition Mission Statement

To courteously serve well prepared, nutritious meals to enhance the health of the student body.

Your cafeteria manager, and her staff take pride in preparing quality meals for students to give them energy to meet the demands of a busy school day. Have your teenager join the cafeteria staff in the morning for breakfast- studies have shown that students who eat a balanced breakfast perform better on tests and have fewer behavioral problems which are sometimes linked with hunger. At lunch, we offer a choice of entrees served with bread ,variety of fruits and vegetables, and flavored fat-free milks. If you have questions or concerns about your teenager's meals at school, please contact your cafeteria manager.

???????? FAQ ????????????

Can I prepay for my teenager's breakfast, lunch and extras?

Absolutely ! Take advantage of the *online payment system , Pay For It*. You may access and learn more about this system from our School Nutrition web page at the district website. By applying funds to an account eliminates the need for remembering and carrying lunch money on a daily basis. We will continue to accept cash or checks in the cafeteria. Remember to write your teenager's name and lunch number on the check. We encourage prepayments to be made during or after the breakfast meal. We will accept prepayments at lunch, however, with so many to feed in such a short time frame, prepayment data entry leads to less time for students to eat, socialize and return to class.

How can I be reassured to the accuracy of my teenager's account ?

Students at Wilson County Schools are assigned a bar code number to be used in the cafeterias. Your teenager's bar code number will remain the same, year to year, throughout enrollment at Wilson County Schools. Upon any purchase or prepayment, your teenager must enter on a keypad (or verbally state) his/her bar code number. Once entered , his/her picture will appear with the account. If you set up an account on the Pay For It System, you will be able to review your teenager's record of purchases and prepayments. Your cafeteria manager can also print you an account history report over a specific time period.

How can I find out the balance in my teenager's account?

Utilize the *Pay For It online system*. Of course, you may still contact your cafeteria manager and she will be glad to assist with an updated balance of your teenager's account. .

What must my teenager select in order to receive the reimbursable meal plate price ?

At breakfast, your teenager must select a *minimum* 3 out of 4 components offered on the service line with 1/2 cup fruit as one of the required selections. At lunch, your teenager must select a *minimum* 3 out of 5 components offered on the service line with 1/2 cup vegetable or fruit as one of the required selections. The cafeteria staff will assist and encourage your child toward a reimbursable meal plate which represents healthy, nutritional choices.

Why are the elementary, Daniels and Darden students receiving meals at "no cost"?

These schools are eligible for meals at "no cost" under the Community Eligibility Provision which is part of the USDA Healthy Hungry-Free Kids Act of 2010.



MIDDLE & HIGH SCHOOL CAFETERIAS



School Meals *The First Step to Learning*

What is the Community Eligibility Provision (CEP) ?

The Community Eligibility Provision (CEP) provides an alternative approach for offering school meals to local educational agencies (LEAs) and schools in low income areas, instead of collecting individual applications for free and reduced price meals. All elementary, Darden Middle and Daniels Learning Center are CEP schools.

When is the meal application available ?

After August 1st, you may apply. The forms will be available at most schools and at the main School Nutrition office (519 Ward Boulevard Bldg 7A behind the bus/ maintenance warehouse). No meal application forms will be available at the elementary schools, Daniels Learning Center or Darden Middle.

I have child(ren) in elementary & middle schools that will be receiving meals at “no cost” due to the CEP provision. I also have child(ren) at non-CEP schools. Do I still need to complete a meal application form?

Yes. If a student has a sibling (s) at a CEP school, the parent or guardian will have to complete a meal application and include all individuals living in the household, including the CEP student(s) on the application. Please know that once a meal application is processed and approved, your CEP child will receive meals “at no cost” while your non-CEP child *may* qualify for meals at the free, reduced or denied status.

Do I have to complete a free/reduced meal application each year ?

Yes. The federal guidelines require a new application each year for all non-CEP students. (There are exceptions for students who are directly certified through the Wilson County Department of Social Services.)

Can I complete an application for free/ reduced price meals by phone or fax?

Unfortunately, no. All applications must be an original official form. You may mail, hand deliver (address on the back of the application) to our main School Nutrition office or to your teenager’s school cafeteria.

On the first school day, will my teenager’s meal status be the same as the previous school year ?

Yes. The previous school year meal status will be honored only until October 7, 2016. If an application has not been completed and processed, your teenager’s meal status will change to paid on Oct 8th and your teenager will be required to pay for his/ her meals.

How long does it take to process a completed application ?

Once received & date stamped in our main School Nutrition office, we are required to process the application within 10 working days. Our goal is to process applications ASAP so make sure all pertinent information is accurate *and* legible so that we can process quickly.

Visit our School Nutrition webpage at the district website for more information!

We thank you for your continued support and appreciate your patronage of the School Nutrition program.

If I can be of any assistance, please feel free to contact me at 399-7845.

Cindy Bailey, Director, School Nutrition Services
“Feeding the Future”