

# STUDENT/PARENT HANDBOOK

MANUAL PARA PADRES Y ESTUDIANTES

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# WELCOME TO THE WAKE COUNTY PUBLIC SCHOOL SYSTEM

The Wake County Public School System (WCPSS) is home to 181 schools and more than 10,000 teachers who are focused on meeting the diverse learning needs of more than 160,000 students. We are pleased to be a part of your student's educational journey.

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

## ACCESS TO POLICIES

Students and families are encouraged to review and discuss the material contained in this handbook, which summarizes several important policies. **Please note that this document is not a comprehensive list of all district policies and that these summaries are not a substitute for the policies themselves. Full copies of all of the policies referenced in this handbook are available online at [www.wcpss.net/handbook](http://www.wcpss.net/handbook), at the school system's central administrative offices at 5625 Dillard**

**Drive in Cary, and at the front office of every school. All other policies and procedures are available online at [www.wcpss.net/policies](http://www.wcpss.net/policies) and at the central office.** Students and their families are urged to review the actual language of these policies and procedures, which include important information about student rights and responsibilities.

Please contact the administration of your student's school if you have questions about a policy.

## IMPORTANT TOPICS

### **Access to Rigor, Acceleration and Advanced Courses**

Our district provides opportunities for all students to expand their learning through academically challenging coursework and acceleration. See Board Policy regarding Access to Rigor and Acceleration.

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

A healthy learning environment is free of alcohol, tobacco and drugs. The possession, use, distribution or sale of these substances in any form is prohibited on school property. See Board Policy regarding Code of Student Conduct.

### **Assault, Fighting, Threats**

Students who become angry or upset with anyone are encouraged to resolve conflicts peacefully. Teachers, counselors and other school personnel can help students

find civil ways to handle disagreements. A student who threatens to harm, attempts to harm, or harms another student, staff member, school volunteer or visitor is subject to consequences. See Board Policy regarding Code of Student Conduct.

### **Attendance**

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

### **Bullying and Harassment**

Bullying and harassment are unacceptable behaviors that should be immediately addressed. Bullying and harassment includes any physical act, threatening communication, or pattern of gestures or communications that places a student in actual and reasonable fear of harm or is certain to create a hostile environment. Bullying and harassing behavior includes, but is not limited to, behaviors motivated by the victim's identifying characteristics, such as race, ethnicity, sex, sexual orientation, pregnancy, religion, age or disability. If bullying or harassment is suspected, parents should contact their child's school for help. Parents and students also can share safety concerns via the WCPSS Tip Line, 919-856-1911. See Board Policy regarding Prohibition Against Discrimination, Harassment and Bullying.

### **Bus Conduct**

Bus transportation is an extension of the school day, and the same student behavior standards that apply in the classroom also apply on the bus and at the bus stop. A driver will report to the school administrator any misconduct or violation of the driver's instructions. Buses also have cameras on board to provide video and audio that school leaders may use to monitor student behavior. See Board Policy regarding Code of Student Conduct.

### **Cheating, Plagiarism**

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

### **Character Education and Respect**

Every school has programs and activities to help students develop good character, including programs to help students understand, assess and take responsibility for their behavior and learning, as well as how to act responsibly toward others. School staff members ensure that positive behavior is practiced, demonstrated, modeled and reinforced within an environment of mutual respect, caring and dignity. See Board Policy regarding Citizenship and Character Education.

### **Complaint Procedures**

A student or parent may question a school-based decision by using the procedures outlined in the Board Policy 1742 - Responding to Complaints.

### **Child Find for Students with Disabilities**

We are required to locate and identify young people with physical, emotional or intellectual disabilities who may be in need of special education and related services. Parents of children aged two years old or younger who may be in need of such services should contact the Children's Development Services Agency at 919-662-4600. Parents of children aged three or older who are not yet eligible to enter kindergarten should call the WCPSS Child Find Office at 919-431-7700. Parents of children in kindergarten through 12th grade should contact their child's school.

### **Disability Accommodations**

Section 504 of the Rehabilitation Act of 1973, as well as the ADA Amendments Act of 2008, prohibits discrimination against students with diagnosed physical or mental impairments that substantially limit one or more major life activities. Major life activities include, but are not limited to, learning, concentration, walking, seeing, breathing, hearing, lifting, bending, performing manual tasks, and the operation of major bodily functions/systems such as the immune, neurological or respiratory systems. For more information, including complaint procedures, please see Board Policy regarding Special Education Programs/Rights of Students with Disabilities.

### **Dress Code**

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

### **Electronic Devices**

Except when authorized for instructional purposes, no student may use a wireless communication device or personal entertainment device during instructional hours. Any device used in violation of this policy will be confiscated and returned to the student's parents. See Board Policy regarding Code of Student Conduct.

### **Food in School**

Student wellness and proper nutrition are related to a student's physical well-being, growth, development and readiness to learn. All meals and other items available for students to purchase from Child Nutrition Services meet

strict nutritional requirements. All foods and beverages that are offered to students during the school day should support a school environment that promotes student health and wellness.

### **Free or Reduced-Price School Meals**

If your family meets income eligibility requirements, your child may be able to receive free or reduced-price meals from the school cafeteria. All parents receive an application for this program in the mail. Applications also are available at your child's school. Visit [www.wcpss.net/free-reduced-meals](http://www.wcpss.net/free-reduced-meals) for more information.

### **Homeless Students**

The McKinney-Vento Program is federal legislation that provides legal protection to children and youth experiencing a housing crisis. Please contact the McKinney-Vento liaison at your child's school for more information.

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

North Carolina Senate Bill 57 requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

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

### **Non-Discrimination**

We are committed to providing a non-discriminatory, inviting and inclusive school environment for all students. We have broad protections against discrimination as set forth in multiple Board policies, including Policy 1710 and 1720. Parents and students who perceive any form of discrimination should report it to the school principal. Parents and students also should contact the principal to request assistance or accommodations to assure a non-discriminatory, inviting and inclusive school environment. See Board Policy regarding Prohibition Against Discrimination, Harassment and Bullying.

### **Parental Right to Withhold Consent and Opt Out**

Parents may request in writing to opt out of any of the following:

- Release of the student's directory information (See Board Policy regarding Student Records);
- Release of the student's name, address and telephone number to military recruiters or colleges/universities (See Board Policy regarding Student Records);
- The student's participation in certain instructional activities related to reproductive health and safety (See Board Policy regarding Comprehensive Healthful Living Education Program);
- The student's participation in certain academic, career guidance, personal or social counseling services provided to students in a group setting (See Board Policy regarding the Counseling Program);
- The student's participation in certain types of surveys (See Board Policy regarding Surveys of Students);
- The student's participation in certain non-emergency physical exams or screenings (See Board Policy regarding Health Services);
- Collection, disclosure or use of the student's personal information for marketing purposes (See Board Policy regarding Surveys of Students);
- Release of child's free and reduced-price meal information to State Medicaid or the State Children's Health Insurance Program.

### **School Meal Charges**

Students must pay for school meals in a timely manner. We do not permit any meal purchase that will result in a negative account balance. If a student forgets or loses their meal money, we will provide an alternate meal at no cost. Parents are notified of low balances in a child's meal account at regular intervals during the school year. See Board Policy regarding Meal Charges.

### **Search, Seizure**

Schools must be safe and free of weapons, drugs and other contraband. School officials may search a student, student lockers, student automobiles or school computers under the circumstances outlined in Board Policy, and may seize any illegal, unauthorized or contraband materials discovered during the search. See Board Policy regarding Student Searches.

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

The use of seclusion, restraint and isolation of students is governed by N.C. General Statute 115C-391.1, Board Policy and Regulation & Procedures. To the extent allowed by these laws, policies and procedures, N.C. General Statute 115C-390.3 authorizes school personnel to use reasonable force to control behavior or remove a person from the scene when necessary to correct students, quell a disturbance threatening injury to others, obtain possession of weapons or other dangerous objects on the person or within the control of a student, act in self-defense or to protect other persons or property, or to maintain order on educational property, in the classroom, or at a school-related activity on or off educational property. Also, see Board Policies regarding Code of Student Conduct and Seclusion and Restraint.

## **Special Education**

We provide special education and related services to students identified with a disability according to the Individual with Disabilities Act (IDEA) and N.C. Public School Law, Article 9. Parents of children who are ages three to those who are eligible to enter kindergarten should contact 919-431-7700 for more information. Parents of children in kindergarten through 12th grade should contact their child's school. They can also contact the district at 919-431-7334 or [facc@wcpss.net](mailto:facc@wcpss.net). (Spanish line: 919-431-7143)

## **Student Information in Home Base**

Home Base is a statewide student information system that gives parents and students access to real-time information including attendance, grades (middle and high school students only), assignments and transportation. All students and parents have access to Home Base. For information, visit [www.wcpss.net/homebase](http://www.wcpss.net/homebase).

## **Student Records and Directory Information**

A federal law known as "FERPA" provides parents and eligible students with rights to inspect and review the student's education records, to request amendments to such records, and to file a complaint with the U.S. Department of Education regarding an alleged FERPA violation.

FERPA also provides that student records and personally identifiable information contained in those records generally may be released to third parties only if the

parents or eligible students provide written consent. One of those exceptions to this requirement is that "directory information" about a student may be released to anyone upon request unless the parent or eligible student has opted out of the disclosure of such information. "Directory information" includes the student's name, grade, school most recently attended, dates of attendance, date of graduation, awards received and participation in officially recognized sports and activities. **Any parent, guardian or eligible student who does not want directory information released must notify the school in writing each year within 20 days of the receipt of this notice.**

For additional information relating to FERPA and student records, including the criteria for determining which school officials may access a student's confidential information, please see Board Policy regarding Student Records.

## **Student Support Services**

Our guidance and counseling programs support students in their personal and social development and help them transition from school to higher education or a career. See Board Policy regarding the Counseling Program.

## **Student Surveys**

Our district sometimes partners with individuals and agencies conducting research. We review and approve or deny requests from individuals or agencies for any research project. Research can include surveys of staff or students. See Board Policy regarding Surveys of Students.

## **Volunteering in Your Child's School**

State law (N.C. General Statute 95-28.3) provides parents up to four hours of unpaid leave each year to volunteer in your child's school. All school volunteers must register and pass a criminal background check. To register as a volunteer, visit your child's school during school hours and bring your photo identification. See Board Policy regarding School Volunteers.

## **Weapons**

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

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

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

### **Flu**

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

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

A parent may lawfully abandon an infant under seven days of age by voluntarily delivering the infant to one of the following: health care provider, law enforcement officer, social services worker, certified emergency medical services worker or any responsible adult. See N.C. General Statute 14-322.3 and 7B-500(b).

### **Medications at School**

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

### **Meningococcal Meningitis**

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

### **Notification of Health Conditions**

It is the parent's responsibility at the beginning of each school year to inform their child's teacher and school nurse if there are medical conditions that require special measures during the school day. School nurses are available for health consultation but are not present at the school on a daily basis.

### **Screenings**

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

# DISCIPLINARY ACTIONS

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

## Level I

Level I rule violations generally result in in-school interventions rather than out-of-school suspensions. In some instances, a student may receive an out-of-school suspension of up to two days for a Level I rule violation.

- Noncompliance
- Disrespect
- Being tardy to class, skipping class or school
- Leaving campus without permission
- Being in an unauthorized area
- Inappropriate language
- Inappropriate dress
- Use of unapproved electronic devices
- Trespassing
- Tobacco
- Gambling

## Level II

Level II rule violations may warrant a short-term suspension, not to exceed five school days. Principals may recommend a long-term suspension (more than 10 days) based on aggravating factors.

- Cheating
- Plagiarism
- Falsification
- Violation of software copyright laws
- Inappropriate literature, illustrations and images
- Violation of computer access
- Class or activity disturbance
- School disturbance
- School transportation disturbance
- Disruptive protest
- False fire alarm
- Fire setting
- Property damage
- Theft
- Extortion
- Indecent exposure, sexual behavior
- Harassment, bullying
- Sexual harassment
- Threat, false threat
- Physical aggression, fighting
- Failure to report
- Hazing
- Failure to permit an authorized search or seizure
- Aiding and abetting another student in violating the Code of Student Conduct

## Level III

Level III rule violations are more severe in nature and may support a recommendation for long-term suspension, even without aggravating factors.

- Narcotics
- Alcoholic beverages
- Controlled substances
- Drug paraphernalia
- Gang and gang-related activity
- Weapons
- Assault on a student, school personnel or other adult
- Assault involving weapon
- Bomb threat
- Acts of terror

## Level IV

Level IV rule violations compromise the safety and welfare of students and staff. State law requires the school principal to recommend a 365 calendar-day suspension..

- Firearm (as defined by policy)
- Destructive device (as defined by policy)

## Level V

Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is 14 years of age or older and the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program.

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



# PARENT AND/OR GUARDIAN SIGNATURE SHEET

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL.

**Please note that this document is not a comprehensive list of all district policies, and that these summaries are not a substitute for the policies themselves. Full copies of all of the policies referenced in this handbook are available online at [www.wcpss.net/handbook](http://www.wcpss.net/handbook), at the school system's central administrative offices at 5625 Dillard Drive in Cary, and at the front office of every school.** All other policies and procedures are available online at <https://webarchive.wcpss.net/policy.html> and at central office. Students and their families are urged to review the actual language of these policies and procedures, which include important information about your rights and responsibilities.

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

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

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Grade

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