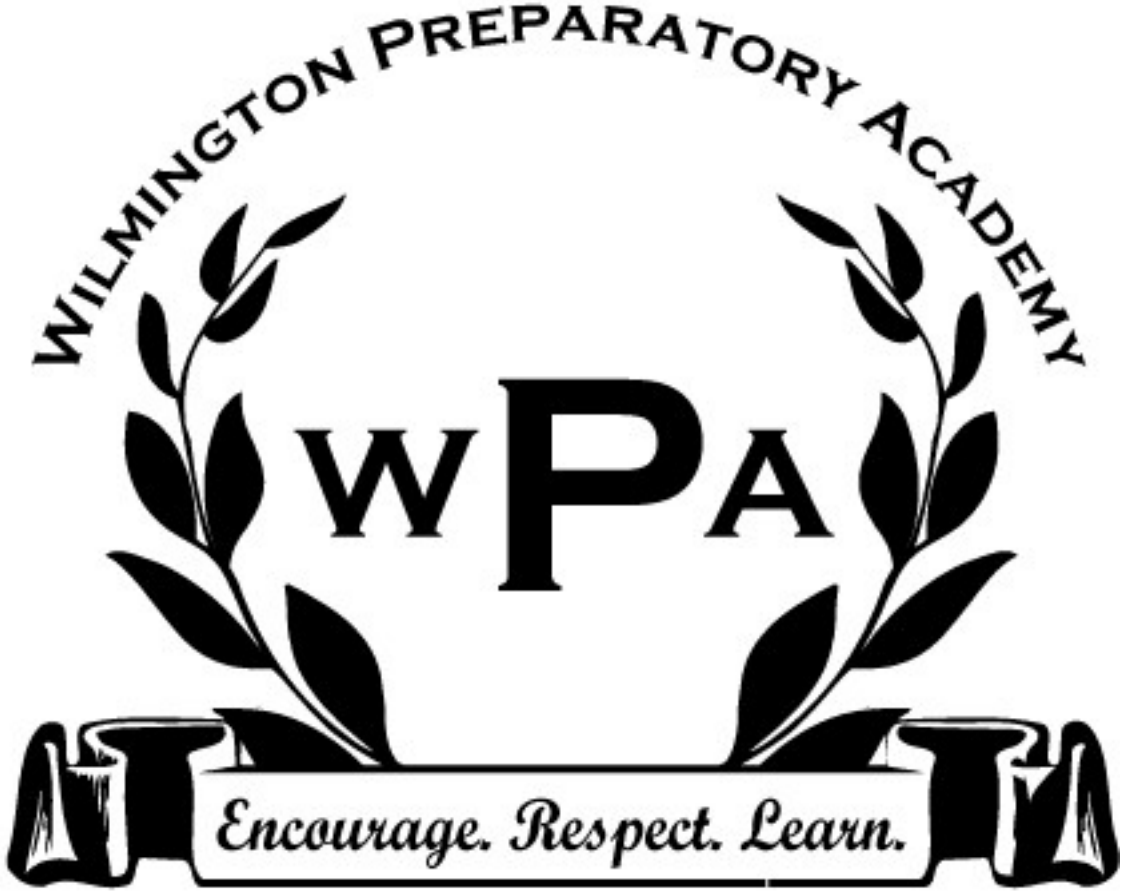


PARENT-STUDENT HANDBOOK

2026-2027

Wilmington Preparatory Academy 134 Cinema Drive Wilmington, NC 28403 Telephone: 910-799-6776

TABLE OF CONTENTS

PAGES	
3	INTRODUCTION
4	OUR ACADEMY
5	OUR DEAN
6	DEAN WELCOME LETTER
7	OUR MISSION
8	A WORD FROM OUR FOUNDER
9	VISITORS SECURING EXITS AND CLASSROOM DOORS SCHOOL HOURS SCHOOL CALENDAR
10	SCHOOL CLOSING ATTENDANCE
11-12	WPA RULES/REGULATIONS
13	TELEPHONE USE ACADEMIC POLICIES
14	AFTER SCHOOL PROGRAMS FIRE DRILLS
14-15	MEDICATION
15	CONTAGIOUS CONDITIONS
16	CONTRABAND ITEMS CELL PHONES TRANSPORTATION VAN RULES
17	SCHOOL-WIDE BEHAVIORAL PLAN
18-19	SUSPENSION/EXPULSION POLICY SHORT/ LONG-TERM SUSPENSIONS
20	STUDENT DRESS CODES
21	PARENT VOLUNTEERS
22	PARENT CONTRACT
23	HANDBOOK ACKNOWLEDGEMENT

INTRODUCTION

This handbook was created for your use. It is meant to familiarize you with policies and programs at Wilmington Preparatory Academy (WPA). Please read through the information, share it with your child(ren), and refer to it throughout the school year.

Our staff is committed to providing a positive learning environment for students. We work hard to develop programs to better meet student needs and to effectively implement our mission statement. Parent/guardian involvement is also an important component of our school environment. Our goal is for parents/guardians to become our partners in maximizing student learning.

This handbook will provide students and parents/guardians with information that will make them aware of school-wide programs and policies. As always, if you have questions about this or other information, please call our school office at (910) 799-6776.

We wish your child a happy and successful school year at Wilmington Prep!



OUR ACADEMY

Wilmington Preparatory Academy is a public charter school open to North Carolina students regardless of race, creed, ability, religion, or ethnicity. Our desire is that our students and their parents become an active part of our Academy as we grow and serve in the community.



OUR DEAN

The Dean of our School is Mr. Kevin Johnson. He is in charge of the daily operations of the school. If you have a concern regarding your child's academic progress or other classroom issues, please attempt to set up a conference and speak directly to his/her teacher. If you have other questions or concerns, please feel free to call or drop in to schedule an appointment with the Dean.

Dear Parents:

We welcome you and your child to Wilmington Preparatory Academy (WPA). We believe that this will be a very exciting and rewarding year. Our excellent staff, and the variety of programs planned will provide the challenging learning opportunities you expect for your child.

Parents and teachers working together can make this school year an exciting and productive one for our students. Please contact us when you are concerned about any school matter. A parent conference is often the best method of understanding what we are trying to accomplish with our students.

To help your child be successful in school, please see that he/she has the required school supplies and the loving support needed each day.

It is in your child's best interest that we work together. You are cordially invited to schedule a visit to our school and to observe your child's class.

We look forward to a wonderful year with your child. We encourage you to become involved and active in the school and its programs and activities. Feel free to contact us with your questions, concerns and positive feedback. Your child and his/her education and well-being are of the utmost importance to us.

Sincerely,
Kevin Johnson
Kevin Johnson
Dean of Students

OUR MISSION

Wilmington Preparatory Academy is committed to offering a high-quality base of literacy, global knowledge, and life skills to prepare K-8 youths for college and life beyond. The Academy will cultivate positive relationships and partnerships with parents as we challenge students to take personal responsibility for their education, health choices, and social well being. The extended-day and extended-year curriculum allows academic enrichment and a portal for discovery of the arts.



Always teaching, always learning



A message from the Founder

Dear Parent:

Are you known for your macaroni and cheese casserole? Maybe you know how to whistle, fix a car, dance, bake a delicious sweet potato pie, or grow tomatoes.

Whatever they are, your skills are special gifts you can share with your child. Children love to learn "grown-up" skills. And through these activities children can learn or put to use things we teach at Wilmington Prep, such as measurements or estimating (cooking), physics (whistling), or the natural sciences (gardening).

My hope is that you will take time at least once a week to demonstrate a skill to your child and give him or her a chance to try it. Reading and sharing knowledge creates a special bond and will encourage your child to be a lifelong learner.

Who knows, maybe someday he'll be making macaroni and cheese for *you*!

We are excited about the terrific parents we have this year. Thank you for being a part of the Wilmington Prep family. Have a wonderful school year!

Selena Robinson

VISITORS

All visitors to the school are required to sign in at the front desk to receive a visitor's pass. While we welcome parents and visitors, we ask that you schedule ahead of time if you want to spend time in the classroom or have a word with the teacher. To safeguard your child, no visitors are allowed to loiter in hallways or other common areas of the school or in classrooms. It is requested that no one enter the building to wait for students. Please wait outside in your vehicles for students to be dismissed to help us keep the process smooth.

SECURING EXITS AND CLASSROOM DOORS

Any visitor is directed to the main entrance. No staff member is to open the side doors to admit unauthorized persons. Direct them to the main entrance. **Students should never open a door to admit anyone.**

SCHOOL HOURS

Students may arrive at the school as early as 8:00 a.m., but no later than 8:15am. Students should be present for roll call in their classrooms by 8:10 as the academic school day begins at 8:15 a.m. each day.

All students will be dismissed between 2:45-3:00 each regular school day.

SCHOOL CALENDAR YEAR

Wilmington Prep follows a calendar similar to the New Hanover County School district's Year Round school year. There may be a few differences in Teacher Workdays and vacation days, *so always check your Wilmington Prep calendar rather than a New Hanover County school year-round calendar to find out about scheduled school closings.*

SCHOOL CLOSINGS

In the event of bad weather conditions or other emergency situations that might warrant school cancellation or delay, please tune in to your local radio or television stations or visit www.wilmingtonprep.com . We will follow the New Hanover County School Inclement Weather Policy.

ATTENDANCE

The first step to learning at the Academy is to be here! Daily attendance is very important. Parents should avoid signing their children out early because it can disrupt the classroom environment when a student prepares to leave. More importantly, the student misses out on learning when he/she leaves early. Medical and dental appointments should be scheduled after school hours as much as possible. Family vacations should be taken during school vacations (3 weeks off).

Excused Absences

1. Death in immediate family—includes not just parents, grandparents, sister, brother, but extended family.
2. Illness or injury—not physically able to attend school, bring in Doctor's note after 3 days. Parent note is acceptable for less than 3 days in the event of illness. The nature of illness must be stated.
3. Religious Observance—a Family religious event as long as length of time taken does not interfere with child's education.
4. Court proceedings—child is party to an action or subpoenaed as a witness.
5. Quarantine – an order issued by the Health Department.

Unexcused Absences: Any absence not listed above

1st unexcused absence: Verbal warning
2nd unexcused absence: Written warning
3rd unexcused absence: Dean will call parent
4th unexcused absence: Letter sent to parent
5th unexcused absence: Parent must attend conference

Excessive absences will lower a student's academic grade and may be a cause for retention. However, the Dean and teacher will work with the student and parents to understand causes and help find a solution to solve problems with absenteeism.

WPA RULES AND REGULATIONS

School Basic Rules:

- Respect yourself
- Respect others
- Respect the school and everything in it

Students will always obey the "hand signal". Students know that the "hand signal" means to stop immediately and listen for further instructions.

MORNING PROCEDURES

BEFORE SCHOOL

- Do not arrive at school before 8:00 a.m.
- Go directly to the your classroom
- Show respect to your classmates and staff
- Use your quiet voice
- Keep all objects inside your book bag

All students will be release to their classes at 8:00 a.m.

LUNCH PROCEDURES

- Clear your desk of all belongings.
- Remain quiet and seated.
- Get your food and sit down to eat.
- Raise your hand to get help.
- Do not leave your seat without permission.
- Use a quiet voice at all times.
- Keep hands, feet, and objects to yourself.
- Use good table manners.

LINING UP

- Silent voices
- Face forward
- Stand on both feet
- Stand behind the person in front of you
- Walk in a straight, single file line on the right side of the hall when in the building
- Keep hands, feet, and objects to yourself
- Show respect to others

RESTROOM

- **Do not talk**
- Be respectful to the privacy of others
- Be sanitary. (Flush toilets, Wash hands with soap, and put paper towels in the trashcan)
- Be respectful of school property
- Writing instruments are not allowed in the restrooms
- Have a pass for restroom use
- Return to your classroom immediately

RECESS

- Stay in the designated area
- Use the equipment for the intended purpose
- Take turns with the equipment
- Keep hands, feet and objects to yourself
- Speak kindly to others

TELEPHONE USE

- No student is permitted to use the school telephone without adult supervision.
- In the event of an emergency, a staff member will call for you.
- If you believe you have an emergency, obtain permission from your teacher to go to the office.
- No student will be able to call their parent/guardian regarding trivial issues such as forgotten money, etc.

ACADEMIC POLICIES

Grading

Schoolwork, tests, quizzes, and projects will be graded using the letter system of A, B, C, D, and F, or with percentages (i.e., 87%). These letter or percentage grades will be used to communicate both academic progress and social/behavioral progress. Kindergarten and first grade uses outstanding, satisfactory, needs improvement and unsatisfactory to measure progress.

Progress Reports

Progress reports will be shared with parents four times each school year. This report will describe the student's academic and social growth and adjustments and identify possible strategies to help the child, if necessary. Parents of all students are encouraged to attend conferences with the teachers to discuss this written report at least 3 times per year.

Report Cards

Graded report cards will be sent home twice a year, at the end of each semester. Teachers will schedule individual appointments with each parent to discuss this progress report and to share the child's personal work.

Portfolios

Teachers will maintain a portfolio for each child that will contain samples of the child's work. This work will be selected to illustrate the child's strengths and special talents as well as to illustrate his/her weakness and needs for progress. Parents are invited to view their children's portfolios anytime by appointment with the teacher per reporting period.

AFTER-SCHOOL PROGRAM

Due to COVID-19 Wilmington Prep is not currently offering After-School Care.

To those who need after school care, Wilmington Prep is providing families with quality after school care. The hours are from 4:00pm-6:00pm. The cost is $40/week per child or $70/week for two children. Payment is due no later than Tuesday of the week being served. All payments should be made directly to the After-Care director.

Parents must provide transportation home at the end of the evening. If someone other than the parent/guardian will be picking up the child, that person must be listed and the permission form signed by the parent on file identifying the person(s) approved for picking up the child. The person picking up the student will be asked to show identification. All students must be picked up by 6:00 p.m.

FIRE DRILLS

During fire drills, it is necessary for students, under the teacher's directive to:

- Walk quickly and quietly out of the room when the alarm sounds.
- Walk quietly and remain silent to hear any instructions.
- Walk in an orderly line and avoid crowding and pushing.
- Remain standing in line with the class until all students are a safe distance away from the building.
- Re-enter the building only after being given the directions by your teacher or a bell signal.
- If a student is away from his/her group, he/she should leave the building using the nearest exit and report to the nearest staff members.

MEDICATION

The parent/guardian of student must transport prescription medicines to the main office of the school with a signed letter from the physician that we can administer the prescribed medication as instructed. If you do not provide a letter from the physician, you must come to Wilmington Prep to administer the medication to your child.

The Office must have a signed Medication Administration Form from the parent before any medications (prescription or over-the-counter) can be given to a student. You are encouraged to give medications at home whenever possible. For daily meds, as much as possible, the same staff member or someone in the School Office will give the meds around the same time each day.

Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, dispensing pharmacy. The school staff will have the right to refuse to give medication that is questionable or expired. Over-the-counter medications, herbal, narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc) will not be administered at WPA.

Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of New Hanover County School District's Code of Conduct.

The parent/guardian is responsible for notifying the school of any changes in the administration of medications and/or use of medical devices (nebulizers, insulin pump, etc.).

If these procedures are not followed, medication may not be dispensed at school.

Unused medication will be disposed of unless picked up by the parent or guardian after the medication is discontinued, expired, and/or at the end of the school year.

CONTAGIOUS CONDITIONS

In accordance with the established school health policy, a child is required to present permission from a physician or health nurse before returning to school.

If a child appears to have a contagious condition such as impetigo, ringworm, and scabies, head lice, chicken pox or conjunctivitis (commonly called pink eye), parents will be notified and requested to get treatment and a doctor's note before the child can be readmitted to school. Incidence of contagious conditions can be kept to a minimum with cooperation from parents and the Health Department.

CONTRABAND ITEMS

Toys, pets, radios, CD players, IPods, gum, video games, footballs, baseballs, and other non-instructional items should not be brought to school. They tend to become damaged or lost, cause distractions or personal conflicts, and detract from instruction. These items will be taken and not returned until a parent conference.

CELL PHONES

Cell phones are not to be carried by students on school property. If a student is found to be in possession of a cell phone, the cell phone will be confiscated from the student and a parent will be required to come to the school in order for the phone to be returned.

TRANSPORTATION

First come, first served transportation is provided by the Academy within New Hanover County. Wilmington Preparatory Academy is committed to making our great school available to all who wish to enroll. There are several designated van stops to which parents should bring their children.

Student Van Ridership Rules

1. Be at the bus stop on time, but no more than ten minutes ahead of pickup time. (Van stop behavior is the responsibility of parents/guardians)
2. While waiting for the van, stay out of the street away from any traffic.
3. Board the van without shoving or pushing, and find a seat quickly. Students are to remain seated while the van is in motion.
4. Keep the noise level down. Use a "talking" voice. The safety of all passengers is dependent upon the driver being able to hear well.
5. Show respect for the driver, and follow his or her directions.
6. Van incident slips will be issued to parents for inappropriate behavior and will be handled by the Dean.

*****Inappropriate behavior on the bus could result in the loss of the opportunity to ride the bus.*****

SCHOOL-WIDE BEHAVIORAL PLAN

Effective teaching and learning cannot take place in a poorly managed classroom. If students are disorderly, disrespectful, and no apparent rules and procedures guide behavior, chaos becomes the norm. In these situations, both teachers and students suffer. Teachers struggle to teach, and students most likely learn much less than they should. In contrast, a well managed classroom provides an environment in which teaching and learning can flourish. The following is an outline of Wilmington Preparatory Academy's School-Wide Behavioral Plan.

Classroom Management Procedures

- **First and second Offences:** Verbal Warning - reminding/outlining rules and consequences, re-direction. Student conference. Contact parent/guardian.

- **Third Offence:** Loss of Privilege - class duties, Dojo points, silent lunch, time-out at recess etc. Parent/teacher conference.

- **Fourth Offence:** Administrative Write-Up - After-School detention In-School suspension, Out-of-School suspension.

Administrative Procedures

- **An Administrative Write-Up** sanctions an After-School detention, In-School suspension, or Out-of-School suspension.

- **Two detentions** lead to an automatic In-School suspension.

- **Two In-School suspensions** lead to an automatic Out-of-School suspension.

A student can be suspended at any time during the school day, depending on the severity of the offence committed and the administrator's judgment. For ALL offences committed, regardless of how minute they appear, teachers will keep proper documentation.

SUSPENSION AND EXPULSION POLICY:
SHORT AND LONG-TERM

It is our desire that most discipline issues be handled immediately and effectively by the appropriate staff member within the classroom setting. Suspension of students will be at the discretion of the Dean.

Law enforcement will be called immediately for disciplinary infractions including but not limited to bomb threats, weapons brought on school grounds, and illegal drugs possession.

A student suspended for more than twenty (20) days within a school year will be expelled. Expulsion of a student will be decided in a conference attended by the teacher, parent, student, and Dean.

All students of Wilmington Prep are expected to follow the rules of conduct put forth; but when an infraction of these rules is committed by an exceptional child, a team will convene to discuss appropriate action. This team will include the Dean, Teacher, and the Parent of the exceptional child. The team will review the incident and recommendations will be made that best fits the student under review and the Academy.

SHORT AND LONG -TERM SUSPENSIONS

Short and long Long-Term Suspensions will occur for unacceptable behavior such as the following:

- Disruptive behavior
- Sexual harassment, which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature
- Destruction of school property
- Possession of drugs, drug paraphernalia, alcohol, tobacco products, firearms or other weapons
- Theft of school property or personal belongings
- Leaving school premises without permission
- Fighting/assault (in school or to and from school)
- Bullying
- Instigating fights
- Showing disrespect/disregard for an adult
- Extortion
- Possession of a weapon
- Engaging Fire Alarms
- Making Bomb Threats
- Profanity
- Smoking, drinking, possessing or using any drugs in school, on school premises, on buses, or on school field trips
- Threatening another student or adult
- Vandalism and destruction of neighborhood or personal property
- Harassment
- Cheating on tests, quizzes, or homework
- Truancy or excessive tardiness

Please note that this is only a <u>partial list</u> of offenses that may result in a short –term and/or long-term suspension.

STUDENT DRESS CODE

We want students to be comfortable as they spend their days at Wilmington Prep. At the same time, we feel it is important that attire for school is special attire. This helps to form the idea that school is a special place worthy of a respectful attitude. For this reason, Wilmington Prep will operate under a dress code that limits the types and styles of clothing students wear to school.

ALL STUDENTS WILL BE REQUIRED TO WEAR A WPA CUSTOM POLO SHIRT WITH OUR LION LOGO. THESE SHIRTS WILL COST $11.00 EACH. WE RECOMMEND PARENTS BUY AT LEAST 3 SHIRTS FOR EACH STUDENT.

SCHOOL-WIDE POLICY:

	BOYS	GIRLS
TOPS	*WPA Uniform Polo with Logo*	*WPA Uniform Polo with Logo*
BOTTOMS	▪ *Khaki Uniform pants or shorts.* ▪ *No cargo pants or jeans.*	▪ *Khaki Uniform pants, shorts, jumpers or skorts.* ▪ *Skirts/shorts must be no shorter than 2" above top of knee when standing.* ▪ *No cargo pants or jeans.*
SWEATERS	*WPA uniform sweatshirt with logo*	*WPA uniform sweatshirt with logo*
SHOES	▪ *Regular shoes, boots or sneakers.* ▪ *No sandals or flip-flops.* ▪ *Sneakers on P.E. Days*	▪ *Regular shoes, boots or sneakers.* ▪ *No sandals or flip-flops.* ▪ *Sneakers on P.E. Days.*

Clothing that is unacceptable are jeans, blue denim, tight fitting stretch pants, and cargo type bottom wear that feature expandable (cargo) pockets down the leg, jogging suits, sweatpants, wind suits, warm-up pants, baggy, wide leg pants, and oversized pants.

PARENT VOLUNTEER – COMMUNITY VOLUNTEER PROGRAM

Wilmington Prep offers many learning and social opportunities not found in most schools. We believe that by offering a variety of activities, extending our school day and school year, and by providing lots of help for students, we give our children a big education boost that will benefit them for the rest of their lives. But without the continual help of parents, guardians and other community volunteers, few of these things would be possible. We think you will like being here so much you'll want to be here much more than that! No matter what your background, **you are needed**. Every single hour of your help will be deeply appreciated. Please check off three (3) volunteer activities you are most interested in doing.

_____Classroom assistant
_____Tutor
_____School beautification
_____Landscape and lawn care
_____Office Assistant/Receptionist
_____Lunch Serving
_____Building improvement and repair
_____Media Center
_____Sports

Please list any other special skills or expertise you possess which you can contribute to help our students or improve our school.

_____,

_____,

Please turn in this form with your signed Parent Contract. A volunteer or school staff member will call you promptly to schedule your first volunteer activity. We look forward to working hand-in-hand with you this school year. **Thank you!**

PARENT CONTRACT

Our charter school is based on partnerships between parents, staff, students, and the community as we work together to create a unique learning environment. As a parent, I am an important part of my child's education, and I agree to be a positive participant in this partnership because this will benefit my son/daughter. I, therefore, accept the following responsibilities:

- I will make sure that my child attends school daily and on time.
- I will make sure that my child has breakfast at home or arrives early enough to participate in the School Breakfast program.
- I will report any illnesses to the school office and keep him/her home if ill.
- I will provide a space at home that is quiet and free from television, radio, or other noise to enable my child to read for *at least* 20 minutes each evening.
- I will participate in regularly-scheduled parent-teacher meetings and additional meetings requested by the teacher.
- I will conduct myself in a civil way toward all persons while on school grounds *regardless of the circumstances.*
- I will ask for the assistance of the Parent Liaison if I am having trouble communicating with a staff member or if there is a conflict.
- I will review the Student Code of Conduct with my child and discuss what it means.
- I will provide clothing for my child that meets the Academy's Dress Code and make sure he/she wears only these clothes to school.
- If my child is participating in the After-School Program, I will pick him/her up no later than 6:00 p.m.

I hereby agree to abide by this Parent Contract:

_____ _____

PARENT SIGNATURE DATE

I HAVE REVIEWED THE WILMINGTON PREPARATORY ACADEMY'S STUDENT HANDBOOK WITH MY CHILD AND PLEDGE TO WORK WITH THE SCHOOL TO CREATE A POSITIVE EDUCATIONAL EXPERIENCE FOR MY CHILD.

PARENT'S NAME [PRINT] _____

PARENT'S SIGNATURE _____

DATE_____

STUDENT'S NAME [PRINT] _____

STUDENT'S SIGNATURE _____

DATE_____