



Parent-Student Handbook

2026-2027

Last updated July 31, 2026

16571 Creative Drive
Poulsbo, WA 98370
360-598-5954
westsoundacademy.org

A Message from the Head of School

Welcome to West Sound Academy. Thank you for choosing to be part of our community and for entrusting us with the education and growth of your student. It is a privilege to work alongside our families and to watch our students discover their strengths, take on meaningful challenges, and grow into thoughtful, confident young people.

At West Sound Academy, we believe that students learn best when they are known, valued, challenged, and supported. Our mission calls us to guide students through an engaging educational journey that prepares them to be world citizens, and our work as an International Baccalaureate school asks students to think deeply, approach different perspectives with curiosity, and take increasing responsibility for their own learning.

Our aspirations for students extend well beyond academic achievement. We want our students to ask meaningful questions, communicate with confidence, create with purpose, collaborate across differences, solve complex problems, and develop the courage and independence to make a positive impact. We want them to leave West Sound Academy prepared not simply for what comes next, but for a life of curiosity, purpose, and meaningful contribution.

Central to that experience is a strong sense of belonging. We believe every member of our community should feel valued and supported, and that learning is enriched when students encounter different backgrounds, experiences, ideas, and perspectives. We strive to create a school where students feel safe to be themselves, confident enough to take intellectual and creative risks, and responsible for contributing positively to the community around them.

None of this work happens in isolation. A West Sound Academy education is a partnership among students, families, faculty, and staff. The journey from the first day of school to graduation includes successes and challenges, moments of discovery and moments of uncertainty. Through it all, open communication, mutual respect, shared expectations, and a commitment to working together are essential.

This Parent–Student Handbook is one part of that partnership. It provides the expectations, policies, and practices that help us care for our students, support their learning, and sustain the kind of community we want West Sound Academy to be.

I look forward to the year ahead and to all that our students will learn, create, contribute, and become.

Catherine Freeman
Head of School

About This Handbook

The West Sound Academy Parent–Student Handbook outlines the policies, expectations, procedures, and community standards that support a safe, respectful, and effective learning environment.

By enrolling at West Sound Academy, students and their parents/guardians agree to become familiar with and abide by the policies and expectations described in this Handbook, as applicable to them.

Parents/guardians are expected to review the Handbook with their student and to support the student in meeting these expectations.

The Handbook is reviewed annually and may be revised during the school year when circumstances, legal requirements, or school needs warrant. The current version will be made available to families electronically. When substantive changes are made during the school year, the school will communicate those changes to affected students and parents/guardians.

Each year, West Sound Academy requires students and their parents/guardians to acknowledge that they have received and reviewed the Parent–Student Handbook and agree to abide by the applicable policies and expectations it contains.

The Parent–Student Handbook is intended to provide information about West Sound Academy’s policies, procedures, programs, and expectations. It is not an enrollment contract and does not create contractual rights or obligations beyond those established by the Enrollment Agreement or other written agreements executed by the school and the student’s parent/guardian. If a provision of this Handbook conflicts with the Enrollment Agreement or another applicable written agreement, the terms of the applicable agreement will control.

West Sound Academy reserves the right to interpret, modify, add to, or discontinue policies, procedures, programs, and practices described in this Handbook when the school determines that doing so is appropriate.

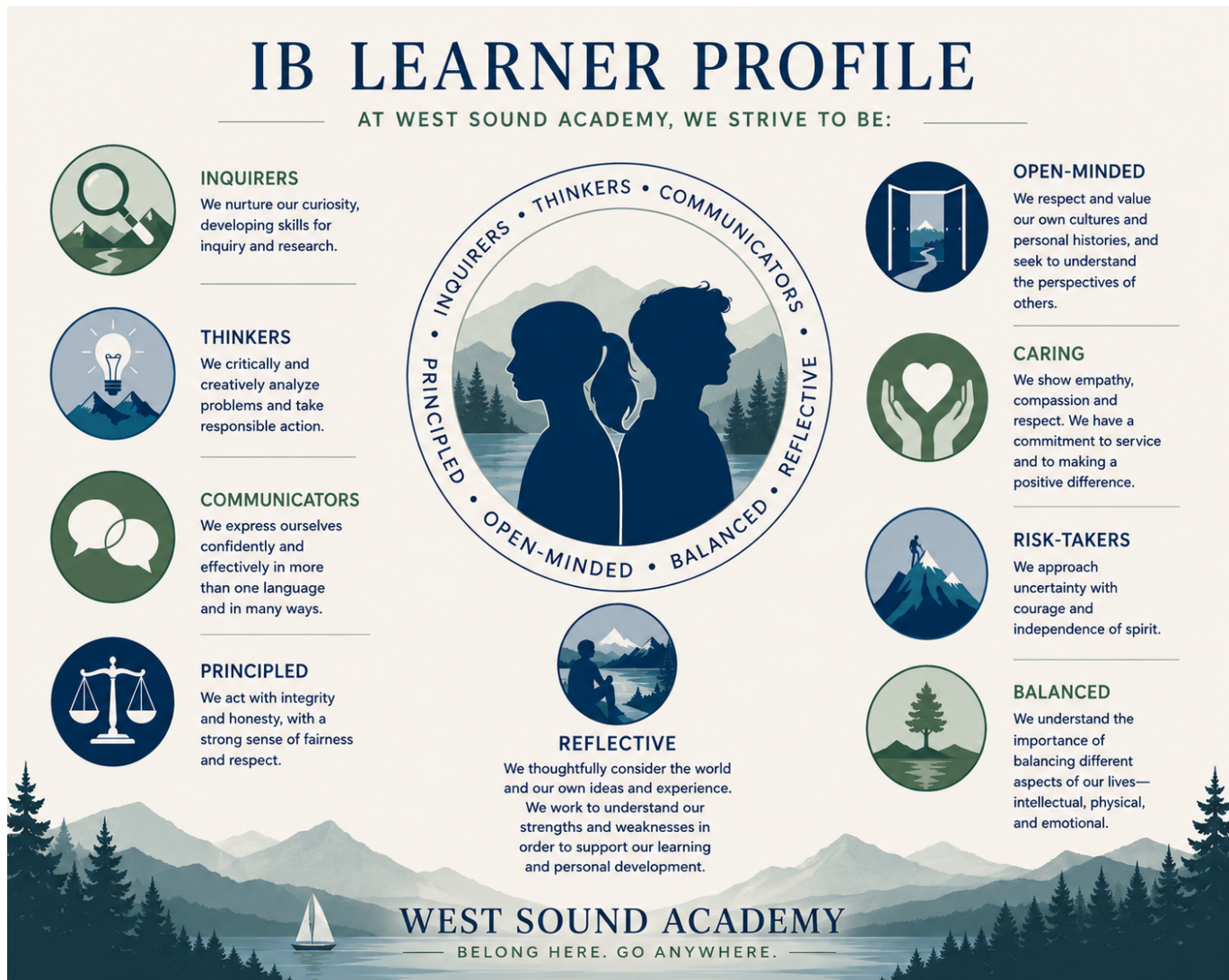
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About West Sound Academy

IB Learner Profile



Non-Discrimination Policy

West Sound Academy is committed to providing an educational environment in which all members of the school community are treated with dignity and respect.

West Sound Academy does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, citizenship or immigration status, sex, sexual orientation, gender identity, gender expression, disability, honorably discharged veteran or military status, or any other status protected by applicable federal, state, or local law.

This policy applies to admissions and to the administration of the School's educational programs, academic policies, financial assistance programs, athletics, extracurricular activities, and other school-administered programs and activities.

West Sound Academy provides reasonable accommodations for individuals with disabilities as required by applicable law.

School Contact Information

School Phone: 360-598-5954 School Fax: 360-598-5494

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

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

Administration

Name/Title	Email
Catherine Freeman <i>Head of School</i>	cfreeman@westsoundacademy.org
Cari Crane <i>Dean of Students</i>	ccrane@westsoundacademy.org
Ashley McWilliams <i>Director of Enrollment, College Counselor</i>	amcwilliams@westsoundacademy.org
Terry Webster <i>Business Manager</i>	twebster@westsoundacademy.org
Susan Trower <i>Library Director, EE Supervisor</i>	strower@westsoundacademy.org

*All transcript requests or schedule changes should be directed to Ashley McWilliams.

Faculty

Name/Roles	Email
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Paul Burback <i>Middle and Upper School Music, Advisor</i>	pburback@westsoundacademy.org
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Thalia Wolff <i>English Language and Literature, Middle and Upper School Theatre, Advisor</i>	twolff@westsoundacademy.org

Academic Divisions and IB Programmes

West Sound Academy serves students in grades 6–12 through a connected academic program that prepares students for increasing independence, challenge, and responsibility.

Middle School: Grades 6–8

The Middle School program builds strong foundations in inquiry, communication, collaboration, self-management, and critical thinking. Teaching, learning, and assessment are aligned with the philosophy and practices of the International Baccalaureate Middle Years Programme (MYP).

Upper School: Grades 9–10

In grades 9–10, students begin the West Sound Academy high school program and work toward the requirements for the WSA high school diploma. The academic program continues to be aligned with MYP philosophy and practices while preparing students for the increased independence, depth, and rigor of the IB Diploma Programme in grades 11–12.

IB Diploma Programme: Grades 11–12

West Sound Academy is an authorized IB World School offering the International Baccalaureate Diploma Programme (DP) in grades 11–12. Students complete WSA graduation requirements while participating in DP courses.

Students may choose to pursue the full IB Diploma or take individual IB Diploma Programme courses as part of their WSA education. Students pursuing the full IB Diploma must complete both West Sound Academy graduation requirements and the additional requirements established by the International Baccalaureate.

Daily Life at West Sound Academy

Calendars

WSA maintains the school's academic calendar on our website under Student Experience. The calendar of school events can be found on our website under Current Families. The electronic calendars maintained in these locations provide the most accurate information and are updated regularly to account for adjustments or changes. WSA relies on the website's online calendar rather than Toddle's calendar tool.

Daily Schedule

The regular school day at West Sound Academy begins at **8:20 am and ends at 3:00 pm**. West Sound Academy uses a rotating block schedule designed to provide extended periods of time for deeper learning, discussion, collaboration, projects, laboratories, and other active learning experiences.

Wednesdays follow a shortened schedule, with school dismissing at **1:15 pm**. The early-release time provides dedicated time for faculty collaboration, professional learning, planning, and other work that supports the school's academic program.

The regular daily schedule may be adjusted for assemblies, special events, testing, field trips, or other school needs. Schedule changes will be communicated to students and families as appropriate.

Time	Class
8:20–9:45	Period 1 / Period 4
9:50–11:15	Period 2 / Period 5
11:15–11:45	Lunch
11:50–1:15	Period 3 / Period 6
1:20–2:15	Period 7
2:20–3:00	Advisory

Arrival, Dismissal, and Transportation

Arrival

Students may arrive on campus beginning at 8:00 am. Students should allow enough time to enter the building, organize their materials, and be seated and prepared to begin class on time at 8:20 am.

A student who is on campus but is not seated and ready to work when class begins will be marked tardy.

Late Arrival and Early Departure

Students who arrive after the start of the school day must sign in at the front desk. Students leaving before the end of the school day must sign out at the front desk before departing campus.

A parent/guardian must notify the school for a late arrival or early departure to be considered excused. Notification may be provided by email, phone, or another school-approved communication method.

Students who drive themselves may not sign themselves out or leave campus without express permission from a parent/guardian communicated directly to the school.

Dismissal

Students must be picked up promptly at the end of the school day and no later than 3:15 p.m., unless they are participating in a scheduled and supervised school activity.

Students participating in an after-school club, rehearsal, or other school program must be picked up promptly when the activity ends. Students may not remain on campus unsupervised while waiting for transportation, regardless of age.

If dismissal or transportation plans change during the school day, parents/guardians should contact the front office. They should not rely on calling or texting the student directly.

Authorized Transportation

Families are responsible for determining who may transport their student and for maintaining current authorized pick-up information with the school.

West Sound Academy will use reasonable supervision and dismissal procedures but cannot verify the identity or authorization of every driver at regular dismissal. Families assume responsibility when permitting their student to ride with another student, family, carpool driver, or other individual.

The school may require additional confirmation when a transportation arrangement raises a safety concern or differs significantly from the student's usual plan.

Carpools

West Sound Academy recognizes that transportation can be challenging for families. The school may help connect families interested in forming carpools and may share contact information with permission.

Carpool arrangements are made directly between participating families. West Sound Academy does not select, supervise, or assume responsibility for private carpool drivers or arrangements.

Public Transportation, Walking, and Bicycling

West Sound Academy supports the use of public transportation and bicycles when safe and appropriate. However, the school's location on Highway 305 creates significant pedestrian and bicycle safety concerns.

The school strongly discourages walking or bicycling along or across Highway 305. Families choosing public transportation, walking, or bicycling as part of a student's transportation plan must notify the school in advance so that expectations, supervision, and a safe arrival and departure plan can be established.

Student Drivers

Licensed students may drive to and from school with parent/guardian permission. Student drivers must:

- Observe the posted 10-mph campus speed limit.
- Obey all stop signs and traffic directions.
- Park only in designated areas.
- Operate vehicles safely and responsibly.
- Refrain from using a phone or other device while driving.

Unsafe driving or failure to follow campus traffic expectations may result in the loss of driving privileges on campus.

Students may not leave campus during the school day in their own vehicle or another student's vehicle unless the school has received express permission from a parent/guardian.

Students may not transport other students without the permission of the driver's parent/guardian and the passenger's parent/guardian.

Transportation for School Activities

Students participating in a school-sponsored trip, event, or activity must use transportation arranged or expressly approved by the school.

Students may not drive themselves or other students to or from a school-sponsored activity unless prior authorization has been granted by the school and all required parent/guardian permissions have been received.

Attendance

Regular attendance is an important part of student success at West Sound Academy. Much of the learning experience takes place through class discussion, collaboration, practice, laboratory work, performances, presentations, and other activities that cannot always be fully recreated outside of class.

Families are encouraged to consult the school calendar when making travel plans and to avoid unnecessary absences whenever possible. Missing class for any reason may affect a student's ability to participate fully in instruction and provide sufficient evidence of learning.

Students are expected to take increasing responsibility for communicating with teachers, understanding what they missed, and completing required work following an absence.

Attendance Communication

Teachers record attendance at the beginning of each class period. Students are expected to arrive on time and prepared with the materials necessary to participate in class.

Parents/guardians are responsible for notifying the school when a student will be absent or tardy. Unexpected absences will be recorded as unexcused if the school has not received parent/guardian notification by 3:00 p.m. on the day of the absence.

For multi-day absences, families should keep the school informed regarding the student's anticipated return.

Absence and tardy notifications may be submitted through Toddle, by email to frontdesk@westsoundacademy.org, or by calling 360-598-5954.

Parents/guardians may review their student's attendance record through Toddle.

Work During and Following an Absence

Students remain responsible for required learning and assessments missed during an absence. When circumstances allow, students should review Toddle and other course resources and communicate with their teachers about missed learning and required work.

Work assigned before an absence and due during the absence should ordinarily be submitted by the established deadline unless illness, emergency, or other circumstances make that unreasonable.

Students who miss school because of illness, school-sponsored activities, family emergencies, or other excused absences should work with their teachers to establish reasonable timelines for completing missed assignments and assessments. These timelines may differ from the standard late-work windows described in the Late Work, Reassessment, and Course Completion Policy.

For pre-planned absences, students should communicate with teachers in advance whenever possible. Teachers may identify work that can reasonably be completed during the absence; however, some classroom experiences, collaborative activities, assessments, performances, laboratories, or discussions cannot be replicated or completed independently.

Extended or Frequent Absences

Extended or frequent absences may significantly affect a student's ability to engage in the curriculum and demonstrate achievement of course objectives. When attendance becomes a concern, the school

may meet with the student and family and may develop a Student Success Plan or other attendance support plan.

Absences do not automatically result in a lower grade or loss of course credit. However, when missed instructional time results in significant missing assessments or other required demonstrations of learning, a teacher may have insufficient evidence to determine achievement.

In those circumstances, the student may receive an Insufficient Evidence (IE) designation in accordance with the school's Late Work, Reassessment, and Course Completion Policy. Course credit will be awarded only when the student has provided sufficient evidence of learning across the required course criteria.

Some learning experiences cannot reasonably be recreated after an absence. When significant absences prevent a student from completing essential course experiences or demonstrating required learning, successful completion of the course may not be possible.

Lunch

Students have a scheduled lunch period each school day and are expected to bring a lunch from home unless participating in a school-arranged lunch option. Information about optional lunch programs, ordering procedures, costs, and deadlines will be communicated to families separately.

Students may not leave campus during the lunch period unless specifically authorized by the school.

West Sound Academy maintains a limited supply of emergency lunches for students who arrive without food. Families may be charged for an emergency lunch. Emergency lunches are intended for occasional, unexpected circumstances and should not be relied upon as a regular lunch option.

If a student repeatedly arrives at school without lunch, the school will contact the parent/guardian to develop an appropriate plan.

Lunch Time Play and Recess

All students are allowed to play on the sport court during lunch. All students are expected to use appropriate problem-solving and sportsmanship. Students are expected to play safely, treat equipment with respect, and clean up and properly store all equipment at the end of use.

Clothing and Dress Guidelines

West Sound Academy respects students' individuality and self-expression while recognizing that clothing should support a safe, respectful, and productive learning environment. Students and families share responsibility for ensuring that students come to school dressed appropriately for the school day and planned activities.

Clothing must:

- Cover undergarments, buttocks, and groin.
- Be appropriate for the weather and allow students to participate safely in classes and school activities.
- Not display words, images, or symbols that are discriminatory, harassing, threatening, sexually explicit, or otherwise inconsistent with school expectations.
- Not promote or depict illegal drugs, tobacco or nicotine products, alcohol, weapons, or other content inappropriate to a school environment.

Certain classes, activities, performances, laboratories, trips, or special events may have additional clothing or footwear requirements for safety or participation.

Dress expectations will be administered in a gender-neutral and consistent manner and will not be based on body type or gender expression. When a student's clothing does not meet these guidelines, a faculty member or administrator will address the concern respectfully and privately whenever practicable. The student may be asked to adjust, cover, or change the clothing. Parents/guardians may be contacted when necessary.

Lost and Found

Students are encouraged to place their name on all items brought to school. 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.

Academic Program and Expectations

Academic Expectations and Assessment

Academic Expectations

Learning at West Sound Academy is an active and collaborative process. Students are expected to attend class regularly, arrive prepared, participate fully in learning activities, complete assigned work, meet deadlines, seek and apply feedback, and communicate with teachers when challenges arise.

Regular attendance and timely completion of work are essential because much of the learning at West Sound Academy occurs through discussion, collaboration, practice, feedback, laboratory and creative work, presentations, and other experiences that take place during class. These experiences build upon one another and cannot always be recreated through make-up work.

While grades are based on evidence of student learning, students are responsible for engaging consistently in the learning experiences designed to help them develop and demonstrate that learning.

Textbooks and School Materials

Textbooks, library books, and other materials issued to students remain the property of West Sound Academy unless otherwise indicated. Students are responsible for caring for school materials and returning them by established deadlines. Families may be charged for materials that are lost, damaged beyond reasonable wear, or not returned.

Assignments and Independent Learning

Assignments completed in and outside of class are an important part of the learning process. They provide opportunities for students to practice skills, develop understanding, prepare for new learning, receive feedback, and demonstrate progress toward course objectives.

Students are expected to complete assigned work thoughtfully and on time. Timely completion allows students to participate fully in subsequent learning, receive feedback when it is most useful, and build upon skills and concepts as a course progresses. Work completed significantly after the learning has occurred may not provide the same educational benefit or may no longer be possible to complete in its original form.

The amount and complexity of assigned work will vary by grade level, course, and the nature of the learning. Students are expected to manage their time responsibly and communicate with teachers when they need clarification or support.

If work outside of class is consistently taking substantially longer than expected, students and parents/guardians are encouraged to communicate with the teacher or advisor so that the school can better understand and address the concern.

Assessment and Grading

Assessment at West Sound Academy is an ongoing part of teaching and learning. Teachers use a variety of formative and summative assessments to understand student progress, provide feedback, guide instruction, and determine achievement of course objectives.

Grades are intended to reflect evidence of student learning rather than simply the completion of assignments. Students demonstrate learning in a variety of ways, which may include written work, assessments, projects, presentations, performances, discussions, investigations, and other demonstrations appropriate to the course.

West Sound Academy uses criterion-related assessment, meaning that student achievement is evaluated against established course criteria rather than in comparison with other students.

In grades 6–10, students are assessed using a criterion-related framework aligned with the International Baccalaureate Middle Years Programme (MYP). Achievement is evaluated against subject-specific criteria using MYP-aligned 1–8 achievement levels.

In grades 11–12, assessment practices are aligned with the International Baccalaureate Diploma Programme (DP), including the IB 1–7 grading scale as appropriate to individual courses.

Final course grades are converted to the school's transcript grading system for reporting on official transcripts. Additional information about course assessment criteria and expectations is available through Toddle and individual course materials.

West Sound Academy is committed to the integrity of the assessment process. Students are expected to submit work that accurately represents their own learning and to follow the school's Academic Integrity Policy.

Progress Reporting

West Sound Academy provides formal reports of student achievement at established points during the school year. Families also receive information about student learning throughout the semester through Toddle, returned assignments and assessments, teacher feedback, conferences, and direct communication when concerns arise.

Students and parents/guardians are encouraged to review academic progress regularly and communicate with teachers when they have questions about achievement, missing evidence, or course expectations.

Outside and Online Coursework

West Sound Academy students are expected to enroll in courses offered by WSA when those courses meet the requirements of their academic program. Outside or online coursework may be approved when

WSA does not offer an appropriate course or when exceptional academic, scheduling, or individual circumstances warrant an alternative.

All outside or online coursework must receive prior approval from the school. Approval will consider the student's academic needs, the quality and rigor of the proposed course, scheduling implications, graduation and IB requirements, and the overall coherence of the student's academic program. Approval is determined on a case-by-case basis and is not guaranteed.

For IB Diploma Programme students, outside coursework must also meet applicable IB requirements and be approved by the DP Coordinator.

Any costs associated with approved outside coursework are the responsibility of the family unless otherwise authorized by the school.

Late Work, Reassessment, and Course Completion

Philosophy

Regular attendance, active participation, and timely completion of work are essential to learning at West Sound Academy. Courses are designed as a sequence of connected learning experiences in which students practice, receive feedback, collaborate with others, and build toward increasingly complex demonstrations of understanding.

Students are therefore expected to attend class consistently and complete assignments and assessments by established deadlines. Deadlines support learning by helping students remain engaged with the progression of a course and ensuring that teachers can provide timely feedback and support.

At the same time, students learn at different rates and may sometimes need additional time, feedback, or opportunities to demonstrate understanding. Grades are intended to reflect student learning rather than simply compliance with deadlines. Our approach to late work and reassessment therefore balances accountability for timely engagement with appropriate opportunities for growth and demonstration of learning.

Student Responsibilities

Students are expected to:

- Complete assignments and assessments by established deadlines.
- Communicate with teachers about missed classes and when challenges arise.
- Seek clarification or support when needed.
- Follow through on completion plans and other academic interventions.
- Provide the evidence of learning necessary to demonstrate achievement of course objectives.

Late Work

Grades are not automatically reduced solely because work is submitted late. This does not mean that deadlines are optional. Late or missing work can interrupt the learning process, limit opportunities for feedback and revision, prevent participation in subsequent activities, and ultimately affect a student's ability to provide sufficient evidence of learning.

Students who miss deadlines remain responsible for communicating with teachers, completing required assignments and assessments. Missing work may affect a student's ability to demonstrate learning and successfully complete a course.

Unless otherwise communicated by the teacher, the standard late-work windows are:

- Grades 6–8: up to two class periods after the original due date.
- Grades 9–10: up to two class periods after the original due date.
- Grades 11–12: up to the next class period after the original due date.

Work submitted after these windows may be accepted at the teacher's discretion and may require additional communication, support planning, or advisor involvement.

Students who miss school because of illness, school-sponsored activities, or other excused absences should work with their teachers to establish reasonable timelines for completing missed work. When class is missed, students are responsible for communicating with their teachers about missed learning and required work.

Some assignments, assessments, projects, presentations, and performances may have firm deadlines because of IB requirements, college application timelines, exhibitions, collaborative work, performances, or course sequencing. When communicated in advance, these deadlines supersede the standard late-work windows.

Revisions and Reassessments

Learning is a process, and students may have opportunities to revise work or demonstrate improved understanding after receiving feedback.

Revision and reassessment opportunities are provided at the teacher's discretion when they support the goals of the course and the student has demonstrated additional preparation, practice, or learning. Not every assignment or assessment is eligible for revision or reassessment.

Final Semester Deadline

To allow adequate time for assessment, feedback, and reporting, all late work, revisions, and reassessments must ordinarily be completed no later than one week before the end of the semester.

Exceptions may be made by the school in cases of significant illness, emergency, approved accommodation, or other extenuating circumstances.

Evidence of Learning

Teachers determine achievement based on the quality and sufficiency of evidence demonstrating student learning. Completing or submitting an assignment does not, by itself, demonstrate achievement of course objectives.

When significant assessments, projects, presentations, or other required demonstrations of learning are missing, a teacher may not have sufficient evidence to determine a student's level of achievement.

Insufficient Evidence (IE)

An Insufficient Evidence (IE) designation indicates that the teacher does not have sufficient evidence to determine the student's achievement in one or more required course criteria. IE is not itself a passing or failing grade.

When a student is at risk of receiving an IE, the school will communicate the concern to the student and, as appropriate, the student's advisor and parent/guardian. The student will be informed of the evidence still needed to demonstrate achievement.

Course Completion and Credit

Students must provide sufficient evidence of learning across the required course criteria to successfully complete a course and earn credit.

A student with Insufficient Evidence in a required criterion at the conclusion of the course will not receive course credit unless the missing evidence is successfully resolved through an approved Completion Contract or other process authorized by the school.

Completion Contracts are not automatic. They may be offered when the school determines that a student has demonstrated substantial learning in the course but, because of significant illness, extenuating circumstances, or another appropriate reason, requires limited additional time to provide specific missing evidence.

A Completion Contract will identify the work or evidence required, the deadline for completion, and the outcome if the requirements are not met. Meeting a deadline or submitting previously missing work does not automatically result in course credit; the work must provide sufficient evidence of achievement of the required course objectives.

Communication and Academic Support

Students are expected to communicate with teachers before deadlines whenever possible and to seek assistance when they encounter difficulty. Learning to ask questions, advocate for support, manage responsibilities, and communicate effectively are important parts of student growth.

Teachers will communicate with students, advisors, and parents/guardians when patterns of missing work emerge, when insufficient evidence becomes a concern, or when successful course completion may be at risk. The school may establish additional academic supports, completion plans, or other interventions when appropriate.

Academic Integrity

Academic integrity is an essential part of learning at West Sound Academy. Students are expected to submit work that honestly represents their own thinking, learning, and effort and to give appropriate credit when they use the ideas, words, data, images, or work of others.

Academic integrity is not only about avoiding misconduct. It includes learning how to research responsibly, cite sources accurately, collaborate appropriately, use technology ethically, and make thoughtful decisions about when and how outside assistance may be used.

Teachers will provide guidance appropriate to the student's grade level and the nature of the assignment. When expectations are unclear, students are responsible for asking for clarification before submitting their work.

What is Academic Misconduct?

Academic misconduct is behavior that misrepresents a student's learning, provides an unfair academic advantage, or interferes with the fair assessment of another student's work.

Academic misconduct may include:

- **Plagiarism:** presenting another person's words, ideas, images, data, creative work, or other material as one's own without appropriate acknowledgment or citation.

- **Unauthorized assistance:** receiving or providing help beyond what the teacher has permitted, including inappropriate assistance from another student, adult, online source, artificial intelligence tool, or other resource.
- **Collusion:** allowing another person to copy or submit one's work, or working collaboratively when independent work is required.
- **Unauthorized materials or tools:** using notes, devices, translation tools, calculators, artificial intelligence, websites, or other resources when their use has not been permitted.
- **Fabrication or falsification:** inventing, altering, or misrepresenting information, data, sources, results, or evidence.
- **Duplication of work:** submitting substantially the same work for more than one assignment or course without teacher authorization.
- **Assessment misconduct:** obtaining or sharing unauthorized information about an assessment, disrupting the integrity of an assessment, or otherwise gaining or providing an unfair advantage.
- **Other conduct** that prevents submitted work from accurately representing the student's own learning.

Academic misconduct may be intentional or may result from misunderstanding expectations. The school will consider the circumstances, including the student's age, experience, and understanding, when responding.

Artificial Intelligence

Artificial intelligence can be a valuable tool for learning when used thoughtfully, transparently, and with teacher authorization. It may also interfere with learning when it replaces the thinking, writing, problem-solving, creativity, or other work a student is expected to do independently.

Teachers determine whether and how artificial intelligence tools may be used for individual assignments and assessments. Students are expected to follow those directions.

Unless specifically authorized by the teacher, students may not submit AI-generated or AI-revised material as though it were entirely their own work. When AI use is permitted, students must acknowledge or cite that use when required by the teacher, course, or applicable IB expectations.

Students remain responsible for the accuracy, quality, originality, and integrity of everything they submit, regardless of whether an artificial intelligence tool was used during the learning process.

Student Responsibilities

Students are expected to:

- Submit work that accurately represents their own learning.
- Follow teacher directions regarding collaboration, resources, technology, and artificial intelligence.
- Cite or acknowledge sources and assistance when required.
- Protect the integrity of assessments and the work of other students.
- Ask for clarification when they are uncertain about what assistance or resources are permitted.
- Cooperate honestly when questions about academic integrity arise.

Parents/guardians support academic integrity by encouraging students to complete their own work, seek help appropriately, and communicate directly with teachers when expectations are unclear.

School Response to Academic Integrity Concerns

When academic misconduct is suspected, the school will review the available information and provide the student an opportunity to explain their understanding of the situation and share relevant information.

The teacher and an appropriate administrator may review the student's work, speak with the student and others involved, examine relevant sources or electronic information, and consider the nature and context of the concern.

Parents/guardians will be notified when appropriate based on the nature and seriousness of the concern.

Consequences and Educational Response

Responses to academic misconduct are intended both to protect the integrity of assessment and to help students develop more responsible academic practices.

The school's response will depend on factors such as the nature and seriousness of the conduct, the student's age and experience, whether the conduct was intentional, the student's prior history, and whether the submitted work provides valid evidence of the student's learning.

Responses may include:

- A conversation with the teacher, advisor, or administrator.
- Instruction or reflection related to academic integrity.
- Completion of a new or alternative assessment so the student can provide valid evidence of learning.
- Revision or resubmission when educationally appropriate.
- Parent/guardian communication.
- A Student Success Plan or other support when a pattern of concern emerges.
- Loss of credit or invalidation of work that cannot be considered authentic evidence of the student's learning.
- Additional disciplinary action in significant or repeated cases.

Academic misconduct does not automatically result in a predetermined disciplinary consequence. West Sound Academy will determine an appropriate response based on the circumstances and in accordance with the Student Discipline Policy.

Submitting replacement work does not guarantee a particular score or grade. Any work used for assessment must provide sufficient, authentic evidence of the student's achievement.

IB Diploma Programme Submissions

Students completing work that will be submitted to the International Baccalaureate are responsible for following all applicable IB academic integrity requirements.

Work submitted to the IB must authentically represent the student's own learning and must appropriately acknowledge the ideas, words, data, images, artificial intelligence output, or other material of others when required.

If the school identifies a concern about the authenticity or academic integrity of work before submission to the IB, the school may decline to authenticate or submit the work and will follow applicable IB procedures.

Once work has been submitted to the IB, suspected academic misconduct is subject to International Baccalaureate rules and procedures and may affect the student's marks, course results, or eligibility for the IB Diploma.

Student Success and Well-Being

Advisory

Advisory is a central part of the West Sound Academy student experience and an important component of our Student Success Framework. Through advisory, students build relationships, develop executive functioning and self-management skills, set goals, reflect on their growth, and strengthen their sense of belonging within the school community.

Students meet regularly in mixed-grade advisory groups, creating opportunities to develop relationships across grade levels and establish a consistent home base within the school. Advisory meetings may include individual check-ins, executive functioning and academic support, goal setting and reflection, discussions about topics relevant to student life, community-building activities, celebrations, and school announcements.

Advisors also help students develop increasing independence and self-advocacy. Rather than solving challenges for students, advisors coach them in communicating with teachers, managing responsibilities, seeking support, reflecting on choices, and developing the skills necessary to navigate their education with increasing confidence.

With this in mind, Advisors serve as an important point of connection among students, families, teachers, and the Student Success Team. By developing a strong understanding of each advisee's academic progress, engagement, attendance, and overall school experience, advisors can help identify emerging concerns, celebrate growth and success, and connect students with additional support when needed.

When a student requires more individualized support, advisors may participate in the development and monitoring of Student Success Plans and work collaboratively with the student, family, teachers, and Student Success Team to support established goals and strategies.

Above all, advisory is intended to ensure that every student has a trusted adult at school who knows them well and a community in which they feel known, supported, and connected.

Student Success and Academic Support

West Sound Academy believes that student success is built through academic challenge, meaningful relationships, personal well-being, and the development of skills for lifelong learning. Students may need different levels of support at different points in their educational journey, and the school works collaboratively with students, families, teachers, advisors, and school leaders to identify and respond to those needs.

Our approach emphasizes student agency, self-advocacy, reflection, and growth. The goal of support is not only to help students address immediate challenges, but also to develop the independence, confidence, and self-management skills necessary for long-term success.

Student Success Team

The Student Success Team coordinates academic, attendance, engagement, behavioral, executive functioning, and student-support interventions across the school. The team is led by the Dean of

Students in collaboration with the Head of School, advisors, teachers, students, parents/guardians, and outside professionals when appropriate.

The team meets regularly to review student needs, coordinate support, monitor progress, and promote consistent communication among the people working with a student.

Universal Student Supports

Many student supports are available to all students as part of the regular West Sound Academy experience. These may include advisory, teacher support and office hours, executive functioning and study-skills instruction, academic monitoring, social-emotional learning, community-building activities, and opportunities to develop leadership and self-advocacy.

When universal supports are not sufficient, the school may provide additional individualized support through a Student Success Plan or Accommodation Plan.

Student Success Plans

A Student Success Plan is a structured, individualized intervention for a student who needs additional support to be successful at school. A plan may be developed in response to concerns related to academic performance, missing work, attendance, executive functioning, behavior, engagement, or other circumstances affecting a student's ability to participate successfully in school.

Student Success Plans are collaborative, goal-oriented, and time-specific. Depending on the student's needs, a plan may identify:

- Specific goals or areas of concern.
- Strategies and supports to be provided.
- Student, family, and school responsibilities.
- Measures used to monitor progress.
- A timeline for reviewing the plan.

Concerns may be raised by the student, family, teacher, advisor, or school administrator. The Student Success Team will review available information, develop appropriate supports, and monitor the student's progress. Plans may be revised, intensified, continued, or concluded based on the student's needs and progress.

A Student Success Plan is an intervention and support tool; it does not alter essential course requirements or automatically provide academic accommodations.

Accommodation Plans

West Sound Academy provides reasonable accommodations to students with documented disabilities, diagnosed conditions, or identified learning differences when appropriate to provide equitable access to the school's educational program.

Accommodation Plans are developed through an individualized review process that may consider educational evaluations, medical or professional documentation, recommendations from outside providers, school-based evidence, teacher observations, and student and family input.

Accommodations are intended to reduce barriers to learning while maintaining essential course objectives and academic expectations. Depending on the student's documented needs, accommodations may include extended time, reduced-distraction testing environments, assistive

technology, alternative formats for instructional materials, organizational supports, or other appropriate adjustments.

Approved accommodations are communicated to the student's teachers and other appropriate school personnel. Accommodation Plans are reviewed at least annually and may be revised when a student's needs or circumstances change.

Accommodations for International Baccalaureate assessments are subject to IB requirements and approval processes and may differ from accommodations provided in regular classroom settings.

Student and Family Partnership

Students are expected to participate actively in their support plans, communicate with teachers and advisors, use available supports, and develop increasing responsibility for managing their learning.

Families are important partners in this process and are expected to communicate relevant information, participate in planning when appropriate, and support agreed-upon strategies and expectations. With parent/guardian authorization when required, the school may communicate with outside professionals to coordinate student support.

West Sound Academy will monitor the effectiveness of interventions and accommodations and work with students and families to adjust supports when appropriate. The school's goal is to help every student become increasingly capable of understanding their needs, advocating for themselves, and successfully managing the responsibilities of their education.

Learning Team Conferences

West Sound Academy holds formal Learning Team Conferences during the school year to bring students, families, and teachers together in reflection on student learning and growth. Students are active participants in these conferences and are encouraged to identify strengths, reflect on challenges, set goals, and develop increasing ownership of their learning.

Families may also request a conference with a teacher, advisor, or administrator at any time during the school year when questions or concerns arise.

Student Conduct and Community Expectations

Student Discipline

West Sound Academy believes that discipline is an educational process designed to help students learn from their choices, repair harm when appropriate, and contribute positively to the school community. When behavioral concerns arise, the school seeks to work collaboratively with students and families to promote personal growth while maintaining a safe, respectful, and productive learning environment.

The school determines the appropriate response to student misconduct based on the nature and severity of the behavior, the student's age and developmental level, prior conduct, the impact on the school community, and any other relevant circumstances. Consequences may include, but are not limited to:

- Verbal warning or redirection
- Parent/guardian communication
- Restorative or educational interventions

- Loss of privileges
- Detention
- Behavioral contract or support plan
- Removal from a class or activity
- In-school suspension
- Out-of-school suspension
- Expulsion

Nothing in this handbook limits the school's authority to take immediate action when necessary to protect the safety, well-being, or orderly operation of the school community. Likewise, nothing in this handbook requires the school to follow progressive discipline. West Sound Academy reserves the right to determine the disciplinary response appropriate to the circumstances of each situation.

Disciplinary Process

West Sound Academy is committed to addressing student conduct concerns in a manner that is fair, respectful, and consistent with the school's mission and values. The nature and scope of the process may vary depending on the seriousness, complexity, and urgency of the concern.

Review of Conduct Concerns

When the school receives information suggesting that a student may have violated a school policy or behavioral expectation, it will review the matter in a manner it deems appropriate. This may include gathering information, interviewing students, employees, parents/guardians, or other individuals, reviewing documents or electronic communications, and considering any other information the school believes is relevant.

As part of this process, the student will ordinarily be informed of the concern and given an opportunity to share their perspective before a significant disciplinary decision is made, unless circumstances require immediate action to protect the safety or well-being of the school community.

Parents/guardians will be notified as appropriate based on the nature and seriousness of the matter.

Decision

After considering the available information, the school will determine whether a violation of school policy or expectations has occurred and, if so, what disciplinary response is appropriate.

For suspensions, expulsions, or other significant disciplinary actions, the school will provide written notice to the student's parent/guardian that includes:

- The nature of the conduct concern.
- The findings of the school's review.
- The school policies or expectations determined to have been violated.
- The disciplinary action being taken.
- The rationale for the decision.
- Any conditions for the student's return, when applicable.
- Information regarding the review process.

Interim Safety Measures

When necessary to protect the safety, well-being, or orderly operation of the school, West Sound Academy may implement interim measures before the disciplinary process is complete. Such measures

may include temporary removal from class or campus, restrictions on participation in school activities, modifications to a student's schedule, or other reasonable actions deemed necessary by the school. Interim measures are precautionary and do not constitute a determination that a policy violation has occurred.

Review of Significant Disciplinary Decisions

A parent/guardian may request that the Head of School review a suspension or expulsion within five (5) business days of receiving written notice of the decision. The request should identify any new or additional information the parent/guardian believes should be considered or explain why they believe the decision should be reconsidered.

After reviewing the request, the Head of School may affirm, modify, or reverse the original decision. The Head of School's decision is final.

Physical Contact and Public Displays of Affection

Students are expected to respect the personal boundaries of others and to keep physical contact appropriate to a school environment. Physical contact must be welcome, respectful, and appropriate to the setting and activity.

Brief, consensual physical contact, such as a greeting hug or holding hands during unstructured time, is generally appropriate, as is contact that is part of a class, performance, athletic activity, or other supervised school activity.

Physical contact that is unwelcome, disruptive, overly intimate, unsafe, or otherwise inappropriate to the school setting is not permitted. This includes prolonged or intimate physical contact, sitting on another person's lap, restraining or grabbing another person, or continuing physical contact after being asked to stop.

Faculty and staff may direct students to discontinue inappropriate physical contact. Repeated or significant concerns may be addressed with the student and parent/guardian and through the school's disciplinary process. Physical contact that is sexual, harassing, threatening, assaultive, or otherwise violates another school policy will be addressed under the applicable policy.

Drugs and Alcohol

In order to protect the safety of students, staff and the public, and to provide a healthy educational environment, the use of drugs, alcohol and tobacco are prohibited on school property and on school outings. West Sound Academy community members shall not use, possess, sell, buy or distribute drugs, including alcohol, controlled substances or related paraphernalia on school grounds or on school outings.

Potential consequences for violations of this policy, or for behavior that creates a reasonable suspicion of a violation, include, without limitation:

- Substance or paraphernalia confiscation.
- Parent/guardian notification.
- A thorough investigation.
- Referral to local law enforcement.
- Suspension/Expulsion.

Weapons

West Sound Academy prohibits weapons, violent talk, and threats. A weapon is any object that is designed or used for inflicting bodily harm or physical damage. The term “weapon” includes, without limitation, the following items: any loaded or unloaded firearm; any knife; any defensive weapon; any martial arts device; and any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm, or which by virtue of its shape or design gives the appearance of any of the aforementioned.

It is a violation of this policy for any individual to possess, carry, transmit or use any weapon, firearm or explosive device, or any replica thereof; to commit an assault or battery with the use of any weapon, firearm or explosive device while on school grounds or on any school outing. Potential consequences for violation of this policy include, without limitation:

- Weapon confiscation.
- Parent/guardian notification.
- A thorough investigation.
- Referral to local law enforcement.
- Suspension/Expulsion.

Voluntary Disclosure: If a student brings a weapon to school unintentionally and brings the weapon to an administrator when the student discovers it, the administrator will determine if the incident is in violation of the intent of the Weapons Policy.

Search and Seizure

West Sound Academy is committed to maintaining a safe and orderly learning environment while respecting the privacy and dignity of students.

School administrators may authorize a search of a student or a student's belongings when there is a reasonable basis to believe that the search may uncover evidence of a violation of law or school policy or an item that presents a safety concern. Searches will be reasonable in scope and conducted in a manner appropriate to the circumstances.

Searches may include a student's backpack, bag, outer clothing, personal belongings, vehicle located on school property, or other areas or items under the student's control. When reasonably necessary to address a safety or policy concern, the school may require a student to provide access to information or content on an electronic device brought onto school property or used in connection with a school activity. Any search of a student's person will respect the student's dignity and privacy. West Sound Academy does not conduct strip searches.

Lockers, desks, and other storage spaces provided by the school remain school property and may be inspected or searched by school officials when the school determines it is appropriate to do so.

The school may confiscate or secure items that are prohibited by law or school policy, present a safety concern, or constitute evidence relevant to a school investigation. Illegal items or other evidence may be provided to law enforcement when appropriate.

When appropriate, the school will notify a student's parent/guardian that a search has occurred. Immediate notification may be delayed when necessary to protect student safety, preserve the integrity of an investigation, or comply with instructions from law enforcement or other authorities.

Law enforcement searches or investigations are governed by applicable law. West Sound Academy will cooperate with law enforcement as appropriate while considering the safety, privacy, and well-being of students.

Discrimination and Harassment Policy

West Sound Academy is committed to providing a school environment in which all members of the community are treated with dignity and respect and are free from unlawful discrimination, harassment, and intimidation.

West Sound Academy prohibits discrimination and harassment on the basis of race, color, creed, religion, national or ethnic origin, citizenship or immigration status, sex, sexual orientation, gender identity, gender expression, disability, honorably discharged veteran or military status, or any other status protected by applicable federal, state, or local law.

This policy applies to students, employees, parents/guardians, volunteers, and others participating in school programs or activities.

Discrimination and Harassment

Discrimination occurs when an individual is treated differently or denied access to school programs, activities, opportunities, or services because of a protected characteristic.

Harassment based on a protected characteristic is also prohibited. Harassment may include verbal, written, visual, electronic, or physical conduct that creates an intimidating, hostile, or offensive environment; unreasonably interferes with a student's ability to participate in or benefit from the school's educational programs or activities; or otherwise adversely affects an individual's educational opportunities.

Examples of prohibited conduct may include derogatory comments, slurs, jokes, threats, gestures, images, messages, unwanted physical conduct, or other behavior directed at an individual because of an actual or perceived protected characteristic. Harassment may occur in person or through electronic communications or social media when the conduct affects the school environment.

Sexual Harassment

West Sound Academy does not tolerate sexual harassment. Sexual harassment includes unwelcome conduct of a sexual nature or conduct based on sex, sexual orientation, gender identity, or gender expression when the conduct creates an intimidating, hostile, or offensive educational environment; interferes with an individual's education or participation in school programs or activities; or when submission to or rejection of such conduct is used as a basis for an educational decision.

Sexual harassment may include unwelcome sexual advances; requests for sexual favors; sexual comments, jokes, gestures, or messages; displaying or sharing sexual images or content; unwanted touching or other physical conduct of a sexual nature; or other unwelcome verbal, visual, electronic, or physical conduct of a sexual nature.

Conduct involving suspected sexual abuse, exploitation, or other abuse or neglect of a minor will be addressed under the school's Sexual Abuse Reporting and Response procedures and applicable mandatory-reporting requirements.

Reporting Concerns

Students, parents/guardians, employees, and other members of the school community are encouraged to promptly report concerns about discrimination or harassment to the Head of School or another school administrator. Students may also report concerns to a teacher, advisor, or other trusted school employee, who will ensure that the concern is brought to the attention of an appropriate administrator.

A person does not need to be the target of discrimination or harassment to report a concern. Reports may also be made by individuals who witness or otherwise become aware of potentially prohibited conduct.

Employees who become aware of suspected child abuse or neglect must follow the school's mandatory-reporting procedures and applicable law. Internal reporting to the school does not replace an individual's legal obligation to make a report to the appropriate authorities when required by law.

School Response

West Sound Academy will respond promptly and appropriately to reports of discrimination and harassment. The school will determine the appropriate scope and manner of its response based on the nature of the concern and may conduct an investigation, take interim safety or supportive measures, or take other actions it determines appropriate.

Investigations may include interviews with the individuals involved and witnesses and review of relevant documents, communications, or other information. Investigations will be conducted by the Head of School, another appropriate administrator, or an outside investigator designated by the school, depending on the circumstances.

When an investigation is completed, the school will communicate appropriate information about the outcome to the individuals involved, consistent with privacy considerations and the school's obligations to students and employees.

If the school determines that this policy has been violated, it will take appropriate corrective action. Depending on the circumstances, actions may include education, restorative or supportive measures, counseling, restrictions on participation or contact, disciplinary consequences up to and including dismissal or expulsion, or referral to law enforcement or other authorities when appropriate. The school may also take steps to address the impact of the conduct on affected individuals and the broader school community.

Privacy and Confidentiality

West Sound Academy will respect the privacy of individuals involved in reports and investigations to the extent reasonably possible. Information will be shared only as necessary to investigate and respond appropriately to a concern, protect the safety and well-being of members of the school community, comply with applicable law, or otherwise fulfill the school's responsibilities.

The school cannot promise complete confidentiality when doing so would interfere with its ability to investigate or respond appropriately to a concern or meet its legal obligations.

Retaliation

Retaliation against any person for making a good-faith report of discrimination or harassment, raising a concern, providing information, or participating in an investigation is prohibited. Concerns about retaliation should be reported promptly and will be addressed under this policy.

A report that is made in good faith will not result in disciplinary action simply because the concern cannot be substantiated. Knowingly making a materially false accusation or intentionally providing materially false information during an investigation may itself constitute a violation of school policy.

Relationship to Child Abuse and Neglect Reporting

Conduct involving suspected sexual abuse, exploitation, or other abuse or neglect of a minor will be addressed in accordance with the school's Child Abuse and Neglect Reporting and Response Policy and applicable mandatory-reporting requirements. A report of possible abuse or neglect will not be delayed while the school determines whether the conduct also constitutes sexual harassment or another violation of school policy.

Bullying, Intimidation, and Cyberbullying

West Sound Academy is committed to providing a school environment in which students feel safe, respected, and able to participate fully in school life. Bullying, intimidation, and cyberbullying are prohibited.

Bullying and Intimidation

Bullying or intimidation includes intentional written, verbal, electronic, or physical conduct directed at a student that:

- physically harms a student or damages the student's property;
- substantially interferes with a student's education;
- is sufficiently severe, persistent, or pervasive to create an intimidating or threatening educational environment; or
- substantially disrupts the orderly operation of the school.

Bullying may involve a real or perceived imbalance of power and may consist of repeated behavior or conduct that is likely to be repeated. A single serious incident may also violate this policy depending on the nature and impact of the conduct.

Bullying does not need to be based on a legally protected characteristic to violate this policy. Conduct based on race, religion, sex, sexual orientation, gender identity, disability, or another protected characteristic may also be addressed under the school's Discrimination and Harassment Policy.

Cyberbullying and Off-Campus Conduct

Bullying may occur through text messages, email, social media, messaging applications, online platforms, images, videos, or other forms of electronic communication.

West Sound Academy may address off-campus or online conduct when there is a sufficient connection to the school community, including when the conduct substantially interferes with a student's education,

creates a significant safety concern, or substantially disrupts the school environment or a school program or activity.

Reporting Concerns

Students who experience or witness bullying or intimidation are encouraged to report the concern promptly to a teacher, advisor, the Dean of Students, Head of School, or another trusted school employee. Parents/guardians may report concerns to the Dean of Students, Head of School, or another school administrator.

Reports may be made verbally or in writing. Students are encouraged to report concerns even when they are uncertain whether the conduct meets the definition of bullying. School employees who become aware of possible bullying will ensure that the concern is brought to the attention of an appropriate administrator.

School Response

West Sound Academy will respond promptly and appropriately to reports of bullying or intimidation. The school may take immediate steps to protect student safety and well-being while reviewing a concern.

When an investigation is warranted, the school will gather information from the individuals involved and others who may have relevant information. The school will seek to complete its investigation promptly and will communicate appropriate information about the outcome to the students and parents/guardians involved, consistent with privacy considerations.

If the school determines that bullying or intimidation has occurred, it will take appropriate steps to stop the behavior, address its effects, reduce the likelihood of recurrence, and support affected students. Responses may include educational, restorative, supportive, or disciplinary measures, depending on the nature and severity of the conduct.

Retaliation

Retaliation against a person for making a good-faith report of bullying, providing information, or participating in an investigation is prohibited.

A student will not be disciplined for making a report in good faith simply because the concern cannot be substantiated. Knowingly making a materially false accusation or intentionally providing materially false information may itself constitute a violation of school policy.

Student Safety and Emergency Preparedness

Emergency Preparedness, School Closure, and Family Reunification

West Sound Academy maintains emergency response procedures designed to protect students, employees, and visitors during severe weather, natural disasters, medical emergencies, threats to campus safety, utility failures, and other emergency situations. Faculty and staff receive information and training regarding their responsibilities, and students participate in appropriate emergency preparedness drills during the school year.

School Closures and Delayed Openings

Inclement weather or other conditions may require West Sound Academy to close campus, delay the start of school, dismiss students early, or modify school transportation.

When North Kitsap School District and/or Bainbridge Island School District closes because of widespread weather or road conditions, West Sound Academy will generally close campus as well. When local districts announce a two-hour delay, WSA will generally begin school at 10:00 a.m. Circumstances affecting only an individual public school or location may not result in a change to WSA operations.

Because WSA families travel from many communities with differing road and weather conditions, parents/guardians should use their own judgment about whether travel from their location is safe. Families should prioritize safety and notify the school if local conditions prevent a student from traveling safely to campus.

School-provided transportation may be delayed, modified, or canceled when the school determines that travel conditions are unsafe, even when campus remains open. Affected families will be notified.

Emergency Communication

West Sound Academy will communicate school closures, delayed openings, early dismissals, and emergency information through the school's designated emergency communication systems, which may include text messages and email.

Parents/guardians are responsible for ensuring that the school has current emergency contact information and should monitor school communications when severe weather or another emergency may affect school operations.

During an active emergency, families should rely on official school communications rather than information received through students, social media, or other unofficial sources. Depending on the circumstances, students may be instructed to silence or refrain from using personal electronic devices so that they can focus on staff directions and emergency communications.

Emergency Response

Depending on the nature of an emergency, the school may evacuate buildings, shelter students in place, secure or lock down campus, relocate students to an alternate location, or take other actions necessary to protect student safety.

Students are expected to follow staff and first-responder instructions promptly during drills and emergencies.

During an active emergency, parents/guardians should not come to campus unless instructed to do so. Unplanned arrival may interfere with emergency responders, evacuation, accountability procedures, or student reunification.

The school will provide families with instructions as soon as reasonably possible regarding campus access, student pickup, transportation changes, or other actions families should take.

Family Reunification

When an emergency requires students to be released from school through a process other than normal dismissal, West Sound Academy will establish a supervised student reunification process.

The location and procedures for reunification will depend on the circumstances and will be communicated to families at the time of the event. Students may be relocated to an alternate reunification site when remaining on campus is unsafe or impractical.

Students will be released only through the school's established sign-out process to a parent/guardian or other person authorized to pick up the student. Families should ensure that emergency contacts and authorized pickup information remain current throughout the school year.

Parents/guardians should follow school instructions regarding where and when to arrive and should avoid blocking roadways, driveways, or areas needed by emergency personnel.

Lockdown and Secure-Campus Situations

When a safety concern requires the school to secure buildings or campus, students and employees will follow established emergency procedures and instructions from school administrators and first responders.

Parents/guardians should not attempt to enter campus or remove a student during a lockdown or other secured-campus response. The school will communicate with families as circumstances and safety considerations permit and will provide instructions regarding reunification when it is safe to do so.

The decision to end a law-enforcement-directed lockdown will be made in coordination with responding authorities.

After an Emergency

Following a significant emergency or safety event, West Sound Academy will provide families with appropriate information about what occurred, any continuing safety considerations, and changes to school operations, transportation, activities, or other programs when appropriate.

Adult-Student Boundaries

West Sound Academy is committed to maintaining appropriate professional boundaries between students and the adults entrusted with their education, supervision, and care. Employees, volunteers, coaches, contractors, and other adults acting on behalf of the school are expected to maintain relationships with students that are professional, appropriate, and centered on the student's educational, developmental, and safety needs.

Adults are responsible for maintaining appropriate boundaries with students. Interactions with students, including physical contact, one-to-one meetings, electronic communications, transportation, and off-campus interactions, must have an appropriate school-related or student-support purpose and be consistent with school expectations. Romantic, sexual, sexually suggestive, secretive, or otherwise inappropriate relationships or interactions between adults and students are prohibited.

Whenever reasonably practicable, one-to-one interactions should occur in settings that are observable or interruptible by others. Electronic communications with students should ordinarily occur through school-approved accounts, platforms, and communication methods and must remain professional and school-related.

Students and parents/guardians are encouraged to report any concern about an adult's interactions or boundaries with a student to the Head of School or another school administrator. Employees and other mandatory reporters must report suspected child abuse or neglect in accordance with applicable law and the school's mandatory reporting policy.

Child Abuse and Neglect Reporting and Response

West Sound Academy is committed to protecting the safety and well-being of all students. Suspected child abuse or neglect is treated with the utmost seriousness and is subject to legal reporting requirements that differ from the school's ordinary internal disciplinary procedures.

What Constitutes Abuse or Neglect

Child abuse or neglect may include physical abuse, sexual abuse or exploitation, negligent treatment or maltreatment, or other conduct defined as abuse or neglect under applicable law.

Sexual abuse includes sexual conduct involving a minor that is abusive, exploitative, non-consensual, or otherwise prohibited by law. Abuse may involve an adult or another minor and may occur on or off campus, during school-sponsored activities or travel, or outside the school environment.

Mandatory Reporting

West Sound Academy employees who are mandated reporters under Washington law must report suspected child abuse or neglect, including suspected sexual abuse, to the appropriate child protective authorities or law enforcement when they have reasonable cause to believe that abuse or neglect has occurred. Reports must be made at the first opportunity and in no case later than 48 hours after reasonable cause arises.

A legally required report must be made regardless of whether the alleged conduct occurred on or off campus, whether the alleged perpetrator is affiliated with the school, whether the student or family requests that no report be made, or whether the school has independently verified the allegation.

School employees may not delay a legally required report in order to conduct an internal investigation or obtain approval from a supervisor. Internal notification to the school does not replace an individual's legal obligation to report directly to the appropriate authorities.

Employees who make a mandatory report must notify the Head of School or designee as soon as practicable after making the report, unless doing so would compromise student safety or conflict with instructions from law enforcement or child protective authorities.

School employees cannot promise confidentiality when information suggests that a student may have experienced abuse or neglect.

West Sound Academy provides regular training to employees regarding their child-abuse prevention and mandatory-reporting responsibilities.

School Response

Upon learning of possible sexual abuse, West Sound Academy will take appropriate steps to protect the safety and well-being of the student while complying with applicable legal requirements. The school may make required reports, cooperate with child protective services or law enforcement, implement interim safety measures, provide appropriate student supports, and take administrative or disciplinary action as appropriate.

The school's responsibility to maintain a safe learning environment is separate from any criminal or child-protection investigation. The school will not conduct a criminal investigation or interfere with an investigation by governmental authorities, but it may gather information and take actions necessary to

protect students, determine whether school policies have been violated, and make decisions regarding participation in the school community.

Screening and Background Checks

As part of its commitment to student safety, West Sound Academy conducts appropriate background screening of employees and other adults whose roles provide regularly scheduled, unsupervised access to students. Screening may include Washington State Patrol and Federal Bureau of Investigation fingerprint-based criminal history record checks, as applicable to the individual's role and consistent with applicable law and school policy.

Privacy and Retaliation

Information relating to suspected abuse or neglect will be shared only with individuals who have a legitimate safety, legal, educational, or professional need to know. The school will make reasonable efforts to protect the privacy of those involved, consistent with its responsibility to protect students and comply with applicable law.

Retaliation against any individual who, in good faith, reports suspected abuse or neglect or participates in a school or governmental process related to such a report is prohibited and may result in disciplinary action.

Relationship to Other Policies

When information suggests that a student may have experienced sexual abuse or other reportable abuse or neglect, mandatory-reporting requirements take precedence over the school's ordinary internal investigation process. Other school policies, including those concerning discrimination and harassment, bullying, adult-student boundaries, student discipline, and employee conduct, may also apply.

Physical Intervention, Restraint, and Isolation

West Sound Academy is committed to maintaining a safe and supportive environment for all students, employees, and visitors. Physical restraint and isolation may be used only as emergency safety measures when necessary to prevent imminent harm. They are never used as punishment, discipline, coercion, or as a substitute for appropriate student support or interventions.

Physical Intervention and Restraint

School employees should use de-escalation and other nonphysical interventions whenever reasonably possible. Physical restraint may be used only when reasonably necessary to respond to a student's spontaneous behavior that poses an imminent likelihood of serious harm to the student or another person and when less restrictive interventions would be ineffective or inappropriate under the circumstances.

Any physical restraint must be limited to the least amount of intervention reasonably necessary to protect the student or others and must end as soon as the imminent likelihood of serious harm has passed.

West Sound Academy prohibits mechanical or chemical restraint and any physical restraint or intervention that is life-threatening, restricts breathing or blood flow, or otherwise creates an unreasonable risk of physical harm.

Nothing in this policy prohibits appropriate physical contact that does not constitute restraint, including providing reasonable assistance to an injured student, separating students involved in a physical

altercation, directing or escorting a student to a safe location when reasonably necessary, or responding to an immediate health or safety emergency.

Isolation

West Sound Academy does not use isolation as a disciplinary or behavioral-management practice. A student may voluntarily use an appropriate quiet or supervised space for self-calming. Temporary removal of a student from a classroom or activity to an unlocked, supervised location is not considered isolation.

A student will not be involuntarily confined alone in a room or other enclosed area from which the student is prevented from leaving except in an extraordinary emergency involving an imminent likelihood of serious harm and only for the minimum time necessary to address the immediate safety risk.

Training

Employees whose responsibilities make it reasonably foreseeable that they may need to respond physically to a student safety emergency will receive appropriate training in prevention, de-escalation, and safe emergency response practices. Whenever practicable, physical restraint should be performed by employees who have received such training.

Documentation and Parent/Guardian Notification

Any incident involving physical restraint or involuntary isolation will be promptly reported to the Head of School or designee and documented in writing.

The school will make a reasonable effort to notify the student's parent/guardian verbally as soon as practicable and ordinarily within 24 hours of the incident. Written documentation of the incident will be provided to the parent/guardian as soon as practicable.

Following an incident, the school will review the circumstances with appropriate employees and, as appropriate, with the student and parent/guardian to evaluate the response, identify any needed supports, and consider steps that may reduce the likelihood of a similar incident.

Nothing in this policy limits the school's ability to contact emergency medical services or law enforcement when circumstances warrant.

Health and Wellness

Immunization Requirements

West Sound Academy complies with Washington State immunization requirements for students attending private schools. Before or on the first day of attendance, parents/guardians must provide the school with required documentation demonstrating that their student is fully immunized, is in compliance with an approved immunization schedule, or has a valid exemption in accordance with applicable law.

Students attending under conditional immunization status must remain in compliance with the required immunization schedule and provide updated documentation as required.

Students who do not have the required immunization or exemption documentation, or who do not remain in compliance with conditional-status requirements, may be excluded from school attendance as required by Washington law. Students who are not fully immunized may also be excluded from school by

public health authorities during an outbreak of a vaccine-preventable disease, even when the student has an otherwise valid exemption.

West Sound Academy maintains student immunization and exemption records and provides information or access to public health authorities as required by law. Parents/guardians are responsible for providing accurate and current immunization documentation to the school.

Medication Administration and Student Health

West Sound Academy is committed to supporting the health, safety, and well-being of students while maintaining a learning environment that allows students with health needs to participate safely in school. The school will administer medication only when necessary for a student to safely participate in school and in accordance with applicable law, physician instructions, and school procedures.

Medication Authorization

Except as otherwise permitted by this policy or required in an emergency, no medication will be administered to a student during the school day or at a school-sponsored activity unless the school has received the required authorization and documentation. All medication authorizations expire at the end of each school year and must be renewed annually. New authorization is required whenever the medication or instructions change.

Prescription Medications

Prescription medications may be administered at school only when the school has received all of the following:

- A completed parent medication administration request;
- Written authorization from the student's licensed healthcare provider; and
- The medication in its original pharmacy-labeled container bearing the student's name, medication name, dosage, and administration instructions.

Parents/guardians are responsible for providing medication in the required container, replacing expired medication as needed, and notifying the school promptly of any changes to the student's medication or treatment plan. Any change in dosage, administration instructions, or medication requires updated parent and healthcare provider authorization before the change can be implemented.

Over-the-Counter Medications

West Sound Academy does not routinely supply over-the-counter medications for student use.

If a student may require an over-the-counter medication during the school day or while participating in a school-sponsored activity, the medication must be provided by the parent/guardian in its original manufacturer's container.

Occasional administration of an over-the-counter medication requires written parent/guardian authorization. The school may require written authorization from the student's licensed health care provider if the medication:

- Will be administered on a routine or ongoing basis;
- Will be administered for more than five consecutive school days;
- Will be administered in a manner that differs from the manufacturer's labeled directions; or

- Presents other circumstances in which the school determines additional medical guidance is necessary.

The school reserves the right to decline to administer any medication when required documentation has not been provided or when the school determines that it cannot safely administer the medication.

Storage and Administration

Unless specifically authorized for self-carry under this policy, all medications must be delivered to and securely stored in the school office or another location designated by the Head of School.

Medication will be administered only by employees who have received the training required by the school. Each administration of medication will be documented in accordance with school procedures.

Students may not possess or share prescription or over-the-counter medications while at school or during school-sponsored activities unless specifically authorized under this policy.

Student Self-Carry and Self-Administration

Students may be authorized to carry and self-administer emergency medications, including rescue inhalers, epinephrine auto-injectors (EpiPens), diabetic supplies, seizure rescue medications, or other emergency medications, when:

- The student's licensed health care provider has authorized self-carry and self-administration;
- The student's parent/guardian has provided written authorization;
- The school has determined that the student demonstrates the maturity and ability to safely possess and use the medication; and
- Any required Individual Health Plan or Emergency Care Plan has been completed and approved by the school.

Self-carry authorization applies only to the medication specifically approved and may be revoked if the school determines that the student is not using or storing the medication safely or is otherwise unable to meet the conditions of authorization.

Individual Health Plans

Students with life-threatening or other significant medical conditions, including but not limited to asthma, anaphylaxis, diabetes, seizure disorders, or other conditions requiring emergency intervention, must have an Individual Health Plan or Emergency Care Plan on file with the school.

The plan should include:

- Current physician orders;
- Emergency response procedures;
- Authorized medications;
- Emergency contact information; and
- Any accommodations necessary to support the student's safe participation in school activities.

Parent/guardians are responsible for promptly notifying the school of any changes to the student's medical condition, medications, emergency contacts, or treatment plan.

Field Trips and School-Sponsored Activities

Students who require medication during field trips, overnight travel, or other school-sponsored activities must provide the required medication and authorization before departure.

The school may designate a trained employee to transport, secure, and administer medication consistent with the student's authorization and Individual Health Plan or Emergency Care Plan.

Students who have been approved to self-carry emergency medication may continue to do so during school-sponsored activities unless otherwise determined by the school.

Staff Training

Employees designated to administer medication or respond to student medical emergencies will receive annual training appropriate to their assigned responsibilities. Training may include medication administration procedures, recognition of medical emergencies, use of emergency medications, and emergency response protocols.

Good Faith Administration

West Sound Academy employees who administer medication or provide emergency medical assistance in good faith and in accordance with physician instructions, parent/guardian authorization, applicable law, and school procedures are acting within the scope of their assigned responsibilities.

Parent/Guardian Responsibilities

Parents/guardians are responsible for:

- Providing complete and accurate health information each school year;
- Submitting all required authorization forms before medication is needed;
- Providing medication in the original labeled container;
- Ensuring medications have not expired and replacing them as necessary;
- Promptly updating the school whenever medications, dosages, physician instructions, emergency contacts, or medical conditions change; and
- Retrieving unused medication at the end of the school year or when medication is discontinued.

Medication that is not retrieved by the end of the school year or within a reasonable period after notice from the school may be disposed of in accordance with applicable law and school procedures.

Technology and Digital Citizenship

Technology is an important part of learning at West Sound Academy. Students are expected to use school technology resources and personal devices in ways that support learning, demonstrate respect for others, and contribute positively to the school community.

Access to West Sound Academy's network, internet, devices, and digital resources is provided for educational and school-related purposes. Students are responsible for using these resources safely, ethically, responsibly, and in accordance with school policies. Misuse of technology may result in restrictions on access or other appropriate disciplinary action; however, the school will work to ensure that students retain reasonable access to technology necessary to participate in their education.

During the school day, students are expected to be disconnected from personal electronic communication so they can be fully engaged in learning and in the school community. This expectation applies equally to cell phones, laptops, tablets, smartwatches, and any other internet-connected device.

Educational Use

West Sound Academy provides students with access to technology and digital resources to support teaching, learning, communication, collaboration, creativity, and school operations.

School-managed accounts and technology resources are provided for educational and school-related purposes. Students are expected to use these resources in ways that support learning, demonstrate respect for others, and contribute positively to the school community.

School-managed accounts, including Google Workspace for Education accounts, are provided for educational communication and school-related activities. Students may not use these accounts for personal messaging, social communication, or other non-educational purposes during the school day except as directed by a teacher or administrator.

Technology may be used only for educational purposes during the school day unless expressly authorized by a teacher. This expectation applies to all school technology resources, including Google Workspace for Education, Toddle, email, and other instructional platforms.

The following activities are prohibited during the school day unless specifically directed by a teacher as part of instruction:

- Personal electronic communication, including text messaging and messaging applications
- Social media
- Gaming
- Streaming entertainment
- Personal video or voice calls
- Artificial intelligence tools not authorized by the teacher
- Any other non-instructional activity that distracts from learning

Classroom Expectations

Teachers determine when and how technology is used in their classrooms. Laptops remain closed and put away unless a teacher specifically directs students to use them for instruction. At the conclusion of an activity, or whenever directed by a teacher, students must immediately close and put away their devices.

Students are expected to:

- Follow all teacher directions regarding technology use.
- Keep audio muted unless headphones are specifically permitted by the teacher.
- Use technology in ways that do not distract other learners.

Students may use laptops during study hall or other times specifically designated by faculty or administration for academic work. During lunch and breaks, laptop use is permitted only in designated areas and only for educational purposes.

Digital Citizenship

Students are expected to:

- Communicate respectfully and appropriately online.
- Protect their passwords and school accounts.
- Respect the privacy, dignity, and intellectual property of others.
- Use only their assigned school accounts or other accounts authorized for an instructional purpose.
- Report inappropriate content, cyberbullying, security concerns, or suspicious online activity to a faculty or staff member immediately.

Students may not photograph or record another person, or distribute images, audio, or video of another person, without that person's permission, except as part of an authorized school activity.

Network Use

When connected to the West Sound Academy network, students must:

- Use only their assigned school accounts or other accounts authorized for an instructional purpose.
- Comply with all federal, state, and local laws.
- Respect copyright and licensing requirements.
- Refrain from attempting to bypass the school's internet filters or security systems.
- Avoid activities that disrupt network performance or interfere with other users.

The school's internet filtering and monitoring systems apply to all devices connected to the West Sound Academy network.

Privacy

West Sound Academy maintains and monitors its technology systems to ensure the safety, security, and effective operation of the school's network.

Students should not expect privacy when using school-issued accounts, the school's network, or files stored within school-managed systems. The school reserves the right to monitor network activity, review files and communications, investigate suspected policy violations, and restrict or revoke technology access when appropriate and consistent with applicable law.

Student Data Privacy

West Sound Academy uses educational technology services to support instruction, communication, collaboration, assessment, and school operations. These services may include Google Workspace for Education, Toddle, FACTS, Clarity, Grammarly, NoodleTools, and other school-approved educational applications and platforms.

The school creates and administers student accounts for these services as necessary to support educational programs and school operations. School-managed accounts are intended for educational and school-related purposes and remain the property of West Sound Academy.

West Sound Academy is committed to protecting the privacy of student information. The school uses student information only for legitimate educational, administrative, safety, and operational purposes and seeks to work with educational technology providers that maintain appropriate privacy and security safeguards. The school does not knowingly authorize educational technology providers to sell student

personal information or use student information collected through school-authorized services for targeted advertising to students.

When selecting and using educational technology services, West Sound Academy considers applicable student privacy laws, the provider's privacy and security practices, and the educational value of the service. Student information may be shared with service providers only as reasonably necessary for them to provide school-authorized educational or administrative services. Service providers are expected to use student information only for authorized purposes and to maintain appropriate safeguards for the information entrusted to them.

For students under 13 years of age, West Sound Academy will administer educational technology services in accordance with the Children's Online Privacy Protection Act (COPPA) and other applicable laws. When permitted by law, the school may provide consent on behalf of parents/guardians for the use of school-authorized educational services. When direct parental consent is required, the school will obtain that consent before students use the applicable service.

Parents/guardians are encouraged to contact the school with questions about the educational technology services used by their student, the types of student information shared with those services, or the school's student data privacy practices.

Student-Owned Devices

Students bringing personal laptops to school must comply with the West Sound Academy Bring Your Own Device (BYOD) Policy, including device requirements, daily expectations, and technology recommendations.

Violations

Violations of this policy will be addressed through the school's disciplinary process and may result in one or more of the following:

- Temporary or permanent loss of technology privileges
- Confiscation of a personal device until the end of the school day or release to a parent/guardian, when appropriate
- Financial responsibility for damage to school-owned technology
- Referral to law enforcement when required by law

Online Conduct

Students are expected to interact online with the same respect, integrity, and responsibility expected in person. Harassing, threatening, intimidating, defamatory, or intentionally disruptive online conduct directed toward members of the West Sound Academy community is prohibited.

Online conduct that materially disrupts the educational environment or interferes with the safety, dignity, or well-being of members of the school community may be subject to school discipline, regardless of where or when it occurs.

Examples of unacceptable behavior include, but are not limited to:

- Recording or sharing images, audio, or video without permission.
- Creating, altering, or distributing digital content, including AI-generated content, intended to embarrass, impersonate, harass, threaten, or harm another person.

- Creating online accounts or publishing content that falsely represents West Sound Academy or another member of the school community.

Cell Phones

Cell phones must remain powered off and stored in backpacks from the time students arrive on campus until final dismissal. The prohibition on personal electronic communication applies regardless of the device used.

Students needing to contact a parent/guardian during the school day should use the front office. Likewise, parents/guardians should contact the front office rather than calling or texting students during the school day.

A cell phone used or removed from a backpack during the school day will be held in the front office until dismissal. Repeated violations may require the device to be released directly to a parent/guardian and may result in additional consequences.

West Sound Academy is not responsible for lost, stolen, or damaged cell phones, laptops, or other personal electronic devices.

Headphones and Listening Devices

Headphones, earbuds, and other listening devices may be used only with specific faculty permission and under faculty supervision. They may not be worn or used between classes or at other times without permission. Devices used without permission will be held in the front office until dismissal.

Service and Community Engagement

Service and community engagement are important parts of the West Sound Academy educational experience. Students are encouraged to recognize their ability to contribute meaningfully to their communities, develop relationships beyond themselves, and apply their learning through purposeful action.

As students progress through WSA, service experiences are designed to foster increasing independence, initiative, reflection, and responsibility.

Service as Action — Grades 6–10

Students in grades 6–10 participate in Service as Action experiences that connect learning with meaningful contributions to the school and wider community.

Through these experiences, students identify needs, consider how their interests and skills can contribute, take purposeful action, and reflect on what they have learned. Service may take place individually or collaboratively and may be connected to classroom learning, advisory, schoolwide initiatives, or opportunities in the broader community.

Students are expected to participate meaningfully in Service as Action opportunities and reflect on their growth and impact. Expectations and opportunities are communicated to students throughout the school year.

Creativity, Activity, and Service (CAS) — Grades 11–12

All West Sound Academy students in grades 11–12 participate in Creativity, Activity, and Service (CAS) as part of the school's graduation requirements. CAS encourages students to extend their learning beyond the classroom through sustained experiences involving creativity, physical activity, service, or a combination of these areas.

Students are expected to plan and participate in meaningful CAS experiences, reflect on their learning and growth, and maintain appropriate documentation of their participation. Students also complete a collaborative CAS project that involves purposeful planning and sustained engagement.

CAS experiences should provide opportunities for students to develop initiative, perseverance, collaboration, reflection, and greater awareness of their responsibilities to others and the wider community.

Students pursuing the full IB Diploma must also satisfy all CAS requirements established by the International Baccalaureate. Failure to meet applicable CAS requirements may affect eligibility for the WSA diploma and, for full IB Diploma candidates, the IB Diploma.

Community Support and Fundraising

School Fundraising

Tuition and fees provide significant support for West Sound Academy's educational program but do not cover the full cost of operating the school and advancing its mission. Like many independent schools, WSA relies on charitable giving to strengthen programs, support financial accessibility, invest in faculty and facilities, and pursue opportunities that enhance the student experience.

Throughout the year, West Sound Academy may invite families, alumni, trustees, employees, and friends of the school to participate in fundraising efforts. Contributions are voluntary, and decisions about charitable giving do not affect a student's enrollment, educational opportunities, or standing within the school community.

West Sound Academy is grateful for participation in all forms. Families contribute to the strength of the school community in many ways, including through volunteer service, attendance at events, advocacy for the school, and philanthropic support.

Fundraising by Students and Families

West Sound Academy recognizes that students and families may be involved in organizations, service projects, teams, clubs, and community causes that conduct fundraising activities. The school supports engagement in the wider community while also seeking to ensure that WSA families are not subject to frequent or uncoordinated solicitations.

Any fundraising activity that uses the West Sound Academy name, facilities, communication channels, school-sponsored events, or access to the school community must receive prior approval from the school. This applies whether the funds will benefit West Sound Academy or an outside organization, program, service project, team, or individual cause.

Examples include selling products, collecting monetary or in-kind donations, seeking sponsorships, promoting online fundraising campaigns, holding fundraising events, or otherwise soliciting members of the WSA community.

Approval will be based on factors such as the purpose of the fundraiser, its connection to student learning or community engagement, the frequency and timing of other fundraising requests, the appropriateness of the beneficiary and fundraising method, and the proposed use of school resources or communication channels.

Students and families must receive approval before advertising, promoting, collecting donations, or beginning a fundraising activity within the WSA community. Students seeking approval should submit a Student Fundraising Proposal to the school. Families should contact the school administration before promoting or conducting a fundraising activity within the WSA community.

The school may establish conditions for an approved fundraiser, including its timing, duration, communication, collection of funds or goods, use of school facilities or resources, and adult supervision when applicable.

Approval to conduct or promote a fundraiser does not constitute an endorsement by West Sound Academy of the outside organization or cause.

Family Engagement and Volunteer Opportunities

West Sound Academy values the involvement of parents/guardians, and other family members in the life of the school. Family participation strengthens our community, supports school programs and events, and provides opportunities for families to build relationships with one another and with the school.

Throughout the year, families may be invited to participate in a variety of ways, including supporting school events, assisting with community activities, sharing professional expertise or interests, helping with special projects, and contributing to other school needs. Volunteer opportunities will be communicated as they arise.

All volunteers are expected to follow school policies, respect student privacy and confidentiality, and maintain appropriate adult-student boundaries. Depending on the nature of the volunteer role and the level of access to students, West Sound Academy may require background screening, training, or other safeguards before an individual may volunteer.

Volunteer activities are coordinated and authorized by the school. Families interested in becoming involved are encouraged to respond to volunteer opportunities or contact the school to learn about current needs.

Family Communication and Information

Communication

Strong communication among students, families, and the school is an important part of the West Sound Academy experience. We strive to communicate openly, respectfully, and directly and ask families and students to do the same.

As students grow, they are encouraged to take increasing responsibility for communicating with teachers, asking questions, seeking clarification, and advocating for the support they need. Families remain important partners in this process and are encouraged to support students in developing these skills while communicating directly with the school when circumstances warrant.

Communication About Questions or Concerns

Questions and concerns are generally best addressed first with the person closest to the situation. Academic questions should ordinarily begin with the teacher, while broader concerns about a student's school experience may begin with the student's advisor.

When appropriate, students should be encouraged to communicate directly with their teacher or advisor before a parent/guardian intervenes. Depending on the student's age, the nature of the concern, or its seriousness, direct parent/guardian involvement may be appropriate from the outset.

If a concern is not resolved through initial communication, students or families may contact the Dean of Students or another appropriate school administrator. Significant concerns involving student safety, discrimination, harassment, bullying, or other matters governed by specific school policies should be reported through the procedures described in those policies and do not need to follow the usual communication sequence.

Email is useful for sharing information, asking straightforward questions, and arranging meetings. Complicated, sensitive, or potentially contentious matters are generally better addressed through a conversation by phone, video conference, or in person.

All members of the school community are expected to communicate respectfully and constructively, including when disagreement occurs.

Communication from the School

West Sound Academy uses several methods to communicate with students and families.

Toddle is the primary platform for academic information, including course materials, assignments, assessment information, student progress, and other classroom-related communication.

Email is used for direct communication from teachers, advisors, administrators, and other school personnel, as well as for important school announcements and information.

Hawk Talk provides regular schoolwide news, reminders, upcoming events, and other information for the WSA community.

The school website and calendar provide additional information about school programs, events, schedules, and resources.

For urgent matters involving school closures, emergencies, or significant safety concerns, the school utilizes text messaging to reach families promptly.

Students and parents/guardians are responsible for regularly reviewing school communications and maintaining current contact information with the school.

Communication with the School

Families should notify the school promptly of information that may significantly affect a student's attendance, safety, well-being, or ability to participate successfully in school.

Routine questions should be directed to the faculty or staff member most closely connected to the matter. General school questions may be directed to the school office.

West Sound Academy values communication that supports collaborative problem-solving and keeps the student's growth and educational experience at the center of the conversation.

Student Photos, Videos, and Media

West Sound Academy uses an opt-out procedure for student media. Unless a parent/guardian has submitted a Media Publication Opt-Out Form, the school may use a student's image, voice, or school work for these purposes.

A Media Publication Opt-Out remains in effect until the parent/guardian changes or withdraws the election. Families may submit or update their media preference at any time by contacting the school or submitting the current Media Publication Opt-Out Form.

Changes will apply to future use of a student's image, voice, or work after the school has had a reasonable opportunity to process the request. The school may not be able to recall or remove materials that were printed, distributed, published, or shared before an opt-out or change was received.

The school will make reasonable efforts to honor media opt-out preferences; however, an opt-out does not guarantee that a student will never appear incidentally in photographs or recordings of large groups, public performances, athletic events, or other school or community events where photography or recording may occur.

Financial Policies

Tuition and Financial Information

West Sound Academy uses a Sliding Scale Tuition program to help make a WSA education accessible to families with a range of financial circumstances. Tuition placement is determined through a confidential review process that considers the financial information and circumstances of each family.

Because every family's financial situation is different, families with circumstances that may appear similar can receive different tuition placements. Factors considered in determining a family's placement may include information that is private and not known to other members of the school community.

West Sound Academy treats each family's financial information and tuition placement as confidential and shares this information internally only with individuals who need it to administer the program. We likewise expect families to respect the confidentiality of the process by not discussing or comparing their individual tuition placement with other WSA families.

Questions or concerns about a family's tuition placement should be directed to the school rather than compared with the placements of other families. The school is committed to responding to questions about the process while protecting the privacy of all families.

Tuition, fees, payment schedules, deposits, withdrawal obligations, and other financial commitments are governed by the Enrollment Agreement and other applicable written agreements. If there is a conflict between this Handbook and the Enrollment Agreement regarding a family's financial obligations, the Enrollment Agreement controls.

Late Fees

For monthly payment plans, tuition payment is due and payable on the 10th of the month. For Semi-Annual payment plans, payment is due on July 10th and December 10th. For Annual Plans, payment is due on July 10th. Payments received after the 10th of the month are considered late and fees will be assessed and applied by the payment system.

Past Due Accounts

Families are responsible for meeting the tuition and fee obligations established in their Enrollment Agreement and other applicable financial agreements with West Sound Academy. Timely payment is essential to the school's ability to fulfill its educational and operational commitments.

Past-due accounts will be addressed in accordance with the school's financial policies and the terms of the applicable Enrollment Agreement. Accounts that remain unpaid may result in collection activity, withholding of re-enrollment, or other actions permitted under the Enrollment Agreement and applicable law.

If there is a conflict between this Handbook and the Enrollment Agreement regarding tuition, fees, payment obligations, withdrawal, refunds, or other financial responsibilities, the terms of the Enrollment Agreement will control.

Parent-Student Handbook Acknowledgment

Completion of the annual Parent-Student Handbook Acknowledgment confirms that the student and parent/guardian have received access to the current Handbook, have reviewed its contents, and understand that they are expected to comply with the policies and expectations applicable to them. The annual acknowledgment is completed electronically as part of the school's required beginning-of-year forms.