

WESTERN RESERVE ACADEMY STUDENT HANDBOOK 2021-2022

Important Note: While this publication represents many of our policies and procedures currently, please know that the document is fluid and subject to change at any time.

WELCOME

Dear Western Reserve Academy,

How fortunate we are to live, learn and thrive within a strong and enriching community. Communities are made of individuals coming together to share a common purpose or set of values. Here at WRA we value education and the potential for each student to grow. We value people who support engagement with one another, ideas, and in an environment defined by inclusion, integrity, honor, honesty and respect.

A community is made stronger by the culture found within its membership. Culture is created, perpetuated and given meaning by its participants. Rites, rituals, language and norms help to further illustrate that which a culture represents and that which a community holds sacred.

Think of the Student Handbook as a codified means of understanding that which we value here at WRA. While there are rules and regulations (and yes, you are expected to know what they are as well as to abide by all expectations for conduct), I encourage you to think of these constructs as a vehicle for ensuring a positive and optimal experience for others and for you. Together we make WRA culture and community thrive!

I look forward to sharing a phenomenal year with you.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Walker Buck".

Mrs. Buck

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ABOUT THIS HANDBOOK

Important Note: While this publication represents many of our policies and procedures currently, please know that the document is fluid and subject to change at any time.

The Western Reserve Academy Student Handbook is prepared by the Student Life Office in conjunction with the Communications & Marketing Office for Western Reserve Academy students, parents, faculty and staff.

Students and parents are expected to familiarize themselves with the contents of the Student Handbook on an annual basis. By enrolling at Western Reserve Academy, families agree to comply with all school policies, expectations and rules.

The Student Handbook is not intended to be a contract; the policies, expectations and rules are not intended to be all-inclusive. Western Reserve Academy may find it necessary to alter or append this document during the course of the academic year. Any changes will be posted on the appropriate portals on WRA.net. We expect students and families to embrace the spirit in which these policies, expectations and rules are intended as they support the well-being of the school community and the student experience.

Please report any errors to the Student Life Office. This handbook is intended for the sole use of WRA faculty, staff, students and their families. Commercial use of this handbook is prohibited and permission for any other use must be secured from the Head of School's Office.

OUR MISSION AND VISION STATEMENTS AND VALUES

Western Reserve Academy's mission is to prepare students to blaze trails in learning and in life. A WRA education offers a transformational experience where students strive for and learn about honoring light and truth. This Handbook outlines the guidelines we believe will best prepare our students in the classrooms and on the playing fields here at WRA and beyond.

WRA endeavors to deliver an unrivaled educational experience illuminated by tradition, sparked by innovation and energized by joy.

We hold in high regard our values of intellectual curiosity and tenacity; transformational growth and well-being; belonging, respect and empathy; citizenship, regional and global engagement.

Our faculty cultivate intellectual curiosity through a challenging college preparatory program; our students pursue a rigorous liberal arts curriculum and engage in opportunities beyond the classroom in arts, athletics and service, ensuring growth in mind, body and spirit. Western Reserve Academy's tight-knit community instills individual and social responsibility and welcomes and respects diversity, while preparing students as citizens and leaders in an increasingly interconnected world.

COMMUNITY EXPECTATIONS

With a diverse body of 435 students representing approximately 25 states and 28 countries, life at Western Reserve Academy is dynamic. While primarily a boarding school, roughly a third of WRA's students commute to school each day from local communities. The tenets of respect and appreciation for all is woven through everything we do and strive to be. Every community member is valued and belongs at WRA. The boarders live, study, eat, learn, and play on campus 24/7. We highly value our day students, and day students are welcome at all school functions and weekend activities, and as such, are encouraged and expected to be an integral part of community life at WRA. We hope that the information that follows provides a useful overview of life at WRA. Welcome!

Community members are expected to conduct themselves with empathy, kindness, integrity and respect, and to strive for excellence throughout each day of every week. We consider these effective life skills and good manners. Included is an expectation for students to be in appropriate dress during the academic day and to represent the school well when off campus.

Diversity, Equity & Inclusion

Embracing our values of integrity and compassion.

At Western Reserve Academy, we believe diversity, equity and inclusion are imperative and over-arching. These are critical lenses that help us understand the complexity and nuances of our students' experiences, maximize the potential of each student, strengthen our ability to equip our students with the tools they need to succeed, and create an environment where everyone's perspective and voice is valued and heard.

We understand that diversity of thought and experience is critical to sustaining and strengthening our values of excellence, integrity and compassion. We are committed to fostering experiences in all aspects of life at Reserve — programmatic, academic, student life and more — in support of this. In doing this, we hope every community member feels a profound and sincere sense of belonging and knows without a doubt that they can flourish here.

This is not only aspirational, this is fundamental to our mission and to our history. We are proud of the moments in our past where we played a role, even a small role, in the rich history of social justice that only a school as old as ours can claim. Being able to look back at Reserve's role in the Underground Railroad, or share that Frederick Douglass delivered a Commencement Address on our campus in 1854, are events that inspire us to do more and do better.

We recognize there is a gap between what we aspire to do and our current state. Together, we are working to bridge that gap. Institutionally, we approach this work from a place of humility; as we make progress, we realize we will likely make mistakes and constantly learn. Given our passion and steadfast commitment, we are confident our words and actions will, and indeed must, continue to evolve. This is an ever-important journey, another step forward with hope and purpose ever top of mind.

Office of Diversity, Equity & Inclusion

The Office of Diversity, Equity & Inclusion works to supervise and coordinate WRA's programs and initiatives in the areas of diversity, equity and inclusion. The office is composed of the Dean of Diversity, Equity & Inclusion and the Frederick Douglass Fellow for Diversity, Equity & Inclusion. The Dean and Fellow work in partnership with students, faculty and staff to examine practices, enrich experiences, and foster growth within individuals and the WRA community. The Office of Diversity, Equity & Inclusion is located on the first floor of the Metcalf Center.

Diversity, Equity & Inclusion (DEI) Committees

Supporting the Dean and Fellow in their work, the Faculty Diversity, Equity & Inclusion (DEI) Committee is dedicated to ensuring respect, appreciation and celebration of the composition of our community. Our DEI Committee is committed to working with members of the WRA community to make sure we examine how all aspects of Reserve function through a DEI lens, informing how we teach, how we resolve conflicts and more. Additionally, the Student DEI Committee is an engaged and committed group of students who work to facilitate communication between students and the school, as well as advise and offer personal perspectives on DEI.

DAILY SCHEDULE

Monday–Friday

6 a.m.	Boarders are allowed to leave their residences.
8:15 a.m.–3:30 p.m.	Academic day for all students.
4–5:30 p.m.	Athletics and afternoon commitments for all students.
7:30 p.m.	Sign-in for study hours (Sunday-Thursday) for boarders. Evening faculty dorm duty.
7:45–9:45 p.m.	Study hours and study hall (Sunday-Thursday) for boarders.
10 p.m.	End of day dorm sign-in. This is the only check-in for Friday. Day students depart campus.

Saturday

6 a.m.–9 p.m.	Boarders are allowed to leave their residences.
11:30 a.m.–12:30 p.m.	Brunch Check for boarders, Ellsworth Dining Hall.
9 p.m.	Evening faculty dorm duty.
11 p.m.	End of day dorm sign-in for non-senior/PG boarders. Non-senior/PG day students depart campus.

Sunday

6 a.m.–7:30 p.m.	Boarders are allowed to leave their residences.
11:30 a.m.–12:30 p.m.	Brunch Check for boarders, Ellsworth Dining Hall
7:30 p.m.	Sign-in for study hours for boarders. Evening faculty dorm duty.
7:45–9:45 p.m.	Study hours for boarders.
10 p.m.	End of day dorm sign-in for boarders. Day students depart campus.

ELLSWORTH DINING HALL

Ellsworth Dining Hall provides well-balanced and nutritious meals, and students are encouraged to eat three meals a day and choose healthy options from the food provided by the Dining Hall staff. Attendance at all meals is strongly encouraged. Students are expected to clear their plates, cups and utensils at the conclusion of every meal. Proper etiquette includes respecting the Dining Hall staff and the space.

Students are expected to behave appropriately, including wearing appropriate attire while in the Dining Hall. At no time may hats or open sleeve shirts be worn in the Dining Hall. All clothing, including athletic wear, must be clean and presentable. Backpacks are not allowed in the Dining Hall due to lack of space.

DAILY DINING SCHEDULE

Monday-Friday

Breakfast

Monday, Tuesday, Thursday, Friday | 7-8:30 a.m.

Wednesday | 8-9 a.m.

Lunch

Monday, Tuesday, Thursday, Friday | 11:00 a.m.-1:15 p.m.

Wednesday | 12:35-1:15 p.m.

Dinner

Monday - Friday

5:30-7 p.m.

Saturday & Sunday

Brunch

10:30 a.m.-12:30 p.m.

Dinner

6-6:45 p.m.

COMMUNITY GATHERINGS

In order to live our value of community, we gather 2-3 times a week as below. On these occasions, we develop relationships, share laughs and updates, and learn about and celebrate each other. Because this is hard to do without face-to-face contact, cell phones are not allowed during these community gathering times.

Sit-Down Meals in Ellsworth

Western Reserve Academy serves sit-down meals that are served family style in order to encourage community and model a family style meal. Students share responsibility

for serving the food and clearing the table on a rotating basis. At sit-down meals, a faculty member resides at the head of each table and is responsible for overseeing and encouraging table member responsibilities, etiquette and engagement.

Morning Meeting in the Chapel

Morning Meeting typically takes place on Mondays and Fridays. At this student-directed and oriented community gathering, students and faculty announce upcoming events, share pertinent and helpful information, and celebrate each other. We regularly sing the Alma Mater and hear student musical performances, senior speeches and poetry readings. We also host outside speakers and guests.

COMMUNITY SUPPORT, HEALTH AND SAFETY

Advisor

Each student is matched with a faculty member at WRA who acts as the primary contact between the school and parents/guardians for a small group of students — their advisees. For these students, the advisor facilitates the transition into the WRA experience, serving as a support and advocate, answering questions and giving information, helping to clarify the goals and expectations of the school, and continuing to play an active role in the student's academic, social, residential and daily life.

Frequent contact with advisees makes a high level of trust and communication possible so that advisors can better monitor the students' overall well-being. Advisors offer individual guidance in regard to courses and personal issues, as appropriate, and meet weekly over lunch with their advisee group, as well as individually on an as-needed basis.

All new students are assigned faculty advisors by the Student Life Office and the Admission Office, with input from the faculty and administration. A student may change their advisor with the permission of the Student Life Office. Parents and students should consider the advisor the first point of contact for questions and concerns. New students will meet their advisors on Registration Day.

Dorm Staff

WRA dorms consist of a dorm head and dorm resident who live in apartments directly attached to the residential space. The dorm resident and dorm head provide oversight and support to the boarders. Students are able to access these adults at any time of day and especially at night. Every night, there is a designated faculty member on duty in the dorm: The dorm head, dorm resident or a member of the dorm duty crew. The adult on duty for the night works with the student prefect in establishing an environment conducive to studying, assists students with study skills and content support, and ensures that all students are well and accounted for at the end of the evening. Dorm staff are certified in CPR and First Aid, and are trained about emergency procedures. The health and wellbeing of the boarders in their care are of utmost concern for the dorm staff. They also provide a spirit of fun and work to ensure that every boarder has a sense of belonging and affinity to their dorm.

Teaching Faculty

Faculty choose to work in the boarding school environment because they believe in the community. WRA's faculty members are committed to their students' success and well-being, and the boarding environment allows them to better serve the students. Most of the faculty reside on campus either in the dorms as dorm heads or dorm residents, or in faculty housing as dorm duty crew members. They are also available after hours to offer extra help and support.

Counselor, Nurse, Athletic Trainer

Other resources for support and help include our trained medical specialists in the Health Center and in the Murdough Athletic Center (MAC). Sick, ill, injured, or struggling students should not hesitate to seek help from any one of these adults. See the Health Services section for more information.

Security

A safety and security officer is on duty 24/7 and 365 days a year at WRA.

DRESS CODE PHILOSOPHY AND GUIDELINES

Western Reserve Academy's dress code is designed to reflect a seriousness of purpose in our students, to encourage them to be proud of how they present themselves to others, and to help prepare them to engage confidently in the various professional and social settings they will encounter as adults. This also includes a sense of appropriateness of dress in a variety of settings and in different occasions.

In general, WRA students should appear neat and clean and within the parameters of the school dress during the academic day and in all academic buildings, including Ellsworth Dining Hall. The academic day begins at 8:15 a.m. and ends at 3:30 p.m. Monday-Friday. On Wednesday, classes begin at 9:15 am for students. After the academic day and on weekend days, Saturday and Sunday, students can be in Casual Dress.

Student dress should demonstrate respect for others and the environment they are in whether it be academic, athletic, in a school building, or in the dorm.

At no time is apparel that contains reference to alcohol, sex or drugs permitted. Hats are not to be worn in any academic buildings, including the Dining Hall. Facial hair is not permitted. Leggings are permitted, as long as they are accompanied by a skirt or dress. A sleeveless dress should be accompanied by a blazer, cardigan or sweater.

School Tie or Reserve Green Plaid Kilt and Reserve Green Blazer

All students are required to purchase a school tie/bow tie ("striper") or school plaid kilt and a Reserve Green Blazer. Striper ties are available at the Campus Store. Required School kilts and Reserve Green blazers are available through School Uniforms by Tommy Hilfiger can be ordered by visiting Globalschoolwear.com. Any questions regarding purchasing required attire may be directed to the Campus Store.

WRA's dress code can be divided into three primary categories: Reserve Green Dress, School Dress, and Casual Dress. (Tuesdays-Thursdays, students are expected to be in School Dress. Mondays and Fridays are for Reserve Green).

Reserve Green Dress

Students are required to wear the following on Reserve Green days, Mondays and Fridays, and also on special occasions. (Kilts or shorts must meet the appropriate fingertip length requirement).

- A Reserve Green blazer or Reserve Captain Sweater (*awarded to named captains of their sport*)
- A white collared dress shirt or a blouse with the top button buttoned
- A Reserve Green striped tie or bow tie OR the school kilt
- Khaki pants or dress Bermuda-length khaki shorts (no rivets and no external pockets)
- A belt
- Dress shoes or nice sneakers (closed toe and heel)
- Dress socks or black tights

School Dress

The minimal expectation is as follows:

- A sport coat/blazer or Reserve Captain Sweater, cardigan or sweater
- A collared dress shirt or blouse with the top button buttoned
- Tie or bow tie
- Dress pants or dress Bermuda length shorts (no rivets and no external pockets) or skirt or dress.
- A sleeveless dress should be accompanied by a blazer, cardigan or sweater
- A belt
- Dress shoes, sneakers or boots are welcome

Casual Dress

Casual dress is permissible in school buildings after the academic day ends at 3:30 p.m. from Monday through Friday, and on weekends: Saturday and Sunday. Casual dress is also permitted at buffet dinners and weekend meals, and at most school-sponsored activities. All clothing should be clean and in good condition (no ripped, torn, faded clothing, for example.) Please see permitted items below:

- Jeans, cargo pants, cropped pants, shorts
- Casual shirts, T-shirts
- Clean athletic apparel
- Sandals

Not Permitted During the Academic Day:

- Facial hair
- Any denim fabric (regardless of color)
- Apparel that is ripped, tattered and/or torn
- Apparel that contains reference to alcohol, sex or drugs
- Halter tops, strapless tops, spaghetti straps, and any article of clothing that does not cover the bare abdomen, hips, midribs or chests
- T-shirts worn over or visible under blouses/shirts
- Flannel or crew neck shirts

- Flip-flops and other casual sandals
- Sweatshirts or hoodies
- Pajamas
- Hats in academic buildings, including the Dining Hall

Our students are expected to be suitably dressed and well groomed while on campus and when representing WRA elsewhere. A student whose dress is deemed inappropriate will be asked to change. Boarders are typically sent back to their dorm room to change. Day students should keep an extra, in-dress outfit in their locker in case they are asked to change. Students asked by a faculty member to change clothes or tend to other grooming matters must do so immediately. The student is responsible for any commitments missed while changing or cleaning up their appearance. Time away from class will be considered unexcused. Additionally, an out-of-dress student may be asked to serve a Deans Club or Detention.

OFF-CAMPUS JOBS

Due to how busy WRA students are when school is in session, it is difficult to balance being a WRA student while holding a job. Boarding students are typically not allowed to take on the extra responsibility of a job while school is in session without special permission and only in extenuating circumstances.

INCLEMENT WEATHER

Unlike area public and independent day schools, as a boarding school, Western Reserve Academy is equipped with the resources to operate with little to no interruption regardless of weather conditions. As such, even when other schools have delays or cancellations, WRA will typically remain open with classes in session.

The safety of everyone in our community is of utmost importance. We have established protocols designed to maintain the campus grounds and to limit exposure to extreme cold temperatures. We do, however, understand that travel to and from campus may be too dangerous. We defer to the judgment of parents/guardians as to whether or not to send your child to school when your local area district has called a delay or cancellation. If a student will not be joining us for the day, we simply ask that parents notify the Student Life Office. Students will not be penalized for missing classes; they will be expected to make up any missed work.

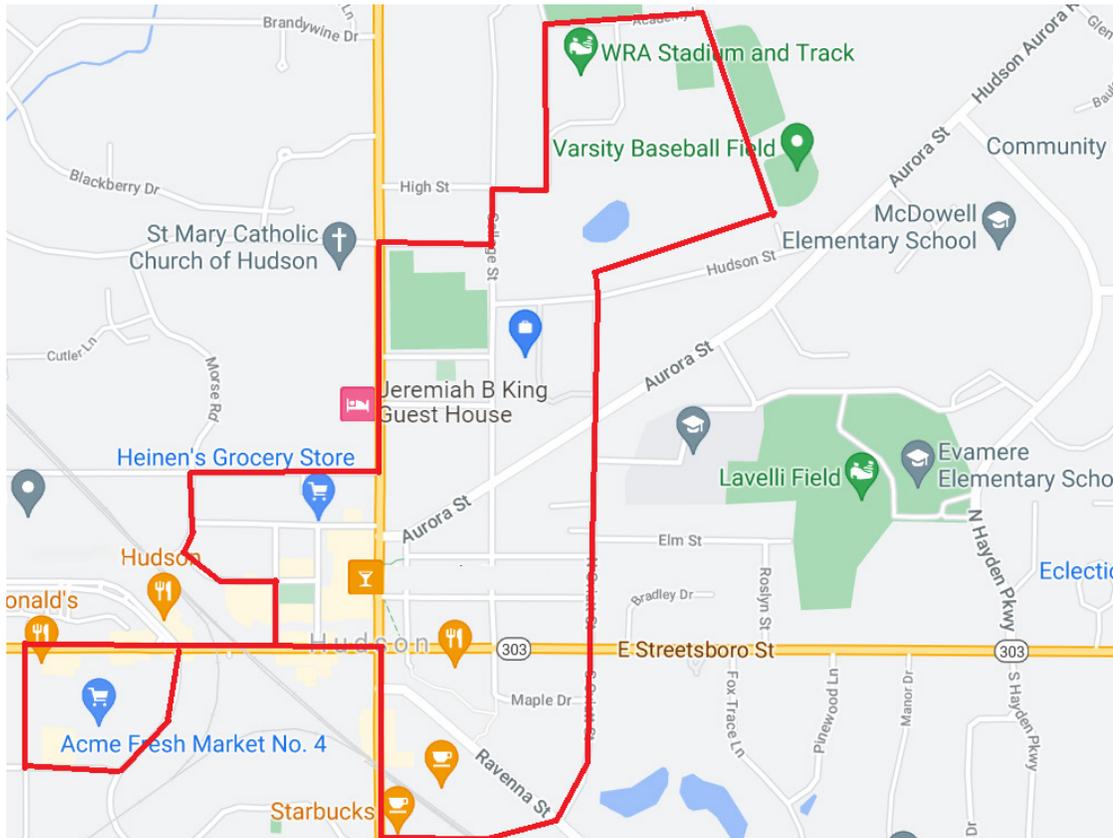
CAMPUS, DOWNTOWN HUDSON, BOUNDS & CURFEW

The WRA campus includes all school buildings, faculty homes, grounds and playing fields. WRA students have the advantage of enjoying the eateries and markets of downtown Hudson. In order to allow this freedom and independence while also keeping the students safe, WRA has outlined bounds of downtown Hudson. All Hudson schools and their facilities are off limits to WRA students without prior permission from the Student Life or Athletic offices. Please note: The Veteran's Skateboard Park is off limits to WRA students.

When a student walks to downtown Hudson, we assume they will be at an establishment that can be found:

- South of Saint Mary's Church and Prospect Street
- North of Starbucks on S. Main Street/Darrow Road
- East of Acme Plaza (to Subway)
- West of Oviatt Street

Below is a map of downtown Hudson boundaries:



On weekends

After 7 p.m., students may be on the main part of campus, south of the Athenaeum and Bicknell dormitories. Students may also be in downtown Hudson. No student should be in the far fields, or what we call the 'back 40,' areas of campus beyond the MAC after 7 p.m.

Please note: While in Hudson, students remain under the jurisdiction of the school. Therefore, all school rules are in effect. According to the town of Hudson's curfew regulations, students are not permitted to be in downtown Hudson or in a motor vehicle after 11 p.m. Students may go into downtown Hudson any weekday when they are not required to be at a scheduled appointment, from 6 a.m. until check-in time. Sunday through Thursday, boarders need to check in by 7:30 p.m., Fridays by 10 p.m. and Saturdays by 11 p.m. All students (boarding and day) must sign out on a Walk Leave in Orah before they walk into town at any time.

SCHOOL CALENDAR

WRA provides important school calendar dates well in advance, so that families may plan their child's travel and family holidays with respect to the school calendar. Please note that attendance at all classes is imperative. If a student misses class days for any reason other than a major family event (wedding, funeral, bar or bat mitzvahs, graduation, etc.), that student will likely be assigned a detention. Please view the list of important dates for the 2021-2022 school year on the Veracross Portal.

MISSING CLASSES DURING THE ACADEMIC DAY

We rely on timely communication from parents when their child needs to miss school. If a parent plans to take their child out of school during the academic day, they need to call the Student Life Office at 1.330.650.5819. If a parent is picking up their son/daughter during the academic day to take them to a medical appointment, they should email or call the Health Center at healthcenter@wra.net or 1.330.650.9746.

Vacations

Please adhere strictly to the published school calendar when planning travel. As stated above, students who miss class days prior to and following scheduled school breaks, will likely serve a detention. Students are required to meet all commitments before they may leave campus for a school break. In classes where teachers have planned tests or other important work, students may be held responsible for that work and may not be given the opportunity to make it up. In unusual situations where travel arrangements cannot be scheduled for travel days, students must communicate with the Student Life Office and their advisor right away. Students are expected to return to the dormitories by 7:30 p.m. on the day vacation ends. Students arriving after check-in time should contact the AOD (1.330.650.9711).

Transportation to Airport/Bus or Train Station for School Breaks

Vacation transportation arrangements to Cleveland Hopkins or Akron-Canton airports, or the Cleveland bus or train station, may be made through the Student Life Office. The school will provide shuttle service to and from the airport on the scheduled days that breaks begin and end. A discounted rate of approximately \$50 one way (approximately \$100 round trip) is charged to the student's debit account. Please note: A student will be charged the full rate if they miss their shuttle ride. If a student must leave early or return late, a cab or shuttle can be arranged through a licensed service at the student's expense. The Student Life Office can arrange transportation at other times of the year with a local licensed service at the student's expense and at the full rate. *Rideshare Companies:* due to the policies of rideshare companies, such as Uber and Lyft, students under the age of 18 are not allowed to use rideshare companies' services. With special permission, students over the age of 18 may use Uber or Lyft with parental permission.

STUDENT GOVERNMENT AND LEADERSHIP

The student body co-presidents, elected by the entire student body, work with the Student Life Office to run Student Council. Each year students elect class officers from

each grade to represent the class on the Student Council. Class officers work with the Student Life Office to run class meetings, help at new student orientation, and serve on the Student Council. In general, Student Council members are expected to:

- Serve as a platform for student ideas and opinions.
- Increase students' awareness of administrative decisions that affect the student body.
- Inspire student involvement and responsibility.
- Coordinate student organizations and activities.
- Foster a positive school spirit.

Class Officers join Pioneer Leaders, Dorm Prefects, Day Prefects, DEI Committee, SAC (Student Advisory Council) and Honor Council Representatives to serve as role models and instill the traditions of WRA, while also working to make positive change happen. These student leaders serve as a link between the study body and the administration. They receive training and support from adult leaders. Student leaders are held to a high standard at WRA, and the expectation is that their behavior is excellent. Student leaders risk losing their leadership position when appearing before the Student Advisory Council (SAC).

CLUBS AND ORGANIZATIONS

Student-run clubs and organizations provide students with a variety of ways to get involved in art, culture, language, outreach, politics, etc. and interact with like-minded peers. See WRA's website for a list of active clubs and organizations.

Fundraising: Western Reserve Academy understands that students, especially those affiliated with recognized clubs and organizations, may wish to seek external funds to support key initiatives and projects. It is therefore important for students to understand that WRA benefits greatly from the ongoing generosity of alumni, parents and friends who provide significant support for the school on an annual basis. For this reason, it is imperative that all fundraising activities at WRA are well coordinated.

Please see the Student Life Office and contact the Advancement Office if you would like to organize a fundraiser.

CAMPUS STORE HOURS

Monday-Friday

8 a.m. - 4 p.m.

Saturday

10 a.m. - 2 p.m.

The Campus Store is located in the Metcalf Center. School supplies, snacks and beverages, laundry detergent, personal hygiene items, along with gift items and WRA insignia

clothing are available for purchase. Visit the campus store online at www.wra.net/about-wra/store.

Debit Accounts

A debit account is set up for each student through the Business Office. This account is used for all non-tuition-based charges including, but not limited to, books, transportation, athletic equipment, Health Center services and library fines. Parents can access this information through the parent portal at any point. The Campus Store also accepts cash and credit cards.

Any purchases made in the Campus Store will be charged to the student's debit account and posted on a monthly basis. Parents are responsible for setting up a form of automatic payment either through a bank account or credit card. Drafts from this payment method will be done on the 15th of each month.

ATM

While there should be limited need for students to have cash, an ATM is located in Metcalf Center. No cash will be distributed to students through the Business Office or Campus Store. Parents wishing to open a local bank account for their child can do so at any of the area banks. WRA's banking partner, First National Bank, offers a program for WRA students. Information on this account can be obtained by calling 1.330.222.6561.

STUDENT MAILBOXES AND PACKAGE LOCKERS

Each boarder is assigned a locked mailbox in the Metcalf Center where they can receive mail.

To send a letter to a student, use the school's mailing address: Student's first name, student's last name, Western Reserve Academy, 115 College Street., Hudson, OH 44236.

To send a package to a student, use 101 Hudson Street, Hudson, OH 44236.
All mail and packages should include the student's first and last name.

Packages arrive at the Campus Store. Packages are scanned into the package lockers (located in the Metcalf building). An email is then generated and sent to the student's email address with a one time code. Email reminders are sent daily for 5 days after which the lockers will then expire. Packages will be removed after 5 days and are subject to being returned to sender. Exceptions are waived during holiday breaks. Please note: The school reserves the right to check any package received on campus.

GREEN KEY SOCIETY

The Green Key Society is a student-to-student mentoring program between returning upper class students: Juniors and seniors and new students of all grade levels, 9-PG. Returning upper class students in the society are paired up with a new student. The purpose of the Green Key Society is to assist in the areas of boarding school life, academics, athletics, friendship and so forth. This is another support opportunity for

new students and a way for older students to offer support within the WRA community. The introduction into the Green Key Society typically takes place during the week of orientation and preseason sports. Additional activities follow in order to give students more opportunities to connect.

THE GREEN KEY

Located in the basement of Ellsworth, the Green Key, WRA's student center, is a place to play pool, listen to music, dance, watch TV, snack, study (sort of) and hang out with friends. On Friday nights, the Green Key is open for TGIF. The Green Key is also open on Saturday nights and for "tailgate" (game watching) on Sunday afternoons on some weekends. Sports teams, clubs, dorms and advisory groups are welcome to use the Green Key for a feed or activity. Please contact the Director of Student Activities to reserve the Green Key.

WEEKEND ACTIVITIES

The Director of Student Activities provides an exciting and diverse collection of activities to entertain and engage the student body during their free time and spark joy. Student Council, Pioneer Leaders, and other student leadership groups work with the Director to organize weekend activities. Examples of on-campus activities include a dodgeball tournament, a movie in the pool, a school mixer or trivia night. Off-campus trips may include watching any of the local professional and semi-professional sport teams, a visit to the renowned Cleveland Museum of Art, a local play or a trip to a trampoline park. With access to Cleveland and Akron, students are able to visit a plethora of exciting venues.

R-Rated Movies: Typically students are not allowed to watch R-rated movies at school-sponsored events. Exceptions are made for films that support the WRA curriculum goals, have received critical acclaim by the movie industry, present a compelling view of a cultural or historical event, and do not present gratuitous scenes involving sexual contact, nudity or violence.

ORAH

Orah is a software program that WRA utilizes to monitor our students' whereabouts. Boarding students use Orah to check into the dorm at night, to sign out of the dorm to go to study hall or the library, for example, during study hours, and when they walk downtown. Boarders and their parents also use Orah to sign out on weekend overnights, weekend leaves, and college visits. Parents are able to monitor Orah from home and grant permission for weekend overnights and leaves. Day students and their parents also need to be familiar with Orah as day students sign out in Orah when they walk into Hudson during the academic day, as well as when/if they would like to invite a boarder to their home. All students participate in Orah training during orientation at the beginning of the year. Parents with questions about Orah should feel free to call or email the Student Life Office.

BEHAVIOR EXPECTATIONS & DISCIPLINARY GUIDELINES

Western Reserve Academy expects that students will hold themselves to the highest standards of excellence in areas of personal conduct and citizenship while they remain a student at WRA. The rules and policies outlined here serve as the foundation for creating a safe and healthy community, where students learn excellence in academics, on the playing field and in the dorms, while also gaining valuable life skills. To this end, emphasis is placed on teaching, learning and growth as it pertains to behavioral expectations and disciplinary issues.

BEHAVIOR EXPECTATIONS

The healthy functioning of the WRA community relies on a common belief in the school's mission. Western Reserve Academy's values of belonging, respect, empathy, citizenship and engagement are embedded in our traditions and daily activities. They are the values under which we learn, live, compete and perform, and we expect students to practice these values. The values help define our community guidelines.

Major School Rules

Major School Rules are put into place in order to keep individual students and the community healthy and safe. Violations of these rules are taken seriously. Consequences are determined by the Student Advisory Committee (SAC), Honor Council or the school administration. Typical consequences for violations of major school rules include supportive action, suspension or dismissal. They will likely also include principles of Restorative Justice.

General Safety

No weapons of any kind are allowed on campus. There is to be no misuse of an item as a weapon. This includes sharp knives. The use of an open flame (e.g., incense, candles) is dangerous and threatens individual and community safety; and, therefore, is prohibited, unless under faculty supervision.

Students agree to follow the Bounds and Curfew guidelines.

Students are expected to answer any communication--call or text--from the Administrator On Duty (AOD) phone.

Students will make healthy choices and practice effective self care. Students will do their best to take good care of themselves, including getting enough sleep, nutrition and exercise. The practice of personal hygiene includes showering regularly.

Students will seek the appropriate adult resources when and if necessary in order to get help, support and/or guidance.

Students will respect school property and the property of others

WRA is a trusting community where a person's privacy and space is respected. Theft, attempted theft or possession of stolen property is considered intolerable.

Tampering with, destroying or harming any school property or the property of others is forbidden.

Students are expected to respect the belongings of other community members. They should not touch or take anything that does not belong to them without explicit permission.

At no point should any student, boarding or day, be in the dorm room of another student without that student being present.

Students will not be physically aggressive. WRA will provide conflict resolution education and training. We expect our students to have the emotional control and verbal skills to work to resolve conflicts without physicality.

Dorm Safety

We trust that students will be honest about their whereabouts and will sign in and out of the dorm and of campus accurately and with integrity.

Adherence to dorm rules, following the guidance of the adult on duty, and respecting all dorm residents is critical in maintaining the sense of community, belonging and respect in our dorms. Boarders must remain in their own dorms between the end of day (final) check-in and 6 a.m. the following morning. Once boarders sign in to the dorm for the night, it is expected that they will remain in the dorm until 6 a.m. the following morning. Curfew violations are considered major rule violations and can result in expulsion.

Boarders will use their own ID card only and will not tamper with any dorm door's security. Boarders must sign in and out of the dorm correctly and with integrity.

At no time is it appropriate to leave an outer dorm door propped open. This is considered a major school rule violation as it puts the entire dorm at risk. Move-in and move-out days are the only times that outer dorm doors can be propped open in order to allow families easier access to their child's dorm and dorm room.

Drugs and Alcohol

To promote a healthy and safe community while abiding by state laws, WRA is an alcohol- and other drug-free community. Possession or use of an illegal substance or misuse of other chemical substances (including the misuse of prescribed or over the counter medications and chemical inhalants) interferes with the school's mission on multiple levels and is harmful to our student body and to the community in general.

Students will not use illegal drugs, alcohol or other harmful substances. The response for such actions will be serious and swift.

Students may not have or use paraphernalia associated with the intake of alcohol and other illegal drugs of any kind.

Students are prohibited from distributing illegal substances.

If an unidentified suspect substance is found, the substance will be tested at the expense of the student's parents or guardians.

If a student is suspected of consuming or using alcohol or other drugs, a drug test or breathalyzer may be administered at the expense of the student's parents or guardians.

Sexual Intimacy

Adolescents are typically not yet emotionally or cognitively ready to handle the responsibilities associated with certain aspects of sexual intimacy. Therefore, sexual intimacy is prohibited and is likely to result in disciplinary consequences. Because such situations are considered sensitive, they typically will not go through the SAC system and will be processed discreetly and privately with an administrative response.

School Rules

School Rules are also put into place in order to keep individual students and the community healthy and safe. Typical consequences for violating school rules include campus restriction, supportive action and/or suspension. They will also likely include some principles of Restorative Justice. These consequences are determined by the Student Advisory Committee (SAC), Honor Council or the school administration. Although typically one violation of any one of these rules would not result in immediate dismissal, continued disregard for these rules and appearances before the Student Advisory Committee (SAC) could certainly result in dismissal.

Tobacco, Vaping, E-Cigarettes and Other Products: Students will abstain from using tobacco/nicotine products of any form. Students found using tobacco/nicotine products will likely be required to partake in an evaluation at the cost of the family along with other disciplinary consequences. Additionally, students may not have in their possession any form of tobacco/nicotine paraphernalia, including vaping gear and/or e-cigarettes.

Transpo: Boarding students will ride only in vehicles with a current WRA faculty member, a current WRA parent or their own parent. Day students may only drive boarders when they are taking them on a Weekend Leave or Weekend Overnight Leave. They may only take them home from campus for the leave and then bring them back to campus at the end of the leave. Otherwise, Day students cannot drive boarders. Rideshare Companies: Due to the policies of rideshare companies, such as Uber and Lyft, students under the age of 18 are not allowed to use rideshare companies' services. Students over the age of 18 may use Uber or Lyft with parental permission.

Skateboards and Bicycles: Skateboards and bicycles are used on campus for transportation purposes. Motorized bicycles, skateboards and hoverboards are not allowed. There is no skateboarding in downtown Hudson as it is against the town law. When skateboarding on campus, the following guidelines will be followed:

- Skateboard on sidewalks only. No riding on the grass or in the street.
- Dismount the skateboard and walk across any street.
- Use only your own skateboard.
- No skateboarding when sidewalks are wet or icy.
- No skateboarding tricks.
- The skateboarder must be in control and pay attention to the changing conditions of

the surface of the sidewalks, including how crowded with people they are. They will adjust their speed and such accordingly.

- Skateboards must be stored flipped over with wheels facing up.
- Skateboarders must yield to pedestrians.
- While skateboarding, students should not wear headphones or ear pods.

Drone Policy: Recreational flying of drones on the WRA campus is not allowed.

Cars: Typically boarding students may not have a car on campus or in the vicinity of campus. Day students must follow all driving regulations: See Vehicles and Driving, Leaving Campus During the Academic Day and Transpo.

Visitation: All students, whether boarding or day, are expected to follow the dorm visitation guidelines.

Curfew: Students will abide by all stated curfews for both WRA and the town of Hudson. This includes day students who will depart campus at the end-of-day check-in. Any boarding student found outside the dorm after final check in/roll call will likely face serious consequences, including a SAC meeting or expulsion. See above for dorm curfew guidelines.

Attendance: Students are expected to be in attendance, punctual and appropriately attired when school is in session. Participation in class and school functions is essential for success at Western Reserve Academy.

Language: Music played in public spaces cannot include lyrics that are misogynistic, homophobic, racist, xenophobic, or explicit or suggestive. In other words, music played in public spaces must be the 'clean, radio edit' version. Public spaces at Reserve, where community members come together, include but are not limited to the Green Key, MAC fitness room, locker rooms, buses, dances and dorm common rooms.

JURISDICTION

Students are under the immediate jurisdiction of the school for the entire academic year. On approved weekend leaves, WRA will use its discretion in determining whether students are under its jurisdiction. Please keep in mind that as a student at Western Reserve Academy, a student represents the school at all times, whether on campus or off.

AGE OF MAJORITY

Students who reach 18 years of age while enrolled at Western Reserve Academy are bound by all student and parent obligations in this handbook and enrollment contract. Students' continued enrollment after reaching 18 years of age evidences student's agreement with this requirement. In addition, even after the student turns 18, the school will continue to share all health/medical records, disciplinary reports, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the school.

IN THE PRESENCE OF

If a student is in the presence of a peer violating a school rule, that student is considered complicit in the rule violation. Students should model effective behavior by serving as a supportive bystander and actively avoiding situations in which rules are being broken. We also understand that students make mistakes and commit errors in judgment. With this in mind, we have systems in place to address these transgressions.

DISCIPLINARY GUIDELINES

The Student Life Office typically manages consequences for minor infractions such as dress code and attendance. When a major school rule is violated and/or an action threatens the sense of WRA's safe and healthy community, an investigation and disciplinary process will ensue. Typically, the student appears before the Student Advisory Committee (SAC). Cases that impact the academic integrity of the school are processed through the Honor Council. Recognizing that each situation is unique in nature, each situation's process is determined carefully and deliberately. As stated in the enrollment contract, Western Reserve Academy, and by extension the Head of School, or her proxy, reserves the right to terminate any student's enrollment contract with or without due cause.

Student Advisory Committee & Honor Council

The Honor Council and SAC are comprised of faculty and student members elected by the community to represent the school's values and provide students with an education in appropriate behavioral expectations. Both committees review, meet with involved students, discuss and make recommendations for consequences to the school administration. The investigation process will be as efficient as possible without threatening the integrity of the process. SAC and the Honor Council Committee will make every effort to ensure that the meeting occurs within a few days of the infraction. The Associate Dean of Student Life oversees SAC and the Director of Studies oversees Honor Council.

SAC and Honor Council treat the student with respect and honor their privacy. Every effort is made to ensure the process is non-threatening and that it provides the student the opportunity to look critically at their own actions in a manner that allows for growth and increased awareness. The student's advisor is present at the meetings, and parents are kept informed. The goal of these processes is for the student to learn, mature and not make the same mistake again. Toward that end, when it is determined that the student has violated a rule, the committee will recommend consequences to the Head of School or Associate Head of School.

Discipline Process

The discipline process is built upon the belief that students have the ability to learn from their mistakes. SAC incorporates principles of Restorative Justice in their proceedings and in the results. These councils seek to address the harm that was caused and its effect on the other students and the community. Consequences and reflection are typically outlined as a result of these meetings.

Students are expected to learn from previous indiscretions. A student who behaves in

a manner that violates multiple minor school rules and/or school policies (dress code, attendance, for example) will face a more significant disciplinary response. As the community relies on a common belief in the school's mission, repeated intentions to challenge the mission or a demonstrated pattern of noncompliance will likely result in significant disciplinary consequences.

An egregious offense of a major school rule will likely result in immediate dismissal. Similarly, when a student violates a major school rule after having gone through the disciplinary process for a previous violation of a major school rule, he or she will strongly be considered for dismissal.

Honor Council

The Honor Council at WRA focuses on the importance of Academic Integrity. They work to educate the student body on the importance of this standard and are charged with responding to infractions of the Honor Code: *As a member of the WRA student body, I will live with integrity, allowing honor to prevail by promoting honesty and respect.* On all exams and major assessments, students are asked to sign and adhere to the following statement: *I have received no unauthorized help on this assessment. All work is my own.*

While the Honor Code is intended to be a general guideline, each department offers more specific guidelines. Teachers will clarify expectations for their own department and/or specific course. Following are a few key points which apply across disciplines.

Students are expected to turn in only their own work. They may not seek assistance from an outside source (including internet, tutor or peers) without prior permission from their teacher. They are expected to work under allotted time constraints and within stated guidelines. Students should not discuss assessments which may be given over multiple class periods. Even an indication that an assessment is "hard" or "easy" is considered an inappropriate sharing of information.

The internet should not be consulted for any assignment without express permission from the teacher in advance. Devices (smartphones, etc.) should be out of reach during assessments. Having a phone out during an assessment, regardless of whether content was accessed, is a serious Honor Code violation. Students are expected to avoid even the perception of dishonesty, and they should always consult their teacher when in doubt regarding expectations.

If a teacher suspects a student has violated the Honor Code, the Department Chair is notified. If the Department Chair agrees that an infraction has occurred, the case is referred to the Director of Studies after the teacher speaks to the student. The Director of Studies meets with the student and determines whether the case will proceed to the Honor Council. If the case proceeds to the Honor Council, parents and advisors will be notified.

Depending on the infraction, a first appearance before The Honor Council is largely pastoral. The Council determines whether an infraction has occurred and recommends consequences to the Head of School. The Director of Studies will then meet with the student and notify parents and advisor of the outcome.

A reconciliation meeting with the student, teacher and Director of Studies will be held as

soon as possible after the Honor Council proceedings. In addition, the student will have a follow-up meeting with a senior member of the Honor Council to discuss the process moving forward.

Western Reserve Academy is, above all else, an academic institution placing the utmost importance on academic integrity. While the primary goal of the Honor Council is to educate the student body, instances of academic dishonesty are taken very seriously. See consequences below.

STUDENT ADVISORY COMMITTEE (SAC)

By being proactive about student behavior, the Student Life Office strives to educate the student body about the school's values and the community guidelines that support them. Every student has the potential to learn and mature in these social and emotional areas of development. We nurture this development in one-on-one conversations, in advisory, on the playing fields/courts and in the dorm.

When a student violates a major school rule, they meet with a Dean in the Student Life Office. A Dean of Student Life, in conjunction with the Head of School, will determine whether the student will appear before SAC. The student, parents and advisor are notified in this case. SAC members are made up of faculty and student leaders along with a Dean of Student Life. The student appears before SAC with their advisor. The student may be asked to put into writing a description of the incident in question.

SAC deliberates and determines the consequences once the student and their advisor depart. The consequences are communicated to the student and parents the following day when possible. While the primary goal of SAC is to educate the student, major rule violations are taken very seriously.

Consequences Outlined

Deans Club: Students are sent to Deans Club for being late to class, being out of dress, being late to dorm check in or having a messy dorm room, for example. Deans Club is held on Tuesday and Thursday mornings. Students are expected to check in with an adult in Ellsworth Dining Hall by 7:30 a.m. and remain at a table until 8 a.m. Students attending Deans Club are expected to be in School Dress. They turn their phone into the adult proctor. They may eat breakfast before 7:30 a.m. or after 8 a.m., but not during Deans Club.

Saturday AM Detention: Students are sent to Detention when there are patterns of behavior: tardiness, dress or dorm issues have not been improved with Deans Club, or for an unexcused absence (a class cut), for example. Students must be present and dressed appropriately in the Wilson Lecture Hall between 9-11:15 a.m. Computers and headphones are only permitted with a note from a teacher. Cell phones will be collected at the start of detention and returned at the end.

Campus Restriction: A student is put on Campus Restriction by the Student Life Office, the Honor Council or the Student Advisory Committee (SAC) for major rule violations and/or a repeat offense. Students are typically placed on Campus Restriction for a week or

longer. Students on campus restriction may not leave WRA campus, and they may not participate in weekend activities, including the Green Key. During the week, they must spend their free periods, including the Common Academic Time, and sometimes lunch, in the Student Life Office. They must remain in the common room of their residence from 8:30 p.m. until check in for the night on Friday and must sign into their dorm by 10:30 p.m., remaining in the common room, on Saturday night. On weekends, they check in with the Administrator on Duty (AOD) at meals. Day students on campus restriction must leave campus after their last school commitment. Students on campus restriction meet weekly with a dean and/or their advisor.

Supportive Action: Students may be put on supportive action for a period of time up to and including one calendar year in order to help them stay on track and receive the support and attention they need in order to be successful. They receive guidance and are expected to meet the terms of any structured plans to aid their ability to thrive at WRA. Students are put on supportive action when SAC or the administration feels that their ability to follow school rules is extremely compromised. Any rule violation while a student is on supportive action is likely to result in immediate dismissal.

In-School Suspension: Students serving an in-school suspension must be in the Student Life Office (not in classes) from 8:15 a.m.-3:30 p.m., eating lunch in the Student Life Office.

Off-Campus Suspension: In situations when SAC or the administration believes that a student needs to be separated from the community for a period of time, they are suspended off campus. Students serving an off-campus suspension must leave campus for an allotted period of time. Families are expected to arrange the transportation and appropriate location in which to serve the suspension.

Dismissal/Withdrawal: Students who have been dismissed or choose to withdraw from WRA are expected to depart campus immediately. They will not be allowed to remain in the dorm while waiting to depart campus. Students who have been dismissed or choose to withdraw from WRA are not allowed on campus for at least a full year of their dismissal/withdrawal.

REPORTING OF DISCIPLINE TO COLLEGES

When asked on college applications, students are expected to self-report discipline infractions if required by the college. If contacted by a college, WRA college counselors will only confirm the accuracy of details and outcome. Counselors are available to assist students when answering these questions and it is recommended that students discuss their response to these questions with their counselor prior to application submission.

SCHOOL POLICIES

Cell Phone Usage

Students using cell phones and smart phones on campus must follow the Acceptable Use Policy for responsible use of computer technology and the internet. Cell phones or smart phones may be used appropriately in academic buildings and in the dining hall. Unless a teacher specifically asks students to use their phones for a legitimate academic purpose

in class, cell phones are not to be used during class time. Similarly, phones are not allowed at community gatherings, such as Morning Meeting and sit-down meals in order to allow face-to-face communication to happen. Students violating these guidelines will likely have their phones taken away for a period of time.

Students may not use digital cameras, audio recorders, camcorders or phones with those capabilities to take illegal, unwelcome, embarrassing, and/or inappropriate photos or video of WRA students or employees. Students may not take or post on social media a photo or video of another community member without explicit permission. Students may not solicit or send nude photos. Violators of this policy may receive significant penalties, including a SAC meeting.

Please note: Using cell phones or smart phones for giving or receiving information in testing situations is a violation of WRA's Honor Code and will likely result in an Honor Council meeting.

Unless otherwise instructed, students must not bring their cell phones to testing situations. If a cell phone is discovered on or near a student who is taking a test or quiz, the student may be assumed to be cheating. An Honor Council meeting would likely result.

Anti-Harassment/Anti-Violence Policy

Western Reserve Academy is committed to maintaining an educational environment that is free from any type of harassment, including sexual harassment. In keeping with this commitment, WRA will not tolerate harassment of students by anyone, including vendors, fellow students, faculty, staff or administrators.

Harassment consists of unwelcome conduct that is based upon a person's protected status, including, but not limited to sex, race, religion, sexual orientation, national origin, age or disability. WRA will not tolerate conduct that adversely affects a student's academic performance, status or advancement, that interferes unreasonably with a student's academic performance, or that creates an intimidating, hostile or offensive educational environment. Violation of this policy will result in prompt and appropriate corrective action being taken against the individual(s) engaging in the prohibited conduct.

Unwelcome sexual advances, requests for sexual favors and any other conduct based on sex, constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of student status or impacts in any way upon a student's academic or personal standing, performance or advancement.
- Submission to or rejection of the conduct is used as the basis for an academic or personal decision or judgment.
- The conduct has the purpose or effect of unreasonably interfering with a student's academic or personal performance or creating an intimidating, hostile or offensive educational environment.

Anti-Sexual Assault and Sexual Harassment Policy

As a school and community, we are committed to providing a safe and secure environment, one that promotes personal growth and excellence for all students.

Therefore, behavior that constitutes sexual assault and harassment is strictly prohibited and will not be tolerated.

Sexual assault is intimate sexual activity without valid, affirmative consent. Intimate sexual activity includes kissing, intimate touching, and undressing. Any of the aforementioned conduct that occurs electronically also constitutes sexual assault. WRA prohibits sexual activity on campus.

Sexual harassment is unwelcome verbal, written, or physical conduct directed at another that implicates sex, sexual orientation, gender identity, or gender expression, and which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Examples may include, but are not limited to, unwelcome jokes or comments about a person's self-presentation, sexual advances, requests for sexual favors, and sexually suggestive gestures. Any of the aforementioned conduct that occurs electronically also constitutes sexual harassment.

Sexual violence: In addition to what is typically considered sexual harassment as outlined above, sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol, due to an intellectual or other disability, or because a person is under the legal age of consent (16 in Ohio). Examples of sexual violence may include:

- Rape, sexual assault or battery or other forced sexual activity, sexual coercion, unwelcome touching, kissing, hugging or massaging

In this Handbook, the term sexual misconduct is sometimes used to refer to sexual assault and sexual harassment.

Reporting Complaints

If a student believes they have experienced sexual misconduct, has witnessed such behavior, is concerned about retaliation, or has relevant information about prohibited conduct, the student is urged to report the matter promptly (in person or in writing) to the Dean of Student Life, or to an administrator or faculty member with whom the student feels comfortable. If an administrator or faculty member receives such a complaint, s/he must immediately report this to the Dean of Student Life. If a student is uncomfortable contacting a trusted adult alone, the student may ask an advisor, another adult, or a classmate to help.

Parents or guardians who have relevant information concerning prohibited conduct are urged to immediately notify the Student Life Office, Associate Head of School or the Head of School.

WRA expressly prohibits retaliation. Retaliation, defined as the taking of adverse action against another because of that person's good-faith report of prohibited conduct, is itself a serious offense, and will not be tolerated by the school.

WRA cannot promise absolute confidentiality to those reporting sexual misconduct, as there may be a need to share information during an investigation or otherwise; however, the school will disclose such information with discretion, on a strict need-to-know basis.

False Complaints

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the school expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of sexual misconduct or retaliation may be subject to disciplinary action.

Responding to Complaints

Any report that provides sufficient information about a possible incident of sexual misconduct will result in follow-up. If the information provided in the report is insufficient to allow for meaningful and productive follow-up, an attempt will be made to learn more. Generally, follow-up will include inquiry or investigation, followed by fact-finding and a decision about consequences. Throughout, WRA's goals are to ensure a safe and supportive school environment, to prevent repetition of misconduct, and to support all students involved.

Following a report, appropriate steps may be taken to protect the well-being of all students involved and to prevent disruption of the learning environment. The school may employ increased supervision, stay-away mandates, and/or personal safety plans during and after the investigation. On some occasions, the respondent may be asked to leave campus until the investigation is complete. Resources such as counseling or referral to appropriate services are available to all students involved.

The Head of School's designee will conduct an impartial investigation. The investigation may include, but is not limited to, interviews with the complainant(s), respondent(s), reporting person(s), and any other persons who may have relevant information, including faculty, Health Center staff, and students' parents/guardians. Investigations will be as prompt and thorough as possible. In keeping with WRA's values and guiding principles, investigators are committed to working with students and others in a respectful, compassionate manner. Throughout an investigation, efforts will be made to keep all parties informed, to the extent that confidentiality, impartiality and the integrity of the investigation will allow.

Where an investigation concludes that a policy violation occurred, the administration will determine the appropriate consequences. Consequences may include disciplinary action, expulsion and/or other remedial action.

Notification to Parents/Guardians

The school will generally notify the parents/guardians of student complainant(s) and respondent(s) after a complaint has been filed, upon completion of the investigation, and when consequences have been determined. In all situations, the amount of information shared by the school may be limited by confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigatory processes.

Safe Haven Policy Applicable to Sexual Assault

Students are urged to report sexual misconduct, including sexual assault. In turn, the school is committed to providing "safe haven" conditions that will encourage prompt and thorough reporting of sexual misconduct. If a student feels they have experienced sexual misconduct, or has doubts or concerns about a social or sexual interaction, the student is

strongly encouraged to reach out to an adult member of the community for immediate assistance, rather than attempting to process such issues on their own or solely with peers. Students should not be deterred from reaching out to an adult about a possible incident of sexual misconduct on account of other school rules that may have been broken by the complainant or by student witnesses before, during, or after the incident. The Safe Haven Policy means that disciplinary consequences for such incidental violations may be minimized or set aside in order to facilitate discussion and response. Students are welcome to reach out to any adult member of the WRA community with whom they feel comfortable, who will in turn notify the appropriate persons.

The best way to ensure that WRA has an opportunity to enforce this policy is for the community member to inform WRA of any offensive, inappropriate or unwelcome conduct. To the extent practicable, WRA will keep complaints and the terms of their resolution confidential. The parties involved will have the opportunity to submit written statements and names of witnesses. Any complaint regarding sexual harassment or other harassment will be fully investigated and dealt with quickly and effectively. WRA reserves the right to investigate in situations where, although no complaint has been made, it is learned that the conduct of an individual may constitute prohibited harassment. There will be no retaliation against anyone who submits a harassment complaint in good faith or who participates in an investigation relating to such a complaint. Any student who feels as if they are being retaliated against because of either submitting a complaint or participating in an investigation, should contact the Head of School, Associate Head of School or the Dean of Student Life. Please see the Retaliation Policy. Statutory rape is also strictly prohibited, notwithstanding the parties' consent. The legal age of consent in Ohio is 16.

Anti-Bullying/Intimidation Policy

Western Reserve Academy is committed to providing a physically safe and emotionally secure educational environment. As such, WRA will not tolerate bullying or intimidation of students by anyone, including fellow students, faculty, staff or administrators.

Bullying consists of any intentional written, verbal, graphic or physical acts, including electronically transmitted acts via the internet, cell phone or wireless hand-held device, either overt or covert, by a student or group of students toward other students or school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or adjacent to school grounds (including WRA-owned housing), at any school-sponsored activity or on school-provided transportation. WRA considers bullying any behavior that causes the following effects:

- Causing mental or physical harm to the student or school personnel.
- Is sufficiently persistent, pervasive or severe that it creates an intimidating, threatening, hostile or abusive educational environment.

Bullying can include many different behaviors, including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute bullying include:

- Physical violence and/or attacks.
- Threats, taunts and intimidation through words and/or gestures and/or online.
- Extortion, damage or stealing of money and/or possessions.
- Exclusion or spreading rumors.

Bullying via the use of information and communication technologies and other web-based sites, commonly referred to as “cyber bullying,” is also prohibited. Examples of cyber bullying include:

- Posting slurs on websites where students congregate or blogs.
- Sending abusive or threatening messages.
- Using camera phones to take embarrassing or inappropriate photographs of other students.
- Using social networking sites to circulate gossip and rumors about and to other students.

Any student who experiences or witnesses behavior encompassed within this policy is strongly encouraged to bring their concerns about the conduct to a faculty member or administrator immediately. Complaints under this policy should be reasonably specific in order that they can be investigated thoroughly.

All complaints of bullying will be fully investigated and managed promptly and effectively. WRA also reserves the right to investigate in situations where, although no formal complaint is made, it learns of conduct that may constitute prohibited bullying.

As with its sexual harassment policy, WRA will keep complaints and the terms of their resolution as confidential as possible. WRA prohibits retaliation against anyone who submits a complaint under this policy in good faith or participates in an investigation relating to such a complaint. Verified acts of bullying/intimidation will result in discipline consistent and in accordance with school policy.

We take these guidelines seriously and take time to educate the students about them. Consent talks are held annually during which students are presented with the facts, as well as Ohio and United States laws. Education is provided about the topics of healthy relationships and boundaries in health classes.

LGBTQIA+ Inclusion Policy

WRA is committed to ensuring a safe and supportive environment for all its students, including transgender and gender-nonconforming students regardless of their gender identity, sex or sexual orientation. To that end, WRA prohibits discrimination and harassment based on gender identity, transgender status or nonconformity with sex-based stereotypes. All students, faculty and staff are expected to uphold this policy by treating transgender and gender-nonconforming students with respect and fairness.

Violations of this policy will result in prompt and appropriate corrective action. If you witness or otherwise have a concern about a potential violation of this policy, please immediately report your concern to a faculty member or administrator. WRA strictly prohibits retaliation for raising concerns about potential violations of this policy.

WRA will keep complaints and the terms of their resolution as confidential as possible.

Community members are encouraged to bring concerns directly to an appropriate WRA adult. When direct communication is not possible or preferable, or when anonymity is preferred, WRA offers a more indirect line of communication.

Bias Report

Students may report an incident of bias to a trusted adult or administrator. The Bias Report was created in order to allow students to submit a report more privately. The report will be sent to the deans of student life, the Dean of Diversity, Equity & Inclusion (DEI), and the Associate Head of School. The more specific information that the reporter is able to share, the more effectively the school will be able to respond. Reporters should be aware that anonymity may limit the school's ability to fully investigate, respond and/or take further action. Sharing your name and contact information may help the school more thoroughly investigate any one anti-bias report. WRA is committed to ensuring a safe and supportive environment for all its students. Violations will result in prompt and appropriate corrective action. Please find our Anti-Bias Report form on the Student Portal of our website.

Retaliation Policy

Western Reserve Academy strictly prohibits retaliation against any community member for raising a concern in good faith.

Search Policy

Western Reserve Academy reserves the right to conduct searches for prohibited weapons, illegal drugs or other prohibited items on its property or to authorize searches for the same items by law enforcement, as it deems necessary in order to assure the safety of its employees, students, vendors and visitors. The right to conduct searches includes persons, vehicles or objects that enter onto school property and also includes the search of lockers, dorm rooms, desks, purses, briefcases, bags, toolboxes, lunch sacks, clothing, vehicles parked on the property and any other item in which weapons, illegal drugs or prohibited items may be hidden. WRA reserves the right to search cell phones and text messages (written or verbal) if they are relevant to an investigation of a violation of a school policy.

DAY STUDENT LIFE

A DAY IN THE LIFE OF A DAY STUDENT AT WRA

Day students at WRA are integrated in essentially all aspects of school life up until final dorm check in. They can arrive on campus anytime after 6 a.m., they are free to visit a dorm with a dorm resident, and they are welcome to study on campus during Study Hours. Day students are welcome at breakfast, lunch and dinner in Ellsworth Dining Hall and they are encouraged to join in on weekend activities. Day students are welcome to host boarding students at their own home on the weekend either during the daytime or overnight. Please read below for some helpful details on life as a day student. Day students are not allowed to drive boarding students.

VEHICLES AND DRIVING

Morning Drop Off and Afternoon Pick Up Locations

There are two locations for student drop off and pick up in the morning and afternoon due to the heavy traffic and safety concerns: In front of the Murdough Athletic Center (MAC) or Wilson Hall Circle Drive. Please use only these two locations in order to keep our students and community safe.

Student Vehicle Use

In order to ensure the safety of all students, both day students and boarders, WRA has established the following guidelines for student vehicle use:

Any day student who drives to school must park their car in the Murdough Athletic Center (MAC) parking lot. Parking in non-approved locations will result in parking fines, the car being booted and/or the car being towed at the owner's expense. Student drivers are expected to follow all rules and laws of the road and of campus, driving cautiously and safely. Day students who drive to school are expected to remain on campus until the end of their last commitment. Day students are not allowed to leave campus in their vehicle until they have fulfilled all their academic commitments for the day. Day students are not allowed to drive boarding students. All cars must be registered with Campus Security, who will issue an appropriate parking tag. This tag must be displayed while the car is on campus.

The responsibility for a day student's use of an automobile remains entirely theirs and that of the parents; it cannot be delegated to Western Reserve Academy. The school cannot assume the inherent risks involved. Failure to abide by these guidelines will likely result in parking fines, the car being booted and/or towed at the owner's expense, and disciplinary consequences.

Please note: No motorized bicycles, scooters or skateboards are allowed. Hoverboards are not allowed on campus.

LEAVING CAMPUS DURING THE ACADEMIC DAY

If a parent plans to take their child out of school during the academic day, they need to call the Student Life Office at 1.330.650.5819. If a parent is picking up their son/daughter during the academic day to take them to a medical appointment, they should email or call the Health Center at healthcenter@wra.net or 1.330.650.9746. As mentioned above, day students who drive to school are expected to remain on campus until the end of their last commitment.

TRANSPO EXPECTATIONS

Day students are not allowed to drive boarding students. The only exception is when the boarder is signed out for a weekend overnight or weekend leave to a day student's home. The idea here is that the boarder is being driven directly to the student's house (for the overnight) and directly back to campus from the student's house (after the overnight). Boarding students may only leave campus in a car with the following: Their own parents/guardians, current WRA parents, or current WRA faculty members. Violations of the Transpo Policy typically result in a SAC meeting for both the boarder and the day student involved.

DAY STUDENTS IN THE DORM

Day students play a vital role at WRA, and during certain hours of the day, they are welcome in the dorms when accompanied by a dorm resident. The dorm resident is responsible for outlining the boarding guidelines to their day student guest. Day students may eat dinner and stay on campus through study hours, studying in the library or in study hall. Only with special permission may day students be in the dorm common room, or in the dorm in general, during study hours. Day students should depart campus before the end-of-night check-in (10 p.m.). Day students can spend a Friday or Saturday night with a boarder friend (see Saturday Dorm Overnights). The school does not typically house day students for longer periods of time and while their parents are away. If at any time a day student would like to consider boarding, they should contact the Admission Office.

FOOD DELIVERY POLICY

All students are strongly encouraged to take advantage of the variety of nutritional options offered by Ellsworth Dining Hall. Students may also walk to downtown Hudson to eat at local establishments so long as the trip does not conflict with any school commitments, including sit-down meals. If dining off campus, students must follow the campus guidelines to ensure that they remain within bounds. Students are expected to eat lunch and dinner provided by the Ellsworth Dining Hall, therefore, no food should be ordered during the academic day. Please read the Food Delivery Policy in the Residential Life section for more specific information.

DOWNTOWN HUDSON PASS

The Downtown Hudson Pass is used every time a day student walks into downtown Hudson. The correct protocol for signing out to walk downtown Hudson is for the student to complete a Downtown Hudson pass in Orah on their personal cell phone on their way downtown and then to sign back in on their phone once they have returned to campus. This protocol needs to be followed whenever day students walk downtown during the academic day Monday-Friday. Once again, students are allowed to walk downtown, staying within bounds. Day students are not allowed to drive boarders in a car. Day students are not allowed to drive a car downtown during the academic day until they have fulfilled their last commitment.

HOSTING A BOARDER IN YOUR HOME

We welcome the boarder-day student connection and day families can host a boarding student in their home via Orah. Typically the boarder or their parent submits the Weekend Leave or Weekend Overnight pass. Approval from both the host and guest parent is required in order for the final approval from the Student Life Office is given.

RESIDENTIAL LIFE

Western Reserve Academy has a long, rich history and tradition of residential life where students learn and grow well beyond the traditional academic day. WRA's 11 dorms are a mix of large and small, historic and restored, "homey" and "boutique."

Whether you are in a dorm of juniors and seniors/PGs or a dorm of ninth graders, this section of the handbook will help guide you through the nuts and bolts of dorm living. The residential setting provides students with the opportunity to live alongside peers with diverse experiences and backgrounds. While doing so, individual students develop life skills such as living harmoniously with others, self-advocacy skills, mediation and compromise, empathy and independence. Respect is vital in a residential setting; students are expected to be respectful of one another's personal spaces, their belongings and their time. Dorm heads, residents, duty staff, student prefects and advisors guide the students in their personal maturation process as it relates to dorm life.

GENERAL BEHAVIORAL EXPECTATIONS

All school rules apply in the dorms as well as anywhere on campus, in Hudson, and on school trips. Refer to the behavior and disciplinary guidelines section for clarification on WRA's rules and guidelines. Dorm policies have been put in place to ensure the framework for a healthy and respectful living environment. Our goal is that these guidelines become a regular and predictable way of life in our residential life setting, and we educate all members of our community about these guidelines. Failure to comply with these guidelines will likely result in disciplinary consequences, from loss of a privilege to a dorm

chore to a SAC meeting. Students should ask their dorm head, dorm resident, advisor or a dorm prefect when they have a question about any of these rules.

TRANSPO EXPECTATIONS

Only under exceptional circumstances, may boarding students have a car on campus or have access to a car when school is in session. A boarding student may petition to have a car on campus to the Student Life Office, and the Student Life Office, in conjunction with the Head of School, will make the decision about any exceptions. Boarders are not permitted to bring cars from home and leave them at local houses or anywhere in the vicinity of campus. Boarders are not allowed to be driven by other students.

Boarding students may only leave campus in a car with the following:

- Their own parents/guardians
- Current WRA parents
- Current WRA faculty members

The only time a boarder may be in the car with another WRA student is when the boarder is signed out for a weekend overnight or weekend leave to that student's home. The idea here is that the boarder is being driven directly to the student's house (for the overnight) and directly back to campus from the student's house (after the overnight).

In general, and for their safety, boarders should not be in a car with a student driver. See Off-Campus Permissions and Leaves section for Transpo Protocol.

Please note: Parents wishing to restrict their child's ability to ride in cars driven by any of the above should notify the Student Life Office, in writing, of their specific restrictions. Otherwise, WRA will assume there are no restrictions for your child.

ROOMMATES

Most boarding students at WRA have roommates. Learning to live with someone different from yourself is a fundamental and critical piece of WRA's residential life program and it is through living with a roommate that some of the most poignant memories and life lessons are shared and learned. The Student Life Office works in conjunction with the Admission Office to match freshmen and new students with roommates. Returning students choose their own roommates.

Dorm heads, residents, advisors and even teachers will teach students how to live with someone else. Boarders will be given tools, and freshmen will have some formal training in how to advocate for oneself, actively listen, negotiate and such. Issues or conflicts are resolved with a dorm head, dorm resident, duty crew member, prefect, advisor and/or the Student Life Office if necessary. Only in highly unusual circumstances will we allow a roommate switch to happen.

DAY STUDENTS IN THE DORM

Day students play a vital role at WRA, and they are welcome in the dorms when they are accompanied by a dorm resident. The dorm resident is responsible for outlining the

boarding guidelines to their day student guest. Day students may eat dinner and stay on campus through study hours, studying in the library or in study hall. Only with special permission may day students be in the dorm common room, or in the dorm in general, during study hours. Day students should depart campus before the end of night check-in (10 p.m.). Day students can spend a Friday or Saturday night with a boarder friend (see Dorm Overnights). The school does not typically house day students for longer periods of time and while their parents are away. If at any time a day student would like to consider boarding, they should contact the Admission Office.

DORM HEADS, RESIDENTS, DUTY CREW MEMBERS AND PREFECTS

Each of WRA's 11 dorms has a team of adults and student leaders to provide structure, guidance, help and care in our dorms. Dorm heads lead their particular dorm and are supported by a dorm resident. The Dorm Head and Dorm Resident reside in the dorm. These adults, along with the duty crew members who do duty in the dorm but do not live there, ensure that each boarder's safety, well-being and development is being monitored. Dorm prefects, carefully selected student leaders, play a critical role in the residential life program at WRA, serving as the link between the students and the dorm head and duty crew and as the eyes and ears of the dorm. Dorm heads, in addition to the Student Life Office, meet regularly with their prefects to mentor and guide them.

DORM MEETINGS

Gathering as a dorm is an important aspect of boarding. It helps promote community building by both organizing activities and topics for discussions along with celebrating birthdays and discussing any dorm issues. Regularly scheduled dorm meetings take place, and student attendance at these monthly dorm meetings is mandatory.

DORM FEEDS AND ACTIVITIES

Whether sponsored by Parents@WRA or by the dorm head or Student Life Office, late night pizza, donuts or other treats are a delicious and fun way to gather as a dorm. Dorm feeds, dorm cookouts and other activities take place in an effort to build community and celebrate each other.

DORM ACCESS

All dorm doors, the outer dorm door and individual student room doors, are accessible by proximity card. These ID cards are issued to students at no cost at Registration. Students will be charged for replacement cards.

Students are expected to use their ID card responsibly, which includes not sharing it with anyone. Disciplinary consequences will likely follow irresponsible and/or unsafe ID card usage and/or behavior. At no time is it appropriate to leave an outer dorm door propped open. This is considered a major school rule violation as it puts the entire dorm at risk. Move-in and move-out days are the only times that outer dorm doors can be propped open in order to allow families to more easily help their children move into the dorms.

LAUNDRY

Each dorm is equipped with washers and dryers. Dry cleaning service and/or regular laundry services by Tide Cleaners with drop-off and pick-up on Tuesdays and Fridays is available at the Campus Store. These services are billed to the student's debit account. A cost sheet is available through the Campus Store.

BAGGAGE AND STORAGE

Over the summer, WRA does not have sufficient storage space, and students are encouraged to take home their belongings. For students who need to store items over the summer, WRA employs Dorm Room Movers to manage summer storage. Information will be sent to both students and parents about Dorm Room Movers in the spring. Student belongings are picked up in late May and the belongings will be delivered to the student's dorm room before the opening of school. Arrangements for storage of delicate items, such as computers, should be made with a student's advisor. WRA is not liable for stored belongings.

MAIL

Most mail services are handled in the Metcalf Center where closed mailboxes, a U.S. Postal Service mailbox, and the Campus Store are located. Mail (not packages) for boarding students should be sent to: The boarder's first and last name, Western Reserve Academy, 115 College Street, Hudson, OH 44236. Packages for boarding students should be sent to: The boarder's first and last name, Western Reserve Academy, 101 College Street, Hudson, OH 44236. Each boarder is assigned a locked mailbox by the Campus Store in Metcalf where they can receive mail. Packages are delivered to the package lockers in Metcalf. Please note: The school reserves the right to check any package received on campus.

DORM CLEANLINESS

A dormitory is a communal dwelling and all members of the community should bear some responsibility for their part in keeping the entire dorm, particularly the public spaces in the dorm, neat and clean. Professional cleaners clean the bathroom and vacuum the common room of each dorm Monday to Saturday. It is important for dorm residents to pick up and clean up after themselves. Sunday to Friday dorm hallways and common rooms should be picked up. There should be no personal items left in the hallways or common rooms overnight. Many dorms have a clean-up schedule and assign prefects and residents to help and oversee this process.

Dorm Room

Each dorm room is furnished with a bed, mattress, bureau, desk and chair per student. Boarders are allowed to decorate their dorm room in order to make it feel like their second home. There should be no references to drugs or alcohol in any of the decorations, and they should be appropriate and in good taste. The following items are not allowed in student dorm rooms: Pets, candles or incense, electric blanket, halogen floor lamp, hoverboard or other electrically-powered scooters/skateboards, clip-on lamp, heater, hot plate or rice cooker, refrigerator (NB: This is a privilege for dorm prefects only), television, computer monitor that is larger than 27", window fan, air conditioner, or any electronic

device (iron, tea kettle, etc.) that does not have an automatic shut off.

Cleanliness

Learning to take responsibility for oneself includes maintaining pride and order in one's personal space. It is expected that each dorm room is kept neat and clean Sunday to Friday both to practice this responsibility and to help maintain an organized room for study, relaxation, socializing or sleep. It is difficult to do any of the above when the bed is not made, food is left out, items are left on the floor, garbage is not taken out. In this spirit, the following are Neat and Clean Room Guidelines. Dorm heads, and residents/ other duty crew members, when appropriate, will inspect rooms, either formally or informally, on their regular duty rounds. Continued issues of messy, unclean rooms can result in consequences, including a SuperClean.

NEAT AND CLEAN DORM ROOM GUIDELINES

- Bed is made or pulled-up.
- Desk space is neat enough to conduct work on.
- Floor is picked up/uncluttered and vacuumed/swept.
- Dresser tops and counters are clean.
- Clean clothing is put away. Dirty clothing is in a hamper.
- Closet is neat.
- Space under the bed is neat.
- The wastebasket is empty.

SUPERCLEAN

A SuperClean is typically assigned for repeatedly failing formal room inspections. In order to pass a SuperClean:

- The room needs to be completely emptied. All personal items, including posters, clothing, stereo/ computer equipment, etc., are removed.
- These items are placed neatly in the hallway, allowing room for dorm mates to safely pass.
- Once the room is completely empty, the student cleans, wipes down, vacuums/ sweeps the room completely.
- The dorm head inspects the room and decides whether or not the SuperClean passes.
- Once the room passes, the resident will neatly reassemble the room.
- If necessary, the resident will clean the hallway.

Room Damage

Room inventories are taken at move-in and move-out times, and families are charged for any damage beyond the usual wear and tear of dorm living. A cleaning fee of approximately \$150 is charged for any room that is left dirty or with furniture or other belongings left in it.

Room and Dorm Clean Up Before Vacations

Before Thanksgiving, winter holiday and spring breaks, boarders must leave their room in especially good, clean condition. Dorm heads will outline the process and expectations for this procedure.

TRUST/THEFT/ID CARDS/PRIVACY

WRA is a trusting community, and theft, attempted theft or possession of stolen property is not tolerated. In an effort to protect their privacy and the safety of the entire dorm, each boarder's ID card gives them access to their dorm room. We expect students to use only their own ID card. We recommend that students not bring valuables or large amounts of money to the school. Any valuables should be locked. At no point should any student, boarding or day, be in the dorm room of another student without that student being present. Similarly, no student is to touch or take anything that does not belong to them. WRA does not accept responsibility for the loss of money or personal property or for the damage to belongings in the dormitory or anywhere else on campus. Please check your homeowner's insurance to determine that your son's or daughter's belongings are adequately covered.

DORM VISITATION POLICY

As we reopen, dorm visitation policies are still being developed. Please stay tuned for details.

SENIOR/PG PRIVILEGES AND PARIETALS

In the spring, the senior class officers petition to the Student Life Office for special privileges, including parietals. Typically these privileges involve a later check-in, Green Key privileges, along with monitored co-ed dorm visitation. Details on each will be sent out when the time comes.

DRUGS, ALCOHOL, CIGARETTES, VAPING

As stated in the previous section, "students will not use drugs, alcohol or other harmful substances." Similarly, use or possession of any alcohol or drug paraphernalia is forbidden. See Major School Rules for further information.

ROOM OR DORM SEARCH

WRA reserves the right to search a student's room and/or the dorm when there is probable cause for theft or possession/use of drugs, alcohol, cigarettes or vaping. In any case, the Head or Associate Head of School is notified and two adults, one being an administrator, is present for the search. The student may or may not be present. If illegal, contraband or missing substance(s) are found, a SAC meeting will typically follow.

In cases where there is suspicion of illegal substances in the dorm, a "brown bag" will be held. This is a chance for students to rid their room/the dorm of any contraband without disciplinary consequences.

BULLYING AND HARASSMENT

As stated in the handbook, "WRA does not tolerate bullying or harassment of any kind." See Major School Rules for further information.

STUDENT HEALTH

WRA employs round the clock health and wellness care when school is in session. School nurses and counselors can be accessed through the Health Center. Each night, in addition to the adult on duty in each dorm, there is an Administrator on Duty (AOD), a nurse on call, and a security officer on duty. In case of urgent or emergency situations, a faculty “emergency driver” will transport a student to the hospital. WRA keeps parents informed of any medical situation, urgent or otherwise.

FOOD DELIVERY POLICY

All students are strongly encouraged to take advantage of the variety of nutritional options offered by Ellsworth Dining Hall. Students may also walk to downtown Hudson to eat at local establishments so long as the trip does not conflict with any school commitments, including sit-down meals. If dining off campus, students must follow the campus guidelines to ensure that they remain within bounds. Students are expected to eat lunch and dinner provided by the Ellsworth Dining Hall, therefore, no food should be ordered during the academic day.

Food Delivery Times:

Outside food delivery to students on campus is not permitted during the academic day.

Students may place outside food orders during the following times:

Monday through Friday:

Food orders may be placed any time after 6:30 p.m. and before 9:30 p.m., with permission from the adult on duty in the dorm or from the AOD. Food must be delivered by 10 p.m.

Saturday:

Food may be ordered throughout the day on Saturdays up until 10:30 p.m. with delivery scheduled to arrive no later than 11 p.m. For any order placed after 9 p.m. on a Saturday, students must have permission from the adult on duty in the dorm or from the AOD.

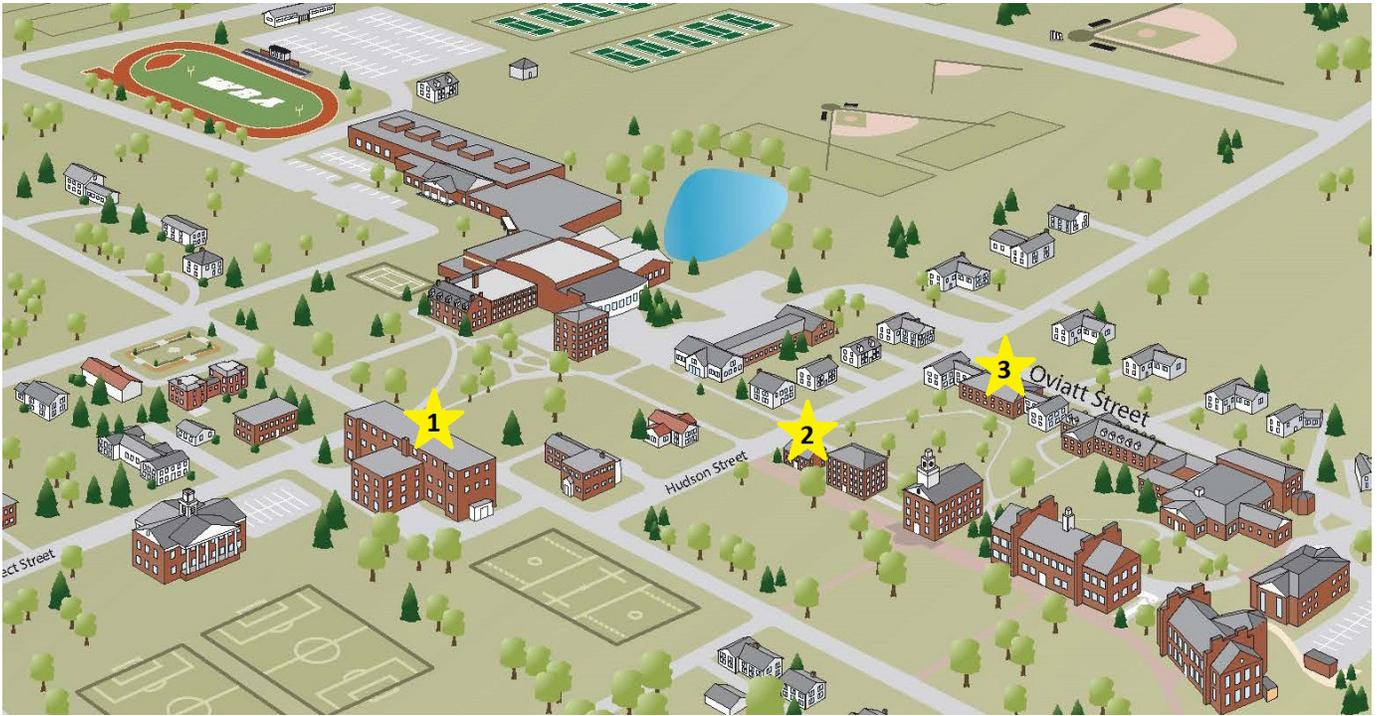
Sunday:

Food may be ordered throughout the day on Sundays up until 9:30 p.m. with delivery scheduled to arrive no later than 10 p.m. For any order placed after 7:30 p.m. on a Sunday, students must have permission from the adult on duty in the dorm or from the AOD.

Location:

Delivery drivers may not enter any campus building at any time. Drivers should be instructed to deliver food to one of the following 3 locations.

- 1. Ellsworth Dining Hall** – Main Entrance. Vehicles may not be stopped on College Street, so drivers should be instructed to park on the roadway beside the dining hall when making deliveries.
- 2. President’s House** – Reception Area Entrance. Vehicles may not be stopped on Hudson Street, so drivers should be instructed to park in the Admission visitor spaces when making deliveries.
- 3. Wood House** – Main Entrance.



*On-campus food delivery locations

Etiquette:

Students are expected to represent WRA in a positive manner. This includes:

- Being respectful and courteous to all food delivery personnel both when ordering and when picking up your food.
- Remaining by your phone and at the delivery location at the scheduled time to assist drivers who may not be familiar with campus.
- Tipping drivers appropriately for their service.

The success of this program depends on all student's following this policy. Failure to do so could result in the loss of privilege to order food and/or other disciplinary consequences.

WEEKNIGHT GUIDELINES

Weeknights in the dorms are focused on quiet and structured time to study, relax and unwind, and sleep after a day full of classes and after-school athletics or arts.

Study Hours

In an effort to ensure an environment suitable for studying between 7:45-9:45 p.m. Sunday to Thursday, the following study hour guidelines should be in place:

- The dorm should be quiet and calm. No video games, audible music, movie-watching or social media.
- All students should be actively studying (see above).
- Students should be in their own rooms if they are not signed out to Study Hall.
- The common room can be used for focused group work.

Students should ask permission from the duty person to take a shower, order food, or do laundry if necessary (if they returned late from a game, for example). If permission is granted, both should be handled quickly and quietly.

Open Door Policy During Study Hours

In an effort to be able to appropriately maintain study hour conditions, all boarders must have their doors open during study hours. Ninth graders and sophomores must keep their doors open for the duration of the year. After the first interim grade check, juniors and seniors/PGs can petition to shut their doors during study hours. This privilege can be earned by maintaining healthy study skills, strong grades and positive dorm engagement. The dorm head, in conjunction with the student's advisor and other adults, if necessary, decides if a student has earned this privilege. Please note: This privilege can be revoked by a duty crew member at any time.

Study Hour Sign Outs

Students typically stay in the dorm to study. In situations when a student needs extra help or focus, they may: Meet with a faculty member, attend Study Hall, or go to the John D. Ong Library. All students can meet with a faculty member during study hours or sign out to Study Hall or a required rehearsal. Study Hall is offered for any student who needs or desires additional structure and help. Sophomores, juniors and seniors/PGs only are allowed to sign out to the library or a study session. All students must have permission to leave the dorm during study hours. All boarders must be back in their dorms by 10 p.m., Sunday-Friday.

Sophomores, juniors and seniors/PGs sign out in Orah if they will not be in the dorm for study hours. Unless they are meeting with a faculty member, ninth graders study in the dorm. Upperclassmen/women can sign out in Orah before 7:30 p.m. or in person with the adult on duty at 7:30 p.m. Ninth graders need to check-in in person by 7:30 p.m. (they cannot sign out early) and they require permission from the adult on duty to leave the dorm during study hours. Students meeting with a faculty member are expected to bring back to the dorm a signed note from the faculty member noting the date and time. Again, all students need to have permission to leave the dorm during study hours. Studying outside the dorm is a privilege that can be revoked if it is misused.

Sleep, Lights Out and Late Nights

Teenagers need 8-10 hours of sleep a night. In an effort to support their health and development, we encourage the following lights out times. At lights out time, the student should be settled in their room with the lights out.

- Freshmen and sophomores: 11 p.m.
- Juniors: 11:30 p.m.
- Seniors/PGs: Although there is not an official lights out time for seniors/PGs, we encourage them to get a full night's sleep.

We expect that students will use their free time and evening study hours productively; however, we also understand that even conscientious students may need extra time to complete their assignments on a given night. Students who demonstrate focus and effort during study hours may request up to an additional one hour of late lights at the time of end of day sign-in (10 p.m.). Students with late lights should complete their work

in the common room so as not to disturb their roommate. Granting permission for late lights is up to the adult on duty. A student who did not demonstrate a concerted effort to complete their work during study hours will likely not be granted late lights. The dorm head will monitor the frequency of this request to ensure that it is not overused.

WEEKEND GUIDELINES

Dorm Overnights

After 11 p.m. (or midnight for seniors/PGs), each boarder should be in their own dorm room. On Saturday night, students with permission are allowed to sleep in the room of a friend of the same sex. No more than one guest is allowed per host. Aside from admission visitors, the only guests allowed to spend the night are boarders from other rooms or dorms and day students on a Friday or Saturday night. Parents, siblings and friends from other schools are typically not allowed to spend the night in the dorms.

The Dorm Overnight pass is submitted by the student/s in Orah by Friday 4 p.m. for Friday overnights and noon on Saturday for Saturday overnights. Both the boarder and the day student parent need to approve the leave in order for it to be approved. The Student Life Office or AOD approves the leave and informs the roommate. The dorm head will be informed of any issues.

CHECK-IN/OUT AND SIGN-IN/OUT

One of our responsibilities in our role as in loco parentis is to know where each of our boarders is while they are under our care. As such, we have processes for coming and going from the dorm and from campus. Once a student has checked in, it is understood that they will remain on campus and in their dorm until 6 a.m. the following day. Violations of being late or missing a check-in will likely result in disciplinary consequences. Violations of dorm curfew — leaving the dorm between final check-in and 6 a.m. the following morning — will likely result in a SAC meeting. Appropriate signing in and out and checking in and out of the dorm are critical responsibilities for our boarding students.

Weekday Check-in

Sunday through Thursday nights every boarder should check into their dorm by 7:30 p.m. with the adult on duty and/or in Orah. All boarders should be back in their dorms by 10 p.m. for the final check-in/roll call.

Friday Night Check-in

Friday night has one final check-in at 10 p.m. Boarders can go into downtown Hudson; they need to sign in and out of Orah using the Downtown Hudson pass. Again, this pass states you are walking. Otherwise, if boarders are on campus, they do not need to sign in before 10 p.m. Boarders on a Friday overnight should sign out of the dorm by 10 p.m. if planning to spend the night off campus.

All boarders not on an overnight or weekend leave should be back in their dorms by 10 p.m. for the final check-in.

Saturday Night Check-in

Saturday night has one final check-in at 11 p.m. Boarders going into downtown Hudson need to sign in and out of Orah (see Downtown Hudson pass). Otherwise, if boarders are on campus, they do not need to sign in before 11 p.m. Boarders on a Saturday overnight should sign out of the dorm by 10 p.m. All boarders not on an overnight or weekend leave should be back in their dorms by 11 p.m. for the final check-in on Saturday nights.

Saturday and Sunday Mid-Day Brunch Check-In

This check-in lasts from 11:30 a.m. to 12:30 p.m. in/outside of Ellsworth Dining Hall.

OFF-CAMPUS PERMISSIONS AND LEAVES

In order to fully benefit from the full WRA experience, we encourage boarders to stay on campus and participate in the structure and entertainment and community experience that is provided. At times, we understand that they will want to spend some time on a weekend day or a night or a full weekend at home or at a friend's or relative's house. Boarders can ask permission for either a Transpo, Weekend Overnight or a Weekend Leave. Remember: Only a WRA current parent or faculty member can drive boarders. All other transpo leaves must be approved by the Student Life Office or the AOD.

We strongly encourage new boarding students to wait until Family Weekend to spend a night at home. Along with helping combat homesickness, staying on campus and engaging in campus life will help make their transition smoother.

Failure to fully complete a leave will likely result in disciplinary consequences. The protocols for completing a leave are listed below. The Student Life Office gives final approval for any leave. Please note: Students may not sign out to a hotel unless they are accompanied by a parent or an adult.

Downtown Hudson pass: Weekdays and Weekends

The Downtown Hudson pass is used every time a day student or boarder walks into downtown Hudson during the week, Monday-Friday, and on weekends, Saturday-Sunday. The correct protocol for signing out to walk downtown Hudson is for the student to complete a Downtown Hudson pass in Orah on his/her personal cell phone, using the Orah Student App, or on Orah.com on their way downtown and then to sign back in on their phone once they have returned to campus. This protocol needs to be followed whenever students walk downtown. Once again, students are allowed to walk downtown, staying within bounds. Boarders are not allowed to be in a car unless they have followed the Transpo Protocol.

Day students are not allowed to drive a car downtown during the academic day until they have fulfilled their last commitment.

Weekday or Weekend Transpo

When a boarder spends some time away from campus during the week between their athletic/ arts commitment and check-in, to attend a medical appointment or have a meal with a parent, for example, they should use the Transpo pass in Orah. Similarly, when a boarder wants to spend time away from campus on Saturday or Sunday afternoon/evening to spend time with family, attend a religious service, or have a meal off campus

with a parent, they should use the Transpo pass. In both cases, the boarder should not leave campus before 6 a.m. and they should be back to the dorm by check-in time for that night. In addition, they should be sure to meet all school commitments before departing campus. A relative who is not a parent may be added to the list of contacts. Please contact the Student Life Office to add a non-parent relative to Orah.

Failure to comply with Transpo expectations will likely result in disciplinary consequences, such as a SAC meeting (see SAC).

As per above, boarding students may only leave campus in a car with the following:

- Their own parents/guardians
- Current WRA parents
- Current WRA faculty members

In general, and for their safety, boarders should not be in a car with a student driver. The correct Transpo protocol is as follows:

- The boarding student completes a Transpo pass in Orah either on his/her personal cell phone, using the Orah Student App, or on Orah.com.
- All details of the Transpo pass should be completed, including the name and cell phone number of the driver and the specific destination.
- Upon returning to campus, the boarder should sign back in either on his/her personal cell phone, using the Orah Student App, or on Orah.com.

Weekend Overnight (Friday and/or Saturday evening)

A student who wants to spend a weekend night at home or with friends needs to submit a Weekend Overnight leave request either on his/her personal cell phone, using the Orah Student App, or on Orah.com.

If the student is going to his/her own home, they need to have a parent approve the leave in Orah by 4 p.m. on Friday. If the student is going to a home other than his/her own, the student needs to have the host parent and their own parent approve the leave in Orah. Friday or Saturday Overnight leaves must be approved by 4 p.m. on Friday. The leave departure is automatic, but the student needs to sign back in once they return to campus. Please note: The leave is not approved until the Student Life Office gives final approval. In addition, students and parents are expected to pay close attention to the schedule before applying for an overnight leave to ensure that the student does not miss a school commitment such as an athletic or arts practice. Taking a leave and missing such a commitment will result in an unexcused absence/class cut.

Friday Overnight: The student on a Friday Overnight can leave campus after their last commitment (and before 10 p.m.) and is expected to return to campus by 11 p.m. (or midnight for seniors/PGs) Saturday night.

Saturday Overnight: The student on a Saturday Overnight can leave campus after their last commitment (and before 10 p.m.) and is expected to return to campus by 7:30 p.m. Sunday night.

Students are welcome to return to campus earlier than the check-in time. Either way, they should sign in using Orah as soon as they are back on campus. The leave does not

end until the student signs back in. Please note: The leave is not complete until the Student Life Office gives final approval. The student signs out and signs back into campus in Orah either on his/her personal cell phone, using the Orah Student App, or on Orah.com.

A Weekend Overnight vs. A Weekend Leave

The correct Weekend Overnight protocol is as follows:

- The boarder or parent submits a Weekend Overnight on his/her personal cell phone, using the Orah Student App, or on Orah.com.
- All details of the Weekend Overnight Leave should be completed, including the name and cell phone number of the driver and the host when appropriate and other specific information.
- Once approved by the host, the parent and the Student Life Office, the boarder departs campus after their last commitment and before check-in time. Specific departure and return times will be required when submitting the Leave.
- The boarder signs back into Orah once they return to campus before check-in.

A Weekend Leave is different from a Weekend Overnight. As a Weekend Leave includes both Friday and Saturday nights, a boarder on Weekend Leave is not expected to return to campus until afternoon on Sunday. A student on Weekend Leave cannot come and go to campus while on Weekend Leave. Students returning early from a Weekend Leave are expected to call the AOD (1.330.650.9711). Under certain circumstances, a student may take two overnights on one weekend (a Friday Overnight and a Saturday Overnight) in order to spend time at home while also keeping their school commitments.

Weekend Leave (from Friday evening until Sunday evening)

When a student wants to spend the weekend (both Friday and Saturday nights) at their house, with a friend, or with a relative, a Weekend Leave request needs to be submitted to Orah on his/her personal cell phone, using the Orah Student App, or on Orah.com.

Please note: Once a student has left campus on a Weekend Leave, they are not allowed to return to campus before noon on Sunday without prior permission from the Student Life Office. Exceptions to this (dances and all school events) will be announced by the Student Life Office. If the student is going to his/her own home, they need to have a parent approve the leave request in Orah. If the student is going to a home other than his/her own, the student needs to have the host parent and their own parent approve the leave in Orah. Weekend Leaves must be approved by 4 p.m. on Friday. Please note: The leave is not approved until the Student Life Office gives final approval. The leave is not complete until all steps have been completed, including the student signing out and signing back into campus in Orah.

The weekend begins after the boarder's last commitment on Friday and ends by check-in at 7:30 p.m. on Sunday.

Students and parents should pay close attention to the schedule before applying for a Weekend Leave to ensure the student does not miss a school commitment such as an athletic event or art performance or practice. By definition, Weekend Leave includes both Friday and Saturday night. A boarder on Weekend Leave is not expected to return to campus until Sunday afternoon when they sign back in. A student on Weekend Leave

cannot come and go to campus while on Weekend Leave. Please note: If a boarding student is spending the night at a day student's home, the day student host is allowed to drive the boarding guest off campus and may only drive the boarding guest back to campus at the end of the weekend or overnight leave. The idea here is that the boarder is being driven directly to the student's house (for the overnight) and directly back to campus from the student's house (after the overnight.)

We recommend that new students not take a Weekend Overnight or Leave until Family Weekend in order to acclimate to their new "home". Although most boarders do not take many Weekend Leaves, we recommend no more than 4-5 Weekend Leaves per semester. The correct Weekend Leave Protocol is as follows:

- The boarder submits a Weekend Overnight on his/her personal cell phone, using the Orah Student App, or on Orah.com.

All details of the Weekend Overnight Leave should be completed correctly, including the name and cell phone number of the driver and the host when appropriate and other specific information. Once approved by the host, the parent and the Student Life Office, the boarder departs campus after their last commitment and before check-in time on Friday.

The boarder signs back into Orah once they return to campus before check-in on Sunday.

College Visit Leave

Seniors/PGs, juniors and sophomores may request permission to miss school commitments for the purpose of visiting colleges. Juniors and seniors/PGs are allowed two commitment days per semester. Sophomores must receive special permission from the College Counseling Office. The student is responsible for any and all materials covered and assignments given during their absence. College Trip Leave Request forms are provided by the College Counseling Office and must be completed by the student at least six days before the student leaves to take a college trip. Students must obtain all pertinent signatures and turn in a completed College Trip Leave Request form to the Student Life Office before they depart campus. Additionally, parents must call the Student Life Office to notify the school that the student will be missing classes to go on a college trip. This is only a request for the student to be absent. Teachers may express reservations regarding the advisability of such a trip at any point during their course. The Student Life Office may consult with the College Counseling Office before final approval is granted.

College Visit Leaves must be approved 48 hours in advance of the leave. The correct College Visit Leave protocol is as follows:

- The boarder or parent submits a College Visit Leave on his/her personal cell phone, using the Orah Student App, or on Orah.com.
- All details of the College Visit should be completed, including the name and cell phone number of the driver and other specific information.
- In order for a College Visit Leave to be approved, a completed College Trip Leave Request form from the College Counseling Office must be submitted to the Student Life Office. The Student Life Office gives final approval.
- Once approved, the boarder may depart campus.
- The boarder signs back into Orah once they return to campus.

Break Leaves

A student leaving for a break (such as mid-fall, mid-winter, Thanksgiving, holiday or spring breaks) should sign out before they leave campus and as soon as they return to campus. A Break leave will be created and appear as an event pass typically a month before the break. Students will receive a notification when the break leave becomes available. Reminders to complete the leaves will be automatically sent to both the students and parents.

Other Student Travel

There are times when students travel by plane due to family obligations, outside athletics and other circumstances during the year. In this case, students or their parents will submit the Student Travel leave.

The correct Student Travel Leave Protocol is as follows:

- The boarding student completes a Student Travel Leave in Orah on his/her personal cell phone, using the Orah Student App, or on Orah.com.
- All details of the Student Travel Leave should be completed.
- Upon returning to campus, the boarder should sign back in on Orah.

In general, there are two ways to request a leave in Orah: On the student's personal cell phone using the Orah Student App or online at Orah.com. Transpo Leaves can be requested by the student and do not need additional approval. Student Travel, Overnights on Campus (for day students or dorm-to-dorm overnights), Weekend Overnights, Weekend Leaves and College Visits require permission from a parent, sometimes a host, and finally, the Student Life Office. In all cases, the student must sign out before they depart and sign back in in order for the leave to be complete.

THE ACADEMIC PROGRAM & POLICIES

ACADEMIC LIFE AT WRA

An exciting and fulfilling academic experience at WRA is much more than merely completing requirements or checking off credits. Students should seek to take full advantage of all that Western Reserve Academy offers, and create an academic profile that builds on strengths while helping students to develop passions. By creating time and space for electives, our hope is that students will show growth in each subject, accepting the challenge of advanced work in areas of strength, while continuing to explore all six major disciplines.

Class sizes are small, teaching techniques are varied, and teachers are available for help outside the classroom, during the day, or on campus in the evenings. We encourage, and often require, students who are having difficulty to avail themselves of this help, particularly in the early stages of their WRA careers. Evening study hours are from 7:45-9:45 p.m. During this time, students may work either in their rooms (supervised by faculty), in the library (sophomores through PGs), or with a faculty member. As students mature, they are given more independence in structuring their study time. By their senior year, a student should have achieved a capacity for self-motivation and independence.

THE ACADEMIC PROGRAM

Minimum Requirements for Graduation:

- English: Four-year sequence and successful completion of the Junior Writing Exam.
- Fine & Performing Arts: Two full credits in any combination of the Fine & Performing Arts classes.
- Integrated Studies & Design: Two full credits including Learn to Make, Learn to Live Well, and Learn to College.
- Mathematics: Four years of Mathematics at WRA with one credit at the 30 level or higher.
- Modern & Classical Languages: Two full credits. Two courses at WRA, including Level 3.
- Science: Three full credits in lab science - Biology, Chemistry and Physics required.
- Social Science: Three full credits in history including U.S. History & Government.
- Physical Education: All students will earn a half credit in physical education through athletic participation at WRA for each academic year.

WRA graduates must complete a four year program of study. Four year students earn a minimum of 27 credits, while meeting specific departmental requirements (listed above).

Transfer students take a full course load earning a minimum of 21 credits and must meet specific departmental requirements.

Most students will graduate with 32 credits. Exceptions will be made for transfer students as needed. Petition must be made for any deviation of the above requirements. See the Director of Studies for more information. Exceptions are rare.

Honors Program

Honors sections are offered in dance, mathematics, Spanish, French, Latin, chemistry and physics for students who have proven aptitude and high motivation in these areas. Departmental permission is required for enrollment in an honors level course.

College Level Courses

Departmental permission is required for enrollment in College Level (CL) courses in most cases. CL courses are not appropriate for every student. Students should consult with their teachers and advisors as they make decisions regarding classes. Each student should consider his or her likelihood of success in a rigorous, college-level curriculum. This judgment should be based upon previous preparation in an academic area, interest, ability, and overall class and extracurricular load. Students interested in a CL course should determine their eligibility by checking the departmental prerequisites and recommendations.

Academic Integrity

Academic honesty and integrity are exceptionally important values within the WRA community. Accordingly, all forms of academic dishonesty (cheating, plagiarism, etc.) are considered serious infractions and carry penalties. Obvious violations include copying answers from another's work or submitting another's homework as one's own. Plagiarism, the use of another's words or ideas without indicating the source, is also a serious offense. Any use of material from Internet sources without proper documentation is considered plagiarism. Cases of academic dishonesty are brought before the Honor Council, which determines whether or not a violation has occurred, and makes a recommendation for consequences. For more information see the "Honor Council" section.

Grading

All courses are semester courses. Student grades will be posted on Canvas and updated every four weeks.

Unless a student withdraws from WRA, no credit is earned, nor are final grades calculated, until the completion of a course. Final grades will not be released until the student's account is cleared by the Academic Office and the Business Office. Please note: Mid-semester grades for seniors will be sent to colleges when grade reports are required prior to the end of the first semester.

The following scale is used to evaluate academic work:

A+	4.333
A	4.0
A-	3.667

B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.0
C-	1.667
D+	1.333
D	1.0
D-	0.667
F	0

Incomplete: A student who fails to complete required work in a course will be given an incomplete until the work is satisfactorily completed. Late penalties may continue to apply in this case. If the work is not submitted, the Incomplete results in course failure, regardless of other grades in the course, and no credit will be earned for that course.

Summative Assessments

Summative Assessments are held at the end of each semester. Students will not be asked to take more than two seated exams on the same day.

Concerns about conflicts during exams (particularly students scheduled with two consecutive examination time slots) should be addressed to the Director of Studies. No exams will be given prior to the assigned date. Students are expected to remain on campus through their last exam.

Major Assessments Throughout the Year

It may be unavoidable that a student has multiple major assessments scheduled on the same day. If a student has more than two major assessments scheduled for the same day, he or she may consult with their teachers to reschedule one of the assessments. Department Chairs and the Director of Studies are available to help students resolve the conflict if difficulties arise. Since major assessments should be announced well in advance, students should speak to the teacher as soon as possible, well in advance of the assessments.

Academic Support

The majority of faculty members live on campus. They expect, and sometimes require, their students to see them outside of class time for help. If a student's academic performance is found to be unsatisfactory, the first step is to investigate the reasons for the difficulty.

Any student experiencing academic difficulty should see the teacher in question for help outside the classroom. In addition, the student should see his or her advisor to strategize about ways to improve performance. If the difficulty is considerable, or crosses over several disciplines, the advisor will contact the Director of Studies.

Parents who are concerned are encouraged to reach out to teachers directly in addition to contacting their child's advisor. The advisor is also available to help the student develop more constructive habits.

Students with documented or suspected learning differences should contact the Director of Studies for more information and to determine next steps regarding possible academic accommodations. WRA does not offer academic modifications.

Adding or Dropping a Course

Inevitably, some students find it necessary to add or drop a course. If such a change appears necessary, a student should discuss the situation with the teacher in question, his or her advisor and the Director of Studies. Changes will not be made for teacher preference. Exceptions will be considered only if the student has the same teacher for a second consecutive year and a move is possible. No course change is valid until the Director of Studies, whose signature must be obtained last, signs the drop/add form. A student must attend all classes on his or her schedule until the drop/add process is complete.

The drop/add period occurs during the first two weeks of class. Students interested in making schedule changes will pick up forms in the Academic Office. Signatures will be required from the teachers involved, the Department Chair, the advisor, the Director of Studies, and, for juniors and seniors, the College Counseling Office.

Please note: Once a transcript has been submitted to a college as part of a formal application, any changes to the transcript must be reported to the college. These changes include, but are not limited to:

- Switches of course levels, addition or removal of CL or honors designations, dropped courses, added courses, switched courses (including those half-credit courses listed for the second semester).

It is the recommendation of the College Counseling Office to avoid drawing unnecessary attention for such adjustments to transcripts after submission to colleges.

Summer Work

Earning a low passing grade in a course does not guarantee readiness for the next level of discipline. Particularly in mathematics and language, a student who passes a course with a low grade may be asked to complete summer study. Details will be provided by the Department Chair.

With the permission of the department and Academic Office, summer work may be completed for placement in a course, but not for WRA graduation credit. Credit will not be given for summer work, whether make-up work or enrichment.

Transfer Credits

In many cases, credits earned at other secondary schools will be accepted at WRA, but frequently testing must validate those credits. Only high school courses taken during the academic year will be considered for transfer credit. No credit will be given for courses taken at other schools in which the final mark is less than C (on an A-F alphabetical scale) or 2.0 (on a four-point scale, where 4.0 = A). In some cases, credit toward graduation may be awarded for high school level course work completed in middle school, particularly for mathematics and language courses. Credit cannot be awarded for the same course

twice, with the exception of certain arts courses. Students who retake a course at WRA for which they have previously been granted credit will lose the transfer credit. Some transfer credits will be granted for courses that are not WRA departmental requirements. These credits will count toward total credits needed for graduation, but will not take the place of a required WRA course.

Attendance Policy

Whether learning live online or on campus, students are expected to be in attendance when school is in session. Participation in class and school functions is essential for success at Western Reserve Academy and allows each student to be able to fully participate in the WRA experience. Total class absences will be recorded on student report cards. There are times when a student needs to miss school: A major family event, such as a wedding or graduation, for example, or a religious holiday or event. Please follow the following protocols when your son/daughter needs to miss school. WRA considers these absences excused.

- If a student needs to miss school for family reasons: A parent should call the Student Life Office in advance at 1.330.650.5819.
- If a student is not feeling well, a parent should call or email the Health Center at 1.330.650.9746 or healthcenter@wra.net by 9 a.m.
- If a student has a medical appointment: A parent should email or call the Health Center at healthcenter@wra.net or 1.330.650.9746 prior to the scheduled appointment.
 - The student is expected to provide a note from the doctor's office confirming the visit once they return to campus.

Unexcused Absence/Class Cut

An absence is considered unexcused, or considered a "Class Cut", when there is no reasonable reason for the student to miss class. Class cuts include, but are not limited to, academic commitments (academic class, academic field trip). The typical consequence for a Class Cut is a detention. Teachers report all absences through Veracross, and the Student Life Office reviews this information on a daily basis. Teachers will inform students of any additional penalties, in accordance with department policies, that might occur should a student cut a class.

Students with excessive class cuts will be required to meet with the Student Life Office; disciplinary action will likely follow, including, but not limited to a SAC meeting.

Completing Missed Work

Except in the case of illness, every effort should be made to avoid missing classes. In the event of excused absences, students are expected to contact teachers to make up missed work as soon as possible. Students are responsible for getting their assignments, knowing when they are due, and completing those assignments. In the event of longer absences, the student's advisor or the Director of Studies will assist in obtaining assignments. Students on medical leave will work with the Director of Studies.

Excessive Absences

Students with unexcused absences or excessive absences (defined as missing more than 10% of classes) may incur academic consequences. In general, small assessments missed

due to unexcused or excessive absences may result in a failing grade on the assignment, while more significant assessments may be completed with a 10% grade penalty. Students with excessive absences will be required to meet with the Director of Studies.

Western Reserve Academy
Academic Schedule 2021-2022

Updated 08/14/21

GREEN

Monday		Tuesday		Wednesday		Thursday		Friday	
8:15 - 9:20 am Track 1		8:15 - 9:20 am Track 6		8:00 - 9:00 am Meetings		8:15 - 9:20 am Track 6		8:15 - 9:20 am Track 1	
				9:10 - 10:10 am Track 1					
9:25 - 9:55 am Morning Meeting		9:25 - 9:55 am Common Academic Time				9:25 - 9:55 am Common Academic Time		9:25 - 9:55 am Morning Meeting	
10:00 - 11:05 am Track 2		10:00 - 11:05 am Track 7		10:20 - 11:20 am Track 2		10:00 - 11:05 am Track 7		10:00 - 11:05 am Track 2	
				11:30 am - 12:30 pm Track 3					
11:15 am - 12:20 pm Track 3A	11:15 - 11:55 am Lunch	11:15 am - 12:20 pm Track 8A	11:15 - 11:55 am Lunch			11:15 am - 12:20 pm Track 8A	11:15 - 11:55 am Lunch	11:15 am - 12:20 pm Track 3A	11:15 - 11:55 am Lunch
12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 3B	12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 8B	12:35 - 1:15 pm Advisory Time - Lunch		12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 8B	12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 3B
1:10 - 2:15 pm Track 4		1:10 - 2:15 pm Track 9		1:20 - 2:20 pm Track 4		1:10 - 2:15 pm Track 9		1:10 - 2:15 pm Track 4	
2:25 - 3:30 pm Track 5		2:25 - 3:30 pm Track 10		2:30 - 3:30 pm Track 5		2:25 - 3:30 pm Track 10		2:25 - 3:30 pm Track 5	

WHITE

Monday		Tuesday		Wednesday		Thursday		Friday	
8:15 - 9:20 am Track 9		8:15 - 9:20 am Track 4		8:00 - 9:00 am Meetings		8:15 - 9:20 am Track 4		8:15 - 9:20 am Track 9	
				9:10 - 10:10 am Track 9					
9:25 - 9:55 am Morning Meeting		9:25 - 9:55 am Common Academic Time				9:25 - 9:55 am Common Academic Time		9:25 - 9:55 am Morning Meeting	
10:00 - 11:05 am Track 10		10:00 - 11:05 am Track 5		10:20 - 11:20 am Track 10		10:00 - 11:05 am Track 5		10:00 - 11:05 am Track 10	
				11:30 am - 12:30 pm Track 8					
11:15 am - 12:20 pm Track 8A	11:15 - 11:55 am Lunch	11:15 am - 12:20 pm Track 3A	11:15 - 11:55 am Lunch			11:15 am - 12:20 pm Track 3A	11:15 - 11:55 am Lunch	11:15 am - 12:20 pm Track 8A	11:15 - 11:55 am Lunch
12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 8B	12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 3B	12:35 - 1:15 pm Advisory Time - Lunch		12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 3B	12:25 - 1:05 pm Lunch	12:00 - 1:05 pm Track 8B
1:10 - 2:15 pm Track 6		1:10 - 2:15 pm Track 1		1:20 - 2:20 pm Track 6		1:10 - 2:15 pm Track 1		1:10 - 2:15 pm Track 6	
2:25 - 3:30 pm Track 7		2:25 - 3:30 pm Track 2		2:30 - 3:30 pm Track 7		2:25 - 3:30 pm Track 2		2:25 - 3:30 pm Track 7	

MORNING MEETING / Mondays & Fridays / 9:25 - 9:55 am
COMMON ACADEMIC TIME / Tuesdays & Thursdays / 9:25 - 9:55 am
ALTERNATING FACULTY, RESIDENTIAL LIFE, DEI, STRATEGIC PLAN MEETINGS / Wednesday / 8:00 - 9:00 am
LUNCH SERVED / Monday, Tuesday, Thursday, Friday / 11:00 am - 1:15 pm
ADVISORY TIME-LUNCH / Wednesday / 12:35 - 1:15 pm
ACTIVITIES & AFTERNOON PROGRAMS / 4:00 - 5:30 pm

ATHLETICS & AFTERNOON PROGRAMMING

A long-held principle at Western Reserve Academy has been that all students throughout their career participate in a vibrant, interscholastic athletic program. The athletic experience at WRA is viewed as a curricular and integral part of the total educational experience that is built around the WRA values of excellence, integrity and compassion.

For this reason, all WRA students are expected to participate in a diverse, well-rounded interscholastic team athletics program. Western Reserve Academy strives to ensure that each student-athlete will be enriched in mind, body and spirit by the team athletic experience, will realize his or her individual potential, and will contribute at a team level commensurate with his or her ability. Western Reserve Academy currently offers 24 interscholastic sports and almost 45 different teams within those sports.

WRA athletics offers a balance to academics, co-curricular activity and residential life. We encourage and support a healthy lifestyle by providing regular athletic opportunities, which produce physical, psychological, emotional and social benefits and which enhance all areas of student development and carry over into future endeavors.

REQUIREMENTS

Each student receives a half credit of PE at the end of each academic year; therefore, each student is required to participate in an organized activity in each of the three athletic seasons. When a student selects only two seasons of team sports, he or she must select a non-team sport, exercise/fitness option or non-sport alternative, such as afternoon art, dance or music. A student who wishes to participate in a non-sport alternative must receive permission from the Director of Athletics before the beginning of the season. The Director of Athletics consults with the supervisor of each respective afternoon activity before giving permission. Students who participate in a non-sport alternative will be required to perform or display their work at the end of the season. These students must also include a supervised exercise component to their program. Any other exceptions to the above requirements or activities outside of the WRA community must be approved by the Director of Athletics.

REGISTRATION

Returning students sign up for all three of their team sports or alternatives at spring registration. New students complete an athletic registration form during the spring or summer before their arrival at WRA. Students may change their choices prior to the start of an athletic season by contacting the athletic department. Once a season is underway, students may not change sports after the first two weeks without permission from the Director of Athletics. The following sports have roster limitations: Basketball, fencing, golf,

riflery, tennis, and volleyball. Most other sports are able to have unlimited roster sizes and therefore, do not make cuts. Students with health or medical concerns are required to give written verification to the Director of Athletics. They are then placed under the direction of an athletic trainer. In addition, those students who are not actively involved in a sport or a rehabilitation program must participate in an alternative activity or sign up to be a team manager. Students wishing to pursue an independent project must submit their proposal to the Director of Athletics before the beginning of the season. In order to participate in athletics, all students and parents are required to read and sign off on the WRA Concussion Management Plan and Lindsay's Law prior to any participation.

UNIFORMS & EQUIPMENT

In most sports, school-owned uniforms are issued to the student, as well as equipment, such as helmets or shoulder pads. It is the responsibility of the student-athlete to return the uniforms and equipment to the Murdough Athletic Center (MAC) equipment room immediately after a game or practice, and within the required time at the end of each sports season. Students who fail to return school property promptly or do not take care of the equipment properly will be billed accordingly.

Students are typically responsible for providing their own athletic accessories, such as running shoes, cleats, baseball and lacrosse gloves, shin guards, lacrosse sticks, baseball and softball bats, hockey sticks and skates, field hockey and girls' lacrosse goggles, golf clubs, and tennis rackets.

CONDUCT

WRA expects its students to maintain a healthy regiment of sleep, schoolwork, physical activity and diet. Odd hours, peculiar study schedules, and unhealthy habits can defeat an educational endeavor. The conduct and attitude of an individual athlete both on and off the field can not only affect the performance of an individual, but also of an entire team. A coach has the prerogative, in consultation with the Director of Athletics, to remove a player from a team if his or her conduct is judged to be detrimental or destructive to the well-being of the team.

SCHEDULES

Interscholastic sports schedules are available online to all WRA families at the start of each sports season. These schedules are prepared for general reference only. Some dates and times may be subject to change. WRA.net will have the most up-to-date information. Students and parents are also encouraged to sign up for text alerts at the start of the school year to stay notified of any schedule changes.

TEACHING / COACHING

Western Reserve Academy's coaches emphasize positive attitude and school spirit, teamwork, good sportsmanship, physical fitness, and the development of fundamentals

and skills. WRA's athletic program mirrors the classroom; coaching is a complex and demanding form of teaching. It is a field where athletic and physical expertise and pedagogical style are both important, but only part of the equation. The ability to build personal relationships, infuse trust and confidence, create successful group dynamics, inspire individuals to make the maximum effort, and model maturity and balance round out the equation.

ATHLETIC TRAINERS

The athletic training room, located in the Murdough Athletic Center (MAC), is a fully staffed, coeducational facility that provides a variety of services to all student-athletes. Our certified, full-time trainers work in conjunction with the school Health Center's physician and nursing staff. The WRA training staff conducts baseline concussion testing for all students.

HEALTH SERVICES

Western Reserve Academy's health services align with the mission of the National Association of School Nurses (NASN), the American School Health Association, the National Association of School Psychologists, the American Academy of Pediatrics and the National Athletic Trainers Association. Our mission is to construct proactive strategies that promote campus safety and optimal health for each member of our community, such that our health professionals contribute to an environment that assists students in achieving personal and academic success.

Acute and chronic health problems are managed in the WRA Health Center, where 24-hour (clinical and after hours on-call) nursing and counseling are available seven days a week during the academic year. WRA employs a health service director, nurses, a school/clinical psychologist and full-time licensed counselors, and our school physician, who is a board certified pediatrician. The health services team also works closely with WRA athletic trainers.

Need to Know: The Health Center follows HIPAA regulations and protects a student and the family's privacy regarding medical information. In order to keep our students who live with us in our boarding school setting safe, disclosure about a health condition may be shared on a Need To Know basis with a dean, dorm head or advisor. When possible, the Health Center will communicate this with the student and their family.

HEALTH CENTER HOURS AND CONTACT NUMBERS

7 a.m.-7 p.m. | Weekdays: 1.330.650.9746
7 a.m.-noon | Saturdays: 1.330.650.9746
After hour's nurse on-call cell: 1.330.903.5613

After hour's back-up nurse on-call cell: 1.330.524.4149

You can also reach the Health Center via email: healthcenter@wra.net

HEALTH CENTER WALK-IN VISITS & APPOINTMENTS ARE WELCOME

Students are always welcome to see a nurse or counselor without an appointment during office hours. We do ask that students go to the Health Center around their classes and other school commitments whenever possible.

Students (and parents) are also always welcome to make an appointment:

- With a counselor at counseling@wra.net
- With a nurse at healthcenter@wra.net
- Anyone may also call or email the Health Center for an appointment 1.330.650.9746 or healthcenter@wra.net

URGENT AND EMERGENCY CARE

Students and parents are welcome to call the nurse on-call for urgent emotional or medical problems when the Health Center is closed. Urgent calls afford students (and others) access to one of our nurses within 10-15 minutes of a call after hours, at night and on weekends. The on-call nurse determines the type of care and the type of health provider who should see the student, and then communicates with parents appropriately.

If a student requires advanced medical care, our health services team primarily works with providers at Children's Hospital Medical Center of Akron. Our health service will likewise: Contact parents and connect parents with the physician/s and nurses working with their teenager.

Contact key WRA administrators and the student's favorite faculty "caretaker/s" to inform them when a student is transported to the hospital for an emergency.

SCHOOL/CLASS ABSENCES

Report all student absences for illness or medical appointments to the WRA Health Center (healthcenter@wra.net or 1.330.650.9746).

Day student parents, please contact the Health Center before 9 a.m. each day a student will miss class for illness or a medical appointment.

Boarding students should see the WRA nurse before missing any school commitment due to an illness or injury.

WRA Health Service manages all class dismissals associated with any health concern.

Parents of day students and local boarding students, please contact the Health Center before picking up your ill or injured son or daughter.

Parents, please contact the Health Center prior to returning an ill or injured student to campus.

Parents (or the physician/provider's office) should scan or fax school excuses for medical/dental appointments directly to the Health Center (healthcenter@wra.net or fax 1.330.650.5863).

In accordance with public health recommendations, day students with a fever greater than 100.4 degrees may not return to campus until it has been determined that the student is no longer contagious. Please contact the Health Center prior to the student's return.

Students who must miss classes or other commitments to receive care in the Health Center are usually restricted from athletics and other afternoon activities, to rest and/or study in the Health Center that day.

Please note: Whenever possible, please schedule medical appointments during school breaks or at times when students will not miss school commitments.

ILLNESS POLICY

Students are encouraged to visit the WRA Health Center as soon as they are aware they are not well (around their class schedule whenever possible). Parents, faculty, staff and coaches are also encouraged to refer students to the Health Center quickly when they have symptoms of illness or emotional concerns or to WRA trainers or the Health Center when a student is injured.

Please note: WRA expects parents will always contact a WRA nurse prior to returning an ill or injured student to campus. (healthcenter@wra.net or 330-650-9746).

WRA nurses may sometimes keep students in the Health Center to receive special care.

Furthermore:

- Boarding students are occasionally cared for overnight in the Health Center for additional nursing care.
- Parents may expect that students whose families reside within a reasonable driving distance of WRA will receive overnight (or extended) care at home, under their parents' care whenever needed.
- Parents should also expect that when a student has an extended illness, WRA would ask parents to arrange for the student to return home for appropriate care.

Infectious Diseases

Please be aware that, during disease outbreaks, school procedures for managing student illness will adapt to alerts and mandates from the U.S. Centers for Disease Control, Ohio Department of Health and Summit County Public Health officials. If a student receives medical directives for quarantine for an extended infectious illness, WRA expects parents

will come to Ohio to care for their teen off campus until it is safe and appropriate for the teen to travel home, or to return to campus.

MEDICAL LEAVE

Western Reserve Academy confers a medical leave of absence to a student whenever vital medical or psychological care is more important than academic work for a given period. A leave represents a time when parents assume the care and supervision of the student. It also represents a time that likely includes specialized healthcare with parent involvement and follow-up that may include parent participation in an intensive outpatient program, hospitalization or care in a residential facility.

Moreover, it will require that parents and the student consent to medical and/or psychological specialists and appropriate WRA school health professionals communicating freely about the student.

During a medical leave, the student must fully participate in and complete all prescribed medical or psychological testing, care and follow-up. A student on leave officially remains a WRA student; however, the student may not visit the WRA campus and may not participate in WRA academic, social or extracurricular activities off campus, including school trips.

Consideration for the unique challenges of the WRA boarding school environment dictate that, regardless of recommendations by specialized healthcare professionals caring for the student during a medical leave, the WRA Health Services Team and the Dean of Student Life make the final decision about when and how a student may return to Western Reserve Academy.

The goal at the conclusion of a medical leave is to provide the student and parents with a reasonable and realistic written outline of care and support that the student, parents, and WRA health professionals agree on before the student returns to campus, so to sustain supportive/therapeutic medical or psychological interventions that facilitate a successful return and reintegration to Western Reserve Academy.

A re-entry meeting is typically held before the student returns to the dorm and/or classes in order for the school to make any recommended reasonable accommodations and best support the student upon their return. Typically, a counselor and/or member of the Health Center, a dean of student life, the student and their parents/guardians are present for the re-entry meeting.

The goals of a re-entry meeting are to provide supportive management of the student's academic requirements, with oversight and coordination by the WRA director of studies with the student, parents and teachers, and facilitate the student's reintegration back into a residential environment, where boarders and non-boarders spend various amounts of time in campus dormitories.

HEALTH CENTER FEES

There are no Health Center charges to students for nursing care, care from our trainers, or psychological counseling.

WRA student accounts absorb charges for simple lab tests performed on site, and for some supplies, such as stock medications, expensive bandages, splints, unreturned ice packs or crutches. Health Center charges for stock medications and supplies are set at our replacement cost, so pricing may fluctuate to reflect changes in our cost for items.

Whenever a medication charge exceeds \$15, WRA nurses provide an insurance claim form to parents, which parents may use to seek reimbursement from their private insurance carrier. Student accounts are charged \$60 /hour for after-hours nursing care when objective signs indicate the student is under the influence of alcohol or other drugs.

TRANSPORTATION ARRANGEMENTS

Health Center staff arrange for a WRA driver to transport students to a hospital, laboratory or physician specialist's office at a rate of \$15/hour billed to the student's debit account. Whenever a WRA Health Center driver is unavailable, for example for urgent needs during the evening, weekends or overnight, WRA will use a faculty member who is scheduled as an emergency driver to transport students.

CHANGE IN HEALTH STATUS & PARENT INFORMATION

Parents are responsible for immediately notifying WRA nurses of any change in a student's health status (including newly diagnosed allergies or newly prescribed or changed medications). Likewise, parents are asked to notify the Health Center quickly about any changes in emergency contact information, as well as changes in insurance coverage.

MEDICATION

In accordance with standards of the American Academy of Pediatrics, Western Reserve Academy requires that the prescribing physician complete the WRA Medication Permission Form for every medication taken regularly, regardless as to whether it is a prescribed or over-the-counter medication. This form requires a signature from both the prescribing physician and a parent or guardian. Download this from Magnus Health on the WRA Veracross Parent Portal. Most students may self-administer their own medications, with written clearance from their physician, their parents and a WRA nurse or counselor.

Proper labeling of all medication on campus is mandatory. Student medication anywhere on campus should be in its original labeled container with the student's name clearly marked on the package/bottle. Students wishing to carry over-the-counter or prescription medication are encouraged to carry medication in manufacturers' labeled and sealed unit-dose packaging whenever possible. Students who carry emergency medications are asked to always carry their medication with them, in a pocket of their clothing, in a sports bag

pocket (or handbag pocket), and/or in the front pocket of their book bag. Boarders are also asked to keep emergency medication in a prominent place in the top drawer of their dorm dresser.

Controlled Substances

Although, as mentioned above, most students may self-administer their own medications with written clearance, there is one blanket exception. A student may not have any controlled substance on campus or on school trips. Controlled substances include attention deficit disorder drugs, such as Ritalin, Adderall and Vyvanse, as well as most prescription pain medications. These medications are kept in the Health Center. They should not be in student rooms, lockers or in the possession of any student at any time. Violations are a disciplinary issue.

A nurse in the WRA Health Center administers each controlled substance. Under special circumstances, such as school trips, per standards set by the Ohio Nurse Practice Act, WRA nurses may instruct a willing faculty member (discussed with the given student) to administer controlled medications.

Please Note: Students may not recommend, misuse, distribute (share), or sell medications or chemical substances of any kind to another student. This would violate not only school rules, but also, federal law. Violations are a disciplinary issue.

Medication refills

Parents, please hand deliver or ask your pharmacist to mail ADD/ADHD or other controlled substance refills to the WRA Health Center, not to the student. (After regular clinic hours, parents must deliver this medication to the Administrator on Duty (AOD) or the dorm head). As above, violations are a disciplinary issue.

*Medication for school breaks – WRA will not send controlled medications home with students for school breaks; and, by law, nurses may not mail these medications. If a student will need ADD/ADHD medication during school breaks, plan for this with each refill, by asking your pharmacist to give you an extra-labeled prescription bottle in which to keep what parents need at home for the next upcoming break, or assure a parent picks up the medication from the Health Center during office hours.

EMERGENCY MEDICAL INFORMATION

In an effort to maximize the efficiency with which we handle confidential student health information in a medical emergency, Western Reserve Academy has an agreement with the After Hours service of Akron Children's Hospital (ACH). This service offers a secure environment where copies of WRA emergency medical forms and student health insurance card/s are stored. In the event that a WRA student requires emergency (or urgent) medical care, even on school sponsored trips, WRA nurses or faculty give medical care providers access to nurses at the ACH "Ask a Nurse" service. ACH nurses retrieve, and then fax that student's emergency medical information directly to the approved medical provider caring for the student.

This service does not take the place of WRA's 24-hour nurse on-call service. Rather, it enables WRA, while serving in loco parentis, to provide healthcare professionals (anywhere our students may travel) student medical alerts, immediate access to parent contact information, parent consent for emergency care and health insurance information. This arrangement helps us seek the most expeditious care for a seriously injured or ill student, while protecting the privacy of student health information.

Direct questions or concerns about this procedure to the WRA Health Center (healthcenter@wra.net).

SPORTS PHYSICALS

Sports physicals are required of all students and should be coordinated with your physician as part of the annual physical that is done prior to the start of school. When scheduling the annual physical, you may want to mention that you will need to have the sports physical form completed as this sometimes takes a few extra minutes during the visit and you will want to be sure to allow for enough time. Students who do not have an up-to-date sports physical on file may be held from participation in athletic programs.

U.S. HEALTH INSURANCE COVERAGE

In accordance with our concern for the welfare of WRA students, WRA requires every student to have coverage by a comprehensive U.S. health insurance policy. (Please note - travel insurance and/or international health insurance policies do not meet this important requirement).

International families should expect that, unless their child is covered by a U.S. employee-based insurance plan, WRA will arrange for United Healthcare to provide their child's U.S. insurance coverage. Information about United Healthcare fees and the basic provisions and exclusions of this coverage is in each international student Magnus account via the WRA Veracross Parent Portal.

NOTE:

- Immunization requirements for each student (each year) are in each parent's WRA/Magnus Health software account (via the WRA Veracross Parent Portal).
- Tuberculosis (TB) testing requirements for new students and for every student who resides outside of the U.S. are in each parent's WRA/Magnus account (in your WRA portal account).
- Downloadable WRA/Magnus Health forms for parents and physicians are available for parents in Magnus Health, via the WRA Veracross Parent Portal.
 - Magnus uses filters to guide parents to the forms required for their individual teen.
- Additional school health information and timely health and safety alerts are posted on the WRA Veracross Portal.

TECHNOLOGY

The technology policies outlined are designed to provide all students of the WRA community with reliable and secure electronic resources in a thoughtful manner that complies with the mission of the school; local, state and federal legal compliance; school requirements; best practices of electronic resource management; and data security for both the institution and end user. Access to the institution's electronic resources is a privilege and must be treated with the highest standard of ethics. WRA expects all students to use our computing and information technology resources with operational integrity in alignment with our mission statement. WRA's Acceptable Use Policy governs all use of WRA's computer systems, network and internet access.

ACCEPTABLE USE POLICY

Summary & Statement of Purpose

This policy defines the boundaries of acceptable use of WRA's electronic resources, including but not limited to, computer facilities and services, computers, networks, electronic mail, electronic information and data, and video and voice services (collectively, the Electronic Resources). This policy incorporates by reference a set of specific rules, which the Academy may amend, modify, or terminate, in whole or in part, when necessary and in light of evolving technology. A complete copy of these rules is set out below in this policy.

The policy is based on the principle that the Academy's Electronic Resources are made available to faculty, staff, students and registered guests to support Academy business, and its mission of education and service. All other uses are secondary. Uses that threaten the integrity of the Electronic Resources, the actual or perceived safety of others, and uses that are illegal are forbidden.

By using the Academy's Electronic Resources, you accept personal responsibility for using them appropriately and you agree to comply with this policy and other applicable Academy policies, as well as applicable law, when engaging in such use.

Users of the Academy's Electronic Resources must review, understand and comply with this policy.

Implied Consent

Each person that uses the Academy's Electronic Resources is responsible for using them appropriately. By using the Electronic Resources, the user agrees to comply with applicable Academy policies and law. And, as a condition of the initial and continued use of the Electronic Resources, all users acknowledge and consent to the Academy's right to monitor and inspect, for any reason, and at any time, any use of its Electronic Resources. No user of the Academy's Electronic Resources should expect that their use of any of the Electronic Resources will be private.

Priorities

When demand for computing resources exceeds available capacity, priorities for their use will be established and enforced. Authorized faculty and staff may set and alter priorities for exclusively local computing/networking resources. The priorities for use of Academy-wide computing resources are:

Highest: Uses that directly support WRA's educational and service missions;

Medium: Other uses that indirectly benefit the education and service missions of the Academy, including reasonable and limited personal communications; and

Lowest: Recreation, including game playing and streaming services.

The Academy may enforce these priorities by restricting or limiting a lower priority use where the demand and limitations associated with such use adversely impact (or threaten to adversely impact) a higher priority use.

General Standards of Acceptable Use

- Responsible behavior with respect to the electronic information environment at all times;
- Behavior consistent with the mission of the Academy and with authorized activities of the Academy or members of the Reserve community;
- Compliance with all applicable Academy policies and all applicable federal, state or local laws;
- Truthfulness and honesty in personal and computer identification (no Proxy Clients or tools);
- Respect for the rights and property of others, including intellectual property (no P2P clients, Bit Torrents and/or similar tools);
- Behavior consistent with the privacy and integrity of electronic networks, electronic data and information, and electronic infrastructure and systems; and
- Respect for the value and intended use of human and electronic resources.

Specific Rules on Content of Communications

The following activities and behaviors are prohibited:

- Unlawful communications, including threats of violence, obscenity, child pornography and bullying and/or harassing communications;
- The use of Academy computer resources for private business or commercial activities, fundraising or advertising on behalf of non-Academy organizations, or the reselling of Academy computer resources to non-Academy individuals or organizations, as well as the unauthorized use of the Academy's name and/or seal; and
- Misrepresentation (including forgery) of the identity of the sender or source of an electronic communication.

General Rules

The following conduct is forbidden under this policy:

- Bypassing and/or attempting to bypass the Academy's Internet filter;
- Acquiring or attempting to acquire passwords of others;
- Using or attempting to use the computer accounts of others;

- Alteration of the content of a message originating from another person or computer with intent to deceive;
- The use of restricted-access Academy computer resources or electronic information without or beyond one's level of authorization;
- The interception or attempted interception of communications by parties not explicitly intended to receive them;
- Making Academy computing resources available to individuals not affiliated with WRA without approval of an authorized Academy official;
- Making available any materials on which the possession or distribution is illegal;
- The unauthorized copying or use of unlicensed computer software; and
- Intentionally accessing someone else's electronic information without authorization.

OPERATIONAL INTEGRITY

The following conduct is prohibited under this policy:

- Interference with or disruption of the computer or network accounts, services or equipment of others, including, but not limited to, the propagation of computer worms and viruses, the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts;
- Failure to comply with requests from appropriate Academy officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violates this policy;
- Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access;
- Altering or attempting to alter files or systems without authorization;
- Unauthorized scanning of networks for security vulnerabilities;
- Attempting to alter any Academy computing or networking components (including, but not limited to, bridges, routers and hubs) without authorization or beyond one's level of authorization;
- Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services;
- Unauthorized wireless Access points, including attempts to create unauthorized wireless network connections, or any unauthorized wireless extension or retransmission of any computer or network services;
- Intentionally damaging or destroying the integrity of electronic information;
- Intentionally disrupting the use of electronic networks or information systems;
- Intentionally wasting human or electronic resources; and
- Negligence, leading to the damage of Academy electronic information, computing/networking equipment and resources.

ENFORCEMENT & PENALTIES FOR VIOLATION

Failure of any WRA community member to use the Electronic Resources responsibly and in an appropriate manner will result in disciplinary action, up to dismissal. Depending on the nature, frequency and severity of the offense, violations may be subject to disciplinary action through the student disciplinary system or disciplinary procedures as is deemed appropriate by the Dean of Student Life in consultation with the Chief Innovation Officer.

Academy personnel will investigate any alleged violations of this policy to ensure compliance. Any person that knows or believes that a violation of this policy has occurred, or is being threatened, must report it to the Chief Innovation Officer/ Technology Office as soon as possible.

It may at times be necessary, as determined by the Academy in its sole discretion, for authorized systems administrators to suspend someone's access to Academy computing resources immediately based on violations of this policy, pending resolution of the situation (for example, by securing a possibly compromised computer and/or making the owner of a computer aware in person that an activity constitutes a violation).

STUDENT TECHNOLOGY ACCOUNTS

Every member of the WRA community is given an email address, network, Canvas Instructure, GSuite, Microsoft, Adobe and Veracross account. A student network account follows this format: the person's last name followed by the first initial of his or her first name followed by the last two numbers of their graduation year (Jane Doe of Class 2021 would be doej21). A student email account is his or her network account followed by '@wra.net'.

TERMINATION OF ACCOUNTS

Upon a student's dismissal or withdrawal from the Academy, student and parent access to WRA electronic resources is terminated immediately. Upon student graduation or non re-enrollment to WRA, electronic resources will be terminated on June 30 of that school year. Requests for student documents can be made to technology@wra.net.

ELECTRONIC MAIL

We define electronic mail or email as the exchange of digital messages across the internet or other computer networks. Technically it includes electronic, instant, and text messages. The preferred method of electronic communication with faculty and other students at WRA is email, as in messages exchanged via the WRA email system, Gmail. These communications should follow the same standards expected in written business communications.

Prohibited Uses

The following uses of the email system are strictly prohibited:

- Creation and exchange of messages that are offensive, harassing, obscene or threatening.
- Exchange of proprietary information; trade secrets; or any other privileged, confidential or sensitive information outside the defined privilege group, whether within or outside the school.
- Creation and exchange of advertisements, solicitations, chain letters and other unsolicited email.
- Receipt and/or alteration of messages from another user's account, except under properly delegated arrangements.

- Alteration or recreation of a message or attachment belonging to another user without the permission of the originator.
- Messages that support or oppose a political action or candidate. WRA is established as a not-for-profit 501(c), and as such, according to the IRS, “it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.”

BACKUPS, RETENTION AND RECOVERY OF DELETED ITEMS

WRA contracts email through Google GSuite. This means all email is stored within Google’s cloud storage solution, backups are performed by Google and disk quotas are determined by Google. Because of Google’s backup and retention policies, email messages deleted by a user can only be restored up to 30 days from the deletion date. However, email messages are retained for up to five years in a user’s account as dictated by WRA policy.

DORM ROOM ACCESS

All students have wired connections installed in their rooms to provide access to the campus network and internet access. Wireless connections are accessible over the entire campus including dorm rooms.

CELL PHONES & DIGITAL PHOTOS

Students using cell phones and smartphones on campus must follow the Acceptable Use Policy (see above) for responsible use of computer technology and the Internet. The use of cell phones during class is only permitted at the request of the teacher for academic purposes. Students shall refrain from using cell phones during school gatherings, such as Morning Meeting and seated meals.

Please note that using cell phones or smartphones for giving or receiving information in testing situations is a violation of WRA’s Academic Honesty policy and may result in probation, suspension or dismissal from school. Unless otherwise instructed, students must remove cell phones from their person during testing situations. If a cell phone is discovered on or near a student who is taking a test or quiz, the student may be assumed to be cheating. Please see the Academic Program and Policies section for more information.

Students may not use digital cameras, audio recorders, camcorders or phones with those capabilities to take illegal, unwelcome, embarrassing and/or inappropriate photos or video of WRA students or employees. Students are not to post photos of WRA students or employees online without their consent and unknowingly. Violators of this policy may receive significant penalties, including possible suspension or dismissal from school.

SOCIAL MEDIA SITES

Western Reserve Academy respects the importance of social media sites, like Facebook,

Twitter, Pinterest, Instagram, Snapchat and others, to students who use these sites as a means of communicating with friends. Nonetheless, students must understand the public nature of these sites and the responsibility and accountability that they, as site manager, must assume. They also must understand that their names and sites are linked with Western Reserve Academy and, as a result, the school may monitor the content of these sites because of the impact this can have on school accountability, public image and student safety. With this in mind, the school will allow students to access sites from WRA's network; however, Western Reserve Academy reserves the right to monitor sites for language and images that are not consistent with school policies and philosophy.

Should a student have inappropriate material on his/her student-profile sites, the school will contact the parents and ask their help in removing the material. It is also possible that the school may respond internally to the online material by limiting student access to the site or by pursuing disciplinary action. Please note that the school will not differentiate between sites accessed by boarding students and those accessed by day students, as the potential effects are the same on the school and the community.

Security

Western Reserve Academy requires students to utilize multifactor authentication (MFA) on all school provided technology accounts. As a condition of utilizing school accounts and resources, you may be required to comply with security measures including pin numbers, authentication apps and multifactor authentication. These measures are required to increase data security for the school and end user.

Internet of Things ("IOT")

Western Reserve Academy utilizes enterprise level networking equipment. As a result, WRA cannot guarantee that consumer items, such as smart lights, plugs, Amazon Echo products, etc., will function on the network. Many of these items also pose a security vulnerability. Students should contact technology@wra.net prior to installing these devices.

Wireless Routers

Students are prohibited from installing wireless routers, access points, or switches on the network without the explicit permission of the Technology Office. Wireless routers will be confiscated and returned to the student before a school break to take home. In the event a wireless router, access point or switch is found, the Dorm Head, Dean of Student Life and Chief Innovation Officer will be notified. This is a violation of the Acceptable Use Policy.

Computer Repair/Loaners

The Technology Office offers, but cannot guarantee, a temporary loaner computer while a student's device is being repaired. When possible, the Technology Office provides basic troubleshooting and repair of student devices. If a student elects to have their device evaluated by the Technology Office, they will be required to provide the device password. The Technology Office is not responsible for any damage or loss of data that may result. Ultimately, Western Reserve Academy's Technology Office is not responsible for the repair or replacement of student personal devices. If illegal software or electronic resources are discovered while repairing a student computer, those resources will be removed from the device.

Illegal Software and Content

Copying software is illegal. A downloaded or electronic copy of copyrighted material that has not been purchased, such as music or movies, is both illegal and prohibited by WRA. Such material is a violation of the Acceptable Use Policy, and if it is discovered on a student device, it will be removed.

WRA uses an appliance that prohibits members of the community on the WRA network from accessing websites containing materials that are inconsistent with the values of WRA. Filtering content means the filtering of keywords or blocking of websites containing content that is, in the view of WRA, unacceptable for viewing, reading or downloading. In commercial filtering products, the bulk of the sites filtered are pornographic, gambling or illegal file sharing sites. Attempting to bypass the restrictions put in place by WRA is a violation.

Illegal file-sharing sites violate local, state and federal laws, and WRA can be held liable for providing the means of transmission between computers. Students are not to use the WRA Network or school technology to access such sites.

Privacy

WRA believes that an individual's privacy should be respected. The school provides technology resources for the purpose of carrying out the Academy's business. WRA does not guarantee the privacy of personal records - electronic documents saved within the School's file server or a cloud-based storage solution - and reserves the right to monitor use of and review all records. By policy and practice WRA does not permit individuals to arbitrarily access the information of others on WRA's systems. WRA reserves the right to investigate and search any personal folder, email account, computer, or mobile technology that is owned by WRA. From time to time the Technology Office performs searches and produces reports on disk usage, email folder sizes, network activity or lists of various file types. In all such cases these searches are not targeted at a specific person and are in effect random in nature. Reports are given to the Chief Innovation Officer who may address a student regarding certain types of files or network activity. These searches never look at the content of a file but just the file extension and file type. Similarly, the content of data transmitted over the network is not viewed; rather, the type of data is recorded. Sensitive information may be disclosed to a member of the Technology Office during the period when that department member is accessing the WRA network. Technology Office members shall not disclose any information obtained during this period of access to any third party or another member of the WRA community without proof of a legitimate business need to know. Technology Office members agree not to use the sensitive information in any way except for the purposes set forth herein. Information criminal in nature or potentially damaging to the school should be reported to the Chief Innovation Officer. Violation of this policy is cause for immediate disciplinary action from WRA.

PARENT INFORMATION

PARENT ORGANIZATIONS

Western Reserve Academy's parent organization, Parents@WRA, sponsors a variety of events throughout the school year to benefit students. All parents are members; special club mailings provide additional information.

CHANGE OF ADDRESS

Any change of address or phone number should be emailed to the registrar (howelll@wra.net) as soon as possible, along with the date the change or changes take effect.

MULTIPLE MAILINGS

Divorced or separated parents wishing duplicate school mailings should provide both addresses to the registrar (howelll@wra.net).

LOCAL ACCOMMODATIONS

A list of area accommodations can be obtained by visiting the school's website (WRA.net) and navigating to About Us > Our Campus > Accommodations.

CONTACTING YOUR CHILD

Parents quickly find that healthy communication is a key element of their child's WRA experience. Please find below some information about where and how to contact your child.

- By mail: Boarding students receive mail at the following address: Student's name, mailbox number, Western Reserve Academy, 115 College Street., Hudson, OH 44236
- In an emergency: During the day, parents should call the Student Life Office at 1.330.650.5819 and indicate that there is an emergency. During the evening, parents should call the Administrator on Duty's (AOD's) cell phone at 1.330.650.9711.

Evening calls to boarding students should be made with their schedule in mind. At the very least, no calls should be made after 11 p.m., EST, which is lights out time for ninth and tenth graders.

ADVISOR AND OTHER SUPPORT

For any further questions, remember that your child's advisor is the key link between your child, you and the school. New families will meet your child's advisor on registration day. The Student Life Office, Academic Office, Health Center and Athletic Office are also happy to answer any questions you have.



Western Reserve Academy

115 College Street
Hudson, Ohio 44236

WRA.net

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