

Wilson Preparatory Academy, Inc.

CHARTER SCHOOL APPLICATION

Mailing Address:
Post Office Box 233
Wilson, NC 27894

Submitted by:
April 13, 2012

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I. APPLICATION COVER PAGES

NAME OF PROPOSED CHARTER SCHOOL: Wilson Preparatory Academy, Inc.

NAME OF NONPROFIT ORGANIZATION/MUNICIPALITY UNDER WHICH CHARTER WILL BE ORGANIZED OR OPERATED: Wilson Preparatory Academy, Inc.

HAS THE ORGANIZATION APPLIED FOR 501(c)(3) NON-PROFIT STATUS: Yes ☐ No ☒

Provide the name of the person who will serve as **the primary contact** for this Application. **The primary contact** should serve as the contact for follow-up, interviews, and notices regarding this Application.

NAME OF CONTACT PERSON: Daryl M. Woodard

TITLE/RELATIONSHIP TO NONPROFIT: Executive Director

MAILING ADDRESS: 4438 Saddle Run Rd.
Wilson, NC 27896

PRIMARY TELEPHONE: 252.245.4888 **ALTERNATE TELEPHONE:** 252.206.1368

E-MAIL ADDRESS: dmwoodard@nc.rr.com

Location Proposed Charter School (LEA): Wilson County

Conversion:

No: ☒

Yes: ☐ If so, Public ☐ or Private: ☐

If a private school, give the name of the school being converted: **N/A**

If a public school, give the name and six-digit identifier of the school being converted: _____ - _____ - _____
N/A

Description of Targeted Population: Our target population will mirror the socioeconomic and racial makeup of Wilson County. We seek to educate any students within the State of North Carolina who are at-risk of school dropout and those seeking an alternative to the current public and private schools offered in Wilson County. Wilson County ranks in the top 25% of counties with the highest unemployment rates in the state of North Carolina. Wilson Preparatory Academy's target population will be those who desire supplemental academic instruction to obtain a quality high school education and to be part of an educated workforce in the future.

Proposed Grades Served: K-12 Proposed Total Enrollment: 777

Projected School Opening Year 2013 **Month** August

School Year	Grade Levels	Total Projected Student Enrollment	Year Round	
			YES	NO
First Year	K-8	350		X
Second Year	K-9	450		X
Third Year	K-10	540		X
Fourth Year	K-11	648		X
Fifth Year	K-12	777		X

I certify that I have the authority to submit this application and that I was regularly involved in the development of this application. All information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process or revocation after award. I understand that incomplete applications will not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the applicant.

Signature

Title

Printed Name

Date

III. MISSION, PURPOSES and EDUCATIONAL FOCUS (G.S.115C-238.29A)

MISSION:

The mission of the proposed charter school is as follows:

Wilson Preparatory Academy will prepare self-motivated, visionary students to engage in life-long learning while discovering career paths to be productive citizens through a quality education. By creating partnerships with the community, parents, and a competent innovative staff we will teach an integrated, comprehensive curriculum in an orderly and safe learning environment.

EVIDENCE FOR NEED OF THE PROPOSED SCHOOL:

Describe the community relationships forged in the preparation of the charter application. Provide information detailing how the community and parents have been involved in the formation of the proposed mission statement. Evidence of surveys, dates, times, and locations of public meetings discussing this proposed charter school can be used to demonstrate the level of public interest.

Wilson Preparatory Academy, Inc. seeks to actively engage all learners via educational opportunities and experiences that will uniquely be advantageous to our comprehensive plan of study. This plan of study will prepare students to become successful in a multi-diverse and technological society.

Wilson Preparatory Academy (WPA) will be located in Wilson County, where there is evidence of a high number of school dropouts. Statistics from the NC Department of Public Instruction have shown that Wilson County has had a school dropout rate higher than the NC State rate over the past 5 years. This continues to be a problem of concern for the community at-large. **Note: See table below.**

***Table 1**

Year	2006-2007		2007-2008		2008-2009		2009-2010		2010-2011	
	#	Rate	#	Rate	#	Rate	#	Rate	#	Rate
Wilson County Schools	328	5.54	233	4.05	239	4.18	212	3.77	200	3.59
North Carolina	24355	3.63	23078	3.43	19640	2.93	17133	2.55	15628	2.33

Source: NC DPI (2011)*

Evidence of community support and input is by the over 300 signatures by citizens in the Wilson Community who have signed the petition supporting the formation of Wilson Preparatory Academy, Inc. Also, the Mayor, Chief of Police, US Congressman G.K. Butterfield and others have written letters of support for the formation of Wilson Preparatory Academy, Inc. **See Appendix**

Meetings were held throughout Wilson County in the months of March and April to receive input on the proposed mission statement to address school dropout prevention, curriculum and methods to improve school performance.

Furthermore, with many successful private and home schools in Wilson County, many are looking for other school choices that are free and open to the public.

This was evidenced by the recent News 14/Elon College poll in March that indicated that the economy and education ranked 1st and 2nd respectively of the most pressing issues facing North Carolina citizens. As of February, the unemployment rate was at 12.7%, while the state unemployment rate was at 10.10% according to the Employment Security Commission.

Unless the school dropout rate is addressed, industries will not be attracted to the Wilson County community with a high school dropout rate and low student academic performance. Wilson Preparatory Academy will be a K-12 Charter School that will use the latest researched-based and improved training practices to drastically reduce school dropout, while giving parents alternatives for school choice and student success.

GOALS FOR THE PROPOSED CHARTER SCHOOL:

A description of the student achievement goals for the school's educational program and the method of demonstrating that students have attained the skills and knowledge specified for those goals. These goals should include specific and measurable performance objectives over time. A timeline should be included to highlight how the school proposes to meet its objectives.

Goal 1: Wilson Preparatory Academy will implement a rigorous academic program that aligns with the NC Common Core Standards and will prepare students for higher education.

Objective 1: The school will use the Pearson Educational Curriculum in grades K -12.

Objective 2: Students in grades K-6 will use Envision Math as the primary Math instruction program.

Objective 3: Students in grades K – 8 will use Reading Street as the Reading program.

Objective 4: Students in grades 9 – 12 will use Nova Net Courseware

Goal 2: Students will achieve appropriate academic growth over time.

Objective 1: Each student will make more than one year of academic growth in each academic year.

Objective 2: Students performing below grade level will perform on grade level after being in our program for three years.

Objective 3: Teachers will use a variety of strategies including classroom differentiation and acceleration to challenge all students to achieve optimal academic growth.

Goal 3: Students will participate in character education based on the common character traits.

Objective 1: All grade levels will use a moral focus curriculum as part of their educational program. There will be a school-wide virtue for each month. Each grade level will plan activities and discussions centered around that virtue.

Objective 2: The school will hold frequent school-wide assemblies where individuals and groups will be recognized for achievement or growth in activities related to the monthly virtue.

Objective 3: Students will have multiple opportunities to participate in school wide-service projects that highlight one or more virtues. Students will also be encouraged to participate in other service to the school and community and will be recognized for doing so.

Goal 4: Parents will be partners in their children's education. They will feel welcome at school and participate as stakeholders in the decision making processes.

Objective 1: A Leadership Team will, in cooperation with the principal, help direct extracurricular, afterschool and supplemental activities. The Leadership Team will consist of Parent Teacher Organization (PTO) officers, committee chairmen, teacher representatives and administrators.

Objective 2: A School Improvement Team will help direct the educational goals, objectives and programs at the school. The School Improvement Team will consist of administrators, teachers, staff representatives, parents and community representatives.

Objective 3: There will be a room designated as a place for parents in the building where they can congregate, hold meetings, work and volunteer.

PURPOSES OF PROPOSED CHARTER SCHOOL:

State the relationship between the six legislated purposes, as specifically addressed in the NC charter school statute GS 115C-238.29A, and the proposed school's operations.

1. IMPROVE STUDENT LEARNING:

Wilson Preparatory Academy will improve the ability of each student to think logically and present thoughts persuasively. The Pearson Educational Curriculum will improve student learning by capitalizing on the student's natural intellectual development including digital teaching and learning tools. Nicholas Charles Trublet, in one of his famous quotes, "To select well among old things, is almost equal to inventing new ones." The Pearson Educational Curriculum is rich in grammatical elements and technological skills that are necessary for the basics of the educational foundation and for student achievement in higher grades.

By Middle School, the student should be ready to move into the dialectic stage, which emphasizes the student's ability to engage in discursive reasoning, stressing logic to learn cause and effect, steps of reasoning and how to make proper decisions.

Wilson Preparatory Academy will use best teaching practices along with research based curriculum. This will be incorporated into daily lesson plans that will be designed to be consistent with the principles of child and adolescent growth and development. They include, but are not limited to the following:

- Increase learning opportunities for all students, with special emphasis on expanded learning
- Design instruction so that students engage in routine practice in internalizing and applying the concepts they are learning
- Create a community-centered environment
- Help students make connections
- Use measurable data for planning
- Implement process evaluation

2. IMPROVE LEARNING OPPORTUNITIES FOR ALL:

The Pearson Educational Curriculum sequence has a research-based record of improving student standardized test scores and the traditional measurement conducive to learning. The thorough study in grades K-12 of classical literature, history, English grammar and writing, mathematics, science, music, and art will ensure a strong foundation for all students and enable them to succeed in higher education settings. Supplemental tools, such as Waterford Early Reading, Math & Science Program for K-2, Success Maker for grades 3-8 and Nova Net Courseware for 9-12, will ensure student success and prevent high school dropout.

The following instructional practices, in addition to those cited above, will be used on a regular basis and provide for expanded learning opportunities for at risk and academically gifted students: Project Learning;

- One-on-one teacher/parent academic planning
- One-on-one tutoring during school and after school
- All teachers actively teaching through the theories of multiple intelligences
- Peer mentorship
- Extended afternoon hours for the library
- Project learning

3. DIFFERENT AND INNOVATIVE TEACHING METHODS:

The Pearson Educational Curriculum is being rediscovered in many educational circles as an essential return to the “basics of education.” Pearson Educational Curriculum does not dictate instructional methodology, rather it provides teachers the opportunity to appraise student ability and to select an array of teaching methods, particularly in grades K-12, such as direct instruction, small/whole group instruction, technology-based methods, etc. Wilson Preparatory Academy will use strong vertical and horizontal integration of curriculum in a small school setting where teachers have the planning time necessary to work together and present a consistent and logical progression of material to ensure student success.

Character Education will serve as a focal point for instructional activities in each core academic area. Opportunities will be provided within each curriculum area and through a unique student government structure to reinforce and foster the principle traits that made this nation and state such great places to live and work.

Staff development will focus on curriculum integration, the development of rigorous, relevant, and meaningful tasks, multiple intelligences, and the use of multiple representations to explore similar concepts.

4. CREATE NEW PROFESSIONAL OPPORTUNITIES FOR TEACHERS:

Wilson Preparatory Academy will be an exciting alternative for teachers in Wilson County. In addition to having a pay scale that will be competitive with other area schools, teachers will be attracted to the small, K-12 environment. Teachers will also appreciate the results that are possible with Pearson Educational Curriculum that will allow them to have complete ready to use lesson planning tools, remediation plans and the freedom they will have to meet the needs of their students using different and innovative methodologies. This curriculum aligns with the NC Common Core Standards.

Teachers will be required to cover all course materials, while having the flexibility to encourage a classroom atmosphere of lively discussion and debate, challenging students to present logical and defensible explanations for their assertions. Teachers will participate in ongoing Pearson Educational Curriculum training and professional development on the most current instructional innovations available to teachers for the classroom.

5. PARENT AND STUDENT CHOICE:

Parents of each child enrolled in the school will be asked to sign an agreement with the school indicating that they are willing to serve in one or more committee capacities as a volunteer. In addition to involvement in a minimum of one school related activity, parents will be encouraged to take advantage of one or more of the following activities:

- Other programs of interest designed to specifically address needs identified by parents
- Computer applications at school, home and work
- How to assist your child with homework

Students would have an opportunity to participate in:

- Job shadowing opportunities
- Expanded course offerings currently not available to them
- Internships
- Advanced placement and Honors Courses
- Community Service or Research Projects
- Reading Recovery Programs

6. ACCOUNTABILITY:

Wilson Preparatory Academy will be accountable to the NC ABC testing program. In addition, all students in grades 3-8 will be tested initially at the beginning of the school year using Success Maker and tracked on a monthly basis to monitor student progress for successfully passing the End of Grade tests. Grades 9-12 will use Nova Net Courseware (Grad point), which offers course recovery to middle and high school students.

EDUCATIONAL FOCUS:

Describe briefly, limited to one page, the focus of the proposed charter school. This description will be used in public releases of information to interested parties, such as: the media, the State Board of Education, parents, school systems, and in various documents produced by the Office of Charter Schools. It must be concise and relate directly to the mission of the school.

Wilson Preparatory Academy will provide a “back to basics,” traditional education to students in grades K-12. All of the programs of the school will be derived from the three pillars: rigorous academics, character education, and meaningful parental involvement.

By setting high expectations and giving students the tools they need to meet them, Wilson Preparatory Academy students will graduate with a strong academic foundation designed to help them meet the challenges of higher education and life in general. The Pearson Educational Curriculum, a research-based, content rich program, will serve as the educational foundation for Wilson Preparatory Academy.

Wilson Preparatory Academy’s character education program will teach students at all grade levels the meaning and benefits of positive moral virtues. School-wide monthly virtues will be taught using weekly moral focus lessons.

Periodic awards assemblies will recognize students who exemplify the monthly virtues. School-wide service projects will give students, families, community members, and teachers the opportunity to work side by side to put the virtues into action and have an impact beyond the walls of the school.

Parents will be given opportunities to be an integral part of the school community. A parent room will welcome parents into the school and allow them a place to congregate, hold meetings, work and volunteer. Three parents or community members will serve as representatives to the School Improvement Team, and an active Parent/ Teacher Organization will be encouraged and supported. Parents will also be asked to participate in a variety of volunteer positions at the school including field trip chaperones, reading buddies, and lunch supervisors.

IV. GOVERNANCE

NOTE: Please answer all sections completely. Do not use “same as LEA” or “whatever the law states”. Lack of proper documentation will jeopardize the application review.

PRIVATE NONPROFIT CORPORATION (G.S.115C-238.29E)

The nonprofit corporation must be officially authorized by the NC Secretary of State by the final approval interview date.

Name of Private Nonprofit: Wilson Preparatory Academy

Mailing Address: PO Box 233

City/State/Zip: Wilson, North Carolina 27894

Street Address: 4438 Saddle Run Road N

Phone: 252-245-4888

Fax: 252-243-2903

Name of registered agent and address: Daryl M. Woodard;
4438 Saddle Run Rd. N, Wilson, NC 27896

FEDERAL TAX ID:

TAX-EXEMPT STATUS (501 (c)(3)) (G.S.115C-238.29B(b)(3))

The private nonprofit listed as the responsible organization for the proposed charter school has 501 (c)(3) status:

- ☐ Yes (copy of letter from federal government attached)
☒ No

NOTE: The tax-exempt status must be obtained from the Internal Revenue Service within twenty-four (24) months of the date the Charter Application is given final approval. (G.S.115C-238.29E(b))

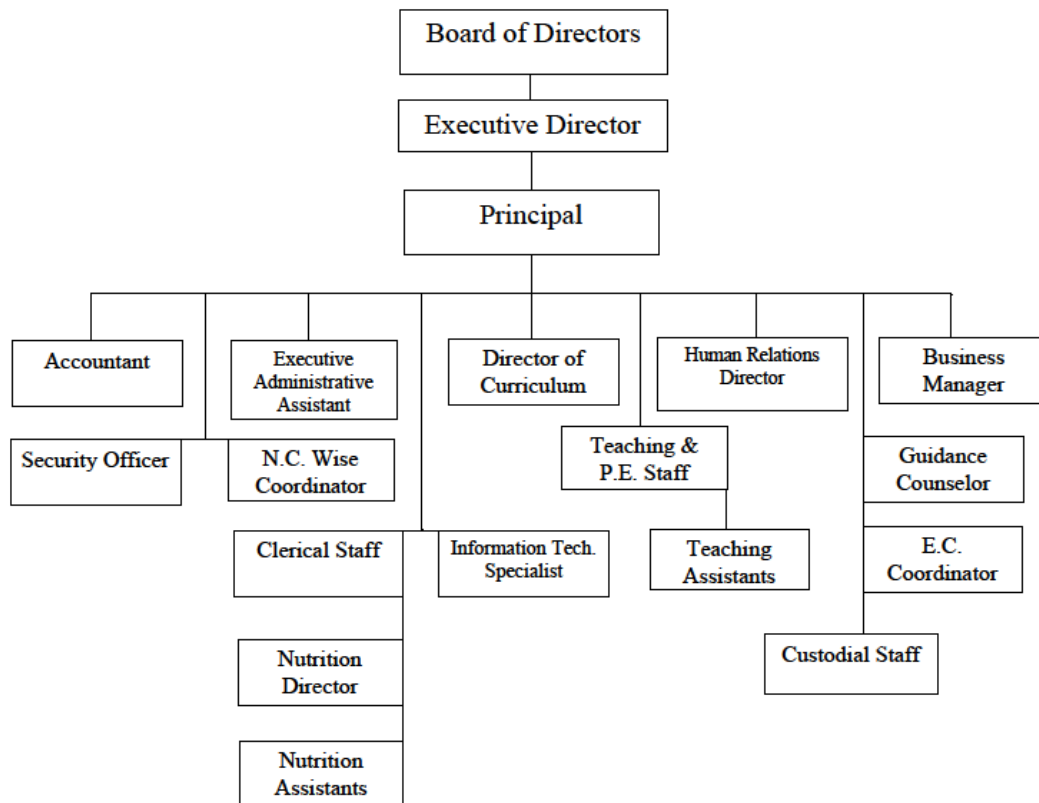
PROPOSED EDUCATIONAL MANAGEMENT ORGANIZATION (EMO OR CMO)

If the Charter School plans to contract for services with an “educational management organization” or “charter support organization,” please specify the name of the company, address, website, phone number, contact person, fax, and email: N/A

- Please include a copy of the proposed management agreement of the specified EMO and explain how the contract will be in the best educational and financial interests of the charter school. **N/A**
- What other EMO/CMOs were pursued and why did the applicant select this particular one? Please include information regarding other management fees and financial/academic records that led to the selection of the proposed EMO/CMO as the best fit for this proposed school. **N/A**
- Provide and discuss performance and financial data from other schools managed by the management company to demonstrate how this organization is a good fit for the proposed population of students **N/A**
- Describe how the governance structure will be affected; if at all, by the EMO/CMO and particularly discuss how the board of directors of the charter school will govern the school independently of the EMO/CMO. An organizational chart showing the lines of authority should be included. **N/A**
- Explain how the contract includes measurable objectives whereby the charter school board can evaluate annually the performance of the EMO/CMO; and if necessary, terminate the contract without significant obstacles. **N/A**

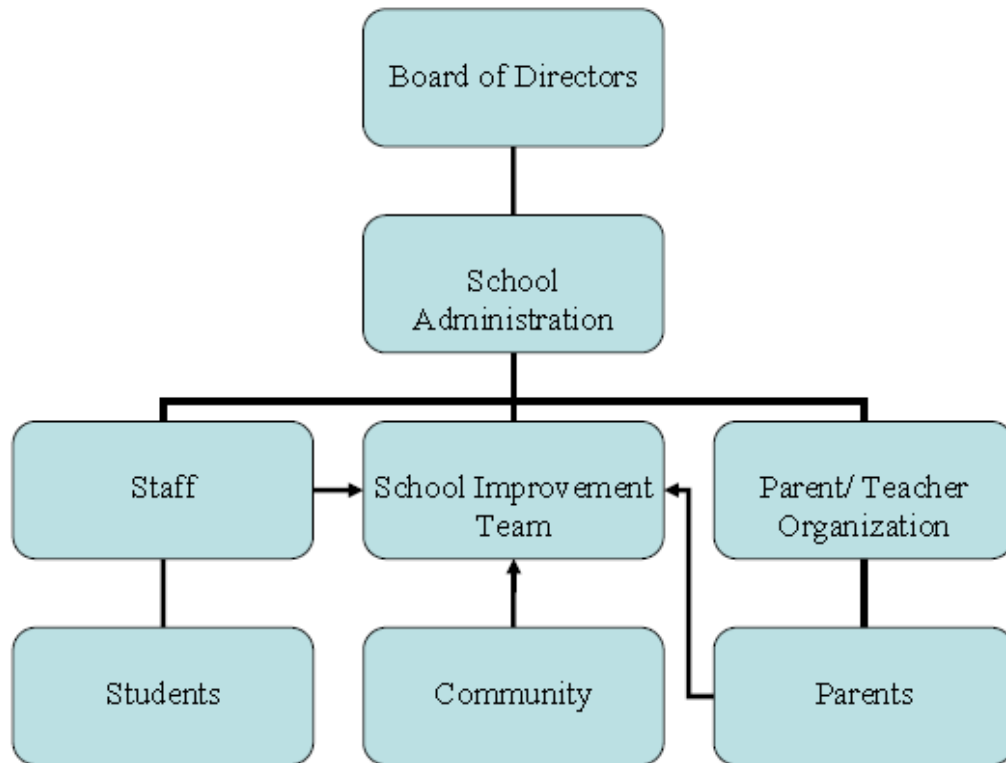
ORGANIZATIONAL STRUCTURE OF PRIVATE NONPROFIT: (GS 115C-238.29B(b)(3); GS 115C-238.29E(d))

The private nonprofit corporation is the legal entity that has responsibility for all aspects of the proposed charter school. Its members should reflect the ability to operate a charter school from both business and education perspectives.



Please provide the following in this location of the APPLICATION: (Do not include as an appendices.)

- A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school as well as any advisory council. This chart should also include lines of authority to and from any outside entity that will play a role in managing the charter school.



- Each founding board member must submit, in this section of the application, a one-page resume highlighting his or her experiences over the past ten or more years.

*****See Below*****

Curtis G. Lee
 113 Steeplechase Cove
 Goldsboro, NC 27534
 (919) 751-0402

PERSONAL INFORMATION

Birth Date: October 4, 1942	Height: 5' 11"
Marital Status: Married, 3 children	Weight: 210 lbs.
Health: Excellent	Hobbies: Mechanics, golf, singing,
Church Preference: Non-denominational	electronics, computer technology

EDUCATION

July 2000	Harvard Graduate School of Education, The Principals' Center Cambridge, MA
Certificate received	Focus on Accountability Certificate
October 1991 – February 1995	Nova Southeastern University Ft. Lauderdale, FL 33314
Degree received	Doctorate in Education
June 1978 – June 1980	East Carolina University Greenville, NC 27836
Certificate received	Principal Certificate
June 1970 – January 1972	Southern Connecticut State University New Haven, CT
Degree received	M. S. Education
September 1960 – May 1964	North Carolina Central University Durham, NC 27707
Degree received	B. S. Chemistry/Biology

WORK EXPERIENCE

June 2000 to Present	Director of Middle Schools, Staff Development, and Accreditation Wayne County Central Office Goldsboro, NC
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My responsibilities include arranging for Staff Development for the entire county for grades K-12, assisting in the Focus-Intervention process during the summer months, and approval or disapproval of all Staff Development expenditures for the county. I also oversee all the SACS-Accreditation processes and ensure Staff Development in the area of Social Studies for the county.

Thomas P. Hopkins

120 N. Goldsboro St.

PO Box 10

Wilson, NC 27893

Office: 252*399*2318 Email: thopkins@wilsonnc.org

Objective

Summary of qualifications: Over fifteen years of public service in law enforcement

Experience

February 2010 to present	Chief of Police, Wilson Police Department (Wilson, North Carolina)
March 2006 to February 2010	South District Commander (Lieutenant), Wilson Police Department (Wilson, North Carolina)
November 2003 to March 2006	Patrol Division Sergeant, Wilson Police Department (Wilson, North Carolina)
June 2000 to November 2003	Hiring & Recruitment Coordinator, Wilson Police Department (Wilson, North Carolina)
March 1996 to June 2000	Vice/Narcotics Detective, Wilson Police Department (Wilson, North Carolina)
January 1995 to March 1996	Patrol Officer, Wilson Police Department (Wilson, North Carolina)

Education

2003 to 2005	MS in Criminology with emphasis in law Indiana State University (Terre Haute, Indiana)
1996 to 2000	BA, Justice Studies and Psychology North Carolina Wesleyan College (Rocky Mount, North Carolina)

Achievements

- Advanced Law Enforcement Certificate
- Administrative Officers Management Course
- Management Development Program
- North Carolina General and Specialized Instructor

Kenneth Jones

4910 Pebble Beach Circle N, Wilson, North Carolina, 252-281-4579

Email: kajones62@aol.com

Education

MBA 1975 Marketing / Finance
Syracuse University, Syracuse, New York

B. S. 1972 Operations Management
Syracuse University, Syracuse, New York

AAS 1968 Industrial Technology
Corning Community College, Corning, New York

Work History

2007 Plant Manager, Merck- Wilson, NC
1997 Senior Director, Merck Pharmaceutical Operations West Point, PA
1996 Senior Director, Merck Manufacturing Services
1994 Director NA Production Planning –Princeton, NJ
Merck Pharmaceutical Co White House Station, NJ
1990 Director Operation Services
1985 Director Pharmaceutical Packaging-Mt Vernon, IN
1982 Director Materials Planning & Control
1980 Manager Statistical Process Control
1977 Manager, Nutritional Packaging
1975 Staff Industrial Engineer
1968 Methods Analyst-Industrial Engineering Dept.; United Technology Corporation, NY

Activities-Current

Chairman, Wilson Chamber of Commerce
Vice Chair, Wilson 20/20 Community Organization
Vice Chair, Wilson Diversified Opportunities Inc.
Secretary, Preservation of Wilson
Trustee, Wilson Community College
Chair, Wilson Community College Program Development Committee
Trustee, Barton College Wilson, NC
Board member, Wilson Habitat for Humanity

DARYL M. WOODARD

Post Office Box 233; Wilson, NC 27894

(252) 245-4888

Email: dwoodard@scfy.us

EXPERIENCE

- 1989-Present *Executive Director, SMART CHOICES FOR YOUTH, INC.*
- Founded the agency and implemented the YouthBuild, Mentoring Children of Prisoners Grants, JCPC and other federal and state grants to serve at-risk youth.
 - Collaborates with other local agencies and businesses to promote civic responsibility, wholesome/ moral living and drug/alcohol-free lifestyles for youth.
 - Develops the budget and works with the Board of Directors in planning the funding strategies and projections for budgetary requirements for the overall agency.
- 1988-1989 *Job Development Specialist, DIVERSIFIED OPPORTUNITIES*
- Solidified employment opportunities for clients with mental and/or physical disabilities.
 - Trained and managed clients to leave a sheltered workshop setting to work in the mainstream workforce.
 - Maintained proper record keeping of client activities between the work-sites and the sheltered workshop.
- 1987-1988 *Supervisor, ABBOTT LABORATORIES*
- Supervised 50 employees in a manufactured setting to ensure quality hospital products being distributed to hospital vendors.
 - Identify operational and strategic issues to better ensure effective flow of materials and quality assurance testing procedures.
 - Managed, monitored and provided feedback from employees to the production manager.

EDUCATION

- 8/1995 INDIANA STATE UNIVERSITY, Terre Haute, Indiana
Master of Science, Human Resource Development
- 12/1986 NORTH CAROLINA A&T STATE UNIVERSITY, Greensboro, NC
Bachelor of Science, Industrial Technology Manufacturing

HONORS/ AWARDS

- 2012 Board Member, Wilson Chamber of Commerce
- 2012 Board Member, United Way of Wilson County
- 2011 Appointed member of the local Juvenile Crime Prevention Council, Wilson, NC
- 2009 Humanitarian of the Year, City of Wilson, Wilson, NC
- 2008 Citizen of the Year, Omega Psi Phi Fraternity, Goldsboro, NC
- 2007 Community Service Award, Eastern District Funeral Directors and Morticians Association
- 2004 Reappointed to the N.C. Commission on Community Service and Volunteerism, Raleigh, NC
- 2003 Appointed to the Neuse Correctional Community Resource Council
- 2001 Appointed to the N. C. Governor's Crime Commission
- 2000 Appointed to the N. C. Commission on Community Service and Volunteerism, Raleigh, NC
- 1994 Appointed to Governor's Task Force, Youth Violence & School Safety, Raleigh, NC

Tom Corbett

Personal Profile

- Licensed Realtor (NC and SC), CCIM designee, member and past State Operations Director of ICSC (International Conference of Shopping Centers), professional designations as a CMD (Certified Marketing Director), CSM (Certified Shopping Center Manager) and CLS (Certified Leasing Specialist).
- Married to Patty Wilkerson Corbett and father of one son, Will

Education

Ralph L. Fike High School – Wilson, North Carolina
Diploma, 1966

Atlantic Christian College (now Barton College) – Wilson, North Carolina
B.S. Business Administration, 1970

Experience

Professional Experience

Nine years in various advertising and marketing positions 1970 – 1979.

Professional Experience

North Hills, Inc. (1979 – 1999)

- Marketing Director, Parkwood Mall
- Mall Manager, Parkwood Mall
- Leasing Agent, Parkwood Mall
- Regional Property Manager over Eastern North Carolina
- Vice President of Leasing

First Venture Properties, LLC (1999-present)

- Founder/President

Partnerships

Pinecrest Holdings, LLC

Westgate Developers, LLC

StoCor Development

Activities

Wilson Jaycees, Wilson Chamber of Commerce, United Way, Wilson 20/20, Wilson Education Partnership, Wilson Downtown Properties, Hwy 301 Task Force Commission, Wilson Comprehensive Steering Committee, Wilson Unified Development Ordinance Steering Committee, Wilson Municipal Airport Commission, Wilson County Board of Equalization and Review Board, other various committees and organizations

Sheila Artis

Personal Profile

- Certifications in Business Management & Marketing, Administrative Training; North Carolina Early Childhood Administrative Credentials, North Carolina Early Childhood Credentials; Licensed by North Carolina Division of Child Development (1995-2003)

Education

Ralph L. Fike High School – Wilson, North Carolina
Diploma, 1975

Wilson Technical Community College – Wilson, North Carolina
Business Administration, 1976-1978
Business & Marketing, 1985

Tabernacle Bible Institute – Wilson, North Carolina
Tabernacle Christian University – Goldsboro, North Carolina
Theological Studies, 1978-1996

International Christian University – Chesapeake, Virginia
Bachelor of Arts, 1994
Doctorate of Philosophy, 2003

School of Tomorrow – Lewisville, Texas
Administrative Certification, 1997

Experience

Professional Experience

Wilson County, NC School System (1983 – 1995, 2005 – 2008)

- Clerical Assistant
- Substitute Teacher
- Teaching Assistant
- Child Nutrition Manager

Morning Star Child Care & Learning Center (1995-2003)

- Founder/CEO
- Child Care Provider/Administrator

Sallie B. Howard School (2008-2009)

- Child Nutrition Director

WRAJCOM, Inc. – Building Champions 21st Century Learning Center (2010 – present)

- Executive Director

Avant P. Coleman

-Post Office Box 4185 -Wilson, North Carolina 27893 - (252) 237-3284 - coleman021@myglnc.com

Professional Experience:

Executive Director, Wilson Area D.A.S.H. Commission, *Retired*
Extension 4-H Agent
Teacher/Vocational Agriculture

Education:

1978 - M.S. Adult Education with Minor in Sociology
North Carolina State University
Raleigh, NC

1960 – B.S. Agriculture and Biology
North Carolina Agricultural and Technical State University
Greensboro, NC

1984 Graduate - Extension Executive Development Institute

Achievements, Honors, and Awards:

Wilson City Council, 1975-1977; 1979-2008; 2008 to Present
Chairman, Region L Council of Governments, 1990-1992, 2006-2007
Founder & Board Member, Cornerstone Bank, Wilson, NC – 1999-2002
Appointed by Governor to the N.C. Rail Council 1993-2008
Nations Bank Local and Regional Board of Directors, 1987-1998
Wilson Chamber of Commerce Distinguished Citizens Award, 1996
Raleigh Federal Savings Bank CRA Advisory Board, 1993-1995
Mayor Pro-Tem, City of Wilson, 1979-1995
President, N.C. League of Municipalities, 1991-1992
Member Small Cities Council, National League of Cities, 1988-1995
Served several Council Appointed Committees
Recipient of the Extension Services Superior Leadership Award, 1989
Certificate of Appreciation for Leadership of Maryland & North Carolina
4-H caravan six-week study tour of the United Kingdom, 1977
Recipient, Distinguished Service Award, National Association of 4-H Agents
Certificate, participation in the Southern Region 4-H Leaders Forum, 1974

Civic Affairs, Church And other organizations

President, Men's Civil Club, 1982 and 2005
Chairman, Red Cross Chapter, 1988-1989
President, All-American Kiwanis Club of Wilson, 1981-1982
Member, Board of Directors for United Way, 1985 to 2004
President, Wilson Community Council, 1976-1977
Elder, Calvary Presbyterian Church, U.S.A.

- The proposed by-laws, which must include a Conflict of Interest Policy for board members and a stated commitment to the NC Open Meetings Law. (G.S.143.318.9 *et seq*)

Bylaws
of
Wilson Preparatory Academy

ARTICLE I
Organization

Section 1. Name The corporation's name shall be Wilson Preparatory Academy.

Section 2. Principle Office The corporation's principle office shall be located at 4438 Saddle Run Road, Wilson, NC 27896. The Board of Directors may change the principle office from time to time.

Section 3. Fiscal Year The fiscal year of the corporation shall begin on July 1 and end on the following June 30.

ARTICLE II
Purpose

Section 1. The organization is organized for the purpose of operating a charter school under the Charter School Act of 1996, as codified in the North Carolina General Statutes 115C-238.29A as now enacted or hereafter amended.

ARTICLE III
Members

Section 1. The organization shall have no members.

ARTICLE IV
Board of Directors

Section 1. Number The business of the corporation shall be conducted by a Board of Directors consisting of between 5 to 7 members, the actual number to be determined by the Board and may be changed from time to time by a vote of the Directors.

Section 2. Terms The terms of the founding Directors shall be one year from the date of the first annual meeting. After the first full year, the terms of the Directors shall be 3 years, with no Director serving for more than three consecutive full terms. The terms of the Directors shall be staggered so that no more than three Director's terms will expire in one year.

Section 3. Appointment Directors shall be appointed at the annual meeting of the Board of Directors.

Section 4. Vacancies Any vacancies on the Board shall be filled by a 2/3 vote of the remaining Directors at any meeting.

Section 5. Qualifications At least one Director shall be a parent or guardian of an enrolled student of Wilson Preparatory Academy. At no time shall a member of the Board of Directors be a full-time employee of the corporation. Board members may be compensated for actual expenses of serving on the Board or for other services to the organization as permitted by a vote of the Directors at any meeting.

Section 6. Removal Any Director may be removed with or without cause by a 2/3 vote of the Directors serving at the time.

Section 7. Conflict of Interest If a matter before the board places a Director in a conflict of interest between the interests of the corporation and the interest of the director, or the Director's family or business, the Director with the conflict shall be prohibited from participating in the discussion and vote on that matter. In addition the corporation shall comply with the voting and disclosure provisions of the Director conflict of interest section of the Non-Profit Corporation Law NCGS 55A-8-31.

ARTICLE V Meetings

Section 1. Regular Meetings The Board of Directors shall hold regular monthly meetings at a time and place designated by the Board. Annual meetings of the Directors shall take place in June of each year. All meetings of the Board of Directors shall comply with the North Carolina open meetings laws.

Section 2. Special Meetings Special Meetings of the Board of Directors may be called by the chairman or a majority of the members of the Board. Directors shall be given a minimum of 48 hours notice of any special meeting and all meetings shall comply with the open meetings laws.

Section 3. Quorum A quorum for conducting business of the Board of Directors shall consist of a majority of the Directors.

Section 4. Participation At any meeting, directors may participate by any electronic means that allows all participating members to simultaneously hear and speak to one another during the meeting. A director participating in the meeting this way shall be considered present at the meeting.

Section 5. Compliance with Open Meetings Laws Notwithstanding any other provision of these Bylaws, the corporation shall comply in all respects with the North Carolina Public Schools Law, code section 115C-4 and any corresponding provision of subsequent North Carolina law, in connection with all regular or special meetings of the Board of Directors.

ARTICLE VI Officers

Section 1. Officers The corporation's officers shall consist of a Chairman, Vice-Chairman, a secretary, and a treasurer. Each officer shall have such authority and perform such duties as the board of Directors may from time to time determine. No director shall serve in more than one elected position at a time.

Section 2. Election Officers shall be elected by a majority vote of a quorum at the annual meeting.

Section 3. Removal Any officer may be removed with or without cause by a majority vote of the Directors at any regular or special meeting.

Section 4. Terms Each officer shall hold office for a term of one year. An officer may serve for more than one term.

Section 5. Vacancies Any vacancy shall be filled by a majority vote of the Board of Directors at any regular or special meeting.

ARTICLE VII Executive Director

Section 1. Selection The Executive Director shall be appointed by the Board of Directors. The School Director shall receive such compensation as the Board may direct.

Section 2. Duties The Executive Director, at the discretion of the Board, shall carry out the policies established by the Board and shall be directly responsible to the Board. The Executive Director shall have general management of the artistic, academic, and administrative operations of the charter school and shall direct the course of study, the discipline to be observed, the assessment of student performance, and shall be responsible for all required reporting to the State of North Carolina. The Executive Director shall prepare an annual budget for submission to the Board of Directors. The Executive Director shall assemble a hiring committee comprised of stakeholders of the school including staff, faculty, and parents, and will consider and report the committee's recommendations to the Board. The Executive Director shall, subject to approval of the Board of Directors, employ and discharge all personnel, prescribe their duties, set their salaries within the minimum and maximum limits established by the Board of Directors, and shall conduct annual reviews of all personnel.

ARTICLE VIII Indemnification

Section 1. The corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action, suit, proceeding by or in the right of the corporation) by reason of the fact that he is or was a director, officer, committee member, member, agent, or employee of the corporation or is or was serving at the request of the corporation as a member, director, officer, agent or employee of another entity, against expenses including attorneys' fees, judgments, decrees, fines, penalties, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit, or proceeding if he acted, or failed to act, in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of no contest or its equivalent, shall not, of itself, create a presumption that the person acted or failed to act other than in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe his conduct was unlawful.

ARTICLE IX
Amendments

Section 1. The power to make, alter, amend, or repeal the Bylaws is vested in the Board of Directors of the corporation. Written notice of any proposed changes to the Bylaws must be given to the Directors prior to any meeting at which such changes are proposed. Amendments require an affirmative vote from two-thirds of the Board of Directors. Material changes to the Bylaws shall be submitted to the North Carolina State Board of Education.

****End of By Laws****

- A copy of the articles of incorporation, if available. If not available, must be available prior to interview by SBE, so must show that it has been applied for prior to submission of application.



NORTH CAROLINA

Department of the Secretary of State

To all whom these presents shall come, Greetings:

I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF INCORPORATION

OF

WILSON PREPARATORY ACADEMY

the original of which was filed in this office on the 26th day of March, 2012.



Scan to verify online.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 26th day of March, 2012.

Elaine F. Marshall

Secretary of State

SOSID: 1251201
 Date Filed: 3/26/2012 9:33:00 AM
 Elaine F. Marshall
 North Carolina Secretary of State
 C201208100023

State of North Carolina
 Department of the Secretary of State

ARTICLES OF INCORPORATION
 NONPROFIT CORPORATION

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the corporation is: Wilson Preparatory Academy
2. ☒ (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).
3. The street address and county of the initial registered office of the corporation is:
 Number and Street 4438 Saddle Run Rd.
 City, State, Zip Code Wilson, NC 27896 County Wilson
4. The mailing address *if different from the street address* of the initial registered office is:
P.O. Box 233, Wilson, NC 27894
5. The name of the initial registered agent is:
Daryl M. Woodard
Daryl M. Woodard 4438 Saddle Run Rd.; Wilson, NC 27896
6. The name and address of each incorporator is as follows:
A.P. Coleman 2406 Bel Air Ave.; Wilson, NC 27893
7. (Check either a or b below.)
 a. ☐ The corporation will have members.
 b. ☒ The corporation will not have members.
8. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.
 See Attachment
9. Any other provisions which the corporation elects to include are attached.
10. The street address and county of the principal office of the corporation is:
 Number and Street 4438 Saddle Run Rd.
 City, State, Zip Code Wilson, NC 27896 County Wilson
11. The mailing address *if different from the street address* of the principal office is:
P.O. Box 233: Wilson, NC 27894

Revised January 2000

Form N-01

CORPORATIONS DIVISION

P. O. BOX 29622

RALEIGH, NC 27626-0622

Purpose of Corporation

This corporation is organized for the following purpose(s) (*check as applicable*):

☐ religious,

☐ charitable,

☒ educational, Establishment of a Charter School

☐ testing for public safety,

☐ scientific,

☐ literary,

☐ fostering national or international amateur sports competition, and/or

☐ prevention of cruelty to children or animals,


including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 (herein the "Code") (or the corresponding provisions of any future United States Internal Revenue Code).

Prohibited Activities

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to, its members, directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3)

12. These articles will be effective upon filing, unless a later time and/or date is specified: _____

This is the 21st day of March, 2012.



Signature of Incorporator INCORPORATOR
DARYL M. Woodard

Type or print Incorporator's name and title, if any

NOTES:

1. Filing fee is \$60. This document must be filed with the Secretary of State.

Revised January 2000

Form N-01

CORPORATIONS DIVISION

P. O. BOX 29622

RALEIGH, NC 27626-0622

of the Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

Distributions Upon Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code as the Board of Directors shall determine, or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.

- A description of the governing board's functions, duties, roles and responsibilities as it relates to overseeing the charter school and its mission.

The Wilson Preparatory Academy Board of Directors will meet at least once a month to set policies and procedures for the school. The Board will hear reports from the school director, the Leadership Team, and the School Improvement Team. The Board will seek to make informed decisions with input from stakeholders of the school.

With due consideration of the recommendations of the administrative team the Board will have final approval of all school policies, curriculum, academic programs, and personnel decisions. While accepting ultimate responsibility for the operation of the school, the Board will be a governing Board that will expect the administration and staff to carry out the policies set by the Board. The administration and staff will be responsible for the day to day operation of the school.

- Explain the decision-making processes the board will use to develop school policies.

The Board will have many resources that will be utilized in the decision-making process. The Board will employ council to help maintain compliance with North Carolina law and directives from DPI. The School Improvement Team, consisting of teacher representatives, parents, staff members, and administrators will help make decisions within the parameters set by the school mission and vision set forth by the Board.

Additionally, the Leadership Team, consisting of Parent/ Teacher Organization (PTO) committee chairmen, teacher representatives, PTO officers, and administrators can make policy recommendations for the Board's consideration. For example, if some parents wanted to make a change to the dress code, they could discuss it in with the Leadership Team. If the Leadership Team agreed with the change, they could present the recommended change to the Board for consideration.

The Board will also have access to annual parent satisfaction surveys, teacher satisfaction surveys, NC DPI input and the EOG and EOC results that will all help set the course and direction for the school.

- Portray how the board will involve parents and community members in governing the school.

The Board of Directors of the Wilson Preparatory Academy, Inc. recognizes the parental involvement and community input is vital to the success of our school. The success of our students is dependent upon the success of all the stakeholders in adhering to and fulfilling the mission, goals and objectives we have defined within the educational program, the professional development program and the parent/community involvement initiative. To that end, it is the intent of the Board of Directors to:

- create a community of learners who support each other in the educational endeavors and feel a sense of identity within the community. The school will be a "community of learners".
- provide opportunities for students to develop the habits and values that result in concerned, confident and caring citizens.
- Involve civic and other organizations

- make parental/caregiver involvement with the school and with each other a prime attribute of the Wilson Preparatory Academy
- Describe the organization's performance-based goals and measurable objectives for the charter school. Organizational goals and measurable objectives should describe and measure the effectiveness and viability of the organization.

GOALS AND OBJECTIVES

Goal 1: Measure the academic progress of the students

Objective 1: Students will achieve proficiency on all state mandated tests

Objective 2: Students will perform on a level similar to or higher than students in comparable counties

Objective 3: Students will demonstrate skills with differentiated learning and critical thinking through a variety of assessment experiences

Goal 2: Implement an academic program based on differentiated learning

Objective 1: Prepare the majority of the staff to implement a differentiated learning program with ongoing reinforcement

Objective 2: Train students and parents in the differentiated learning model

Objective 3: Measure teacher ability to implement differentiated learning by evaluation of lesson plans and observation of teachers

Objective 4: Assess student products such as portfolios, projects and presentations

Goal 3: Incorporate critical thinking competency standards into the curriculum

Objective 1: Prepare a majority of the staff to incorporate critical thinking competency standards in the classroom with ongoing reinforcement

Objective 2: All students will be immersed in critical thinking competency standards

Objective 3: Measure teacher ability to implement critical thinking competency standards by evaluation of lesson plans and observation of teachers

Objective 4: Assess student products such as portfolios, projects and presentations by the use of outcome rubrics and master rubrics

Goal 4: To advance students' technological competency

Objective 1: Students will produce an appropriate product at the end of a course or grade level

Objective 2: Use aspects of differentiated learning and demonstrate an ability to apply them through technology

Objective 3: Use aspects of critical thinking skills and demonstrate an ability to apply them through technology

- Describe how the governing board will ensure that current and future board members avoid conflicts of interest.

All Board Members will abide by WPA By Laws Article II 2.8 Duties of Directors. A public employee or board member must be careful to avoid conflicts of interest. All Board members will be required to sign a conflict of interest statement upon DPI approval. Furthermore, there are policies in place, reflected in the bylaws, prohibiting Board members from being full-time employees of the school and benefiting financially from their position on the Board.

ADMISSIONS POLICY (G.S.115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1))

Provide a description of the policies and the procedures for admitting students to the proposed charter school, including specific details of the enrollment lottery plan, statutorily allowed preferences, a plan to develop clear procedures for withdrawals and transfers, as well as subsequent marketing strategies to reach all demographic groups.

Wilson Preparatory Academy will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. We will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry. There will be no entrance examination and no screening process, other than to determine the eligibility of a student to enroll in a North Carolina public school. Wilson Preparatory Academy will advertise and solicit applications from a wide range of communities within Wilson County with the idea that the make-up of our school should reflect the make-up of Wilson County as much as possible.

Wilson Preparatory Academy will have an open enrollment period where we will accept applications for enrollment. If the application is approved on September 2012, then the open enrollment period will be from February 4 to April 1, 2013. At the end of the open enrollment period, if there are any grades for which there are more applications than open positions, a lottery will be held for those grades on April 22, 2013.

At the public lottery, a drawing will first take place to determine the order of the grades that will be drawn. After that, for each grade level, open spots will be filled by drawing first from children of full time employees of the school, then (in the first year only) from children of the founding Board members, then (after the first year) from any students who have sibling preference, then from the other applications. In the case of multiple birth siblings, one surname will be entered in the lottery and if that name is drawn, all multiple birth siblings will be admitted to the school. As each name is drawn, it will be recorded by hand and placed on a bulletin board in the order in which it was drawn. After all available spots are filled, Wilson Preparatory Academy will keep drawing names and order them on a waiting list for each grade level.

After the open enrollment period, applications will be time and date stamped and students will either be accepted or added to the end of the waiting list for the appropriate grade.

V. EDUCATION PLAN

NOTE: Answer all sections completely, include your answers in this section of the application, do not include as an appendices. Do not use “same as LEA” or “whatever the law says”. The State Board of Education shall give priority consideration to the applicants who demonstrate potential for significant, meaningful innovation in education. Give explanations. Lack of proper documentation will jeopardize the application review.

INSTRUCTIONAL PROGRAM: (G.S. 115C-238.29F (d))

Provide a detailed description of the overall instructional program, including the following:

- Educational theory, foundation of the model, and proposed innovative offerings.

A fully integrated, multidisciplinary curriculum will be the heart of the school. The school is the heart of a community. With the resources available, the teacher is still the single most important factor that affects student performance. Teachers will create “thoughtful places” out of their classrooms where students develop the intellectual habits necessary for a successful life. Classrooms will be places where students are free to explore their ideas about the knowledge they acquire. Thus, the school will provide students with the opportunity to exercise their intellect and to think about the knowledge they are acquiring.

The school will create a community of learners who support each other in their educational endeavors. To be effective, the students must feel a sense of identity within the community. A community of learners should be concerned with the progress of all and take responsibility for each other.

The school will teach children how to actually use the knowledge they acquire. More than just application; it is the application of “thoughtful habits” such as perspective, analysis, imagination, empathy, and communication the students will receive.

Lecturing will give way to guiding and coaching. We believe that students possess multiple intelligences and that only a comprehensive education can teach to all intelligences. Both instructional activities and assessments should allow students to exhibit their strengths while developing their weaknesses. Learning will be promoted by instruction built around large, interdisciplinary units. To achieve this, school will provide substantial time for collective planning. This integrated curriculum will be vastly superior to a modular one, when separated into distinct disciplines, education becomes disjointed.

We believe that teaching is a reflective practice, not a mere collection of snapshots. Teachers, as well as the school, should be willing to engage in rigorous experimentation coupled with frequent self-assessment. Schools, like students, should not be so afraid of failing that they fail to venture into the unknown. Education is a journey, not a destination. Hence, there will be ample opportunities and room for experimental ventures to become innovations. We believe in the words of Mortimer Adler. “The ultimate goal of the educational process is to help human beings become educated persons. Schooling is the preparatory stage; it forms the habit of learning and provides the means for continuing to learn after all learning is complete...Schools should open the doors to the world of learning and provide the guidelines for exploring it.”

- Teaching approach, class structure, curriculum design, courses of study, sample daily schedule, pillars of the school culture, and instructional methodology that align with the school's mission.

Every child will be embraced as a multi-talented individual with unique learning styles and needs. Students will be guided in the process of learning, developing creative thinking skills, and become problem solvers with a life-long love of learning. There will be a freedom to innovate beyond the rules required of public school districts, yet there will be strict accountability to meet or exceed state standards. For instance, the school's small size gives it the flexibility to develop and use the most effective teaching practices available, based on the latest and most innovative research.

Instructional methods will be developed with the aid of the versatile Rigor/Relevance Framework. Teachers will also be able to use this framework to measure their progress in adding relevance and rigor to instruction and to select appropriate instructional strategies to meet learner needs and higher achievement goals. By utilizing both the dimensions of the model, teachers will not only examine the more complex ways in which students use knowledge, such as taking several pieces of knowledge and combining them in both logical and creative ways, but will also examine the use of that knowledge to solve complex real-world problems and to create unique project, designs, and other works for use in real-world situations.

The curriculum design will reflect alignment with the North Carolina Standard Course of Study and the proposed charter school will participate in the ABCs Accountability Model and conduct the statewide testing. The curriculum design will be integrated within and across all subject areas. The maximum use of our geographic location will also serve as a tool to integrate resources from local businesses and post high school institutions. The community will serve as an educational resource for each teacher and student. Teachers, students, parents, and all stakeholders will be engaged in the process of developing life-long learning skills.

Student success must be accompanied by the success of all stakeholders. Specifically, teachers and support staff selected for the school will understand and be committed to implementing the instructional practices essential for successful student performance. These will be provided through pre-employment and continuing professional staff development programs that will challenge them to model the importance of life-long learning to their students.

Through participation of building this professional learning community, each staff member will maximize his or her skills on a continuous basis and serve as a valued team member for their colleagues. The school will be a "community of learners." Collaboration, team building, team decision making and support, and celebrations will be the culture of the school.

- Demonstration that selected goals are clear, specific, measurable, ambitious and attainable.

The Wilson Preparatory Academy, Inc. seeks to have one-hundred percent (100%) of our graduates complete their high school program of studies within a four year period of time and to graduate with a minimum of eighteen semester hours of college credit. We also strive to have one-hundred percent (100%) of our students proficient on all end-of the administration of the ACT.

Student achievement goals (academic, social, and civic)

- Each child has an opportunity to achieve his or her full academic/vocational potential in a safe, orderly school to ensure that each child feels recognized and cared for as an individual

- Students will be proficient in a common core of academic knowledge, concepts and methods of writing, reading, mathematics, speaking, and listening to achieve future success
- Students will take personal responsibility for learning through a demonstrated work ethic
- Students will show personal, school, and community pride in their achievement through public display of academic work for the recognition of achieving high standards
- Each child meets or exceeds required State Performance Standards on academic tests
- Each student is knowledgeable about career choices across a variety of areas
- Students have opportunities for developing the habits of concerned, confident, and caring citizens
- Students are actively engaged and involved in rigorous, relevant learning
- Students understand and apply advanced mathematical and scientific ideas
- Students demonstrate technical knowledge and skills needed to be productive within the context of real life
- Students use technology and other sources of information for a variety of purposes
- Students demonstrate attitudes and skills that support self-directed lifelong learning, personal pursuits, productivity, and conflict resolution
- Students demonstrate attitudes and behaviors that support global understanding, collaboration, diversity, and interdependence

Methods of demonstrating attainment

Measurable forms of assessment must be utilized to know when we have attained the skills and knowledge specified in the student achievement goals. In addition to State Testing and College Board Testing (SAT and AP Exams), students will also participate in:

- Pre- and Post-Assessment/Value-added Assessments
 - By assessing students when they first enter a program, a firm benchmark against which to measure growth is established.
 - Pre-testing is especially helpful for measuring cognitive learning.
 - These tests are easily scored and can be relatively easily analyzed using statistical procedures.
- Portfolio of student work
 - Portfolios will provide students with documentation for job applications or applications to college.
 - Students are able to reflect upon their learning and to understand more about what they have and have not yet learned.
 - Portfolios place the responsibility for demonstrating mastery and competence upon the learner.
 - Portfolios assess more rigorous and higher order thinking skills, such as application, synthesis, and evaluation.
- Senior Project/Capstone (Assessed by a committee of stakeholders)
 - This project allows the student to tie together the key learning objectives that the student is expected to have learned during his/her tenure.
 - The project allows the faculty to assess the cumulative abilities of a student.
 - Students are given the opportunity to demonstrate how they can integrate the knowledge, abilities, and values that the faculty have been teaching and demonstrating.

- Student Performances (include internships, field experiences, musical performances, art shows, oral presentations, media presentations, and other work performed and demonstrated in public) (Assessed with well-constructed rubrics)
 - Specific tasks are designed to lead students being able to perform in some fashion, so rubrics for assessment purposes are extremely valuable.
 - Performances occur at different stages of a student's career, so demonstrating value-added is critical.
 - Rubrics can be used not only as assessment tools, but as a means to teach students the standards that they are expected to achieve.
 - Rubrics designed around the goals of the performance and the academic program makes assessment by a variety of stakeholders (other faculty members, professionals in the field, other students) relatively easy and consistent.
- Indirect assessment (Surveys, exit interviews, external reviewers)
 - These will be designed to facilitate statistical analysis.
 - Indirect assessment can flesh out areas that direct assessments cannot capture.
 - Indirect assessment is very useful for ascertaining values and beliefs.
 - External reviewers can bring a degree of objectivity to the assessment.
 - External reviewers can be guided by either the school or by discipline-based national standards.
- Entrance and exit requirements as well as graduation requirements (if the school is to be high school).

Graduation Requirements

Wilson Preparatory Academy will require a minimum of 28 credits for graduation. As per North Carolina Department of Public Instruction 17 out of these credits will be core credits. In order to meet these requirements, the high school students will have to successfully complete four English courses, four Math courses, three Social Studies courses, three Natural Science courses, two Foreign Language courses and one Physical Education / Health course. The students will be required to take elective courses, offered by Wilson Preparatory Academy in order to meet the number of credits necessary for graduation. In addition, all students will take the PSAT and must take either the SAT or ACT.

- The school calendar (must provide instruction for a minimum of 185 instructional days) (G.S.115C-238.29F(d)(1)) and how it coincides with the tenets of the proposed mission.

Wilson Preparatory Academy

Proposed School Calendar

Early Start – Early Finish
(August 1 – May 22)
Summary of Calendar:

Staff Development:	
July 16 – July 31	15
School Year	4
Total Staff Dev.	19

Days in classroom:
First Semester..... 95
Second Semester... 90
Total School Days 185

TOTAL STAFF DAYS
201

CALENDAR

Progress Reports
Report Cards
Holidays
Teacher Workday
Staff Development

Does not include
Professional
Development days prior
to August 1

HOLIDAYS:

Labor Day	9/3
Thanksgiving Day	11/21
Christmas Day	12/25
New Years Day	1/1
MLK Day	1/20
President's Day	2/17
Good Friday	4/18
Easter Sunday	4/20
Easter Monday	4/21
Memorial Day	5/26

August 2013

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2014

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
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March 2014

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April 2014

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May 2014

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June 2014

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185 Day Calendar

<u>Date</u>	<u>Events</u>
Aug	Begin 1 st Semester

Sept. 2	Labor Day/ No School
Sept. 9	Progress Reports

Oct. 8	REPORT CARDS
Oct. 11	Teacher Workday/ Staff Development (No School)

Nov. 18 **Progress Reports**
Nov. 27-29
Thanksgiving
Holiday
(No School)

Dec. 7 Staff Development
(No School)
Dec. 19 REPORT CARDS
Dec. 20 –
Jan. 5 Winter Break
(No School)

Jan. 1	New Years Day
Jan. 13	PROGRESS REPORTS
Jan. 20	Martin Luther King Day (No School)

Feb. 3 Staff Development
(No School)

Mar 13 REPORT CARDS
Mar 17 Staff Development
(No School)
Mar 28 –
April 4 Spring Break
March 30 Easter

April 29 Progress Reports

May 23 Last Day of School
May 30 REPORT CARDS

May 27 -
June 3 Teacher Workday
(Mandatory)

- A concise description of any evaluation tool or test, if any, that the proposed charter school will use in addition to any state or federally mandated tests and how this data will be used to drive instruction and improve the curriculum over time for the benefit of students.

In addition to all state and federally mandated tests, Wilson Preparatory Academy will administer supplemental evaluation tools, such as Waterford Early Reading, Math & Science Program for K-2, Success Maker for grades 3-8 and Nova Net Courseware for 9-12, will ensure student success and prevent high school dropout.

- Provide an overview of the professional development needs associated with the mission and proposed instructional program. Be sure this discussion matches with the funding of the budget section.

Teachers and students will be required to attend training and learning sessions including cyber space training that will enhance professional development and increase student performance. Seminars and other conventional trainings will be utilized as needed. Materials and equipment will also be purchased as the budget would allow.

- An explanation of how the school will provide assistance to students that are not performing at expected levels to ensure the continued progress of student growth. The applicant needs to define their “expected levels” of performance and delineate a plan accordingly.

Students who need additional assistance and remediation to meet the performance goals will be afforded opportunities for assistance through peer and parental tutoring. In addition, the Success Maker supplemental programs will be utilized to provide whole class and individual student assessments on a routine basis by all instructional faculty. Visual and demonstrative schemes of tutoring will also be utilized as another form of remediation to bring students up to expected levels.

- Details in how the proposed charter plans to involve parents and community members within the school.

Parental involvement will be a prime attribute of the Wilson Preparatory Academy. Through the schools’ many advisory and standing committees, parental and community support and involvement will be essential to the ultimate success of our school.

Parents/guardians will sign an agreement with the school indicating their willingness to serve in one or more capacities as a volunteer.

Parents/guardians will be encouraged to take advantage of one or more of the following:

- Enrollment in short courses designed to assist in better understanding activities and initiatives in which students are participating.
- Instruction in computer applications at school, home and work.
- How to assist in homework

Parents and local community members will also be asked to serve as mentors to individual students needing support and assistance in meeting our local promotion and graduation standards, in addition to working with our Senior Project Portfolios.

Parents and community members will be asked to participate in fund raising activities.

Community members will be used as resources to facilitate and enhance portfolio projects and senior projects.

- Describe how the school will meet the needs of gifted, at-risk children, English language learners by explaining the proposed school's process for identification and service of these students.

Academically gifted learners will be given the opportunity to participate in a full range of Advanced Placement and college-level courses offered on the local level in addition to the North Carolina Virtual Public Schools curriculum.

English language learners and at risk students will be identified through regular assessments and evaluations conducted by the professional teaching faculty at the Wilson Preparatory Academy. Students with existing Individual Education Plans (IEPs) will be assigned appropriate services and interventions based on the students' IEP.

Students new to our school and exhibiting difficulties in meeting the standards and expectations set forth by our academic programs will be referred for additional testing and services based on individual student needs and educational goals.

- Discuss any proposed extra-curricular activities to be offered by the school and how these offerings match the over-all mission of the school.

Through extra curricular activities such as volley ball, soccer, basketball, etc., students will be taught sportsmanship and how to except victory and defeat. This will teach teamwork, self control, ethical values and the advantage of good personal relationships. Therefore, the physical education instructor will be critical in instilling these values, along with other faculty and parents throughout the academic school year. Good academic performance will be stressed as one of the key factors as for improving and maintaining sportsmanship.

SPECIAL EDUCATION (G.S.115C-106)

The charter school must accept special needs children under the federal legislation *Individuals with Disabilities Education Act (IDEA)* (20 U.S.C. 1400 Et seq.) and the state legislation (G.S. 115C-106 Et seq.). The proposed school will abide by the charter school legislation, G.S. 115C-238.29F(g)(5), as stated below:

A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

Provide a clear and thorough explanation of the procedures the proposed charter will follow to insure compliance of the above laws. As part of this section, the plan should include how you will identify and meet the needs of your projected students (at-risk, gifted/talented, English language learners, and students with disabilities) in a manner that aligns with the overall curriculum, instructional approach, and mission.

Wilson Preparatory Academy will meet all applicable state and federal requirements including the Individuals with Disabilities Education Act (IDEA) and G.S 115C-238.29F(g)(5). Exceptional students will be provided with programs implemented in accordance with state policies and procedures. All students with disabilities, regardless of the nature

or severity of their disability, who need special education and related services, will be served in the least restrictive environment possible. A full continuum of delivery models will be available for exceptional students including physical, occupational, and speech/language therapy.

An Individualized Education Program (IEP) will be developed for every enrolled student requiring or receiving exceptional education services. If inclusion is not an appropriate setting for the student, the school will provide a program appropriate to the student's needs within the continuum of placement options. The IEP will be utilized to provide services addressing the individual needs of exceptional students. Those who qualify for exceptional student services will be placed in various programs according to their needs. Parent input and consent will be included throughout the IEP process. To ensure that all students have access to the general curriculum, WPA will provide specialized materials and equipment as specified in the IEP. For students with more severe disabilities, WPA will offer self contained classes and related services as deemed necessary. All programs for exceptional children will be regularly evaluated to determine effectiveness on each student's achievement.

Wilson Preparatory Academy will hire special education teachers as needed to work both as inclusion teachers in the classroom setting and consultants to classroom teachers to help them better meet the needs of exceptional students. We will provide educational testing and will meet other therapeutic needs through outsource contracts or through hiring of staff as necessary. All regular classroom teachers will participate in training to help them better meet the needs of exceptional students in their classrooms. We believe that the instructional model we use for all students is well-suited to exceptional students. Individualized and differentiated instruction focuses on the individual child.

Planning for the needs of a variety of learning styles in the classroom will also facilitate meeting the needs of our exceptional students while still giving them the many advantages of being in mainstream classroom settings. In addition, two of our board members, both occupational therapists, will be consulted with regularly to help address the needs of our exceptional students. Wilson Preparatory Academy will hire a Exceptional Children Coordinator who will be licensed in special education for grades K-12. He or she will consult with schools, daycares and churches on the topic of incorporating all children into the regular education setting.

STUDENT CONDUCT AND DISCIPLINE (G.S.115C-238.29B(b)(12); G.S. 115C-238.29F(d)(4 and 5))

Provide drafts, included in this section, of student handbooks and other policies governing student conduct and discipline. Include policies and procedures governing suspension and expulsion of students. Specifically address these policies with respect to exceptional children. Also describe how a parent could appeal the decision of a school administrator through a grievance process.

*******See Sample Student Handbook Below*******

Wilson Preparatory Academy

WPA's Mission

Wilson Preparatory Academy will prepare self-motivated, visionary students to engage in life-long learning while discovering a career path to be productive citizens in life through a quality education. Through a partnership community, parents, an innovative and competent staff will teach an integrated, comprehensive curriculum in an orderly and safe learning environment.

WPA's Vision

We endeavor to become a school where the focus is on the learning and children can exceed academically and socially to be productive citizens no matter what their socio- economic background may be through rigorous educational pursuits.

WPA's Values

The Wilson Preparatory Academy values:

- Implementing research-based strategies
- Moral Focus
- Using all available resources to create learning opportunities for all children
- Thinking outside of the box
- Life-long learning
- Reaching high expectations and standards

THE SCHOOL DAY

School Hours:

Office 7:30 AM – 4:00 PM

Faculty/Staff 7:30 AM – 4:00 PM

Students Grades K - 4 8:00 AM – 3:00 PM

Students Grades 5-12 8:00 AM – 3:15 PM

SCHOOL SAFETY— Wilson Preparatory Academy is a school dedicated to providing a safe and secure environment. All visitors are to report to the main lobby. Only parents and immediate family are allowed on campus during the school day. No other visitors will be allowed on campus, without prior approval. This includes lunch and after school. Any visitor not wearing a school visitor badge will be considered a trespasser. This policy will be enforced with no exceptions.

BEFORE SCHOOL SUPERVISION—Any student that arrives on the school campus prior to the official opening must stay outside of the buildings until 7:45 am. If it is necessary for you to bring your child before the normal school day, please seek before school care services. The time between 7:30 am and 7:45 am is Teacher preparation time! (No students are to be admitted into the classrooms at this time!)

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

CHECK-OUT PROCEDURES—When it is necessary for a student to leave before the end of the school day, the parent or guardian must sign the student out from the main office. Teachers will not

be able to release a student unless they are presented with a Student Early Release Pass signed by a school official.

Your child is expected to stay at school until dismissal time unless there is an emergency or a doctor/dentist appointment. We ask that parents not sign students out between 2:45 and 3:15pm.

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

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

LUNCH

Wilson Preparatory Academy will provide lunch for all of its students. Lunch will be provided by the Wilson Preparatory Academy lunchroom staff. Teachers will follow the lunchroom schedule so students can be served during lunch time. If those students that are not receiving free and reduced lunch, it is the responsibility of the parent to make sure that a lunch is provided for their child, or provides money to purchase lunch.

ATTENDANCE

Students who have unexcused absences from a class for more than **10 days in a semester** or **20 days during a year** shall not receive credit for the semester or year where applicable. In the event of absence it is the responsibility of the student to bring a note signed by the parent or guardian citing the reason for such absence to the homeroom teacher. All absences not accompanied by a note will be recorded as an unexcused absence.

GENERAL RULES:

- ♦ Absence due to participation in school sponsored and approved events will not count towards the allowable days absent (This includes In-School Suspension).
- ♦ If a student is participating in a school sponsored field trip, and the student does not report to school, the student will be counted absent until the office is notified otherwise.
- ♦ Students must be in attendance until 11:45 a.m. in order to be counted present. In all grades, absences will be counted daily. Attendance is required in half of a student's scheduled classes to be counted present. However, work missed in those classes is strictly the responsibility of the student and not the teacher.
- ♦ Absences accumulated by students at other schools and in other systems will be counted when the student transfers to Wilson Preparatory Academy.
- ♦ In the event of an excused absence, a student will be allowed to make-up work without receiving penalties to their grades. The make-up time will be a maximum of **5 days** from the day of the students return to school.
- ♦ Students in grades K-12 will have make-up work arranged at the direction of the Teacher.
- ♦ A student leaving during the day is to be signed out of the main office by the person picking him or her up.
- ♦ Attendance is an essential part of the learning process. Students should be in school no less than 160 of the 180 school days. **Even if the child has excused absences, they still count against**

perfect attendance and the allotted days required by the North Carolina Compulsory Attendance Law.

LAWFUL ABSENCES

It is the student's responsibility to obtain from all teachers their missed assignments. They have **five (5) days** to make -up the work missed.

LAWFUL ABSENCE (CODE 1)

- ♦ Illness or injury (The school may request a doctor's statement and/or satisfactory evidence of the reason for the absence). In order for an absence to be excused, a signed note or a doctor's note must be submitted by the parent or guardian. Any absence without a note will be marked as unexcused.
 - ♦ Isolation ordered by the State Board of Health.
 - ♦ Death in the immediate family.
 - ♦ Emergency medical or dental appointments or such appointments with prior approval by the Administration or designee. (It is expected that if at all possible, these appointments should be made after school hours).
 - ♦ Court or administrative proceedings if the child is a party or subpoenaed witness.
 - ♦ Religious observance when the family religious tenets require or suggest the observance of a religious event.
 - ♦ Educational opportunity when permission is obtained in advance from the Administration and Teacher(s) and when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity related to the student's current standard course of study. Upon return to the school setting, the student involved in this educational opportunity shall present a log of activities. This log shall be accompanied by a written report explaining what insight or perspective they have gained by this trip. This shall be turned in for approval within five days of return to school.
- (If log and report are not turned in, this will result in absences being coded unlawful).

UNLAWFUL ABSENCES (CODE 2)

An absence with or without parental permission which does not come under one of the excused absence categories.

- ♦ Examples: Hair appointment, Oversleeping, Car Trouble, Shopping, Traffic, etc.
(Reasons not limited to those listed above)
- ♦ Any absence not classified as excused in Code 1.
- ♦ Any absence listed in Code 1 for which proper and timely notification is not furnished to the Administration.
- ♦ Tardies and early dismissals shall be handled as absences.

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

The parent, guardian or custodian of a student shall notify Wilson Preparatory Academy of the reason for each known absence of the child, in accordance with Wilson Preparatory Academy policy. Whenever a student has accumulated three unlawful absences in a school year, the Administrator shall notify the parent, guardian or custodian of his or her child's absences. After not more than six unlawful absences, the Administrator shall notify the parent, guardian or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State of North Carolina and Wilson Preparatory Academy.

After ten accumulated unlawful absences in a school year, the Administration shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and his/her parent, guardian, or custodian if possible, to determine whether the parent, guardian or custodian has received previous notification and made a good faith effort to comply with the law. If the custodian has not, the Administration shall notify the State District Attorney. After ten accumulated absences the student may be asked to withdraw from Wilson Preparatory Academy due to violation of the Student/Parent Agreement to attend school, in lieu of legal action. The student/parent may appeal this decision in writing to the board within three days of said decision.

If the Administration determines that the parent, guardian or custodian has not made a good faith effort to comply with the law, the Administration may file a complaint with the juvenile intake counselor under Chapter 7B of the General Statutes that the student is habitually absent from school. Evidence showing that the parent, guardian or custodian of the student was notified of **ten accumulated** absences which cannot be justified by established policies of Wilson Preparatory Academy shall constitute a prima facie case that student's parent, guardian or custodian is responsible for the absences.

Any parent, guardian or other person violating the provisions of the Attendance Law shall be guilty of a Class 3 Misdemeanor.

ACADEMIC INFORMATION

Students will receive instruction in the four main academic subjects of Language Arts / Reading, Math, Science, and Social Studies. Students will also receive the opportunity to participate in Physical Education, Art, Music, Computer Technology and Foreign Languages. The curriculum at Wilson Preparatory Academy is an integration of the North Carolina State Standard Course of Study (Grade K - 12) and approved outside sources from teachers, staff, and community.

REPORT CARDS—Students will receive a report card every nine weeks. Parents are asked to read report cards carefully, note teachers' comments, make any additional comments, sign and return the report card to the teacher within five (5) days of receipt. If there are any concerns, parents are urged to request a conference with the teacher(s) to discuss the student's performance.

HONOR ROLL—At the end of each marking period, the teachers compile the names of students qualifying for the Honor Roll in Grades 3-12. In-school recognition of student achievement will be left to the discretion of the teachers in Grades K-2.

- "A" HONOR ROLL—All A's on academic subjects (i.e. Math, Language Arts, etc.) and all S's on nonacademic subjects with the exception of handwriting.
- "A/B" HONOR ROLL—A combination of A's and B's or higher on academic subjects (See above).

PROGRESS REPORTS—Progress reports are sent home on a regular basis to keep parents aware of the academic performance of their child. Parents and teachers are encouraged to devise a plan to ensure the students success at Wilson Preparatory Academy.

PROMOTION/RETENTION REQUIREMENTS—All students must be evaluated as completely as possible before a decision on promotion or retention is reached. The primary information used will include:

- ♦ Achievement levels;
- ♦ Standardized test scores; (State Mandated, Psychological Tests, etc.)
- ♦ Ability;
- ♦ Maturity (social, emotional, and physical);

- ◆ Grades;
- ◆ Subjects mastered;
- ◆ Reading level completed;
- ◆ Rate of absenteeism;
- ◆ Home environment;
- ◆ Traits of exceptionality; and
- ◆ Observations by trained personnel, etc.

The staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Parents will be notified as soon as possible if their child is in danger of being retained. The Administration will direct and assist teachers in their evaluation and approve grade assignments in order to ensure uniformity of evaluation standards. While the parents will be involved in the placement of their child, the final decision as provided by law will rest with the Administration.

TWENTY -ONE DAY FAILURE POLICY

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

STUDENT PROMOTION STANDARDS POLICY

REQUIREMENTS FOR KINDERGARTEN THROUGH FIFTH GRADE

- 1) Students must pass three of the four core subjects and one-half of the remaining courses.
- 2) Third through Fifth grade students must achieve a minimum Level 3 proficiency on End-of-Grade tests in Mathematics and Reading. Fifth grade students not scoring a Level 2.5 proficiency on the Writing test taken in the fourth grade must retake the test after receiving appropriate intervention.
- 3) The Wilson Preparatory Academy Board will implement an appellate process for students with passing grades and who have met local promotional standards, but did not score at Level 3 or above on the End-of-Grade Reading and Mathematics tests.

HOMEWORK—Homework shall be a part of the instructional experiences of each student.

Homework is a purposeful continuation or extension of the instructional program to be accomplished by the student outside the regular classroom setting. Homework is assigned for the following reasons:

- ◆ Reinforcement
- ◆ Enrichment
- ◆ Completion/Continuation
- ◆ Review

COMBINATION GRADES—When combination grades are necessary, the Administration and Board of Directors shall work out the best possible teaching situation, at the same time assuring nondiscriminatory assignments.

ACADEMIC PROBATION

Academic Probation is to be defined as below average or failing performance in course work for a minimum of one nine week grading period. Academic Probation is a tool with which parents, students, teachers, and administration will work together to enable the student to be academically successful at Wilson Preparatory Academy. This tool requires that all involved meet responsibilities. All students in all grades Kindergarten through 12th grade are subject to and expected to meet acceptable academic performance levels.

Students placed on Academic Probation may be subject to parental conferencing, restrictions placed on extracurricular activities, loss of privileges, and/or disciplinary actions. Incentives can be used as a positive means to motivate and award students towards removal from Academic Probation. These incentives may be used at the discretion of the teachers and parents. Incentives may include, but not be limited to, prizes, awards, and recognitions, dress down passes, parties, and Academic Improvement/Honor Rolls.

Restrictions may be used as punitive results of being on Academic Probation. Restrictions may include, but not be limited to, loss of: extracurricular activities, off-campus lunch, driving to school, and afterschool clubs. Parents of students whose academic performance places them on Academic Probation will receive a letter stating such and requesting a conference within an acceptable amount of time, not to exceed two school weeks. Continued Academic Probation for more than two consecutive nine week grading periods may require parent/student/teacher/administrative conference to determine continued enrollment at Wilson Preparatory Academy.

Failure of student or parent to fulfill responsibilities required by school for academic improvement, such as not attending tutorials, acceleration academies, or other offered assistance may lead to recommendation for non-acceptance of enrollment for the following school year. Students are responsible for completing assigned schoolwork in class and out of school assignments. Academic Probation due to failure to complete school assignments is subject to disciplinary action.

Retention at a grade level is not considered punitive. Academic Probation will only be considered in retention if the student is not deemed ready for the next grade level. Promotion to the next grade level should always be with the consideration of the student's preparedness for the next grade level and the confidence of success. Meeting any of the following criteria is grounds for placement on Academic Probation. (This list is not all-inclusive and is subject to administrative amendment.)

All grade levels (K-12)

Low academic performance due to excessive absences

Elementary grades (K-4)

One failing grade in a core subject

More than two "below grade level" grades

EOG Score Level 1 or 2

MAIN OFFICE

The main office is an essential part of Wilson Preparatory Academy. Students will not be permitted to enter the office without a note. Students who arrive to school late will be allowed into the office to sign in.

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

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

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

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

PARENT-TEACHER CONFERENCES

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

NEWS MEDIA ACCESS

During the school year students are likely to be recorded, video taped, interviewed and/or quoted by various types of news media (i.e. radio, television and newspapers, etc.). Release forms will be included in the 2013-2014 registration packet for parents to sign. If you do not wish for your child to be interviewed or photographed, please contact the Administration in writing expressing your child's restriction to the news media.

INCLEMENT WEATHER POLICY

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

www.wilsonpreparatoryacademy.org

TELEVISION STATIONS

WRAL & WNCT (5 & 13)

News 14 Carolina

* also online via internet (www.wral-tv.com and www.wnct.com)

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

FIRE/SEVERE WEATHER DRILLS—Fire drills are performed on a monthly basis and severe weather drills on an annual basis as a safety precaution for all individuals in the school. They should be taken seriously and everyone should exit the building promptly, orderly and quietly.

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

TELEPHONE—Students will not be allowed to use the telephone unless the call pertains to an illness or emergency. Students will not be able to use the telephone for making arrangements for after school, early dismissal, riding in a different vehicle, or any other personal business.

STUDENT RECORDS AND RELEASE OF STUDENT INFORMATION

Cumulative folders are kept in the school office and access to these records is severely restricted. No record or information from a record may be removed from the authorized location without permission from the Administration or designee. The purpose for such access may be granted and is restricted to legitimate educational and other legal needs. The Cumulative Record should contain personal and family data, attendance reports and scholastic information (including grades and test data).

Each student's official record also shall include notice of any suspension for a period of more than 10 days or of any expulsion under G.S. 115C-391 and the conduct for which the student was expelled. The notice of suspension or expulsion shall be expunged from the record if the student:

- 1) Graduates from high school; or
- 2) Is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension. The Family Educational Rights and Privacy Act (FERPA) grants parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are: The right to read, inspect, and copy any and all records, data and information maintained with respect to the student within 45 days of the day Wilson Preparatory Academy receives the request for access. It is the right of a parent or guardian to request the amendment of the student's education records that the parent or eligible student believes are inaccurate and misleading. Parents or eligible students are asked to write the Principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

ENROLLMENT/WITHDRAWAL

Enrollment of new Students:

When a student enters Wilson Preparatory Academy having previously been registered at another school at the beginning or during the school year, the student and parent should make immediate contact with Administration. Every effort will be made immediately to obtain the student's records (including special program files) from the previous school attended by the student.

Once the registration process has been completed, tentative placement will be made based upon the information available. Final placement will take place after the Administration has had the opportunity to review the student's **complete** records (including psychological testing and special programs files).

Withdrawal from Wilson Preparatory Academy:

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

- 1) Inform the Administration or Administrative Assistant of the last day the student will be at school.
- 2) Inform the Administration or Administrative Assistant of the new address of the student and the new school he/she will attend, if known.
- 3) **Complete the required withdrawal form** (if this form is not completed, the student will remain on the roster for Wilson Preparatory Academy). Turn in all textbooks and materials and supplies before leaving.

PARENT RESPONSIBILITIES

- 1) Assist the school a minimum of four hours per month
- 2) To read a book to their child five nights a week, spending a minimum of fifteen minutes each night (K-3). 4-12 students still need to have parental support with their homework. Therefore, time assisting with homework is vitally important to your child's academic success.
- 3) To spend an hour each night helping their child with homework or if no homework reviewing concepts.
- 4) To assist their child in accepting the responsibility to do their homework.
- 5) Be responsible for replacing, repairing, or paying for books, or other school property that his/her child loses or damages.
- 6) If at any time the parent is unable to help his / her child with homework he / she will seek a tutor to help the child.

STUDENT RESPONSIBILITIES

- 1) Maintain a level of academic performance and behavioral conduct that meets Wilson Preparatory Academy standards.
- 2) To be properly dressed according to the required attire policy as established by Wilson Preparatory Academy.
- 3) To attend classes and be punctual every day that school is in session, when in good health.

4) To observe all other established rules and policies as established by Wilson Preparatory Academy.

5) To enter the school with expectations of doing better than they have done before and will improve any behavior or attitude weakness that may prevent them from learning.

PERSONAL BELONGINGS

Students are responsible for personal belongings at school. All personal items need to be marked with the student's name. Students are not permitted to bring electronic equipment, radios, videos, video games, computer games, discs or floppy disks that are not licensed to Wilson Preparatory Academy, CD players, tape or cassette players; unless prior teacher approval is obtained. **Cellular phones and pagers may not be used and should be turned off during the school hours; unless prior teacher approval is obtained.**

BOOKS

All Books issued to a student are his/her responsibility. If they are misplaced, damaged, or stolen, that student to whom they were issued is responsible for paying replacement costs.

VOLUNTEERS

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

MEDICATION REQUIREMENTS

1. School officials may administer medication to students if one of the following criteria is met:

- The *Parent Request and Physician's Order Form for Medication* is completed and in the possession of the school. School staff members are not to administer "over the counter" medicines that are not ordered by a physician.
- If a doctor orders a non-prescription medicine, it must be received in the original container and will be administered according to the doctor's written instructions.
- Students may need to take short-term (2 weeks or less) medication after an acute illness. If a child is symptom free and a doctor recommends they can return to school, they may do so and have the medication administered as indicated on the pharmacist's label. The pharmacist's label with a note from the parents may substitute for the *Physician's Order Form for Medication*.
- In the case of long-term medications, requests and physician's orders should be updated at the beginning of each school year and any time there is a change in the dosage prescribed.
- No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of the medication, the date the prescription was filled, and directions for administration clearly marked. The medication label must match the name and dose of medication list on the physician order form.

2. At all school levels, students may self-medicate with emergency prescription medicine (i.e. asthma inhalers, epi pens) if they have permission to do so documented on the *Parent Request and Physician's Order Form For Medication*. At the elementary level, no other self-medication, including over-the-counter medicines, is permitted.

3. At the secondary level, students may self-medicate with over-the-counter medications. Should there be concern or question about the appropriateness of self-administration, school personnel

should notify the child's doctor. The school administration will then consult with the student's parent based on the nature of the medication, age of the child, and the child's ability to maintain safe use, including a child keeping the medication on their person. Under no circumstances should a child be denied easy access to emergency medications such as asthma inhalers.

4. It is the responsibility of the parent to bring the medication to school. The school administration will receive the medication at school. Separate containers for school and home should be provided so that one container may stay at school. Pharmacies will provide two containers if asked to do so.

KINDERGARTEN HEALTH ASSESSMENT

Students entering Kindergarten on or after the fall of 2014 must receive a health assessment. This assessment must include a medical history and physical examination with screening for vision and hearing.

The Assessment is to be made between the student's 5th birthday and the start of school.

Legislation requires that the results be recorded on a special form PPS-2/K Rev. 12/99. It is the PARENTS' RESPONSIBILITY to secure the health assessment for their child from the local health department or from a private health provider. Kindergarten health assessments must be turned in to the school no later than **September 5, 2014**.

IMMUNIZATIONS

Students entering Wilson Preparatory Academy must have copies of their birth certificates and any other records the school may require. They must also have documented proof of having received the North Carolina required immunizations. NC Law requires the following minimum doses:

- **DTP, DTAP, DT**—5 doses (If 4th dose is after 4th birthday, 5th dose is not required.)
- **POLIO**—4 doses (If 3rd dose is after 4th birthday, 4th dose is not required.)
- **Hib**—1 dose on/after 1st birthday and before 5 years of age (Not required after age 5).
- **MMR (Measles, Mumps, Rubella)** — 2 doses (1st dose on/after 1st birthday)
- **Hepatitis B** — 3 doses required for all children born on/after 7/1/94.
- **Varicella (Chickenpox)** — 1 dose (On or after 12 months of age and before age 19 months, for all children born on or after 4/1/01.)
- A booster dose of tetanus/diphtheria/pertussis (DTAP) is required for individuals attending public school who are entering the 6th grade on or after August 1, 2008, if 5 or more years have passed since the last dose of tetanus/diphtheria toxoid. *The school must receive acceptable medical evidence of immunizations within 30 calendar days of school starting, or the child will be suspended from school.* Any medical or religious exemptions to immunizations need to be on file the school, and it is the parent's responsibility to provide such documentation.

ILLNESS

School nurse will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100.0 or higher (child should remain at home until fever free for 24 hrs.)
- Nausea, vomiting
- Severe headache
- Diarrhea
- Red, watery eyes with yellow drainage
- Undiagnosed rash

Students should not be sent to school if they are experiencing any of these symptoms.

Students are excluded from school in cases of communicable diseases. When a student is suspected of having one of the following communicable diseases, it is the responsibility of the parent to take the child to the local health department or family physician for verification and treatment before that student can return to school:

Chicken Pox: Student is excluded for 6 days after the rash appears or until all blisters have formed scabs.

Measles: Student is excluded until physician's written approval is given and the student is no longer contagious.

Ringworm: Student is excluded from school until seen by a doctor and treatment is started.

Scabies: Student is excluded until one (1) treatment with prescription medication is complete. Proof of medication is needed.

Pink Eye: Students are excluded if: eyes are severely red and swollen, there is a yellow discharge, the child excessively rubs the itching eye, or it appears that cases are being transmitted from one student to another.

Students should not return to school until prescription medication has been applied for to twenty-four hours.

Impetigo: Student is excluded from school if (s) he has more than three or four sores and until seen by a physician and treated with a prescription antibiotic for twenty-four hours. Proof of medication is needed.

Streptococcal and Staphylococcal Infections: Student is excluded from school until treated with prescription antibiotic. Students with a confirmed case of MRSA (Methicillin-resistant Staphylococcus aureus) will be treated on an individual basis. The student's Physician, the Principal, and the Executive Director will decide when a student identified with MRSA infection may return to school.

Head lice: Students found to have live head lice will be sent home immediately for treatment. When proof of treatment is provided the child may be re-admitted to school. The presence of only hatched egg casings/nits (white) does not constitute grounds for exclusion. The presence of unhatched, live nits (usually white with brown dot, within ¼ inch of scalp) indicates active infestation requiring treatment (unless the student was treated within the previous seven days) and exclusion from school until all live nits

are removed. A 7-day follow-up examination by the school nurse shall follow readmission. To help keep this problem under control, parents should conduct periodic lice checks at home. The school should be notified if lice are found.

A written notice will be sent to the parents of all children in a classroom where a confirmed case of head lice occurs. In classrooms where an outbreak (three or more cases) of head lice occurs, all students will be examined by the school nurse.

DRESS CODE

School uniforms are required for all students attending Wilson Preparatory Academy. All uniforms are to be neat, clean and in good condition. Torn, tattered, or dirty uniforms are unacceptable!

Wilson Preparatory Academy students are to wear only school approved shirts and bottoms. Wilson Preparatory Academy will obtain a contract with a uniform company to ensure the best quality, but least expensive amount each year for the parents.

The guidelines for the Dress Code are listed below:

- ♦ **All shirts are to be tucked into pants, shorts, skorts, skirts, etc. (young men and ladies).** All pants, shorts, skirts, skorts, and shirts are to be worn around the waist and are not to be lowered, rolled down, or under. Shorts, skorts, and skirts are not to have the hemlines shortened.
- ♦ Only white undershirts or WPA gym apparel are allowed under shirts.

- ♦ Only school approved sweaters or school sweatshirts are to be worn indoors during school hours. Hoodies in solid navy or those that are purchased from Educational Outfitters may be worn in grades 5-12.
- ♦ Belts must be black or brown, solid or braided leather. Belts must have plain, small buckles. Belts must be worn with all pants and shorts, and skirts with belt loops.
- ♦ Socks are to be worn at all times. Only socks in solid white, navy, or black are allowed. Only tights with feet in white or navy will be allowed (**NO leggings**).
- ♦ No sandals, open back shoes, flip flops, or platform shoes are allowed. Boots are allowed only in the months of October through March for colder weather. Shoes must be correctly laced and tied at all times.
- ♦ Male students hair should be neat and not in the face or below the collar. Male student's facial hair should be neatly trimmed at all times. **No Mohawks or scalp designs are allowed.**
- ♦ Ladies should only wear "post style" earrings. No "dangle" styles are accepted. Wear only one earring in each ear. Young men are not to wear earrings at any time!
- ♦ Necklaces are to be a minimum of 18 inches in length and should not be visible on the outside of clothing or around neck.
- ♦ No body piercing is to be displayed. No band-aids to cover body piercings will be permitted.
- ♦ Make-up should be held to a minimum and should not be applied while at school. No glitter on face or body. Black or navy colored fingernail polish is not allowed. Non-natural hair coloring is not permitted for young men or ladies. (ex. Orange, purple, red streaks, multicolor, or other non-natural hair colorings.)
- ♦ No sunglasses, hats or caps, visors or headgear of any kind are to be worn at any time on school grounds (this includes Physical Education and Recess!). Any violations will be confiscated and will not be returned until the last day of school.
- ♦ Chewing gum is not allowed.
- ♦ Uniforms are to be worn at all times! A change of clothing can occur only after school is dismissed and the student is off school grounds.

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

CONDUCT AND DISCIPLINE

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

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

This Code of Student Conduct shall apply to:

- 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;
- 3) Any student during any school function, activity or event;
- 4) Any student at any time when he/she 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 school.

Violation of Board policies, rules or regulations, the Code of Student Conduct, regulations issued by Wilson Preparatory Academy, or the North Carolina General Statutes may result in disciplinary action including termination of the student from Wilson Preparatory Academy pursuant to Board policies. All expulsions will be for the remainder of the school year. Re-entry will be based on a case-by-case basis at a Review Hearing before the Board of Directors. Students cannot re-register for the next school term at Wilson Preparatory Academy until a hearing is held before the Board of Directors and written approval by the Board of Directors for re-entry is granted. Student misconduct not covered by the previous levels shall be dealt with by the Administration or the designee as appropriate. The Administration is authorized to promulgate individual school rules and regulations, including disciplinary penalties for violating individual school rules and for matters and misconduct not covered in the following sections.

Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious.

The Administration or designee has the authority to modify the discipline recommended in the Code for each offense when, in their opinion, the facts and circumstances justify a less or more severe penalty. Any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than recommended in the Code. The student must understand that their rights and responsibilities carry equal weight. One cannot exist without the other.

When a school official learns or suspects that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he/she shall promptly report such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

The teacher is charged with the responsibility of maintaining student control and proper conduct for **all** students. The Administrative office shall be ready and willing to give the teacher any assistance he or she may need. **However, the most effective control is that which is maintained by the teacher.**

The Board believes that vitalized teaching and proper guidance will minimize the necessity for various types of punishment. However, it is recognized that in some cases reasonable punishment or even suspension may be necessary.

The following sanctions will be used with the Discipline Policy of Wilson Preparatory Academy for Grades K-12:

Level 1: Classroom Teacher Intervention. Teachers are responsible for controlling their classroom.

Teachers will handle most minor discipline matters through: parental contact, telephone calls, home visits, lunch or after school detention, additional assignments, time after class, etc.

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

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

Level 4: Administrative conference with parent

Maximum 3 days out of school suspension.

Level 5: Administrative conference with parent

Maximum 5 days out of school suspension.

Level 6: Administrative conference with parent

Maximum 10 days out of school suspension.

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

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

Rule 1: Compliance with Directions of School Personnel

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

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

First offense: Level 2 Sanction.

Rule 2: Disruption of School

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. In addition to other disciplinary measures available, a student who is disruptive may be excluded from participating in extracurricular school programs, including graduation.

A. No student shall engage in or urge any other student to engage in passive resistance, noise, threats, fear, intimidation, coercion, force or violence for the purpose of causing the disruption or obstruction of any lawful function, mission or process of Wilson Preparatory Academy.

B. While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of a school, illustrate the kinds of offenses prohibited by this policy:

- 1) Occupying any school building, school grounds or part thereof with the intent to deprive others of its use;
- 2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to the room, or use of the building, corridor or room;
- 3) Blocking normal pedestrian or vehicular traffic on school premises;
- 4) Making noise or acting in any manner so as to intentionally interfere with any teacher's ability to conduct class or to carry on any school activity;
- 5) Preventing or attempting to prevent the convening or continued function of any school, class, activity, or of any lawful meeting or assembly on the school premises;
- 6) Cursing or using vulgar or abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability;
- 7) Conducting oneself in an uncivil manner at any school extracurricular activity. In addition to other disciplinary sanctions provided in the policy or sanctions within the discretion of teachers and Administration, the Administration may bar the student from attending any school extracurricular activity and may require the student not to be on school property before, during, or after extracurricular activities;
- 8) Dress - Appearance or clothing which violates a reasonable dress code adopted and publicized by the school, and/or which is disruptive, provocative or obscene or which endangers the health or safety of the student or others;
- 9) Possessing literature or illustrations which significantly disrupt the educational process or are obscene;
- 10) Engaging in behavior, which is immoral, indecent, lewd, and disreputable or of any overly affectionate or sexual nature in the school setting;
- 11) Use of devices causing noise, including but not limited to radios, compact discs, walkmans, tape recorders, pagers and beepers.

Legal Reference: G.S. 14-132, -288.2; 115C-47, -288, -307, -390, -391

First offense: Level 4 sanction.

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

WILSON PREPARATORY ACADEMY BOARD POLICY

Bullying and Harassing Behavior

G.S. 115c-407.5

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

A. DEFINITIONS

1. Harassment and Bullying

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

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

2. Discrimination

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

B. REPORTING AND INVESTIGATING COMPLAINTS

1. Mandatory Reporting by School Employees and Other Third Parties

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

2. Anonymous

3. General Requirements

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

Any person who engages in reprisal or retaliation shall be subject to disciplinary action, up to, and including suspension or dismissal.

4. Investigation of Reports

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

C. PROHIBITED BEHAVIORS AND CONSEQUENCES

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan. Administration will conference with the parents of students found in violation of bullying or harassing behaviors and the student may receive up to ten (10) days out of school suspension.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal.

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement.

D. NOTICE

The principal or principal's designee is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy will be posted on Wilson Preparatory Academy's website and shared with Wilson Preparatory Academy faculty.

E. GRIEVANCE PROCEDURES

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

MANDATORY SUSPENSIONS

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

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

EXPULSION

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

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

SUSPENSIONS

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

TIMELINES

Please create and describe a detailed start-up plan, identifying major tasks, timelines, and responsible individuals for accomplishing those tasks.

September 2012	State Board of Education Awards Wilson Preparatory Academy
October 1, 2012	Designate committee to prepare IRS Form 1023 for Tax Exempt status
October 8, 2012	The Board of Directors acquisition process for Wilson Preparatory Academy facility.
October 15, 2012	Begin the marketing plan for the charter school (Board of Directors)
November 1, 2012	Advertise for the Executive Director position (Board of Directors) Hire Executive Director
November 1, 2012	Develop and implement human resource systems (Principal and Board of Directors)
November 1, 2012	Begin interviewing prospective staff (both teaching and non-teaching) (Principal and interview committee)
December 1, 2012	Advertise for all position (Board of Directors)
December 21, 2012	Start preparing the facility to be occupied. (Principal and Board of Directors)
February 4, 2013	Begin the enrollment application process (Board of Directors)
March 1, 2013	Begin Interviews for a Principal (Board of Directors) Enrollment period ends
April 1, 2013	Registration packets provided to all prospective students receiving an open slot (Principal and enrollment committee)
April 22, 2013	Conduct lottery (if needed) and created waiting list (if needed). (CPA Firm and enrollment committee)
April 30, 2013	Review applications for enrollment (enrollment committee)
May 10, 2013	Notification mailed to all parents of prospective students affirming their child is enrolled (Principal and Board of Directors)

PRIVATE SCHOOL CONVERSIONS: *complete ONLY if the proposed charter is a private school conversion.*

- Provide a detailed description of the existing private school's financial status. N/A
- Describe the rationale for converting from a private entity to a public school. Include information regarding how the proposed charter school will be nonsectarian in nature and will be open for all students (not just those currently attending the private school). N/A
- Depict and analyze the current enrollment trends of the school over the past three academic years. N/A
- Document and expound upon evidence that the existing private school is successful in student achievement. Base this explanation upon academic data available through summative assessments. N/A
- Explain the proposed charter school's expected staff turnover due to the statutory requirements for teacher licensure and highly qualified status. N/A

VI. BUSINESS PLAN

PROJECTED STAFF:

Provide a list of positions anticipated for the charter school; (e.g., principal or director; support staff; teachers, part-time and full-time; paraprofessionals/teaching assistants, clerical, and maintenance.).

The staff positions anticipated for the Wilson Preparatory Academy include the following:

Executive Director (1)
 Principal (1)
 Administrative Assistant (1)
 Director of Curriculum (1)
 Human Relations Director (1)
 Clerical (3)
 Full Time Teachers (14)
 EC Coordinator (1)
 Guidance Counselor (1)
 NC Wise Coordinator (1)
 Accountant (1)
 Librarian/Media Coordinator (1)
 Information Technology Specialist (1)
 Business Manager (1)
 Art Teacher (1)
 Music Teacher (1)
 Nutrition Director (1)
 Nutrition Assistants (3)
 P.E. Teacher (1)
 Music (1)
 Teacher Assistant (3)
 Custodial (2)

Total Staff 2013-2014 – 42

Also include the following information for the proposed charter school:

- Process to advertise for and employ staff of the school

Wilson Preparatory Academy will advertise in the local and surrounding counties, all staff positions to be filled. Job openings will also be posted on the North Carolina Employment Security Commission’s website. Interested parties will fill out a North Carolina State employment application. Suitable applicants will be considered by the board. Top candidates for each position will be interviewed by the board and school administrative staff.

Discuss how the school will develop, mentor, retain, and evaluate staff in a format that matches the school’s mission and educational program. Please include a timeline, steps to be taken, and a lead contact.

Wilson Preparatory Academy, Inc. strongly believes in developing, mentoring, retaining and effectively evaluating staff. This is reflected in the regularly scheduled staff development days allocated on the school calendar. Staff development will include speakers, webinars, educational conferences and peer mentorships from experienced teachers employed at WPA. Due to the target population being those that may be at risk of school dropout, emphasis will be on curriculum and other hands on methodologies that will create an atmosphere conducive to learning. Lastly the Executive Director and Principal will always have an open door policy for teachers and faculty to come with any concerns and suggestions that aid in retention of employees.

July 16 – July 31, 2013	Professional Staff Development Workshops & Seminars
September 25, 2013	Best Teaching Mehods
October 11, 2013	The Life of Teacher
February 3, 2014	Celebrating our Teachers
March 17, 2014	Preparing for EOG

Also include the following information for the proposed charter school:

- Process to advertise for and employ members of the school
- Procedures for grievance and/or termination (See Employee Handbook)
- Sample employment policies to be implemented by the proposed charter school

**See Sample
Employee Handbook**

**Wilson Preparatory Academy, Inc.
Employee Handbook**

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EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of Wilson Preparatory Academy, Inc. to provide equal opportunities for employment and compensation for all persons without regard to race, color, sex, age, religion, national origin, political affiliation, marital status or disability, except where specific sex, age, or physical or mental requirements constitute bona fide and essential occupational qualifications.

All candidates will be evaluated candidates will be evaluated on their merits and qualifications for positions. It is also the policy of Wilson Preparatory Academy, Inc. that when providing training, compensation, promotion, and other attributes of employment it shall provide them without regard to race, color, religion, national origin, sex, age, disability, or political affiliation, except where specific sex, age, or physical or mental requirements constitute bona fide and essential occupational qualifications. Further, Wilson Preparatory Academy, Inc. requires all employees to abstain from any discriminatory practices.

PROTECTION AGAINST SEX DISCRIMINATION – TITLE IX

It is the policy of Wilson Preparatory Academy, Inc. not to discriminate against anyone on the basis of sex in its educational programs and activities, in admission to its educational programs or activities, or in employment policies and practices, in accordance with Title IX of the Education Amendments of 1972. Inquiries regarding compliance with Title IX may be made to the Board of Directors or the United States Department of Education, Office of Civil Rights. The United States Department of Education, Office of Civil Rights can be reached at:

District of Columbia Office
Office of Civil Rights
United States Department of Education
1100 Pennsylvania Ave., N.W., Room 316
Post Office Box 14620
Washington, D.C. 20044-4620
Telephone: 202/208-2545
Fax: 202/208-7797; TDD: 202/208-7741
Email: OCR_DC@ed.gov

Complaints or grievances regarding this policy may be addressed in accordance with the employee grievance policy.

Grievances regarding alleged sexual harassment may be raised according to the procedures outlined in the sexual harassment policy.

DIVERSITY OF STAFF

Wilson Preparatory Academy, Inc. believes in the value of providing students with an opportunity to learn from staff members of diverse backgrounds. The school shall provide, through a positive and effective recruitment and selection program, equal opportunities for employment, retention, and advancement of all persons regardless of gender, age, political affiliation, race, color, religion, national origin, or disability.

The Board of Directors will work toward the accomplishment of this goal through their personal commitment to diversity. The specific expectation is that those persons in administrative positions will be cognizant of the values of staff diversity.

Wilson Preparatory Academy, Inc. recognizes the educational and professional advantages of racial, sexual, and cultural diversity in the make-up of the employees who serve the students enrolled in the school. Therefore, the Board of Directors is committed to recruiting applicants who reflect the racial, sexual and cultural diversity of community at large and the students who attend the Wilson Preparatory Academy, Inc.

The Board of Directors directs the principal to be active in recruitment efforts and to comply in good faith with all relevant laws and regulations.

RECRUITMENT AND SELECTION

It shall be the policy of Wilson Preparatory Academy, Inc. that a continuous system of recruitment and selection of personnel be maintained in order to assure competent candidates for vacancies as needed.

The Board of Directors will employ the best candidate for the job.

The principal will recommend and the Board of Directors will hire candidates for employment based on the following:

1. Application
2. Qualifications, including those required by No Child Left Behind
3. State licensure, where applicable
4. Record of experience, background information, performance, including references (Professional references should include those from a supervisor. They cannot come from a personal reference.)
5. Personal interviews
6. Criminal record checks
7. Any other relevant information

The selection/interview process shall include the following:

1. Development of an interview
2. Interview committee must review applications to select candidates to be interviewed. The same committee shall interview all selected candidates for a particular vacancy.
3. The committee should attempt to reach consensus to recommend the highest qualified candidate to present to the Board of Directors.

4. This process will be followed for all certified positions and teacher assistant positions. All hiring practices will comply with the Equal Employment Opportunities policy.

NEPOTISM

Wilson Preparatory Academy, Inc. recognizes that there are times when the most qualified candidate for a particular vacant position might be related to a current employee. Wilson Preparatory Academy, Inc. further recognizes that an educational institution functions best when all staff members are free of situations which might encourage conflicts of interest in the supervision and evaluation of employees. The following guidelines shall be established to eliminate the possibilities of conflicts existing in the direct supervision and evaluation of an employee:

1. No administrator or employee shall directly supervise or evaluate an employee in that administrator's immediate family.

For purposes of this policy, "immediate family" shall refer to father, mother, sister, brother, daughter, son, spouse, daughter-in-law, son-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, grandparent, grandchild, stepparent, step-child, step-sister, step-brother, or guardian.

2. No member of an immediate family of an employee will be shown preference for employment in either a temporary or permanent position because of that family relationship. No employee or Board of Director member shall recommend the employment of immediate family without disclosure to the principal.

3. Members of the immediate families of Board of Directors members may be considered for employment in either temporary or permanent positions. Board of Director members must disqualify themselves from discussions or votes related to the employment of immediate family members.

4. This policy does not prohibit the continued employment of individuals who are employed in any position at the time of the initial adoption of this policy.

ADVERTISING VACANCIES

All vacancies occurring during the regular school year shall be advertised a minimum of ten (10) calendar days prior to filling of said vacancies except for hardship and/or circumstances affecting the instruction of students which warrant filling the position sooner.

No one shall be employed for a position until said position has been incorporated in the current budget by the finance officer.

CRIMINAL RECORDS CHECKS

The Board of Directors seek to provide a safe, secure learning and working environment for students and staff by employing individuals who are honorable citizens, who exemplify sound moral character, and who represent the school positive manner.

As a condition of employment, a criminal history check will be conducted on all newly-hired employees (including independent contractors who are being considered for the duties of a school personnel position) and re-hired

employees who have a break in service for more than 90 days. Criminal history checks may also be conducted, with reasonable cause, on current employees.

School personnel positions are defined as all positions based in a school, including the following: principal, assistant principal, school administrative staff, certified staff, teaching assistant, coaching assistant and trainer, substitute teacher, custodian, driver training teacher, and bus driver.

A reasonable effort will be made to ascertain whether the employee has any criminal history in the county of residence, employment, or schooling for at least the past five years. The employee will be required to be fingerprinted and to provide any other information necessary to conduct the criminal history check. Any refusal will result in withdrawal of the employment offer or dismissal.

Newly-hired employees will be considered temporary pending a favorable review of the criminal history check. If the employee has a criminal history, there must be written documentation of how the criminal history information was used in the employment decision. It shall include a determination of whether the individual (1) poses a threat to the physical safety of students or personnel or (2) has demonstrated that he/she does not have the integrity or honesty to fulfill the duties of the position.

All criminal history will be confirmed by certified copy of the conviction or other means permitted by State Board rules.

This policy and any procedures established will follow N.C.G.S. 114-19.2 (a) (Criminal Record Checks of School Personnel); N.C.G.S. 115C-332 (School Personnel Criminal History Checks); and 16 N.C.A.C. 6C-0300.

HEALTH CERTIFICATES

Any person initially employed in a public school, or re-employed after an absence of more than one school year, shall provide a certificate certifying that he/she does not have any physical or mental disease, including tuberculosis in the communicable form or other communicable disease that would impair the person's ability to perform his or her duties effectively.

Any public school employee who has been absent for more than 40 successive school days because of a communicable disease must, before returning to work, provide a certificate certifying that he/she is free from any communicable diseases.

The certificate required by this policy must be prepared by:

1. a physician licensed to practice in North Carolina,
2. a nurse practitioner approved under G.S. 90-18(14), or
3. a physician's assistant licensed to practice in North Carolina.

In the case of a person initially employed, any of the following who holds a current, unrestricted license or registration in another state may prepare the certificate as long as evidence of the license or registration is on the certificate:

1. a physician,
2. a nurse practitioner, or
3. a physician's assistant

**CODE OF ETHICS FOR EDUCATORS
CODE OF ETHICS FOR NORTH CAROLINA EDUCATORS**

Adopted by the State Board of Education June 5, 1997

PREAMBLE

The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity.

To uphold these commitments, the educator:

I. COMMITMENT TO THE STUDENT

- A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
- B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
- C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.
- D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
- F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

II. COMMITMENT TO THE SCHOOL AND SCHOOL SYSTEM

- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
- C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.
- D. Participates actively in professional decision-making process and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.
- E. When acting in an administrative capacity:
 - 1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, parents and legal guardians.
 - 2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
 - 3. Protects the rights of others in the educational setting and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
 - 4. Recommends persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA and according to the law.

III. COMMITMENT TO THE PROFESSION

- A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
- B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.
- C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

GENERAL CODE OF ETHICS

All school employees hold positions of public trust; they are responsible for the education of students and also serve as examples and role models to students. Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect both, the person's integrity and/or reputation and that of the school. An unswerving commitment to honorable behavior by each and every employee is expected. Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate deceit or subordination of principle.

This policy applies at all times and locations where the employee's conduct might reflect poorly on the school, the employee's status as a role model for students, or to the extent otherwise permitted by law.

Employees shall perform their jobs in a competent and ethical manner without violating either the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all of the situations that might fall under the guidelines of this policy. Employees must honor other policies, regulations, and approved practices that have been established covering specific areas of activity, such as conflicts and student testing.

The absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times. To comply with this policy will result in disciplinary action up to and including dismissal.

RESPONSIBILITIES AND DUTIES

All employees shall be held responsible for familiarizing themselves with all school policies and shall be held accountable for compliance with those policies, as well as any other rules, plans or procedures.

Each employee is responsible for:

1. The smooth and efficient operation of the school;
2. The growth and development of students;
3. Conducting oneself as a role model for students;
4. Complying with applicable state and federal laws;
5. Performing all duties in a professional and effective manner; and
6. Demonstrating and maintaining the required competence and qualifications for the assigned position.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING

Wilson Preparatory Academy, Inc. 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. Wilson Preparatory Academy, Inc. commits itself to nondiscrimination in all its educational and employment activities. Wilson Preparatory Academy expressly prohibits unlawful discrimination, harassment or bullying on the basis of race, color, ethnicity, national origin, sex, pregnancy, religion, age or disability. This policy is in addition to the Sexual Harassment policy. Wilson Preparatory Academy, Inc. 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.

Application of Policy

Harassment is prohibited at all levels: between students, between peers or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees and/or students. All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school must comply with all applicable federal and state laws and regulations regarding nondiscrimination.

Visitors also are expected to comply with applicable laws, including the prohibition against harassment and bullying of students or harassment of employees.

This policy will apply in the following circumstances:

1. while in any school building or on any school premises before, during or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any bus stop;
4. during any school function, extracurricular activity or other activity or event;
5. when subject to the authority of school personnel; and
6. any time or place when the behavior has a direct effect on maintaining order and discipline in the schools.

Definitions

For purposes of this policy, the following definitions will apply. 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, ethnicity, sex, religion, age, or disability.

Harassment can be a type of unlawful discrimination. Harassment is any pattern of gestures or written, electronic, or verbal communications, or any physical act or threatening communication that places a student or school employee in actual and reasonable fear of harm to his person or damage to his or her property or

creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. The hostile environment can be created through pervasive or persistent misbehavior or a single incident of misbehavior, if sufficiently severe, that interferes with a student's ability to participate in or benefit from an educational program or activity, or that alters the conditions of an employee's employment. Hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Harassing behavior may include, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristics 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, abusive jokes, insults, epithets, derogatory comments or slurs and lewd propositions, threats, bullying, intimidation, 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.

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 or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, 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.

- No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.

- No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
- A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

Reporting and Complaint Procedures

Any student who believes that he or she has been bullied or harassed in violation of this policy should report such behavior immediately to a teacher or the principal. A school employee who is notified of or otherwise becomes aware of conduct which may violate this policy shall report the matter to the principal, and failure to do so may subject the employee to disciplinary action. All reports of bullying or harassment made by students shall be promptly and thoroughly investigated by the principal.

All complaints of harassing or bullying made by employees shall be promptly investigated by the principal and the Board of Directors. If the individual required to investigate a complaint made under this policy is the alleged harasser or bully, the investigation shall be conducted by the Board of Directors.

Any employee who believes that he or she has been bullied or harassed in violation of this policy should report such behavior to the principal. Any supervisor who reasonably believes that an employee has been subjected to harassment in the workplace shall report the information promptly to the principal. Complaints of bullying or harassment may be submitted anonymously and all reports of bullying or harassment shall be promptly and thoroughly investigated. This shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. This policy also shall not be construed to permit school officials to punish student expression or speech based on an undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that always accompany an unpopular viewpoint.

Evidence of harassment may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students. Wilson Preparatory Academy, Inc. specifically prohibits retaliation against any individual who makes a complaint or reports an incident of harassment or who participates in an investigation or grievance proceeding initiated under this policy. Nothing in this policy precludes the school from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school's high expectations for appropriate conduct. The Board of Directors shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. This policy shall be reviewed and disseminated yearly and shall be presented yearly to all school employees and volunteers who have significant contact with students.

SEXUAL HARASSMENT

Wilson Preparatory Academy, Inc. believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, Wilson Preparatory Academy, Inc. prohibits employees and students from engaging in sexual harassment and advises employees and students that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including

dismissal (for employees) and suspension (for students). **Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:**

- A. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or
- B. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or, in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display in the work place or school setting of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees or appropriate social interactions between students. In the case of consensual relations between students, there may be reason to question the consensual nature of the conduct if one or both of the students are very young or there is an age disparity between the students.

It is possible for sexual harassment to occur at various levels: between peers or co-workers, between supervisors and subordinates, between employees and students, between students, or imposed by non-employees on employees and/or students. Romantic or sexual advances toward students by employees or romantic or sexual relationships between school employees and students are never appropriate, whether or not they are consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, shall report this information to the principal and/or the Board of Directors.

An employee who fails to inform the principal or the Board of Directors of a reported or suspected inappropriate relationship between an employee and a student may be subject to disciplinary action.

All complaints of sexual harassment and all incidents of sexual harassment of which school principal and/or the Board of Directors have actual knowledge shall be promptly and thoroughly investigated according to the following procedure:

- A. All investigations of sexual harassment 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. The principal shall act as the compliance coordinator and will be primarily responsible for assuring that sexual harassment complaints are investigated.

B. A student who believes that he or she has suffered sexual harassment may report the matter to the school principal. However, any teacher or other school employee who receives from a student a report of alleged sexual harassment or otherwise becomes aware of such conduct shall immediately report the same to the school principal. Failure by the employee to do so may subject the employee to disciplinary action. If the school principal is the alleged offender, such report by the student or by other school employees shall be made to the Board of Directors.

C. An employee who believes that he or she has suffered sexual harassment may report the matter to the principal or Board of Directors. However, any school employee who occupies an organizationally superior position relative to an employee who receives from such employee a report of alleged sexual harassment or otherwise becomes aware of such conduct shall promptly report to the principal or the Board of Directors. Failure by such employee to do so may subject the employee to disciplinary action. If the school principal is the alleged offender, such report by the student or by other school employees shall be made to the Board of Directors.

D. In any case involving alleged sexual harassment by the principal, reports shall be made to any member of the Board of Directors.

E. The principal shall promptly and thoroughly investigate allegations of sexual harassment and recommend to the Board of Directors an appropriate course of action. The Board of Directors shall review the recommendation and implement an appropriate course of action. The actions taken should be reasonably calculated to end any harassment, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. Incidents of sexual harassment shall be deemed to be serious disciplinary infractions.

F. The Board of Directors may establish such guidelines and additional procedures deemed necessary for the purpose of implementation of this policy.

G. If for any reason, the complainant is not satisfied with the administrative response; he/she may file an appeal with the chairman of the Board of Directors. Such an appeal should be filed by the complainant within 30 days of being informed of the principal response to the complaint.

H. The Board of Directors specifically prohibits retaliation against any individual who makes a complaint or reports an incident of sexual harassment or who participates in an investigation or grievance proceeding initiated under this policy.

I. Nothing in this policy precludes the school from taking disciplinary action against a student or employee where the evidence does not establish sexual harassment but the conduct otherwise fails to satisfy the school's high expectations for appropriate conduct. It shall be the responsibility of the principal to inform school employees and students regarding this policy.

PROHIBITED RELATIONSHIPS WITH STUDENTS

All employees of Wilson Preparatory Academy, Inc., including student teachers, substitute teachers, and contractors hired to perform instructional or professional services, are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school, regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, shall report this information to the Executive Director, Principal and/or the Board of Directors. An employee who fails to inform the Executive Director, Principal and/or the Board of Directors of a reported or suspected inappropriate relationship between an employee and a student may be subject to disciplinary action.

DRUG-FREE WORKPLACE

It is the policy of Wilson Preparatory Academy, Inc. that a drug-free workplace shall be maintained. The Board of Directors prohibits the unlawful manufacture, transmission, conspiring to transmit, distribution, dispensation, possession, use, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcoholic or other intoxicating beverage, counterfeit substances, other intoxicants of any kind, or any other controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812) and further defined by regulation at 21 CFR 1300.11 through 1300.15. In addition, no employee shall exude the odor of any alcoholic beverage or controlled substance while acting within the course and scope of his/her employment. The Board of Directors prohibits the possession, use, transmission, or conspiring to transmit drug paraphernalia.

This policy shall govern each employee before, during or after school hours, while on any property owned or leased by the Board of Directors, at any time during which the individual employee is acting in the course and scope of his/her employment, and at any other time that the employee's violation of this policy has a direct and adverse effect upon the performance of his or her job.

No employee shall be impaired by the excessive use of prescription or nonprescription drugs in the workplace. The proper use of a drug authorized by a valid medical prescription from a legally authorized health care provider shall not be considered a violation of this policy when the drug is taken by the person for whom the drug was prescribed. Any employee with prior knowledge that the use of a prescribed medication under a doctor's direction or an over-the-counter medication could alter the employee's ability to perform the duties and responsibilities of his/her position must notify the principal. An employee is responsible for finding out from a health care professional the effects of any prescribed drug being taken. Failure to take such action may result in disciplinary action under this policy.

If in the opinion of the principal, an employee's action and/or behavior are considered unsafe as a result of the proper use of medication, the employee may be sent home. A conference shall be conducted with the employee prior to the employee's resuming his/her duties. Prior to the employee returning to work, the employee must provide written assurance that:

A. The medication's use has been terminated; or

B. The medication has been adjusted / modified to avoid impairment. Each employee shall be given a copy of this policy and shall be responsible for knowing and adhering to the requirements of this policy. An employee having reasonable grounds to believe that another employee is using or in possession of any illegal drug, or is under the influence of or in possession of alcohol while in the workplace, or is impaired by the use of prescription or nonprescription drugs while on duty shall immediately report the facts and circumstances to the principal. Any employee who has been convicted of violating any criminal drug statute shall notify the principal within five (5) days of such conviction.

Violation of this policy shall subject an individual to personnel action by the Board of Directors up to and including termination of employment and referral for criminal prosecution.

Where there are reasonable grounds to believe that an employee is in violation of the Drug-Free Workplace Policy, the principal may require that the employee submit to a medical examination, including a drug or alcohol assessment. The drug or alcohol assessment will be conducted to determine whether the employee has been under the influence of illegal drugs, under the influence of alcohol while on duty, or impaired by the use of prescription or nonprescription drugs while on duty. If the drug or alcohol assessment is positive and there is no

legitimate medical explanation for the results, the employee may be subject to disciplinary action, including termination of employment. Any drug testing shall conform to state law governing administration of controlled substance examinations.

Any employee who refuses a drug or alcohol screening test may be terminated.

REPORTING INFORMATION TO ADMINISTRATORS AND EXTERNAL AGENCIES

It is the policy of Wilson Preparatory Academy, Inc. in serious matters relating to the safety and welfare of the students and employees that certain actions and information be reported to external agencies as require by law or regulation.

All school personnel, including substitute teachers, student teachers, and volunteers, must immediately report to the principal or designee any act of violence in school, on school property, or at school-sponsored events. Acts that should be reported are all those known or believed to be violent. This includes, but is not limited to, all acts reportable by the principal to law enforcement under this policy.

The principal who has personal knowledge or actual notice from school personnel that an act has occurred on school property involving 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 or other weapon in violation of the law, possession of a controlled substance in violation of the law, death by other than natural causes, robbery with or without a dangerous weapon, or assault on a school official, employee or volunteer not resulting in serious injury, shall immediately report the act to the appropriate law enforcement agency. "Immediately" means without undue delay and as soon as possible after the act has occurred.

As soon as practicable, the principal shall also notify the Board of Directors. For purposes of this requirement, "school property" shall include any school building, bus, grounds, recreation area, or athletic field in the charge of the principal.

Designated crimes that occur on school property shall be reported without regard to whether they occur before, during, or after normal operating hours. The report must be made without regard to the age of the victim or the perpetrator. Student offenders and victims should be identified by age, grade, sex, race, and educational status (i.e., regular or exceptional).

CONFLICT OF INTEREST

Except as otherwise expressly provided by law, no employee:

1. who is involved in making or administering a contract on behalf of the school shall derive a direct benefit from the contract.
2. who will derive a direct benefit from any contract entered into by or on behalf of Wilson Preparatory Academy, Inc. shall attempt to influence any other person who is involved in making or administering the contract.
3. May solicit or receive any gift, reward, or promise or reward in exchange for recommending, influencing, or attempting to influence the award of any contract
4. Shall use non-public or confidential knowledge to gain any pecuniary benefit from the action or aid another to do so.

WEAPONS PROHIBITED ON SCHOOL PROPERTY

It is the policy of Wilson Preparatory Academy, Inc. that the school shall be free of all unauthorized weapons. No employee or other person shall carry, or encourage another person to carry, whether openly or concealed, an unauthorized weapon as defined below, onto school property at any time or to a curricular or extra-curricular activity sponsored by the school.

Weapon is defined as any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on school property. For the purposes of this policy, "weapon" is also defined as any ammunition, weapon parts, or facsimile of a weapon.

School property is defined as any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used, or operated.

This policy shall not apply to:

- a) A weapon used solely for educational or school-sanctioned ceremonial purposes, with the prior approval of the principal;
- b) With the prior approval of the principal, a weapon used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the principal; or
- c) Firefighters, emergency service personnel, North Carolina Forest Service personnel, any private police entity when acting in the discharge of their official duties or law enforcement officers or any of those persons specifically exempted by G.S. 14-269(b).

Any employee who is aware that an unauthorized weapon has been carried onto school property must immediately notify the principal. Violation of this policy may subject the employee to dismissal. The principal shall immediately report violations of this policy to law enforcement and the Board of Directors..

PROHIBITED CONDUCT AT SCHOOL EVENTS

In an effort to promote safe schools and good character and to reduce the opportunities for disruption of or interference with school and school-related activities, while preserving the school grounds for their intended purposes and promoting the basic educational mission of the school, the following conduct shall be prohibited at all times on school grounds and at all school related events:

- Profane, lewd, obscene or offensive conduct, including the use of profane, lewd, obscene or offensive language.
- Conduct that creates a material and substantial disruption of school activity or appropriate discipline in the operation of the school or the rights of students.
- Rude or riotous noise or conduct.
- Disorderly or assaultive conduct.
- Defacing public property.
- Commission of any nuisance.
- Threatening the health or safety of others.
- Any games of chance or other forms of gambling that are illegal under state or federal law.
- Any other conduct that violates any applicable laws or policies of Wilson Preparatory Academy, Inc.

Employees or any other individuals who engage in such conduct are subject to immediate expulsion from school grounds or from a school-related activity. Where appropriate, individuals engaging in such conduct may be subject to arrest and prosecution.

The principal shall have the authority to take other reasonable measures to implement this policy and to maintain a safe and positive learning environment for students and staff. The principal is specifically authorized to invoke state trespassing laws to maintain safety and order in school.

For purposes of this policy statement, “school grounds” shall include the school parking lot, auditorium, gymnasium, athletic fields, buildings, school buses

ALCOHOLIC BEVERAGES

The possession or consumption of alcoholic beverages, including beer, malt liquor, and wine is not permitted on school property. Any school visitor who possesses or consumes any such beverage on school property will be asked to leave the school property immediately, and, if he or she fails to do so, will be reported to law enforcement for criminal trespass, disorderly conduct or such other charges as may be appropriate.

TOBACCO-FREE ENVIRONMENT

Wilson Preparatory Academy, Inc. recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board of Directors believes that the use of tobacco products on school grounds, in school buildings, and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board of Directors acknowledges that adult employees and visitors serve as role models for students. The Board of Directors recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and work environment, free from unwanted smoke and tobacco use for the students, employees, and visitors at the school. Finally, the Board of Directors recognizes that it has the legal authority and obligation pursuant to G.S. 115C-407 policy prohibiting Tobacco Use in School Buildings as well as the federal Pro-Children’s Act, Title X of Public Law 103-227 and the No Child Left Behind Act.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Wilson Preparatory Academy, Inc. believes that employees have the right and obligation to be informed and politically active citizens - including the right to register, the right to vote, the right to be active members of the political party of their choice, the right to campaign for candidates and the right to seek, campaign for, and serve in public office provided there is no local, state or federal law prohibiting them from seeking a certain political office. No employee's position will be in jeopardy due to his or her political activities as long as the employee adheres to the terms of this policy.

No person employed by Wilson Preparatory Academy, Inc. shall engage in partisan political activity during the employee's working hours or at any time the employee is performing his or her job duties. No employee may use school equipment at any time for a partisan political activity.

FACULTY/EMPLOYEE DRESS

Wilson Preparatory Academy, Inc. believes that all employees, while on duty or in attendance at school functions, should dress professionally and appropriately for their job duties and responsibilities. Employees are expected to dress in appropriate professional attire that distinguishes them from students, and to follow basic rules of good grooming and personal hygiene.

PERSONNEL RECORDS AND FILES

Wilson Preparatory Academy, Inc. shall maintain at the school a confidential personnel file for each employee. This file shall hold all records and documents concerning the employee, including, but not limited to:

1. Unsatisfactory evaluation reports.
2. Commendations for and complaints against the employee
3. Written suggestions for changes and improvements
4. Health certificate
5. Pre-employment record and references
6. Academic record
7. Contracts
8. Resignations
9. Achievements, honors

The pre-employment file shall include those materials relating to the selection process for personnel employed by Wilson Preparatory Academy, Inc. It shall be confidential and shall be placed in an envelope and shall not be a part of the employee's personnel file and shall not be open to inspection by the employee. Its contents shall include but shall not necessarily be limited to the employment application, recommendations, applicant

statements, interview summaries, and correspondence concerning the status of the application or the selection process.

All complaints or suggestions shall be signed by the person making such and shall be placed in the employee's personnel file after five days of notice to the employee. In the event there is denial or explanation relating to such complaint or suggestion, the employee shall have the right to make such denial or explanation in writing, and this document shall also be placed in the file.

The file shall be available to employees for inspection between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Requests to examine files shall be made to the principal and/or the Board of Directors.

The Board of Directors, principal, and other designated employees shall have access to employee files. No other person without the written consent of the employee shall be allowed to review the personnel files. Permission must specify the records to be released or to be seen and to whom they are to be released.

GRIEVANCE PROCEDURE FOR EMPLOYEES

It is the policy of Wilson Preparatory Academy, Inc., in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties which may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communications between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which arise from time to time and affect employees.

COMMUNICABLE DISEASES OR CONDITIONS

It is the policy of Wilson Preparatory Academy, Inc. to attempt to provide a safe and secure environment for all students and employees. In an effort to maintain a balance between the need to protect the rights of students and employees and to control the spread of serious communicable diseases and conditions, the principal and the Board of Directors will make decisions regarding the employment status of employees with communicable diseases or conditions will be made on a case-by-case basis. An employee suffering from a communicable disease or condition is encouraged to inform the principal so that appropriate accommodations may be made and appropriate precautions may be taken.

LEAVE/BENEFITS AND EMPLOYMENT

It is the policy of Wilson Preparatory Academy, Inc. to comply with the benefits and employment policies promulgated by the State Board of Education in the most current edition of the Public Schools of North Carolina Benefits and Employment Policy Manual, as well as meeting all requirements from the Office of State Personnel.

EMPLOYEE COMPENSATION

All employees shall be compensated in accordance with the State and/or local salary schedules plus any salary supplement or bonus which may be approved by the Board of Directors in its discretion.

INSURANCE

Wilson Preparatory Academy, Inc. shall provide within its discretion such reasonable and necessary insurance as required. Workers' compensation shall be provided for all employees in accordance with state law. Wilson

Preparatory Academy, Inc. offers full-time employees the opportunity to enroll in medical insurance available for teachers and state employees. The employee's share, if any, of the premium is deducted on a monthly basis from the employee's paycheck, the amount determined by the type of coverage selected.

Disability insurance is available for all full-time employees through the Teachers' and State Employees' Retirement System of North Carolina.

A death benefit is provided all employees through their membership in the Teachers' and State Employees' Retirement System of North Carolina, effective after one year of membership in the Retirement System. **(Note: Wilson Preparatory Academy, Inc. will notify the Teachers' and State Employees' Retirement System of North Carolina upon approval as a recognized Charter School if it will participate in the system.)**

RETIREMENT

Unless otherwise specified in a written contract, any employee who anticipates retirement must notify the human resources office thirty days prior to his or her intended retirement date, except in cases where conditions of health or other extenuating circumstance make shorter notices necessary. There shall be no mandatory retirement age for school employees.

RETENTION, CAREER STATUS AND NONRENEWAL

Wilson Preparatory Academy, Inc. acknowledges that the most important aspect of attaining excellence in education is the quality of the teaching staff and administrative staff. With that in mind, Wilson Preparatory Academy, Inc. hereby adopts as policy and states its determination to strive for such excellence and further declares its intent to employ only those teachers and administrators, who possess, have exhibited, and who continue to strive for excellence in their preparation for, performance of, and contribution toward the educational process.

Proficient performance shall be considered the minimum acceptable standard of performance for teachers and administrators in the school; however, proficient performance shall not constitute any assurance to any teacher or administrator of rights to, or consideration for, employment or reemployment or career status for teachers. Subjective and objective appraisals of preparation for, performance of, and contribution toward the educational process and the needs of the school shall be considered in making decisions to employ or reemploy teachers or administrators, or grant career status to teachers.

Basis for Nonrenewal

Wilson Preparatory Academy, Inc., may refuse to renew the contract of any probationary or other non-tenured teacher or school administrator or to reemploy any teacher or school administrator who is not under contract, for any cause it deems sufficient; provided, however, that the cause may not be arbitrary, capricious, discriminatory, or for personal or political reasons, or because the teacher or administrator engaged in activities that are protected by the United States Constitution.

Career Status

It is the policy of Wilson Preparatory Academy, Inc. to award career status to teachers or award contract extensions to administrators who have exhibited excellence in their performance through the maintenance of consistently high standards of performance. The awarding of career status is not an entitlement based upon length of service, but a status which may be earned through the exhibition of high performance during a teacher's probationary period. Wilson Preparatory Academy, Inc. seeks performance in excess of proficient and seeks to employ and retain professionals who are performing at the highest levels of competence.

If a probationary teacher is eligible for career status and the recommendation is not to give career status the probationary teacher has the right to a hearing. Probationary teachers, not in the final year before teacher is eligible for career status, recommended for nonrenewal have the right to petition for a hearing. A hearing may be granted.

Notice of Nonrenewal

Wilson Preparatory Academy, Inc. shall provide written notice to a probationary teacher no later than June 15th of the intent to recommend nonrenewal. Also, the teacher must be notified in writing of the right to request and receive written notice of the reasons for nonrenewal.

If the decision has been made not to renew the contract of a non-tenured teacher for the following school year, the principal shall notify the teacher by June 15. However, if a teacher submits a request for information or a hearing, the Board of Directors shall provide notification by July 1. If the Board of Directors has decided that it will not renew the contract of a school administrator for the following school year, the Board of Directors shall notify the school administrator by June 1.

LICENSURE

A professional employee must hold at all times a valid North Carolina license appropriate to the position in which he or she is employed. Licensure renewal is the responsibility of the individual, not of the school. Renewal activities for all professional employees shall have prior approval by the principal. Any courses or activities undertaken shall directly relate to the employees' position responsibilities and shall have suitable content level. A record of all approvals; satisfactorily completed renewal activities; and timely submission of certificate renewal data to the State Department of Public Instruction shall be maintained in the Personnel file. Any employee allowing a license to expire must have it reinstated prior to the beginning of the next school year. An expired license is a basis for dismissal.

HIGHLY QUALIFIED TEACHERS

Wilson Preparatory Academy, Inc. will have the minimum of 75% of its teachers with NC DPI recognized teacher's licensure at all times, as required for Charter Schools in North Carolina. The goal of Wilson Preparatory Academy, Inc. is to have all teachers, regardless of hire date, must meet the qualifications and competencies established by federal and state law, policy and regulations, including the requirements of No Child Left Behind by June 30, 2014.

POLICIES AND PROCEDURES MANUAL
ACKNOWLEDGEMENT FORM

EMPLOYEE'S COPY

I acknowledge that I have received a copy of WILSON PREPARATORY ACADEMY, INC.'S POLICIES AND PROCEDURES MANUAL.

I further acknowledge that it is my responsibility as an employee of WILSON PREPARATORY ACADEMY, INC. to read and become familiar with the contents and policies of WILSON PREPARATORY ACADEMY, INC.'S POLICIES AND PROCEDURES MANUAL. I further specifically acknowledge my review of the section titled "Forfeiture of Accrued Vacation Pay, Sick Pay, and/or Bonus" and verify WILSON PREPARATORY ACADEMY, INC.'s written notice of this policy to me.

I also acknowledge that nothing in this Manual shall be construed as creating a contract between any employee and WILSON PREPARATORY ACADEMY, INC. and/or alter the at-will employment relationship. Finally, I agree to comply with the terms and provisions located in WILSON PREPARATORY ACADEMY, INC.'S POLICIES AND PROCEDURES MANUAL and any revisions made to it.

EMPLOYEE SIGNATURE

DATE

This signed copy is to be given to employee.

POLICIES AND PROCEDURES MANUAL
ACKNOWLEDGEMENT FORM

EMPLOYER'S COPY

I acknowledge that I have received a copy of WILSON PREPARATORY ACADEMY, INC.'S POLICIES AND PROCEDURES MANUAL.

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I also acknowledge that nothing in this Manual shall be construed as creating a contract between any employee and WILSON PREPARATORY ACADEMY, INC. and/or alter the at-will employment relationship. Finally, I agree to comply with the terms and provisions located in WILSON PREPARATORY ACADEMY, INC.'S POLICIES AND PROCEDURES MANUAL and any revisions made to it.

EMPLOYEE SIGNATURE

DATE

*This signed copy is to be placed in employee's personnel file.

STEP 1 GRIEVANCE FORM

- I. Employee Name:
- II. Employee Job Title:
- III. Date Step 1 Grievance Form Completed:
- IV. Date Step 1 Grievance Form Submitted to Executive Director:
- V. Date Step 1 Grievance Form Submitted to Personnel Committee:
- VI. Nature of Grievance- Please explain in detail below the basis for your grievance:

- VII. Please list any policies or procedures of WILSON PREPARATORY ACADEMY, INC.'s which you believe were violated:

EMPLOYEE SIGNATURE*

DATE

*By signing this document in the space above employee represents that the information provided in this form is true, accurate and that this grievance is made in good faith. Employee acknowledges that making misrepresentations to WILSON PREPARATORY ACADEMY, INC.; making a grievance in bad faith; and/or making a grievance for an improper purpose can subject an employee to disciplinary action, up to and including termination.

STEP 2 GRIEVANCE FORM

I. Employee Name:

II. Employee Job Title:

III. Date Step 2 Grievance Form Completed:

IV. Date Step 2 Grievance Form Submitted to Personnel Committee:

V. Basis For Appeal- Please explain in detail why you believe the decision of the Executive Director related to your Step 1 Grievance was incorrect:

VI. Please list any policies or procedures of WILSON PREPARATORY ACADEMY, INC.'s which you believe were violated:

EMPLOYEE SIGNATURE*

DATE

*By signing this document in the space above employee represents that the information provided in this form is true, accurate and that this grievance/ appeal is made in good faith. Employee acknowledges that making misrepresentations to WILSON PREPARATORY ACADEMY, INC.; making a grievance/ appeal in bad faith; and/or making a grievance/ appeal for an improper purpose can subject an employee to disciplinary action, up to and including termination.

**FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION
DISCLOSURE**

In considering you as an applicant for employment or as a current employee, WILSON PREPARATORY ACADEMY, INC. may choose to secure and use information contained in either a consumer report or investigative consumer report about you obtained from a consumer reporting agency when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment, or (4) making other employment-related decisions directly affecting you.

For explanation purposes, a “consumer reporting agency” is a person or business which, on a cooperative nonprofit basis, or for monetary fees or dues, regularly assembles or evaluates consumer credit information or other information on consumers for a person who has a legitimate business need for the information or intends to use the information for employment purposes.

A “consumer report” means any written, oral or other communications of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for us to procure consumer reports at any time during the employment period.

PRINTED NAME

SIGNATURE

DATE

*******End of Employee Handbook*******

- Description, if the proposed charter school partners with an EMO, of the relationship that will exist between the charter school employees and the management company.

Wilson Preparatory Academy, Inc. does not have plans to partner with an EMO. (If at anytime this changes, Administration will notify NC DPI.

QUALIFICATIONS REQUIRED FOR INDIVIDUAL POSITIONS: (G.S.115C-238.29F(e))

List the qualifications and appropriate licenses that each position must have to perform the job function(s). Describe the plan to meet the licensure requirements for teachers and paraprofessionals as prescribed by state law and No Child Left Behind. If individuals have already been identified for specific positions, please provide their qualifications and/or resumes in the appendices.

Staff Qualifications include the following:

Professional Staff

Executive Director

Must have a Master's Degree with at least 20 years of experience working with school- age children. Also, has managed and overseen budgets of success schools or organizations.

Principal

Will possess teaching and administrative licensure from the State of North Carolina with at least 10 years of teaching experience.

Director of Curriculum

Must have a Masters Degree with teaching experience and/ or experience working with school age children for at least 10 years.

Teachers will possess the following minimum teaching credentials.

Bachelor of Arts or Science

Certification appropriate to the grade level in which duties and responsibilities are required (Middle Grades, Secondary, Exceptional Children)

Secondary Teachers will have a subject matter concentration in the area of teaching responsibility.

It is anticipated that as many as teachers as possible will be employed who possess a graduate degree. A minimum of one third of the teachers should have a graduate degree. This will ensure that the school meets the percent required to secure accreditation (assuming all others are met) from the Southern Association of Schools and Colleges.

Every effort will be made to ensure that the faculty reflects at each grade span (6-8, 9-12) a range of cohorts and teaching experience so that staff strengths can be maximized and a leadership succession plan can be put in place.

Thus, every effort will be made to have as equal representation as possible of the following age and experience ranges:

21-30 or 1-9 years of teaching experience

31-40 or 10-19 years of teaching experience

41-50 or 20-29 years of teaching experience

The Guidance Counselor will possess teaching and guidance licensure.

Support Staff

Teacher Assistant

A minimum of two years of post high school education and/or commensurate experience in skill development through prior employment as a teacher assistant for a period of five years.

Information Technology Specialist

Must have a Bachelor's Degree (B.A. or B.S.) or equivalent from a four-year college, or equivalent combination of education and experience. Also, must have at least 2 years of experience.

Administrative Assistant

Associate's degree (A.A.) or equivalent from two-year College or technical school and/or twelve months related experience and/or training; or equivalent combination of education and experience. Must have good written and oral communication and type at-least 50 words per minute.

NC Wise Coordinator

Associate's degree (A.A.) or equivalent from two-year College or technical school and/or twelve months related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable of school software.

Accountant

Must have at least a B.S. or B.A. Degree with at least 2 years of experience. Also, familiar with Accounting Software and Chart of Accounts.

Nutrition Director

Must have at least an AA Degree with Food safety certifications from the National Food Service Management Institute with at least 2 years of experience. Must be knowledgeable of USDA and NC State nutrition guidelines and procedures.

Human Resource Director

Have a Bachelors Degree from a 4 year university, 1 to 2 related experience, or training; or equivalent combination of education and experience.

Business Manager

A minimum of an Associate's Degree (A.A.) or equivalent from a two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Clerical

A minimum of two years post high school education and/or commensurate experience in skill development through prior employment as a school office employee.

Custodial

A minimum requirement of a high school education and/or commensurate work experience in skill development through prior employment as an institutional custodian or maintenance employee will be required.

ENROLLMENT and BUSINESS PLAN (GS 115C.238.29F(g)(1-7))

Provide a plan indicating how the school will reasonably reflect the demographic composition of the district in which the charter school will be located or of the special population the school seeks to serve: (G.S.115C-238.29F(g)(5)).

Marketing to potential students and parents is vital to the survival of a charter school. Reaching the full capacity for enrollment will be critical to obtain the necessary financial resources to keep your school viable and operating efficiently. In addition, it is required by law that charter schools provide equal access to all students. Read the charter school State Statute regarding admissions GS 115C.238.29F(g) (1-7) carefully. Describe how the board will market the school to all populations (including various community ethnic groups, teachers and other employees, and the general public) to ensure that the school fully complies with the State Statute to mirror the diversity of the local education agency.

The Board of Directors will appoint a marketing committee to implement policy and procedures to ensure Wilson Preparatory Academy is properly marketed to all areas. The Board of Directors will direct the Executive Director in making sure the community is informed of Wilson Preparatory Academy upon approval.

The targeted population will be students from Wilson and surrounding counties, and these demographics will be given public access to all school-related information. Students and families requiring English as a Second Language support will receive translation assistance through marketing material developed to honor those needs. Registration will be publicly announced through the means established by the school's communication committee and will be open to all students who can legally attend public school by state law, without discrimination of ethnicity, national origin, gender or disability. To ensure that all populations are informed, the school will employ various means of communication including an up-to-date website and the use of social media, as well as non-electronic communication through local printed media, newsletters and brochures, and speaking engagements with the public.

Partnerships with local daycares and after-school programs will be initiatives of this school as a means to establish viable relationships with the targeted population as well as to develop an outlet for regular discourse with the community at large. The school will foster correspondence with local town councils, businesses, shelters and social service agencies to provide wider demographic accessibility to the school. Local churches and other faith-based organizations will also be resources for public relations, as they provide pre-established unions of ethics-conscious citizens. All targeted populations, therefore, will have public access to knowledge about school regulations, admission requirements, and procedures.

The school will market to qualified and accredited faculty through the use of respected online job search engines and postings on both the North Carolina Department of Public Instruction, NC Employment Security Commission along

with connection to the University of North Carolina system and local Job Fairs. Job descriptions will be carefully constructed to ensure teachers and staff are well informed of position expectations, including participation in staff development programs, as well as school policies, procedures, and standards.

The communications committee will develop the protocol for developing, approving, and disseminating internal and external communications. The committee will develop a style manual to insure consistency in the message and branding of the school. All advertisements, documents, publications, and promotional materials must be developed according to protocol and style manual guidelines. The plan will include protocol for crisis management and communication.

The principal or his or her designee will be the authorized spokesperson for the school. These individuals will develop and maintain positive relationships with local media representatives. They will participate in periodic training to prepare for media interviews and crisis management.

The school will emphasize the use of electronic communications and maintain a dynamic website, designed to foster the school image according to the guidelines established by the communications committee. The school webmaster(s) will be responsible for the daily update of the site. Other school personnel will have access limited to their respective areas of responsibility and will be expected to keep all postings current.

The school will prepare, post on the website, and publish a comprehensive annual report that will include accomplishments, budget information, student performance data and other pertinent information.

The numbers in the following tables are projections, or estimates, and do not bind the State to fund the school at any particular level.

For the first two years the State will fund the school up to the maximum projected enrollment for each of those years approved in the projected enrollment tables. However, in subsequent years, the school may increase its enrollment only as permitted by G.S. 115C-238.29D(d), that is, an increase of 20% per year based on the previous year's enrollment. Any increase above 20% must be approved by the State Board of Education in accordance with G.S. 115C-238D(d).

In the following tables, please list for each year and grade level, the numbers of students that the school reasonably expects to enroll. In addition, please indicate any plans to increase the grade levels offered by the school over time and be sure these figures match those on the initial cover page. In describing your budgetary assumptions, explain the analysis utilized to project these specific enrollment figures. If your budget projections are lower than anticipated, how will the school adjust this budget and what is the determined break-even point for student enrollment?

Also, in narrative format, explain how your spending priorities align with the school's mission, curricular offerings, transportation plans, and professional development needs. Be able to depict in chart format and discuss in a narrative how the school will maintain a small, contingency reserve and operate using sound fiscal practices. As you construct the budget, include any and all documentation about cash on hand, bonds, real estate, or grants as part of this application package.

The first year enrollment numbers were based on the tremendous feedback we received from the community with over 300 petitions signed by Wilson County residence. Years 2-5 were calculated by 20% permitted by State Board of Education in accordance with G.S. 115C-238.29D(d). WPA's spending priorities align with the focus in hiring quality staff, have facilities and have curriculum and supplies for the students to be successful students. This will

help students to engage in live long learning and discovering career paths to be productive citizens through a quality education. As demonstrated in the charts below, WPA will have reserves after each year of operation using sound fiscal practices.

PROJECTED ENROLLMENT
2013-14 through 2017-2018

IDENTIFY LEA FROM WHICH
 STUDENTS WILL PROBABLY
 COME

List LEA #1 – Wilson County

List LEA #2 – _____

List LEA #3 – _____

GRADES

Kindergarten

K

First

1

Second

2

Third

3

Fourth

4

Fifth

5

Sixth

6

2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA2	LEA3	LEA 1	LEA2	LEA3	LEA 1	LEA 2	LEA 3
<u>40</u>	_____	_____	<u>48</u>	_____	_____	<u>60</u>	_____	_____	<u>62</u>	_____	_____	<u>68</u>	_____	_____
<u>40</u>	_____	_____	<u>52</u>	_____	_____	<u>60</u>	_____	_____	<u>62</u>	_____	_____	<u>64</u>	_____	_____
<u>42</u>	_____	_____	<u>48</u>	_____	_____	<u>42</u>	_____	_____	<u>50</u>	_____	_____	<u>62</u>	_____	_____
<u>40</u>	_____	_____	<u>44</u>	_____	_____	<u>40</u>	_____	_____	<u>48</u>	_____	_____	<u>54</u>	_____	_____
<u>42</u>	_____	_____	<u>44</u>	_____	_____	<u>54</u>	_____	_____	<u>60</u>	_____	_____	<u>64</u>	_____	_____
<u>40</u>	_____	_____	<u>44</u>	_____	_____	<u>54</u>	_____	_____	<u>60</u>	_____	_____	<u>68</u>	_____	_____
<u>42</u>	_____	_____	<u>46</u>	_____	_____	<u>60</u>	_____	_____	<u>62</u>	_____	_____	<u>68</u>	_____	_____

PROJECTED ENROLLMENT 2013-14 through 2017-2018 (continued)

		2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
		LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3
Seventh	7	<u>42</u>	—	—	<u>58</u>	—	—	<u>68</u>	—	—	<u>84</u>	—	—	<u>86</u>	—	—
Eighth	8	<u>22</u>	—	—	<u>44</u>	—	—	<u>48</u>	—	—	<u>48</u>	—	—	<u>56</u>	—	—
Ninth	9	—	—	—	<u>22</u>	—	—	<u>36</u>	—	—	<u>46</u>	—	—	<u>60</u>	—	—
Tenth	10	—	—	—	—	—	—	<u>22</u>	—	—	<u>44</u>	—	—	<u>60</u>	—	—
Eleventh	11	—	—	—	—	—	—	—	—	—	<u>22</u>	—	—	<u>45</u>	—	—
Twelfth	12	—	—	—	—	—	—	—	—	—	—	—	—	<u>22</u>	—	—
LEA Totals		350			450			540			648			777		
Overall Total Enrollment		<u>350</u>			<u>450</u>			<u>540</u>			<u>648</u>			<u>777</u>		

Budget: Revenue Projections 2013-14 through 2017-2018

INCOME: REVENUE PROJECTIONS	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
--State ADM Funds	<u>\$1,700,341.50</u>	<u>\$2,179,810.50</u>	<u>\$2,612,812.60</u>	<u>\$3,129,455.10</u>	<u>\$3,743,678.10</u>
--Local Per Pupil Funds	<u>\$456,431.50</u>	<u>\$586,840.50</u>	<u>\$704,208.60</u>	<u>\$845,050.32</u>	<u>\$1,013,277.50</u>
--Federal Funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
--Grants*	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
--Foundations*	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
--Private Funds*	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
--Other Funds*	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL INCOME	<u>\$2,156,773.00</u>	<u>\$2,766,651.00</u>	<u>\$3,317,021.20</u>	<u>\$3,974,505.40</u>	<u>\$4,756,956.00</u>
*If you are depending on these sources of funding to balance your operating budget, please provide documentation, such as signed statements from donors, foundations, etc., on the availability of these funds.					

Budget (continued): Expenditure Projections 2013-14 through 2017-2018

SHOW CALCULATIONS FOR FIGURING STATE AND LOCAL DOLLARS FOR THE PROPOSED CHARTER SCHOOL	See http://www.ncpublicschools.org/fbs/stats/index.html (OR Click on: Agency Website: Division of Financial Services, Reports and Statistics, Statistical Data The formula for figuring these allotments can be found in the Resource Guide	
	<u>Year One</u>	
Enrollment	350	
Wilson County	$\$4,646.69 \times 350 = \$1,626,341.50$	State Operating Income
Adjusted \$/ADM	$(\$3,700 \times 20 = \$74,000.00)$	
\$/ADM Headcount (Children	$\$1,700,341.50$	Total State Operating Income
w/ Disabilities)	$\$1,304.09 \times 350 = \$456,431.50$	Local Operating Income
	\$2,156,773.00	Total Operating Income
	<u>Year Two</u>	
Enrollment	450	
Wilson County	$\$4,646.69 \times 450 = \$2,091,010.50$	State Operating Income
Adjusted \$/ADM	$(\$3,700 \times 24 = \$88,800.00)$	
\$/ADM Headcount (Children	$\$2,179,810.50$	Total State Operating Income
w/ Disabilities)	$\$1,304.09 \times 450 = \$586,840.50$	Local Operating Income
	\$2,766,651.00	Total Operating Income
	<u>Year Three</u>	
Enrollment	540	
Wilson County	$\$4,646.69 \times 540 = \$2,509,212.60$	State Operating Income
Adjusted \$/ADM	$(\$3,700 \times 28 = \$103,600.00)$	
\$/ADM Headcount (Children	$\$2,612,812.60$	Total State Operating Income
w/ Disabilities)	$\$1,304.09 \times 540 = \$704,208.60$	Local Operating Income
	\$3,317,021.20	Total Operating Income
	<u>Year Four</u>	

Enrollment Wilson County Adjusted \$/ADM \$/ADM Headcount (Children w/ Disabilities)	648	
	$\$4,646.69 \times 648 = \$3,011,055.10$	State Operating Income
	$(\$3,700 \times 32 = \$118,400.00)$	
	$\$3,129,455.10$	Total State Operating Income
	$\$1,304.09 \times 648 = \$845,050.32$	Local Operating Income
	\$3,974,505.40	Total Operating Income
Enrollment Wilson County Adjusted \$/ADM \$/ADM Headcount (Children w/ Disabilities)	<u>Year Five</u>	
	777	
	$\$4,646.69 \times 777 = \$3,610,478.10$	State Operating Income
	$(\$3,700 \times 36 = \$133,200.00)$	
	$\$3,743,678.10$	Total State Operating Income
	$\$1,304.09 \times 777 = \$1,013,277.50$	Local Operating Income
	\$4,756,956.00	Total Operating Income

BUDGET EXPENDITURE PROJECTIONS PERSONNEL	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<i>Total # of staff and Projected Costs</i>	<u>#42 \$1,410,178.00</u>	<u>#46 \$1,625,626</u>	<u># 50 \$1,840,786</u>	<u>#56 \$2,140,271</u>	<u>#61 \$2,389,971</u>
Administrators					
Executive Director	<u>#1 \$79,000</u>	<u>#1 \$84,000</u>	<u>#1 \$89,000</u>	<u>#1 \$94,000</u>	<u>#1 \$99,000</u>
Principal	<u>#1 \$62,000</u>	<u>#1 \$67,000</u>	<u>#1 \$72,000</u>	<u>#2 \$139,000</u>	<u>#2 \$149,000</u>
Administrative Assistant	<u>#1 \$45,000</u>	<u>#1 \$47,000</u>	<u>#1 \$49,000</u>	<u>#1 \$51,000</u>	<u>#1 \$53,000</u>
Director of Curriculum	<u>#1 \$60,000</u>	<u>#1 \$65,000</u>	<u>#1 \$70,000</u>	<u>#1 \$75,000</u>	<u>#1 \$80,000</u>
Guidance Counselor	<u>#1 \$37,710</u>	<u>#1 \$37,710</u>	<u>#1 \$37,960</u>	<u>#1 \$38,210</u>	<u>#1 \$38,460</u>
Human Relations Director	<u>#1 \$36,516</u>	<u>#1 \$36,516</u>	<u>#1 \$36,766</u>	<u>#1 \$37,016</u>	<u>#1 \$37,266</u>
Business Manager	<u>#1 \$35,000</u>	<u>#1 \$40,000</u>	<u>#1 \$45,000</u>	<u>#1 \$50,000</u>	<u>#1 \$55,000</u>
NC Wise Coordinator	<u>#1 \$30,000</u>	<u>#1 \$35,000</u>	<u>#1 \$40,000</u>	<u>#1 \$45,000</u>	<u>#1 \$50,000</u>
Clerical	<u>#3 \$75,000</u>	<u>#3 \$75,000</u>	<u>#3 \$75,750</u>	<u>#3 \$76,500</u>	<u>#3 \$77,250</u>
Accountant	<u>#1 \$52,380</u>	<u>#1 \$55,000</u>	<u>#1 \$60,000</u>	<u>#1 \$65,000</u>	<u>#1 \$70,000</u>
Instructional Staff					
Teachers	<u>#14 \$476,560</u>	<u>#18 \$626,720</u>	<u>#22 \$771,380</u>	<u>#26 \$922,615</u>	<u>#31 \$1,096,815</u>
EC Coordinator	<u>#1 \$35,380</u>	<u>#1 \$38,380</u>	<u>#1 \$43,630</u>	<u>#1 \$48,630</u>	<u># 1 \$53,880</u>
Librarian	<u>#1 \$31,290</u>	<u>#1 \$34,000</u>	<u>#1 \$36,000</u>	<u>#1 \$38,000</u>	<u>#1 \$40,000</u>
Music – Part Time	<u>#1 \$15,650</u>	<u>#1 \$17,650</u>	<u>#1 \$19,650</u>	<u>#1 \$21,650</u>	<u>#1 \$23,650</u>
Physical Education	<u>#1 \$32,640</u>	<u>#1 \$35,000</u>	<u>#1 \$38,000</u>	<u>#1 \$41,000</u>	<u>#1 \$43,000</u>
Art –Part Time	<u>#1 \$15,650</u>	<u>#1 \$17,650</u>	<u>#1 \$19,650</u>	<u>#1 \$21,650</u>	<u>#1 \$23,650</u>
Foreign Language	<u>#1 \$31,290</u>	<u>#1 \$34,000</u>	<u>#1 \$36,000</u>	<u>#1 \$38,000</u>	<u>#1 \$40,000</u>
Support Staff					
Information Technology Specialist	<u>#1 \$40,000</u>	<u>#1 \$45,000</u>	<u>#1 \$50,000</u>	<u>#1 \$55,000</u>	<u>#1 \$60,000</u>
Teacher Assistants	<u>#3 \$60,000</u>	<u>#3 \$63,000</u>	<u>#3 \$66,000</u>	<u>#3 \$69,000</u>	<u>#3 \$72,000</u>
Custodial Staff					
Custodians	<u>#2 \$47,112</u>	<u>#2 \$48,000</u>	<u>#2 \$49,000</u>	<u>#2 \$50,000</u>	<u>#2 \$51,000</u>
Nutrition Staff					
Director	<u>#1 \$ 60,000</u>	<u>#1 \$ 65,000</u>	<u>#1 \$ 70,000</u>	<u>#1 \$75,000</u>	<u>#1 \$80,000</u>
Manager	<u>#1 \$20,000</u>	<u>#1 \$25,000</u>	<u>#1 \$30,000</u>	<u>#1 \$35,000</u>	<u>#1 \$40,000</u>

<i>Assistants</i>	<u>#2 \$32,000</u>	<u>#2 \$34,000</u>	<u>#2 \$36,000</u>	<u>#3 \$54,000</u>	<u>#3 \$57,000</u>
<i>EMPLOYEE BENEFITS</i>	<u>\$169,221</u>	<u>\$227,588</u>	<u>\$349,749</u>	<u>\$449,457</u>	<u>\$597,493</u>
<i>STAFF DEVELOPMENT</i>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$25,000</u>	<u>\$30,000</u>	<u>\$40,000</u>
<i>MATERIALS AND SUPPLIES</i>	<u>\$100,000</u>	<u>\$75,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$200,000</u>
<i>TESTING MATERIALS</i>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$45,000</u>	<u>\$35,000</u>	<u>\$50,000</u>
<i>OFFICE SUPPLIES</i>	<u>\$15,000</u>	<u>\$12,000</u>	<u>\$24,000</u>	<u>\$15,000</u>	<u>\$15,000</u>
<i>INSTRUCTIONAL EQUIPMENT</i>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$150,000</u>	<u>\$200,000</u>	<u>\$350,000</u>
<i>OFFICE EQUIPMENT</i>	<u>\$15,500</u>	<u>\$12,000</u>	<u>\$22,000</u>	<u>\$15,000</u>	<u>\$20,000</u>
<i>TECHNOLOGY SERVICES</i>	<u>\$12,000</u>	<u>\$15,000</u>	<u>\$35,000</u>	<u>\$22,000</u>	<u>\$35,000</u>
<i>FOOD SERVICE</i>	<u>\$87,089</u>	<u>\$110,000</u>	<u>\$180,000</u>	<u>\$130,000</u>	<u>\$200,000</u>
<i>TRAVEL, HOTEL& MEALS</i> <i>(MEETINGS)</i>	<u>\$14,500</u>	<u>\$4,500</u>	<u>\$24,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
<i>RENT</i>	<u>\$70,000</u>	<u>\$110,000</u>	<u>\$180,000</u>	<u>\$130,000</u>	<u>\$200,000</u>
<i>UTILITIES</i>	<u>\$50,000</u>	<u>\$80,000</u>	<u>\$110,000</u>	<u>\$140,000</u>	<u>\$175,000</u>
<i>MAINTENANCE & REPAIR</i>	<u>\$14,200</u>	<u>\$4,200</u>	<u>\$24,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
<i>INSURANCE</i>	<u>\$15,000</u>	<u>\$6,000</u>	<u>\$16,000</u>	<u>\$15,000</u>	<u>\$22,000</u>
<i>MARKETING</i>	<u>\$20,000</u>	<u>\$10,000</u>	<u>\$22,000</u>	<u>\$25,000</u>	<u>\$20,000</u>
 PROJECTED COSTS	 <u>\$2,122,688</u>	 <u>\$2,421,914</u>	 <u>\$3,147,535</u>	 <u>\$3,008,304</u>	 <u>\$3,747,971</u>

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BUDGET NARRATIVE: Please include additional information that showcases all assumptions for your budgetary calculations. For instance, you may start the first year with 10 teachers but plan to add 2 teachers each year. The increase may be seen in the budget; however, the specific assumptions are missing beyond the projected first year. Use this space to explain, in depth, your budget calculations for years 2 through 5.

YEAR TWO – 4 Teachers will be added

YEAR THREE – 4 Teachers will be added

YEAR FOUR – 4 Teachers, 1 Principal or 1 Assistant Principal & 1 Nutrition Assistant will be added

YEAR FIVE- 5 Teachers will be added

WORKING CAPITAL and/or ASSETS ON DATE OF APPLICATION

Cash on Hand	\$ <u>0</u>
Certificates of Deposit	\$ <u>0</u>
Bonds	\$ <u>0</u>
Real Estate	\$ <u>0</u>
Capital Equipment	\$ <u>0</u>
Motor Vehicles	\$ <u>0</u>
Other Assets	\$ <u>0</u>
TOTAL	\$ <u>0</u>

ADDITIONAL NOTES:

SCHOOL AUDITS:

PROGRAM AUDITS: GS 115C-238.29B(b)(6)

Describe the procedure and method for evaluating the overall effectiveness of the proposed charter school program as related to the mission of the school.

Wilson Preparatory Academy believes in academic accountability. We will participate in the ABC Accountability Model and use authentic portfolio assessment in our classrooms to help assess the instructional needs of our students. Teacher, student, and parent surveys will be given at the close of each school year to give additional information to school leaders. As such, end-of-grade and end-of-course test results will be closely evaluated and monitored by Wilson Preparatory Academy's head of school, directors, and teachers, and be shared with all Wilson Preparatory Academy staff members. All Data collected from Surveys will be compiled and put in to a report to be presented to the Board Directors. This report will be public record.

FINANCIAL AUDITS: GS 115C-238.29F(f)(1)

Describe the procedure and method for conducting an independent financial audit for the proposed charter school. Give the name of the firm approved by the NC Local Government Commission (GCC) that will conduct the audit. Include the complete mailing address, telephone number and fax number.

Financial audits will be performed on an annual basis in accordance with the statutory regulations and requirements of the state of North Carolina for non-profit organizations. The audit will be presented to the Board of Directors who will be responsible for the review and approval process. Wilson Preparatory Academy will retain an experienced school financial auditor:

Gerrelene M. Walker, CPA,CFF,CFE
503 Trade Street
Tarboro, NC 27886
Phone: (252) 823-1040
Fax: (252) 823 – 1479
gwalker@gmwcpa.com

CIVIL LIABILITY AND INSURANCE (GS 115C-238.29F(c))

State the proposed coverage for:

Comprehensive General Liability \$1,000,000/ \$2,000,000 AGGREGATE

Officers and Directors/Errors and Omissions \$1,000,000

Property Insurance \$3,500,000

Motor Vehicle Liability \$1,000,000 CSL including UM/UM

Bonding

Minimum amount: \$250,000

Maximum amount: \$250,000

Other

If you, as an applicant, have already received quote from an insurance organization, please provide a copy within the appendices.

See Resource Manual for Minimums allowed by SBE Policy.

TRANSPORTATION (G.S. 115C-238.29F(h))

Describe in detail the transportation plan that will ensure that no child is denied access to the school due to lack of transportation.

In accordance with state law, we do not allow transportation to be a barrier to any child attending the school. We expect that most parents will provide transportation for their children. However, we recognize this may not be a viable option for all parents. Therefore, the school will have a designated Administrative staff member to serve as the Transportation Liaison to facilitate and coordinate transportation needs. Interested families may participate through sign-up forms that the dean coordinates by matching families with an appropriate carpool. Additionally, the Board and the Administration will work diligently so that the school is open and accessible to all students, including low-income students and students experiencing homelessness. The school will provide free transportation for students who are currently experiencing homelessness.

FACILITY (GS 115C-238.29D(c))

Describe the facility in which the school will be located. Include information on how the site is appropriate to your instructional program. Note that the SBE may approve a charter school prior to the school's obtaining a facility; however, students may not attend school and no funds will be allocated until the school has obtained a facility and has provided a valid Certificate of Occupancy for Educational use to The Office of Charter Schools.

See Appendix

Name of the facility (if known): _____

Address: _____

City/State/Zip: _____

Description of the Facility:

Total square feet: _____

Number of Classrooms: _____

Number of Restrooms: _____

Other Rooms: _____

Auditorium: _____

Gymnasium: _____

Music Room: _____

Art Room: _____

Laboratory: _____

Ownership: ☐ Fee Simple or ☐ Lease

If the facility is to be leased, provide the following information:

(a) Term of the Lease: _____

(b) Type of Lease: _____

(c) Rent: \$ _____ per month

Name of Landlord: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Document inspections for the following: _____

(a) Fire: _____

(b) Safety: _____

(c) Handicapped accessibility? _____

Describe how the maintenance will be provided for the facility. _____

Describe the method of finding a facility if one is not readily available at this time including information about the spatial needs of the school to best suit your adopted educational program and instructional methodologies. Does the applicant have a facility contingency plan should their initial efforts not be successful?

We have identified, but not finalized 2 facility and 1 location to start building Phase 1 of Wilson Preparatory Academy upon approval. Immediately after our charter application is approved, the Board of Directors will appoint a facility search committee to negotiate a lease agreement with the 2 sites. The Board of Directors will also negotiate with commercial contractors to see the feasibility of building on the potential site for Wilson Preparatory Academy. The committee will be comprised of board members with knowledge of the local real estate market, zoning requirements, educational facility planning and real estate law. Whatever plan for a facility to house Wilson Preparatory Academy will meet all applicable health and safety requirements, as required by NCGS 115C-238.29F(a). Before beginning the school's operations, the Board of Directors will provide the Office of Charter Schools a detailed description of the facility and the related financing arrangements, as well as a Certificate of Occupancy for Educational Use. We anticipate providing maintenance for the facility through a combination of Wilson Preparatory Academy employees and outside contractors for services such as grounds maintenance and trash removal. **See Appendix B**

In evaluating potential sites, the Committee will consider not only cost and the physical space requirements outlined below, but also the degree to which a given location will enhance our ability to accomplish our mission. That mission includes providing a high quality education for a racially and socio-economically diverse group of students. We also believe in the community development potential of charter schools. Thus, we will look for neighborhoods that are demographically balanced and in which our school can provide a community anchor. We will pursue creative options, such as facility-sharing arrangements, that may reduce our facility cost and provide access to community facilities such as libraries, parks and museums.

Space guidelines, outlined by the state are intended only for planning purposes, and provide baseline information for the budget included with this charter application. Our actual space needs will depend on a number of factors, including the availability of shared community facilities, and the configuration of the space may vary as well. Our physical space will be designed to maximize academic achievement under our particular educational model.

HEALTH AND SAFETY REQUIREMENTS (G.S. 115C-238.29F(a))

Describe how the school plans to adhere to the requirements of the health and safety laws and regulations of the Federal and state governments. Address how the proposed charter school will meet the following requirements:

- **Safety** – Wilson Preparatory Academy will meet health and safety requirements of the state board of education. The Executive Director and Principal will be responsible for monitoring school safety, perform background checks on all teachers and staff members, and for compliance with state and local safety standards.
- **Immunization of Students** - Wilson Preparatory Academy will require that all students be immunized prior to the beginning of classes. Parents will be asked to provide record of completed immunizations at the time of

enrollment. WPA will outline all required immunizations and provide local health department resources when needed.

- **Fire and Safety Regulations** - Wilson Preparatory Academy will adhere to state and local safety regulations including regular health inspections, fire inspections and fire drills.
- **Food Inspections** - The school will maintain in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations. The school will maintain a food safety program including a HACCP Plan at the site. Additionally, the school will ensure to the best of its ability that a minimum of two health inspections are conducted annually by an Environmental Health Specialist provided by the Child Nutrition Services Section of the State.
- **Hazardous Chemicals** – As required, hazardous chemicals will be clearly labeled and safely stored in a locked cabinet. WPA will employ procedures of use, storage and disposal in accordance with established state statutes.
- **Bloodborne Pathogens** - WPA will provide training and printed materials to all staff members regarding bloodborne pathogens in accordance with state statutes.
- **Diabetes care plans** - Wilson Preparatory Academy will implement policy and procedures for students who have diabetes. WPA will support and train teachers and staff in order to appropriately support students with individual diabetes care plan.
- Providing students in grades 9-12 with information on how a parent may lawfully abandon a newborn- Wilson Preparatory Academy will ensure that students in grades 9-12 receive information annually about the manner in which a parent may lawfully abandon a newborn baby with a responsible person. North Carolina Infant Abandonment Law (GS 7B-500) law allows the parent of an infant less than seven days old to voluntarily deliver the infant to a –"safe haven" center, without expressing intent to return. –"Safe Haven" centers are:
 1. a health care provider who is on duty or at a hospital or at a local or district health department or at a non-profit community health center;
 2. a law enforcement officer who is on duty or at a police station or sheriff's department;
 3. a social services worker who is on duty or at a local department of social services; or,
 4. a certified emergency medical service worker who is on duty or at a fire or emergency medical services station.
- Providing parents and guardians with information about:
 - Meningococcal meningitis and influenza and their vaccines at the beginning of each year.

Wilson Preparatory Academy will provide information to parents about meningococcal meningitis and influenza in the month of August. The information will include the causes, symptoms and how meningococcal meningitis and influenza are spread.
 - Cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent

Diseases.

Wilson Preparatory Academy will provide information about cervical cancer, cervical dysplasia, HPV and the vaccines to prevent these diseases to students in the month of August to grades 5-12. The information will include the causes, symptoms and how they are transmitted and how they can be prevented. The Administration for Wilson Preparatory Academy will invite the Wilson Health Department to come and educate the families of the students on the vaccines available to prevent diseases.

VII. LEA IMPACT STATEMENT

Pursuant to G.S. 115C-238.29B(d), the charter school applicant must submit a copy of the application to the LEA in which the school will locate within seven days of the submission of the application to the Office of Charter Schools. Applicants are encouraged to submit their application to the LEA first so that proof of submission can be included in the complete application packet. The LEA may then submit information or comment directly to the Office of Charter Schools for consideration by the State Board of Education.

WPA will have a direct impact on local LEA 980. The charter school will afford the community a choice in education by facilitating an alternative model of learning for the children of Wilson and surrounding counties. Statistically, a charter school is warranted for this area, with the goal being to offer students a more personalized education and more individual attention than they currently receive. Moreover, a public school of choice is needed in the Wilson Community to address the high school dropout rate and give parents an alternative to having to pay for a private school education and home schooling. Students who have dropped out of school, parents who are paying for their child to receive an education, and a small fraction of those enrolled in Wilson County Schools will be attracted to Wilson Preparatory. However, the impact will not be severe due to the student enrollment and those students who are currently being home schooled, going to private schools and those students who may have dropped out of school over the years. As a result, will diminish enrollment to some extent in nearby public schools; however, this will foster competition and an increase in educational standards, which ultimately best serves the students of Wilson County while assisting in providing an educated workforce that will attract businesses and industry in the Wilson community.

Please attach to this application a return receipt, or other documentation, verifying the applicant's timely submission of a copy of this application to the LEA.

VIII. APPENDICES (OPTIONAL)

You may include numbered and indexed appendices to provide additional information that you believe will assist the State Board of Education in the consideration of your application.

VIII. SIGNATURE PAGE

The foregoing application is submitted on behalf of Wilson Preparatory Academy, Inc. (*name of non-profit corporation or individuals submitting application*). The undersigned has read the application and hereby declares that the information contained in it is true and accounts to the best of his/her information and belief. The

undersigned further represent that the applicant has read the Charter School Law and agrees to be governed by it, other applicable laws, and SBE regulations.

Print/Type Name: _____/A.P. Coleman

Position: Chairman

Signature: _____ Date: April 13, 2012

Sworn to and subscribed before me this

_____ day of _____, 20_____.

Notary Public

Official Seal

My commission expires: _____, 20_____.

APPENDICES

APPENDIX A – Letters of Support

G. K. BUTTERFIELD
1ST DISTRICT, NORTH CAROLINA
CHIEF DEPUTY WHIP

413 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-3301
(202) 225-3101
FACSIMILE: (202) 225-3354

www.house.gov/butterfield



Congress of the United States
House of Representatives

April 12, 2012

**COMMITTEE ON
ENERGY AND COMMERCE**

SUBCOMMITTEES
VICE CHAIR, ENERGY AND ENVIRONMENT
COMMUNICATIONS, TECHNOLOGY,
AND THE INTERNET
COMMERCE, TRADE
AND CONSUMER PROTECTION

**COMMITTEE ON
STANDARDS OF
OFFICIAL CONDUCT**

U.S. HELSINKI COMMISSION

Mr. Joel Medley
North Carolina Department of Public Instruction
Office of Charter Schools
6303 Mail Service Center
Raleigh, North Carolina 27699-6303

RE: Wilson Preparatory Academy – Application for Charter School

Dear Mr. Medley:

I write to express support for the application submitted by the above entity seeking to be designated and recognized as a public charter school.

As a life-long resident of Wilson, North Carolina, I know the history of public education in our community. The Wilson County School system has evolved into a very capable system of public education as compared to many of our surrounding counties.

As in most communities, there is a population of school aged children who are not being reached at their full potential. In most instances it is not the fault of the public schools. These children have particularized challenges and needs that can only be met in an environment different from that of a traditional public classroom. It is for this reason that I support the concept of a limited number of charter schools that will aggressively reach the child at his or her level of need.

It is for the foregoing reason that I offer my unconditional support for Wilson Preparatory Academy. The Academy's proposal suggests that it will meet the needs of at-risk children in our community and I encourage your thorough consideration from the eyes of educational professionals. Please feel free to contact me should you have any questions or concerns that we can answer.

Thank you very much.

Very truly yours,

G. K. Butterfield
Member of Congress

216 WEST NASH STREET
SUITE B
WILSON, NC 27893
TELEPHONE: (252) 237-9816
FACSIMILE: (252) 291-0356

DISTRICT OFFICES

309 WEST THIRD STREET
WELDON, NC 27890
TELEPHONE: (252) 538-4123
FACSIMILE: (252) 538-6516



CITY OF WILSON
North Carolina
INCORPORATED 1849
27894-0010

Office of the Mayor

Joel Medley
Director
Office of Charter Schools
N.C. Department of Public Instruction
6303 Mail Service Center
Raleigh, NC 27699-6303

April 5, 2012

Dear Mr. Medley:

As Mayor of the City of Wilson, I am writing a letter to offer my support to Daryl Woodard, who is leading an effort to establish Wilson Preparatory Academy as a new charter school that would serve children K-12 in Wilson County, N.C.

I can speak to Mr. Woodard's dedication to the young people of Wilson through his long involvement with Smart Choices for Youth, Inc. In 1989, Mr. Woodard founded the organization, then known as Wayne County Youth Outreach Program Inc., and he has served as its executive director since then. He has made a difference in the lives of thousands of young people in Wilson and Wayne counties.

Mr. Woodard has shown himself to be a coalition builder, working with local churches, schools, the Department of Social Services and the Juvenile Crime Commission to broaden their scope of delivery of service to the youth in our community. The City of Wilson's Human Relations Commission awarded him the Paul Lee Stevens Humanitarian of the Year Award in 2009 for his work on behalf of Wilson's children.

I heartedly endorse his group's application for a charter school license and I am excited to see what the future holds for this venture. Please feel free to call me at 252-399-2310 if I can answer any questions or provide clarification on this matter.

Sincerely,

C. Bruce Rose
Mayor of Wilson, North Carolina



OFFICE OF THE CHIEF OF POLICE

CITY OF WILSON
North Carolina
INCORPORATED 1849



April 10, 2012

Joel Medley, Director
Office of Charter Schools
NC Department of Public Instruction
6303 Mail Service Center
Raleigh, NC 27699-6303

Re: Support of Wilson Preparatory Academy, Inc.

Dear Mr. Medley:

The City of Wilson Police Department would very much like to support Wilson Preparatory Academy, Inc. in providing safe and quality educational services to school age children in Wilson County.

Keeping youth in school is vitally important to the safety of these young people and the community. Educating and motivating youth on the importance of a good education is part of this process in preventing school dropout. This will assist in reducing juvenile delinquency, gang activity and other debilitating effects caused by school dropout.

With this in mind, we know the work that Daryl M. Woodard has done with school age youth over the years in the Wilson community. The Wilson Preparatory Academy, Inc. would not only be good for the students, families enrolled but for the entire community.

We personally endorse and appreciate your consideration of this application for the Wilson Preparatory Academy, Inc. that has been submitted to the NC Department of Public Instruction. Our department will strive with them to raise the level of educational pursuits in our community to work together for the futures of the youth in Wilson County.

Sincerely,

Thomas P. Hopkins
Chief of Police

APPENDICES

APPENDIX B – Potential Lease Sites

#1 Possible Lease Site (Regency



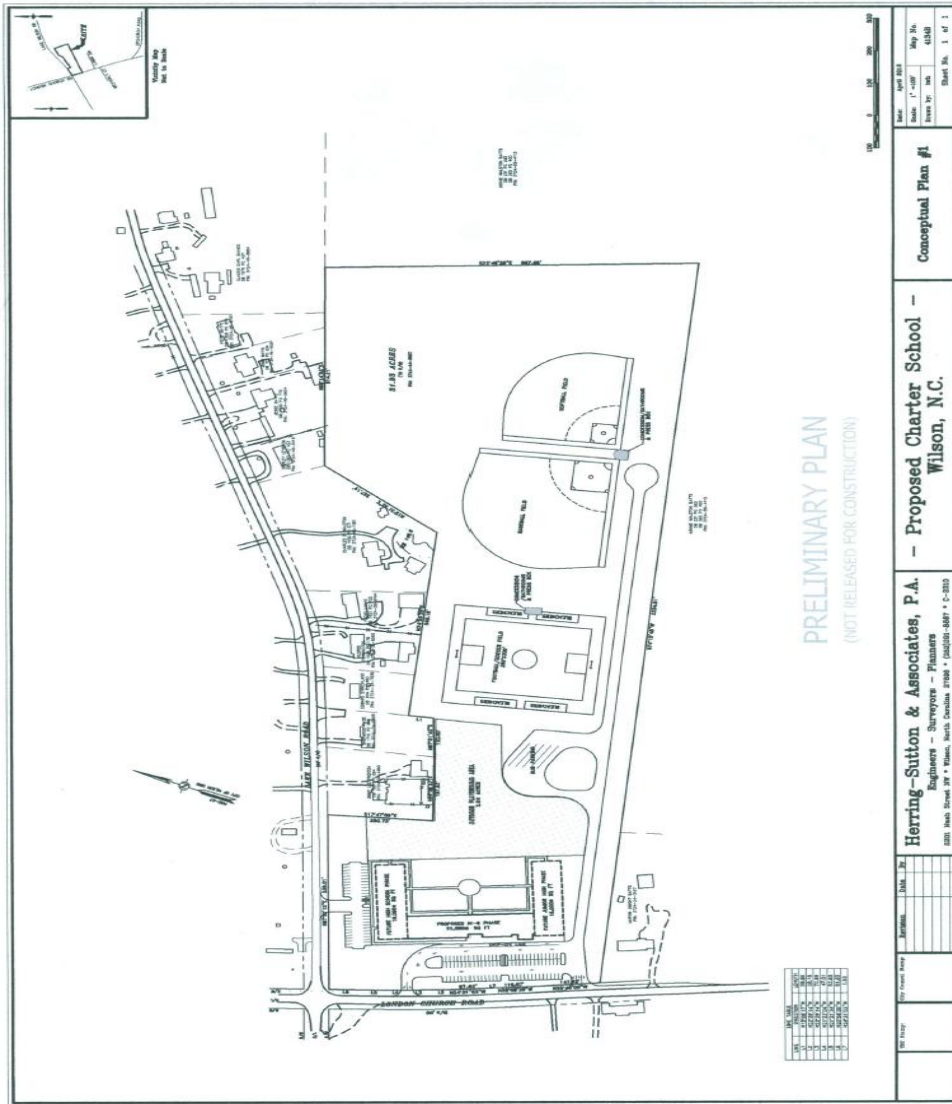
#2 Possible Lease Site (Kroger Building)



#3 Dunn's Cross Road Location



#4 Conceptual Plan for Dunn's Cross Road



APPENDICES

APPENDIX C – Petitions

Wilson Preparatory Academy

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We, the undersigned parents and community members, support the formation of Wilson Preparatory Academy in Wilson County as a public charter school of choice.

Signature	Printed Name	Address	Phone	Email
Barbara Dantonio	BARBARA DANTONIO	P.O. Box 373, Stantonburg	252-238-3809	barbdanton@yahoo.com
Delois Drummond	Clantonburg	200 Sarafyn Street	252-238-3795	dhall_52@yahoo
Chekela Farmer	Chekela Farmer	1606 T. K. Farmer	991-4455	
Bricia Melton	Bricia Melton	2404 Carwashback	(301)604-9505	bricnamelton@yahoo.com
Regina Muhammad	Regina F. Muhammad	404 Carwashback	(301)514-4981	Reginafmuhammad@yahoo.com
Joan Farmer	Joan Farmer	1606 T. K. Farmer Rd	(252)991-4455	
Katie Williams	Katie Williams	2616 Penny Lane	252-237-8052	
Annie D. Ward	ANNIE D WARD	2104 Silver Maple	252-291-4186	
Tracey Farmer	Tracey Farmer	3519 Ambler Ct Wilson	704-430-4634	justusresources2@yahoo
Laura O'Neal	LAURA O'NEAL	209 Eagle Street	252-4468702	
Mary P. Wallis	MARY P WALLIS	1924 Thomas A. Ruffin	252-4431976	014K1Ne@aol.com
Debra Tyson	Debra Tyson	P.O. Box 266	252/361-2421	dtyson27@yahoo.com
Judy Anderson	Judy Anderson	P.O. Box 869	252/361-7228	Judy333@earthlink.net
Melissa Lennen	Melissa Lennen	634 Flintlock Ln	919-744-4469	Lennenwoods@aol.com
Carol White	Carol White	4910 Ward Blvd	252-308-8027	Catv.King76@yahoo.com
Daisy Robertson	Daisy Robertson	906 S. Ruffin St	919-965-8050	
Joyce Robertson	Joyce Robertson	604 Peach St Selma	919-965-3400	joyce.robertson13@yahoo.com
Sarah Anderson	Sarah Anderson	222 Maylan in Clayton	919-553-2508	billtkid@earthlink.net

Please return to: Daryl M. Woodard, P.O. Box 233, Wilson, NC 27893, (252) 245 - 4888.

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Signature	Printed Name	Address	Phone	Email
	Terrance Hill	640 Cemetery	(51) 503-9546	
	Alma J. Lucas	1906 Maxwell St. E.	252-281-1119	
	Sylvester Mercer		None	
	Falecia Lucas	3206 Brerewood Drive	252-6769	
	Barbara Wallace	709 Woodrow St	252-2409	
	Henrietta McIntosh	1400 Carolina St.	252-7252	
	Gloria E. Carter	1303 Carolina St.	360-1743	
	Shirley B. Fuller	801 E. Nash St	291-3103(252)	
	Pamela E. Blackston	801 E. Nash St	291-3103(252)	
	Althea H. Thomas	600 Roundtree Rd	252-399-2421	
	Lela Lewis	1113 West Vance St		
	Janette Gatties	6003 Sunnyvale	252-236-8272	
	MELVA J. Vines	3111B Walnut Creek Dr	252-291-9247	
	Deris H. Jones	1026 Edison St.	252-243-5665	
	Jumire MOORE	1306 Meadow St	252-363-5685	
	Sybil McCoy	3009 Buckingham Rd	252-365-1550	sybil698@gmail.com
	Sannitar Parks	517 Winchester Street	252-315-0101	
	Minnie Pondel	4253 Kent Rd	252-281-1033	
	Charlene Harris	620 DOE St	252-292-6095	
	Udon Lewis	2402 Water Blvd	252-2517675	

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Signature	Printed Name	Address	Phone	Email
<i>Bridget Barnes</i>	Bridget Barnes	1300 Tilghman Rd Apt C-2	(252) 218-0486	
<i>Jahessa Hinnant</i>	Jahessa Hinnant	1714 Loxcomb Rd 1-H	(252) 885-8389	
<i>Nayah Jones-Wins</i>	Nayah Jones-Wins	5800 Wootside Rd	404 918 0630	
<i>Sharon Morgan</i>	Sharon Morgan	3709 Draper Dr NW	(252) 399 2080	
<i>Steven A. Walker</i>	Steven A. Walker	1002 Ranchview Dr	(252) 245-6852	
<i>Octavia, Swartz</i>	Octavia, Swartz	530 S. Nash St	234-0210	
<i>Theodore Richardson</i>	Theodore Richardson	1129 Churchill Ave SW	252-297-5739	
<i>Candace Knight</i>	Candace Knight	526 E Nash St	252-294-1513	
<i>Chris Kelly</i>	Chris Kelly	1003 Atlantic St	252 291-3445	
<i>Danah Cooper</i>	Danah Cooper	6314 Ward Blvd	252 375-9635	
<i>William M. Finch</i>	William Finch	5231 Mammie Rd	252-243-5071	

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Wilson Preparatory Academy

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Signature	Printed Name	Address	Phone	Email
<i>[Signature]</i>	Brenda Harvey	2414 Wembley St.	252-991-0124	lbw@v4x.com
<i>[Signature]</i>	MARIAN FARMER	5632 Country Club Dr. N	252-265-9736	3Farmer54e.nc.vr.com
<i>[Signature]</i>	Catherine C. Taylor	1022 Faison St.	252-291-3620	
<i>[Signature]</i>	P. P. Coleman	2404 S. Pine Ave.	252-237-3254	Colemanpapi@myel.nc.com
<i>[Signature]</i>	James B. Battle	16116 Pecan Lt.	252-236-5678	jbunabattleS2C@yahoo.com
<i>[Signature]</i>	Fernnie Stipan	904 P. Pine Ave.	252-237-6144	
<i>[Signature]</i>	Charles C. Pope	6412 Old Enfield Rd, Sims NC	252-243-6266	CnCPOPE@earthlink.net
<i>[Signature]</i>	Addie S. Masans	1222 Queen St. W. W. W.	252-337-0882	
<i>[Signature]</i>	Janet H. Davis	1105 Ensworth Rd. Wilson	252-243-4461	
<i>[Signature]</i>	WYVENA R. ELLIOT	801 Creek St E	252-232-0457	
<i>[Signature]</i>	F.B. Emory	2216 Imperial Ave.	252-243-5471	Fernery1@live.com
<i>[Signature]</i>	Bennie Woodard	2410 Bell Air Ave	252-243-6258	benne1woodard@yahoo.com
<i>[Signature]</i>	Kenneth Jones	4910 Riffe Ave	281-4579	
<i>[Signature]</i>	James Davis	3217 Brantwood Rd	919-771-6155	
<i>[Signature]</i>	Jesse Jones	4516 Tammy Ln	315-3866	
<i>[Signature]</i>	Dorothy Lane	2331 Imperial Ave	252-243-5575	
<i>[Signature]</i>	Jusie Brantford	511 Blakewood St	243-5610	
<i>[Signature]</i>	Cheryl Pope	16412 Ch. Raleigh Rd.	243-6268	
<i>[Signature]</i>	Jeannette Davis	5530 Second Rd, Wilson	252-243-4461	mrs-jeannette-davis@hotmail.com
<i>[Signature]</i>	Dorothy Summers	3213 Imperial Ave.	291-7906	zane@simplex.com

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Signature	Printed Name	Address	Phone	Email
<i>Ervin Powell</i>	Ervin Powell	P.O. Box 804	(252) 290-0497	epowell@yahoo.com
<i>Montrill Powell</i>	Montrill Powell	Briley N.C. 27807	(252) 235-3758	trill-12@yahoo.com
<i>Ricky</i>	RAY Kiley	1133 Clear Cr. Road NC 27801	919-434-7724	lilcan0904@hotmail.com
<i>Ricky Hart</i>	Ricky Hart	8362 Star PK Rd N.C.	(252) 458-7867	Ricky Hart 42 edypho.com
<i>Sherry Glenn Ford</i>	Sherry Glenn Ford	P.O. Box 7473 Wilson NC 27895	252-292-9780	dec5glennfordaemborgmail.com
<i>Patricia Peoples</i>	Patricia Peoples	14116 Bryanton Rd.	252-458-4292	peoplistraders@att.net
<i>Vance Hinnant</i>	Vance Hinnant	Spring Hope NC 27882		
<i>Randi Peoples</i>	Randi Peoples	8207 Sims NC	252-290-1534	Vance.Hinnant@yahoo.com
<i>Danny R. Stator</i>	Danny R. Stator	4116 Bryanton Rd	252-458-4500	cabnetman43@earthlink.net
<i>Angela Barnes</i>	Angela Barnes	49 Creekside Acres	252-406-4501	jesus_evidence@aol.com
<i>Heberna Barnes</i>	Heberna Barnes	4535 Farm Lane (N.C.)	252-363-5588	denisebarnes@live.com
<i>Becky Hinnant</i>	Becky Hinnant	2208 Crescent Dr. N.C.	252-230-6207	wlsbarnes@aol.com
<i>Rodney J. Ford</i>	Rodney J. Ford	6041 E Main St Briley	919-709-8839	
<i>Andrea Riley</i>	Andrea Riley	3501 Sen. Vill Lane	(252) 291-2046	RJ1XESSED214@yahoo.com
<i>Arlanda Davis</i>	Arlanda Davis	4724 Pine Street Briley	252-458-5237	Arlg05@yahoo.com
<i>Angela Watson</i>	Angela Watson	9977 Stone Heritage Rd Briley	252-452-8903	m521 2004@yahoo.com
<i>Necala Powell</i>	Necala Powell	1512 London Church Rd	252-292-1594	Angela.guests@msn.com
<i>Julian Watson</i>	Julian Watson	P.O. Box 804 Briley NC	(252) 290-0660	nspull@yahoo.com
<i>Stanley Hinnant</i>	Stanley Hinnant	1312 London Church Rd	(252) 290-1304	stanwinnant@yahoo.com
		9416 Camp Charles Rd	252-822-4813	

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Wilson Preparatory Academy

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Signature	Printed Name	Address	Phone	Email
<i>Barbara Blackston</i>	Barbara Blackston	5109 White Oak Ln Rd	252-291-1751	bblackston@nc.rr.com
<i>Vernice Thompson</i>	Vernice Thompson	1317 Quaker Ave Rd	252-291-0201	VThomp2@gmail.com
<i>Keta McConnie</i>	Keta McConnie	16229 Shannon Rd	252-315-6422	N/A
<i>Michael Hodge</i>	Michael Hodge	904 Acad Rd	252-621-0248	N/A
<i>Gregory Nixon</i>	Gregory Nixon	5510 Second Rd	252-292-0072	N/A
<i>Louise Nixon</i>	Louise Nixon	5510 Second Rd	252-246-9426	N/A
<i>Annie Holt</i>	Annie Holt	1408 Forest Rd	252-237-4472	N/A
<i>Daraldine Faison</i>	Daraldine Faison	1003 Joesville Rd	252-292-4976	N/A
<i>Thelma C. Taylor</i>	Thelma C. Taylor	P.O. Box 602 Pine Bluffs	(252) 827-4882	N/A
<i>Penny Cobb</i>	Penny Cobb	1002 TOLSON	252-4976	N/A
<i>Evon Ellis</i>	Evon Ellis	4514 White Oak	252-218-3151	N/A
<i>Ethel Horton</i>	Ethel Horton	2214 Cochran St	252-281-1084	N/A
<i>Eusebia Hurnant</i>	Eusebia Hurnant	10409 Perry Ridge Ct	919-269-9116	N/A
<i>Altona Henry</i>	Altona Henry	219 Perry Trail S.W.	252-315-6665	altonahenry91@yahoo.com
<i>Tyshaun Bryant</i>	Tyshaun Bryant	111 Herndon Goldsboro	919-759-4046	tyshaun.bryant@yahoo.com
<i>Althea J. Henry</i>	Althea J. Henry	3002 Dunning Farm	252-297-9929	zeta_mac2@gmail.com
<i>Barthony Horton</i>	Barthony Horton	2314 Cochran St Wilson	252-251-1084	N/A
<i>Rebelle Braswell</i>	Rebelle Braswell	145 Plankton Walk Rd	252-747-5796	ReandTysbey@aol.com

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Signature	Printed Name	Address	Phone	Email
Shequita Cox	Shequita COX	2112 Forest Hills Rd.	(252) 315-0768	cox-kita@yahoo
Marco King	Marco King	3708 Dianna Dr. Apt 2 Wilson	252-230-2849	marcking27@yahoo
Keshia Chatman	Keshia Chatman	1313 Briarwood Ct	363-4864	LakeshiaChatman@yahoo
Jubany King	Jubany King	3003 Wynfall	205-5322	Tabronfaith@yahoo.com
Faith Tabron	Faith Tabron	4112 Jupiter Ln	252-4745	
Danna Jones	Danna Jones	505 W Lee St Apt C	205-7650	
Consela Cox	Consela Cox			
Kisha Jones	Kisha Jones	3208 Tilghman Rd	289-0332	
Temeka Best	Temeka Best	3208 Tilghman Rd	237-8329	temekabest@yahoo.com
Demaine Best Sr	Demaine Best Sr	4112 Jupiter Ln	252-230-4590	Drew5013@hotmail.com
Andrew Jones	Andrew Jones	1800 Tilghman Rd.	252-234-0420	josephjones20@yahoo.com
Mimi Perez	Mimi Perez	3523 W. Stone Pl	(252) 281-8008	
DARREN AKEIS	Darren Akeis	1414 Blocker Rd	237-4431	jbrod@yahoo.com
George Wells	George Wells			

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Signature	Printed Name	Address	Phone	Email
<i>W. R. Williams</i>	W. R. Williams	4603 St. Germy's	(252) 234-2979	
<i>Ethel T. Leach</i>	Ethel T. Leach	P.O. Box 2701	(252) 291-2627	etleach63@yahoo.com
<i>Florence James</i>	Florence James	4401 Highmeadow Lane	(252) 291-5363	
<i>Florence James</i>	Florence James	4401 Highmeadow Lane	(252) 291-5363	
<i>George D. Leach</i>	George D. Leach	P.O. Box 2701 Wilson	(252) 291-2627	g124@wilson920.com
<i>Delaney L. Rose</i>	Delaney L. Rose	1700 W. Morris St.	(252) 243-6610	
<i>Yvonne L. Leflon</i>	Yvonne L. Leflon	9405 Robin Ave.	252-297-4193	
<i>Ron Williams</i>	Ron Williams	2203 Darien Pl	252 237-3483	
<i>Faye Williams</i>	Faye Williams	2203 Darien Pl	252 237-3483	keys_794@msn.com
<i>Carvin Dixon</i>	Carvin Dixon	1309 FIREHAWK ST		carvinox@cox.net
<i>ARLEAN SNEED</i>	ARLEAN SNEED	5223 LK Wilson Rd	(252) 243-3159	
<i>Harvin Sneed</i>	Harvin Sneed	5177A LK Wilson Rd	(252) 243-9457	
<i>Rene'e Champ</i>	Rene'e Champ	3004 Westshore Dr	252 1520	harrene2@juno.com
<i>Alma H. Locus</i>	Alma H. Locus	312 Finch St Wilson NC	" 243-6888	
<i>Alma H. Locus</i>	Alma H. Locus	1502 St Christopher Cir SW	(252) 296-2025	
<i>Gloria Bullock</i>	Gloria Bullock	5200 Quinn Dr.	252 291-6944	
<i>Doree Locus</i>	Doree Locus	1729 Hillcrest Dr	252 293-0789	
<i>Elmer J. Cummings</i>	Elmer J. Cummings	1023 E. Vance St.	252-251-1672	
<i>Ethel Woodard</i>	Ethel Woodard	2410 Bell Air Ave	252-243-6258	

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Signature	Printed Name	Address	Phone	Email
<i>[Signature]</i>	Carol S. Harmon	7901 Marble Hill	493-500 6039	
<i>[Signature]</i>	Robert A. H. H.	2020 2123	919-242-2843	
<i>[Signature]</i>	5234 US Highway 16	Wilson, NC 27893	919-775-2	
<i>[Signature]</i>	5519 Second Rd	Wilson, NC 27893	243-4219	
<i>[Signature]</i>	2605 Ardmore Dr.	Wilson, NC 27896	252-243-1765	
<i>[Signature]</i>	7129 Spander Spring	Waynesville, NC 27610	919-773-2552	
<i>[Signature]</i>	526 Maplewood Ave	Reginette Cooper	252-281-1009	
<i>[Signature]</i>	6419 Beulah	Wilson, NC		
<i>[Signature]</i>	Sandra Harris	P.O. Box 1193	Wilson, NC 27894	
<i>[Signature]</i>	Mary Mitchell	1704 Bynum Rd	Wilson, NC 27813	
<i>[Signature]</i>	1818 Frank Ave.	Wilson, NC 27893	252-292-1898	
<i>[Signature]</i>	Romanow, Daubby	5405 US 264 Bldg 100	252-291-7482	
<i>[Signature]</i>	James W. Daubby	5405 US 264 Bldg 100	252-291-7482	
<i>[Signature]</i>	Cleora Mitchell	2821 Butterfield Lane	252-291-3740	
<i>[Signature]</i>	James Thompson	5016 Lumberton		
<i>[Signature]</i>	Arise Thayer	201 Lumberton		
<i>[Signature]</i>	Wyomia Harris	702 Lynnhaven Dr. Elon	290-1385	
<i>[Signature]</i>	Philip Armstrong	50 Shelby Dr. Macleod	252-827-5322	
<i>[Signature]</i>	Clara Cole	407 Belmont Ave. Wilson	252-281-4212	
<i>[Signature]</i>	Donald Atkinson	6816 Keffner Rd Rocky Mt	252-972-4337	

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Signature	Printed Name	Address	Phone	Email
<i>Carl E. Hinchey</i>	CARL E. HINCHEY	4439 SADDLERUN RD	252-291-2767	CHINCHEY@ESCDMAIL.COM
<i>Buddy B. Hinchey</i>	Buddy B. Hinchey	4439 SADDLERUN RD	252-291-2767	
<i>Russell P. Brice</i>	Russell P. Brice	4440 SADDLE RUN N	252-291-8057	br4ssell@myig.nc.com
<i>Cornie B. Brice</i>	Cornie B. Brice	4440 Saddle Run N	252-291-8057	corniebrice@fmb-inc.com
<i>Sandra Coley</i>	Sandra Coley	716 Libby St	252-291-2281	Sdrcole@y.rr.com
<i>Brenda Thayer</i>	Brenda Thayer	4446 Deafield Dr.	252-237-7257	bthayer47@burlmail.com
<i>Imogene Waters</i>	Imogene Waters	3237 Hwy 232 E. Stanburysburg	919-242-2073	NWaters42@yahoo.com
<i>Shirlene Hamm</i>	Shirlene Hamm	1404 Downing St. Wilson	252-315-1552	shamm-51@yahoo.com
<i>Sakeena Hinnant</i>	Sakeena Hinnant	1404 Downing St. Wilson	252-315-4030	
<i>Sandra Botello</i>	Sandra Botello	P.O. Box 425 Smauga	252-717-8654	SBotello7435@netscape.net
<i>Corina Botello</i>	Corina Botello	P.O. Box 425 Smauga	252-292-0063	Corinalovesoccer@yahoo.com
<i>Tracy Walker</i>	Tracy Walker	303 E. Green St	252-299-0456	tracywalker72@yahoo.com
<i>Richard Harris</i>	R. Harris	4436 Saddle Run Rd	252-291-4815	
<i>Helma Harris</i>	H. Harris	4436 Saddle Run Rd	"	

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Signature	Printed Name	Address	Phone	Email
<i>Earl T. Best</i>	EARL T. BEST	P.O. BOX 512	252-291-1930	
<i>William Rogers</i>	William Rogers	6721 Jaycross Rd	252-674-7015	
<i>Robert E. Daniels</i>	Robert E. Daniels	2408 Monticello Dr. King	252-291-7076	
<i>Samuel Jenkins</i>	Samuel Jenkins	1708 Orange St	252-315-6672	
<i>EARL PRAYER</i>	EARL PRAYER	208 W. WRIGHT ST	252-6372	
<i>Corretta Progn</i>	Earl Prayer	208 W. WRIGHT ST	252-6372	
<i>Joel Small</i>	Joel Small	3612 Jayne Ln. APT 311	360-510-1237	
<i>Tony Applewhite</i>	Tony Applewhite	7158 Woodbridge Rd	252-238-2942	
<i>Willie Atkinson</i>	Willie Atkinson	1600 Washington St.	252-292-4440	
<i>Alfreda Pate</i>	Alfreda Pate	6015 Glendale Drive	252-218-3225	Alfreda Pate 232 York Ave
<i>Marques Smith</i>	Marques Smith	4212 Cypress Drive	252-315-8217	
<i>Ashley Smith</i>	Ashley Smith	1025 Vance Street	910-583-0797	
<i>Thelma Nausome</i>	Thelma Nausome	7042 US 301 HWY	252-243-0024	
<i>Linda Hall</i>	Linda Hall	1025 Vance St	252-5714	
<i>Billy Moore</i>	Billy Moore	119 GARNER ST	252-2307963	
<i>James Moore</i>	James Moore	119 GARNER ST	252-2307963	
<i>Dennis Earl Archibald</i>	Dennis E. Archibald	1005 First St	252-265-9097	
<i>Mary Reid</i>	Mary Reid	P.O. Box 1312, Annapolis	252-827-557	
<i>Mr + Mrs Rickie Danick Rickie + Felice Danick</i>	Mr + Mrs Rickie Danick Rickie + Felice Danick	5438 Frank P. Ch Rd	252-218-0043	
<i>Donnell A. Jones</i>	Donnell A. Jones	2004 B. HICKMAN PKWY	252-773-5079	

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Signature	Printed Name	Address	Phone	Email
<i>Deidra Darden</i>	Deidra Darden	3537 Oak Dam Dr	919-502-9866	
<i>Alexis Bullock</i>	Alexis Bullock	5128 Gentry Rd	252-232-4739	
<i>Alexis Bullock</i>	Alexis Bullock	1703 W. 11th St	252-971-4032	
<i>Mechelle Finch</i>	Mechelle Finch	6893 S.W. Rd.	252-235-5380	
<i>Teniece McHespen</i>	Teniece McHespen	2506 Stalman Dr	252-289-7657	tenespen3@aol.com
<i>Linda Smith</i>	Linda Smith	607 Blount St Wilson	252-399-9179	
<i>Glenn McNeil</i>	Glenn McNeil	5415 45th St E. Wilson	(252) 287-3035	
<i>Kelcey Simmons</i>	Kelcey Simmons	10743 Hwy 501 E. Raleigh	252-230-5582	rsimmons2009@gmail.com
<i>Lillie Newsome</i>	Lillie Newsome	1414 Forest Hill Rd	252-234-6366	
<i>Devitt Newsome</i>	Devitt Newsome			
<i>Deborah Striney</i>	Deborah Striney	4601 Wrightville Rd W. Wilson	252-291-9792	
<i>Cynthia Bryant</i>	Cynthia Bryant			CBR3369216@aol.com
<i>Shirley Spivey</i>	Shirley Spivey	951 S. Hwy 1741	252-747-5345	
<i>Carla Hawk</i>	Carla Hawk	1405 S. Hwy 1741	252-237-4470	
<i>Sonnetta Sauls</i>	Sonnetta Sauls	954 N. Hwy 1741 Rd	(252) 747-5345	
<i>William Spivey</i>	William Spivey	145 S. Hwy 1741	252-396-0806	
<i>Sammy Taylor</i>	Sammy Taylor	5091 McCori St	252-237-1103	
<i>Fannie M. Corbett</i>	Fannie M. Corbett	5110 B. Hwy 124	252-5589	

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Signature	Printed Name	Address	Phone	Email
<i>EVA Boykin</i>	EVA Boykin	2100 Cameron Rd	252-234-0291	EVABoykin71@yahoo.com
<i>Angela M. Moody</i>	Angela M. Moody	2403 Koval Ct, SW	252-230-4278	angmoody18@nc.rr.com
<i>Valerie D. Smith</i>	Valerie D. Smith	1805 Delwood Drive	252-373-4871	j.smith6679@nc.rr.com
<i>KAY B. GLASS</i>	KAY B. GLASS	P.O. Box 4473	252-315-1728	KAYGLASS@AOL.COM
<i>Rhapsody O. Squires</i>	Rhapsody O. Squires	1203 Kenan St.	252-237-4161	
<i>Drane Spells</i>	Drane Spells	4606 Upchurch Rd, City	252-236-9997	
<i>Leanne Spels</i>	Leanne Spels	4606 Upchurch Rd, City	(252) 236-9997	lspells@yahoo.com
<i>Ariz Creek, Davis</i>	Ariz Creek, Davis	123 Hurstman Dr.	252-972-3001	Ariz.Davis@Centurylink.net
<i>Hester Spels</i>	Hester Spels	259 Holly 43 Highway	252-586-4407	
<i>Tanya Hudson</i>	Tanya Hudson	4066 Pinecroft Dr - Wilson	(252) 290-7153	
<i>Tyrone Hudson</i>	Tyrone Hudson		(252) 200-6502	
<i>Markis Howard</i>	Markis Howard	3911 Trace Dr. Wilson	252-289-0162	
<i>Yulashana Holman</i>	Yulashana Holman	111 DUSTY DR. Goldsboro	(919) 778-2596	
<i>Monte Holloman</i>	Monte Holloman	111 DUSTY DR. Goldsboro	(919) 988-3011	
<i>Sessa S. Bailey</i>	Sessa S. Bailey	5105 Huntley Road	252-265-6186	SBailey004@nc.rr.com
<i>Orlando Pickens</i>	Orlando Pickens	505 Crestview Ave	252-218-2900	orlando.pickens@gmail.com
<i>Al Sutton</i>	Al Sutton	5531 Saint Fox Church	252-218-9930	
<i>Ronald Blackwell</i>	Ronald Blackwell	4431 Saddle Run Rd	252-246-9193	rblackwell9@nc.rr.com

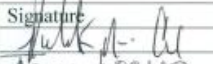

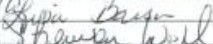
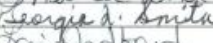


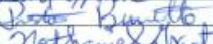
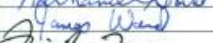
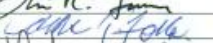
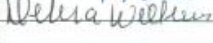


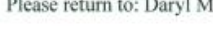



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Tanya Hudson

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Signature	Printed Name	Address	Phone	Email
	Mark A. Williams	2806 Steadman Dr.	252-299-2258	COX77627@GMAIL.COM
	Tony Lucas	1015 Black Creek Rd	(252) 243-2451	LUCCS.GREGORY@YAHOO
	Pamela Williams	408 Country Club Dr. NW	252-281-5623	Pbwill1886@Gmail.com
	Alisa Bassa	5117 Bluebird Court	252-291-8463	rbassaa@yahoo.com
	Shawn Woodard	4938 Stable Lane	252-1368	SWOODER@city.us
	Georgia H. Smith	304 Hill St N.E	252-206-1776	
	Lori Radford	11342 E Finch Ave	252-723-5120	Shont35assy1969@Yahoo
	LOUIS S. THOMAS III	406-C Vance St.	252 292 5065	LST101253@Yahoo.com
	Reginald D. Harris	5220 Patrick Ln	252-316-6085	Reginald.Harris63@yahoo.com
	David Applewhite	4101 Country Club Dr	(919) 437-2071	Bigapplewhite73@yahoo.com
	Preston Burnette	1704 Brandon Circle	252 291-5427	PBMS9@Hotmail.com
	Nathaniel Grant	4100 St. Andrews Ln	252-204-9251	grn610@yahoo.com
	JAMES WARD	3010 NADAN LN, GREENE	614-562-9811	JWARD8037@AOL.COM
	Tim R. Farmer	6108 Hwy 42 E	252-237-2318	tfarmer@wilsonnc.org
	JAMES FORBES	2006 FLECK RD	252-291-2211	
	Debra Williams	1907 Sylvia St SE	252 243-4612	DWilliams497@NC.11.com

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Signature	Printed Name	Address	Phone	Email
<i>Angela Batts</i>	Angela Batts	3006 Buckingham Rd	252-292-8206	
<i>Raymond Atkins</i>	Raymond	3554 B OLD DAM	252-991-4061	
<i>Valerie Wiggins</i>	Valerie Wiggins	4329 Swift Creek Rd	252-937-4383	
<i>Shaneequa Williams</i>	Shaneequa Williams	4237 Fr. Pk Church Rd	252-249-2140	
<i>Martje Sizemore</i>	Martje Sizemore	673 Rogers Ave	337-7370	
<i>Lizzie Smith</i>	Lizzie Smith	704 Harper	291-4587	
<i>James Thompson</i>	James Thompson	2011 Longview	291-3624	
<i>Demetrius Wall</i>	Demetrius Wall	4437 Frank Price Church Rd	252-243-2430	
<i>Otis Jackson</i>	Otis Jackson	422 Garner St.		
<i>Danwell Atkinson</i>	Danwell Atkinson	6501 Sp. Light School Rd	315-2096	
<i>Shelley Barner</i>	Shelley Barner	5214 Pheasant Rd	281-5072	

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[illegible]

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[illegible]

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I support the formation of Wilson Preparatory Academy

Rebecca Harris 706 meadow St. Wilson, NC 27803

Renee Lyons 4312 Yarns Rd Wilson NC

Joan Daniels - 333 Park Ave. Rocky Mount,

Killie Wacker P.O. Box 1041 Sharpsburg NC

Lalaine Wacker P.O. Box 1041 Sharpsburg NC

Max Rodgers 762 Industrial Ave W. Ron, NC

Linda Betty 3145 Laurel Ch Rd Elm City, NC

Sharon J. Janner 416 E Wilson St.

Elizabeth Barnes - P.O. Box 1692 Elm City, NC 27822

Dorothy Strickland - 418 E Nash St Elm City, NC 27822

Kirk Strickland - 6849 Joyner Rd Elm City, NC 27822

PO Box 412 6 NASH ST WEL ELM City 27822

JOHNELL BATTIS 412 NASH ST ELM CITY, NC

Irene McCoy 505 main St. Elm City

Jo Ann Bethea

Beverly McMillion 401 North Ave Wilson NC

Erma McMillion 401 North Ave Wilson

I support the formation of Wilson Preparatory Academy
 Alice Bauhan - 515 - E. Wilson St 286-3154
 Venzella Perry 614 Wilson St Elm City N.C. 27822
 Linda Jarry 400 Main St Elm City N.C. 27822
 Bobby R. McNeil 400 East main St Elm
 Annie Armstrong 420 Enash St Elm City 27822
 Maggie Carver 4302 Hwy 97E Tarboro NC 27886
 Kitz pflon P.O. Box 1621 Washington NC 27889
 Daisy Johnson P.O. Box 1030 Elm City N.C. 27822
 Jekulge Hadd 5220 patrick lane
 Jerome Jenkins P.O. Box 92 Elm City N.C. 27822
 Dwight Harris P.O. Box 52 Elm City N.C. 27822
 Ethel Johnson P.O. Box 1493 Elm City N.C. 27822
 Patricia Harrell 6630 Town Creek Rd Elm City 27822
 Johese Draugh 212 South Centill Ave, Sharpsburg, N.C. 27878
 Wynona Harris 702 Lynnhaven Dr Elm City 27822
 Thomas Battle 751 Parker St Elm City
 Freddie molien 415 - N parker st 245-3120

I support the formation of Wilson Preparatory Academy

1. Tony Batts / 4443 Upchurch Rd Elm City
2. John Edwards 304 Branch St Elm City
3. Jurema Jurema 1706 Queen St Wilson
4. Ronald Spence
5. Barbara Bayona
6. Ashby E Silver 5869 Bottom Dairy Rd
7. Charles E. Woodard 303 Church St. Elm City
8. Reginald Bryant 306 Branch St Elm City

I support the formation of Wilson Preparatory Academy

Diane Wise

Roxie Harris

Linda Jones

Margaret Dew

Denise Adcock

Phyllis Cook

Gant Poole

Strothy Davis

Amelia Rivera

Lorelei M. Clark

Deborah Starnod

Annie Dean 5433 Lindsey & Elm City NC 27822

Lezatha Hulse 311 Martin L.K. Circle Sharpsburg

Roy Gant Batt 3145 Lombard Church & Elm City

Joyce Amigh 2117 Becken Rd Bailey, N.C. 27807

Carolyn Ward 206 Emma St Elm City

William Lyons

APPENDICES

APPENDIX D – Marketing Material (Brochure & Flyer)



WILSON PREPARATORY ACADEMY

A PROPOSED * TUITION-FREE PUBLIC CHARTER SCHOOL



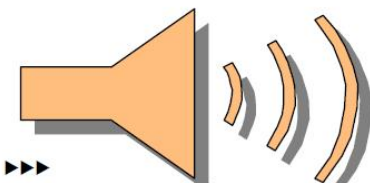
Parents should have a choice about what kind of education is best for their child. Every student deserves a great education.

At Wilson Preparatory Academy it doesn't matter where you live or what you can afford. Your child can get a great education. Period.

- Back to Basics
- Cutting Edge Technology
- Rigorous Academics
- Character Education
- Parental Involvement
- Research Based Curriculum
- Grades K – 12

“Smart choices make smart youth.”

-Daryl M. Woodard



www.wilsonpreparatoryacademy.org

Informational Meetings

March 31 & April 3, 2012 at 4:00 - 5:30 p.m.
Wilson County Public Library
Wilson, North Carolina

(Other meetings to be announced)

Why choose Wilson Preparatory Academy?

Few charter schools in the state offer the "tuition-free" personalized services and family support that our school will. If you are interested in receiving our services or to request additional information, contact:

Wilson Preparatory Academy
Phone: (252) 243 - 2900 or (252) 245 - 4888

You may also visit us online at:
www.wilsonpreparatoryacademy.org

Mission Statement

Wilson Preparatory Academy:

A tuition free public charter school, offering every student the opportunity to reach his or her full potential by providing a rigorous academic program, character education and meaningful parental participation.



Public Charter Schools: A Choice in Education



"Smart choices make smart youth!"

Proposed to be Established in 2013

WILSON PREPARATORY ACADEMY

Learn more inside.

Wilson Preparatory Academy will offer....

*** Back to Basics Education

What is Wilson Prep about ?

- Wilson Preparatory Academy will provide a rigorous, back to basics education.
- Wilson Preparatory Academy will use the Pearson Educational Curriculum in grades K-8.
- WPA students in grades K-6 will use EnVision Math Common Core as the primary instruction program.
- WPA students in grades K-8 will use Reading Street Common Core as part of the languages arts program.
- Wilson Preparatory Academy students in grades 9 - 12 will use Pearson Educational Common Core Curriculum as part of the English and Mathematics program.

*** Character Education

- WPA students will participate in character education based on common character traits. All grade levels will use a moral focus curriculum as part of their educational program.
- WPA will hold frequent school – wide assemblies where achievement or growth in activities related to the monthly character virtue will be recognized.
- Wilson Preparatory Academy students will be encouraged to participate in other service projects in the school and community.

Proposed to open August 2013

*** Parental Participation

Partnership in Education

- Parents will be partners in their children's education
- Parents will be welcomed at school.
- Parents will be involved in the decision making process.

*** Call us for more details

What to Expect at Wilson Prep?

- Back to Basics
- Common Core Aligned
- Cutting Edge Technology
- Effective Schools Research
- Extracurricular Activities
- Moral Focus
- Parental Partnership
- Phonics Based Reading

"Charter Schools are the direct results of the desire of parents across the country to increase their personal involvement and control in their children's education."

*** A Charter School....

- A Public School
- Accountable to the State
- Administers State Testing
- Independently Managed
- No Attendance Zones
- No Entrance Requirements
- Open to all NC Residents
- Tuition - Free



Wilson Preparatory Academy