



2024-2025

Wayne Country Day School

Lower School Student Handbook

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Lower School Director
Grades K-5

WCDS reserves the right to change policies at any time as a result of national, state, or local ordinances, or when the change is in the best interest of the school or its students.

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SCHOOL POLICIES

MISSION STATEMENT

Wayne Country Day School is committed to challenge and to nurture its students in a safe, diverse environment and to inspire them to commit themselves to excellence in preparation for college and the world beyond.

VISION STATEMENT

Every person, a teacher; every corner, a classroom
Every experience, a lesson; every student, our focus

PHILOSOPHY AND CORE VALUES

School

Wayne Country Day School, located in Goldsboro, North Carolina, is an independent coeducational, college preparatory school which accepts qualified students in grades 3K through 12. Students are offered a challenging academic program including literature and language, world languages, history and social sciences, fine arts, mathematics, sciences, technology, and physical education. Learning is directed by a faculty of teaching professionals who are dedicated to the mission and values of the school, the unique needs of the individual student, and the enhanced learning opportunities offered by small classes in a supportive and nurturing environment.

Individual

Wayne Country Day School recognizes each student as a unique individual who will be instructed and supported in setting, respecting, and achieving goals for excellence in personal integrity, social responsibility, intellectual curiosity, academic achievement, creative expression, physical well-being, community service, and leadership.

Family

Wayne Country Day School recognizes and respects the critical role of the joint partnership between family and school in the ultimate success of every student. Individual families are expected to take an active leadership role in support of their students, the faculty, and the larger school family, through participation in all aspects of school life with their time, talents, and financial support.

Community

Wayne Country Day School seeks to cultivate a school community where students respect and appreciate the broad cultural, ethnic, racial, social, and religious

diversity in our local community, our nation, and our world. The school seeks to prepare students for active roles as citizens and leaders who are informed, cooperative, tolerant, and understanding of their world. WCDS admits students of any race, religion, gender, and ethnic origin to all programs and activities made available to students at the school. It does not discriminate on the basis of race, religion, gender, sexual preference, or ethnic origin in the administration of its educational and/or admissions policies and financial aid program.

HONOR PLEDGE

As a member of the Wayne Country Day School community, I pledge to live by the Honor Code and uphold and encourage the values of honesty, kindness, respect, and responsibility.

CORE VALUES: Honesty, Kindness, Respect, Responsibility

Through our Honor Code, we seek to sustain a community of trust in which honesty, kindness, respect, and responsibility are prevalent for their own sake and are practiced as second nature. Our Honor Code and core values apply to both in person and virtual learning.

ACCREDITATION

WCDS is dual accredited by the Southern Association of Independent Schools (SAIS) and Cognia.

COMMUNICATION

Communication within the school and between the school and home is fundamentally critical in the education of our students. All constituencies must play an active role in order to achieve the best results.

SCHOOL - STUDENT

Students have a variety of avenues to communicate within the school, starting with their teachers.. Although our teachers are very generous with their time, students should make an effort to set up meetings so that they may receive full attention. Our school counselor is also available to our students for whatever needs may arise. In administration, please reach out to our Lower School Director.

SCHOOL - PARENT/GUARDIAN

Parents and Guardians have the same avenues of communication available to them as the students. However, it is especially important that parents and guardians reach out ahead of time to schedule times to meet with teachers, administrators, etc. Our school also offers a Parents' Night at the beginning of the year as well as Parent-Teacher Conferences at various times throughout the year.

MEANS OF COMMUNICATION

For students, there are myriad ways to communicate, and students are encouraged to use the means which most suits their individual needs. For parents/guardians, Class Dojo messaging is the preferred method to initiate communication, but email and phone calls work as well. Simply 'dropping by' unannounced is discouraged since it may compromise the availability and schedules of our faculty and staff.

ACADEMIC STANDARDS

ENRICHMENT CLASSES

In addition to the core subject curriculum taught in the grade-level classroom, students have the opportunity to engage in Art, Music, Physical Education, and Spanish enrichment classes. These special classes are offered on a scheduled rotation. Library Skills, Social-Emotional Learning, and STEM lab are also offered to enhance the Lower School educational experience.

HOMEWORK

Every Lower School student is expected to have nightly homework. The purpose of the assignments is to provide opportunities for the students to practice and reinforce skills taught during the school day. Homework is also a time to expand and enrich the work being covered. The amount of time a child may spend on homework will differ. A general guideline allows 10 minutes per grade level. In addition to nightly reading time of about 15-30 minutes which is expected of all the Lower School students.

REPORT CARDS

Progress reports and report cards are distributed each semester. Students are evaluated by their classroom teacher and enrichment teachers. Parent conferences to discuss progress may be scheduled at any time with the classroom teacher.

STANDARDIZED TESTS

Students in grades K-2 will be administered the DIBELS assessment three times a year (fall, mid-year, and spring). The results will be used in planning for the academic year. Conferences will be held to review the scores per parent request.

Students in grades 1-5 will be administered the IOWA assessment in the early fall. The disaggregated scores will be used in the academic planning for the year. Conferences will be held to review the scores per parent request.

CONTINUATION OF ENROLLMENT

WCDS reserves the right of suspension or dismissal at any time during the school year if a student's behavior or performance is in conflict with the desired learning environment. Situations which develop will be handled individually with the student's parents, the student's teacher, Lower School Director, and the Head of School.

SCHOOL AND CLASS ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Lower School offers optional intramural sports programs such as soccer, basketball, and baseball seasonally. These are coordinated by parent volunteers and through Goldsboro Parks and Recreation. In addition, cheerleading and STEM Club are other after-school activities enjoyed throughout the school year.

SNACKS/CLASS PARTIES

Students are encouraged to bring a healthy, nutritious snack each school day.

Birthdays are important celebrations! Parents may bring a special treat for their child's birthday to be enjoyed at snack time or during lunch. Parents who wish to celebrate their child's birthday at school are advised to check with the classroom teacher to determine if any food allergies need to be considered when bringing a treat for the class. NO home baked goodies. All treats must be in the original packaging..

Five class parties are celebrated throughout the year to include Halloween, Christmas, Valentine's Day, Easter, and the End of the School Year.

CLASSROOM VISITS

Please refrain from interrupting your child's classroom during the school day. Pre-planned visits are welcomed but a spontaneous visit or a brief conversation

with your child's teacher causes a disruption. Please leave any message or forgotten items with the front office. These will be delivered to the classroom in a timely manner without interrupting the classroom activity.

SCHOOL-SPONSORED TRIPS

Classes may go on field trips to enhance classroom learning and all trips should be directly related to a course of study. A permission slip will be sent to parents at the beginning of the year for permission for their child to take part in trips. Additional permission slips may be sent home for trips. Each time a trip is planned, the parents will be notified in advance with a trip description, date, time, mode of transportation, and cost.

The school strongly encourages the use of charter buses for all out-of-town trips. When WCDS buses are used, the driver will be an adult with a commercial license (CDL). Drivers of the school vans must be adults and comply with all NC laws.

No student is allowed to travel without signed permission forms and health forms on file with the classroom teacher. In accordance with North Carolina law, children younger than 8 years old or weighing less than 80 pounds must use a certified child restraint seat.

DAILY PROCEDURES

CELL PHONES/SMARTWATCHES

Cell phones are not to be used, including phone calls, in the building during school hours. If a student is caught using a phone or smartwatch during school hours in the building, the device will be confiscated, turned into the Head of Lower School, and returned at the end of the day.

DRESS CODE

Proper attire is conducive to learning; therefore, student clothing should be neat, clean, in good repair, and in good taste. Bare midriffs are not allowed. Shoes must be worn at all times. Any problems which may arise concerning student dress will be referred to the Lower School Director by the classroom teacher.

LOST AND FOUND

A lost and found collection is located at the Lower School entrance. All items left unclaimed will be donated to charity every 4-6 weeks. It is recommended that all coats, jackets, lunchboxes, book bags, etc. be labeled clearly with the student's name.

LUNCH

Lunch is available for the Lower School in the lunchroom (grades 2-5), and in the classroom (grades K-1). Parents who wish to order lunch for their student may do so using *My Hot Lunchbox*, which is a secure ordering system that allows families to place lunch orders on a desktop, tablet, or mobile device.

All students must be respectful of the lunch staff and the facilities by taking care to clean up after themselves by wiping tables, pushing in chairs, and cleaning spills. If the condition of the cafeteria deteriorates, the teachers may assign student seating. School service, as well as clean-up chores, may be issued to students who do not maintain acceptable behaviors and manners.

Parents must avoid bringing “outside” food on a regular basis.

Take-out and delivery services such as, but not limited to UberEats, DoorDash, etc. are not permitted.

Students who have pre-ordered lunch are served first; others go to the end of the line. If additions are not requested at the time the student receives lunch, the student must later go to the end of the line. No student is to be admitted behind the counter at any time. Lunch service is over at 11:45am for LS.

VISITORS ON CAMPUS

All visitors to the WCDS campus, including parents and family members, must check in at the main office upon arrival on campus. Parents visiting during the school day must check in at the office in order to schedule meetings with faculty and staff during mutually convenient times. Interruptions to class time during the school day will be strongly discouraged.

CHANGE OF ADDRESS

Please report all changes of address, phone number, or email to the main office immediately.

GATHERINGS OFF-CAMPUS

Parents must be aware that the school assumes no responsibility and bears no liability for any unsanctioned off-campus gatherings of students or parties. The policies of the Board of Trustees prevent the school from sponsoring any off-campus parties.

MEDIA CENTER

The media center is open from 8:15-3:30 PM daily for student or faculty use. Students are encouraged to use the media center for reading, studying, or researching.

Books are checked out on a two-week basis with one day grace, and fines of 25 cents per day are charged for overdue books.

ACCEPTABLE USE POLICY OF TECHNOLOGY

WCDS provides the following digital citizenship guidelines to inform students of their digital and technological responsibilities with all digital devices. Any misuse of the following guidelines could result in the loss of technology privileges. This policy covers and is inclusive of both in-person and virtual learning.

- Any misuse and violations of Wayne Country Day School's network will be reviewed and privileges possibly revoked.
- Any use of the school's G-Suite account must support the educational objectives of Wayne Country Day School.
- All rules of conduct, as stated in the Parent/Student Handbook, apply. • Academic honesty and personal integrity are expected in all environments. • Any acts that use electronic communication devices to harass, intimidate, or bully, are known as cyber-bullying and are not tolerated.
- Any unapproved collaboration or sharing of student work using technology will be considered a violation of the Honor Code.
- All students may not record still images, audio, and/or videos without teacher permission.
- All students will refrain from the unethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources.
- Digital etiquette and responsible social interaction related to the use of technology and information is expected in all environments.

WCDS administrators will make the final determination as to what constitutes unacceptable use. The school will not be responsible for the accuracy or quality of information obtained through its internet connection or any damages resulting from the use of such information.

THE LEARNING CENTER

The Learning Center coordinates academic accommodations for all students with diagnosed learning differences and chronic medical issues. Students who receive accommodations at WCDS are required to have up-to-date paperwork on file with the Learning Center. The Learning Center also offers paid services to students with learning differences.

SAFETY AND SECURITY OFFICER

WCDS employs a full-time Safety and Security Officer to provide an extra layer of protection for all WCDS constituencies. As an employee of the school, this officer has the same level of responsibility and decision-making authority as any other faculty or staff member. As needed, this officer will also provide CPR training, lockdown drills, and handle fire and tornado drills.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Drills are held several times during the school year as legislated by North Carolina law. Exit maps are posted in each classroom, and students are informed of the rules and regulations involved to help evacuate each building quickly. Tornado drills are held each spring and as needed. During the drills, it is imperative that students listen and adhere to all instructions given by faculty and staff.

MEDICATIONS

If a student requires medications to be brought in from home, such as prescriptions for a particular illness or regular doses of maintenance medications, the parent should confer with the front office. A signed release from the parents is required for school personnel to administer medications to students. No other medications should be brought from home, and no other medication will be dispensed. Students are not allowed to keep medications in their bags or lockers.

ACCIDENTS/ILLNESS

Students who become sick or injured at school will be taken to the main office. 911 will be called if warranted, our Safety and Security Officer will be brought in, and then the parents will be notified so that the student can be picked up promptly. The school will perform minimal first aid in the case of an accident. Students requiring emergency medical attention will be taken to Wayne Memorial Hospital or Immediate Care of Goldsboro for treatment.

Parents are required to keep students' home from school if they are sick.

Before returning to school, a student who has been sick must be symptom free for 24 hours (without the aid of fever-reducing medications and/or vomiting and/or diarrhea).

If a student vomits at school, the student may return no less than 24 hours after the vomiting incident.

Bacterial and viral conjunctivitis (**pink eye**) can be quite contagious. You can spread your symptoms through close contact at school, so we ask all parents to keep their student home if showing signs of pink eye. **Students may return to school 24 hours after medication is administered only if symptoms visibly improve.**

DROP-OFF AND PICK-UP

Students may arrive on campus any time after 7:30 AM. For safety and security purposes, our doors will not open until 7:30 AM. All students arriving before 7:30 AM will go to Before School Care. Students in grades K-1, who arrive between 7:30-7:45 AM will go to Before School Care. Students in grades 2-5 who arrive between 7:30-7:45 AM will sit under their hooks. If your student is arriving after 8:00 AM, they must enter through the main office entrance and sign in. Failure to properly sign in will result in either a tardy or an unexcused absence. Dismissal begins at 2:50 PM. Students not picked up or in a supervised after-school activity by 3:05 PM will be required to go to After School Care.

SCHOOL CLOSING

In the event of inclement weather, school closings will be announced on the school's website (www.waynecountryday.com). Please check the website for updates or announcements. The Head of School will make the best decision possible in the interest of safety and convenience to most students and faculty, but parents should be attentive to specific local conditions or factors governing their own children. Our rule regarding inclement weather is simple: you decide based upon the conditions where you live. When school opens during inclement weather, tardiness is not recorded.

ABSENCES AND TARDIES

WCDS strives to provide an environment for academic excellence for all of its students. To achieve this goal, attendance is a necessity. It is impossible to replace the student/teacher relationship and the learning experiences that occur in the classroom if a child is absent. The school calendar is set well in advance, and parents are asked to plan family trips and events during the scheduled vacations.

ABSENCES

Students and parents/guardians are expected to communicate with the school if a student is going to be absent. Communication should be done by Class Dojo or email with the classroom teacher, or by phone call through the main office..

Parents can review their student's attendance on FACTS.

TARDINESS

Arriving on time, particularly in the morning, is an important aspect of our school day. If excessive tardiness occurs, appropriate disciplinary action will be taken.

DISCIPLINARY SYSTEM AND PROCEDURES

BASIC RULES OF BEHAVIOR

All students are held to these expectations at WCDS. This list is by no means exhaustive. It is rather a general list that encapsulates the values and community of WCDS. Interpretation and execution of these rules is left to the Administration and, in particular, the Head of School:

1. Students will always behave in a manner that does honor to themselves, their family, and their school (arrive on time; display sportsmanship; clean up after themselves).
2. Students will act in accordance with the laws of the State of North Carolina and the United States of America.
3. Students will not damage individual or school property (e.g. take care of books;; no graffiti).
4. Students will not jeopardize another student's safety (e.g. no bullying or harassment of any kind; doctor's notes when sick).
5. Students will not act in a manner that is detrimental to their own or another's education (e.g. proper language and attire; completing work on time; appropriateness in the hallways).
6. Students will maintain academic honesty (e.g. always do one's own work; report others who are dishonest).
7. Students will not be disruptive in class to teachers, visitors, or other students.
8. Students will be respectful toward teachers, administrators, staff, parents, other students, and visitors (e.g. no foul or disrespectful language or acts; know, understand, and obey all class and school rules).
9. Students will not use abusive or profane language on campus or to other students (e.g. no verbal, digital, electronic foul or offensive language, acts, or pictures).
10. Students must never possess firearms, weapons, or an illegal substance on campus at any time (e.g. no guns, knives, or weapons of any kind; no drugs, tobacco, vaping products; no stolen materials).

CONSEQUENCES

The guidelines described below are meant to apply under most circumstances. Some situations, however, may require deviation from these guidelines, and it is at the discretion of the Head of School, the Head of Lower School, and the expertise of the faculty and staff to respond to situations appropriately. Ultimately, the Head of School will address discipline issues in the manner that is in the best interest of the school and all students. If appropriate, WCDS may report disciplinary issues to the police, require drug testing, or require counseling. Below is the WCDS progressive discipline policy.

Warning: The administration, typically the Head of Lower School, will meet with the student and his/her parents or guardians, discuss the issue at hand, document the issue, and notify all parties involved that future offenses will result in further and more extensive disciplinary actions.

Warning and Loss of Privileges: The same process as a Warning, with the added action that the student is not permitted to participate in particular school privileges, extracurriculars and/or athletics. The number and scope of privileges is at the discretion of the administration.

Suspension for Less Than 5 Days: The Administration will meet with the student and his/her parents or guardians and document that the student will be required to remain away from school grounds for a specified period of time. Students are typically given the opportunity to make up missed school work, and, in addition, days missed due to suspension will count as unexcused absences.

Suspension for More Than 5 Days: The Administration will meet with the student and his/her parents or guardians and document that the student will be required to remain away from school grounds for a specified period of time. The Head of School may set terms upon which a student may return to school.

Expulsion: The Administration will meet with the student and his/her parents or guardians and document that the student will be separated from WCDS.

RESOLUTION OF STUDENT/PARENT OR GUARDIAN CONCERNS

Ultimately, the Head of School is responsible for establishing and maintaining effective methods of communication among students, parents, faculty, and administration. The Head of School carries the responsibility for the timely response and resolution of concerns expressed by constituents.

Parents or guardians are encouraged to speak often with their child's teachers, coaches, advisors, and members of the administration. Please make an

appointment to speak with any or all of them. Keeping up with a student's progress and the challenges before him or her helps to ensure that the WCDS experience remains positive.

When concerns arise, and barring an emergency, parents or guardians are asked to work through the advisor, teacher, or relevant staff member. If a parent or guardian does not feel that the response is timely or appropriate, the Head of School or Head of Lower School should be contacted promptly.

WCDS is committed to dealing with issues and concerns as soon as they arise. If a situation must be addressed on an emergency basis, WCDS will act as immediately and promptly as possible.

WCDS is committed to providing each student with the highest quality educational experience possible. Following the aforementioned approach will ensure that concerns are addressed in a manner that is respectful of the individual needs of the student and the overall, long-term mission of the school.