

Wheeling Country Day School

○ 2019-2020 ○

Student & Family Handbook



www.wcdsedu.com

Wheeling Country Day School empowers students to think, to create, and to communicate in a nurturing environment where learning and character are paramount.

❑ MISSION AND PHILOSOPHY

Mission: WCDS empowers students to think, to create, and to communicate in a nurturing environment where learning and character are paramount.

Wheeling Country Day school's purpose is to nurture the intellectual, creative, and ethical growth of children from diverse backgrounds. A balanced program of academic basics, fine arts, physical development, and critical thinking develops and enhances students' individual and cooperative abilities. In a positive environment children learn to be self-reliant, self-motivated, and resourceful learners. A supportive faculty challenges students to learn independently and within a group, with and without direct instruction, and the faculty rewards the students' best efforts, ambition, and accomplishments. A wide variety of activities beyond the classroom enrich learning opportunities. Personalized instruction using various methods and materials contribute to the total experience.

Wheeling Country Day School is a true learning environment. Students, teachers, and staff alike are encouraged to find and develop their passions, to be true to themselves, and to reach out into the world to make a difference.

❑ ROUTINES AND PROCEDURES

The school office is open from 7:30 a.m. until 4 p.m. Monday through Friday when school is in session. The driveway gate is open from 7:00-8:30 and again after 3:00. Between the hours of 8:30 and 3:00, access to campus is granted via the intercom on the lower gate and the alley gate. 10 minute parking is available in the alley.

We Two

Thursdays

Session I Instructional Time - 9:00-10:15

Session II Instructional Time - 11:00-12:15

Preschool 3-Year-Old (3 days / 5 days)

Tuesday-Wednesday-Friday

Arrival: AM 8:00-8:30; PM 12:00-12:15

Dismissal: AM 11:30; PM 3:00; Lunch Bunch 12:30; Extended Day 3:00

Dismissal for 5 Day Preschool: Monday & Thursday, 11:15;

Tuesday, Wednesday, and Friday, 11:30

Junior Kindergarten 4-Year-Old

Monday-Friday

Arrival: 8:00-8:20

Dismissal: AM 11:15; Lunch Bunch 12:30; Extended Day 3:00

Senior Kindergarten - Fifth Grade

Monday-Friday

Arrival: 7:30-8:20

Dismissal: 3:20

Middle School

Monday-Friday

Arrival: 8:30*

Dismissal: 3:20

Before Care When school is in session

Monday-Friday

7:00-7:30

Advanced arrangements can be made for Before Care prior to 7a.m.

After Care When school is in session

Monday-Friday:

Dismissal - 5:30

Arrival and Dismissal Procedures

Please be considerate of others at drop-off and pick-up. **If you plan to get out of the car, please park in a spot to keep traffic moving.**

- 1st grade through Middle School students are dropped off in front of the gym. The gym doors open no earlier than 7:30 a.m. Please do not let your child exit your car unless a staff member is present.
- JK and SK parents are encouraged to accompany their child to the classroom after 7:50.
- Preschool students are accompanied by an adult to their classroom.
- **Any student arriving late must be accompanied to the office.**
- SK - Middle School students are picked up in front of the gym for dismissal.
- Preschool & JK students are picked up at the shelter unless waiting with an older student.

If you cannot pick up your child on time, (s)he will be taken to After Care. Preschool morning students will remain with the extended day program.

Children who remain at school after regular school hours for extracurricular clubs or activities are to be picked up in front of the gym on time or they will be taken to After Care.

Attendance

Regular school attendance is essential for consistent academic progress and achievement. If your child is to be absent from school or late on any given day, please inform the school office at 304-232-2430 by 8:00 a.m. Students to be dismissed during the day for a medical or dental appointment need to **bring a note to school**. Children must be picked up in the school office for early dismissals. Children must also be accompanied to the office when they return from any appointments during the school day. Use the alley gate for these instances.

The Head of School must be given at least a one-week advance notice in writing of any planned absence. The nature of hands-on learning makes it difficult to provide comparable assignments for work missed at school.

Emergency School Closings

If inclement weather results in hazardous conditions, the school will close or delay classes. Wheeling Country Day School closings and delays are NOT connected to any other school system. **Individual families should make decisions about personal safety.** The following stations broadcast information about closings and delays: WTRF-TV Channel 7, WTOV-TV Channel 9. You will also receive a text and an automated phone call from the school. Before Care will open at 7 a.m. on days when the start of school is delayed.

Field Trips

Parents driving for field trips must have a background check, a current copy of your driver's license and certificate of insurance on file with the school. In the event a chaperone fee is charged for a field trip, payment must be made before the trip. If for any reason a child is not allowed to participate in the field trip, the child must be kept at home.

Financial Aid

The school offers a financial aid program designed to enroll students who could not otherwise afford to attend. The Board of Trustees sets policy for financial aid, and the Financial Aid Committee considers applications from any family (Preschool Extended Day through Middle School) who may need assistance. Applications are processed by a third party financial analysis service which recommends what a family should reasonably contribute toward tuition. **Financial aid is not automatically renewed and must be applied for annually within the time frame designated by the school.**

Tuition Payments

WCDS provides a Praxi Parent Portal for accessing tuition balance and making payments. Regardless of the payment plan chosen, funds may be automatically withdrawn from either a credit card or a checking account (ACH). If you choose to use a credit card, a 2% non-refundable convenience fee will be added to each transaction. If you choose to use an ACH account, a one-time non-refundable convenience fee of \$100.00 will be assessed. You do NOT have to use either method for payment. The office always accepts checks or cash payments with no fees attached.

Re-enrollment

Re-enrollment contracts are emailed during the second trimester. The non-refundable deposit and tuition refund insurance payment will hold a space in the class.

In the event of a child possibly needing a growing year, the teachers, parents, and Head of School will meet to discuss the concerns.

☐ STUDENT SERVICES

Before and After Care

This program has been established as a service to our parents and is open to all WCDS students. Before Care will operate from 7:00 - 7:30 a.m. After Care will operate from dismissal to 5:30 p.m. After 5:30 p.m. an emergency contact will be called to pick up the child.

Both will be available every day that school is in session (with the exception of the day before Thanksgiving break, Christmas break, and Graduation Day). Parents should drop off and pick up children directly to and from those locations. Only those persons listed on a child's dismissal list will be allowed to pick up the child. Children attending After Care past 4:00 p.m. will be offered a nutritious snack.

Before and after school programs are now **prepaid services**. Parents must use their Praxi Portal to sign-up for these services at the first of each month or pay a higher daily drop-in rate. The monthly rate choices are as follows:

Before Care, After Care, and Learning Lab MONTHLY Fee Schedule

Before Care Monthly Fees per child	5 day	3 day	2 day	Drop-in (cost per day)
Before Care 7:00-7:30	\$50.00	\$35.00	\$25.00	\$5.00

After Care Monthly Fees per child	5 day price	3 day price	2 day price	Drop-in (cost per day)
After Care 2 hours	\$180.00	\$120.00	\$90.00	\$20.00
Aftercare with Learning Lab	\$220.00	\$160.00	\$120.00	
After Care 1 hour	\$100.00	\$70.00	\$50.00	\$10.00
Learning Lab only 3:15 - 4:00	\$100.00	\$70.00	\$50.00	\$10.00

*Due to fewer school days, August will be discounted 50% and December will be discounted 25%.

Health

A health form must be completed **before** a student enters school. Parents are advised to alert the school in writing of all health considerations for their child and, especially, to provide instructions and procedures for any emergency medications (such as peanut allergies, asthma, bee stings, etc.). Any special conditions regarding a student must be brought to the attention of the administration through a written notification from the child's physician. As stated in the school's Life-Threatening Allergy or Disease Policy, *"The school may not be able to provide full protection from all life-threatening allergies."* If any information changes during the school year, it is important to file a new form. The copy of the health form will accompany the child on field trips.

Before entering Wheeling Country Day School, a copy of the child's birth certificate is required. Also children must be properly immunized. Proof of immunization is part of state guidelines and must be on file in the school office before the student arrives for class.

If a child becomes ill at school, the teacher will send the child to the office. A parent/guardian will be called if the child has a temperature above 100 degrees F (tympenic) or as directed by the parent's instruction on the health form.

If a child is too ill to attend school, a parent must call the school before 8:30 a.m. Please do not leave a message with staff members on morning duty. The school reserves the right to request clarification from the child's physician and confirmation that the student is ready to return to school. **To protect a child and his/her classmates, parents are asked to keep a child home during the highly infectious first stages of illness.** Students should be fever-free, without the aid of medication, for 24 hours before returning to school. If your child develops a contagious disease, please notify the office, so parents of other children who may have been exposed can be informed. When a student becomes ill or injured at school, school authorities will make every effort to contact the parents (or the emergency contact, if parents cannot be reached). A staff member will care for the student until the parents or medical authorities take over responsibilities. A note will be sent home with the child when they visit the office for an illness or injury.

In the event of a serious medical emergency, students will be transported to the hospital designated on the health form. The Emergency Authorization Form will be taken to the hospital to ensure that a child is not denied emergency medical attention for lack of parental authorization. Parents will be alerted immediately and asked to meet school personnel at the hospital.

Health: Administration of Medication

Medications to be administered at school **must** be deposited with the school secretary by a parent. No student is permitted to bring, keep, or self-administer any medications, including over-the-counter drugs. All medications must be labeled with the child's name, dosage, the physician and pharmacy names and telephone numbers, prescription number and effective dates. Any changes to medications, dosage, and/or times administered must be brought to the attention of the secretary in writing. The school may administer non-prescription fever-reducing medications that do not contain aspirin, non-prescription medications, or non-prescription topical ointments, creams, or lotions with parent consent, but without written instructions from a licensed physician or dentist if the parents have given permission on the health form.

Library

Children and parents are able to check out books from the library. The school asks that parents help to ensure borrowed materials are returned promptly so other families may enjoy them. Library materials not returned by the end of the year will become the financial responsibility of the borrower.

Lost and Found

Unidentified and/or abandoned articles of clothing, notebooks, sports equipment, etc. will be placed in the Lost and Found box in the gym. They will remain there until the beginning of the new trimester and, if unclaimed, *will be donated to charity*. Articles of value will be taken to the school office and left with the secretary until identified and claimed. Articles of common apparel left unclaimed at the end of the school year will be cleaned and become part of the used clothing sale. **Please clearly mark all items used at school so that they may be easily identified and returned to the owner.**

Nutrition: Lunch Program

The school offers a hot lunch program five days a week. Students may also elect to bring a lunch to school. Space does not permit the use of the refrigerator or microwave for student lunches except in the case of medical necessity. A monthly menu is available through the Praxi Portal and on the WCDS website. **Parents must use their Praxi Portal to order hot lunch.** The school maintains a nutritious lunch program. Children are not permitted soft drinks and fast food lunches. Any student not having a cold lunch will be served and charged for hot lunch,

Nutrition: Snacks

All students have a brief morning and afternoon break during which they may eat snacks brought from home. Snacks should be **small and nutritious**. Please do not send candy, cakes, or cookies for snack.

Parking

Visitors should park in any space in the lower lot near the entrance gates. Short term parking is available in the alley. Cars are not permitted to park in the circle in front of the gym during school hours. Park only in designated spots. It poses potential danger to the children, violates safety codes, and blocks the fire lane. If no spaces are available, the lower edge of the field may be used. **Please do not park in the lot across the street without permission.**

Please be considerate of others at drop-off and pick up. **If you plan to get out of the car, please park in a spot to keep traffic moving.**

Campus Access

The driveway gate will be unlocked from 7:00-8:30 AM for student drop off. It will be unlocked at 3:00 PM for student pick up. During the school day you can access the campus via the intercom at the lower pedestrian gate or upper alley gate.

Safety: Drills

Fire drills and lock-down drills are held periodically throughout the year. Students are made aware of emergency evacuation procedures and must maintain silence during these drills so emergency instructions can be heard.

Safety: Mandatory Reporting of Child Abuse

All Wheeling Country Day School faculty and staff have a mandatory legal duty to report child abuse. Anyone having "reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observes a child being subjected to conditions that are likely to result in abuse or neglect has no more than 24 hours to call the West Virginia Child Abuse and Neglect Hotline at 800-352-6513."

Technology

The school offers students access to a range of technology including the internet and email for students in grades 5 and above. Parental permission is required for students to access the above; however, should a parent prefer that a student not have said access, the student will still use a computer for educational purposes.

Students are responsible for appropriate behavior, complying with school standards, on all devices at all campus locations or school sponsored activities. Said use is a privilege, not a right, and may be revoked if abused. Students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

Students are not permitted at anytime while on campus to use personal devices unless approved by a WCDS faculty member.

If students bring their own devices to school, they must connect to the school's internet and its applied filters. Any attempt to bypass the filter or gain access through cellular services is prohibited. Personal devices are subject to search by the school's administration and faculty if there is a suspicion of a violation. Each user is responsible for his/her own device and should use it responsibly and appropriately for school related activities. WCDS takes no responsibility for stolen, lost, or damaged devices including corrupted data.

Accommodation for Disability or Limitation

Wheeling Country Day School is a private, not-for-profit, organization whose cost of operation exceeds the cost of tuition per student. There are times when that reality limits the ability of the school to make any and all accommodations that might arise for a school population. However, it is the policy of the school to comply with all laws which are applicable to private, not-for-profit schools and to, whenever feasible and possible, based on the judgment of the Head of School and the administration of Wheeling Country Day School, make any accommodations that can be made and are necessary to help students with any disability, large or small, adjust to daily life at the school. If Wheeling Country Day School has concerns that it cannot accommodate the needs of any child, the Head of School will notify the parents of that fact and work toward a resolution or suggest that another choice might be necessary for that child.

☐ ACADEMIC INFORMATION

Home Learning

The acquisition and development of successful study habits are essential for the full development of a student's academic potential. Although the amount and frequency of homework assignments may vary according to grade level and subject area, study and home preparation are an integral part of each program. Through homework a child may learn to apply and reinforce skills and concepts, acquire information for use in class discussions, and learn to take responsibility for completing a task by budgeting time wisely.

Parents are often unsure how they can best help with homework. The most important contribution a parent can make is to provide the proper conditions for the completion of assignments. Students should have a quiet, well-lit area, and a set time designated for homework. Homework is to be completed by the child.

Each child learns at his/her own rate, sometimes needing more or less time to grasp concepts that others of the same age. For this reason, it is imperative that parents be aware of their child's specific needs and modify other activities to allow for reasonable time for each child to spend on assignments.

Please contact the teacher if you feel your child is spending too much time on homework to ensure the child is understanding the material.

Tutoring

For the school's purposes, tutoring is defined as the one-on-one or small group teaching between a teacher and student(s) for pay after school hours.

As a school we pride ourselves on the attention we give to individual students and on our availability to students. We do not recommend outside tutoring for a student unless it is felt that the student has utilized all of the resources available at WCDS.

However, a teacher or the Learning Specialist may recommend outside tutoring if circumstances warrant and if approved by the head of school. Tutoring arrangements should be coordinated and closely monitored by the family and the school. Clear, regular communications between the tutor, family, and school will realize the greatest benefit for the student during the tutoring period.

If you desire after-school tutoring for your child or wish for your child to be evaluated for in-school support from The Center for Multisensory Learning, please contact your child's classroom teacher or the center's director.

Once tutoring is established, the following responsibilities apply:

- a. Students, whether WCDS or outside students must be with an adult when on campus after school hours. If pick up cannot be arranged at the end of the scheduled tutoring time, the student will be escorted to aftercare at the published rate.
- b. The tutor is responsible for connecting with the families if she/he is unable to tutor. WCDS students will go to aftercare at no additional charge if the tutor cancels on the same day.
- c. WCDS teachers are prohibited from tutoring during school hours when they are expected to be available for help to all students or while attending to outer contractual responsibilities.

Progress Reports

There are three trimesters during the school year. Progress reports communicate to parents a child's development in the classroom. Parent conferences are held for all students during the first trimester on the designated conference day.

At any time during the year, parents are invited to contact the office to arrange a conference to discuss any learning, developmental, or social issues of concern.

Re-enrollment

Re-enrollment contracts are emailed during the second trimester. The non-refundable deposit and tuition refund insurance payment will hold a space in the class.

In the event of a child possibly needing a growing year, the teachers, parents, and Head of School will meet to discuss the concerns.

Testing

As mandated by West Virginia, standardized testing will be administered each year. Parents will receive the results following completion.

❑ BEHAVIORAL POLICIES

Student Rights and Responsibilities	
My Rights	My Responsibilities
I can be happy and be treated with compassion in this school. No one will laugh at me or hurt my feelings.	I will treat others with compassion. I will not laugh at others, tease others, or hurt another's feelings.
I can be myself in this school. No one will treat me unfairly because of weight, gender, appearance, height, ancestry, disability, allergy, etc.	I will respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, ancestry, disability, allergy, etc.
I can be safe at this school.	I will make the school safe by not hitting, kicking, pushing, pinching, threatening, or hurting anyone.
I can expect my property to be safe at this school.	I will not steal or destroy the property of others
I can hear and be heard in this school.	I will help maintain a calm and respectful school.
I can show pride in my appearance.	I will wear my school clothes according to the dress code.

Discipline

It is the school's ultimate aim to have each child respond to an inner-directed sense of right and wrong. However, children in the elementary school years need guidance to develop this inner direction. The school and home become partners in the important task of character development. The school's disciplinary standards vary with the age of the child and situation.

Children are aware of the WCDS rules and procedures from the first day of class. If a child displays a blatant disregard for the school's rules or procedures, appropriate action will be taken, and parents will be contacted. If a teacher does not witness a misconduct, all efforts will be made to determine the events that transpired. If a child is sent home, a conference including parent(s), administration, and any involved faculty must occur before reentry in addition to other requirements as determined by the Head of School and administration.

Certain conduct will not be tolerated under any circumstances. This includes, but is not limited to, violence, threats, theft, vandalism, possession or use of drugs, tobacco, alcohol, or weapons of any kind. Disciplinary action will be taken.

In addition to disciplinary action, a student who damages school equipment or property will be expected to pay for repairs or replacements.

The school reserves the right to require the withdrawal of any student from the school when, in the opinion of the Head of School and administration, such action would be in the best interest of the student and/or the school. If the school has reason to believe a positive, constructive relationship cannot exist or is impossible to achieve, parents will be notified to find another placement for the child.

Dress Code

Rather than a school uniform, WCDS has a dress code. This allows the children some choice while maintaining an identity for the school and a standard for them to meet. Because of the similarity of items, **please label all clothing.**

A few notes for everyone:

- **Our children are ACTIVE.** When choosing clothing items, please keep in mind that your child will be playing and sitting outside, working with paints, and spending time on the floor.
- **Hair** should be combed without covering the eyes.
- **Shoes** must be flat with closed toe and closed heel; sneakers are acceptable anytime.

Grades SK-5

WCDS Dress:

WCDS dress must be worn every Monday and other days as specified by the teacher for field trips, assemblies, etc.

Tops-solid navy polo-style shirt, plain or WCDS logo

Bottoms-solid khaki pants/shorts/skorts/skirts/jumpers

Socks (tights) – must be worn; solid navy or white

Optional Sweaters – solid navy or white, plain or WCDS logo

Regular Dress:

Regular dress is required for all other days unless specified, such as Freedom Friday Casual Dress days which occur on the last Friday of every month.

Tops-solid-color, polo-style shirt with collar

Bottoms-solid khaki or navy pants/shorts/skorts/skirts/jumpers

Socks (tights)-must be worn and coordinated with outfit; socks must be visible

Sweaters—predominantly solid-color

Sweatshirts/Fleece-WCDS logo sweatshirts are acceptable; **other logos should be inconspicuous**

Other sweatshirts or fleece are not part of the school dress code, but may be worn only as outerwear and may not be worn in the classroom.

Preschool and Junior Kindergarten

Students should be dressed for comfort and ease of self-dressing with no belts, buckles, or other clothing that is difficult to manage. Keep in mind that the children often use play dough or paints and spend time outside.

Middle School

Students in the middle school grades may dress casually.

❑ PARENT FACULTY ASSOCIATION (PFA)

Wheeling Country Day School has a strong tradition with its school-parent partnership. The PFA plays a vital role in contributing to the school's welfare. All WCDS parents and faculty are automatically members of the PFA. Parent-elected officers and appointed faculty members make up the executive committee. The PFA holds several general membership meetings featuring guest speakers or discussions concerning school-related activities. Some of the PFA sponsored programs throughout the year include the Thanksgiving All-School Luncheon, Teacher Appreciation Day, and Student Appreciation Week.

Celebrate is the PFA's annual event. Open to all in the school's community and guests, it is a fun opportunity to meet everyone while raising funds for special projects.

❑ VOLUNTEERING

The various activities cannot exist without the help of the whole school community. The Volunteer Form is available online. It lists a variety of opportunities utilizing various parent (and grandparent) talents.

Background Check Requirement for Volunteers

At Wheeling Country Day School, your child(ren)'s safety is our utmost concern. In an effort to take necessary measures to ensure the safety of your children and Wheeling Country Day School staff and patrons, we will ask for appropriate background checks. Each employee and volunteer or chaperone at the school must complete and consent to a background check. Eligibility may be based upon information obtained by the school in conjunction with the information obtained from the background check. Classroom guests, including guest readers, do not have to have a background check on file because they are under the direct supervision of a faculty member.

Confidentiality Expectations for Volunteers

Respecting confidentiality is important to protect the rights of WCDS students. Volunteers may observe student academic performance or behaviors, sometimes requiring minor disciplinary action. These should be treated with strict confidentiality. If a volunteer has a concern, he/she should speak with the appropriate teacher or Head of School about the matter.

Parental Comportment

By signing a Wheeling Country Day School enrollment contract, parents agree to comply with the rules and policies of the school and conduct themselves in a manner that will be a credit to themselves and the school. Wheeling Country Day School believes a positive and constructive working relationship is essential to fulfilling its mission and expects the conduct of all members of the school community will foster cooperation and respect between the home and school. All parent communications with school personnel should be in a respectful tone and content. Respectful communications facilitate the type of partnership that allows for the best possible education for our children.

❑ HISTORY

Wheeling Country Day School was founded in 1929 in response to a community need for a private, independent school in the Wheeling area, specifically to prepare the daughters of affluent Wheeling families for boarding school. Growing from a student body of seven young ladies in 1929, the school now has a clientele base that includes socio-economic and cultural diversity and enrolls approximately 200 boys and girls in preschool through middle school.

❑ DISCLAIMER

This handbook sets forth general policies of the school, as set by its Head and the Board, and can change from time to time, and at any time without notice. It does not shorten or lengthen the contractual obligations set forth in the enrollment contract, but clarifies obligations and expectations of students and families enrolled at Wheeling Country Day School. Students, parents, and families are encouraged to understand and apply school policy.

Wheeling Country Day School is an equal opportunity school.
Admission decisions are in no way concerned with race, religion, sex, or national origin.

**Wheeling Country Day School
Alma Mater**

Oh, dear Country Day School,
With you gold and your blue,
To you we'll e'er be faithful,
To you we'll e'er be true.
We'll always sing your praises.
We'll always remember you.

Wheeling Country Day School
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