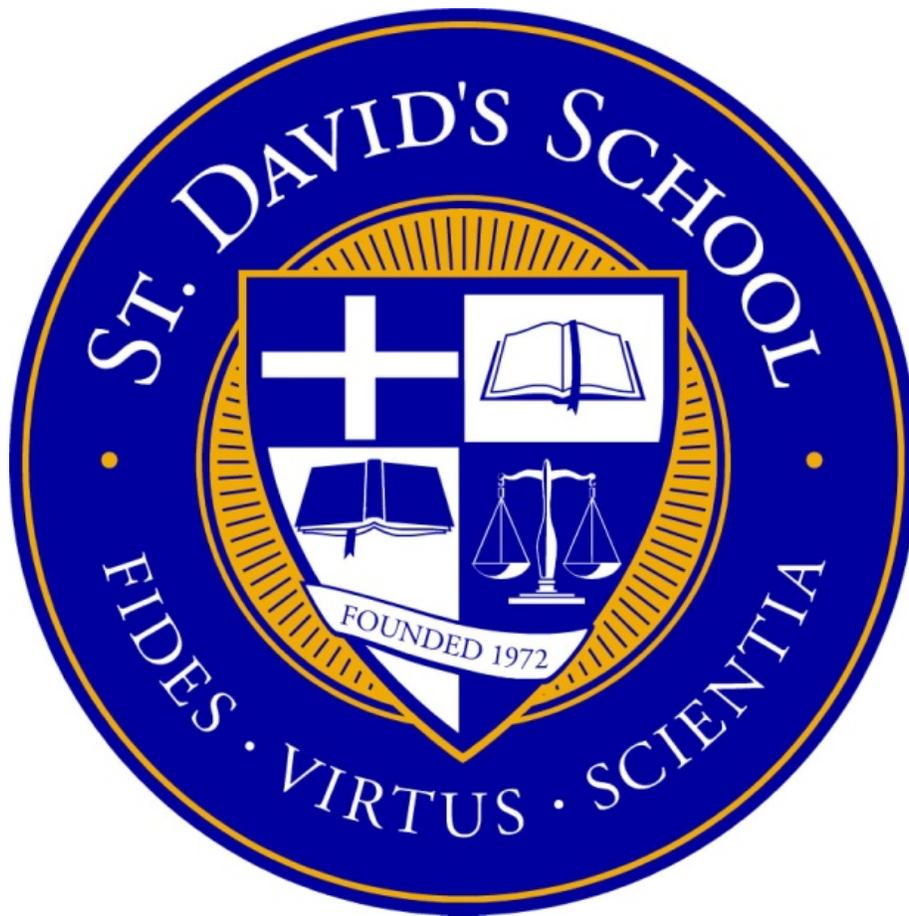


# ST. DAVID'S SCHOOL



## Lower School Family Handbook 2017-2018

3400 White Oak Road  
Raleigh, NC 27609  
(919) 782-3331  
[www.sds.w.org](http://www.sds.w.org)

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Middle School Principal  
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## **Mission, Vision, and Philosophy**

### *Mission*

St. David's is an independent school in the Episcopal school tradition that prepares young men and women for college and life by challenging them to excel in the vital areas of faith, virtue, and knowledge.

### *Vision*

St. David's School seeks to serve as a model Christ-centered college preparatory school by equipping its graduates to successfully engage and impact their generation for Jesus Christ.

### *Philosophy*

Reading Article IX, Section 1, of the North Carolina State Constitution, it is clear that our forefathers saw education as a major component in keeping our nation strong: "Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools, libraries, and the means of education shall forever be encouraged." As echoed in the State Constitution and the charge found in 2 Peter 1:5, the mission of St. David's School is to endow its students with "religion" (Christian faith), "morality" (virtue), and knowledge to fully prepare them for college and life. With a sound Christian world view at the foundation, students are given an absolute standard to know right from wrong so that their knowledge may be rooted in truth and used for noble pursuits. To accomplish this goal, St. David's offers a vibrant college preparatory program designed to challenge students to question and think critically, cogently and creatively. Combining traditional, classical, and innovative curriculum and teaching methods, our educational program provides a strong biblical and academic foundation for each student. However, no factor contributes more significantly to our educational program than a superior faculty. We seek talented teachers who are inspired by our mission and who can energize students and themselves in the learning enterprise. The growth and retention of inspirational teachers who are strong Christian role models for students is an important long-term factor in realizing the school's mission and vision. By equipping our graduates to successfully engage and impact their generation for Jesus Christ, we hope to serve as a model Christ-centered college preparatory school for North Carolina and beyond.

St. David's seeks to be a community where grace and love abound - not a school of rules and regulations. The student policies are anchored to the premise that God has created every human being in His image. Therefore, we expect students to treat everyone - faculty members and students alike - with love and respect. Against these, we have no rules. However, in an attempt to more precisely define our expectations, we must define behaviors that violate the laws of love and respect.

## Communication Policies

### *Parent-School Communication*

Creating a partnership with parents based on consistent communication is one of the goals of the Lower School. Parents will receive communication regarding behavior and academic progress, along with information regarding school events and important dates via emails, parent-teacher conferences and the St. David's website. All parents will also receive a "Friday folder" at the end of each week, which will include the student's weekly work and other pertinent information.

### *Parent-School Questions and Resolution*

If a problem or misunderstanding arises, we have found this is frequently the result of a lack of communication between those involved. St. David's School encourages parents to feel free to ask questions and gain as much information regarding a situation as possible. Therefore, our school's policy in dealing with these situations is:

1. All questions, problems or concerns should first be brought to the attention of the homeroom or enrichment teacher.
2. If the situation is not resolved or clarified at this point, then please contact the Lower School Principal.

It is through a cooperative effort between home and school and the teamwork involved therein, that we can implement an open line of communication. This will give us the greatest opportunity in achieving our school's goal of developing each student's faith, virtue and knowledge to his/her potential.

## Academic Policies

### *Grading Scale*

St. David's Lower School uses an expectation-based grading scale for both academic and enrichment subjects:

- E = Exceeding Expectations – Student independently demonstrates exceptional understanding of material and outstanding ability to apply knowledge consistently
- M = Meeting Expectations – Student independently demonstrates sound understanding of material and proficient ability to apply knowledge consistently
- P = Progressing Towards Expectations – Student demonstrates partial understanding but requires some additional time or support to maintain independent, proficient ability consistently
- N = Needs Improvement – Student demonstrates insufficient understanding and additional time and support are consistently needed from teacher

A student who needs improvement in two or more core subjects for the year will be considered for the repetition of the grade.

### *Homework*

St. David's believes that work done independently is a crucial part of the learning process. Review of class notes, reading, and written assignments and exercises are all important in the mastering of concepts. The goal of homework in the Lower School is to engage the students' minds through developmentally appropriate exercises designed to further increase the students' understanding of concepts taught in the classroom. Homework can be a graded part of the curriculum.

In the lower elementary grades, we recognize that parents may play a bigger part in guiding and helping a child with homework. As students progress though, we want them to begin taking more ownership over their work and for it to ultimately represent the students' efforts. Students should not share homework unless specifically permitted in certain cases of group work assigned by teachers.

Assignments are not given over Thanksgiving, Christmas, Winter Break or Easter vacations.

### *Assessments*

St. David's will attempt to avoid overburdening students with too many tests on the same day. No student should ever have more than two tests on the same day, and lesser quizzes and other assessments should also be reasonably scheduled.

### *Extra-Help Period*

Extra help can be scheduled at the discretion of the teacher or the parent and will be scheduled from 3:00-3:30 p.m., Monday-Thursday. While this is a good opportunity for students to take initiative in asking teachers for help and questions, students not using the time appropriately will be escorted back to the carpool area.

## **Attendance Policies**

### *Daily Schedule*

School Hours:

Lower School Office	7:30 a.m. – 4:00 p.m.
Pre-Kindergarten Half Day	7:50 a.m. – 12:00 p.m.
Kindergarten Half Day	7:50 a.m. – 1:10 p.m.
Full Day (all grades PK – 4)	7:50 a.m. – 3:00 p.m.
Wednesdays (Delayed Start)	all grades begin at 9:00 a.m.
After-School Care	3:00 p.m. – 6:00 p.m.

Lower School students may arrive as early as 7:30 a.m. and are to go directly to the gym. No Lower School student is allowed on campus earlier than 7:30 a.m. unless supervised by an adult.

### *Absences*

The Lower School does not track or categorize absences based on excused or unexcused reasons. We do ask, if a student is ill or otherwise absent, that the parent call or email the Lower School Administrative Assistant (919-782-3331 ext. 222) or the classroom teacher as soon as possible on the morning of the absence and to keep the classroom teacher informed of any long-term absences.

We also believe that class attendance is essential for academic growth and for students to feel a part of their classroom and school community, as well as preparing them for the rest of their educational journey. To that end, the administration reserves the right to discuss possible retention for students who miss more than twenty (20) days during the school year for any reason. This does not include days where a student may report late, but a high accumulation of late arrivals may also result in a discussion with the classroom teacher and the principal.

### *Planned Absence*

If a student has a pre-planned engagement, we feel it is best for the student to remain engaged with the curriculum as much as possible, being mindful of the nature of the engagement and the activities to which they are committed. We ask that parents notify the teacher at least one week in advance of a planned absence in order to give the teacher time to gather materials and directions for the student to complete.

### *Class Trip Attendance*

The purpose of class trips is to enhance student life, encourage the development of peer relationships and to complement the curriculum. Students are expected to attend all class trips throughout the year.

### *Make-up Work Policies*

All work missed because of an absence must be made up to the satisfaction of the teacher. If a student is absent for one day and has a scheduled test, project, or paper due on that day, he or she should be prepared to discuss with the teacher a reasonable make-up work plan the day he or she returns to school. The timeframe and workload will also be communicated to the parents.

### *Tardies*

Any student entering the classroom after 8:00 a.m. will be counted as tardy. The student should go directly to class and parents need to sign their child in at the Welcome Center. We do recognize that there are circumstances that arise where a student may be tardy, but we encourage all students to be in class on time to help them prepare better for the day ahead and to cut down on class distractions.

### *Early Dismissals*

Requests for the early release of a lower school student must be arranged with the school prior to 2:30 p.m. After 2:30 p.m., call in requests made by parents will not be accepted.

### *Excused from Physical Education*

Students who are not able to participate in physical education because of a minor illness or injury should have a written note or email from the parent/guardian. A doctor's note is needed for anything longer than three days. Students excused from P.E. will remain with their class but will not participate.

## **Conduct Policies**

### *Lower School Dress Code*

The following dress code has been established for the Lower School to promote unity among the students and the foundation for a neat and clean school appearance.

- School uniforms must be worn each day, with the exception of approved dress down days
- Closed toe and heel shoes are required
- Tennis shoes must be worn or brought for PE
- Hooded St. David's sweatshirts are not to be worn during Chapel services
- Non-St. David's jackets are permitted in class at the discretion of the teacher in case of cold classroom temperatures
- Non-St. David's sweatshirts are not permitted except on approved dress down days
- All shorts, regardless of type, must be no shorter than three inches above the knee, even on dress down days, unless otherwise approved

### *Boys Attire*

- All shirts must be properly tucked in and buttoned
- Only white, blue, brown and black solid color socks, with an approved emblem, may be worn with the uniforms
- Belts should be worn at all times (excluding Pre-Kindergarten and Kindergarten students)
- Hair must be neatly trimmed above the collar, the ears and the eyebrows
- Earrings are not to be worn during school hours or school activities

### *Girls Attire*

- All blouses must be properly tucked in and buttoned
- Socks need to be worn or brought in to wear with PE shoes.
- Belts should be worn with pants (excluding Pre-Kindergarten and Kindergarten students)
- Skirts/jumpers may be no more than 3 inches above the top of the kneecap
- Bike shorts are required to be worn underneath all skirts and jumpers
- Hair must be neat and clean
- For leggings and long socks/knee socks, only solid colors are to be worn with the uniform – white, navy blue, brown and black

If a student is out of dress code, alternative items will be given to them from the lower school office to be returned by the end of the week.

### *Classroom Expectations*

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

1. Proper respect should be shown to other students and adults. Listen without speaking when another person is speaking. Never put down another student for an opinion, question, or answer.
2. Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr. Respond respectfully to questions from adults with "Yes, sir," "Yes, ma'am," "No, sir," or "No, ma'am."
3. Show proper respect for all property. Whether it is a student's personal property or the school's property, respect should be paid to everything that does not belong to you. Pick up papers and trash both in the classroom and anywhere on the school grounds; take pride in and care of the school and the facilities with which the Lord has blessed us.

4. No food or drink, except for water, is allowed in the classroom except for authorized snack times. Chewing gum is not allowed during the school day.

#### *Lower School Pledge*

The Lower School also has a division-wide pledge that is made during the first Chapel service of the year and is something to which we want our students to aspire and strive to demonstrate throughout the school year.

**I pledge, to continually try my best, to respect and make peace with others, to lead and to serve, to apologize and to forgive, and to work together to show the fruits of the spirit and be true Warriors for Christ.**

#### *Student Conflict Resolution and Discipline*

The Lower School desires to foster an environment where students are encouraged to talk and listen to each other and work out problems through constructive discussion, with teachers and staff available to moderate and step in when necessary.

To guarantee an appropriate social and educational environment, it is important for students to understand that acceptable standards of behavior will be expected at all times. Discipline, handled with love and grace, will be administered when any individual's actions interfere with the right of the teachers to teach, students to learn and which erode the virtue of our school community.

#### *Bullying and Harassment Policy*

St. David's School is committed to giving each member of the school community the full measure of respect to which he or she is entitled. Standing on our faith's foundation, we uphold a standard of virtue and good character. Additionally, the school strives to maintain a safe learning environment in which everyone can develop to his or her fullest potential without feeling fear or intimidation. To this end, St. David's School has adopted a zero tolerance policy of bullying or harassment.

The school defines bullying as conscious, willful, malicious and/or deliberate activity intended to exclude, harm, induce fear through the threat of further aggression or create distress. This behavior includes, but is not limited to, verbal abuse, physical bullying or the threat of physical bullying and the use of technology/cyber-bullying (including but not limited to the Internet, cell phones, e-mail, instant messaging, blogging, web sites and photography) which is intended to create distress and affect any member of the community's behavior or performance in school.

It is important to note that not all aggressive behavior is bullying. Some children, without the intention or awareness that it causes distress, may exhibit behaviors which appear to be bullying. Some individuals may feel they are being bullied, even when there is no intention from others to cause distress. However, all perceptions of bullying will be taken seriously.

Furthermore, St. David's will not tolerate harassment of any sort based on race, color, gender, sexual orientation, national origin, religion, age, physical ability, economic status, personal qualities or learning differences.

Harassment is defined as speech or conduct that is severe or pervasive enough to create a hostile environment. Examples of harassment include but are not limited to: obscene or suggestive remarks or jokes, verbal abuse, insults; display of explicit, offensive or demeaning materials; physical or verbal hazing; threats; comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, class, age, or disability. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, or making improper sexual comments, thereby creating an intimidating, hostile educational environment. These activities or similar activities may also be a violation of federal law.

Any student who feels he or she is a victim of bullying or harassment should immediately report the incident to their teacher and his or her parents. Students should refrain from discussing such situations or complaints with other students in order to maintain the privacy of all parties involved. All such reports will be handled discretely to maintain confidentiality in order to protect the student making the report.

## APPENDIX

### Emergency Procedures

In the event of an emergency during the office hours of 7:30 a.m. to 4 p.m., contact the school office by calling 782-3331.

#### *Safety and Security*

Safety and security measures at St. David's School include security cameras, a school-resource officer and required identification badges for all employees, parents and guests. All visitors, including parents and guests, must first report to the Welcome Center to obtain an identification badge through our LobbyGuard system.

#### *Emergency Phone Messaging System*

St. David's School subscribes to the telephone alert system Connect 5, which allows administration to contact our entire community via telephone within a time period of approximately thirty minutes. The system will be activated in the event of delayed starts, early dismissals, school closures, or other emergencies where information needs to be disseminated quickly.

A few things to note about Connect 5:

When you are called by our alert system, the caller ID will read "St. David's School." The telephone system must detect a few seconds of silence before it begins its message. This feature is necessary for the service to identify whether a live person or an answering machine has picked up the phone and when it should begin playing. If you continue to say "hello," for example, it may mistake you for an answering machine. Likewise, please don't hang up before the message begins.

If your phone number has changed, or you believe your number is missing from our list, please update your profile via VeraCross or notify our Registrar at 919-782-3331.

#### *Fire/Tornado/Lockdown Drills*

Fire, tornado and lockdown drills will be conducted periodically throughout the year. The school reserves the right to perform these drills unannounced, so parents should adequately prepare their student, as necessary. Students should take drills seriously, remain calm and orderly, and follow directions from faculty and staff members.

#### *Severe Weather and School Closings*

In the event of inclement weather, parents and students should tune to the appropriate television and radio stations. School officials will make every effort to have an announcement the evening prior or by 6:30 a.m. Please listen carefully for instructions about whether the school will open late or be closed. We will also have a message posted on the school's website and all families will be contacted by the school's Connect 5 system (*See Emergency Phone Messaging System section*).

#### *Security Cameras*

As part of the school's safety and security plan, video cameras are strategically placed throughout campus. These cameras are utilized primarily as a deterrent to discourage misbehavior as well as to capture post-event evidence. As such, cameras are not continuously monitored throughout the school day.

### Health and Medical Procedures

#### *Magnus Health*

St. David's School is pleased to partner with Magnus Health to offer a secure, online database for all medical record completion, submission and maintenance. All documents are uploaded into the Magnus Health System. This can be completed by logging in to the St. David's portal on the school's website. Magnus allows the school nurse to look up vital information, chart visits to the nurse, and keep track of medical issues, immunizations, medications and trends.

### *Annual Physical and Immunization*

All **new** St. David's students are required to submit a physical form and immunization record completed according to North Carolina state requirements prior to the first day of school using our on-line electronic student medical records service. The physical examination must have been completed within 12 months prior to the beginning of the school year. All students are required to have emergency contact information.

### *Student Illness*

If your child is not feeling well in the morning, please do not send him/her to school. Do not return him/her to school after an illness until he/she is free of fever, diarrhea, vomiting without the use of medication for 24 hours. All communicable diseases as well as head lice should be reported to the school nurse. Do not send your child to school with a rash or anything you suspect may be contagious. Our clinic is available for students who become ill or are injured at school. The student is responsible to make the teacher aware that he/she is sick or injured. If an injury to your child occurs outside school hours and during weekends, please consult your healthcare provider for diagnosis and treatment.

### *Lice*

The school recommends for all parents to do the following:

1. Examine your child's head for signs of lice or nits periodically (recommended once a week).
2. If lice are found, immediately notify the school by contacting the School Nurse at 919-782-3331 x248.
3. Treat your child using recommended lice shampoo followed by meticulous combing with a nit comb. An excellent comb which can be ordered on the internet is the "Nit-Free Terminator." A reapplication of shampoo is recommended in 7-10 days.
4. Check other family members for signs of lice or nits.
5. When returning your child to school, send them to the Nurse's office for a head check. If they are cleared of lice and nits, they may return to the classroom.

If a child is identified with head lice, the school policy is as follows:

1. Confidentiality will be kept by the school.
2. If lice are found, a parent will be called to pick up your child from school for treatment.
3. Students may return to school the next day following treatment, but must check in with the nurse before returning to the classroom.
4. If lice are found on a Lower School student at school or at home, the class will be checked and all parents of students in that class will be notified, but the student's identity will be confidential.

### *Medication*

If it becomes necessary for your child to take prescription medicine during school hours, it must be given by the school nurse only. All medication must be in the original prescription bottle with the student's name, name of medicine, amount to be given and duration. Signed permission from the parent/guardian and a licensed physician must be obtained before any prescribed medication can be given at school. Authorization forms are available online in the student's Magnus portal. The school nurse with the written consent of the parent may give limited non-prescription medication at school. These medications are provided by the school and dispensed in the clinic by the school nurse.

### *Blood-borne Pathogens*

Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

### *First Aid*

All injuries should immediately be reported to the nurse's office, a faculty member, or an administrator. Students should be aware of the blood borne pathogens policy at all times in the administration of first aid. If someone is bleeding, allow the person to wash the wound by him or herself unless the wound threatens life or limb. If someone is severely injured, students should try to keep the person calm and get help as soon as possible by finding a teacher or administrator. If no teachers or administrators are present, call 911 immediately.

### *Student Medical Emergencies*

If a student becomes seriously ill or is seriously injured while under St. David's School's supervision, the school will first attempt to contact the student's parents. If the parents cannot be reached, the school will next attempt to contact the student's physician and follow his or her instructions. If the student's physician cannot be reached, the school will use

their discretion in contacting a properly licensed and practicing physician and follow his or her instructions. If, in the opinion of the physician, the student needs medical or surgical services which require consent before being supplied, and the parents cannot be reached, a St. David's School administrator is authorized, appointed, and empowered to furnish on the parent's behalf such written or oral authorization as may be required for treatment.

#### *HIV policy*

St. David's is aware of the importance and immediacy of the public health crisis regarding the Human Immunodeficiency Virus (HIV), which can lead to Acquired Immune Deficiency Syndrome (AIDS). The school considers the AIDS virus a serious infectious disease and will act in accord with federal, state, and local laws regarding this subject matter. The Americans with Disabilities Act prohibits discrimination based upon a disability, which the Supreme Court recently interpreted to include HIV. St. David's will not exclude students from school based on their being HIV-infected, and the school will not require the screening of students for the presence of HIV antibodies. If the health of an HIV-infected person deteriorates, any decision regarding his or her attendance or educational program will be based on competent medical advice and will balance the rights of the infected student with the legitimate interest of the school in protecting the health and safety of the remaining students and employees, and other appropriate factors. The school will make every effort to ensure the privacy of each HIV-infected person, keep records confidential, and keep the number of persons aware of the condition to a minimum.

St. David's recognizes that students suffering from HIV should be dealt with in a fair and equitable manner. The school also expects that any student who is HIV-infected shall act responsibly in dealings with students, school employees, and the general public.

#### *Transportation of Ill Students*

It is the parent's responsibility to provide transportation for a sick child. In an emergency where there is a life-threatening situation or accidental injury, 911 will be called to assess the situation and transport if needed.

#### *Asbestos*

Pursuant to AHERA requirements for all public and private schools, we inform you that the ceilings and floor tile in the older buildings of St. David's School, including the gym locker rooms, contain asbestos. Unless or until this material is removed or disturbed, it poses no health hazard. The school maintains a comprehensive management plan which may be viewed in the maintenance office from 8 a.m. to 4 p.m. weekdays. Contact the facilities manager if you have any questions or if there is a problem with asbestos containing material.

## **School Campus**

#### *Campus Boundaries*

Other than leaving for approved reasons, all students must remain within the campus boundaries during the school day. During the school day students may not go into the wooded areas, the Lower School playground, or the Athletic Fields without faculty or adult supervision.

#### *After-School Care*

Students in pre-kindergarten - fourth grade who are on campus and unsupervised after 3:40 p.m. will be taken to After-School Care. Lower school students are not permitted to walk to other parts of the school property (Upper School, Middle School, athletic fields, library, playground) unless accompanied by an adult. Once a parent or guardian picks up a student, they are responsible for the child while on campus.

Parents who wish for their student to attend After-School Care need to notify the classroom teacher and ASC Director by 1:00 p.m. on the day they wish their child to attend, so they can properly plan for activities.

#### *Lunch Policies*

St. David's School is pleased to partner with SAGE Dining Services. Each day, students will have an array of exciting choices to suit their dietary needs and personal preferences. All meals feature:

- Several entrees, including vegetarian options
- Variety of sides, such as fresh fruits and vegetables, salads and dishes made from whole grains
- Deli sandwiches

- Fresh salad bar filled with local ingredients
- House-made soups
- Desserts served three times a week
- A choice of cold beverages – juice, milk, water

The cost of lunch is included in the family’s tuition payment. SAGE Dining Services partner with school administration to determine the best process for serving Lower School students and providing a quality dining experience. Students are asked to be mindful of only taking what they can eat for that lunch period.

*Lower School Library*

The St. David’s **Lower School Library**, located in St. Stephen’s Hall, serves students in pre-kindergarten through fourth grade. The Middle/Upper School Library, also in St. Stephen’s, primarily serves students in the Middle and Upper Schools, but has collections that are also available to lower school students. (Please refer to the *Middle School Family Handbook* and the *Upper School Family Handbook* for information about the Middle/Upper School Library.)

*Library Mission Statement*

The St. David’s School Library supports the mission of the school through a library program that encourages the development of faith, virtue, and knowledge in our students. The goals of the program are to provide access to resources in various forms, promote the love of reading, and encourage our students to become effective researchers and discerning, life-long learners.

*Lower School Library Hours*

The Lower School Library is open Monday through Friday during the academic year. Lower school students who visit the library before or after school should be accompanied by an adult.

Monday, Tuesday, Thursday, and Friday	7:45 a.m. – 3:30 p.m.
Wednesday	8:45 a.m. – 3:30 p.m.

*Library Collections*

In addition to its book collections, the library subscribes to a number of magazines for young students and provides a non-print collection for classroom use. The online catalog of St. David’s Library is accessible from home as well as on campus. The library’s SMART Board is used frequently in library instruction, and computers are available to students in the library. Online research databases appropriate for lower school students are accessible on campus and from home via the library page of St. David’s School’s website: <http://www.sdsd.org/library>.

Handouts and passwords for remote access may be obtained from library staff. The handouts/passwords are also available on the Resource Board of our school website (secure portal).

*Circulation of Materials for Students*

The books in the Lower School Library are checked out for one week. The Middle/Upper School Library’s books circulate for two weeks. Students/families are responsible for the replacement costs should books be lost or damaged. Because the library purchases library-bound books and incurs extra costs associated with replacing a book, we prefer the replacement fee over a replacement copy of the book. All lost/damaged book fees are due prior to receipt of report cards.

*Circulation of Materials for Parents*

A collection of resources is available for parent check out in the Middle/Upper School Library. Please see one of the librarians to have a parent account set up. We appreciate suggestions from our school community; please let us know if you come across a helpful resource.

*Library Instruction*

Lower school classes are scheduled to come to the library each week to enjoy reading enrichment activities, learn library skills, and check out library material. Additional times are scheduled during the day to give students as-needed access to the library. The librarian also works in collaboration with classroom and enrichment teachers to integrate research, information literacy, and technology skills into the curriculum. This approach provides instruction that is meaningful and relevant - and fun! Our students love their time in the library.

St. David's School respects the intellectual property of authors, composers, and other copyright owners, and obeys federal copyright laws. All students, even our younger ones, are instructed in the ethical use of information, whether it be in print form or available via the Internet.

#### *Library Programs*

A number of special programs are sponsored by St. David's Library. A book fair in the fall and Book Lovers' Week in February are favorite annual events. Author visits, book clubs, and other special programs promote the love of reading. The summer reading lists provide suggestions to encourage reading over the summer months. Through the Birthday Book Club and Gift Book Program, the school community may donate books in honor or memory of a special teacher, student, or loved one. We are always open to new and fun ways to promote the library's mission. If you have an idea or suggestion, please share it with us.

#### *Volunteer Program*

The Friends' Library Committee of St. David's School is an active and vital part of the library program. Interested parents and family members are always welcome!

#### *Lockers*

All lower school students utilize assigned open lockers/cubbies that are located in the classrooms. There are hooks for both backpacks and jackets and space for books and other school items.

#### *Elevator*

Students are not to ride the elevator in the Lower School unless authorized by a teacher or staff member. Exceptions are made for students on crutches or in wheelchairs. These students may have another student help them with their books and belongings.

## **School Life**

#### *Friends of St. David's*

Friends of St. David's School is an organization formed to bring about greater parent participation and a closer relationship between the home and the school. Throughout the year, Friends sponsors many enjoyable events that promote strong ties between school and family.

All parents are considered members of Friends and are encouraged to participate in as many activities as possible. It is the Friends' hope and prayer that this network will provide an avenue in which each parent can share his or her gifts and serve where he or she is needed.

#### *Fundraisers*

In order to focus our efforts as a community on several large fundraisers, including the school's annual fund, fundraisers by classes, clubs, sports teams, etc. are not permitted. Please contact the Lower School Principal if you have any questions about community service opportunities.

#### *Electronic Devices*

Lower School students should not bring electronic items such as cell phones, iPods, electronic games, personal CD players, etc. to school. This also includes smartwatches that have the ability to make phone calls, access the internet or play games. These items are an unnecessary distraction to the academic and social atmosphere at school. Important messages will be delivered to students via the front office or parents can email the classroom teacher. With prior approval, students may bring academic electronic devices such as calculators, dictionaries, translators, laptop computers, iPads, etc. which are necessary for their classes. These devices should not be taken out or used during carpool or lunch.

Additionally, other non-school related items, such as toys, fidget spinners, sports trading cards, etc., may not be brought to school without prior approval from a teacher or the principal.

#### *Technology Responsible Use Policy*

The Technology Responsible Use Policy provides guidelines for students on the ethical and responsible use of information systems at St. David's School. These guidelines apply to phone, video, tablet, audio, computer, network, Internet, wireless, and other communication device uses. The Responsible Use Policy can be found on the website on the Back-to-School information resource board.

## School Business

### *Non-Discrimination Policy*

St. David's School does not discriminate on the basis of race, color, religion, sex, and national or ethnic origin in the administration of its admission policies.

### *Tuition Payments*

For your convenience, and as outlined in the Enrollment Contract, St. David's has three tuition plans, each offering payment options beginning in the month of June prior to the start of the coming school year:

- One-Pay Plan: One payment due on June 1 or upon enrollment.
- Two-Pay Plan: Two equal payments due on June 1 and September 1.
- Ten-Pay Plan: Ten equal payments due each month – June 1 through March 1.

Enrollment or re-enrollment at any time after June 1 requires that accounts must be current to complete the enrollment and registration process.

All notifications and billing of tuition and incidental charges from the Business Office are generated online. Paper invoices are not issued and online payments are encouraged. Please allow 5-10 business days for online payments to be processed.

Your prompt and timely payment of tuition is greatly appreciated and necessary as tuition is the operating capital the school uses to fund all programs and expenses. Accordingly, **any tuition paid after the tenth of the month is subject to a late fee of 18% APR (1.5% monthly) on the outstanding balance.** Tuition insurance is mandatory on the ten-month payment plan and for one and two-pay plans if a balance is outstanding after September 1. Tuition accounts are required to be current upon the start of the academic year.

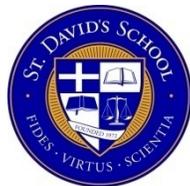
Families 30-days delinquent will be contacted by the Business Office. The Business Office will notify families their account is past due and request payment within 10 days. Any applicable late fee will apply.

Any family 60-days delinquent will be placed on Financial Hold status. Financial Hold status will result in the following per the enrollment contract and school policy:

- Participation in overnight field trips and sporting events that require additional payments will not be permitted until tuition accounts are current. Payments made to the school for such events will be applied to the outstanding tuition balance.
- Grades and end of year transcripts will be held until tuition accounts are current.
- Students may not resume classes following Fall Break, Christmas, Winter Break, and Easter until payment has been made to release the Financial Hold.
- All accounts must be current before re-enrollment for the following academic year can occur.
- All accounts must be paid in full two weeks in advance of the school registration date in order to participate in the open house/registration process.
- The school reserves the right to restrict a student from returning to school at any time if a balance is past due.
- Financial Hold Status will be applied to all outstanding accounts on March 11.

### *Child Abuse and Neglect: Reporting Responsibility*

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.



**ST. DAVID'S SCHOOL**  
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