



Wayfind Code of Conduct 2024-2025 Revised 9/13/24

Point System

Wayfind Scholars are held to a high standard. Wayfind Scholars not only represent themselves and their families, but also their respective school, Union County Public Schools, and Wingate University. Each Wayfind Scholar starts with zero (0) points on their Wayfind record at the beginning of each school year. Like a driver’s license, each offense could add a specific number of points to one’s record, depending on the severity. If a scholar receives a **total of seven (7) points** on their record, they could be removed from the program. Points reset every school year. All points and consequences are given at the discretion of the Wayfind Program Director and School Administrators with regard to the policies on this document.

Offense	Points
Level 1 (including, but not limited to): Minor Offenses Lunch Detention Partial Day Suspension	1 Point
Level 2 (including, but not limited to): Full Day I.S.S. (1+)	2 Points
Level 3 (including, but not limited to): O.S.S. - Non-reportable (1+) ** Administrator Discretion **	5 Points
Level 4 (including, but not limited to): O.S.S. - Reportable Offense(s) ** Requires Case No. **	7 Points

Conduct Meetings

A conduct meeting may be scheduled if a scholar receives five (5) points. The purpose of a conduct meeting is to discuss a Scholar’s conduct violation(s), behavior, and/or program status. Conduct meetings can include the following individuals: the Scholar, their parent/guardian, the Scholar’s mentor, Program Director, and the Wayfind Champion at the Scholar’s school.

School Attendance Policy

Wayfind Scholars are accountable for attending school and arriving on time. Scholars are expected to follow each school's tardy policy and accept points on their record for tardiness, such as lunch detention or in-school suspension.

If a Scholar *does* attend school on the day of scheduled Wayfind activities, it is expected that they are also in attendance at the scheduled Wayfind activities. If the scholar is not able to attend a scheduled activity, they must document their absence using [this Scholar Absence Google Form](#) no fewer than 24 hours prior to the event. The form is also available at <https://www.wingate.edu/admissions/wayfind/contact-us>

If a Scholar *does not* attend school on the day of scheduled Wayfind activities, it is expected that they do not attend scheduled Wayfind activities. The scholar must complete the Scholar Absence Form to document their absence from school.

Wayfind Activity Attendance Policy

Wayfind scholars are encouraged to be active members of their communities. They should not feel discouraged from participating in athletic, artistic, club, or community activities to maintain status as a Wayfind Scholar. If a Scholar chooses to participate in an event that would require them to miss one or more Wayfind activities, they are expected to communicate schedule conflicts via the Wayfind Scholar Absence Form no fewer than 24 hours in advance of the activity. If the scholar is an athlete, they are urged to submit a schedule for the season. The Program Director will then excuse all absences from Wayfind Activities that conflict with athletic practices and events. Scholars can upload a picture of their written communication with their mentor informing them of the absence. There must be evidence that the email or text was sent and includes a time/date stamp. Wayfind Champions at each school may override the program director's decision to excuse multiple absences.

In the event of a planned absence from Wayfind activities, scholars are expected to Submit the Google Form and alert their mentor no fewer than 24 hours before the Wayfind activity. In the event of an emergency, scholars are expected to communicate with their mentor and submit the Google Form –following all instructions– no more than 24 hours after the missed event.

Submitting the Wayfind Scholar Absence Form is not a guarantee that the absence will be excused. For example, if a scholar uploads a blank file instead of a picture of a sent email to their mentor, the absence(s) will not be excused.

To be counted as present, scholars are expected to arrive on time and stay to the end of the session. To honor mentors' busy schedules, scholars should avoid leaving before the session ends. Scholars must make appropriate accommodations to avoid a need to arrive late or leave early. Consistent tardiness or leaving early can result in a conduct meeting.

Scholars who accumulate three (3) unexcused absences in one semester should attend a conduct meeting with the Program Director and school's Wayfind Champion. The mentor should also be informed of the scheduled conduct meeting and invited to participate. Scholars will also be placed on an individualized plan to encourage future attendance.

Reason for absence	Scholar's expectation	Consequence
Participation in school athletics, arts practice or performance, or community activity.	Submit the Scholar Absence Form as far in advance as possible.	None, provided adequate notice and communication.

One-time schedule conflict (e.g., medical appointment, scheduled after-school tutoring)	Communicate in writing with their mentor and submit a Scholar Absence Form no fewer than 24 hours before the scheduled activity. Multiple schedule conflicts may require documentation.	None, provided adequate notice and communication.
Emergency	Communicate in writing with their mentor and submit Scholar Absence Form at least 24 hours after scheduled Wayfind activity.	None, provided adequate and timely communication. Multiple emergencies may require documentation from parent.
Unplanned, non-emergency	Wayfind scholars are expected to respect the time and efforts of all Wayfind Stakeholders. Scholars should commit to Wayfind attendance as they would to school or a job. Each year of high school mentoring provides scholars with one year of tuition at Wingate , which costs more than \$40,000.	Scholar may receive 1 point on their record for each unexcused absence. Scholars will attend a conduct meeting and be placed on an attendance plan after three unexcused absences within one semester.

Academic Eligibility

A Scholar's success in the Wayfind Program requires maintaining good grades. Upon graduating high school, Wayfind Scholars that are accepted to Wingate University on their own merit (meaning based on their individual grades/test scores/admissions application) are promised a full-tuition scholarship.

To ensure that each Scholar meets necessary academic requirements, stakeholders have determined an academic eligibility standard that begins in 9th grade.

**Wayfind Academic Eligibility Minimum Requirement:
3.0 unweighted or 3.5 weighted cumulative GPA**

The goal is that all Wayfind Scholars maintain cumulative GPAs at or above a 3.0/3.5 throughout high school. This ensures that no Wayfind Scholar is at risk of non-acceptance to Wingate University due to their high school transcript. It is possible that low test scores or other extenuating factors (i.e. criminal record) could lead to Wingate not admitting the Scholar.

School administrators and the Program Director will evaluate high school Scholars' GPAs at the end of each semester. **In the case that a Scholar's cumulative GPA falls below the requirement, they will start the next semester on academic probation.** Wayfind stakeholders will monitor and keep a closer eye on their academic performance throughout that semester. **A Scholar on academic probation will also receive two (2) points to his/her record for that semester, which can be removed by exiting academic probation.**

In order for a Scholar to exit academic probation, they must earn at least a 3.0 unweighted or 3.5 weighted *semester GPA* at the end of the semester that they are on academic probation. The Scholar will then be removed from academic probation and the two (2) points will be removed from their record.

In the event that academic probation is lifted, but a Scholar's **cumulative GPA** doesn't meet eligibility, the Scholar will be given an additional semester to raise their cumulative GPA to eligibility standards. This will be referred to as a grace semester. The Scholar may have to surpass a B average during the grace semester. If a Scholar still has not raised the cumulative GPA to meet eligibility by the end of the grace semester, they risk removal from the program.