Student Handbook

Wayne Country Day School

Upper School
Grades 6-12

2026-2027

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

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MAJOR SCHOOL POLICIES

MISSION STATEMENT

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

VISION STATEMENT

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

PHILOSOPHY AND CORE VALUES

School

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

Individual

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

Family

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

Community

Wayne Country Day School seeks to cultivate a school community where students respect and appreciate the broad cultural, ethnic, racial, social, and religious diversity in our local community, our nation, and our world. The school seeks to prepare students for active roles as citizens and leaders who are informed, cooperative, tolerant, and understanding of their world. WCDS admits students of any race, religion, gender, and ethnic origin to all programs and activities made available to students at the school. It does not discriminate based on race, religion, gender,

sexual preference, or ethnic origin in the administration of its educational and/or admissions policies and financial aid program.

HONOR PLEDGE

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

CORE VALUES: Honesty, Kindness, Respect, Responsibility

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

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 unauthorized information from books, notes, or electronic devices (cell phones, iPad, iPhone, iWatch, laptop, Kindle, etc.) during a test or quiz
- 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 an 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
- Remaining in the classroom during the test
- Periodically walking around the room during tests or graded classroom exercises

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; purchasing and/or 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 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 of ideas and information that are not included in the source
- Citing a source for a proposition that it does not clearly support

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:

- 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

KINDNESS - showing empathy, compassion, and consideration for others and their feelings

Violations

Bullying or harassing behavior: 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:

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

RESPECT - showing due and proper esteem for another's feelings, wishes, rights, or traditions

Examples

- Showing up to school, classes, sporting events, meetings, etc. on time
- Remaining engaged in class
- Cleaning up after yourself and, if necessary, others
- Following instructions given by faculty and staff
- Bringing questions and concerns to an advisor, teacher, or administrator, or staff member
- Supporting fellow students in all their endeavors

RESPONSIBILITY - being answerable and accountable for all tasks, expectations, and duties that are within one's power or control

Examples

- Completing assignments on time
- Showing up to all athletic practices and games
- Always telling the truth, even when it may be self-incriminating or potentially damaging to a friend
- Maintaining a positive school environment for everyone, and holding other students to the same standard
- Communicating with teachers well in advance of absences and taking the initiative to complete missed work

ACCREDITATION

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

COMMUNICATION

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

SCHOOL - STUDENT

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

SCHOOL - PARENT/GUARDIAN

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

MEANS OF COMMUNICATION

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

ACADEMIC POLICIES AND PROCEDURES

CURRICULUM

A detailed listing of current course descriptions is available online, in the main office, and in our Course Catalog. 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 Upper School Director in coordination with the Registrar.

GRADUATION REQUIREMENTS

WCDS requires a total of 24 credits for graduation, along with 20 hours of community service per year, and CPR and First-Aid Certification. The 24 credits 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 6-11)
- 1 year of Health and Physical Education
- Electives
- 20 hours of community services per year
- CPR and First-Aid Certification

EXAMS

Exams are held at the end of each semester and are major culminating events accounting for 20 percent of a semester grade in grades 8-12. Grades 6-7 typically have one final test during exams, which only counts in the gradebook as another test. There will be no new material covered and no graded assessments for the three days prior to exams. 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. Exams will not be moved or rescheduled for any reason except a major circumstance (severe illness, family emergency, etc.). The ultimate decision of whether or not to reschedule an exam rests with the Upper School Director in conjunction with the teacher whose exam may be rescheduled. Missing an exam for an unapproved reason will result in a zero on the exam.

ASSESSMENT DAYS AND TWO-TEST RULE

Each department is given two assessment days throughout our 4-day rotating schedule. Tests can only be given in a class on its assigned assessment days. The exceptions to this rule are formative assessments, and the due date of long-term projects. Students should never have more than two major assessments on any given day. If this situation arises for any student, communicate with teachers, advisors, and grade-level chairs as soon as possible.

ASSIGNED TEST DAYS

Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
English Spanish	Science History	English Math	Science Spanish	Math History

GRADING SYSTEM

Grades in 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 with a password that enables them to check the students' grades on FACTS, the online grading system used by our teachers. Teachers are expected to update their students' grades at least weekly, and parents automatically receive an update of their student's grades via email on Monday mornings that school is in session. Once semester exams begin, FACTS is disabled, and students and parents do not have access to the program. Report cards are issued through FACTS as soon as grades are finalized.

HOMEWORK

Homework is viewed as a constructive assignment that supplements and reinforces classroom instruction. Homework loads will vary greatly depending on the grade level and course expectations; however, a general guideline is as follows:

6th-7th grade: 15-20 minutes total, per school day

8th-9th grade: 10-20 minutes per day, per class

10th-12th grade: 30-45 minutes per day, per class

*Honors and AP courses can have as much as 60 minutes per day, per class

Academic Intervention

As with so many other aspects within the school community, it is imperative that parents/guardians be active participants in the academic life of their students. Teachers keep up-to-date records on FACTS of student progress and grades, in part, so that parents/guardians have a clear idea of academic achievement and/or

difficulties. Parents should be in the habit of checking FACTS regularly and being in contact with teachers if any questions or concerns should arise.

If at any point throughout the school year a student's grade in a class consistently falls below 70%, the Upper School Director will attempt to be in touch with the student and her/his family to discuss the situation, analyze the issues, and find support. Students consistently scoring below a 70% in a class will be assigned afternoon tutoring with the class's teacher until the average rises above a 70%. Communication is key at all points of this process to ensure understanding and progress.

TAKING COURSES OUTSIDE OF WCDS

Students may have a desire to take summer and/or online courses outside of WCDS for a variety of reasons. WCDS may accept credit from accredited independent and public schools for the purposes of admission and enrollment; however, WCDS does not accept any outside credits to take the place of graduation requirements once a student is enrolled. Only pre-approved summer and/or online courses may be taken, and the results of those courses will only be used to help determine placement. Please keep in mind that any courses completed through an accredited program, and the grades earned from those courses, must be reported to colleges. However, those grades will not be factored into the WCDS transcript or GPA.

HONORS AND ADVANCED PLACEMENT (AP) COURSES

If a student wishes to take either an Honors or AP course, s/he should have a conversation with his/her current teacher, the teacher of the desired course, the College Counselor, and the Upper School Director in order to understand the course and schedule expectations. After these conversations, if the student still wishes to take the Honors or AP course, s/he can list it on the Course Request form for the next school year. Please note that requesting a course by no means guarantees that the student will receive that course. In general, to be considered for an Honors course, a student should have at least a 'B+' or higher in previously taken related courses or in prerequisite courses and be in good standing in all other courses. To be considered for an AP course, a student must meet the above qualification and have an 'A' or higher in previously taken or prerequisite courses.

As a college preparatory school, WCDS understands the holistic approach that colleges and universities utilize in their admissions process. Students need to be well-rounded and have passions and commitments outside of the classroom. Therefore, no more than one AP courses may be taken during a student's sophomore year, two-three AP courses during junior year, and two-four AP courses during senior year.

There is an appeal process for taking one, and only one, more AP course each year. The minimum criteria to be considered for an extra AP course are no grade less than an 'A' in any previous AP course; no grade less than an 'A-' in any other previous course; no score less than a three on any previous AP exam; and a meeting with the Head of the Upper School.

The final decision on all Honors and AP courses ultimately rests with the Upper School Director in conjunction with the College Counselor.

COMMUNITY SERVICE REQUIREMENT

All students in grades 6-8 are required to perform 10 hours of community service annually, and all students in grade 9-12 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, in conjunction with the School Counselor, will approve sites in advance, and students are expected to keep track of their service hours on a form available in the office and online. In order for work to be considered community service, the work must be done outside of school hours, students must not be paid in any way and cannot complete the hours for an immediate family member. Students are required to document and submit hours to the main office and School Counselor.

CPR AND FIRST AID

Students are required to be certified in CPR and first aid by the time they graduate. This training typically takes place at the beginning of a student's senior year.

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 conflicts with the desired learning environment. Situations which develop will be handled individually with the student's teacher/advisor, the parents, and the Upper School Director. The ultimate responsibility and decision-making lies with the Head of School.

AWARDS AND HONORS

HONOR ROLL

First and Second Honors: The Upper School has established two levels of academic recognition. The qualifications for the First Honors list and the Second Honors list are determined by final grades. For First Honors, grades in all classes must be an A- or higher. For Second Honors, grades in all classes must be no lower than a B+. These academic honors are an internal designation awarded at the end of the academic year.

VALEDICTORIAN and SALUTATORIAN

The Valedictorian and Salutatorian are seniors with the highest and second-highest cumulative GPAs, respectively. Both will be chosen from among seniors who 1) have no major disciplinary offenses; 2) have no major Honor Code infractions; 3) have earned their last 18 credits at WCDS, and 4) attended WCDS their last full three years. The Valedictorian speaks at graduation on behalf of the class.

In cases where GPAs are separated by hundredths 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
Each department will establish guidelines to grant awards in their specific department. The top student in each course, determined by GPA, will receive an award. Some other examples include:

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
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 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 Honors English 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 both first and second prizes are awarded to both juniors and seniors.

JUNIOR MARSHALS
The Junior Marshal program recognizes members of the junior class who have demonstrated outstanding academic achievement and exemplify the values of Wayne Country Day School. To be eligible students must have completed at least three consecutive semesters at Wayne Country Day School. Students must have a cumulative weighted GPA of 3.90 or higher at the conclusion of the first semester of the junior year and be in good behavioral standing. If more than 25% of the junior class meets the GPA requirement, the students will be ranked by cumulative weighted GPA, and the top 25% will serve as Junior Marshals. The Grand Marshal is the junior with the highest cumulative GPA. Marshals assist in the awards assemblies and at graduation.

COMMUNITY SERVICE
Since community service is not only part of the WCDS graduation requirement, but also an integral part of our overall mission, each year WCDS will recognize students who go above and beyond either in terms of the number of community service hours performed or the nature of the service provided. The number of recipients of this award will vary from year to year.

PHYSICAL EDUCATION/ATHLETICS

Academics and athletics form a symbiotic relationship at WCDS. Communication between students, parents/guardians, teachers, and coaches is crucial and is expected. The level of competition for each athletic team is determined annually based on student participation numbers and the school's ability to field a competitive team.

WCDS Athletic Program

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

ATHLETIC ELIGIBILITY

Student athletes must be academically eligible to participate in a sport. Students may not have a grade lower than a 60 in any course at the time of tryouts to be eligible. Also, students who earn a quarter grade below 60% in any course at the end of any quarter will no longer be eligible until the next quarter.

Each student is eligible for one academic appeal during their Upper School career. Appeals must be submitted to the Upper School Director. As part of the appeal process, the student must present an academic improvement plan for approval. If reinstatement is granted, the student's academic progress will be monitored weekly by the coach, advisor, Athletic Director, and Upper School Director throughout the remainder of the season.

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 AND TARDIES

On days of athletic practices and/or contests, a student must be in attendance. An unexcused absence in more than 2 classes on the day of practice or game will render a student-athlete ineligible for both practices and games on that school day.

In addition, student-athletes are expected to meet with the teachers whose classes they missed on that day before they can participate in athletics. It is the responsibility of the student-athlete to arrange a make-up plan for possible missed classwork, assignments, and assessments prior to leaving school for an athletic event and submitting that plan to her/his teacher, coach, and advisor. If a student will miss an announced assessment due to an athletic competition, the student is responsible for completing the assessment prior to leaving for the competition.

CODE OF CONDUCT

All athletes are expected to always conduct themselves in a manner which is becoming Wayne Country Day School 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.

It is a privilege to participate in athletics; 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 dress 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 a 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.

GYM

Our gym is used during the school day for classes and is often used after school for various extracurricular events. Therefore, no one is allowed in the gym without first getting permission, or without direct adult supervision. The gym will be always kept clean and tidy. The Athletic Director must be consulted to use the gym for any purpose.

SCHOOL AND CLASS ACTIVITIES

EXTRACURRICULARS

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 (SGA), 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 or running a current club or activity must get the approval of the Upper School Director and have a faculty member who will serve as sponsor.

SCHOOL-SPONSORED TRIPS

Classes may go on field trips or other class trips to enhance classroom learning and/or create a greater sense of community. A permission slip will be sent to parents at least three weeks beforehand for permission for their child to take part in trips. Each time a trip is planned, parents will be notified well 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 school transportation must be adults and comply with all North Carolina laws.

No student is allowed to travel without signed permission forms and health forms on file in the main office.

HONOR COUNCIL

The Honor Council is an important collaboration between the students and faculty 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 participation.

The Honor Council is a volunteer, extracurricular service activity of students and faculty. It is not a court of law and acts only as a communication, review, recommendation, and education service. 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 a confidential reporting and hearing process for students or faculty to report suspected Honor Code violations

2. Forward suspected Honor Code violations to an Honor Council Executive Committee to determine if reported violations require the review of the full Honor Council
3. 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. Seek and review relevant information from the reporting individual(s) and from the student(s) in question of Honor Code violations
5. Decide by consensus whether the Honor Code has been violated
6. Identify an appropriate consequence
7. References for the case and recommendations for consequences to the school administration
8. Inform the student(s) in question and report to the individual(s) the decision and any associated consequences
9. Maintain secure and confidential records of all hearings.

Membership and Composition
The Honor Council shall be formed in the spring semester 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 Upper School Director. 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 SGA. 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 of the year, 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 and WCDS.

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 Head of School 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.

PLEDGE OF CONFIDENTIALITY

- 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 it 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.

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

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 Upper School Director.
- 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 Upper School Director, the Grade-Level Chair, and the Honor Council's faculty sponsor. The administrators will make the final determination of whether to refer the matter to the Honor Council. The ultimate decision for all matters related to the Honor Code and Honor Council rests with the Head of School.

The Upper School Director will refer the question 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 accepts the penalty recommended by the Honor Council Executive Committee.

- Acknowledge that he/she violated the Honor Code and accepts 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 Upper School Director 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
- 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 the 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 Upper School Director:

(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.

- The Honor Council should work for a 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 Upper School Director (the student will not be told recommended consequences until the Upper School Director's approval).
- After the Upper School Director'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.

Consequence Guidelines for Honor Code Violations
In cases of the finding of negligence, the Honor Council will assign a 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.

Note that the following are general guidelines and neither an absolute nor exhaustive list. Consequences can and will vary greatly depending upon the severity and intent of the Honor Code violation. Multiple offenses, for example, can lead to suspension and expulsion.

	Meaningful Offense (not premeditated)	Meaningful Offense (premeditated)
First Offense	● 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	● 0% on the assignment ● 9-month probation for Honor Council or Honor Societies ● Written reflection assignment for teacher
Second Offense	● 0% on the assignment ● 18-month probation for Honor Council or Honor Societies ● Written reflection assignment for teacher	● 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	● 0% on assignment ● Disqualification for the Honor Council or Honor Societies ● 10 hours of community service ● Written reflection for the Honor Council	● 0% on assignment ● 10 hours of community service ● 2-day suspension ● Written reflection assignment for the Head of School
Fourth Offense	● 0% on assignment ● 10 hours of community service ● 2-day in school suspension ● Written reflection assignment for the Head of School	● 0% on assignment ● 20 hours of community service ● 2-day out of school suspension ● Written reflection for the Head of School

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 the justification for the request within 5 school days.
- The Upper School Director will review the appeal letter, the student's Honor Council folder and meet (at their discretion) with the Executive Committee of the Honor Council.
- The Upper School Director schedules and meets with the parents and student in question.
- Based on this meeting, the Upper School Director affirms or alters the recommendations and consequences of the initial finding and documents the decision for the student's Honor Council folder.
- The Upper School Director informs the Honor Council and original interested parties of the result of the appeal.
- All documents involved with the 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.

DAILY PROCEDURES

CLASS SCHEDULE

WCDS operates on a 4-day rotating daily class schedule.

A Day

8:00 – 8:50	1st Period
8:50 – 9:40	2nd Period
9:45 – 10:10	Meeting/Community
10:10-11:00	3rd Period
11:00-11:50	4th Period
11:50-12:40	5th Period (Gr 10-12)
11:50-12:25	LUNCH A
12:40-1:15	LUNCH B
12:25-1:15	5th Period (Gr 6-9)
1:15-2:05	6th Period
2:05 -2:55	7th Period

B Day

8:00 – 8:50	1st Period
8:50 – 9:40	2nd Period
9:45 – 10:10	Meeting/Community
10:10-11:00	7th Period
11:00-11:50	6th Period
11:50-12:40	5th Period (Gr 10-12)
11:50-12:25	LUNCH A
12:40-1:15	LUNCH B
12:25-1:15	5th Period (Gr 6 – 9)
1:15-2:05	4th Period
2:05 -2:55	3rd Period

C Day

8:00 – 8:50	1st Period
8:50 – 9:40	2nd Period
9:45 – 10:10	Meeting/Community
10:10-11:00	3rd Period
11:00-11:50	4th Period
11:50-12:40	5th Period (Gr 10-12)
11:50-12:25	LUNCH A
12:40-1:15	LUNCH B
12:25-1:15	5th Period (Gr 6-9)
1:15-2:05	6th Period
2:05 -2:55	7th Period

D Day

8:00 – 8:50	1st Period
8:50 – 9:40	2nd Period
9:45 – 10:10	Meeting/Community
10:10-11:00	7th Period
11:00-11:50	6th Period
11:50-12:40	5th Period (Gr 10-12)
11:50-12:25	LUNCH A
12:40-1:15	LUNCH B
12:25-1:15	5th Period (Gr 6 – 9)
1:15-2:05	4th Period
2:05 -2:55	3rd Period

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 6
1:50 – 2:30	Period 7

DRESS CODE

The dress code is established to create an environment and mindset of professionalism and learning. Nearly all professional establishments have some form of dress code, and school is no different. We ask parents to play a large role in the promotion and enforcement of dress code. Students should be in dress code throughout the entire school day.

The following may be worn:

- shirts with sleeves that cover the torso from, and including, the shoulders to below the waist – front and back. No open back blouses with undergarments showing.
- shorts, jeans, khaki pants, skirts, or dresses
- clothes with hemlines and waistlines that cover all undergarments and midriffs throughout the normal range of motion
- yoga pants, leggings, or skinny jeans
- religious and/or cultural headwear

The following may **not** be worn:

- clothes that are suggestive and/or inappropriate, including but not limited to, images of tobacco, alcohol, drugs, intolerance, divisiveness, weapons, or sexual connotations
- clothes that are see-through and/excessively worn, ripped, or tattered
- tops that have excessively low necklines or open backs
- shirts that cover the entirety of a skirt or shorts, tennis skirts, and golf skirts
- tank tops with straps that are less than the width of a standard credit card
- Shorts, skirts, and dresses must have a length that falls within 5” of the top of the knee or longer.
- sleepwear and/or pajamas
- head coverings when indoors, including but not limited to, caps, hats, hoodies, and/or headphones
- earbuds of any kind (except during break, lunch, or with the expressed consent of a faculty or staff member)

Dress code violations can be handled by any faculty or staff member and may be reported to the Upper School Director. Any student not following the dress code will initially be told not to wear that item again, unless it is an egregious violation. If there are subsequent dress code violations, students will take all steps necessary to get into dress code as soon as possible, including, but not limited to, changing clothing immediately, calling her/his parent or guardian to have proper clothing brought to school, warnings, and/or suspension for repeated offenses.

Faculty and staff will take all precautions to make sure the dress code is handled discretely and tactfully. Any class time missed due to a dress code violation will count as an unexcused absence. The Upper School Director will have final judgment as to whether clothing meets the expectations of the school’s dress code.

PDA

Public displays of affection are not appropriate on campus. As members of a school community that includes students from preschool through high school, Upper School students are expected to always model mature and respectful behavior.

Examples of inappropriate displays of affection include, but are not limited to:

- Sitting on another person's lap
- Prolonged hugging or embracing
- Kissing
- Holding hands or engaging in other intimate physical contact

Students are expected to maintain appropriate physical boundaries while on campus and at all school-sponsored events.

CELL PHONES

A telephone is in the front office for personal use before, during, and after school. Students should only utilize electronic devices in the classroom during approved instruction activities in the classroom. Electronic devices should be placed in each classroom's phone caddie upon arrival to class. Phones should be silent and not set to vibrate.

Wireless speakers are not allowed. Earbuds are not allowed in the classroom or the hallway. If a student is caught using a phone during school hours in the building outside of break or lunch times, the phone will be confiscated, turned into the Upper School Director, and returned at the end of the day.

First Offense: Warning

Second Offense: Electronic device taken for the day. Student must see Upper School Director after school is dismissed to retrieve the device.

If the student continues to use his/her device. The Upper School Director use the appropriate level of consequence to his/her discretion.

MONEY-MAKING PROJECTS

Classes, clubs, athletics, 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 well in advance by the advisor, teacher, or coach, along with the Upper School Director.

FOOD AND DRINK

Consumption of food and drink, except for drinking water, is not to take place in the school building outside of break and lunch without the expressed consent of a faculty or staff member. At lunch and at break, snacks will be eaten only in designated areas. Off-campus lunch is a privilege that can be revoked for any number of reasons, including litter or disruptions. Food deliveries are not allowed.

WOODS AND PARKING LOT

The woods adjacent to the school on any side, including across the road, and the parking lots are off limits during the school day, except for senior off-campus lunch privileges. 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 North Carolina driving laws while on campus. Failure to do so will result in the loss of the driving privilege on campus. Parking in the front rows closest to the buildings is reserved for faculty members. The second row is reserved for seniors only. Underclassmen 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 be parked only in the parking lot (not on grass or dirt) and should be parked between the designated parking lines. The space at the end of the sidewalk is to be always left open.

LUNCH

Lunch is available for the Upper School in the lunchroom. 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 cafeteria deteriorates, the teachers may assign student seating. School service, as well as clean-up chores, may be issued to students who do not maintain acceptable behaviors and manners.

Seniors may have off-campus 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 cafeteria, nor can they bring it for others. The school recognizes that special events may warrant bringing "outside" food on campus.

Parents must avoid bringing "outside" food on a regular basis.

Take-out and delivery services such as, but not limited to, UberEATS, DoorDash, etc. <u>are not permitted.</u>

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 cafeteria. 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, eating a snack, or socializing. Students are expected to be in their 3rd class no later than 10:11 am.

VISITORS ON CAMPUS

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

CHANGE OF ADDRESS

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

GATHERINGS OFF-CAMPUS

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

MEDIA CENTER

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

Books are checked out on a two-week basis with one day grace, and fines of 25 cents per day are charged for overdue books. Reference books may be checked out at the end of the day to be returned by 8:30 a.m. the following day. Books not returned after a reasonable amount of time must be replaced or paid for by the student.

ACCEPTABLE USE POLICY OF TECHNOLOGY

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

- Any misuse and violations of Wayne Country Day School's network will be reviewed and privileges possibly revoked.
- Any use of the school's G-Suite account must support the educational objectives of Wayne Country Day School.
- All rules of conduct, as stated in the Parent/Student Handbook, apply.
- Academic honesty and personal integrity are expected in all environments.
- Any acts that use electronic communication devices to harass, intimidate, or bully, are known as cyber-bullying and are not tolerated.

- Any unapproved collaboration or sharing of student work using technology will be considered a violation of the Honor Code.
- Students cannot record images, audio, or videos without teacher permission.
- All students will refrain from the unethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources.
- Digital etiquette and responsible social interaction related to the use of technology and information is expected in all environments.

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

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 locker rooms, in the gym, or in a teacher's classroom. Students are required to take care of their locker and clean it out completely at the end of the school year. Failure to do so can result in fines.

ADVISORY SYSTEM

Each student in grades 6-12 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 and their parents/guardians. The Advisor should be the first touchpoint for any questions or concerns a student or family may have.

COLLEGE COUNSELING

Students in grades 9-12 will have access to the 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 communicate 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
- Grades 11-12 take the SAT and ACT as part of their college application preparations.

Typically, students may choose to take SAT subject tests. Parents can attend meetings to discuss test results. Any questions should be directed to the College Counselor.

THE LEARNING CENTER

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

SAFETY AND SECURITY OFFICER

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

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

MEDICATIONS

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

ACCIDENTS/ILLNESS

Students who become sick or injured at school will be taken to the main office. 911 will be called if warranted, our Safety and Security Officer will be brought in, and then the parents will be notified so that the student can be picked up promptly. The school will provide minimal first aid in 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 at any time after 7:30 AM. For safety and security purposes, our doors will not open until 7:30 AM. Students in grades 6 and 7 are normally dropped off and picked up at the middle entrance (flagpole). Students in grades 8-12 can be dropped off in the gym parking lot. If you have multiple children in different grades, please feel free to drop off at the location of your oldest child. If your student is arriving after 7:55 AM, they must enter through the main office

entrance and sign in. Failure to properly sign-in will result in either a tardy or an unexcused absence. Students who are not picked up after school by 3:15 PM will be required to go to the 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, or off campus, or in after-school study hall. After-school study hall location varies based on the teacher supervising that particular week. The schedule for after-school study hall is announced at Morning Meeting and is posted on the school's website. The after-school study hall is available Monday-Thursday from 3:15-5:00. Students may not wait by doors unattended past 3:20. They will be sent to the after-school study hall.

SEARCHES

The Head of School or designee has the right to search any locker, backpack, purse, vehicle, etc. Driving a motor vehicle on the WCDS campus constitutes consent by the owner and the operator to search the vehicle whenever it is deemed appropriate or necessary. Further disciplinary action will result in cases where a student refuses to allow a search of his/her locker, backpack, purse, vehicle, etc., up to, and including, expulsion.

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 here you live. When school opens during inclement weather, tardiness is not recorded.

ABSENCES AND TARDIES

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

SIGNING OUT

If a student needs to leave campus during the school day, communication to the main office in the form of a phone call or email is required from a parent/guardian no later than the morning of the sign-out date. That communication must detail the reason why the student needs to sign out and, if possible, give the time when the student will return. Students who sign out and leave campus without permission will immediately lose on-campus parking privileges and could receive a "0" for work missed in any class. As this is a matter of safety and legality, continued disregard of this policy will result in warnings, suspension, and possible 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 count as an excused absence, but a written plan for making up all missed work should be filed with both the teacher and advisor before departure.

ABSENCES

Students and parents/guardians are expected to communicate with the school if a student is going to be absent. Communication should be done by phone call or email through the main office. Parents can review their students' attendance on FACTS. In the Upper School, there are two types of absences: excused and unexcused. Absences are deemed Excused or Unexcused by the sole discretion of the administration, and particularly the Upper School Director.

Excused absences may include but are not limited to doctor-documented illness, family emergencies, school functions, religious observances, or college visits.

Unexcused absences may include but are not limited to: illness not requiring a doctor's visit, court dates, DMV appointments, or any non-school-sponsored trip.

Students may accumulate up to 10 unexcused absences per semester or 20 unexcused absences during the school year without affecting course credit or the final course grade.

If a student exceeds either of these limits, attendance consequences will apply:

- 11–19 unexcused absences: The student's final course grade will be reduced by one letter grade.
- 21 or more unexcused absences: The student's final course grade will be reduced by two letter grades.

In addition, students who exceed 10 unexcused absences in a semester or 20 unexcused absences during the school year may lose credit for the course.

In addition, that student may not be invited to return to school the following year or may be precluded from taking certain classes or participating in certain athletics and activities.

MAKE-UP POLICY

It is the student's responsibility to promptly make up work missed due to any type of absence. Students should speak to their teachers before a planned absence to make arrangements and schedule work. The agreed-upon plan to make up work should be filed with the teacher, advisor, and coach (if necessary) before the planned absence. Students who are absent on the day of an announced assessment should plan to take the assessment on the day of their return, even if it results in taking more than two tests on the same day. In the case of extended absences, students will communicate with their teachers to make special arrangements. 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.

TARDINESS

Arriving on time, particularly in the morning, is an important aspect of our school day. When a student accumulates 2 or more tardies in a school day, the parents/guardians will be notified.

The following policy applies to arriving at school and/or class.
First Tardy -Student receives a warning
Second Tardy – Parent is emailed by the teacher, and the student receives 1 unexcused absence and break detention
Third Tardy - Parent is notified and the student receives lunch detention
Fourth Tardy - Parent is notified and the student goes to the Choice Room for one period, and a 2nd unexcused absence is recorded.
Fifth Tardy - Student loses driving privileges (if tardy is to school) and a half day detention in the Choice Room

We will enforce the 3/1 Minute Rule for determining tardies. Students will dismiss two minutes before the class ends and should be in class one minute past the time class starts. Being over one-minute late counts as tardy.

**Tardies reset after each Nine Weeks.*

DISCIPLINARY SYSTEM AND PROCEDURES

BASIC RULES OF BEHAVIOR

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

1. Students will always behave in a manner that does honor to themselves, their family, and their school. (e.g. follow dress code; arrive on time; display sportsmanship; clean up after lunch)
2. Students will act in accordance with the laws of the State of North Carolina and the United States of America.
3. Students will not damage individual or school property. (e.g. take care of books and lockers; no graffiti; parking in designated areas)
4. Students will not jeopardize another student's safety. (e.g. no bullying or harassment of any kind; driving safely; doctor's notes when sick)
5. Students will not act in a manner that is detrimental to their own or another's education. (e.g. proper language and attire; completing work on time; appropriateness in the hallways)
6. Students will maintain academic honesty. (e.g. always do one's own work; report others who are dishonest; use study wall wisely)
7. Students will not be disruptive in class to teachers, visitors, or other students. (e.g. follow the dress code; put phones in cubbies; arrive on time)

8. Students will be respectful toward teachers, administrators, staff, parents, other students, and visitors. (e.g. no foul or disrespectful language or acts; know, understand, and obey all class and school rules; sportsmanship at all sporting events)
9. Students will not use abusive or profane language on campus or to other students. (e.g. no verbal, digital, electronic foul or offensive language, acts, or pictures; follow dress code)
10. Students must never possess firearms, weapons, or an illegal substance on campus at any time. (e.g. no guns, knives, or weapons of any kind; no drugs, tobacco, vaping products; no stolen materials).
11. The table below categorizes examples of misconduct into levels of severity and identifies corresponding consequences for each level. It is understood that not all possible infractions are specifically listed. The Head of School or Upper School director reserves the right to make decisions on disciplinary action based on the severity of the offense and each individual situation that arises.

    It is important to note that this table addresses behavioral and procedural infractions within the framework of progressive discipline. Cases involving integrity violations, such as cheating or plagiarism, are adjudicated separately by the Honor Council to ensure a fair and thorough review.

Wayne Country Day School
Levels for Consequences for Progressive Discipline

Level 1: First Offense	Level 2: Second Offence	Level 3: Third Offense	Level 4: Fourth Offense	Level 5: Fifth Offense
Classroom disruptions (devices, excessive talking, pupil-pupil conflicts, classroom infractions) Second tardy Dress code violation	Repeat of Level 1 offense Use of profanity Third tardy Second dress code violation	Repeat of Levels 1 or 2 offenses Wild disrespect Fighting, violent behavior Fourth tardy Refusal to comply with directive Disrespect toward staff/faculty Skipping class/ unauthorized leave of campus Damaging, altering, defacing school property Gambling Arson	Repeat of Levels 1 – 3 offenses Drugs/Vaping/ Alcohol/ Tobacco Harassment Contraband Theft Communication of threats Habitual use of profanity Fifth Tardy	Repeat of Levels 1 – 4 offenses Weapons
Consequence	Consequence	Consequence	Consequence	Consequence
Administrative conference with student. Parent / guardian contacted	Administrative conference / Loss of privileges (lunch or break detention, athletic contest, Spirit Week, Field Trip, etc.	1 – 5 Days of Suspension	5 – 10 Days of Suspension	Expulsion

SUBSTANCE ABUSE POLICY

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.

If there is any suspicion or belief that a student has become involved with any illegal or controlled substances, the Upper School Director may have a conference with the student. The parents or guardians should be informed of this meeting and its outcome. If the suspicious behavior continues, the Upper School Director will request a conference with the parents or guardians, at which time help will be requested 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 subject to suspension and may be restricted from some school activities and/or privileges. If the student and parents or guardians do not agree to drug testing and/or counseling, or these actions prove ineffective, this constitutes grounds for further suspension and, ultimately, expulsion.

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. 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 face expulsion.

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 will face expulsion.

The above-mentioned infractions are not only examples of inappropriate behavior, but some 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.

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.

In the preceding policies, there are specific actions that will be taken for certain violations. No one 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.

ANTI-HARASSMENT POLICY

WCDS is committed to maintaining an environment for all members of the community which is free from all forms of harassment. To ensure that WCDS 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 WCDS property, at any WCDS-sponsored function, in WCDS vehicles, or pertain to WCDS 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 identity, sexual orientation, physical difference, and learning differences. WCDS 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, but also 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 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 academic and/or athletic success.
- submission to, or rejection of, such conduct by an individual influences academic and/or athletic 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; 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 someone for refusing a sexual advance or reporting an incident of possible sexual harassment to the school or any government agency.
- any unwanted physical touching, assault, blocking or impeding movements.

WCDS provides the following procedure for handling a harassment complaint:

All harassment complaints must be reported as soon as possible. Everyone has the right to report a harassment claim to any administrator, including the Head of School. Allegations of sexual harassment should be reported to faculty or staff 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 the 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 expulsion.

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

RESOLUTION OF STUDENT/PARENT OR GUARDIAN CONCERNS

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

Parents or guardians are encouraged to speak often with their child's teachers, coaches, advisors, and members of the administration. Please make an appointment to speak with any or all of them. Keeping up with a student's progress and the

challenges before him or her helps to ensure that the WCDS experience remains positive.

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

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

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

Mental Health and Crisis Resources

- To reach the **988 Suicide and Crisis Lifeline**
  24/7 support for anyone experiencing crisis or emotional distress.
  Call or text 988 or **TEXT HOME to 741741**
    - **Visit the 988 Lifeline**
- To reach the **NC Peer Warmline** Call **855-733-7762**
- **Alliance Health**
  Mental health and substance use treatment for Medicaid recipients and Uninsured individuals
  Call 877-223-4617

Visit Alliance Health

- **Hope4Healers Helpline**
  Mental health support for health care professionals, first responders, and their families.
  Call 919-226-2002
  Learn about Hope4Healers.
- **Hope4NC**
  Provides free, confidential emotional support and counseling referrals.
  Call or text “hope” to 1-855-587-3463
- **Hope4Healers Helpline**
  Mental health support for health care professionals, first responders, and their families.
  Call 919-226-2002
  Learn about Hope4Healers.
- **NC 211**
    - *Free information on health and community services.*
    - Call 2-1-1 or 1-888-892-1162
    - **Visit NC 211**

Easter Seals UCP-NC (mobile crisis unit)

- Office: (919)587-0001 or (866)241-7245
- Location: 1503 Wayne Memorial Dr. Suite E Goldsboro, NC 27534

SUBSTANCE ABUSE

- National Substance Use Hotline: (800) 662-HELP (4357)
- Quitline NC: (800) QUIT NOW (784-8669)
- Marijuana Anonymous: (800) 766-6779
- National Drug Helpline: (844) 289-0879

SEXUAL ASSULT AND DOMESTIC VIOLENCE

National Domestic Violence Hotline
Access confidential support and referrals.
Call 1-800-799-7233
National Sexual Assault Hotline
Access confidential support and referrals.
Call 1-800-656-4673.
Say Something App
This tool lets students and families safely report concerns or threats.
Access the Say Something App
North Carolina Website for The Division of Women and Youth

- **NC DOA**

SEXUAL HEALTH AND RELATIONSHIPS

NATIONAL:

- Sexual Health Counseling and Referral Hotline: (617)616-1616
- National Teen STD Hotline: (800)232-4636
- Teen Pregnancy Hotline: (800)672-2296
- Pregnancy Hotline: Text HELPLINE to 313131
- National Sexual Assault Hotline: (800) 656- HOPE (4673) or chat online at rainn.org
- National Teen Dating Abuse Helpline: (866) 331-9474 or chat online at www.loveisrespect.org

WAYNE COUNTRY DAY SCHOOL

Handbook
2025-2026

RECOGNITION FORM

Please read carefully through the Handbook, understanding all of its policies, and return the following receipt of acknowledgement to your advisor no later than the second week of the school year.

We have read through, reviewed, and acknowledged all policies outlined in the Wayne Country Day School Student Handbook. Furthermore, we are in agreement with all policies and procedures outlined within it.

Student Name: _____

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date