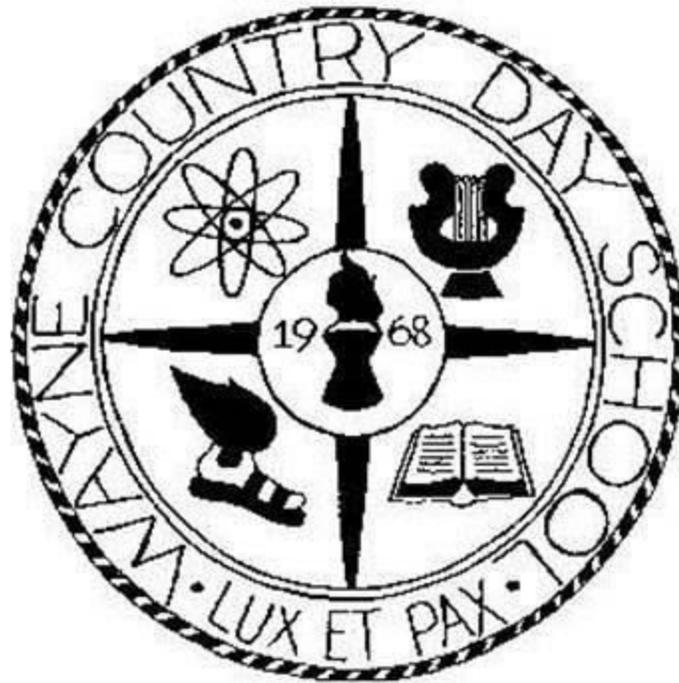


Parent/Student Handbook

Early Years & Lower School

Wayne Country Day School
Goldsboro, NC



Wayne Country Day School
480 Country Day Road
Goldsboro, NC 27530
Phone: 919-736-1045
Fax: 919-583-9493
Email: wcds@waynecountryday.com
www.waynecountryday.com

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

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WAYNE COUNTRY DAY SCHOOL
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.

OUR VISION

Every person, a teacher; every corner, a classroom;
Every experience, lesson; every student is 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.

Wayne Country Day School admits students of any race, religion, gender, and ethnic origin to all programs and activities generally 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.

ACCREDITATION:

WCDS is fully accredited by Cognia, formerly AdvancEd, and the Southern Association of Colleges and Schools (SACS), which is a recognized accrediting body by the National Association of Independent Schools (NAIS).

HONOR PLEDGE

I promise that I will not cheat, lie, steal, or bully another individual nor will I tolerate such behavior in others.

ACADEMIC STANDARDS

EARLY YEARS

While no grades are given in 3K-PreK students are informally assessed throughout the year. Beginning in Kindergarten the children are given the DIBBLES Assessment three times per year. Kindergarteners receive a report card in January and at the end of the year. Parent conferences may be scheduled at any time to discuss the child's progress.

LOWER SCHOOL GRADING POLICY

In grades 1-2, report cards are issued every 9 weeks. The reports include the following codes for subject areas:

1. Shows strength in this area.
2. Meets expectations in this area.
3. Shows weakness in this area.

The report card codes for work and study skills, citizenship, and social growth are:

1. Consistently
2. Usually
3. Seldom

In grades 3-6, report cards are issued every 9 weeks. Students are evaluated with letter grades of A, B, C, D, or F with numerical equivalents on a ten-point scale in the core subjects. Grades 5 and 6 will receive a letter grade in Spanish. Work and study skill, citizenship, and social growth are evaluated with the coded statements listed above. A parent conference may be scheduled at any time by means of an email or phone call to the teacher at school.

Specials including Art, Music, Physical Education, and Spanish (grades 1-4) will grade based on:

1. Shows strength in this area.
2. Meets expectations in this area.
3. Shows weakness in this area.

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. The approximate time to devote on these assignments should be:

- Grade 1: 10 minutes
- Grade 2: 20 minutes
- Grade 3: 30 minutes
- Grade 4: 40 minutes

Grade 5: 50 minutes
Grade 6: 60++ minutes

Grades 1 and 2 have homework folders with nightly assignments. Grades 3-6 have a daily planner to record the assignments. Parents in grades 3 and 4 are asked to initial the planner each night. Homework assignments are posted on the grade blogs or Google Classroom.

CURRICULUM:

For a detailed listing of current course descriptions, see the Curriculum Guide, available in the main office. Questions concerning a grade's expectations may be directed to the classroom teacher or Lower School Director. All Lower School students are expected to complete the Summer Reading requirements. The students will be responsible for reading at least 3 required books beginning as a rising first grader. Activities at the beginning of the school year will revolve around the books. A list of the required books to be read may be found on the WCDS website, the teachers' blogs, and the child's final report card.

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.

TERRY FORDHAM JURIED ART SHOW:

In the Spring each Lower School student will submit one work in consultation with the art teacher. Each Lower School grade (1-6) is judged separately and receives a First, Second, and Third Place award. The Head of School also selects his choice of the best lower school entry (any medium), and this piece is awarded the "Head of School's Award," framed by WCDS, and added to the school's permanent art collection.

STANDARDS FOR STUDENT BEHAVIOR

ATTENDANCE REQUIREMENTS

Wayne Country Day School strives to provide academic excellence for all students. To achieve this goal, prompt and regular 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. Our policy is to discourage unnecessary absences that would not benefit the student's course of study. The school calendar is set in advance, and parents are asked to plan family trips, etc., during the scheduled vacations.

Students are discouraged from leaving campus during the academic day for any reason. If a student must leave for any reason, a parent must provide a note or a telephone call in advance (if possible) to the child's classroom teacher requesting that the student leave campus. The child will be sent to the front office for pick up at the appropriate time. The parent will need to come to the office to sign the child out.

ABSENCES:

When a student is absent for any reason, please send a note to the teacher upon his or her return. You may request missed work by emailing the teacher or calling the front office. Work may be picked up at the reception desk in the front office after 2:00 PM. Students who are absent for a prolonged period of time or have excessive absences will be referred to the Head of School.

MAKE-UP POLICY:

It is the student's responsibility to promptly make up work missed due to absences. Students should speak to their teachers before a planned absence to make arrangements and schedule work. In the case of extended absences, teachers will make special arrangements for completion of work with students. The general guideline is for every day missed the student will be given a minimum of one school day to make up the work. For example, if a student is out sick for 3 days, they will be given at least 3 school days to make up the work.

TARDINESS-LOWER SCHOOL

The school day begins promptly at 8:00 a.m. Tardy students are at a disadvantage all day long and cause a disruption to the teacher and the class. TARDY STUDENTS MUST COME IN THROUGH THE MAIN ENTRANCE AND SIGN IN AT THE OFFICE BEFORE GOING TO THEIR CLASSROOM. Parents should help school personnel in their efforts to teach punctuality as a valuable habit which will be of help to students in many aspects of their lives. A student with excessive tardies will be referred to the Lower School Director and the Head of School.

SCHOOL CLOSING:

In the event of inclement weather, school closings will be announced on the school's website www.waynecountryday.com and on social media sites. 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.

SCHOOL BEHAVIOR FOR ALL DIVISIONS

BASIC RULES OF BEHAVIOR:

We uphold these expectations of all students at WCDS:

1. Students will behave at all times in a manner that does honor to themselves, their family and their school.
2. Students will act in accordance with the laws of the State of North Carolina and the United States.
3. Students will not damage individual or school property.
4. Students will not jeopardize another student's safety.
5. Students will not act in a manner that is detrimental to their own or another's education.
6. Students will maintain academic honesty and not cheat or plagiarize.
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.
9. Students will not use abusive or profane language on campus or to other students.
10. Students must never possess firearms, weapons, or an illegal substance on campus at any time.

EARLY YEARS EXPECTATIONS AND DISCIPLINE

The Early Years believes in redirecting a child's inappropriate behavior, modeling the appropriate behavior, and using positive reinforcement for good behavior. Most preschoolers easily respond to these methods. If a child's behavior becomes a recurring problem, parents will be contacted to request a conference to discuss ways of resolving the issue.

Biting - Biting is unacceptable, but it happens sometimes. Generally, most biting episodes are sporadic, and occur when a child is playing animals, frustrated, or anxious. If a child bites, he/she will be told that biting hurts and encouraged to use words to communicate his/her needs. If a child becomes a habitual biter, a teacher-parent conference will be held to formulate a plan and to determine why the child continues to bite. Any child biting a teacher/adult will be sent home that day.

Complete potty training is mandatory for the Early Years program. Occasional wet accidents are to be expected at this age, but soiled accidents must be handled by parents. If your child has a soiled accident at school, you will be called to take your child home and return the next day. Children cannot be changed in the bathrooms. Wayne Country Day is a preschool, not a daycare with changing facilities. To remain in the Early Years program, your child must be potty trained. No exceptions!

The Early Years is set up to run in this order: 3k, 4k, Kindergarten (PreK for young 5's if recommended) then kindergarten). It is our belief that kindergarteners should be a solid 5 before entering the program. Children requesting kindergarten with birthdays in August or later are assessed to determine if they are developmentally ready. If not, then PreK is recommended.

LOWER SCHOOL EXPECTATIONS AND DISCIPLINE

In the lower school, we encourage children to be on time, to take responsibility for their own belongings, to respect others, to treat others with kindness, to allow all students to learn, and to respect other people's belongings. The Lower School has adopted a program of discipline which stresses the importance of consistent discipline techniques. An emphasis is placed on positive reinforcement of appropriate behavior. Praise and other tangible methods of reinforcement for the individual student are used as often as possible. The School will notify parents about serious or ongoing problems and, when necessary, may ask them to intervene. Formal consequences will be decided on an individual basis in consultation with, and at the discretion of, the Lower School Director and the Head of School. WCDS reserves the right to suspend or expel a student in severe cases.

Types of Disciplinary Action:

There are four levels of possible discipline described here. Infractions are described and a recommended "guideline response" is given for the first occurrence of each infraction. For all infractions parents will be notified and the infraction will be documented in the student's file at school. Administration as referenced here refers to the Head of School and/or Upper or Lower School Director and/or the Dean of Students.

1. **Warning:** The Administration will meet with the student and his/her parents and document that future such offenses will result in further disciplinary action.

2. **Warning and Loss of privileges:** The Administration will meet with the student and his/her parents and document that the student is not permitted to participate in particular school privileges. The number and scope of privileges is at the discretion of the Administration.
3. **Suspension for Less Than 5 Days:** The Administration will meet with the student and his/her parents and document that the student will be required to remain away from school grounds for a specified period of time. Suspensions of less than five days do not authorize an appeal to the Board of Trustees.
4. **Suspension for More Than 5 Days:** The Administration will meet with the student and his/her parents 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. If the suspension is for more than 5 days, the student may appeal this decision to the Board of Trustees.
5. **Expulsion:** The Administration will meet with the student and his/her parents and document that the student will be separated from WCDS. A student may appeal this decision to the Board of Trustees.

Guideline Responses

Note that the Head of School has authority to deviate from these guidelines in particular situations. The Head of School may take into consideration aggravating and mitigating factors, such as whether the student has committed the offense before, the educational benefits of any particular disciplinary measure for the particular student, the intentions of the student, and the age and grade level of the student. If an infraction or other infractions have occurred before the level of discipline will increase along the scale.

Rule 1: Prohibition on Academic Dishonesty. Students are prohibited from cheating on tests, plagiarism, inappropriate copying of the work of others, and passing off the work of others as one's own, sharing content of an assessment with other students. First offense: at teacher's discretion loss of points or a zero may be given on the assignment. Subsequent offenses may lead to increased levels of disciplinary action.

Rule 2: Bullying or Harassment. WCDS students are strictly prohibited from intimidating, coercing, or harassing other members of the community, or seeking to cause the embarrassment or humiliation of others, whether in person or by using electronic media. Review the WCDS harassment policy for further detail on the expected conduct. Guideline Response: Loss of privileges.

Rule 3: Fighting. WCDS prohibits fighting. Guideline response: suspension (number of days dependent on severity).

Rule 4: Serious Violence Against Others. This offense is a situation where actions that may be under Rules 2 or 3 rise to a higher level, when a student inflicts serious bodily injury on another student or engages in sexually violent behavior towards another student. This offense includes planning to or intending to commit such acts. Guideline Response: expulsion.

Rule 5: Lying. WCDS students are prohibited from acting dishonestly, including willfully misrepresenting one's whereabouts or intentions, misusing, or falsifying school documents, or lying. Guideline Response: Loss of privileges.

Rule 6: Possession of Weapons. Weapons are prohibited on campus. Guideline Response: suspension or expulsion at discretion of Head of School.

Rule 7: Drugs and Alcohol. WCDS students are prohibited from purchasing, using, or possessing, alcohol or any illegal drugs, or being under the influence of these substances. Students are also prohibited from possessing prescription drugs. Any prescription medication that a student requires at school should be kept at the office and administered there unless other arrangements have been made and documented by the Administration (for example inhalers, epi-pens). Guideline Response: suspension for more than 5 days at discretion of Administration.

Rule 8: Stealing or Damage to Property. Students are not permitted to steal, take, or use items from any other person without direct and recent permission. Students are not permitted to cause harm to property belonging to others. Tampering with school property, including graffiti, is also prohibited. Guideline Response: suspension for less than 5 days.

Rule 9: Inappropriate Displays of Affection. Students are expected to conduct themselves appropriately at school and school events. Kissing, touching, or other displays of affection that violate this expectation are prohibited. Guideline Response: warning.

Rule 10: Criminal Conduct. WCDS students are expected to abide by all laws of the United States and North Carolina, wherever they are. Discipline for violating this rule will depend on the type of law violated and the conduct of the student and could include expulsion.

Rule 11: Violation of Acceptable Use Policy. Violation of the acceptable use policy for electronic usage is prohibited. Guideline Discipline: warning and temporary loss of use (first offense). Particularly severe cases may warrant suspension.

Rule 12: Excessive Absences and/or Tardiness. Students are expected to attend school. Guideline Discipline: warning, loss of privileges.

Rule 13: Disruptive Behavior. Students are prohibited from disrupting classes, engaging in horseplay, and interrupting instructional time for other students. Guideline Response: warning. Repeated offenses will lead to an escalating response and a referral to the Lower School Director and the Head of School.

Rule 14: Prohibition on All Tobacco Products, Vaping, and CBD Oil or Inappropriate Paraphernalia on Campus and at School Events. WCDS students are not permitted to bring drug, alcohol, or tobacco paraphernalia to school or school events. Students are not permitted to use tobacco, including e-cigarettes. Vaping is strictly prohibited on campus and at all school events. WCDS also prohibits the use of CBD oil on campus and at school events. This prohibition applies regardless of whether these products are legal for the student. Guideline Response: suspension for less than 5 days.

Rule 15: Jeopardizing School Safety. Students are not permitted to put any other person at risk of serious harm, including tampering with fire alarms, driving in an unsafe manner, or interfering in any

way with WCDS's emergency and safety measures. Guideline Response: Referral to Lower School Director and the Head of School

Rule 16: Insubordination. Students are expected to abide by the directives of WCDS faculty and staff. Guideline Response: warning (first offense), loss of privilege or referral to Lower School Director and the Head of School (subsequent events.)

Rule 17: Violation of Dress Code. WCDS students are expected to abide by the dress code requirements of this Handbook. Guideline Response: clothes must be changed, warning (first offense), loss of privileges (subsequent offenses). All faculty and staff are responsible for addressing dress code violations. Students are welcome to appeal to administration. Administration has final say on what is considered out of the dress code.

The rules stated above are not all-inclusive. Students may be disciplined for common sense violations of community values and expectations other than those enumerated above.

APPEAL TO BOARD OF TRUSTEES:

Students may appeal disciplinary decisions to the Board of Trustees in cases of suspensions over five days and expulsions. The student may appeal the decision of the Head of School by submitting a written request for appeal to the Board Chair and/or Head of School within two (2) days of receiving the notice of the disciplinary consequence. The Board Chair will convene a panel of (at least) three board members to hear the appeal at a set time and location. Both the Head of School and the student will be afforded an opportunity to present at the hearing. If a faculty or staff member is needed, they may be included in this hearing. The student is expected to participate in the hearing, and the Board of Trustees may limit presentations as it deems appropriate. The Board of Trustees will set all rules for the hearing. Nothing in this section provides the student or parent with a right to due process. WCDS reserves the right to separate any student regardless of the procedural requirements of this section.

STUDENT SAFETY

If you have questions regarding emergency situations, please contact the office for more information.

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 classroom teacher. A signed release from the parents is required for school personnel to administer medications to students. All medications must be clearly labeled with the student's name, name of medication, time to be given, and the physician's name. No other medications should be brought from home. Over the counter medications may be given by the Lower School Director for minor symptoms (headache, sore throat, insect bites, etc.) if medication to administer form is signed by the parent.

Students In grades 4-6 with diabetes, asthma, or potential life-threatening reactions may keep and self-minister their medication if the parent and physician sign the Medication Administration form. The teacher in grades 1-3 will aid the students in the administration of medication. This form will be kept by the classroom teacher.

ACCIDENTS/ILLNESS:

Parents are required to keep students' home from school if they are sick. **Before returning to school, a student who has been sick must experience 24-hour symptom free (no fever without fever reducing medications and/or vomiting and/or diarrhea).** Students who are sick or injured at school will be taken to the school office. The parents will be called so the student can be picked up promptly. In emergency situations 911 will be called.

PARKING AND PICK-UP:

In order to ensure everyone's safety, teachers, students, and parents must work together. Grades 3K-6th grade may be dropped off and picked up in the Early Years/Lower School circle adjacent to that entrance. For the safety of all students, and to expedite the process, **please stay in the car, refrain from talking on the cell phone,** and be mindful of others. Use care when exiting into the circle, as traffic can be hectic in the early morning and when school is dismissed. Teachers are stationed to facilitate unloading the cars in the morning and loading the cars in the afternoon. Students in the lower school that are not picked up by 3:15 will be sent to after school care.

Sick children, those leaving for appointments or early dismissal during the school day, must be picked up at the front office to be signed out. Please do not come to the classroom to pick up your child, as this disrupts the class.

SEARCHES

The Head of School or designee has the right to search any locker, backpack, purse, car, etc. Driving a motor vehicle on the WCDS campus constitutes consent by the owner and the operator to a search of the vehicle. WCDS has the right to require the owner/operator to allow a search of the vehicle. Refusal to allow the search will result in the vehicle not being allowed on the campus and the revocation of the student's privilege to park on campus. Further disciplinary action will result in cases where the owner/operator refuses to allow a search, up to and including expulsion.

WAYNE COUNTRY DAY SCHOOL POLICY AGAINST HARASSMENT

Wayne Country Day School is committed to maintaining an environment for all members of the WCDS community which is free from all forms of harassment. To assure that Wayne Country Day School maintains a safe and civil educational environment where all students and teachers can learn and achieve without the threat of harassment, our school maintains an expectation from all members that harassment in any of its forms is completely unacceptable and will not be tolerated. Such harassment can be defined as a pattern of gestures, communication (verbal, written, electronic) and/or physical acts that take place on Wayne Country Day School property, at any Wayne Country Day School-sponsored function, in Wayne Country Day School vehicles, or pertain to Wayne Country Day School operations and functions that place a student or teacher in an actual, or perceived, risk of physical or emotional harm and/or creates a hostile environment.

Harassment may include, but is not necessarily limited to, acts reasonably perceived as being motivated by differentiating characteristics such as: ancestry, race, national origin, color, physical appearance, religion, academic status, socio-economic status, gender, gender identity, sexual orientation, physical difference, and learning differences.

In particular, the School does not tolerate sexual harassment by anyone, including, but not limited to, coworkers, administrators, supervisors, students, teachers, and parents. Conduct that has the purpose or effect of interfering with an individual's academic or work performance, or which creates an intimidating, hostile, or offensive learning or working environment, is prohibited and will be subject to strong disciplinary action, including termination or expulsion, if warranted.

Sexual harassment includes, but is not limited to, making unwanted sexual advances; unwanted verbal, physical, or visual conduct of a sexual nature; and making requests for favors in which, explicitly or implicitly:

- submission to such conduct is made a condition of employment/enrollment.
- submission to, or rejection of, such conduct by an individual influences employment/enrollment decisions affecting such individuals.
- such conduct intentionally and substantially interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment.

It is difficult to define sexual harassment precisely, but, conduct which may be sexual harassment, includes:

- unwelcome requests for sexual favors; lewd or derogatory comments or jokes; comments regarding sexual behavior or the body of another employee; sexual innuendo and other vocal activity such as cat calls or whistles; or leering and making gestures.
- obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- continuing to express sexual interest after being informed the interest is unwelcome.
- retaliating or threatening retribution against an employee or student for refusing a sexual advance or reporting an incident of possible sexual harassment to the School or any government agency.
- offering or providing favors or benefits such as promotions, favorable evaluations, favorable assigned duties or classes, or similar decisions, in exchange for sexual favors.
- any unwanted physical touching, assault, blocking or impeding movements.

The School provides the following procedure for handling a harassment complaint:

Students may report to any administrator. If an administrator is the individual perpetrating the harassment, students should report to the Board Chair or any member of the Executive Committee of the Board of Trustees. Students may also report to any WCDS employee, who is obligated to report it appropriately.

All harassment complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. The investigation will be objective and complete. Those with information pertinent to the subject will be interviewed.

No member of WCDS community will suffer reprisals for reporting sexual harassment or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment. Any incidents of further harassment or retaliation should be reported immediately.

Any harassment complaint found to be frivolous, malicious, or based upon false information will be considered a serious violation and may result in disciplinary action, including possible termination or expulsion.

RESOLUTION OF STUDENT/PARENT CONCERNS

Parents are encouraged to speak often with their child's teachers, coaches, advisors, and members of the administration. If you find it necessary, 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 Wayne Country Day experience remains positive.

RECOMMENDED APPROACH:

When concerns arise, and barring an emergency, parents are asked to work through the teacher or relevant staff member. If you do not feel that the response is timely or appropriate, please feel free to contact the Head of School, Dean of Students or Upper/Lower school Director.

We would like to emphasize that we are dedicated to dealing with issues and concerns as soon as they arise. If a situation must be addressed on an emergency basis, please use your own judgment about how you wish to proceed. For non-emergency issues, taking the suggested approach is likely to allow the faculty the opportunity to address your concerns in an acceptable and timely manner.

We are committed to providing our students with the highest quality educational experience possible. Following the recommended approach will ensure that your 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. Please let us know if we can help.

OTHER POLICIES

LOWER SCHOOL 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. Girls' tank tops with shoulder straps less than 1-inch wide are not allowed. Other dress decisions are left to the discretion of the parents. Any problems which may arise concerning student dress will be referred to the Lower School Director by the classroom teacher.

FOOD AND DRINK:

Early Years and Lower School students are allowed to consume food and drink in the classroom and designated areas on the school campus. Water bottles may be allowed in the classroom at the teacher's discretion. Students are not allowed to chew gum in the building.

CELL PHONES, IPODS, IPADS AND OTHER ELECTRONIC DEVICES

See Acceptable Use Policy

LOST AND FOUND:

A lost and found collection is located in the gym and in the Early Years/Lower School entrance. All items left unclaimed will be donated to charity. It would help tremendously if all coats, jackets, lunchboxes, book bags, etc. were labeled clearly with your student's name.

LOWER SCHOOL LUNCH:

Students in grades 1-6 eat lunch in the lunchroom located over the gym. Lunch menus are sent home monthly. A list of a la carte items and the cost will be sent home. We ask parents not to bring outside fast food or restaurant food except in an emergency. We ask that if you do need to bring outside food, that you only bring it for your child. Microwaves are provided for the heating of food. Teachers assist the students as needed. Due to the time restraints we ask that a student not bring anything requiring longer heat time (mac and cheese, frozen dinners, etc.). Sodas are not allowed for Lower School students. All school lunch accounts are handled through the office. A parent will be emailed when more money needs to be added to the lunch account.

BREAK/CLASS PARTIES

Students are encouraged to bring healthy, nutritious snacks.

Birthdays are important celebrations! Parents may bring a special treat for their child's birthday to be enjoyed at snack 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 packings.

A general rule for class holiday celebrations:

Early Years: class parties at the teacher's discretion

Grades 1-3: 5 class parties (Halloween, Christmas, Valentine's Day, Easter, and End of the Year)

Grade 4-6: class 3 parties (Halloween, Christmas, and End of Year)

Classroom Visits

Parents, 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 disrupts the classroom. 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. The teachers are available for conferences and can be scheduled by calling or emailing the classroom teacher.

GYM:

No one is allowed in the gym without direct adult supervision.

CHANGE OF ADDRESS:

Please report all changes of address, phone number, or email to the student's classroom teacher and office immediately.

STUDENT SERVICES

LIBRARY:

The Library is open from 7:45-3:30 daily for faculty, staff, student, and parent use. Books are checked out on a two-week basis with one day grace, and fines of 5 cents per day are charged for over-dues.

Reference books and magazines may be checked out at the end of the day to be returned by 8:30 a.m. the following day. Books and newspapers not returned after a reasonable amount of time must be replaced or paid for by the student.

STANDARDIZED TESTING:

Students in grades K-2 will be administered the DIBELS assessment 3 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's request.

Students in grades 1-6 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.

THE LEARNING CENTER:

The Mary Scott Best Learning Center offers learning assistance for a student with a diagnosis learning difference/disability. A student must have a current educational evaluation on file to receive the services. Parents will receive a separate billing for the service.

EXTRACURRICULAR ACTIVITIES

LOWER SCHOOL:

Lower School offers optional intramural sports programs such as soccer and basketball seasonally. These are coordinated by parent volunteers.

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 the adherence of North Carolina law, children younger than 8 years old or weighing less than 80 pounds must use a certified child restraint seat.

LOWER SCHOOL SCHEDULE

The school day begins promptly at 8:00. Any child arriving before 7:30 must go to Before School Care. Students will be allowed into the classrooms at 7:45. Parents will need to see their child's individual teacher for a detailed daily schedule. Lower School lunch begins at 11:15. The students have P.E. every day. Art, Music, Spanish, Library and Study Skills occur on a rotating schedule.

EARLY YEARS SCHEDULE

The school day begins at 8:00. Any child arriving before 7:30 must go to Before School Care. Parents will need to see the classroom teacher for a detailed daily schedule. Lunch in the classroom begins at 11:30. The students in 3K-PreK rest daily. Early Years dismissal is 2:45. Any student not picked up by 3:00 will be sent to After School Care.