



# Parent-Student Handbook

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2021-22

*The individual student, by enrolling at West Sound Academy and receiving this handbook and addendum, is considered to be informed of the expectations and obligations required of him or her. This document is subject to revision and all students are emailed an updated version in the Fall of the start of the school year.*

Residential Students are bound by the guidelines in this Handbook

*All other school literature is not considered contractual.*

Last updated August 6, 2021

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[westsoundacademy.org](http://westsoundacademy.org)

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## A Message from the Head of School

Thank you for being a part of the West Sound Academy community. It is an honor and a privilege to work with each of our families and to see our students grow and thrive. The academic journey is a challenging one and we recognize the deep commitment you have made to your child's education by enrolling at WSA. As the Head of School, I know I speak for the entire faculty when I say that we will honor this commitment by seeking to provide your student an excellent education.

Our mission, which drives our day-to-day actions, is...

West Sound Academy is a college preparatory school that graduates accomplished, creative, intellectually curious young adults prepared to contribute responsibly to the world.

Our vision, which drives our long-term actions, is...

West Sound Academy is a globally recognized International Baccalaureate school that provides an exceptional educational and social experience for youth through a rigorous curriculum and nurturing environment, innovatively utilizing fine arts and sciences as a catalyst to foster high academic achievement.

We are accomplishing our mission and vision through:

- Providing a respectful and dynamic learning community
- Embracing the academic excellence embodied in the interdisciplinary International Baccalaureate curriculum as it best serves the individual student
- Developing skills that can be applied to life-long learning and work experiences
- Offering a tight-knit inclusive environment to nurture global citizenship
- Operating the school in a manner that is financially sustainable

Each WSA family is valued, known and loved. We work hard to foster positive connections between teachers and students, students and their peers, faculty and their colleagues, and the administration/faculty and parents. The journey to graduation is a highly collaborative effort and WSA is committed to working together with you on this adventure.

Have a wonderful school year!

Catherine Freeman

## Student Learner Profile

West Sound Academy intentionally strives to foster student recognition of their abilities to utilize the following ten traits in the situations they encounter at school and in life. The qualities are listed below along with brief descriptions of how they are developed:

The WSA community encourages students to:

<b>Inquirers</b>	<ul style="list-style-type: none"> <li>• Develop a natural curiosity.</li> <li>• Acquire the skills necessary to conduct inquiry and research and show independence in learning.</li> <li>• Actively enjoy learning and sustain a life-long love of learning.</li> </ul>
<b>Knowledgeable</b>	<ul style="list-style-type: none"> <li>• Explore concepts, ideas and issues that have local and global significance.</li> <li>• Acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.</li> </ul>
<b>Thinkers</b>	<ul style="list-style-type: none"> <li>• Exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.</li> </ul>
<b>Communicators</b>	<ul style="list-style-type: none"> <li>• Understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication.</li> <li>• Work effectively and willingly in collaboration with others.</li> </ul>
<b>Principled</b>	<ul style="list-style-type: none"> <li>• Act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.</li> <li>• Take responsibility for their own actions and the consequences that accompany them.</li> </ul>
<b>Open-minded</b>	<ul style="list-style-type: none"> <li>• Understand and appreciate their own cultures and personal histories, and be open to the perspectives, values and traditions of other individuals and communities.</li> <li>• Seek and evaluate a range of points of view, and be willing to grow from the experience.</li> </ul>
<b>Caring</b>	<ul style="list-style-type: none"> <li>• Show empathy, compassion and respect towards the needs and feelings of others.</li> <li>• Develop a personal commitment to service, and act to make a positive difference in the lives of others and the environment.</li> </ul>
<b>Risk-takers</b>	<ul style="list-style-type: none"> <li>• Approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies.</li> <li>• Bravely and articulately defend their beliefs.</li> </ul>
<b>Balanced</b>	<ul style="list-style-type: none"> <li>• Understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.</li> </ul>
<b>Reflective</b>	<ul style="list-style-type: none"> <li>• Give thoughtful consideration to their own learning and experience.</li> <li>• Assess and understand their strengths and limitations in order to support their learning and personal development.</li> </ul>

## Honor Code

*I take full responsibility for my conduct. I show integrity in all my work and social interactions. I do not lie, cheat, steal or take unfair advantage of any member of our community.*

# School Information

School Phone: 360-598-5954

School Fax: 360-598-5494

To report attendance: 360-598-5954 (leave a message if no answer) or email

[frontdesk@westsoundacademy.org](mailto:frontdesk@westsoundacademy.org)

School mailing address: PO Box 807, Poulsbo, WA 98370

School physical address: 16571 Creative Drive NE, Poulsbo, WA 98370

School website: <https://www.westsoundacademy.org/>

Please visit the Parent Hawk's Nest on our website for links to the school calendar, registration forms, daily schedule, school supply lists, etc.

## Administration

<b>Name/Title</b>	<b>Email</b>
Catherine Freeman <i>Head of School</i>	<a href="mailto:cfreeman@westsoundacademy.org">cfreeman@westsoundacademy.org</a>
Lisa Gsellman <i>Director of Admissions</i>	<a href="mailto:lgsellman@westsoundacademy.org">lgsellman@westsoundacademy.org</a>
Sara Adams <i>Wellness Coordinator</i>	<a href="mailto:sadams@westsoundacademy.org">sadams@westsoundacademy.org</a>
Elizabeth Butler <i>Business Manager</i>	<a href="mailto:ebutler@westsoundacademy.org">ebutler@westsoundacademy.org</a>
Susan Trower <i>Director of Library &amp; Information Services</i>	<a href="mailto:strower@westsoundacademy.org">strower@westsoundacademy.org</a>
Lionel Pummell <i>Director of Technology</i>	<a href="mailto:lpummell@westsoundacademy.org">lpummell@westsoundacademy.org</a>
Brandie Robbins <i>Front Desk Reception / Administrative Assistant</i>	<a href="mailto:brobbs@westsoundacademy.org">brobbs@westsoundacademy.org</a>
Joe Adams <i>Facilities Manager &amp; Van Driver</i>	<a href="mailto:jadams@westsoundacademy.org">jadams@westsoundacademy.org</a>

All transcript requests or schedule changes should be directed to Catherine Freeman.

## Faculty

Name/Roles	Email
Sara Adams <i>Art, Physical Education</i>	<a href="mailto:sadams@westsoundacademy.org">sadams@westsoundacademy.org</a>
Eric Bright <i>Upper School History, Advisor</i>	<a href="mailto:ebright@westsoundacademy.org">ebright@westsoundacademy.org</a>
Paul Burback <i>Middle and Upper School Music, Advisor</i>	<a href="mailto:pburback@westsoundacademy.org">pburback@westsoundacademy.org</a>
Georgia Chehade <i>Middle School Humanities, IB Theory of Knowledge, IB CAS Coordinator, Advisor</i>	<a href="mailto:gchehade@westsoundacademy.org">gchehade@westsoundacademy.org</a>
Alayna Garvin <i>Upper School Language A, French, College Counselor, Advisor</i>	<a href="mailto:agarvin@westsoundacademy.org">agarvin@westsoundacademy.org</a>
Karen Mattick <i>Middle and Upper School Life Sciences, Advisor</i>	<a href="mailto:kmattick@westsoundacademy.org">kmattick@westsoundacademy.org</a>
Gretchen Nordleaf-Nelson <i>Upper School Language A, Theatre, Advisor</i>	<a href="mailto:gnordleaf@westsoundacademy.org">gnordleaf@westsoundacademy.org</a>
Ben Owen <i>Middle and Upper School Math, Advisor</i>	<a href="mailto:bowen@westsoundacademy.org">bowen@westsoundacademy.org</a>
Lionel Pummell <i>Middle School Math, Computer Science, Advisor</i>	<a href="mailto:lpummell@westsoundacademy.org">lpummell@westsoundacademy.org</a>
Kiplinn Sagmiller <i>Spanish, World Languages, Advisor</i>	<a href="mailto:ksagmiller@westsoundacademy.org">ksagmiller@westsoundacademy.org</a>
Katelyn Stevens <i>Upper School Physical Sciences, Advisor</i>	<a href="mailto:kstevens@westsoundacademy.org">kstevens@westsoundacademy.org</a>

# Daily Details

## Student Designations

- Middle School Student: A student enrolled in grades 6-8
- Upper School Student: A student enrolled in grades 9-12
- International Baccalaureate (IB) Diploma Programme (DP) Candidate: An 11<sup>th</sup> or 12<sup>th</sup> grade student planning to complete, submit materials and be assessed under all the requirements of the full IB Diploma Programme.
- International Baccalaureate Diploma Course Student: An 11<sup>th</sup> or 12<sup>th</sup> grade student planning to submit materials and be assessed under the requirements of the IB for one or more, but not all, subject areas.

## Annual Calendar & Daily Schedule

WSA maintains the school calendar on our website on the Parent Hawk’s Nest page. The calendar is updated to account for adjustments or changes. For calendar questions, please visit <https://westsoundacademy.org/events/> or go to <https://westsoundacademy.org/> and click on the Parent Hawk’s Nest in the upper right corner of our website.

Time	Duration	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:50	90	Per 1/Per 4	Per 1/Per 4	Per 1/Per 4	Per 1/Per 4	Per 1/Per 4
9:55-11:25	90	Per 2/Per 5	Per 2/Per 5	Per 2/Per 5	Per 2/Per 5	Per 2/Per 5
11:25-11:55	35	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-1:30	90	Per 3/Per 6	Per 3/Per 6	Per 3/Per 6	Per 3/Per 6	Per 3/Per 6
1:35-2:55	80	Per 7	Advisory	Per 7	Early Release	Per 7

Students may not arrive at school before 8:00 AM and must be picked up by 4:00 PM.

Parents are encouraged to schedule student appointments after 3:30 PM rather than during the school day wherever possible.

## Arriving and Departing School

### Check-In

All students will enter the campus by checking-in at Upper Baker. Upon arrival, students will be screened for COVID symptoms and marked for attendance. The earliest a student may arrive on campus and enter the screening queue is 8:00 AM unless otherwise arranged with administration. Students need to stay in the car until then. Students arriving at any other time in the day must also check-in at Upper Baker before entering any other building.

### Sign-Out Procedures

Students leaving school before the end of the day for any reason, must be signed out at the Office before leaving campus. Students who drive themselves may request approval to sign themselves out for appointments. A student may receive approval via a signed note from her or his parents to the Office.



## Dismissal

Students should be picked up promptly at the end of school. Exceptions are made for students participating in a pre-arranged activity. If a student cannot be picked up by 3:10 PM, **he or she must report to the main office and wait in the conference room or library doing quiet activities. Parents must pick up these students by 4:00 PM. Students involved in an afterschool club or activity must be picked up within 5 minutes of the scheduled end of the activity.** This is to ensure that students are safely accounted for and that faculty and staff do not have to compromise their personal schedules waiting for a student to be picked up. **No student, regardless of age can be left alone on campus waiting for pick up.**

Student-pickup at the end of the school day is not monitored for unfamiliar drivers and parents assume the responsibility of a student riding in an unfamiliar car. If you need to notify your student of a new pick-up plan, please call the school instead of texting your child to relay the message. Licensed students may drive their own vehicle to school by completing the [Student Driver Release Form](#) available on the Parent Hawk's Nest page on our website.

## Transportation

WSA recognizes the logistical challenges of transportation to and from school. The administrative staff can provide carpool suggestions and share contact information for parents willing to carpool.

### Public Bus & Bike Transportation

WSA is an advocate for public bus and bike transportation; however, our location on Highway 305 presents a pedestrian challenge.

Parents acknowledge that our location does not support safe pedestrian crossing of Highway 305 to the eastbound bus stop.

WSA does not encourage parents to allow students to cross Highway 305 as pedestrians or to ride a bike on Highway 305. Students do so at their own risk.

### Student Drivers

Parents must submit written permission for their student to drive motor vehicles to and from school, and all student vehicles must be [registered with the office](#). Students are expected to observe the 15-mph speed limit and stop signs on the campus. Students who fail to comply with these rules will lose the privilege of driving on campus.

Students are not permitted to leave campus in their vehicle or in another student's vehicle during the school day.

All students are required to ride in a school-designated vehicle for any sanctioned school event, except under specific circumstances and with pre-approval from the parent. Student drivers may not drive other students on school sanctioned field trips or other school events.

## Attendance

Class attendance is a critical component to a student's success at West Sound Academy as there is a high emphasis placed on completing practice and extension activities during class. Families are encouraged to consult the school calendar when making all travel decisions and to view class time as invaluable to the student's overall success. Given the nature of the current pandemic, parents are required to keep all symptomatic students at home. **Teachers will provide make-up work when students need to stay home due to illness. However, it is imperative that students demonstrate initiative to communicate and collaborate with teachers about making up missed work. Make-up may not be possible for absences due to other reasons.**

A student's attendance record is available for viewing by parents at any time in FACTS.

### Attendance Communication

Attendance is taken when students check-in at Upper Baker each morning. Teachers also record attendance at the start of each class period. Students are expected to be in their seats with their materials at the start of each class period. It is the obligation of the parent to notify the school when a student will be absent or tardy. **All unexpected absences will be marked unexcused if the parent does not notify the school by 3 PM each day of the absence.** Multi-day illnesses still require the parent to notify the school each day of the illness. Notifications can be made via email to [frontdesk@westsoundacademy.org](mailto:frontdesk@westsoundacademy.org) or by calling 360-598-5954.

### Excused Unplanned Absences

If a student has an unplanned absence, parents must notify the school to report the student's absence and the reason for the absence by 3 PM the day of the absence. The office opens at 7:45 AM; however, a message may be left on the voice mail prior to 7:45 AM or an email can be sent to [frontdesk@westsoundacademy.org](mailto:frontdesk@westsoundacademy.org).

### Unexcused Absences

An absence is unexcused if the parent does not report the absence by 3 PM the day of the absence.

### Planned Absences

Vacations during school days and similar planned absences are discouraged. When a planned absence is unavoidable, the student needs to email [frontdesk@westsoundacademy.org](mailto:frontdesk@westsoundacademy.org) and all their teachers and advisors at least three school days before departure.

### Work Expectations During an Absence

Students are expected to turn in work that was assigned prior to the absence and due the day they are absent using the technological tools available to them such as email, Google docs, taking a photo, etc. unless there are extenuating circumstances.

If the absence is due to an extended illness or pre-planned absence, the student will be encouraged to keep up with their work while absent. As with all absences, the responsibility for making up homework, tests and quizzes missed through absence rests on the shoulders of the student. The student should consult Google Classroom first to determine what work was missed. If clarification is required, the student should email their teachers to ask specific questions for clarification.

Extended health-related absences may impact the student's ability to finish class content on time and result in INC (incomplete) on the next grade report until the work can be completed as determined by the student's teachers.

### Tardy to 1<sup>st</sup> Period

A student who is on campus but not seated and prepared to work at the start of class is marked Tardy in the school management system (FACTS). A tardy may be marked as excused for the following reasons if a parent provides verification:

- Car maintenance trouble (this does not include the carpool driver being late)
- Traffic
- Appointment that could not be scheduled after school
- Family emergency

A tardy will be marked as unexcused for reasons such as but not limited to the following:

- Oversleeping

- Carpool driver was late
- Trying to print out an assignment or complete homework
- No reason given by parent or student

If a student arrives late to school or leaves early, they must sign-in or sign-out at the front desk for safety. The parent may remain in the car and call the school to verify the reasons for lateness or request the student be dismissed.

A student arriving 30 minutes late to any class is considered an absence.

## Lunch

Students gather daily for a lunch break and are required to bring a sack lunch to school. Pizza from Central Market is available for purchase on Fridays. Orders are submitted through FACTS and are due by 3:00 PM on the day before.

No students may leave campus during the lunch period.

The school keeps a supply of emergency lunches for students who have forgotten lunches and parents are charged for the cost of these lunches. These are purposely bland and uninteresting meals as they are for emergency only and should not be relied upon as a regular source of lunch. Parents will be notified if students repeatedly rely on emergency lunches.

## Textbooks

WSA works hard to choose excellent books and keep the costs down for parents. The school provides a list of books to be purchased prior to the first day of school. Please use the ISBN number to search for the book from online sellers. It is important to carefully reference the ISBN when buying so that the correct edition is purchased. Some books are checked out to the student but remain the school's property. Some resources are electronic and require the school to bill families for access. Failure to return the book in good condition will result in fines.

Please put your student's name in their textbooks prior to the start of school.

Some textbooks are only available from the publisher. If this is the case, WSA will indicate that fact on the list and purchase the books in bulk for the class. The cost of the book will be billed on the student's account.

## Lost and Found

Students are encouraged to place their name on jackets, sweatshirts and other clothing items, lunch bags, musical instruments, calculators, etc. Unlabeled items are hard to reunite with their owners. Unlabeled items left at school will be available for pick up in the Commons for one week. After that time unclaimed items are given to local assistance organizations.

## Communication

The emotional, social, and academic well-being of each student is our primary concern in all communication. Clear and professional communication helps establish an open and warm community of students, parents, teachers, and administrators. It is WSA's goal to build self-advocacy by students. Students are encouraged to ask for help or to express their concerns in either an academic or social situation. All staff members, both faculty and administration, are available and willing to listen to students and parents.

WSA is committed to working together to build relationships that keep the focus of all dialogue on our students. We strive to be respectful, caring, and supportive in all of our communication and are

committed to using a wide range of tools to assure an effective exchange of ideas. As a staff, our goal is to work together towards learning. Our responses to inquiries are guided by our ideas of what is best for students and our positive intentions. However, misunderstandings, mistakes, and miscommunications do occur, so please continue to seek information if you have not found a positive resolution to your inquiry.

## **School to Home Communication**

Email is the primary means for communication between West Sound Academy and home. Accordingly, it is our assumption that families regularly check their email boxes for letters from the school, notes from teachers, and weekly updates. All staff members have addresses as follows: first name initial, full last name @westsoundacademy.org. Calendar information sent home via the weekly Hawk Talk email is also available on WSA's website.

Important information is communicated in the weekly Hawk Talk newsletter. WSA strives to keep the online calendar up to date as well with upcoming events located on our website. WSA relies on the website's online calendar rather than FACTS's calendar tool.

Please log in to FACTS and verify that all contact information is correct at the start of the school year. Any parent indicated as "custodian" will receive the Hawk Talk and emails meant to be sent to parents.

Please note that emails that are sent by staff directly from FACTS will appear to have only gone to you, the recipient. Other recipients' email addresses will be hidden.

If for some reason, you are not receiving monthly invoices, the Hawk Talk, communication from teachers or emails from the administration, please contact the front desk to verify that a problem has not occurred.

## **Learning Team Conferences**

Formal student/parent/faculty conferences are scheduled three times a year. These Learner-led conferences include the entire learning team: parents, student, and teachers. There is a goal-setting conference in September, progress conference in January, and optional reflective conference in May. Conferences are designed to help lead students to an understanding of their strengths, assist them in a conscious effort to remediate any challenges, and help them identify their areas of greatest interest.

Throughout the school year, parents may request a conference with any member of the faculty or administration to discuss their child's progress.

## **Family Contact Information**

Parents may log in to FACTS to make edits to their contact information. Please email [frontdesk@westsoundacademy.org](mailto:frontdesk@westsoundacademy.org) as well so we are aware of the change.

## **Parent Volunteer Opportunities**

West Sound Academy and parents make a powerful team. The whole school community benefits from engaged parents. WSA relies on parent volunteers to bring many programs to fruition. Here are some opportunities to help

- Community Event Planning – See Elizabeth Butler
- Building/Maintenance Skills – (Year Round) See Lionel Pummell
- Student Social Events – See Lisa Gsellman
- Host Family – See Lisa Gsellman

# School Policies

## Advisory

The West Sound Academy Advisory program promotes meaningful relationships between staff and students while creating community, building school spirit, providing academic support to students, and supporting whole student wellness.

Through weekly meetings with their advisors, students experience a personalized learning environment with a structure and set of practices for creating multi-grade level connections, learning what it means to be an active and contributing member of the WSA community, practicing interpersonal skills, as well as monitoring and encouraging academic progress and career and college readiness.

At the beginning of the academic year, students work with their advisors to set academic and extracurricular goals. These goals are revisited during the learning team conferences that happen in September and January.

The learning objectives in Advisory are to:

- Build student skills that make students successful lifelong learners
- Help students to get to know their passions and strengths
- Provide opportunities for students to give back to the community in authentic and meaningful ways.

In doing this, we foster local and global citizenship.

### Roles and Responsibilities of the Advisor

- Act as an advocate
- Encourage advisees to participate in the life of WSA
- Encourage advisees to achieve their academic potential
- Guide students to answers on academic and extracurricular questions
- Facilitate discussion of relevant topics
- Discuss current issues in students' lives
- Help students problem-solve current concerns or issues
- Help students guide other students through problems
- Facilitate learner-led conferences

### Roles and Responsibilities of the Advisee

- Actively engage and participate in Advisory group activities
- Cultivate and promote a healthy and safe school climate for all students and staff
- Develop, pursue, and achieve academic and personal goals
- Develop interpersonal skills (Wellness & DEI (Diversity, Equity, and Inclusion))
- Access advisors to find answers to academic and extra-curricular needs
- Help the Advisory group solve current issues and concerns

## Fundraising

### Why does the school fundraise?

Independent schools rely solely on tuition and donations for revenue. The true cost of sending a student to WSA is approximately \$5000 per student higher than the tuition we charge. Fundraising helps close this gap and allows families to take a tax deduction on that part of the tuition. We understand that not

every family is able to write a check to cover that difference, but we ask that each family give at the level they are able.

The dollars are important, but participation is also important. If WSA is successful in reaching our goal of 100% participation by families, faculty and Board Members, this demonstrates to philanthropic groups, foundations and individuals that our community is fully supportive of the school's mission. This allows us to apply with greater success for additional grants and leverage your donation into further fundraising.

All the fundraised dollars go directly to provide the programs, teachers, facilities and opportunities for every child, regardless of financial need, who attends WSA.

### **Individual Fundraising**

WSA encourages students to take leadership in educating the community about particular needs and to create opportunities for community members to learn about or support organizations addressing those needs. However, as the school grows, so does the number of individual fundraising initiatives. As such, in order for an individual fundraising effort to be promoted by WSA to the WSA community, the Board of Trustees now requires that any individual fundraising initiative be reviewed and approved by both WSA's Administration and WSA's Student Council. **Please refer to Appendix D at the end of this document to learn the guidelines for proposing an individual fundraising event.**

### **Financial Confidentiality and Payment Information**

WSA is committed to a policy of affordability so that tuition will not become a barrier to enrollment. We offer placement on a Sliding Scale, which sets tuition according to family income. Families may apply for placement on the Sliding Scale by completing the Family Financial Worksheet (FFW) available on our website. Those families who choose not to apply for placement, or whose financial profiles do not qualify them for tuition adjustments, will be expected to pay full tuition at the high end of the scale.

Sliding Scale placement is considered separately from admission decisions. All financial information is kept confidential. Families are expected to keep their placement confidential. Sharing information with other families may result in loss of re-enrollment for the following year.

Families do not need to complete the FFW in subsequent years unless their income has changed more than 10% up or down. However, a copy of the most recently completed tax return and W-2 is due in January each year to maintain placement on the scale.

Additional charges may be billed for medical insurance, online resources or textbooks. Seniors have a senior class fee that covers the Senior Retreat, postage, senior sweatshirt and other graduate needs. These charges are due and payable in the month billed unless prior arrangements have been made. Parents purchase books for their students with occasional exceptions when the school purchases materials for the student and bills them to the student's account.

**Late Fees:** For monthly payment plans, tuition payment is due and payable on the 15th of the month. For Semi-Annual payment plans, payment is due on July 15th and December 15th. For Annual Plans, payment is due on July 15th. Payments received after the 20th of the month are considered late. A monthly late fee of \$25 will be applied to unpaid balances of \$1,000 or less, and a monthly late fee of \$50 will be applied to unpaid balances over \$1,000.

**Aged accounts:** Unlike other services, teachers do not stop teaching if the bill has not been paid. Making your contracted tuition obligations on-time is imperative to the health and well-being of the school. WSA will follow the collections policy adopted by the Board of Trustees which may result in aged accounts over 180 days being sent to a collections service and re-enrollment being denied to the student.

## Scholarships

Starting in July 2020 no new scholarships have been awarded. Students who withdraw from WSA prior to the end of any given academic year for reasons other than those listed below forfeit the scholarship award retroactively to the start of the school year. Parents will be held accountable for the full amount of tuition not already paid, the scholarship amount and any fees not yet paid. A tuition insurance claim will be made for the full amount of tuition. Exceptions to this term may be made for documented medical conditions that prohibit continued enrollment, relocation of primary wage earner, or, at the committee's discretion, documented family emergency. Parents are not obligated to repay any financial aid award made.

## Clothing

The guidelines for responsible clothing have been developed by the parent community. In harmony with our school mission, we intend to contribute responsibly to the world by collaboratively establishing reasonable expectations for clothing for both students and faculty that are conducive to a learning environment. Their clothing may reflect individual taste if it meets standards of neatness, professionalism, and appropriateness.

Following the guidelines listed below is the responsibility of the parents. If an outfit does not meet the tests below, the administration will contact the parents.

All clothing and shoes must be appropriate for movement, safety and activities. Any logos or text on clothing should reflect respect for one another and for the multicultural community we have. Clothing should always cover all undergarments. If when sitting on the ground, no part of your underwear or derriere should be showing. With arms at your sides, the midriff should not be showing.

## Medication at School

Student health and well-being are foremost at West Sound Academy. Each family completes a "Health Information" form on which they may grant designated staff permission to provide their student acetaminophen, ibuprofen, Tums, and/or Benadryl when needed. A health log is maintained in the office to note when these medications are dispensed. No other medication will be dispensed without a completed and signed medication authorization form.

The Health Information form also provides space for a description of any prescription medicine that may need to be distributed during school hours. For students needing to take such medication at school or during trips, West Sound Academy requires an additional "[Medication Authorization Form](#)" which must be completed, signed by the prescribing physician, and submitted, along with the medication in the original labeled container, to the school's office.

Neither the Health Information form nor the Medical Authorization Form permits students to be in possession of any medication, prescribed or over-the-counter, on campus or at school-sponsored activities. All medications are to be kept at the main office. Students needing to take medication should request permission to go to the office at the prescribed time. (Note that it is the student's responsibility to go to the office at the prescribed time.) The Head of School or the administrator on duty is authorized to administer medication. Medication required by a student while attending a school activity or field trip will be provided to the designated staff member responsible for that trip. In these instances, the student checks with the teacher in charge of that activity to receive the prescribed medication.

While students may not have over-the-counter or prescribed medication in their possession, if a student needs to carry a device such as an inhaler due to life threatening asthma problems or an EpiPen for allergic reactions, the parent or guardian should make a formal request to the Head of School. Once the request is approved the Medication Authorization Form will be noted "student to self-medicate".

## **Student Drugs and Alcohol**

On the West Sound Academy campus, or at any school-sponsored student event or activity, the following are prohibited:

- Possession, sale, or distribution of any illegal, prescription, over-the-counter or homeopathic drugs, nicotine or alcohol
- The use of illegal, prescription, over-the-counter, homeopathic drugs, nicotine, materials or alcohol outside of the medications provided by parents and administered by school staff
- Arriving under the influence of illegal or non-prescribed drugs, nicotine or alcohol
- Possession of any drug paraphernalia, vape devices, prescription, non-prescription or illegal drugs or marijuana on campus

Participation in drug/alcohol related activity can lead to disciplinary action including expulsion for a first-time offense, even if it occurs off-campus and is not an activity related to the school.

Consequences for violations shall be determined by the Head of School and will include one or more of the following:

- Expulsion – If a student sells illegal drugs, prescription drugs, vape materials, or alcohol on campus or at a school event, the student will be immediately expelled. The police will be notified. The distribution of drugs or alcohol without the exchange of funds may also be grounds for expulsion.
- Suspension - Students will be suspended for a period of time and will be held responsible for submitting all schoolwork assigned during the suspension.
- Assessment and Counseling – Students may be required to have a drug/alcohol assessment before returning to school from suspension. A copy of the assessment and treatment recommendations must be furnished to the school. If counseling is recommended by the assessing agency or the Head of School, the student must attend counseling sessions regularly, give permission for the Head of School to confer with the student’s counselor, and submit to periodic drug testing at the family’s expense.
- Probation – Students may be placed on probation for one year, and any violation of a major school rule or a consistent pattern of not living up to the Honor Code established by West Sound Academy will result in expulsion.

In all cases, a second violation of the Drug/Alcohol Policy at any time during a student’s tenure at West Sound Academy will result in expulsion.

In addition to the consequences outlined above, students violating the Drug/Alcohol Policy will be subject to the following restrictions:

- The student will forfeit all positions of leadership and will not be allowed to hold any such position for one year from the date of the violation.
- The student will not be allowed to attend school-related activities or field trips.

## **Weapons**

Possession and/or use of firearms, knives, or any other potentially harmful weapon are prohibited. Any student possessing a weapon on campus may be expelled. The police may be notified. In addition, violent talk or threats will be taken seriously and may result in suspension or expulsion.

Conviction of an illegal act of any kind will result in disciplinary action.

## **Computer Network/Internet Acceptable Use**

The use of any technology at West Sound Academy is a privilege and limited to those activities that further WSA school studies. Successful use of the West Sound Academy computer network and the Internet at West Sound Academy requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the networks. The user is ultimately responsible for his or her



actions in accessing network services. Internet use at the school is for school purposes only. Any personal e-mailing, chatting or web-based calls, Internet access, gaming, data-streaming or use of social media not intended for school assignments or any activity considered to be cyber-bullying is prohibited.

Students are expected to utilize the technological resources provided online such as Google Classroom, FACTS and Zoom for the purpose for which they are intended. Sharing access to these platforms with anyone outside of school or use for personal gain or recreation is prohibited.

Unauthorized use will result in the forfeiture of wireless privileges for a specified time period determined by the Head of School. Where applicable the personal computer will be confiscated to be retrieved by the student's parent(s). Where applicable, the student may be suspended as well.

Personal laptop use for school work during breaks or lunch time may only occur in a designated area (or areas) as indicated by the Head of School. Use of laptops in any area other than the designated area(s) will result in the confiscation of the personal laptop or electronic device. Using social media, gaming or streaming entertainment media is not allowed during lunch or breaks and will result in confiscation of the device.

### Guidelines

- Access to the networks and to the information technology environment at West Sound Academy is a privilege.
- Access to the school computers, cameras or other technology is a privilege and where applicable, students must sign in and out any borrowed devices.
- Recording anyone without their knowledge or written permission is strictly prohibited under Washington State Law RCW9.73.
- Students who borrow any school-owned piece of technology, computer, charger, camera or similar item are responsible for the full replacement value should the item be lost, damaged or require repair.
- The networks may only be used for the purposes of research, education, and school-related business and operations.
- Any system which requires password access, or that requires a school account will only be used by the authorized user. Account owners are ultimately responsible for all activity under their account.
- WSA has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action, for any activity characterized as unethical or unacceptable.
- West Sound Academy reserves the right to prioritize use and access to the school's networks.
- Any use of the networks must be in conformance with federal, state and local law, this policy and all applicable licenses.
- The networks may not be used to transmit defamatory or harassing messages or to access, store or distribute obscene, pornographic, indecent, or offensive materials, or materials that are harmful to minors.
- Use of the networks to copy or transmit any software programs, documents or other information protected by copyright laws is prohibited.
- No high intensity bandwidth use is permitted, including video downloads of movies.
- Student use of social media sites is not permitted during school hours.
- Use of the networks for commercial purposes or solicitation is prohibited. Use of the networks for charitable or any other purposes unrelated to the educational mission of West Sound Academy must be approved in advance by the Head of School or designee, and such permission may be withheld at the Head's sole discretion for any reason.

- The networks shall not be used in a way that disrupts their operation, abuses the hardware or software components, or otherwise injures the networks. Only authorized users may access the networks.
- West Sound Academy reserves the right to close school-issued electronic accounts and remove any user's access to the networks if, at any time, it is determined that the user has violated this policy.

#### **West Sound Academy reserves the right to:**

- Monitor all activity of the West Sound Academy networks including network usage, email content, information and files received or viewed by users.
- Make determinations whether specific uses of the networks are consistent with the acceptable use policy.
- Log network use and monitor storage by users.
- Deem what is appropriate use.
- Remove a user's access to the network.
- Cooperate fully with any investigation concerning or relating to any West Sound Academy network activity.
- The West Sound Academy networks and all information stored therein, including e-mail addresses of students and families, documents and other information is the property of West Sound Academy. There is no expectation of privacy in any material stored in the West Sound Academy networks including electronic email, and the school reserves the right to access and use stored information for any legitimate purpose.
- Review and disclose any information downloaded or messages sent or received on the school network. In summary, network administrators and school administration do have access to all mail and files stored on the school network and servers and may review the same to ensure compliance with this policy.

#### **WSA Responsibilities and Limitations:**

- West Sound Academy views personal information about each of its students as confidential and takes steps to protect student privacy. Students should never reveal their names, addresses or phone numbers on the networks without permission of their teacher and parent or guardian. Students should notify their teacher or other adult about any inappropriate messages or information received through the West Sound Academy networks.
- WSA will take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and school files. The school will not guarantee that information on any computer system will be inaccessible by other users.
- WSA will attempt to provide error-free and dependable access to technology resources associated with West Sound Academy networks. The school will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. WSA specifically disclaims responsibility for files or student work lost due to disk failure, viruses, Internet access interruption, and all other system failures. WSA also disclaims responsibility for any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of WSA.
- WSA will utilize filtering software or other technologies to prevent users from accessing visual depictions that are obscene, pornographic, or harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. WSA will also monitor, through direct observation and/or other technological means, online activities including, but not limited to, email and file transfers of users.

- WSA makes no warranties with respect to the Internet, and we specifically disclaim responsibility for the content of any advice or information received by a WSA network user from a source outside of WSA, or any costs or charges incurred as a result of seeing or accepting such advice. WSA also disclaims responsibility for any costs, injuries, liability or damages caused by the way the Internet is used by a WSA computer user or the manner in which other users may communicate or interact with the WSA computer user.
- Despite every effort for supervision and filtering, all users and parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. WSA believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But be warned that WSA does not have control of the information on the Internet. While our intent is to make the Internet accessible to further the school's educational goals and objectives, it is impossible to completely restrict access to objectionable materials. Other sites accessible via the Internet may contain material that is inaccurate, illegal, defamatory, or offensive to some people.

## Use of Student-Owned Laptop Computers

West Sound Academy is committed to capitalizing on the learning potential provided by technology. A [Bring Your Own Laptop Computer policy](#) aids in this effort. Under this policy:

- Every WSA student is required to have a laptop computer with a webcam available to them for use at school and home. Many different laptop computers will meet the essential system requirements listed below. The choice of brand and any additional features is in the hands of the family.
- Although laptop computers will not be used in every class, every day, students are expected to have their laptops on campus during school hours. Students are responsible to ensure their laptop is charged and ready to go.
- Personal laptop use at WSA is governed by the policy outlined in this handbook. The student is responsible for following this policy. In addition, the school's network filters will be applied to the student's Internet connection, which shall be limited to the free wireless access provided by the school.
- While WSA provides a safe and respectful environment, WSA assumes no liability for the security and safekeeping of the laptop computer.

## Hardware Guidelines

West Sound Academy will provide students with access to the WSA Wireless Network and allow students to use personal laptop computers with wireless capabilities as a means to enhance their education subject to the policies noted in this handbook. The use of these laptops is at teacher discretion. At the present time, devices such as the iPad, iPod Touch, and iPhone do not provide the range of capabilities needed by students of West Sound Academy and are not acceptable substitutes for a laptop computer with the following capabilities.

### Hardware

OS: Windows 10 or newer, Apple OSX 10.13 or newer.

Wireless connectivity, battery-powered capability with Power cord available if needed.

Web camera and audio enabled

Protective case or carry-all, visibly labeled with student's name.

Chromebooks are acceptable

### Software

Web browser –Google Chrome is the recommended browser to use on campus.

Specific software such as Photoshop or iMovie may be needed in select courses.

- Anti-virus software installed and consistently updated. Operating systems should also be consistently updated, so that they are both protected from infection and unable to spread computer viruses and worms. Infected laptops brought from home will be required to remain powered off and not in use on campus until they have been cleared by an IT professional.

### General Usage

- Students are expected to have their laptops on campus during school hours.
- **Students are responsible to ensure their laptop is charged and ready to go.** While some receptacles to charge the laptops will be available, WSA will not provide any power cords or adapters for students.
- WSA expects laptops brought from home to be used responsibly. Laptops should not be used as "entertainment centers," and distracting games, movies and music are discouraged. The presence of inappropriate materials on laptops brought from home (or iPod's, smart phones, or similar devices) may lead to disciplinary proceedings.
- Students must obtain teacher permission before using a personal laptop during classroom instruction.
- Student use of a personal laptop must support the instructional activities currently occurring in each classroom.
- Students must turn off and put away a personal laptop when requested by a teacher.
- Students should be aware that their use of the laptop could cause distraction for the others in the classroom, especially in regard to audio. Therefore, audio should be muted, or headphones used with permission. Headphones are not provided by WSA.
- The laptop should be used only for educational purposes while at school.
- Personal laptops may be used before and after school, during study hall but not at lunch unless the student is in the dedicated electronics area, where it can only be used for educational activities.
- During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become part of these regulations.

### Technology Access Center Acceptable Use

The primary purpose of the Technology Access Center (TAC) is to provide WSA students a place for technology-based learning and research. As such, the following guidelines should be followed while in the computer lab:

1. Be considerate of other users. The TAC is intended to be a place of study and academic work and every effort is made to maintain this environment. If conversation is necessary for your work, please do so quietly. Acceptable noise volume levels will be at the discretion of the instructor on duty.
2. No food or drink in the TAC closet.
3. Password sharing and logging in for other users is prohibited.
4. Students are not allowed to install software or otherwise tamper with the hardware or software of the computers.
5. Printing in the TAC will be limited to in-class activities. Access to and volume of printing is also at the discretion of the instructor and TAC administrator.
6. The accessibility station is reserved for users with special requirements. You may use one if it is available, but you will be asked to relocate if a user with special needs is present.
7. Playing games, chatting, social networking and other recreational use of the TAC computers is not permitted.

8. Please do not leave personal belongings in the TAC for any length of time. We are not responsible for missing items.
9. Dispose of any trash in the waste receptacles provided.
10. Comply with all requests and instructions from the instructor or TAC administrator.

## Personal Electronic Devices

The goal of limiting personal device use is to encourage students to be present to this community and to encourage student connections. After a year of mostly remote learning, we want students to have the opportunity to enjoy being in-person without the distractions of electronic devices.

Student use of electronic devices including cell phones, smart watches, translators, iPods and similar personal music players, is permitted according to the following guidelines.

Upper School students can use electronic devices:

- During the passing period between classes
- During lunch only in the designated area and only for schoolwork
- During class time with teacher permission

Middle School students can use electronic devices:

- During lunch only in the designated area and only for schoolwork
- During class time with teacher permission

Headphones or earbuds can only be used during class time with teacher permission or in the designated area during lunch. Students are not permitted to walk around campus with earbuds or headphones unless it is an approved accommodation.

**Violations of this policy will result in device confiscation.** Holding a device in hand constitutes “use” regardless of what the student was doing on it.

**At no time may anyone use a device to knowingly video or audio record or take photos of another student, teacher, or administrative person without that person’s consent.** All computer use on campus is governed by the Computer Network/Internet Acceptable Use Policy.

**If parents need to communicate to their student in any way, please call the school office. It is not appropriate to call or text students during school hours.**

A first failure to adhere to the electronic device use policy will result in confiscation of the student’s device. In this circumstance, the device will be available only to the student for pick up at the end of the school day.

A second failure to adhere to the policy will result in confiscation. In this circumstance, the device will be available only to the parent or guardian for pick up at the end of the school day.

A third failure to adhere to the policy will result in confiscation of their device, returned only to the parent or guardian and loss of privilege to use or have such a device on campus.

WSA is not responsible for lost or stolen cell phones, laptops, or other electronic devices.

## Student Misconduct, Harassment & Cyber-bullying

It is the school’s policy that WSA will not tolerate verbal, digital, electronic, or physical misconduct by any student that harasses, disrupts, or interferes with another’s learning or that creates an intimidating, offensive or hostile environment. Repeated and continued misconduct or harassment of any kind, including on the basis of race, ethnicity, sex, religion, sexual orientation, or the presence of a physical, sensory, or mental disability is strictly prohibited. Unacceptable behavior includes slurs, derogatory jokes, innuendoes, cartoons, pranks, and verbal and physical intimidation.

### **Sexual Harassment:**

Specifically, sexual harassment is a violation of the law against Discrimination (Title IX of the Civil Rights Act of 1964). It is not social or courting behavior. Sexual harassment is uninvited and unwanted and is seen as an assertion of power. Sexual harassment may include, but is not limited to, physical, verbal and visual affronts.

### **Social Media**

WSA students are expected to represent themselves appropriately on social media or other online forums. Any member of our community posting harassing, demeaning or disrupting content about another member of the WSA community (student, staff or parent) on an online forum open to view by other people is considered unacceptable behavior and subject to a response by the school which may include disciplinary action.

### **Discriminatory Symbols or Defamatory Language**

Trends in pop culture often result in popular symbols, hand gestures, or language being used in a variety of circumstances. Making hand gestures in all school photos, graffiti, defamatory language online, in-person or on campus is considered unacceptable behavior and subject to a response by the school that may include disciplinary action.

### **Excessive Monitoring by Students of the Hygiene and Safety Practices of Others**

Please let the school employees provide the coaching and structure to ensure that all of us are abiding by our safety protocols. Students may report a concern to a teacher, but their focus should be on their own practices and not those of others.

### **Response to Violations:**

*Reports:* A student who believes they are being harassed by other students, faculty, employees, or guests should notify their advisor and the Head of School who will act immediately to investigate the report. The school will not tolerate retaliation of any kind against a person for reporting an incident of harassment. In addition, any student who maliciously and knowingly files a false report will be disciplined.

- *Safety Plan:* If one student reports feeling unsafe with another student on campus, the first step is to utilize a safety plan that both students are held accountable to in order to educate and guide the students toward more respectful, healthy and empathetic interactions with each other. Violations of the safety plan may lead to disciplinary action.
- *Disciplinary Action:* If the investigation shows that the alleged offender did engage in harassment, the consequences will reflect the nature of the behavior. Consequences that are more informal in nature may include a written warning to the offender, education and/or counseling, and parental notification. In more severe cases, the Head of School, will review the case and recommend appropriate action which may include suspension, expulsion, or criminal prosecution. At all times, the report, investigation and outcome will be handled in a serious and confidential manner.

### **Physical Contact or Public Displays of Affection**

During the COVID-19 pandemic students are required to maintain social distance and may not have intentional physical contact or displays of affection.

### **Attention Devices**

There is very little research that “fidget” devices serve any true benefit to the user and quite a lot of research that indicates any distraction divides and reduces the effective function of the brain (see the

work of Dr. Carol Dweck at Stanford University). As such, WSA maintains the policy that fidget devices, clays or similar objects or toys are not appropriate for the classroom and students will not be allowed to use them during class. These items may be used during passing periods or lunch but may be subject to confiscation if used during class or if use becomes disruptive.

## **Lunch Time Play and Recess**

All students are allowed to play on the sport court during lunch while properly masked and observing physical distancing requirements. All students are expected to referee themselves using appropriate respect, sportsmanship and good spirit of play during recess with minimum adult intervention. If unsuccessful, adults will intervene and establish strict rules for play or play will be suspended.

Students are expected to play with safety in mind. Reckless and unsafe play will result in an automatic five-minute time out or suspension from play. The following rules apply:

- Students are expected to play with good sportsmanship and in the spirit in which the game was intended.
- Voices can be at an outdoor elevated level but true screaming will result in an automatic five-minute time out.
- Game play will not involve the regular use of death threats such as "I can't wait to kill you in four square". Strategically "ganging" up on others is prohibited
- Students are expected to clean up their equipment and properly store it at the end treat it carefully.

## **Teaching Assistant**

In certain cases, students will be recommended by faculty to serve as a teaching assistant (TA) to a class, usually one of younger students. Being a TA is recommended when it will be mutually beneficial for the students in the class and the student TA. The TA assignment will be a class and assessed to the same rigorous standard as all other WSA courses. Syllabi for the TA positions outline the expectations and assessment criteria.

## **Homework**

Assigned homework strengthens and supplements the learning that takes place in the classroom. The value of homework is considerable because it:

- Prepares the student for the next day's learning
- Reinforces concepts
- Provides opportunity for additional exploration
- Involves the student in independent thinking
- Develops responsibility
- Teaches skills of time management
- Provides opportunity for independent practice
- Helps the student take ownership of learning
- Increases self-motivation and focus

The amount of homework assigned and the complexity of these assignments consider student age and competency. Students should respectfully communicate to their teachers when homework is consistently taking longer than expected.

## **Academic Honesty**

West Sound Academy teaches students how to use information and ideas ethically and holds students accountable for honest work.

Student responsibilities:

- Turn in work that is one's own, with ideas and information from other sources clearly and correctly cited
- Use only the tools and resources permitted for each assignment
- Turn in original work for each assignment unless special arrangements have been made to allow submission of the same work for two different assignments
- Not allow another student to turn in work that he or she did not complete as his or her own

Teacher responsibilities:

- Provide students with clear guidelines about how much help from peers and adults is appropriate on a given assignment
- Explain and model how to incorporate researched information into projects and papers
- Explain and demonstrate correct citation protocols
- Explain the difference between collaboration and collusion

Academic dishonesty includes:

- Plagiarism - copying of another person's ideas and/or work, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or work as one's own
- Improper citation - deliberate and/or consistent lack of proper documentation and citation in projects or papers
- Collusion - allowing another student to submit work that he or she did not complete as his or her own
- Duplication - submission of the same work for different assessment requirements without teacher permission
- Unfair advantage - use of **unauthorized** materials, tools, electronic translators, or collaboration during an assignment or assessment

Consequences for Academic Dishonesty

- First offense, meeting with the teacher and advisor
  - Reduced credit for original assignment
  - Make-up assignment required so student practices correct paraphrasing and citation protocols
  - A note is made in the behavior record and parent is notified
- Repeat offense or significant plagiarism: meeting with the Head of School, teacher, parents and advisor
  - No credit for original assignment
  - Initiation of Academic Warning Status
  - A letter in the student's academic file detailing the offense
  - Notification of parents

In especially serious cases, the administration may take disciplinary action that results in expulsion.

Please note that the International Baccalaureate Organization (IBO) has the right to not award the IB Diploma should they determine academic malpractice on any assessment evaluated by IB examiners.

## Social Emotional Support

Students struggling with social-emotional issues are encouraged to seek out help from our staff and subsequently from a trained counselor. WSA maintains a list of counselors that welcome our referrals.

The usual protocol for assisting students is as follows:

- A student who is clearly not able to engage in class can request to be excused from class and come to the office.



- The teacher may initiate this step if the student is exhibiting withdrawing behaviors or request that an administrator come down to check in with the student so the teacher may continue class.
- Much like with physical symptoms, the admin person will ask the student to assess their needs. The time allotted for a reset break will be dictated by the need of the student. After the reset break the student will be sent back or escorted back to their classroom. Reset breaks are to be viewed and used as a tool to assist the student in returning to their academic day.
- A student may request parents be called at any time.
- If a student identifies as an emotional high risk the student's parents will be called and asked to come pick up their student.
- A student who is identified at high risk is the same as a student with a serious physical illness. Information from the student's counselor or physician on the student's condition and ability to be engaged in class is required before the student should return to school.
- A student whose social-emotional wellness is such that it negatively impacts the ability of other students to learn in a positive environment should not be in school. While each situation is evaluated on a case-by-case basis, it is possible that the student may be asked to take a medical leave of absence until such time as the student and his or her support team feel the student is able to engage positively in school.

## **Creativity, Activity & Service Requirements (CAS)**

WSA requires students to spend time participating in experiences that are creative, active or service-orientated. Often these experiences incorporate two or all three categories. There are suggested hour thresholds for these experiences although the requirements for successful CAS completion are based on students providing evidence of achieving the learning outcomes described below rather than on a simple tallying of hours.

The CAS expectations increase with age but all students are expected to participate in significant and sustained experiences throughout the year and to reflect on them so that they may tie it to seven specific learning outcomes:

- Increased personal awareness of strengths and areas for growth
- Undertook new challenges and developed new skills
- Planned and initiated activities
- Worked collaboratively with others
- Showed perseverance and commitment in their activities
- Engaged with issues of global importance
- Considered the ethical implications of their actions

Evidence of reaching these learning outcomes can take many forms but each student will be asked to maintain a record and write reflections on what learning outcomes they achieved from their CAS experiences.

Each student's advisor provides time to help guide students in their activities and log reflections. Students are encouraged to initiate their own activities (not necessarily invent something new, but decide to do something on their own), set goals for the activity and reflect on the activity. The school also offers several group events and posts opportunities on the CAS bulletin board in the Commons. Experiences that qualify for more than one area of CAS count as dual hours.

The suggested hour requirements for each grade are listed below.

Grade	Creative Hours	Active Hours	Service Hours	Notes
6	5	5	5	Most service activities are group activities with the school.
7	5	5	5	Some service activities are group activities with the school. At least one service activity must be initiated by the student.
8	5	5	10	Some service activities are group activities with the school. At least two service activities must be initiated by the student.
9	10	10	10	Students initiate service activities*
10	10	10	10	Students initiate service activities*
11/12 DP	50	50	50	DP Candidates achieve these hours during the period from July prior to the Junior year to April of the Senior Year. Students should not rely on the school to initiate service activities*
11/12 non-DP	10	10	20	Students initiate service activities*

\*Service activities are announced by the CAS Coordinator, posted on the CAS bulletin board and announced in the Hawk Talk. It is strongly suggested that students take advantage of these opportunities.

### Assessment

CAS is assessed on a Pass/Fail basis in conjunction with the other aspects of Advisory. The CAS Coordinator is Georgia Chegade.

## Student Assessment

Assessment at West Sound Academy is an ongoing, integrated and transparent activity for evaluating and reporting student achievement in four areas: knowledge, skills, synthesis and attitudes. Faculty members employ a range of formative and summative instruments to guide instruction and ensure that students and parents clearly appreciate the successes and challenges encountered in the curriculum. West Sound students, parents and teachers are firmly committed to the integrity of the assessment process.

### Mid-Term Progress Reports

Progress Reports are given half way through each semester for each class in which a student is enrolled. The report details the student's overall grade and skill progress at that time.

### Report Cards

Students receive Report Cards at the end of first and second semester. Report Cards note an A, B, C, D, NC or INC grade. Copies of both Report Cards and Mid-Term Progress Reports are maintained in the student's official file.

### Grades

Students receive a syllabus in each class outlining the course, explaining the requirements and expectations, and grading criteria employed by the teacher. The purpose of grading is to communicate student achievement in the course. Students can expect a combination of narrative comments and grades for assignments, tests and performance evaluations.

Formal reporting of student grades occurs at the end of each semester. The transcript calculates an overall grade point average on a 4.0 scale.

**Grades are as follows:**

A	94 and Above
A-	93-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
NC	Below 60 (No Credit)
INC	Incomplete

**FACTS Gradebook Codes**

P = Pending	Indicates the student has turned in an assignment but it has not yet been graded. Does not affect the grade
M = Missing	Indicates the student has not turned in the assignment. Averages a zero into the student's grade
E = Excused	Indicates the student is excused from the assignment. Does not affect the grade.
I = Incomplete	Indicates the student has a plan for completing work required for the term

Students may be given an Incomplete (INC) rather than a No Credit (NC) if the teacher feels the unsatisfactory or missing work can be improved or completed. An Incomplete requires the student to make up the failed or missing work according to the criteria and time frame determined by the teacher and noted on a student INC Form. When this work has been accomplished, within the time frame set by the teacher, a grade will be issued. Note that the INC grade must be removed prior to the end of the semester after it is given. An Incomplete can also be given for the following reasons:

- Absence due to prolonged illness, if the teacher feels the student is capable of completing all assignments with understanding
- An unfinished final exam or project due to illness or extenuating circumstances

### **Academic Warning Status**

Academic Warning Status is the student's first official indicator that his or her behavior must change. A student may be placed on warning status for academic or disciplinary reasons. An Academic Warning is issued (see Appendix B of this document for an example) if the student's grade point average drops below 2.0 at the end of a grading period or if behavior warrants being placed on warning status. Students on Academic Warning status at the time re-enrollment contracts are distributed must complete the term of Warning status with improvement before a re-enrollment contract will be issued.

### **Academic Probation Status**

Academic Probation is the final warning system used to alert students that the quality of their work needs to improve. In cases of academic probation, the teachers and the student's advisor will increase efforts to support and assist in the improvement of the student's academic performance. It is expected

the student will do the same and will make every effort to seek the teacher's assistance, complete homework on time, and prepare for tests.

A student may be placed on academic probation (see Appendix C of this document for an example) for low grades, chronic missing assignments in multiple classes, chronic absenteeism, misbehavior or general lack of participation in academics.

Academic probation status is removed via maintenance of a "C" grade in all classes for one semester, no further disciplinary issues and faculty consensus. If the student's academic work and effort to improve do not rise to meet passing standards, the Head of School may recommend that the student not be issued a re-enrollment contract for the following academic year.

A student placed on academic probation is given specific terms of probation to adhere to. Failure to abide by those terms of probation may result in expulsion.

It is the school's goal to provide substantial assistance to ensure a positive learning experience for each student. It is our expectation that students will responsibly manage their work, maintain a can-do attitude, and respectfully support all faculty efforts on their behalf.

## **Expulsion**

A student placed on academic probation is given specific terms of probation to adhere to. Failure to abide by those terms of probation may result in expulsion.

Upon notification of expulsion, the student is required to pick up all belongings from school property within five days of the last day of attendance. The student or student's family is responsible for arranging any required transportation needs to return to a home country. All students are responsible for leaving school property in good condition. Students expressing slanderous comments to school personnel or other students on social media outlets will have copies or evidence of the slander included in their permanent academic record with the expectation that it will be shared with any future educational institutions that request a copy of official records from WSA. Only unofficial records will be shared with the new school if there is an outstanding balance on the account.

## **Non-Discrimination**

West Sound Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available by the school. It does not discriminate on the basis of race, color, national and ethnic origin, religion, disability, gender, gender identity, sexual preference, or any other protected classification under State, Federal, or Local Law in administration of its educational policies, admissions policies, scholarship, loan programs, and athletic or any other school-administered program.

# Appendix A: Academic Warning Letter

## ACADEMIC WARNING LETTER

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

CURRENT GPA: \_\_\_\_\_

Dear Student,

You are receiving this letter because your academic performance, engagement in class, behavior in class or dedication to your studies is unsatisfactory or close to falling below acceptable standards.

A GPA lower than 2.0 is cause for concern. Your current GPA is: \_\_\_\_\_

- Close to falling below 2.0
- Below 2.0
- Not applicable

In addition, your teachers have reported the following unsatisfactory behaviors:

- Not doing homework
- Not attempting to ask questions or contribute to class
- Not communicating to faculty or demonstrating a willingness to seek out extra help with faculty
- Falling asleep in class
- Arriving late to class regularly
- Using your cell phone during school hours
- Inappropriate behavior toward other students or faculty
- Academic dishonesty
- Other, see notes below

If your grades and behavior do not improve, you will be put on academic probation and be at risk for further action. Additional comments from teachers are attached or below.

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By signing below all parties understand the terms of this warning letter.

\_\_\_\_\_  
Head of School

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

# Appendix B: Academic Probation Letter

## Academic Probation Letter

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date Probation Period Begins: \_\_\_\_\_ Date Probation Ends if expectations are met : \_\_\_\_\_

Reason for Academic Probation:

Terms of Academic Probation:

Consequences

**A first time failure** to meet the expectations above will result in expulsion. If a student is expelled, they are expected to leave the school with all belongings within 48 hours of the expulsion notice. This is the student's final warning.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Head of School Signature Date

\_\_\_\_\_  
Parent Signature Date

## Appendix C: Student Initiated Fundraiser Proposals

WSA encourages students to take leadership in educating the community about particular needs and to create opportunities for community members to learn about or support organizations addressing those needs. However, as the school grows, so does the number of individual fundraising initiatives. As such, in order for an individual fundraising effort to be promoted by WSA to the WSA community, the Board of Trustees now requires that any individual fundraising initiative be reviewed and approved by both WSA's Administration and WSA's Student Council.

Any proposed initiative must also meet the following criteria:

- Initiated by a student or group of students
- Related to a CAS project that has been planned by those students
- The beneficiary of the initiative must be in alignment with WSA's mission
- An Individual Fundraising Initiative Form must be completed and submitted to both the Student Council and Head of School by September 30 for an event taking place before Jan 30, and January 30 for an event taking place before the end of the school year.
- The Timing of events must not directly conflict with previously scheduled fundraising events that take place at certain blocks of time the year. The Head of School will make suggestions for appropriate timing.
- Does not involve political initiatives, campaigns or faith-based proselytizing
- Initiative may not be a direct ask for money but must be in the form of an event such as a rummage or bake sale or other planned and organized event in order to reinforce the goal of developing a student's organizational, collaborative, financial and leadership skills

Student fundraising initiatives that are approved by the Administration and Student Council must be completed within the time frame allotted by the Administration. Students also must complete their CAS reflections on the initiative by the end of the next grading period following the completion of the initiative. The student's advisor will verify on-time completion. Students who do not complete their CAS reflections for the event on time will not be eligible to submit a new initiative.

Students undertaking an individual fundraising initiative that is not targeted to the WSA community, does not require WSA promotion, and does not use WSA resources to promote, does not have to be submitted for approval.

This policy does not prohibit WSA from acting as a sponsor (defined as an organization that contributes financial or in-kind donations) for a mission-appropriate community fundraising event with the approval of the Board of Trustees. However, these events must take place off-campus and be marketed by the beneficiary toward the general public and not just WSA families.

# Student Fundraising Proposal

Student(s) Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

## *Guidelines for proposing a student-initiated fundraising activity*

Please see the Student Initiated Fundraising policy in Appendix D of the Parent-Student Handbook for complete guidance. Students who wish to launch a fundraising activity which will be promoted on campus and to the community of WSA students and families must first submit this proposal form to both the Head of School and Student Council for consideration. This form is required if the activity involves raising monetary funds, selling items or procuring item donations. Opportunities are limited so not all activities will be approved.

<b>Proposed Activity:</b>			
<b>Planned Beneficiary and reasons for choosing this beneficiary:</b>			
<b>Campaign Start Date:</b>		<b>Campaign End Date:</b>	
<b>Overall Goals of the Campaign:</b>			

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date