



Parent/Student Handbook

Core Understandings

2019-2020

I acknowledge that I have read and will abide by the policies and follow the procedures found in the 2019-2020 West Sound Academy Student/Parent Handbook.

Student Signature

Print Student Name

I/we acknowledge that absences and tardies will be marked unexcused unless a parent has emailed or called the school by 3:00 p.m. on the day of the absence.

I/we acknowledge that it is the parent's responsibility to ensure that their student is picked up by 4:20 p.m. or within 5 minutes of the scheduled end of an afterschool club or activity.

I/we acknowledge that it is the parent's responsibility to utilize the clothing toolkit for coaching a student in making appropriate clothing decisions before coming to school.

I/we acknowledge that personal devices may not be used during the school day by middle school students and only during passing periods by upper school students.

I/we acknowledge that late homework will not receive full credit unless accommodations apply and have been properly utilized by the student.

I/we acknowledge that concerns are best resolved at the source and will open up dialogue with the source before contacting the Head of School.

I/we acknowledge that no school zone or pedestrian crosswalks support safe crossing of Highway 305 and I/we release West Sound Academy of responsibility and liability should I/we permit my student to utilize public transportation.

Parent Signature

Print Parent Name

Parent Signature

Print Parent Name

Date



Homework Agreement 2019-20

Student Name: _____

Homework at West Sound Academy is an extension of the learning that takes place in the classroom. The faculty are committed to assigning homework that is meaningful and relevant to the learning of students. The faculty are committed to seeking balance when assigning homework wherever possible. Homework loads fluctuate week to week, especially in the upper grades, and there will be pinch points during which time students should seek out advice and support from their teachers.

A commitment to doing homework on-time is the number one student skill that helps reduce stress and improve achievement. Turning in assignments partially done on time is better than turning in nothing or a polished piece late.

By signing below students understand:

- Good student skills include turning homework in on time
- Working on just one homework assignment ahead of time each week rather than the day before it is due can bring more balance to the student's overall work load
- When absent, students should still try to turn in homework assignments electronically on time
- When there is an unplanned absence, students must check in with their teachers on rescheduling assignments if needed within 48 hours of the absence
- Students have multiple resources to help solve barriers to completing homework such as:
 - Emailing/texting a classmate for help
 - Emailing the teacher for help
 - Searching through resources provided such as a textbook or handout
 - Looking on Google classroom or FACTS for uploaded resources
 - Asking a peer to send a photo of resources
- Teachers do not intend for homework assignments to take excessive amounts of time so email your teacher if you are spending too much time on homework or you have an excessive work load that night
- Late homework will not be awarded full credit especially if the student does not communicate prior to the due date, however, good communication allows the teacher to use discretion when grading
- Missed class time activities can result in replacement written homework assignments

Student Signature

Parent Signature



Medical Authorization Form

2019-2020

Please complete this form for any prescription or over-the-counter medications that you want to authorize WSA to administer to your child. This includes any emergency meds such as an epi-pen.

Student Name:		Grade:	
Name of Medication(s)		Dosage:	
Time of Day:		With food?	
Possible Side Effects:			
Physician's Name:		Phone:	

WSA keeps a supply of some over-the-counter medications. Please indicate which medications you give the school permission to administer to your child as needed.

<input type="checkbox"/> Tylenol	<input type="checkbox"/> Ibuprofen	<input type="checkbox"/> Benadryl	<input type="checkbox"/> Anti-Nausea	<input type="checkbox"/>
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By signing below, I grant permission for _____ (student name) to receive the medication(s) listed above at West Sound Academy. I understand the school will contact me if and when additional medication is required. It is my responsibility to see that the school receives the medication in its original container.

Parent/Guardian/ Host Parent Printed Name

Parent/Guardian/Host Parent Signature

Date: _____

Prescription meds or emergency medications such as an epi-pen must be provided by the parent and brought in their original container with this form.



Field Trip Permission Form

2019-2020

I authorize _____ to attend West Sound Academy field trips and extended trips. I understand transportation for field trips will be via private car, van, ferry, airplane or bus during the 2019-20 school year. Private cars may be driven by staff or other WSA parents whose driver's license and insurance information has been collected. WSA will only allow students to be transported if there is appropriate safety equipment available for each student in the method of transportation.

If my child becomes ill or requires medical attention and the school is unable to reach me, the staff at West Sound Academy has my permission to authorize medical treatment and/or provide transportation to the closest clinic/hospital. If 9-1-1 is called with paramedic services being needed, I authorize West Sound Academy staff to authorize emergency treatment and transport to the hospital.

I further understand that every attempt will be made to contact me should such an emergency occur and that I would be financially responsible for ~~an~~ all medical expenses.

I understand that the school will provide details of the field trips as they are scheduled as well as any specific permission forms for extended trips.

This form must be signed and returned to the school before my child may participate in field trip activities.

Parent/Guardian/ Host Parent Printed Name

Parent/Guardian/Host Parent Signature

Cell Phone: _____

Alternative Phone: _____

Alternative Contact Person Name and Cell Phone: _____



West Sound Academy Technology Acceptable Use Agreement

The use of any technology, which includes the use of WSA Internet service, at West Sound Academy is a privilege and limited to those activities that further your WSA school studies. This agreement outlines acceptable use; the full acceptable use policy is found in Parent-Student Handbook policies. In signing, you state you will not use any technology for inappropriate personal use including social networking, and that you understand that inappropriate use will result in a cancellation of WSA technology privileges. System administrator(s) reserve the right to close an account or deny network access at any time deemed necessary. Also, this agreement states that you will be polite and respectful of other students and respect students' privacy and security when using all technology at WSA.

Privileges: I understand that the use of Google Apps and WSA technology is a privilege, not a right, and that inappropriate use will result in a cancellation of those privileges. The system administrator(s) may close an account at any time deemed necessary.

Personal Responsibility: I will accept personal responsibility for reporting any misuse of the technology at WSA.

Acceptable Use: The use of my assigned WSA technology accounts will be in support of WSA school studies and research and will help me reach my educational goals and objectives. I am personally responsible for this provision at all times when using the West Sound Academy services. In addition, I will abide by the following:

- I will not use Google Apps or any other technology for any commercial activities, product advertisement, or political advocacy.
- I acknowledge that recording anyone without their knowledge or written permission is strictly prohibited under Washington State Law RCW9.73.
- I will not attempt to harm or destroy hardware or data of WSA or WSA students
- I will not use Google Apps or any other technology to post any obscene, discriminatory or offensive material. All material posted will be in keeping with school assignments.
- I will not use the network for any illegal activity including violation of copyright laws.
- I will not attempt to gain unauthorized access to the computers or accounts of others.
- I will not use the network for non-academic related bandwidth-intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
- I will not use the network for social networking.
- I will only use the class email address for schoolwork-related group communication and not for social or non-school topics

Network Etiquette: I understand and will abide by the generally accepted rules of privacy and network etiquette. These rules include (but are not limited to) the following:

- Being Polite: Never sending or encouraging others to send abusive messages.
- Using Appropriate Language: I understand that I am a representative of our school on the Internet and will use polite and appropriate language.
- Electronic Mail: I understand that inappropriate language or harassment will result in loss of system privileges and/or other disciplinary measures.

Student-Owned Laptops: I understand that while I am required to have a laptop available to me at school, the use of that laptop is at teacher discretion. Furthermore, I understand that:

- I must obtain teacher permission before using a personal laptop during classroom instruction.
- My use of a personal laptop must support the instructional activities currently occurring in the classroom.
- I must turn off and put away a personal laptop when requested by a teacher.
- Audible laptop audio is a distraction for the others in the classroom and, therefore, I will mute my audio or, with teacher permission, use headphones.
- If an adult asks me to put my laptop away, I must comply.
- The presence of inappropriate materials on laptops brought from home or inappropriate use of laptops may lead to disciplinary proceedings.
- During the course of the school year, additional rules regarding the use of personal laptops may be added.

Privacy: I understand and will abide by the generally accepted rules of network privacy. These rules include (but are not limited to) the following:

- I will not reveal my home address or personal phone number or the addresses and phone numbers of other students. While using Internet services through Google Apps, I will not reveal my email address or the email address of others.
- I understand that email sent via Google Apps must be school related and must abide by the guidelines outlined here and in the Parent-Student Handbook policies. I will immediately report any threatening, obscene, or harassing email to school staff.
- I understand that I will not share my Google Apps password with others and am responsible for all email sent through my account.
- I understand that email sent through this account may be scanned for content violating the terms of this agreement and that suspect email may be reviewed by school administration.

Student Name (print): _____ Date: _____

Student Signature: _____

Parent/Guardian Name (print) _____ Date: _____

Parent/Guardian Signature: _____



Annual Visionary Campaign Plan

West Sound Academy is a non-profit organization that thrives through tuition revenue and fundraising. The school receives no funding from the state or federal government. The true cost to educate a student at the school exceeds a tuition rate that our community can support. As such, inspiring families and other philanthropists to make tax deductible gifts is a necessary component of our business model.

In addition to the Auction Gala, the other major fundraising event that WSA conducts is our Annual Visionary Campaign which serves the purpose of making up the difference between what it actually costs to attend WSA and what we charge in tuition.

Funds raised through the Annual Visionary Campaign allow West Sound Academy to offer enriching and engaging academic, elective, and arts programs, attract top-notch teachers, provide library databases, support after-school clubs, and helps support funding rainy day reserves.

In 2019-20, WSA is moving to a new model of giving by asking our families to establish a monthly gift that will be automatically charged to a credit card on file until their student graduates or withdraws. The monthly amount can be adjusted, paused or suspended at any time but will continue until the student graduates or written notification of a change is provided by the donor.

The monthly model makes it easy for families to give a little bit at a time and to know that their support of the school helps inspire additional philanthropy from major donors. Participation in the annual campaign by ~~the~~ 100% of the staff, Board of Trustees and families is a major indicator to grant-makers and philanthropists that the school has gained the trust of the community.

The monthly model reduces the amount of campaigning the WSA administration needs to conduct each year saving time and resources. However, annual gifts can also be arranged and you can choose how and when you make your one-time donation each year. Thank you!

Name: _____ Date: _____

_____ **Monthly Option:** Please charge my credit card on file \$ _____ on the:

- 1st of the month
- 15th of the month

This amount will be charged each month until your student graduates or written notice is received to modify the donation. A receipt of your tax deductible gift for the preceding year will be mailed each January.

_____ **Annual Option:** I prefer to make a one-time gift in the month of: _____. I understand this amount will appear on my monthly invoice and be due on the 15th of that month. This gift will be invoiced annually until your student graduates or written notice is received to modify the donation. A tax receipt will be mailed upon receipt.

_____ **Ask Me Again Option:** I prefer to wait until you publicize the Annual Visionary Campaign later this year.

Donor Signature



Vehicle Registration Form

2019-2020

In order to help ensure the safety of our students, WSA keeps records of the cars regularly used for pick-up and drop off as well as for our student drivers. Please complete this form for any vehicle that a parent and/or student driver will be regularly using to commute to campus or to pick up and drop off students.

Student Name:		Grade:	
Please list every vehicle that will regularly be used for drop off and pick up			
Vehicle Make, Model & Color		License Plate	
Vehicle Make, Model & Color		License Plate	
Vehicle Make, Model & Color		License Plate	
Vehicle Make, Model & Color		License Plate	
Vehicle Make, Model & Color		License Plate	
For student drivers using and parking their own vehicle on campus:			
Student Driver's License Number:		Student Cell Phone:	
Vehicle Make, Model & Color		License Plate:	

By signing below, I acknowledge that it is illegal and highly dangerous for more than one vehicle to turn left from Creative Drive into the center merge lane of eastbound Highway 305 at any one time. I agree to be patient and wait for the center merge lane to be clear of cars before turning. I agree to inform any drivers who come to campus to pick up my student for me of this rule.

Parent/Guardian/ Host Parent Printed Name

Parent/Guardian/Host Parent Signature

Student Driver, if applicable, Printed Name

Student Driver, if applicable, Signature

Date: _____



Permission for Student Photo & Work Display

2019-2020

Permission to Photograph & Display Student Work – please choose one option:

Student Name(s): _____

By checking this box, I hereby give permission to West Sound Academy for my child's photograph to appear in West Sound Academy publications, on the school's website, and social media platforms operated by school administrators. With this authorization, I also understand there may be occasions when my student's work is on display, or used in special evening activities or productions sponsored by the school.

By checking this box, I grant limited permission to West Sound Academy for my child's photograph to appear in West Sound Academy's publications but wish to be contacted for any use of images on social media or the website prior to use. I understand that there may be occasions when my student's work is on display, or used in special evening activities or productions sponsored by the school.

By checking this box, I do not grant permission for West Sound Academy to use my child's photograph or work for display.

Parent/Guardian/ Host Parent Printed Name

Parent/Guardian/Host Parent Signature

Date: _____