

Student Handbook

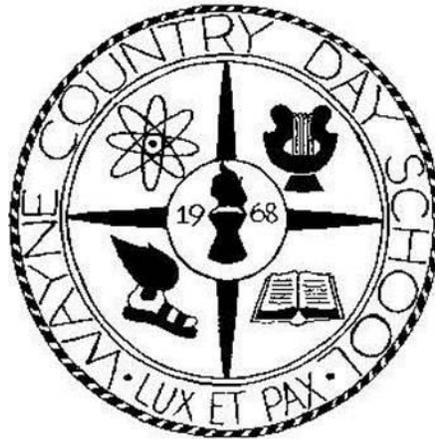
Wayne Country Day School

Goldsboro, NC

Middle/Upper School Grades 6-12

Wayne Country Day School

Goldsboro, NC



2022 – 2023

Wayne Country Day School

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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. (Revised July 2022)

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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, 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.

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 dual accredited by Southern Association of Independent Schools (SAIS) and Cognia formerly AdvancedEd.

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

The Wayne Country Day School Honor Code

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.

KINDNESS - Showing empathy, compassion, and consideration for others and their feelings.

Violations:

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

(1) 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

(2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

As this is a legal concern as defined by the state of North Carolina, Bullying allegations will be immediately referred to the administration and will not be heard by the Honor Council

HONESTY - Being intentionally truthful and accurate in all dealings with others.

Violations:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Examples of cheating:

- Copying another person's work or data
- Allowing another person to copy one's own work
- Doing another person's classwork or homework
- Creating more than one copy of one's own work for distribution
- Providing another person with the answers on tests or quizzes
- Noncompliance with teachers' test taking procedures
- Unauthorized copying or development of software
- Looking at and getting information from someone's work in class or allowing someone to look at your paper
- Getting information from books, notes, or electronic devices (cell phones, iPad, iPhone, iWatch, laptop, or Kindle) during a test or quiz (unless instructed by the teacher to do so)
- Turning in another person's work as your own
- Fabrication, falsification, or invention in any academic work

Teachers also have responsibilities in the **prevention of cheating** by creating atmosphere of high expectations and honesty.

- All electronics at the front of the room for test or quizzes
- Discussion of expectations of honesty and integrity prior to testing or graded assignments
- Remain in the classroom during the test.
- Periodically walk around the room during tests or graded classroom exercises—especially if something looks suspicious.

Plagiarism: Deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgement.

Plagiarism can include doing any of the following without giving proper credit:

- Use of another person's idea, opinion, or theory
- Use of any facts, statistics, graphs, drawings
- Use of quotations of another person's actual spoken or written words
- Paraphrasing of another person's spoken or written words
- Use of any information that is not common knowledge
- Having someone else do your work or purchasing/downloading a work product which you submit as your own

Teachers also have responsibilities in the **prevention of plagiarism.**

- Communicate with students in advance of the assignment if collaboration of any sort is to be allowed, but generally unless an assignment expressly grants permission to collaborate, students should assume that collaboration is not allowed.
- Discuss and teach proper research techniques and note taking best practices as well as citation methods required for the assignment.

Fabrication: Presenting as genuine any invented or falsified citation, data, or material.

Examples of fabrication include, but are not limited to:

- Inventing or distorting the origin or content of information
- Inventing/Making up or falsifying lab data and recording or reporting them
- Submitting false documents
- Submitting work substantially done for one class as work done for another without receiving prior approval from the instructor
- Citing a source that does not exist
- Attributing to a source ideas and information that are not included in the source
- Citing a source for a proposition that it does not clearly support
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper

Falsification: A form of dishonesty where a student invents or distorts the origin or content of information.

Examples of falsification include, but are not limited to:

- Citing a source that does not exist
- Attributing to a source ideas and information that are not included in the source
- Citing a source for a proposition that it does not clearly support
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper
- Lying to a teacher or fellow student
- The forgery of signatures
- Changing responses on an exam after the testing period has ended
- Altering lab data so that the values measured appear to agree more closely with expected values
- Presenting as genuine any invented or falsified citation, data, or material

Pledge of Confidentiality

for the

Wayne Country Day School Honor Council

- As a student member of The Honor Council at Wayne Country Day School, I understand that I will be working with sensitive and confidential information.
- I understand that what I learn in this position about WCDS students must remain in these meetings and is not to be discussed with anyone else, including the student involved.
- I realize that any discussion of cases outside of an Honor Council meeting with anyone not involved in the meeting or anyone not specifically designated by the school Head of School will result in my immediate dismissal from the Honor Council.

The Pledge of Confidentiality

I pledge to keep any names and/or case information that I obtain through Honor Council meetings in the strictest of confidence. I promise not to discuss any aspects of Honor Council cases with anyone outside the Honor Council other than those designated by the school administration.

Student Signature

Date

Witness Signature

Date

Honor Council

The Honor Council is an important collaboration between the students and adults to support the goal of academic integrity at Wayne Country Day School. Service on the Honor Council requires meaningful dedication and time commitment from all members. Maintaining confidentiality of all proceedings and one's own personal record of integrity are essential requirements for participating on the Honor Council.

The Honor Council is a volunteer, extra-curricular service activity of students and adults. It is not a court of law and acts only as a communication, review, recommendation, and education service of Wayne Country Day School. The WCDS administration is responsible for all final decisions as to the disposition and consequences related to violations of the school's Honor Code.

Responsibilities

The Honor Council is responsible for reviewing specific cases in which the Honor Code may have been violated and making recommendations to the school administration. The Honor Council will:

1. Provide confidential reporting and hearing process for students or faculty to report suspected Honor Code violations,
2. Suspected Honor Code violations will be forwarded to an Honor Council Executive Committee to determine if reported violations require the review of the full Honor Council,
3. The Executive Committee will inform relevant individuals of the Honor Council hearing date, time and location and require student(s) in question to confirm notification of parents/guardian,
4. During a hearing, the Honor Council will seek and review relevant information from the reporting individual(s) and from the student(s) in question of Honor Code violations,
5. The Honor Council will decide by consensus whether or not the Honor Code has been violated,
6. If the Honor Code was violated, the Honor Council will identify an appropriate consequence,
7. The Honor Council will refer facts of the case and recommendation of consequences to the school administration,
8. After learning the administration's decision, the Honor Council will inform the student(s) in question and report to the individual(s) of the decision and any associated consequences,
9. The Honor Council will maintain secure and confidential records of all hearings. These records will be destroyed at the conclusion of the students' graduation year.

Membership and Composition

The Honor Council shall be formed in the spring of every year to begin its service in the fall of the next school year. Members shall serve for one year with the option of renewable terms. The committee shall consist of eleven student members (two each from the freshman and sophomore class, three from the junior class, and four from the senior class), one administrator, and three classroom teachers (each teacher to be from a different academic department). One of the teachers shall be designated the faculty sponsor. Faculty and administrative appointments to the Honor Council will be voluntary and approved by the Head of School. There should be a minimum of seven Honor Council members present to host a hearing.

Students must complete and submit an Honor Council application which includes two faculty recommendations. Student applicants must have a record free of honor violations in the past 9 months, maintain a GPA above 2.5 and not be involved in the student council. The Honor Council faculty sponsor and administrative representatives will make the final selection of Honor Council members.

At the beginning of the school year, the Honor Council members will vote for one senior to be the Chairperson. The runner-up will act as Vice-chair. The Chairperson will serve as the chief administrator for all activities of the Honor Council and will preside over all meetings and hearings that come before the Council. Similarly, Council members will elect one member from the junior, sophomore, and freshman class to serve on the Council's Executive Committee along with the faculty sponsor and administrator.

At the first Honor Council meeting, Council members will affirm the Honor Pledge and agree to inform the Council of any personal violations of the Honor Code. If, at any time, a member of the Honor Council is found guilty of an Honor Code violation or they are suspended from school, they will be immediately dismissed from the Council. They will be replaced by a re-opening of the Honor Council application process. Honor Council members are expected to be role models, follow school rules, and uphold the principles and values of the Honor Code.

Confidentiality

All Honor Council members must sign a Pledge of Confidentiality at the beginning of each school year and recite the Pledge of Confidentiality at the beginning of each meeting. The members must understand and respect the need for confidentiality concerning all cases and the details surrounding these cases. Council members are not allowed to discuss cases or their deliberations or recommendations about any case with anyone beyond the realm of the Honor Council meeting.

- An Honor Council member who is determined to have discussed Council cases outside of an Honor Council meeting with anyone not on the council or specifically designated by the school Principal will be dismissed from the council and could face further disciplinary action.
- All records of the Honor Council are placed in a secure and confidential file maintained by the school administration until the student in violation of the Honor Code graduates.

Referral

- A student can report any suspected Honor Code violation to the classroom teacher where the violation took place, to their advisor, to any administrator, or to the Head of School.
- If a teacher determines that there may be a situation, the teacher should have a conversation with the student. The student in question should be instructed to avoid discussing the referral beyond informing his/her parents or seeking counsel from another school faculty member that they can choose as an advisor.
 - If the student acknowledges that they did break the Honor Code rule, the teacher may
 - inform the student in question that they are making an Honor Referral.

- The situation moves out of the teacher's hands and into the hands of the Honor Council
 - Inform the student in question that they will inform the Honor Council.
 - The teacher will handle the situation directly with the student and inform the Honor Council of the consequences.
- If the student denies having violated the Honor Code, but the accusing party (teacher OR student) feels that the student is lying, the referral process begins.

Teachers are strongly encouraged to refer all suspected Honor Code violations to the Honor Council to provide a record of student violations that may occur in different grades or classes.

All suspected instances of Honor Code violations MUST be made in writing, through an email addressed to the Head of School, the Division head, and the Honor Council's faculty sponsor. The administrators will make the final determination of whether or not to refer the matter to the Honor Council.

The Head of School will refer the question on to the Honor Council sponsor who will convene the Honor Council Executive Committee within two school days. The Executive Committee will complete a preliminary review to determine if the referral process should continue. The decision to follow-up on the referral must be communicated to the reporting party (teacher or student) by the Honor Council. If the Executive Committee believes there is evidence of an Honor Code violation, the student in question of the Honor Code violation will be given a copy of the referral in order to complete his/her response to the question of an Honor Code violation.

The student will also choose to mark one of three options on the referral form:

- Acknowledge that he/she violated the Honor Code and accept the penalty recommended by the Honor Council Executive Committee.
- Acknowledge that he/she violated the Honor Code and accept the penalty recommended by the Honor Council; however, the student requests the opportunity to speak to the Honor Council before a final penalty is assigned.
- Maintain that he/she did not violate the Honor Code and request an investigation and hearing be conducted by the Honor Council with findings and recommendation submitted to the Head of School.

If requested, the Honor Council will schedule a date and time to hear the student's case and submit its recommendations to the Head of School for the final decision. The student (in the presence of a faculty member) will be required to inform his parents of the situation. If the student fails to return the referral form prior to the scheduled hearing time, the council will assume guilt and deliberate based on the facts as they have been presented.

Honor Council members may recuse themselves if they believe a unique relationship with a reporting party or student in question might compromise their ability to make a fair recommendation.

Hearing Procedures

- Honor Council Chair welcomes all participants to hearing—that may include reporting individual(s) and student(s) in question and their faculty advisor(s)
- The Honor Council restates its Confidentiality Pledge and encourages all present to honor the pledge
- Executive Committee member explains the case to all present and reads all statements on referral form
- All but the Honor Council are excused from hearing room and then individually return to present additional observations and respond to questions from the Council.
- The student in question is invited to give his or her statement in the presence of their advisor and follow-up questions from the Honor Council are heard.
- The student in question is dismissed so that the Council can review the case. The student’s advisor is invited to give a statement regarding the character of the student.
- Honor council members discuss the case and vote on three possible recommendations to be forwarded to the Head of School:
 - (1) Not Guilty and the resulting records are destroyed,
 - (2) Negligent: there is some negligent behavior by the student in question, but not sufficient evidence of intent to violate the Honor Code; or the violation is minor, and the recommendation is a warning and completion of an Honor Code assignment,
 - (3) Guilty with recommendation for consequences forwarded to the Head of School.
- The Honor Council should work for consensus agreement; however, a guilty, negligent, or not guilty vote can be reached if two-thirds of the Honor Council agree.
- After the Council reaches its agreement, the student in question and their advisor are invited back into the hearing room to learn of the recommendation (not guilty, negligent, guilty) that will be forwarded to the Head of School (the student will not be told recommended consequences until the Head of School’s approval).
- After the Head of School’s review and approval, the faculty advisor of the Council meets with the student in question (and their advisor if they choose) to provide a written finding and any consequences for the case.
- A copy of this finding dated on the meeting date and signed by the student will be placed in his/her Honor Council folder.
- All records from the hearing and follow-up meeting are securely and confidentially stored with other Honor Council files with the school administration.

Consequences

Finding of Negligence

The Honor Council will assign reflective activity to be completed in writing where the student will show understanding of how greater attention and adherence to the Honor Code could have avoided the negligent act.

Consequence Guidelines for Honor Code Violations

	Meaningful Offense (not premeditated)	Meaningful Offense (premeditated)
First Offense	<ul style="list-style-type: none"> ● 0% on assignment ● Offer to re-do (at the teacher's discretion) for 50% credit ● 9-month probation for Honor Council or Honor Societies ● Written reflection assignment for the teacher 	<ul style="list-style-type: none"> ● 0% on the assignment ● 9-month probation for Honor Council or Honor Societies ● Written reflection assignment for teacher
Second Offense	<ul style="list-style-type: none"> ● 0% on the assignment ● 18-month probation for Honor Council or Honor Societies ● Written reflection assignment for teacher 	<ul style="list-style-type: none"> ● 0% on assignment ● Disqualification for the Honor Council or Honor Societies ● 10 hours of community service ● Written reflection assignment for the Honor Council
Third Offense	<ul style="list-style-type: none"> ● 0% on assignment ● Disqualification for the Honor Council or Honor Societies ● 10 hours of community service ● Written reflection for the Honor Council 	<ul style="list-style-type: none"> ● 0% on assignment ● 10 hours of community service ● 2-day suspension ● Written reflection assignment for the Head of School
Fourth Offense	<ul style="list-style-type: none"> ● 0% on assignment ● 10 hours of community service ● 2-day in school suspension ● Written reflection assignment for the Head of School 	<ul style="list-style-type: none"> ● 0% on assignment ● 20 hours of community service ● 2-day out of school suspension ● Written reflection for the Head of School

(Other consequences which could be imposed by teachers include but are not limited to detention and refusal to write letters of recommendation.)

Appeals

The process of appealing the consequences of an Honor Code violation is as follows:

- The student in question will file a written statement requesting the appeal and their justification for the request within 5 school days.
- The Head of School will review the appeal letter, student's Honor Council folder and meet (at their discretion) with the Executive Committee of the Honor Council.
- The Head of School schedules and meets with the parents and student in question.
- Based on this meeting, the Head of School affirms or alters the recommendations and consequences of the initial finding and documents the decision for the student's Honor Council folder.
- The Head of School informs the Honor Council and original interested parties of the result of the appeal.
- All documents involved with an appeal will be kept with the student's original Honor Council folder. If the penalty is overturned by the Honor Council, all paperwork involving the supposed violation will remain in the student's Honor Council folder.

ACADEMIC STANDARDS

UPPER SCHOOL

(Grades 6-12)

GRADUATION REQUIREMENTS:

WCDS requires a total of 24 credits for graduation. These must be earned in grades 9-12 and meet the following course requirements.

- 4 years of English
- 4 Years of Mathematics, including one year beyond Algebra II
- 3 consecutive years of Spanish beginning in 9th grade
- 3 years of Social Studies (US History required)
- 3 years of Science (biology and chemistry required)
- 1 year of Art (Visual Art and/or Performing Art)
- 1 semester of composition each year at WCDS (grades 7-11)
- 1 year of Health and Physical Education
- Electives to total 24 credits
- 20 hours of community services per year
- CPR and First Aid Certification

GRADING SYSTEM

Grades at the upper school are earned according to an unweighted ten-point scale and assigned weighted GPA equivalents on a 4.67 point scale. Grades are weighted as follows: AP course equals +1.0; honors course equals +0.5; all other courses are unweighted.

Grade	Average	GPA Equivalent
A+	98-100	4.33
A	93-97	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	Below 60	0.00

In the Upper School each year, students and parents are provided a password that enables them to check the student's grades on FACTS, the online grading system used by our teachers. Teachers are expected to update their students' grades weekly, and parents automatically receive an update of their student's grades via email in the wee hours of every Monday that school is in session. We do not have scheduled parent-teacher conference days in the Upper School. Rather, parents should feel welcomed to contact any or all of their student's teachers directly at school. If a conference is desired, parents should contact their student's advisor to set up a convenient meeting time.

Once semester examinations begin, FACTS is disabled, and students and parents do not have access to the program. Report cards are mailed within three days after the last final examination is administered.

HOMEWORK:

Homework is viewed as a constructive assignment that supplements and reinforces classroom instruction and should thus be expected on a daily basis in each academic class. AP classes can have as much as 90 minutes each night. Homework expectations will naturally be higher in honors and AP classes.

CURRICULUM:

A detailed listing of current course descriptions is available in the main office. All Upper School students will be expected to take 6 academic classes per semester, in addition to a study hall period, unless special circumstances exist. Permission to take more or fewer than 6 academic classes can be sought from the Head of School.

TESTS AND EXAMS:

Each department (i.e., English, History, Mathematics, Science, World Languages) has 2 days for testing. Students should never have more than two major tests per day. Exams are held at the end of each semester and are major culminating events accounting for 20 percent of a semester grade. An exam schedule is posted well in advance. AP students who have taken an AP exam in the class are exempt from a final exam in that class.

COMMUNITY SERVICE REQUIREMENT:

All students in grades 6-12 are required to perform 20 hours of community service annually, either individually or in group service. These service obligations must not interfere with class time during the normal school day. Advisors will approve sites in advance, and students are expected to keep track of their service hours on a form available in the office. In order for work to be considered community service, the student must not be paid by, nor work for, an immediate family member. Students are required to document and submit hours to the main office.

CPR AND FIRST AID CLASSES: Students are required to be certified in CPR and first aid by the time they graduate.

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 teacher/advisor, the parents and the Head of School. If

appropriate, the Middle/Upper/Lower School Director and/or Dean of Student may be consulted.

AWARDS AND HONORS

VALEDICTORIAN/SALUTATORIAN:

The Valedictorian and Salutatorian are seniors with the highest and second highest cumulative GPAs, respectively. Both will be chosen from among seniors having at least six consecutive semesters of academic work in grades 11 and 12 at WCDS. The Valedictorian speaks at graduation on behalf of the class.

In cases where GPAs are separated by hundredth of a point, the Head of School may award the designation to multiple students. In the case of multiple valedictorians, there will be no salutatorian designee for that particular graduating class.

DEPARTMENTAL AWARDS:

The department will establish guidelines to grant awards in various departments.

SPANISH NATIONAL HONOR SOCIETY: The Spanish National Honor Society is composed of students who have demonstrated academic achievement in general and excellence in Spanish language study in particular. Members are selected from students who are currently enrolled in Spanish 3 or above and who have shown achievement and affinity for Spanish.

TERRY FORDHAM JURIED ART SHOW:

Upper School: Entries in this category must meet the following criteria:

1. Each entrant must be currently enrolled at WCDS in grades 6-12.
2. Each entrant must have completed or currently be enrolled in at least one visual arts course for which credit is given by WCDS.
3. All entries must be original works of art completed by the student during the current academic year.
4. Any one entrant may submit no more than 3 works of art in any given show.

The Upper School awards include the Terry Fordham Best in Show, which merits a prize of \$100. The winning entry is framed and added to the school's permanent art collection, Second Place, Third Place, and Honorable Mention (if applicable), are also awarded.

RESEARCH SYMPOSIUM/DECLAMATION DAY

Students in the honors track of grades 11 and 12 participate in a research project which lasts six weeks. At the conclusion of the research, students produce their results on a presentation board, and they explain their question, present their findings, and defend their conclusions. Non WCDS affiliated scholars adjudicate both the research and the declamation and a first and second prize is awarded to both juniors and seniors.

MARSHALS:

Seven juniors (eleventh grade) with the highest GPA are chosen to become marshals in the spring of the year, based on cumulative GPA as of the third quarter of the current academic year. Students must have been present at the Upper School for no less than 3 consecutive semesters in order to be considered for this honor. The grand marshal is the junior with the highest cumulative GPA. Marshals assist in the awards assemblies and at graduation.

STANDARDS FOR STUDENT BEHAVIOR

ATTENDANCE:

Wayne Country Day School strives to provide 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. Extended absences require a note from a doctor. The school calendar is set in advance, and parents are asked to plan family trips, etc., during the scheduled vacations.

Students are not allowed to leave campus during the academic day for any reason. Students CANNOT simply “sign out” and leave campus with tacit approval from parents; there must be a legitimate reason. Students who simply “sign out” and leave campus without permission will lose on-campus parking privileges and will be subject to receiving a “0” for work missed in any class. Continued disregard of this standard may cause a significant grade reduction (i.e., one letter grade) for the quarter, failing missed classes and possibly expulsion from school.

SCHOOL-SPONSORED ABSENCES:

These include athletic events, field trips, club activities sanctioned by the school, and any other absence specifically approved by the Head of School. School-sponsored absences will not count toward loss of credit, but work must be made up and arrangements to do so made PRIOR to the absence, if possible.

ABSENCES:

Students are expected to communicate with their teachers if they are going to be absent. Parents can review their student’s attendance on FACTS. In the Upper School, there are two types of absences: excused and unexcused. Absences are deemed “excused” by the administration. Examples of excused absences may include illness or prior approved events such as college visits.

An absence is deemed unexcused if the student is on a family trip or misses without documentation of illness.

A student may accumulate as many as 8 absences in a semester without losing credit or impacting the student’s grade. School sponsored absences DO NOT count toward the total number of absences. If more than 8 absences occur, the situation will be evaluated by the teacher and administration.

In the Upper School, if a student accumulates more than 16 absences in an academic year that student may not be re-invited to return to school the following year, may lose credit in an academic class or classes, or may be precluded from taking certain classes and activities.

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. Students who are absent on the day of an announced test or quiz are required to take the test on the day following their return, even if it results in taking more than two tests on the same day; work during sports absences should be completed prior to leaving, if possible. 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, he/she will be given at least 3 school days to make up the work with a doctor's note.

TARDINESS:

WHEN A STUDENT ACCUMULATES THREE TARDIES IN A MONTH, THE PARENTS WILL BE NOTIFIED and the student will be assigned work crew. For each 3 tardies, a student will serve 30 minutes of school service. If the student has 3 additional tardies, one hour of work crew will be assigned. School service is assigned and scheduled by the Dean of Students. If excessive tardiness occurs, appropriate disciplinary action will be taken including the possibility of suspension or not being allowed to return.

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.

BASIC RULES OF BEHAVIOR:

We uphold these expectations of all students at WCDS:

1. Students will always behave 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.

UPPER SCHOOL CODE OF CONDUCT AND DISCIPLINE

The guidelines described below are meant to apply under most circumstances. Some situations, however, require deviation from these guidelines, and it is at the discretion of the Head of School and the expertise of professional educators to respond to situations appropriately. The Head of School will address discipline issues in the manner that is in the best interest of all students.

The purpose of discipline is to help the student become a better citizen. WCDS may report incidents of student misbehavior to the police, require drug testing, or require counseling. Below is the WCDS progressive discipline policy.

1. Warning: The Administration will meet with the student and his/her parents and document that future such offenses will result in further disciplinary actions.
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. School Service: The Administration will meet with the student and his/her parents and document that the student is to perform a school service or work crew after school. This service could be more than one day.
4. 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 and appeal to the Board of Trustees.
5. 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.
6. Expulsion: The Administration will meet with the student and his/her parents and

document that the student will be separated from WCDS.

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. The previous discipline record of the student will also be considered.

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: Referral to the Honor Council.

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 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: Referral to the Honor Council.

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, possible referral to the Honor Council.

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.

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 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 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.

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.

STUDENT SAFETY

FIRE AND TORNADO DRILLS:

Drills are held several times during the school year. Exit maps are posted in each classroom, and students are informed of the rules and regulations involved to help us evacuate each building quickly. Tornado drills are held each spring. During the drills, it is imperative to get away from windows, glass doors, etc. and assume a kneeling or squatting position with the head protected between the knees. If outside, find the lowest spot, lie down, and cover your head with hands.

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 (in the Lower School) or the advisor (in the Upper School). A signed release from the parents is required for school personnel to administer medications to students. No other medications should be brought from home. No other medication will be dispensed.

ACCIDENTS/ILLNESS:

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. 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.

DROP OFF AND PICK UP:

Students may arrive on campus any time after 7:15 AM. Students in grades 6-8 are normally dropped off and picked up at the middle entrance (flagpole). Students in grades 9-12 can be dropped off in the gym parking lot. If you have multiple children in different grades, please feel free to drop off at one location. If your student is arriving after 8:00 AM, they must enter through the main office entrance and sign in. Students not picked up or in a supervised after school activity by 3:20 PM will be required to go to after school study hall.

AFTER SCHOOL STUDY HALL:

Students must be supervised by a faculty or staff member. At 3:20 PM, students are required to either be with a coach, teacher, off campus, or in after school study hall. After school study hall location varies based on the teacher supervising that week. The schedule for after school study hall is announced at morning meeting and is posted on the school's website. After school study hall is available Monday-Thursday from 3:20-5:00. Students may not wait by doors unattended past 3:20. They will be sent to study hall.

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 the vehicle.

SUBSTANCE ABUSE POLICY

Rationale:

WCDS takes the position that illegal drugs, alcohol, vaping devices, and tobacco products have no place in our school. Further, it is the sole responsibility of each student to abstain from the use of these substances and not be under the influence of these products while at school or at any school-sponsored function.

Statement of Policy:

1. If there is any suspicion or belief that a student has become involved with either drugs or alcohol, the Head of School or the Dean of Students may have a conference with the student or another administrator. The parents shall be informed of this meeting and its outcome. If the suspicious behavior continues, the Head of School will request a conference with the parents, at which time the Head of School will request their help in identifying the problem and arriving at some solution. If this results in no improvement, the Head of School will have the right to require the parents to have the student drug-tested at a pre-approved medical facility. During this time, the school will assist the parents in finding the appropriate professional counseling for the student. The student will be on probation and may be restricted from some school activities and/or privileges. If the student and parents do not agree to drug testing and/or counseling, or these actions prove ineffective, this constitutes grounds for expulsion.

2. 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.

3. Suspension or expulsion will result on the first offense for the possession and/or use of illegal drugs, alcohol and/or tobacco irrespective of the age of the student. That is, the student may be old enough to legally purchase some items, but all of these items are illegal on campus or at school-sponsored events. The use of electronic cigarettes, "vaping", "juuling", or the possession of such items, whether on the person or in their locker or vehicle is grounds for expulsion.

4. If a student possesses or uses any drug or substance that violates North Carolina law on school grounds or during a school-sponsored function, he or she will be expelled from school.

5. If a student sells or distributes any drug or substance that violates North Carolina law on school grounds or during a school-sponsored function, he or she shall be expelled from school.

6. The use of any tobacco products by students is prohibited on campus or at any school-sponsored function. Lighters are also prohibited on campus. If a student is suspected of using tobacco products, the Head of School or Dean of Students will have a conference with that student. If the student continues this activity, the parents will be notified, and appropriate action will be taken.

7. The above-mentioned infractions are not only examples of inappropriate behavior, but they are also illegal. The school has the right to act on information that may not be admissible in Courts of Law so long as the school, in its judgment, deems the information to be sufficient basis for action.

8. WCDS reserves the right to discipline or expel any student who is involved on or off campus in any activity that reflects in a negative way on the school. Any conviction in court, including, but not limited to, any drug or alcohol related offense, subjects a student to expulsion.

9. In the preceding policies, there are specific actions that will be taken for certain violations. No policy can cover every infraction or anticipate the circumstances that may be associated with every incident. Therefore, the Board of Trustees has authorized the Head of School to deal with those incidents that fall outside the violations specifically.

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 are 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. Sexual harassment is not only against School policy, it is illegal. 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 individual.

- 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:

All harassment complaints must be reported as soon as possible. You have the right to report a harassment claim to any administrator, including the Head of School. Allegations of sexual harassment should be reported to the Head of School immediately. It is much easier to discuss, investigate, and resolve such matters while the facts are still fresh in one's mind.

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 to the Head of School or an administrator.

When the investigation ends, a determination will be made and the results will be communicated to the complainant, the alleged harasser, and as appropriate, to all others directly concerned.

If sexual harassment is proven, prompt and effective remedial action will be taken, including discipline of the harasser and notification of the complainant. Steps will be taken to prevent any further harassment, and any other appropriate remedial action will be taken.

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.

For more information about eliminating sexual harassment in the workplace, please contact the Head of School.

RESOLUTION OF STUDENT/PARENT CONCERNS

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

Parents 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 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, Division Director, or Dean of Students for your child's school.

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 your child or children 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

UPPER SCHOOL DRESS CODE:

The dress code is established to ensure that all students are attired in a neat, clean, and modest manner. The granting of the dress code is seen as a privilege, and it should be treated as such by all students.

The following may NOT be worn:

- boxer shorts or other undergarments worn as outer shorts, or showing from underneath other shorts or pants
- shorts which are inappropriately short
- clothes with tears or rips
- shirts that advertise or suggest alcohol or illegal drugs
- shirts with obscene or inappropriate language
- midriff tops, clinging or low-cut tops, tank tops with straps less than 1" wide
- caps, hats, and other headwear inside the building

Any student dressed inappropriately will be asked to call his or her parent(s) to have proper clothing brought to school. The administration will have the final word on "appropriate."

TELEPHONE:

A telephone is located in the front office for personal use before and after school, during break and lunchtime. Mobile phones are not to be used in the building during school hours. If a student is caught using a phone during school hours in the building, the phone will be confiscated and turned into the main office.

MONEY MAKING PROJECTS:

Classes, clubs, and other student groups may raise money through bake sales, car washes, or other activities which do not involve direct solicitation. All fundraising activities must be approved in advance by the advisor or teacher and the Head of School.

FOOD AND DRINK:

Consumption of food and drink is not to take place in the school building.

Students are not allowed to chew gum in the building.

At lunch and at Upper School break time, snacks will be eaten ONLY in designated areas.

Off-campus lunch and take-out food are privileges that can be revoked for a number of reasons, including litter or disruptions.

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 office. 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.

WOODS AND PARKING LOT:

The woods adjacent to the school and the parking lots are **off limits during the school day**. Students may not be in the parking lots except when arriving at or departing from school or a school function.

DRIVING AND PARKING:

All students driving to school must obey all NC driving laws while on campus. Failure to do so will result in the loss of the driving privilege on campus. Students must register any vehicle which they plan to park on campus regularly.

Parking is reserved for faculty members in the front rows (closest to the building) of the main lot, as a gesture of respect for their position at the school. The second row is reserved for the seniors only. Underclass students may park only in the remaining rows. Students are not allowed to park in the front parking lot, or in the lower school lot. Cars should not be parked on the grass adjacent to the athletic fields. Vehicles are to be parked between designated parking lines. The space at the end of the sidewalk is to be left open at all times.

UPPER SCHOOL LUNCH:

Lunch is available for the Upper School in the lunchroom as well. Parents who wish to order lunch 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 indoors and out. If the condition of the café deteriorates, the teachers may assign student seating and/or may eat with the students at their tables. After school detention, as well as clean-up chores, may be used with student(s) who do not maintain positive behaviors.

Seniors may have open lunch privileges from the start of the school year. The privilege will be lost if a minimum cumulative GPA of 3.00 is not maintained or if a student's behavior warrants. Initial evaluation will occur at the end of the first 4 weeks. Re-evaluation will occur at the end and midpoint of the remaining quarters. Seniors may ride with or drive other seniors, provided a signed permission slip is on file. Seniors may not bring back "outside" food to consume in the café. Seniors cannot "take orders" to bring "outside" food to underclass students. The school recognizes that special events may warrant bringing "outside" food on campus. **However, parents must avoid bringing "outside" food on a regular basis.**

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 1:05pm. Students may stay a few minutes to finish eating and/or cleaning up the café. All students need to be in class on time.

BREAK:

Morning Break is designed for students to have a short pause in their academic schedule for the use of the bathroom, the consumption of a snack in the Charger Café, or socializing. Students are expected to be in their 3rd period classroom no later than 10:10am.

VISITORS ON CAMPUS:

All visitors to the WCDS campus must check in at the main office upon arrival on campus. Parents visiting during the school day should check in at the office and to schedule meetings with the teachers during mutually convenient times. We wish to avoid any interruptions to the valuable teaching time that occurs during the school day.

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 office immediately.

PARTIES OFF CAMPUS:

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

STUDENT SERVICES

MEDIA CENTER:

The media center is open from 8:15 AM. to 3:30 PM daily for student, faculty, and parent 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 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.

ACCEPTABLE USE POLICY GRADES 4-12:

Wayne Country Day 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.

- 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 is expected in all environments.
- Any acts that use electronic communication devices to harass, intimidate or bully, is known as cyber bullying and is not tolerated.
- Any unapproved collaboration or "sharing" of student work using technology will be considered a violation of academic integrity (cheating).
- 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.

Please refer to the Student Handbook for a more thorough explanation of the Acceptable Use Policy for Technology.

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.

LOCKERS:

Students in grades 6-12 will each be assigned a locker in a designated location. Students should use these lockers for their books, lunches, coats, and any other materials they bring to school. Students will not be allowed to leave book bags and athletic bags in the hallways. Large athletic bags should be placed in the locker rooms in the gym or on top of lockers in the hall.

ADVISOR SYSTEM:

Each student in grades 7-12 has a faculty advisor. The advisor's role includes monitoring the student's academic progress, providing support and encouragement, helping students work through difficult interpersonal times or academic challenges, and communicating information of a curricular or extracurricular nature with the students.

COLLEGE COUNSELING:

Students in grades 9-12 will have access to the Upper School college counselor, who will assist them in collecting information and making decisions regarding the college selection and application process. The college counselor will meet regularly and individually with the juniors in the winter and spring, and the seniors in the fall, to help them manage their college search. Group meetings will be more common with the freshmen and sophomore classes, although individual conferences can be scheduled at any time. Parents are encouraged to call if they have particular questions regarding college applications, SAT or ACT details, or curricular choices for their children.

STANDARDIZED TESTING:

- Grades 6-8 take the IOWA test in the fall semester
- Grade 9 takes the PSAT in the fall, and the IOWA in the Spring
- Grade 10 takes the PSAT in the fall
- Grade 11-12 takes the SAT and ACT as part of their college application preparations.
 - Students may choose to take SAT subject tests.
 - Parent meetings are offered to review results of tests.

THE LEARNING CENTER:

The Learning Center coordinates accommodations for all students with diagnosed learning differences and chronic medical issues. Students that 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.

EXTRACURRICULAR ACTIVITIES

In addition to our athletic program, a variety of clubs and activities are open to students at WCDS. These will be offered according to student interest and staffing availability. Clubs have included: Student Government Association, Brain Game, Key Club, Red Cross Club, Diversity Club, Fellowship of Christian Athletes, Chess Club, and History Club. Any student interested in creating a new club or activity group is encouraged to speak with the Head of School or a faculty member.

School-Sponsored Trips

Classes may go on a field trip once each semester 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 within Wayne County. Additional permission slips will be sent home for trips outside the county. 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 in the office.

Athletic Program

Sports Programs:

Girls

Tennis
Cross Country
Volleyball
Basketball (JV, V)
Soccer (Varsity only)
Swimming
Track
Golf

Boys

Tennis
Baseball
Basketball (JV, V, Jr. High)
Soccer (JV, V, Jr. High)
Swimming
Track
Cross Country
Golf

ATHLETIC ELIGIBILITY:

Student-athletes must have a 75 overall GPA in the quarter 3 weeks prior to and during participation in order to be eligible for sports. Students with one "F" in any quarter grade, regardless of their overall average, are ineligible. In their school academic career, students may have a one-time appeal to the Head of School for reinstatement to the program. Reinstated students will outline their course of academic action to the Head of School for his approval. If approved, progress will be monitored weekly by the coach, advisor, Athletic Director or Headmaster.

INSURANCE AND PHYSICALS:

All athletes must have a physical exam before participating in any athletic program. One physical per year covers all sports. WCDS neither provides nor sells any type of student accident or health insurance. Proof of adequate coverage must be provided before a student may participate in either practice or games.

ABSENCES ON GAME DAYS:

On days of athletic contests, a student must be in attendance at least one-half day. It is the responsibility of the student athlete to arrange class work assignments prior to leaving school for an athletic event.

Codes of Behavior

- All athletes are expected to conduct themselves in a manner which is becoming to Wayne Country Day students. Athletes are in a position of responsibility and are expected to understand that what they do reflects not only on the team but on WCDS as well.
- 7th and 8th graders may, under certain conditions, play at the varsity level.
- It is a privilege to participate in athletic events; therefore, it is the student's responsibility to be alert and prepared for all classes.
- WCDS recommends that the student athlete be clean, neat, and dressed appropriately for the sport being played.

TRANSPORTATION RULES:

The safety and well-being of our students is of primary concern. Whenever possible, students should return to school with their team after an away game.

- Participants will go to the game by school transportation unless other arrangements have been made with the coach prior to the game.
- There will be school transportation available for all participants for the return trip home.
- If parents wish to have students ride with them or another adult, they must send a written note to the coach prior to departure.
- Students should make arrangements for a ride home after returning to school from a game. Parents are urged to meet the returning vans or buses promptly after their return to campus.
- No one will be allowed to leave the gym to go eat unless accompanied by a coach. The bus will stop after the game to purchase food if time permits

UPPER SCHOOL SCHEDULES

NORMAL DAILY SCHEDULE

8:00-8:15 Morning Meeting

8:15-9:05 Period 1

9:05-9:55 Period 2

9:55-10:10 Break

10:10-11:00 Period 3

11:00-11:50 Period 4

11:50-12:40 Period 5

11:50-12:25 LUNCH 1

12:40-1:15 LUNCH 2

12:25-1:15 Period 5

1:15-2:05 Period 6

2:05 -2:55 Period 7

LATE START

10:00-10:40 Period 1

10:40-11:20 Period 2

11:20-12:00 Period 3

12:00-12:40 Period 4 (for LUNCH 2)

12:00-12:30 LUNCH 1

12:30-1:10 Period 5 (for LUNCH 1)

12:40-1:10 Lunch 2

1:10-1:50 Period 5

1:50-2:30 Period 6