

Wye River Upper School

Student and Family Handbook

2017-2018



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Student & Family Handbook 2017-2018

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Mission Statement

Wye River Upper School is an independent, college preparatory school serving students with learning differences. We *discover through innovation, develop with rigor and celebrate the strengths of each of our students*, while preparing him or her for success in college, career and life.

Our Vision

Excel as a national model, committed to graduating young adults from high school who are well prepared for post secondary training, education, and employment in a global and competitive world.

Employ technology to deliver meaningful curricula for all students.

Partner with leading organizations in the field of environmental science instruction.

Promote dual enrollment in post-secondary coursework as our juniors and seniors prepare for college, career training, and employment.

Utilize strategies, policies and schedules that promote positive adolescent development and choices.

Wye River Upper School is an active member of AIMS, (Association of Independent Maryland/DC Schools) having earned full accreditation in 2011 following a rigorous two-year self-study and team visitation. It is the obligation of the school and the Board of Trustees to adhere to the standards as set forth by AIMS. A re-accreditation will occur in 2021.

Board of Trustees

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Faculty

Chrissy M. Aull - Executive Director
B.A./B.S.W. Western Maryland College
M.Ed. Special Education, Loyola College in Maryland

James Martinez, Director of Art and Technology
B.A. Texas Tech University
M.F.A. University of Delaware

Jennifer McPeake, Director of Education
B.S. Education, State University of New York at Oswego
+24 post graduates George Washington University

Lydia Meeks, Mathematics Instructor
B.A. College of Wooster

Marissa Muro, Music Instructor
B.A. Music, Peabody Conservatory, Johns Hopkins University

Kimberleigh Nichols, Spanish & Music Instructor
B.A. Music and English McDaniel College

Patty Ray, English Instructor
B.S. English, Southeast Missouri State University

Jessica Stehle, English Instructor
B.A. English Literature and Art History, Washington College

Ron Vener - Athletic Director, Health & Math Instructor
B.S. Health and Physical Education, Lock Haven University
M.S. Instruction & Curriculum, Western Maryland College

Administration

Khadijah K. Berkley, Advancement & Communications Associate
B.A. Shaw University
M.S. Morgan State University

Lawrie Dudley, Director of Business
B.A. Washington College

Kara Frison, Administrative Assistant
B.A. Sociology, Hood College

Paula Pavon, Dean of Students
B.A. Psychology, Washington College
M.A. Psychology, Washington College

Nicole Sophocles, Academic Administrator, College/Career Advising
B.S. Marine Science and Biology, University of Miami
M.A.T. University of Maryland University College
Certificate Independent School Leadership, Johns Hopkins University

Katie Theeke Director of Admissions and Communications
B.F.A. University of Michigan
M.S. Ed. Johns Hopkins University

Points of Contact

Staff Member	Position	Direct Phone Number
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Samantha Reed	Mathematics & Science	443-262-8261
Ron Vener	Transportation	443-520-8992
Kara Frison	Administrative Assistant	443-262-8266
James Martinez	Director of Art and Technology, 21C, Cross Country	443-262-8293
Jennifer McPeake	Director Education	443-262-8295
Lawrie Dudley	Director of Business	443-262-8290
Lydia Meeks	Mathematics	443-262-8262
Kimberleigh Nichols	Spanish & Music	443-262-8258
Paula Pavon	Dean of Students	443-262-8256
Khadijah Berkley	Special Events Coordinator & Development Associate	443-262-8291
Ernie Smith	Transportation	410-829-4906
Nicole Sophocles	Post Secondary Counseling & Academic Administration	443-262-8257

Jessica Stehle	Language Arts	443-262-8276
Katie Theeke	Director of Admissions & Communications	443-262-8294
Marissa Muro	Music	410-499-8140
Ron Vener	Athletic Director, Health & Finance	443-262-8260

* Please contact teaching staff between 8-9:30am and after 4pm (or during a known planning period), so as to not interrupt a class in session

Purpose of the Student & Family Handbook

This handbook is intended to serve as a resource for families and students in the areas of academic and student life. The expectations and policies set forth in this handbook are intended to be applicable on a day-to-day basis, with the understanding that no set of guidelines can cover every conceivable situation that may arise at school. In accordance with our mission, we strive to challenge each student's strengths and interests, meet each student's individual needs and from time to time there may be situations that require a non-standard response outside the limits of this handbook. Wye River Upper School (WRUS) has the right to respond to individual circumstances as they arise in the manner that the school views as most appropriate in accordance with our mission and the best interests of our students, families, and staff.

Policies and guidelines may be updated as necessary throughout the school year and families will be informed of any updates as they occur.

Admissions

Wye River Upper School serves bright students impacted by attentional differences, dyslexia and other unique learning styles, as well as students who would benefit from structure, low student-teacher ratios and creative teaching strategies. We admit high school students with average to above average abilities, with documented learning styles, whose personal development and academic skills will benefit from and contribute to our structured educational environment.

Wye River Upper School encourages applications from and admits students of any racial, ethnic or religious background. Its programs and policies are applied with equal consideration to all of its applicants and students.

Staff Qualifications and Ratio of Students to Teacher

Teachers at WRUS have, at minimum, a Bachelor's degree from an accredited university or college. State certification in teaching is desired, but not required. All teachers receive specialized training in teaching and assessment strategies in order to support the mission of the school. Teaching assistants may have an Associate's degree or equivalent training in a content area. Teaching assistants may provide direct instruction to small groups, while under the supervision of a qualified teacher.

To support the mission and work of the school, a special educator or related professional serves on the faculty in a teaching and/or administrative role.

Wye River Upper School is committed to meeting and supporting the strengths and needs of each individual student. To that end, WRUS will provide greater support where needed, and a more traditional setting as is appropriate. Student/teacher ratios may range from approximately 5:1 up to 15:1 depending on the needs of the individuals in the class. Final scheduling decisions are made by the Executive Director or an authorized faculty person and are based on student performance, prior academic record, testing information and available resources.

ACADEMIC LIFE

WRUS Curriculum and 21st Century Demonstrations of Learning

WRUS follows standards based on the Common Core State Standards Initiative (www.corestandards.org) in Language Arts, Math and Social Studies. Next Generation Science and MSDE Core Science serve as standards for science coursework. Authority for curriculum design, scope and sequence is given to department leaders and teachers. A consistent emphasis is given to authentic learning, helping students make higher level and critical thought

connections between key concepts and skills and observation and applications within their communities -local, regional, or global.

Teachers are expected to post their weekly lesson plans by Monday morning of every week and must include the standards that pertain to the designed learning experiences.

In an effort to better prepare our students for success in post-secondary endeavors, and to possess the knowledge and skills necessary to compete in the 21st Century, WRUS utilizes the “six C’s” as presented by the National Association of Independent Schools (NAIS) in 2011. WRUS students will pursue and demonstrate learning which focus on the following core skills which the 21st Century will demand:

Creativity
Character
Critical Thinking
Collaboration
Communication
Cosmopolitanism

WRUS students will demonstrate learning outcomes carefully selected for the WRUS community. The Demonstrations of Learning, a portfolio of twelve demonstrations completed during a student’s high school experience and captured in their own personal digital portfolio are a reflection of the six C’s. They are:

1. Write a cogent and persuasive opinion piece on a matter of public importance.
2. Declaim with passion and from memory a passage that is meaningful — of one’s own or from the culture’s literature or history.
3. Demonstrate an understanding of long and short term personal goals addressing such areas as finances, time management, self-advocacy, personal and social skills, occupational plans, health and wellness strategies and recognition of the impact of their learning differences.
4. Complete and critique personal performance in an internship or experiential learning opportunity.
5. Produce or perform an original or challenging work of art.
6. Construct and program a robot capable of performing a difficult physical task.
7. Exercise leadership and articulate the strengths used to be a leader.

8. Use statistics and/or logic, to assess whether or not a statement by a public figure is demonstrably true.
9. Assess media coverage of a global event from various cultural/national perspectives.
10. Describe a breakthrough for a team on which you served and to which you contributed to overcoming a human-created obstacle in order for the team to be successful.
11. Demonstrate a commitment to creating a more sustainable future with means that are measurable.
12. Identify a community need and demonstrate your role in addressing it.

Wye River students will work towards demonstrating mastery and success with the above demonstrations of learning over the course of their four years in high school. Teacher planning will reflect these skill areas and help students to make connections between the curriculum and the *Demonstrations of Learning*. Students will begin in their freshmen year to collect evidence of their learning in self-created digital portfolios. Teachers will guide students as they build and refine their portfolios. The portfolio will be a key tool as students demonstrate their personal growth and school performance and will, upon final faculty concurrence, be a requirement for graduation. Beginning with the Class of 2017, a student must satisfactorily demonstrate all twelve demonstrations in order to graduate. Students in the Class of 2016 must demonstrate ten. For classes through 2016, graduates may choose their demonstrations.

Scheduling

A typical schedule for students includes 6 academic courses and 1 morning activity. The majority of coursework offered are year long courses. .5 Credit is received for satisfactory completion of a semester. Schedules are completed by the Academic Administrator and any withdrawal requests or changes to a student's schedule must receive prior approval. Requests for changes or withdrawal from a sport/physical activity must be approved by the Athletic Director and Academic Administrator.

Withdrawal from a Course:

Students may withdraw from a course up to but no later than six weeks after the beginning of the coursework with prior approval from the school for semester long coursework. For coursework that takes place over one quarter, withdrawal may take place up to but no later than two weeks after the start of the class. Approval must be granted before a withdrawal will be approved; otherwise the course will receive a grade and appear on the student's transcript. A substitute course is not guaranteed and is dependent upon the course schedule and resources available.

Definition of a Unit of Credit

In order to receive one unit of credit for a WRUS course, a student must demonstrate successful completion of the indicated outcomes with a minimum 70% accuracy.

.25 credit is awarded for Health and Wellness coursework per year or participation in other extracurricular pursuits as approved by the Athletic Director or Executive Director.

The Athletic Director will assess satisfactory participation in sports/fitness related programs, based on required outcomes shared with student athletes in written form at the beginning of each season. Each season will be assessed a pass/fail credit, students will receive progress reports similar to those received from an academic course.

Participation in all three morning athletic/fitness activities, or one drama and two fitness, per year is required of all students. Physical Education credit from a former high school will not be accepted as a replacement for participation in WRUS Health and Wellness activities. The transferring credit will be entered as a credit toward an elective, but will not replace or preempt the WRUS Health and Wellness credit. A student may fulfill this obligation by demonstrating enrollment and participation in an organized program of physical activity outside of school, which equal at least 40 hours for one season and have an acceptable report of activities, signed by the qualified administrator of the activity. Students may pursue this option for no more than one season per school year and must receive approval for the credit from the Athletic Director. Students are encouraged, wherever possible, to participate in school sponsored extra-curricular activities as a way to support the development of the school team.

No student will be given permission to remain in a WRUS academic area, hallway, administrative office, during morning fitness and/or theater activities unless that student is instructed to participate in teacher supervised morning study hall, which typically would not occur more than 1x weekly.

Students who are not able to participate in the fitness activity due to health reasons, but are able to attend school, must have a note from a physician or parent excusing them from the activity. A plan will be created based on the student's medical needs at that time. Students who are unprepared to participate must still report to the fitness activity and remain under the supervision of the coach or Athletic Director.

Credits and Activities Required for Graduation

4 credits English

3 credits Social Studies, including U.S. History and U.S. Government

3 credits Math, including Algebra I and Geometry

3 credits Science, including Biology

3 credits Expressive Arts

6 credits of Electives

(Electives may include up to four credits of foreign language)

1 credit Health and Wellness

- Community Service - 90 hours of community service for all students, 15 of which must be in support of WRUS

- Completion of ACT, SAT and/or community college placement exam.

- Application to a minimum of one post secondary, certified institution of higher learning

- Satisfactory 21st Century Digital Portfolio completion

- 23 credits total plus Community Service, 21st Century Portfolio and placement exam completion

A student enrolled at WRUS may earn up to two post-enrollment, original credits for elective coursework through an agency or school other than WRUS. To receive original credit the subject cannot be offered by WRUS and it needs to meet WRUS criteria for course outcomes, as determined by the Executive Director or Academic Administrator. Coursework needs to be pre-approved by the school to ensure receiving WRUS credit. If the student has not successfully completed a WRUS course after a full year of enrollment, recovery credits in core content may be obtained as needed through the local education agency or qualified educational agency. If grading/assessment is non-traditional, the coursework will count only for credit and not toward student GPA. Student must submit approved form of evidence of satisfactory work and attendance to receive WRUS credit. A student transferring in any time after completion of his/her sophomore year may only transfer prior credits and is not eligible to pursue future original credits other than those of WRUS.

Demonstrations of Learning Portfolio

The Demonstrations of Learning are completed and collected in a student's cumulative digital portfolio over the course of four years. They are a requirement for graduation. Beginning with the Class of 2017, a student must satisfactorily demonstrate all twelve demonstrations in order to graduate. Students in the Class of 2016 must demonstrate ten. For classes through 2016, graduates may choose their demonstrations.

Dual Enrollment

Students are encouraged to dual enroll in community college courses while a student at WRUS. Two courses may be added to the WRUS transcript for credit towards a high school diploma from dual enrolled coursework. In order to qualify for dual enrollment, students must have junior or senior standing (by credit), be 16 years of age, and hold a GPA of 2.5. WRUS will make best efforts to provide transportation to Chesapeake College depending upon individual circumstances.

Students are responsible for obtaining necessary college registration forms, the completion of forms, and communication of this to WRUS. Dual enrolled coursework must be approved prior to the start of coursework for credits to be transferable to Wye River. Transcripts demonstrating course completion are required for credit to be included on the WRUS transcript.

Attendance Policy

Consistent daily attendance is essential to successful completion and participation in coursework. Please follow the set procedures for informing WRUS of your student's absence from school to ensure student safety and accurate record keeping.

WRUS follows the attendance policy recommended by the State of Maryland, which defines the following as appropriate reasons for absence from school.

- Student illness
- School approved out of school activity (ex. college tour)
- Death in the immediate family
- Court summons
- Violent weather
- State emergency
- Religious holiday
- Documented physical or mental incapacity

Student absences for the above reasons will be viewed as excused absences and student may complete make up assignments for credit during those absences.

All other absences, unless otherwise approved by the school, will be considered unexcused absences. Unexcused absences from class or sports activities, will receive 0 credit for the day/time of absence and make up opportunities may not be offered.

Parents may only excuse up to 4 absences due to illness per semester. Students who must be absent more than 4 days per semester due to extended illnesses will be required to have a doctor's or authorized medical service provider's note.

Procedure for absences:

Student absences are to be reported to the front office by phone call or email no later than 8:30 a.m. This is essential in order for the school to be knowledgeable as to students' whereabouts and in order to inform teaching and coaching staff. Absences should be reported to the bus driver as early as possible for students who ride a WRUS bus.

Early dismissal/Late arrival:

Students are required to sign in and out at the front office for any late arrivals or early departures. Parents must provide permission for a student to leave earlier than dismissal time. Classes missed due to arriving late or leaving early are subject to the above attendance guidelines.

Late to class:

If a student is late to class or morning activities, the student must present a note from the front office or a teacher/administrator to their current teacher/coach. Unexcused late arrival to class will be marked on the class attendance record and grade reductions will occur.

Absences & Credit:

Excessive student absences prevent learning progress and successful participation in the classroom. Excessive absences by any one student create an inequity for students who are present. Any student who is in attendance for less than 85% of a class is subject to not receiving credit for that course regardless of course average or whether absences have been excused or unexcused. (On average, that is 8 class sessions per semester). Absences exceeding 5 per quarter will result in a decrease of 10% of the earned quarter grade (10% deduction for absences 6-10, an additional 10% deduction for absences 11 and more). Make up work may not be accepted for class work assigned on days absent beyond 5 days per quarter. See paragraph about special circumstances and approval for long-term absences.

Class credit cannot be awarded for physical education, theater, and 21C classes once a student has missed 15% of a class. This applies to any class in which credit is awarded by the quarter.

Any long-term absence (of one or more weeks) must be medically justified and authorized in order for any consideration for extension of deadlines or end of quarter. The Executive Director has final authority to grant approval for absences in excess of 10 days per semester. Approved long-term absences may not be subject to decreases in grades or loss of credit based upon individual circumstance.

Approval must be granted by the Academic Administrator for families who request a period of absence to exceed 5 days per semester due to reasons other than family emergency or personal health.

Grading

Students receive 4 quarterly grade reports for a year-long course. These reports are accessible on-line through Education Edge, approximately a week after the close of each quarter. Students' daily grades are maintained by individual teachers and are viewable by student and parents through access to the same system. Grades are expected to be reported within one week of the teacher receiving an assignment and are able to be viewed in real time. It is the responsibility of the student and family to check grades and be aware of progress throughout the school year. Should a question or concern arise about a student's grade please direct this to the teacher of that course who will respond promptly by phone or email.

WRUS reserves the right to hold report cards, transcripts and any school record if a family's tuition/business account is not current as assessed by the Director of Business.

Code of Academic Integrity:

Students are expected to meet a high standard of academic honesty at WRUS. We work to develop these skills through instruction centered on topics such as plagiarism, self-advocacy and self-esteem. We work together to promote a school culture that values the importance of meeting individual academic needs in the classroom to promote each and every student's success and progress.

Grading System:

90-100 A - Excellent performance within subject matter. Has demonstrated excellent mastery of skills and their application

80-89 B – Very good performance within subject matter. Has demonstrated solid mastery of skills and their application.

70-79 C – Adequate performance within subject matter. Has demonstrated basic knowledge and grasp of skills and their application.

65-69 D- Poor performance. Has not fully met course objectives. **No credit is given, (effective 2013-14)**

<65 E- Inadequate performance. Has demonstrated inadequate knowledge and grasp of skills and applications. No credit is given.

Incomplete Course:

Students who have not completed course assignments during a marking period for reasons such as excused absences or at the teacher's discretion may be given an incomplete (Please see

attendance policy). The student will be provided with time to complete coursework to receive a grade beyond the original date as determined by the teacher of the course. A typical timeframe for completion is 2 weeks beyond the close of the quarter.

Semester Examinations:

Prior to the end of each semester, time is scheduled for student midterm and final exams in most courses, unless the teacher opts to use a project based assessment. These exams represent a percentage of the student's quarter grade for a course.

Late assignments:

It is important for teachers to uphold deadlines for class assignments and homework. Students are expected to meet assignment deadlines unless the individual teacher has granted prior approval for extended time in advance. Students who have difficulty managing their time and difficulty with meeting assignment deadlines will work towards improvement in this area with a plan developed by the teacher(s) and /or the Special Education faculty.

Long term class assignments will be accepted as late with a grade deduction of one letter grade per day late (for example, an assignment scored at a 93% that is turned in one day late will receive a final grade of 83%). Daily homework **will not** be accepted as late.

It is recommended that students discuss extended time in person at least 24 hours in advance of a due date for a longer-term assignment.

Readiness & Effort Grade Criteria:

Students may be assessed based on their readiness skills in a course for up to 10% of their course grade. The criteria for assessing readiness includes the following:

- Coming to class promptly
- Bringing to class all assigned work completed
- Bringing to class all required materials as set forth in each course's syllabus or as requested by the teacher for homework
- Beginning class ready to work with all materials and assignments present on their desk, including school planner
- Beginning class with the laptop closed until a teacher requests its use

Students may be assessed based on class effort. The criteria for assessing effort includes the following:

- Contributing positively to class discussion, answering questions raised by the teacher or their peers and sharing ideas and insights with the class
- Paying attention in class by listening respectfully to the teacher and their peers
- Refraining from comments and actions that are inappropriate in context or timing

- Cooperating with the teacher and their peers in fostering a class environment of courtesy, respect, and productivity
- Making an independent effort to learn

Readiness and effort grade criteria and guidelines may be further explained in each course's syllabus. Scores may be recorded as follows:

- 5- Always meets or exceeds criteria
- 4- Often meets criteria, may need to improve in a couple of areas
- 3- Generally meets criteria with room for overall improvement
- 2- Seldom meets the majority of criteria
- 1- Fails to meet criteria on a consistent basis

Homework:

Homework assignments at WRUS are primarily used to prepare students for the discipline and rigor of independent work in post secondary environments. Homework will be assessed as part of each course's grade average.

Homework will consist of work that the student is able to complete independently and not rely on help at home to complete. Homework is a gauge for faculty to assess a student's independent mastery of skills and knowledge. Parents are encouraged to provide only minimal support for homework as the work is expected to be that of the student. Should a student not be able to complete homework with independence, the parent is asked to discuss this with the appropriate teacher. Time required to complete homework should usually be no more than one to two hours each evening. Students and parents may check for homework assignments in the student's planner and on the school's management system.

Academic Honors:

Students may receive academic honors based on the following criteria:

High Honors –achieved all A's and Passing grades in a Pass/Fail course for any and all coursework for the quarter

Honors –achieved all A's and B's and Passing grades in a Pass/Fail course for any and all courses for the quarter

A student must be enrolled in three or more academic classes, not including pass/fail coursework, in order to be eligible for honor roll.

National Honor Society

The eligibility requirements for The Wye River Upper School Kathleen White chapter of the National Honor Society are:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership must have been enrolled in Wye River Upper School for a full semester.
- c. Candidates eligible for election shall have a minimum GPA of 3.2 on a 4.0 scale.
- d. Upon meeting all the requirements candidates shall then be considered based on their service, leadership, and character.

Plagiarism:

Plagiarism is the representation of words or ideas of another as one's own. In a time when information is truly at our fingertips, it becomes more important than ever before to truly define for our students what is considered plagiarism.

All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Students will receive instruction in the above areas as we prepare them for college academics and the skills they will need in a work environment. We encourage students to ask for help from their individual teachers as they learn how to research information and make correct citations of other's work or learn how to interpret and analyze the research they have completed.

A student found to have plagiarized for a first offense will be asked to complete the assignment again using his or her own work. This grade will be counted in place of the original assignment grade if the original act of plagiarism is deemed to have been unintentional. Intentional acts of plagiarism will receive a zero that will remain in the grade book with the opportunity to earn a second grade by re-doing the assignment (1st offense).

Second unintentional offenses will be counted as a zero in the grade book with the opportunity to re-do the assignment for a second grade. Any intentional offenses beyond the first will result in an automatic zero on the assignment with no opportunity for further grading.

Students with multiple offenses are at risk for losing course credit.

Cheating:

A student found to have cheated on an assignment/project/test will receive a zero for that assignment. Multiple cases of cheating may result in loss of course credit.

Student organization:

All students are required to use a daily planner. Student fees cover the cost of an initial planner; replacement planners must be purchased. Student readiness grades will reflect use of the planner. Use of a student's personal laptop for home-parent communication is not an approved substitute for a planner. Juniors and seniors may opt to purchase and bring in their own planner assignment book. Freshmen and sophomores are expected to use the WRUS provided planner. Parents are expected to frequently review the student's planner in order to maintain awareness of assignments.

Student Development Plans (SDP)

SDP's represent a very important feature of our instruction and program as they support our work to monitor and measure a student's individual academic, organizational and social/emotional progress and achievement. These are individualized plans with goals that may be written based on quantitative data (annual achievement testing) and teacher observations. Should a qualifying gap indicate a need, a goal is written by the Special Educator/Literacy Specialist with collaboration from teachers, which outlines measurable, achievable criteria through which students are supported to meet a higher level of achievement. Plans are written generally within the first 90 days of a student's enrollment and updated quarterly thereafter. Students and parents are able to view these plans and quarterly comments upon request.

Accommodations:

Within a student's plan, appropriate accommodations will be recorded and viewable by parent, student, and teaching faculty. Accommodations are approved by the Special Education/Literacy staff and modified as needed to help each student meet success.

Parent Conferences

Parents are encouraged to participate in at least an annual parent-student-teacher conference. These conferences will be completed at hours mutually convenient to both parents and faculty. Throughout the course of the year, parents may be invited or required to participate in a

faculty/student/parent conference. The results of annual educational achievement testing may be reported during these conferences dependent upon the timing of testing. If timing does not coincide with a conference then reports will be emailed home from the Special Educator. In certain situations when appropriate, WRUS reserves the right to ask students to remain out of school until a requested parent conference is completed.

Study Halls

Study halls are scheduled Monday through Thursday with students assigned to a study hall advisor. Study hall is designated time for students to begin homework, organize their backpacks and laptops, receive help from a teacher, or read silently. Students are expected to arrive to study hall on time and prepared to work on any of the above areas. Students will not be allowed to use this time for socialization or for non-academic needs.

Technology

The use of technology is a major component of the WRUS curriculum. Much of our curricular content is dependent upon access to and maintenance of individual student laptops. All students are required to have an Apple laptop computer, meeting the required specifications provided by the Director of Technology. Students will be expected to read, and agree to the terms of use of technology while at WRUS. The Director of Technology is not responsible for solving problems for individual laptops, but will seek to provide a basic level of assistance wherever possible. It is the responsibility of the student or family to resolve issues or problems with the laptop that cannot be corrected at school and to do so in timely fashion in order to support the student's use of the laptop. WRUS reserves the right to withhold credit for technology and/or the content credit should a student not have use of the laptop for an extended period of time or fail to use it as classroom needs dictate.

Technology now allows any school to minimize costs and reduce environmental impact as well as promote a student's organizational efforts by assigning work in digital form instead of paper. WRUS will seek, wherever possible, to provide students with digital handouts, assignments, exams, etc and will ask students and faculty to complete their work in a digital format, unless deemed by a teacher to be inappropriate or not in the student's best interest. Students are required to purchase and have constant access to a flash drive with at least 1GB capacity. It is recommended that a strap be attached to the drive, along with personal I.D. Students are required to purchase Microsoft Office software. Additional software may be provided by WRUS dependent upon the individual course needs.

Students and Parents will sign a technology agreement during orientation or admittance to the program in which both agree to abide by WRUS's expectations for appropriate use of technology. Failure to follow through with the guidelines and expectations may result in loss of the ability to use the laptop at school for a designated amount of time.

Students are not to utilize Facebook or similar social networking sites unless directed by their teacher for academic purposes. Students are not to play games on their laptop during school hours unless directed by their teacher for academic purposes.

Transcript Requests and Release of Records

Parents and students will be able to view unofficial transcripts on the school management system unless access to same is temporarily restricted as may be needed by the school. Requests for official transcripts and/or any student records to be sent to another institution of learning or potential employer should be directed to the Academic Administrator. A release of records form will need to be completed with a signature approving the release of records and the contact and address of where records are to be sent. This includes when transcripts are requested to be sent with college applications.

Wye River reserves the right to hold report cards, transcripts and any school record if a family's tuition/business account is not current as assessed by the Director of Business.

WRUS reserves the right to request a processing fee for school alumni requesting transcripts be sent to college or potential employers.

Please allow up to 48 hours to process and mail out any requested student records.

School Operations

School Hours & Procedures

Business Hours:

During the school year, business hours are Monday through Thursday 8:00 a.m. – 4:00 p.m. and Friday 8:00 a.m. - 1:30 p.m. Summer business hours are Monday through Thursday 9:00 a.m. to 3:00 p.m., subject to revision. Generally, the office is closed during the summer on Fridays unless by special appointment.

Arrival and Departure:

Students should arrive no earlier than 7:50 a.m. or 10 minutes prior to the start of academic classes and depart no later than stated departure times, unless prior arrangements are made with the Main Office. Direct supervision of students during arrival and/or dismissal will be provided in the area surrounding the school building or from the sports venue, for no more than ten minutes prior to or past the stated time. Direct supervision outside of stated hours of operation will not be provided by WRUS, unless prior arrangements are made for emergency reasons only.

Students will be able to enter school through the front doors or elevator side entrance. The elevator side entrance and all building entrances will be locked after student arrival. Students arriving late and/or leaving early must enter/exit through the front door and report immediately to the reception office to sign in or sign out. Parents and visitors are expected to enter school through the front main entrance.

Drivers dropping off and picking up students are expected to pull into the St. Paul's church parking lot, which is adjacent to the school on the north side, and join the queue. Parents or drivers are asked NOT to move their vehicles out of the queue for safety reasons. Additionally, parents / drivers should never drive faster than walking speed and refrain from doing anything else such as texting or talking on cell phone while driving through the lot. Parents / drivers should park only if leaving their vehicle. Only WRUS buses should be dropping off and picking up students in the WRUS parking circle on the south side of the school.

Students who are authorized drivers and have special parking permits should park in one of the twenty five allotted parking spaces in the St. Paul's church lot. They should not park in any other location and their vehicle should remain on the designated lot at all times unless departing for a dual enrollment college class.

On regularly scheduled days during the fall sports season, students participating in the walk/run group should be dropped off at WRUS, as most walking will commence from the school. Students participating in soccer may be dropped off at White Marsh Park OR WRUS if arriving no later than 7:55 a.m. The WRUS bus will depart WRUS to go to the soccer field (White Marsh Park, north of Centreville on Rt. 213) promptly at 7:55 a.m. and WILL NOT wait for any late arrivals.

Students arriving late, after 7:55 a.m. for soccer and not dropped off at White Marsh Park will receive an unexcused absence from soccer for that day. Students dropped off after the walk/run group has left the premises will also receive an absence for that day for the morning activity class.

Further drop-off instructions for off-campus winter and spring sports will be communicated before the start of those seasons.

School Day Schedule:

A typical school day, at WRUS will follow the schedule as outlined, subject to revision as necessary.

Monday-Thursday regular school days

Morning Activities	8:00- 9:25 a.m.
Snack	9:25-9:37 a.m.
First period	9:40 - 10:32 a.m.
Second period	10:35- 11:28 a.m.
Third period	11:31 - 12:23 p.m.
Lunch	12:23 - 12:53 p.m.
Fourth period	12:56 - 1:48 p.m.
Fifth period	1:51 - 2:43 p.m.
Study Hall	2:46- 3:10 p.m.
Sixth period	3:13- 4:00 p.m.

Game Day Schedule:

A game day schedule has classes beginning at 8:00 a.m. every day there is a scheduled athletic competition in order to minimize the impact on student athletes and teacher coaches who leave school early for athletic competition. This schedule will ONLY run on days of a scheduled competition. If a scheduled competition is cancelled for any reason the day of or any day of the same week leading up to, the game day schedule will still run and athletic practice will take place in the afternoon in place of the cancelled competition. For any schedule changes prior to the week of, families will be notified through Education Edge and by email alert.

* Most competitive sports events are during the fall soccer and winter basketball season.

First period	8:00 - 8:52 a.m.
Second period	8:55 - 9:48 a.m.
Healthy Snack	9:48-9:58 a.m.
Third period	10:00 - 10:52 a.m.
Fourth Period	10:55 - 11:48 p.m.
Lunch	11:48 - 12:18 p.m.
Fifth Period	12:21 - 1:13 p.m.
Study Hall	1:16- 1:40 p.m.
Sixth period	1:43- 2:35 p.m.

Friday School Day Schedule:

Friday schedules will include three of six periods on a rotating basis. Each week's classes for Friday will be listed on Education Edge. The schedule alternates 1st, 2nd, 3rd periods one week and 4th, 5th, 6th periods the next week.

Morning Activities	8:00-9:25 a.m.
Snack	9:25-9:37 a.m.
Period 1	9:40-10:44 a.m.
Period 2	10:47 -11:51 a.m.
Lunch	11:54-12:24 p.m.
Period 3	12:27-1:30 p.m.
Dismissal	1:30 p.m.

* On early dismissal days noted on the school calendar, the schedule is adjusted and will be noted on the calendar. Noon is the dismissal time for the days school closes early for holidays and/or faculty in-service days.

The School reserves the right to adjust or modify this schedule at any time to meet the needs of the school and/or program.

2017-18 School Year Calendar:

The most up-to-date school calendar can be found on the WRUS website. The calendar includes 174 school days, which includes 4 days for school closures due to inclement weather or other unexpected closings. The School reserves the right to make changes to the calendar as deemed necessary to meet the needs of the school/program.

School Communications

WRUS seeks to provide as much and as frequent communications as reasonably necessary to keep students, families, and staff informed of school events, student academics, school policies, circumstances, emergencies, etc. We appreciate our families as they make all effort to utilize our primary modes of communication, which are online through Education Edge and the WRUS Weekly Update, generally delivered on Fridays of every week. The school utilizes Remind 101 to send important messages out through text messaging. Families need to sign up to receive these text updates at the front office with Ms. Kara Frison. Text alerts are sent regarding school closures, delays, and other pertinent reminders.

Raptornet and Google Classroom are the tools utilized for communication, including school events, field trips, announcements, and every class lesson plans and homework on a weekly

basis. Every student and parent/guardian is issued a Raptornet and Google Classroom access code in order to access lesson plans, homework, grades and attendance for each student.

We encourage each of our families to utilize these tools in order to maintain awareness of student progress. Likewise, every student is encouraged and coached to gain awareness and control of their own academic progress by referring to their Raptornet and Google Classroom accounts for any homework, assignments, grades that they may have missed.

Students and families are asked to report inconsistencies they may note on Raptornet to the individual teacher and/or to Nicole Sophocles, Academic Administrator at nicolesophocles@wyeriverupperschool.org

It is important that families are able to communicate openly, ask questions and discuss concerns about any aspect of their student's school life. For the quickest response, we ask parents to communicate directly with the administrator or faculty member involved in managing your area of question or concern. We have included communication guidelines below to help with this process. If you are unable to reach the individual or resolve your question/concern, please communicate with the next individual on the list.

Academics (specific to a course): (1st) Teacher, (2nd) Director of Education

Academics (specific to the overall program or logistical matters): Director of Education or Academic Administrator

Athletics: (1st) Coach, (2nd) Athletic Director, (3rd) Director of Education

Student Life / Health: (1st) Dean of Students, (2nd) Director of Education

Disciplinary: (1st) Dean of Students, (2nd) Director of Education

Emergency Procedures

Weather Delays and Cancellations:

Wye River will follow winter weather delays and cancellations as announced by Queen Anne's County Public Schools (QACPS). Please note that WRUS DOES NOT IMPLEMENT FOG DELAYS. As a parent/guardian, you are expected to determine if driving conditions are safe to proceed in any weather condition and should contact the school ASAP should your child be delayed due to hazardous driving conditions. In the event of a winter weather delay, school begins at **9:30 a.m.** with no morning sports or activities unless notified otherwise. The WRUS bus will run an hour and a half later on delayed openings. Delays and closings will be posted on Education Edge and an email will be sent out. It is recommended that parents and students sign up for school closing alerts for the county through www.wbaltv.com. The school utilizes Remind 101 to send important messages out through text messaging. Families need to sign up to receive

these text updates at the front office with Ms. Kara Frison. Text alerts are sent regarding school closures, delays, and other pertinent reminders.

Every effort will be made to post announcements by 6:00 a.m.

Early Dismissal:

At times, weather conditions could lead to an early dismissal as announced by QACPS or as determined necessary by WRUS. If this occurs, announcements will be made via Remind 101 and an email will be sent out, as well as any announcements made by QACPS. The WRUS bus will depart at the time announced for the early dismissal.

Emergency Preparedness:

Students and Staff will participate in a variety of emergency preparedness drills including building evacuation and lockdown procedures. Students are expected to abide by all emergency instructions given by staff. Emergency procedures are posted in each classroom and office. Families will be notified of certain procedural expectations such as how to communicate with school staff in the case of an actual emergency.

Fire Drill/Evacuation procedures:

Fire drills/Evacuations are conducted once each month. All students and school staff must exit buildings and gather at a designated central location. Attendance will be taken by class and then administration will approve re-entry into buildings. In the event of an actual emergency requiring evacuation from buildings, students will be supervised by staff in a safe location until either the building is cleared for return or parents have picked up their students.

Lockdown procedures:

In order to prepare for any possible emergency situation, students will participate in drills for a lockdown procedure. If it is necessary to shelter in place for a non weather related incident, staff will instruct students to silence cell phones. Students will be instructed to remain quiet and follow staff instructions. In the case of an actual situation requiring a lockdown, we ask that parents do not attempt to call students' or staff cell phones as same may alert an intruder or threatening situation to the presence of the students. As soon as possible, staff and/or students will make contact with families.

School Entrances

All school doors will be locked during school hours with exception to the front main entrance. The front doors will be locked when there is not a staff person in the main office. Parents and visitors will need to press the door buzzer to gain entrance during these times. Students may enter at the start of school and leave at dismissal time through the main front entrance or elevator side doors. Students are not allowed to leave the school premises without permission and without signing out in the main office. At no time are school doors to be propped open.

*** WRUS' first responsibility is ensuring the safety and well being of students and staff during an emergency situation. Communication with families and access to the building by parents may be limited until school administration and local emergency officials are able to appropriately respond.**

STUDENT LIFE

School Culture

WRUS students benefit from a structured, supervised environment, with opportunities to manage their choices in less supervised circumstances. A culture of trust and high expectations, between students and staff is a hallmark of the school. Breach of that trust is typically managed on an individual basis.

WRUS students are supported and expected to demonstrate a respect for their peers, teachers, staff, friends and families regardless of race, gender, creed, socioeconomic background, lifestyle or sexuality. The school program includes consistent attention to providing our students with opportunities to discuss issues with peers, around equality and respect for all.

A structured setting with expectations, privileges and consequences, is crucial to ensuring the success of our students. Students enter high school expecting, and at times, ready to be treated as the young adults they are becoming, yet still require consistent guidance and boundaries. Wye River Upper School is dedicated to communicating, expecting and enforcing consistent and high behavioral standards as outlined in the Code of Conduct included in this handbook.

Reinforcement of this Code is expected from families of WRUS. A pre-determined outline of infractions and corresponding consequences is used as a tool of reference when issuing consequences for inappropriate behavior. School Staff reserve the right to alter individual responses as befits the situation. A program of behavior management will be included in a student's individual plan (SDP) if the needs of the student suggest it.

Emphasis is on supporting students' honest but respectful conversations about their developing beliefs and opinions. When students make choices that include behavior that may be harmful, hurtful, inappropriate or disrespectful based on race, gender, creed, sexuality, lifestyle, the school utilizes strategies to raise the awareness of the impropriety of the choices and to eliminate the behaviors. These strategies include a range of responses including individual conversations with

both offender and offended. The offending student will be counseled to refrain from the behavior and put on notice that future incidents will result in punitive responses, including in and out of school suspensions and, if necessary, expulsion.

If necessary, in the discretion of the school, the administration will call local legal authorities in the event of illegal or perceived illegal conduct of any kind. Students who have been accused or convicted by law enforcement or judicial bodies of being involved in or guilty of illegal activities outside of school and/or on-campus may be subject to suspension or expulsion from school.

WRUS administration will contact emergency services if in the opinion or assessment of the administrator or designated authority, same would serve as the prudent and cautious choice.

WRUS reserves the right to expect or require a student be actively involved with a qualified, certified provider of mental health treatment and/or services, if in the opinion of the school, such would be a needed facet of the school's overall effort to sustain the enrollment of the student in the school. Should a student or his/her family opt not to pursue such treatment, the school reserves the right to disallow the student from being present and engaged in school.

WRUS reserves the right to disallow a student from being present in school or school activities, based on acute or chronic behavior, student decisions, student communications that may present as a disruption or risk to other students or staff or operations of the school, regardless of medical or professional evidence that may authorize student attendance.

Wye River Upper School Code of Conduct

(Written by students in 2005)

Wye River students are expected to:

- Be honest
- Respect their own property as well as that of any other person
- Be on time for class
- Remain on campus at all times otherwise authorized.
- Refrain from possession, use and distribution of any illegal substance, including alcohol, drugs, tobacco, vape or vape-related products both on and off campus
- Follow the dress code
- Refrain from use of inappropriate language or communication; racial, gender-based, ethnic, sexual slurs or harassment, disability-based, or anything perceived as such; any language toward a fellow student that may belittle, minimize or insult/assault another person, refrain from physical or verbal threats to another person
- Refrain from play fighting, horseplay, fighting of any kind
- Never be in possession of weapons, firearms, knives, explosives, or fire making devices while on school premises or any related school activity or event.
- Refrain from any form of physical assault and verbal abuse of, toward or about any person at any time for any reason

Student Signature: _____ Date: _____

Bullying and Harassment:

The Wye River Upper School community will not tolerate bullying, harassment or any form of unwelcome, unauthorized conduct by students or staff at any time. WRUS defines bullying as unwanted or aggressive behavior from one or more people directed to one or more persons, that involves a real or perceived imbalance of power. Bullying includes actions such as physical or verbal threats, spreading rumors, teasing or name-calling, physical interactions or pursuit of same. Wye River will not allow harassment of any kind based on race, sexual orientation, gender, religion, age, ability, economic status, national origin, or learning differences.

Unacceptable behavior includes the use of technology and social media, during school or outside of school, to threaten, embarrass, intimidate or cause harm to another member of the WRUS community.

In order for WRUS staff to address any bullying or harassment, we must be aware of same. Any student who believes to have been the target of harassment or bullying or having witnessed either is asked/expected to share this with any member of the WRUS faculty or staff as soon as possible. Likewise, a parent is expected to inform staff if they become aware of bullying, harassment or illegal behavior so that appropriate actions can be pursued to stop the behaviors.

Drugs, Alcohol, Tobacco, e-cigarettes, vaping:

WRUS is first and foremost, committed to the overall good health and development of our students. To that end, there is no place for the use of drugs, alcohol, tobacco, e-cigarettes, vapes either during or outside of school hours. As a preventive measure, open and frank discussions of the issues facing high school students will occur, as is appropriate, in classrooms and during extracurricular activities. Any student suspected or found to be abusing any illegal substance, tobacco, alcohol, drugs, e-cigarettes, vaping on or off campus, is subject to suspension or dismissal from the school. When a student is suspected to be in possession of illegal substances (including vehicle or personal supplies) or under the influence of illegal substances, local police will be contacted first, followed by a contact with the student's parents or emergency contact. Any investigations will be left to the expertise and authority of police and may include school personnel. Where deemed necessary, school administration will require written evidence of a drug screen and usage assessment from a licensed and qualified provider. Results will be shared with the Executive Director or Dean of Students and maintained for student records in confidential manner. Students will be expected to stay out of school until appropriate documentation and/or compliance with drug treatment protocol is provided. The school reserves the right to communicate with the treatment provider to confirm student and family compliance with treatment protocol. Any deviation from treatment protocol will place the student at risk for suspension or expulsion from WRUS. Distribution and/or sale of medications, illegal substances, alcohol, and/or tobacco will subject the student to immediate suspension and/or dismissal.

Weapons:

Students are not allowed to carry or have in their vehicle firearms or explosives while on campus. Students should NOT bring any weapon or utensil that can be deemed a weapon, including penknives to school. Students may carry one penknife on overnight camping trips with faculty permission. Any student found to be in possession of a weapon or any version of a potential weapon is subject to suspension or dismissal from school. Law enforcement personnel will be called for any instance of a firearm or explosive on campus and may be called for other weapons related instances.

Dress Code

Students are representatives of Wye River Upper School and will be expected to present a positive appearance on behalf of the school and themselves. To that end, a dress code will be followed to support the behavioral and learning standards of the school. A dress code, rather than a uniform, supports efforts to encourage students to make appropriate choices as they prepare for career expectations. It is required for students to bring a spare set of dress code attire to keep in their locker and replace this set as necessary. Any student who does not have proper dress code attire will be asked to wear their spare set from their locker, if no set is present then offered the opportunity to wear what is available at school or what a parent may opt to bring in that day. Students will not be able to attend class without being in dress code and will receive a zero for the day.

Athletic attire should demonstrate reasonable choices. Belly shirts or halter-tops are not acceptable and a student wearing inappropriate clothing will be immediately removed from practice with no credit given for that day's participation. Students are required to wear appropriate footwear for athletics. All athletes must wear appropriate shirts at all times.

*At any point in time, faculty and staff reserve the right to deem a piece of clothing as inappropriate for the school environment. When a student is asked to correct a piece of clothing, it is expected they will comply immediately. Questions regarding interpretation of the dress code may be addressed at a separate, more appropriate time.

*Students may not wear baseball hats or any other type of headwear inside the building at any time.

Guidelines:

- Bottoms can be solid color, prints, or plaids (no loud or distracting patterns or camouflage).

- All shirts and dresses must have a minimum width of 3 fingers for the straps.
- All shorts, skirts, and dresses must be appropriate fitting and reach at least two inches above the knee all the way around - no slits.
- The back, chest, and sides of the body must be fully covered.
- Body piercings besides earrings are not permitted.
- Slippers, flip flops, and heels above 2 inches are not permitted (sandals are fine)
- Brightly colored or spiked hair is not permitted
- Any article of clothing that is see through is not permitted
- Any article of clothing or accessory that has any reference or suggestion of sex, drugs, or alcohol is not permitted
- Any attire that is ragged, stained, dirty, or in obvious state of disrepair is not permitted
- Oversize shirts and pants are not permitted

Acceptable Attire

Tops

Students may wear...

- Blouse
- Dress Shirt
- Oxford Shirt
- Polo
- Sweater
- Collared shirt
- Dress

Students may also wear:

- Cardigans
- Any Sweatshirt with a WRUS logo
- Seniors may wear a College Sweatshirt

All cardigans and sweatshirts must be worn over a top that follows the dress code underneath

Bottoms:

Students may wear...

- Pants
- Shorts
- Skirts

* Loud and distracting prints and no camouflage is allowed on any article of clothing

Student Property

Lockers are available and assigned for student use. The school shall provide locks and lockers may be subject to inspection without notice. A fee will be charged for replacement locks, only school issued locks will be allowed. Students will be issued both a gym locker and a hallway locker, as long as a set of lockers are available. Food should not be stored in lockers with the exception of the day's lunch. Students are expected to keep one extra dress code approved clothing in their locker at all times. Students should only bring material that is necessary for the day's work and are expected to take home extraneous clothing articles. Personal music players may be used during the day only if the instructor deems it appropriate, for instance while working independently. Students are advised to keep their laptops in a secure location, out of sight of the general public when not in use. Wye River Upper School is not responsible for lost or stolen property.

Cell Phone Use:

Student use of cell phone for any purpose other than instructional during school hours represents an unfair demand on teacher/administrative time and attention, and other students' attention. Upon entering class or instructional area, all students must deposit their cell phone and/or mobile device in the area designated by the classroom teacher/designated rep, unless by teacher instruction, students are to hold onto same for instructional purposes. The teacher is authorized to instruct all students to place their phone in the designated location at any time during the class period. The student may retrieve the device on his/her way out of class, at the end of class. Students may not retrieve them if needing a mid-class break. Refusal to comply with this daily expectation will result in the phone or device being taken and placed in the administrative office until the end of the day or a parent retrieves. Multiple infractions will result in a student's loss of privilege to carry a phone or mobile device while in school.

WRUS reserves the right to follow this same policy on school trips or learning experiences outside the classroom.

We respectfully remind/ask our parents not to text or call a student during the school day unless an emergency exists for which you are not able to reach a member of the WRUS staff. Texts, cell phone calls from friends and family outside of school during a school day often serves to distract the student, momentarily or for extended periods. Please remember that we are happy to deliver messages to your child if you would call or e-mail Ms. Frison or Mrs. Pavon. If your child texts or calls you regarding a situation that requires support or attention, we ask you to notify us immediately. We ask and encourage our families to discuss this need and expectation in advance of an issue so that all parties are "on the same page."

Technology

Online Blogs and Communication:

Students are expected to refrain from referring to or conversing about WRUS in online blogs, chat rooms or websites, in any manner which may negatively impact the school, any member of the school community or create basis or contribute to rumor, conjecture and/or false information about either. Students may be asked to remove any such reference. Failure to comply with this request can be grounds for suspension or expulsion from the school.

Faculty are not to “friend” currently enrolled students on Facebook or similar social networking sites unless that site is directly related to instructional activities.

Communication Guidelines:

- Respect the privacy of others- never forward information without permission of the author
- Do not access another user’s email address or gain access to another student’s school academic site and/or student account.
- Never use or post vulgar, profane, intimidating, threatening or obscene language in any email, blog, or message
- Refrain from capturing, mailing, texting, forwarding, posting any image that can be considered an invasion of another person’s personal privacy or violation of personal content and boundaries or can be considered an act of offensive and/or harassing nature.
- Do not forward a communication that may be sent to the addressee with the expectation of privacy and/or confidentiality.
- Understand that some versions of email, text messages, and social networking sites are not always considered to be private. Messages dealing with illegal activities or of a threatening nature may be reported to local authorities.

Violation of any of the above can subject the student to a loss of privileges, suspension, and expulsion from the school community.

Extracurricular Activities

Athletics:

WRUS requires each student participate in all three athletic or extracurricular activities per year in order to receive credit for the year. Athletic activities are completed in the morning, giving students an opportunity for morning exercise and focus. These activities are structured, goal-oriented and require student commitment and dedication. *Some of these activities are interscholastic team sports, which demand commitment to practice and competition in order to promote successful team development.* Student athletes are required to attend all practices and

competitions unless unable due to illness or injury (excused absence). Students who choose to participate in any activity must agree to work satisfactorily toward the goals of each activity and will be expected to sign an agreement to that point. The Athletic Director reserves the right to assess student's satisfactory participation.

Student athletes are expected to maintain appropriate personal hygiene throughout their day. This includes taking a shower or availing oneself of adequate post-workout cleansing. Students should equip themselves with shower supplies and can keep them in individual locker room lockers, for which the school will supply locks. These lockers may be inspected at any time by WRUS staff. Students should plan to launder their linens at least once weekly.

Athletic competitions take place in the afternoons. This may require travel to other schools. Students are required to travel to competitions with the team; parents may bring their student home after the competition or students will be transported back to school. If there is a need, the WRUS Western shore bus will run at this time. The WRUS bus will usually run at regular dismissal time for students not participating in a competition.

Please refer to the Athletic Code of Conduct each student and family will receive at the beginning of each season for specific details regarding student attendance, conduct, and lockers during a sports season. Parents and students who are not accustomed to participating in a competitive sport are encouraged to discuss any questions with the Coach or Athletic Director.

Morning Activities:

During some or all of the three extracurricular seasons an activity will be offered that is non-athletic such as a Theater program. Students who have committed to this activity will be expected to follow the set guidelines for satisfactory participation. The leader of the activity will assess student performance; student participation and credit will be shown on their transcript.

Field Trips:

Field trips and field experiences will be frequent in an effort to provide concrete and tangible opportunities for students to enhance, secure and retain knowledge and to promote their own intellectual pursuits. A permission form is signed at the beginning of each school year granting permission for students to attend any regional trip throughout the school year. Whenever possible, details of trips will be posted to all school or individual class announcements on the school management site. Field trips are an earned privilege and are extended to students in good standing only. In some cases, parents of students not in good standing will be required to attend in order for the student to attend.

There are typically overnight trips scheduled during the school year. Permission forms with details will be sent home for these experiences. Students with an approved reason for not spending the night on these trips are encouraged to come for the daytime if the trip is in close

proximity to the school. Not attending a trip can result in unexcused absences, and will follow the guidelines of the school attendance policy. Students with an approved reason for not being able to attend may work with the Dean of Students to arrange for a service learning opportunity for that time period. This is the responsibility of the student and parent to make arrangements for service as an alternative activity.

Meals/Snacks

The school, with support from the WRUS Parents Association, began a popular and effective “healthy snacks” initiative, making fruit, protein-based snacks available to our students. Generally, we look to provide whole foods, not processed or packaged, including fruit, nuts, yogurt and water.

Students will need to bring their own lunch. A refrigerator is available.

Water is the only beverage allowed throughout the day in the classroom. Energy drinks such as Red Bull are not allowed to be consumed or carried while at school.

Transportation

WRUS Bus:

WRUS runs buses to the Western shore and to Easton for student pick up / drop off. Information regarding this bus transportation can be requested from the Director of Advancement & Finance. The bus will follow the regular daily schedule arriving at school for 8:00 a.m. and departing school at 4:00 p.m., (Friday departure 1:30 p.m.) The bus will follow delayed openings and early closings as described in the emergency procedures section.

Students are expected to abide by the Code of Conduct while riding the bus and may lose the ability to ride the bus if inappropriate or unsafe behavior is exhibited.

Student Drivers:

Students with a valid driver’s license may drive to campus. Students and parents must sign the Student Driver Agreement and students will be issued a parking permit to display in their car. Driving to school is both a privilege and a responsibility. Students are

expected to abide by posted signs and speed limits. Student drivers are expected to enter and exit the premises in a safe fashion and to abide by all regulations as established by the Maryland Department of Motor Vehicles. Local law enforcement authorities will be contacted should a student be observed to be involved in ongoing driving infractions while on property. Student parking is limited to designated spaces in the parking lot of St. Paul's Episcopal Church or on Kidwell Avenue. Once students have parked, their car must remain in that location. Students are not allowed in the parking lots without prior permission during the school day. Students are not allowed to drive to WRUS sponsored field trips or athletic events. Students who do not follow the expectations may have their driving privileges suspended.

Health

General Health:

Student health forms are required to be on file in the main office. An annual physical must be completed in order for a student to be able to participate in morning sports. Not having an up-to-date or complete physical on file will prevent participation in morning sports and will be considered an unexcused absence.

A student's immunization record must be one file for the student to attend school. A student will not be allowed to attend school without this form on file as per the State of Maryland.

General health and emergency forms are accessible to be updated or completed on-line through our school management system. We ask our parents to please update as necessary and to check for accuracy.

WRUS does not have a school nurse on site. The school nurse is available for staff questions and parent questions as needed and provides training to staff in areas of student health. The nurse is the only individual legally able to approve any medications administered on site and for field trip experiences. WRUS staff are trained and certified in CPR and basic first aid/AED administration. Certain staff are trained to administer medication for which a student has on-site written permission from a physician.

Illness at school:

We ask that at students refrain from using their personal cell phone to contact a parent about illness or injury prior to seeing a WRUS staff or administrator. This is essential in

order for staff to provide the necessary care for the student. Staff or student may use a school phone to contact a parent or guardian if it is warranted or requested by the student.

If a student becomes ill while at school, there is an office where they may rest or wait until a parent picks them up if it becomes necessary for them to go home (e.g.- vomiting).

In order for a student to take over-the-counter medications (cough drops, Tylenol, etc.), we must have a Medication Administration Authorization Form on file. A physician, parent and the school nurse must sign this form (for all prescription and OTC meds) before the medication can be administered.

If immediate care is needed due to illness or injury, staff has been trained to call 911 first, then contact the main office for calls to be made to the parent/guardian. If a staff member believes there has been a possible head injury, they are instructed to call 911.

If a student wakes up with a fever or has a contagious illness, the student should stay home from school to minimize exposure to others. A general rule of thumb is no fever for 24 hours.

Medication Administration Policy

WRUS has a self-administration model for student medications.

This means that we will store (lock up) all medications but students will be able to get and take them, in the presence of an adult. They will not have to go to the Certified Medication Technicians- each time they need medicine.

All medications should be turned in to the main office-> by an ADULT. Unless they have a Self Carry Order noted on their Medication Administration Authorization Form, students should **not** be in possession of any medications.

All medications must be accompanied by a Medication Administration Authorization Form. This form must be signed by a parent and prescribing physician.

NEW: The doctor should note that the student has their permission to self administer.

Our nurse will review the forms and then sign them- giving us the authorization for the medication to be administered at school/on school trips. *All forms for all medications must have these signatures.*

Once they've been turned in, the medications kept under lock and key.

Medical Authorization Forms:

In order for a student to receive medications at school, a Medication Administration Authorization Form must be completed and signed by both a licensed physician and at least one of the student's parents. Each medication, regardless of whether it is a prescription medication or an over-the-counter medication, must have a Medical Authorization form.

It is **highly recommended** that even medications that are not administered at school have a completed and signed form. This will not only provide insight should there be a side effect, but guarantees that the forms are already in place to permit administering the medication on an overnight trip.

NEW: Physicians should be sure to note that students may self-administer their medications. The medications will be locked up and students will be able to administer them, in the presence of an adult.

Self Carry:

Students who require asthma inhalers should have their doctor complete the self-carry/self administer section of the Medical Authorization form. Students requiring care for diabetes or hypoglycemia, as well as severe allergic reactions (no "twin jet" Epi-pens), must notify the school two weeks prior to the first day of school and should have their doctor complete the self carry/self administer section of the Medical Authorization form. A student may be subject to disciplinary action if the student does not use the medication in a safe and proper manner.

Delivering Medications:

All medications must be brought onto school property by an adult and presented to a WRUS staff member in the school office. Parents of students who ride the WRUS bus may give the medication(s) to the bus driver for delivery to the office.

Medications:

All medications must be provided in their original container and must exactly match all of the prescribing M.D.'s written instructions (patient's name, medicine, dosage, time of administration, etc.).

No more than 30 days of medication should be brought in at any time. Parents will be responsible for remembering to supply timely refills.

Over-the-counter medications:

Parents will be responsible for providing any required or recommended over-the-counter products- including Tylenol, Aspirin, Motrin, or Sudafed. Only medications provided by the student’s family will be distributed to the student. We are not allowed to have communal medications available. Medications may only be given for the conditions/symptoms the doctor has listed on the Medical Authorization Form. *Example: If the doctor prescribes Tylenol for headache relief we are not permitted to give it for back pain.*

Field Trip Medication Administration Policy:

When students are scheduled to go on a field trip or overnight event and need to take medications not normally administered during school hours, parents must bring in the additional medications in their original containers at least 2 days before the scheduled trip. These medications must also be accompanied by Authorization Forms.

Wye River Upper School reserves the right to edit or revise this Student Handbook at any time for any reason deemed appropriate. Notice will be given to all families if changes are made. Students and families will be expected to honor such changes.

Student Signature

Date

Parent Signature

Date