

# Parent/Student Handbook

Upper School Grades 7-12

Wayne Country Day School  
Goldsboro, NC



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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.

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

## HONOR PLEDGE

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

## ACADEMIC STANDARDS

### 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
- 3 Years of Mathematics
- 3 consecutive years of Spanish beginning in 9<sup>th</sup> grade
- 3 years of Social Studies (US History required)
- 3 years of science (Biology and Chemistry required)
- 1 year of arts (Visual Art and/or Performing Art)
- 1 semester of Composition each year at WCDS
- 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.

<b>Grade</b>	<b>Average</b>	<b>GPA Equivalent</b>
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 PowerSchool, the online grading system used by our teachers. Teachers

are expected to update their students' grades weekly. If a conference is desired, parents should contact their student's teacher or advisor to set up a convenient meeting time. Once semester examinations begin, Power School 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 than in college prep classes.

#### CURRICULUM

For a detailed listing of current course descriptions, see the Curriculum Guide, 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 specific days for testing. Students should never have more than two major tests per day. To be specific, a major test requires an average student more than twenty minutes of written work, up to and including the whole period. If a student finds he or she has more than two major tests on a single day, he or she should speak the affected teachers as soon as possible to reschedule the test. Long quizzes that require extra studying beyond the regular nightly homework count as a major test.

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. They are however, required to take a midterm exam in December.

#### COMMUNITY SERVICE REQUIREMENT:

All students in grades 7-12 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. Students are expected to keep track of their service hours on a form available in the office. For work to be considered community service, the student must not be paid by, nor work for, an immediate family member.

CPR AND FIRST AID CLASSES: Students are required to be certified in CPR and first aid by the time they graduate. This class is taken off campus and arranged by the student.

#### CONTINUATION OF ENROLLMENT:

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

#### **AWARDS AND HONORS**

The "Awards Committee" will be established and will consist of the Head of School, the Upper School Director and the Department Chairs This committee will develop processes for selecting recipients of academic honors and awards.

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 four 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 1 hundredth of a point, the Head of School will award the designation to multiple students.

DEPARTMENTAL AWARDS:

The Awards Committee 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. 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 7-12.
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.

MARSHALS:

The juniors (eleventh grade) with the highest GPA are chosen to become marshals in the spring of the year. The student with the highest GPA is named Grand Marshal. The number of marshals is not to exceed 8 in total including the Grand Marshal. Students must have been a member of the Upper School for no less than 3 consecutive semesters in order to be considered for this honor. Marshals assist at graduation.

**ATTENDANCE REQUIREMENTS**

Wayne Country Day School strives to provide academic excellence for all students. To achieve this goal, prompt and regular attendance is a necessity. It is impossible to replace the student/teacher relationship and the learning experiences that occur in the classroom if a child is absent. Our policy is to discourage unnecessary absences that would not benefit the student's course of study. The school

calendar is set in advance, and parents are asked to plan family trips, etc., during the scheduled vacations.

Students are discouraged from leaving campus during the academic day for any reason. If a student must leave for any reason, a parent must provide a note or a telephone call in advance to the office requesting that the student leave campus. Students CANNOT simply “sign out” and leave campus with tacit approval from parents. 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 from which they were absent. Failure to follow this guideline will result in appropriate disciplinary measures being taken.

#### 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 are considered EXCUSED and 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 record on PowerSchool. In the Upper School, there are 2 types of absences: Excused and Unexcused.

Absences are deemed as “Excused” by the administration. Examples of excused absences may include: illness, and prior approved events such as college visits.

An absence is deemed as 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 administrator.

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, and/ 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 they return, unless the test includes new content was covered during their absence, or other arrangements are made with the teacher. 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, they will be given at least 3 school days to make up the work.

#### TARDINESS:

WHEN A STUDENT ACCUMULATES THREE TARDIES IN A MONTH, THE PARENTS WILL BE NOTIFIED, and the student will be assign work crew. For 3 tardies a student will serve 30 minutes of work crew. If the student has 3 additional tardies 1 hour of work crew will be assigned. Work crew is assigned and schedule 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](http://www.waynecountryday.com) and on social media sites. Please check the website for updates or announcements. The Head of School will make the best decision possible in the interest of safety and convenience to most students and faculty, but parents should be attentive to specific local conditions or factors governing their own children. Our rule regarding inclement weather is simple. You decide based upon the conditions where you live. When school opens during inclement weather, tardiness is not recorded.

**SCHOOL BEHAVIOR**

**BASIC RULES OF BEHAVIOR:**

We uphold these expectations of all students at WCDS:

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

**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 the 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. In circumstances it considers appropriate, WCDS may report incidents of student misbehavior to the police, require drug testing, or require counseling.

**Honor Offenses:**

WCDS students are expected to behave in an honorable and honest manner both in and outside the classroom. Examples below are just examples are not meant to include all possible incidences.

#### WHAT CONSTITUTES CHEATING?

- Plagiarism is defined as the use of another person's words or ideas without proper citation or credit. Any such usage, whether unintentional or intentional, to pass off another's work as one's own, constitutes plagiarism and is an honor offense.
- Copying another person's work (tests, quizzes, homework, etc.) or allowing someone to copy your work.
- Asking someone for or giving questions or answers to tests or quizzes.
- 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 during a test or quiz (unless instructed to do so by the teacher).
- Turning in another person's work as your own.

#### WHAT CONSTITUTES LYING?

- Telling an untruth.
- Not telling the whole truth.
- Denying guilt when guilty.
- Changing a grade on a paper, quiz, test, or report card.

#### WHAT CONSTITUTES STEALING?

- Taking or using another person's or the school's possessions without direct and recent permission.
- Taking or using someone's personal identity.

#### WHAT CONSTITUTES BULLYING?

- Using social media to intimidate, harass, insult, defame, or cause harm to any individual.
- Instigating, creating, or contributing to any situation in which an individual feels threatened or concerned for his/her personal safety, well-being, or peace of mind

#### Types of Disciplinary Action:

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

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

#### Guideline Responses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

#### Appeal to the Board of Trustees:

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

### **STUDENT SAFETY**

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

#### MEDICATIONS:

If a student requires medications to be brought in from home, such as prescriptions for a particular illness or regular doses of maintenance medications, the parent should confer with the office staff. Medication can be kept in the office and administered. If a student has diabetes, asthma, or a potential life-threatening reaction they may keep and self-administer their medication if the parent and physician sign the Medication Administration form.

A signed release from the parent is required for school personnel to administer over the counter medications for minor symptoms (headache, sore throat, insect bites, etc.) No other medications should be brought from home.

**ACCIDENTS/ILLNESS:**

Parents are required to keep students' home from school if they are sick. The expectation is that they will not return until they are symptom (fever, vomit, etc.) free for at a minimum of 24 hours. Students who are sick or injured at school will be taken to the school office. The parents will be called so the student can be picked up promptly. In emergency situations 911 will be called.

**DROP OFF AND PICK UP:**

Students may arrive on campus anytime after 7:15 am. Students in grades 7-8 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 afterschool activity by 3:20 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, or teacher, off campus, or in after school study hall. After school study hall location varies based on the teacher supervising it 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. Student may not wait by doors unattended past 3:20. They will be sent to afterschool study hall if they are not picked up by 3:20. There is no charge for after school 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 of the vehicle. WCDS has the right to require the owner/operator to allow a search of the vehicle. Refusal to allow the search will result in the vehicle not being allowed on the campus and the revocation of the student's privilege to park on campus. Further disciplinary action will result in cases where the owner/operator refuses to allow a search, up to and including expulsion.

**WAYNE COUNTRY DAY SCHOOL POLICY  
AGAINST HARASSMENT**

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

function, in Wayne Country Day School vehicles, or pertain to Wayne Country Day School operations and functions that place a student or teacher in an actual, or perceived, risk of physical or emotional harm and/or creates a hostile environment.

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

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

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

- submission to such conduct is made a condition of employment/enrollment.
- submission to, or rejection of, such conduct by an individual influences employment/enrollment decisions affecting such 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:

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

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

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

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

### **RESOLUTION OF STUDENT/PARENT CONCERNS**

Parents are encouraged to speak often with their child's teachers, coaches, advisors, and members of the administration. If you find it necessary, please make an appointment to speak with any or all of them. Keeping up with a student's progress and the challenges before him or her helps to ensure that the Wayne Country Day experience remains positive.

#### **RECOMMENDED APPROACH:**

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

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

We are committed to providing our students with the highest quality educational experience possible. Following the recommended approach will ensure that your concerns are addressed in a manner that is respectful of the individual needs of the student and the overall, long-term mission of the school. Please let us know if we can help.

### **OTHER POLICIES**

#### **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 (above fingertip length in any area.)
- pants and jeans with tears and rips or with tears or rips above fingertip length

- shirts that advertise or suggest alcohol or illegal drugs.
- shirts with obscene or inappropriate language.
- midriff revealing tops, clinging or low-cut tops, tank tops with straps less than 1" wide.
- caps, hats, and other headwear inside the building.
- shirts or garments that are low cut on the side, or are cut in a way that exposes undergarments
- leggings and pants with see-through mesh above fingertip length
- pajamas or costumes (except on approved special days)

Any student dressed inappropriately will be asked to change or to call his or her parent 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 in to 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 (except water) is not to take place in the school building. Students are not allowed to chew gum in the building.

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. Students are expected to leave the premises and not loiter in the parking lot or on school grounds after school.

#### DRIVING AND PARKING:

All students driving to school must obey all NC driving laws including speed limit of 10 mph 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.

#### LUNCH:

Lunch is available for purchase in the café. Parents who wish to allow their student to buy lunch must deposit money into the student's lunch account. The account balance is posted on PowerSchool, and parents are encouraged to check balances frequently. We cannot extend credit to students. If the balance falls below zero, the student will be told on that day. No further lunches will be provided after the student is told until monies are deposited in the account.

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. 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.**

**No student is to be admitted behind the café 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 3<sup>rd</sup> 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 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.

## STUDENT SERVICES

### Library:

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

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

### LOCKERS:

Students in grades 7-12 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. Large athletic bags should be placed in the locker rooms in the gym.

### 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, and helping students work through challenges. Parents can contact their student's advisor with any questions or concerns.

### 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 juniors and seniors to help them manage their college search. Group meetings will be more common with the freshman and sophomore classes, although individual conferences can be scheduled at any time. Parents are encouraged to call if they have questions regarding college applications, SAT or ACT details, or curricular choices for their children. Each autumn a college campus tour may be offered to all students in grades 8-11.

### STANDARDIZED TESTING:

-Grades 7-8 take the IOWA test in the fall semester

-Grade 9 takes the PSAT in the fall, and the IOWA test in the Spring.

-Grade 10 takes the PSAT in the fall.

-Grade 11-12 take the SAT and ACT as a part of their college application preparation. Some students also 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 diagnoses 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, Drama Club, Coding Club, Chess Club, Karaoke 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 field trips to enhance classroom learning and all trips should be directly related to a course of study. A permission slip will be sent to parents at the beginning of the year for permission for their child to take part in trips. Additional permission slips may be sent home for trips. Each time a trip is planned, the parents will be notified in advance with a trip description, date, time, mode of transportation, and cost.

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

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

## ATHLETIC PROGRAM

### Sports Programs:

#### **Girls**

Tennis  
Cross Country  
Volleyball  
Basketball  
Soccer  
Swimming  
Track  
Golf

#### **Boys**

Tennis  
Baseball  
Basketball  
Soccer  
Swimming  
Track  
Cross Country  
Golf

### ATHLETIC ELIGIBILITY:

Student-athletes must have an overall average of 75 in the quarter immediately 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 Head of School.

### 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. Exceptions can be made but require the approval of the Head of School. It is the responsibility of the student athlete to arrange class work assignments prior to leaving school for an athletic event.

#### **CODES OF BEHAVIOR**

- Sportsmanship, integrity, and fair play are expected of all athletes.
- 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.
- WCDS recommends that the student athlete be clean, neat, and dressed appropriately for the sport being played.
- Academics come first at WCDS. Students can be late to practice to attend tutorials or complete class work without penalty.
- It is a privilege to participate in athletic events; therefore, it is the student's responsibility to be alert and prepared for all classes.

#### 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.

## **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 (for students in Lunch B)  
11:50-12:25 LUNCH A  
12:40-1:15 LUNCH B  
12:25-1:15 Period 5 (for students in Lunch A)  
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 students in lunch B)  
12:00-12:30 LUNCH A  
12:30-1:10 Period 4 (for students in lunch A)  
12:40-1:10 Lunch B  
1:10-1:50 Period 5  
1:50-2:30 Period 6  
2:30-3:10 Period 7\*

\*Grades 7-12 dismiss at 3:10 on late start days