

EST.  2014

**WILLOWS**  
PREPARATORY SCHOOL

An  ISP School<sup>®</sup>

2024-  
2025

# Parent and Student Handbook



12280 NE Woodinville-Redmond Rd

Redmond, WA 98052

425-649-0791 Option 6

[info@willowsprep.com](mailto:info@willowsprep.com)

[www.willowsprep.com](http://www.willowsprep.com)

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## Quick Reference Page

**Attendance:** To report an absence or tardy, please call the front office @ (425) 380-5670

**Building Accessibility:** Buildings are open to students between 7:30 am – 5:00 pm on typical Monday – Friday school days. Additional hours for specific events are communicated to the necessary audience prior to the event.

**School Day Hours:** 8:00 am-3:05 pm Mondays, Tuesday, Thursdays and Fridays. 8:00 am – 2:15 pm on Wednesdays.

**School Address:** 12280 Woodinville-Redmond Rd NE, Redmond, WA 98052

**Calendar:** For the most up-to-date school calendar, please visit [www.willowsprep.com](http://www.willowsprep.com).

**Lost and Found:** Students who find items or lost items should check with the front office and/or the lost and found rack located in the southwest corner of the cafeteria.

**School Closures:** Willows Prep will communicate school closures or school delays through the Flash Alert system, email, and postings to the school website. Refer to these methods rather than calling the front office as we need to maintain an open phone line for safety.

**Parent Teacher Communication:** If you have any questions for your teachers, please contact them via email. Teacher email addresses can be found in class syllabi or on MySchool.

**Visitors and Deliveries:** Visitors must check in upon arrival at the front desk.

**Head of School:** Rich Stearns, [rstearns@willowsprep.com](mailto:rstearns@willowsprep.com)

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**EdTech Lead:** Kenta Sueyoshi, [ksueyoshi@willowsprep.com](mailto:ksueyoshi@willowsprep.com)

**Director of Student Life:** Hannah Earhart, [hearhart@willowsprep.com](mailto:hearhart@willowsprep.com)

**Director of Student Life (Interim) and Acad. Support:** Caitlin Bank, [cbank@willowsprep.com](mailto:cbank@willowsprep.com)

**Director of Operations:** Corey Lowell, [clowell@willowsprep.com](mailto:clowell@willowsprep.com)

**Director of Admissions:** Margaret Marks, [mmarks@willowsprep.com](mailto:mmarks@willowsprep.com)

## Willows Prep Diversity, Equity, Inclusion, and Belonging Statement

At WPS we strive for an inclusive community where everyone feels valued and supported in showing up as their full, genuine selves. By creating an environment where belonging is felt, our students, parents, faculty, and staff are invited to take risks within their learning, foster a mindset of intellectual curiosity, and view mistakes as opportunities to build resiliency and cultivate personal growth.

We oppose discrimination and injustice outright. By embracing diverse voices and perspective we address tensions constructively and affirm the broad range of lived experiences which enriches learning and strengthens our community.

The intellectual, emotional, social, and psychological development of our students relies on embracing and respecting:

Cultural and ethnic background, race, nationality, socioeconomic status, gender identity/expression, sex, religion, or creed, ability or disability, neurodivergence, age or generation.

We believe that a community which acknowledges diversity enriches every aspect of the Willows Prep experience and this is a core value found among each member of our community. Welcoming differences establishes a platform for innovation, critical thinking, and dynamic education.

### Non-Discrimination Policy

Willows Prep is committed to providing an inclusive and equitable educational environment for all students, staff, and faculty. We firmly believe in the inherent worth and dignity of every individual and are dedicated to fostering an atmosphere of respect, understanding, and acceptance. We strictly prohibit any form of discrimination, harassment, or bullying based on race, national origin, ancestry, sex, gender identity/expression, sexual orientation, religion, age, disability, body size, neurodivergence, support needs, or any other characteristic protected by applicable laws. This policy applies to all aspects of Willows Prep life, including academics, extracurricular activities, athletics, admissions, and hiring.

### ISP Partnership

As a proud member of the International Schools Partnership (ISP), Willows Prep benefits from a fusion of local engagement and global reach. Upholding ISP's mission of '*growing learning, growing schools*', we amplify our student's experiences and achievements.

# School Operations

## School Hours and Bell Schedule

WPS students have seven periods of instruction each semester. On Monday, Tuesday, Thursday and Friday, school begins at 8:00 a.m. and ends at 3:05 p.m. On Wednesday, school begins at 8:00 a.m. and ends at 2:15 p.m. Our early dismissal on Wednesdays allows for our teachers to collaborate on curriculum, student needs, and grow as professionals.

WPS campus learning buildings open to students at 7:30 a.m., and classrooms are open at 7:45 a.m. Afternoon clubs and office hours begin at 3:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays and at 2:30 p.m. on Wednesdays. The building closes at 5:00 p.m.

Monday, Tuesday, Friday

A Lunch	B Lunch
<b>Period 1</b> 8:00 8:50	<b>Period 1</b> 8:00 8:50
<b>Period 2</b> 8:55 9:45	<b>Period 2</b> 8:55 9:45
<b>Period 3</b> 9:50 10:40	<b>Period 3</b> 9:50 10:40
<b>Lunch A1</b> 10:45 11:05	<b>Period 4</b> 10:45 11:35
<b>Lunch A2</b> 11:05 11:25	
<b>Period 5</b> 11:30 12:20	<b>Lunch B1</b> 11:40 12:00
	<b>Lunch B2</b> 12:00 12:20
<b>Period 6</b> 12:25 1:15	<b>Period 6</b> 12:25 1:15
<b>Period 7</b> 1:20 2:10	<b>Period 7</b> 1:20 2:10
<b>Period 8</b> 2:15 3:05	<b>Period 8</b> 2:15 3:05

Wednesday

A Lunch	B Lunch
<b>Advisory</b> 8:00 8:45	<b>Advisory</b> 8:00 8:45
<b>Period 1</b> 8:50 10:20	<b>Period 1</b> 8:50 10:20
<b>Lunch A1</b> 10:25 10:45	<b>Period 2</b> 10:25 11:55
<b>Lunch A2</b> 10:45 11:05	<b>Lunch B1</b> 12:00 12:20
<b>Period 2</b> 11:10 12:40	<b>Lunch B2</b> 12:20 12:40
<b>Period 3</b> 12:45 2:15	<b>Period 3</b> 12:45 2:15

Thursday

A Lunch	B Lunch
<b>Period 6</b> 8:00 9:30	<b>Period 6</b> 8:00 9:30
<b>Period 5</b> 9:35 10:15	<b>Period 4</b> 9:35 11:05
<b>Lunch A1</b> 10:20 10:40	
<b>Lunch A2</b> 10:40 11:00	<b>Lunch B1</b> 11:10 11:30
<b>Period 5</b> 11:05 11:55	<b>Lunch B2</b> 11:30 11:55
<b>Period 7</b> 12:00 1:30	<b>Period 7</b> 12:00 1:30
<b>Period 8</b> 1:35 3:05	<b>Period 8</b> 1:35 3:05

2024-2025 Calendar

**Willows Preparatory School**  
2024-2025 School Calendar

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2024	
4	Independence Day

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2024	
27	Orientation
28	Orientation
29	Orientation

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2024	
2	Labor Day
3	First Day of School

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2024	
11	No School - Teacher In-Service
14	No School - Indigenous People Day

April '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2024	
1	No School - Teacher In-Service
7-8	No School - Conferences
8	No School - Veterans Day Observed
27 - 29	No School - Fall Break

May '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2024	
20-31	No School - Winter Break

February 2025						
17	No School - President's Day					
17-21	No School - Mid-Winter Break					

January 2025	
1-6	No School - Winter Break
16	Last Day of Semester 1
17	No School - Teacher In-Service
20	No School - Martin Luther King Jr. Day

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2025	
28	No School - Teacher In-Service
31	No School - Spring Break

April 2025	
1-4	No School - Spring Break

May 2025	
22	Celebration of Learning
23	No School - Teacher In-Service
26	No School - Memorial Day
30	Graduation Ceremony

June 2025	
12	Last Day of School
19	Juneteenth

## Drop off and Pick Up

### Late Start and School Closures

To ensure the safety of your child and our staff we may choose to close school due to inclement weather, public health emergency, natural disaster, or other hazardous events. When this occurs the school building will be closed for the entire school day or may announce a late start. For the most reliable information look for an email from the school, notification from Flash Alert, and/or updates on the school website.

We will communicate any change in schedule as soon as that decision has been made. We make all decisions prioritizing the safety of our students, their families, and our staff. We would appreciate it if you kindly waited to hear from us prior to calling the school directly, as we need to keep our phone lines open for safety purposes.

If a weather event or other safety concern develops throughout the school day, a Flash Alert and an email will be sent regarding changes to the school schedule. Although an early dismissal is unusual, we ask that you please anticipate and gauge your local situation and do what is best for you and your child, as the roads where you live may be completely different from the roads around the school or your work.

Willows Leadership reserves the right to determine whether online learning is offered during a school closure. This information will be communicated through email and Flash Alert as soon as this decision is made.

### Attendance and Tardy Policies

WPS values the prompt and regular attendance of all our students. Teachers take attendance every class period, and total absence and tardy counts are available in our student management system.

If your child will be absent from school, please inform the office by phone or email as soon as possible. Students will be required to make up schoolwork missed due to absence or tardiness in a prompt manner; failure to complete missing work can result in a lower course grade. Teachers will communicate due dates to students and families within one school day of a student's return to school after absence.

When and if a student has 5 tardies or absences in any one class the Director of Student Life will schedule a meeting with the student. If the issue(s) is not resolved, the next step will be contacting the family. If the issue of tardiness or absences continues, consequences may follow.



## Planned Absence Policy

WPS recognizes the value and importance of time spent with family on trips and/or for religious observances while simultaneously believing student learning benefits from being in the classroom with peers and teachers consistently. We value the educational experience our students have on campus and believe that extended and/or repeated absences from the classroom negatively impact the learner and the teacher.

In the instance that a family knows a student will be absent for more than two days for anything other than a medical emergency, the family must contact the office by phone or email no less than two weeks prior to the absence. Please include the student's name and dates of the planned absence. On the last day of attendance prior to the planned absence, teachers will provide your child with work to complete during their planned absence. All work must be submitted within three (3) school days of the end of the planned absence in order to receive credit.

In the instance of a prolonged absence due to a medical emergency, please contact the office by phone or email as soon as possible. This will allow our administration to work with your family to create an educational plan that best supports your child.

## Student Illness

### At School:

If your child becomes sick or injured while at school, we will contact you immediately to inform you about the situation and request that you pick up your child as soon as possible. We will make every effort to reach you promptly. In cases where your child's illness or injury is too serious to wait for your arrival, Willows Prep will arrange for your child to be transported to the nearest emergency room. To ensure smooth communication and action, please ensure that all emergency forms are kept updated. These forms should include the name and contact details of your child's primary healthcare provider and dentist.

In situations where neither a parent/guardian nor any additional emergency contact listed on school forms can be reached immediately, WPS has the authority to approve transportation and medical procedures as needed. Your acceptance of the BCA/WPS Enrollment Contract grants permission for WPS to take your child to a hospital in the event of a medical emergency when parents or guardians cannot be contacted. We kindly request that families regularly update all student information forms and emergency contact details to keep everything current.

### At home:

The health and well-being of all our students are important to us. We kindly ask that you help safeguard the health of our school community by keeping your child at home if they exhibit symptoms such as a cold, rash, vomiting, eye discharge/pink eye, lice or scabies, or if they've experienced a vomiting episode with a fever of 99 degrees Fahrenheit or higher within the last twenty-four hours.

### Medication Dispensing Policy

All student medications must be secured at the front desk with the needed documentation for administering it to your child. We recommend you administer medications to your child first thing in the morning before the start of school.

Students who need medications during the day must adhere to the following guidelines:

- Students must have the necessary documentation, including a physician's signature at the front office.
- All medications must be in their original containers with the appropriate prescription label and instructions. Medications must be given to the front office for safekeeping.

### Student Allergies

To ensure the safety of our students, especially regarding allergies (including food allergies), we request that you provide information about your child's allergies when registering them online. Additionally, you'll need to complete the necessary form(s) that outline an individual healthcare plan for your child or indicate your decision to waive the administration of medication by our administrative staff in case of an allergic reaction. These forms, along with any required medication, will be securely stored at the front desk.

### Campus Access and Safety

At Willows Prep, we have taken proactive steps to establish a range of operational policies and protocols designed to promote safety and security for our school community and campus. Our exterior doors remain locked, and a student or staff keycard is used to access the buildings during school hours.

### Identification of Faculty and Staff

Faculty and staff members can be easily identified by their individual ID cards, which feature their names and photographs. These ID cards are to be visibly worn by faculty and staff while on the campus.

## Visitors

Visitors are welcome at Willows Prep. Upon arrival, all visitors must proceed to the Front Office to sign in. They will be issued a visitor pass, which they are required to wear throughout their time at the school.

## Campus Surveillance

The safety and security of our campus are a collective effort involving every member of the Willows Prep community. If anyone encounters an unfamiliar individual or observes suspicious activities on the premises, it is crucial to promptly report it to a faculty or staff member. In alignment with best safety practices, Willows Prep has strategically positioned exterior video cameras at key locations including access points, drop-off/pick-up zones. These cameras serve exclusively to monitor campus safety.

## Emergency Preparedness

Willows Prep is well-prepared to respond to exceptional emergency situations, such as natural disasters, fires, and lockdowns. Our school personnel are well-versed in these procedures, having received training in First Aid and CPR. This comprehensive plan also facilitates coordination with local first responders, establishing a framework for efficient emergency management. Throughout the school year, emergency drills are conducted to acquaint students, faculty, and staff with protocols for managing potential or ongoing hazardous conditions, including comprehensive evacuation plans.

In the event of a sustained evacuation that requires the separation of students from the school premises, Willows Prep has established a reunification policy to ensure the safe and organized reunification of students with their designated guardians or authorized individuals. This procedure has been designed to prioritize the safety, well-being, and efficient reunification of all students.

## School Lunches

Parents and students may order hot school lunches by logging in through [www.ezschoollapps.com](http://www.ezschoollapps.com) and by selecting the desired lunch item(s) on the lunch calendar. A summary of monthly costs is available at the bottom of the calendar.

### Cost of Lunch

School Lunch (includes salad bar):

\$9.00 for the order placed by midnight 2 days prior

\$12.00 order placed within 48 hours

*Note: Please call the school's front office, no later than 10:00 am, for same day ordering.*

Milk: \$1.00

Healthy Choice Item: \$2.00

We will withdraw lunch payments electronically from your ACH account the following month.

## Student Life

### Respectful Use of Facilities

The responsible, safe, and respectful use of Willows facility by students, parents, and staff is of vital importance to the care of our community. Our facilities are valuable resources that contribute to a positive learning environment and community experience. Students must have adult supervision in all shared spaces. Any vandalism, littering, or behavior that damages facilities or disrupts the environment is prohibited and may result in discipline. Treat classroom, communal, and office, furniture, equipment, and technology with care to ensure their longevity. WPS reserves the right to hold students and their families financially responsible for any damage to property, materials, or technology.

- Facilities may only be used for purposes directly related to Willows educational, extracurricular, or administrative activities. Any other use requires approval from the Head of School.
- Students are responsible for the proper use and care of the school equipment, furniture, and property. Any damage or loss must be reported to staff or faculty immediately.
- Facilities must be left clean and tidy after use. Students are responsible for disposing of trash properly and leaving the area in the same or better condition than it was found.
- Noise should be kept at a reasonable level.
- The use, possession, or distribution of alcohol, drugs, or tobacco products is strictly prohibited on school premises.
- Photography or recording within school facilities should be done with respect for privacy and permission of involved parties.

The following spaces adhere to Respectful Use of Facilities policy with additional amendments:

- **Library:** is a quiet space for reflection, study, and reading. Food and drink are not allowed in the library and a teacher must supervise any library users.
- **Cafeteria:** Within the cafeteria, we encourage students to practice good manners and cleanliness. As you eat, please remain seated and make sure to clean up after yourself if behavior and cleanliness expectation are not met, designated seating may be assigned. Computers should not be used within the cafeteria during lunch hours.
- **Gym:** Like any space, the gym requires direct supervision to ensure a safe environment. When accessing equipment, you may retrieve items from the blue wire bin. Please note that only staff members are authorized to move the tether ball poles.
- **Classrooms:** Treating classmates and teachers with kindness, empathy, and respect is crucial in maintaining a positive classroom environment. Students should arrive punctually and come prepared with all necessary materials. During class time all cell phones should be silenced and stored away. Keep personal belongings and hands to yourself and avoid disturbing others' belongings. Do clean up after yourself, disposing of any trash properly and leaving the classroom tidy for the next class.

### Lockers and Backpacks

The purpose of this backpack and locker policy is to establish guidelines and expectations for the appropriate use of backpacks and lockers within Willows Prep. This policy aims to ensure safety, security, and conducive learning environment for all students and reinforce mutual care and respect for our shared environment. Willows Prep staff and faculty reserve the right to search lockers, backpacks, cell phones, vehicles, or person if there is reasonable suspicion of policy violations, prohibited items, or potential threats to safety and security.

#### Lockers

Students are assigned lockers at orientation or on the first day of school. Lockers may not be traded or shared by students. Lockers may be locked using a student provided Master Lock. Master Lock combinations must be provided to the front office should the locker need to be searched. Lockers are subject to random or reasonable suspicion-based searches by WPS staff to ensure alignment with school policies and safety regulations. If we WPS staff does not have the combination and/or key for the Master Lock, WPS reserves the right to cut the lock to gain access.

Students are allowed to personalize the inside of their lockers with temporary materials, ensuring that the exterior remains free from graffiti or modification.

### Backpacks

Student backpacks allow individuals to carry necessary materials comfortably. We encourage students to use their lockers for backpack storage throughout the day yet recognize the comfort and practicality of keeping your bag with you. Please take note of the following backpack guidelines:

- Backpacks cannot obstruct walkways or pose a tripping hazard. If this happens repeatedly faculty and staff have the right to prioritize safety and ask you to relocate your backpack to your locker.
- Food items should be packed in sealed containers to prevent spills and odors.
- Electronic devices are permitted but their use must adhere to the Responsible Use of Technology Policy.
- Items that disrupt the learning environment or pose safety concerns such as toys, games, distracting objects, should not be brought to school.
- Backpacks may contain necessary emergency items, such as a water bottle, small first aid kit, and contact information.

### Personal Items

Any lost or misplaced personal effects should be turned into the lost and found or front desk. WPS is not responsible for lost or damaged personal items. We understand that accidents and misunderstandings can happen. While we may take disciplinary action if personal property is damaged intentionally, requiring financial compensation from one student or their family to another will be determined on a case-by-case basis.

### Student Parking

It is a privilege for our students to drive themselves, peers, and families to campus. For a student to park on-site we must have a student driver waiver on file. When the waiver is received the student will receive a student parking pass – this pass is to be displayed on your dashboard while on campus. Student drivers may park on campus in designated student parking spots. Student parking spots are between the Willows Preparatory School signage on Woodinville-Redmond Road and the drive leading to the upper lot. If students drive other Willows students to/from campus or leave during lunch all students, passenger or driver, MUST have an off-campus waiver on file.

## Off Campus Policies

High Schoolers can drive off campus for lunch if they have an off-campus waiver on file. To drive peers off-site, the name of passenger(s) must be listed on the drivers form.

Additionally, any passenger must have a waiver on file with all allowed drivers listed. For a copy of the waiver please check the parent portal on our website or contact the front office for a hard copy.

## Clubs and Sports

Clubs and Sports at Willows are an exciting opportunity for students to engage in a diverse range of extracurricular activities that promote teamwork, skill-building, and personal growth. By joining a club or sports team, students can enhance their school experience and develop lasting friendships. To ensure a positive and productive experience for all participants, we have developed the following guidelines:

To join a club or sports team, students must complete the registration process, which typically involves signing up through the provided channels or contacting the club/sports advisor. Registration deadlines will be communicated in advance.

### Attendance and Participation:

Regular attendance and participation are crucial for the success of both clubs and teams. Students are expected to attend all scheduled practices and competitions. Consistent participation not only benefits the individual but also contributes to the overall performance and camaraderie of the group.

If you are unable to attend a club or sports session due to unforeseen circumstances, it is important to notify the club/sports advisor as soon as possible. This allows the team to adjust plans and make necessary arrangements.

Excessive absence, inconsistent participation, academic overload, or issues of conduct and respect may impact your ability to fully benefit from the club or sports experience. If you find that your commitments conflict with the activity schedule, please discuss the situation with the Athletic Director or Student Life Coordinator.

## Student Ambassadors

Student ambassadors play a pivotal role in representing Willows. They serve as liaisons between the school and prospective students, families, and visitors. These ambassadors are carefully selected for their character, leadership abilities, and commitment to our values.

In their role, student ambassadors provide campus tours, share personal experiences, and offer insights into our academic and extracurricular offerings. They embody the vibrant spirit of our community and help create a welcoming atmosphere for all who interact with our school.

Through their interactions, student ambassadors contribute to building a positive and inclusive environment. They showcase the diverse opportunities and vibrant community that define us. As true representatives of our school's ethos, they help strengthen connections and foster a sense of belonging for everyone involved.

### Student Senate

The Student Senate at Willows Prep serves as a platform for student representation, leadership development, and active participation in shaping the school community. Senators will collaborate to plan school activities, address student concerns, and effectively communicate with the student body.

The Student Senate consists of representatives from various grade levels as follows:

- Two representatives from each grade in 5<sup>th</sup> – 8<sup>th</sup>
- Three representatives from the high school

#### **Selection Process**

- After completing an application for candidacy and having at least one teacher and one administrator signing off, senators will be elected through a democratic process within their respective grades.
- Students interested in running for a senator position must submit their intent to the Director of Student Life.
- Speeches will be delivered by candidates in front of their full grade.
- Voting will be conducted within each grade to select the representatives.

#### **Meetings and Attendance**

- Student Senate meetings will be held regularly at times designated by the Senate leadership and Director of Student Life.
- Senators are expected to attend all meetings. If a senator is unable to attend, they must inform the Student Life Coordinator.



- Senators who accumulate excessive unexcused absences may be subject to a review of their membership.

### **Roles and Responsibilities**

- Senators are the voice of their respective grade levels. They are responsible for listening to their peers, advocating for their concerns, and proposing ideas for school improvement.
- Senators will collaborate to plan and organize school activities, events, and initiatives that enhance the overall student experience.
- Senators are expected to actively engage in discussions during meetings, provide constructive input, and actively participate in decision-making processes.
- Senators should maintain effective communication with their grades, updating them on Senate initiatives, decisions, and gathering feedback.

### **Review and Amendments**

The Student Senate Handbook Policy will be reviewed annually by the Senate leadership and Director of Student Life to ensure its effectiveness and alignment with the school's mission and values. Amendments may be proposed and discussed during Senate meetings.

By participating in the Student Senate, members commit to being active and responsible participants in the growth and betterment of the Willows Prep community.

### **Dress Code**

We encourage students to dress in a way that reflects their identity and cultural values while also facilitating active engagement in the learning environment.

Students may not wear attire that presents a health or safety hazard or one that prevents identification of the individual. Students may not wear attire that would contribute to a hostile or intimidating learning environment. Clothing cannot include messages or symbols endorsing illicit or sexually provocative behavior and cannot include references to drugs or alcohol. Additional dress guidelines must be adhered to – appropriate dress for physical activities including athletic shoes or specific attire for sports/activities and off campus events. Any questions regarding the dress code should be referred to the Director of Student Life.

## Behavioral Expectations

The Willows Prep community is dedicated to creating a safe and inclusive environment for growth and development. By embracing students, faculty, staff with diverse viewpoints and experiences we enhance our capacity for learning and best prepare our students for leadership in a pluralistic society. Enrollment at WPS is contingent on adherence to behavioral expectations.

Each student will:

- Arrive at school on time, prepared for classes.
- Leave the school campus promptly after dismissal or club involvement.
- Follow Washington State law, which prohibits knives, sharp objects, and dangerous materials from school property.
- Not leave school campus without permission
- Use language that is appropriate to the school environment, avoiding profanity.
- Solve disagreements in a respectful and non-violent manner.
- Refrain from name-calling, teasing, intimidation, or use of body language that is disrespectful.

As an educational community, we uphold the dignity, individuality, and freedom of each member while honoring the community as a whole. We value freedom of expression and robust debate. Simultaneously, we strive to cultivate a sense of shared experience and common purpose, along with collective responsibility for the well-bringing of all. We acknowledge the challenges and tensions inherent in uniting individuals who may vary significantly, we are steadfast in our commitment to both diversity and community. It is through this commitment that we achieve our shared and individual educational goals.

Restorative Justice will not be employed to address disagreement between staff and parents or when policy, when established in the interests of the health and safety of all community members, has been broken or when repair is deemed not feasible.

Lying and misrepresentation undermine the trust and integrity of our school community. Any incidents of dishonesty will be thoroughly investigated, and actions will be determined based on the evidence gathered. If the evidence suggests one story and the student disputes it, the student will be given an opportunity to present their side. If, after considering the student's perspective, the evidence still outweighs the student's dispute, appropriate consequences will be implemented. These consequences will be designed to ensure accountability and provide a learning opportunity for the student involved.

With unwavering respect for our shared humanity, Willows Prep strictly prohibits any form of harassment. This policy extends to all students, faculty, and staff, whether in person or digital, on or off campus. This includes but is not limited to verbal comments, visual or written displays, physical actions.

Those who encounter harassment should immediately report it to the Director of Student Life, Director of Operations, Director of Curriculum, or Head of School. WPS will then conduct a prompt and objective investigation and take appropriate disciplinary measures as outlined in the Discipline Policy

Respecting and caring for our shared and individual property and campus grounds is crucial for our community's well-being. We encourage students to treat the campus with reverence, keep it clean, and actively participate in its upkeep. Any mistreatment or damage to property may result in disciplinary action.

### Discipline Policy

Our student discipline policy is influenced by our mission and dedication to creating an empowering educational environment for future leaders and global citizens. This environment prioritizes social-emotional, physical, and intellectual safety in addition to ethical judgement, self-advocacy, and repair. We believe in allowing students opportunities for growth and learning, following principles of restorative justice, unless immediate action is required for community and campus safety. While maintaining compassion, we aim for consistency and equity in addressing allegations and violations.

While Willows Prep may use restorative justice practices for minor infractions, it retains the right to decide appropriate consequences, considering behavioral history, based on each incident. Some violations may have repercussions beyond the school and Willows Prep staff and faculty have full authority to contact and inform the appropriate people. This may refer to law enforcement, mental health professionals, and ISP. However, Willows Prep has a legal and ethical obligation to protect privacy and cannot disclose disciplinary actions taken against another student. If you are concerned and seek clarification on the general processes this document is your best resource.

While this policy offers samples, it is not exhaustive. We respect student confidentiality and prioritize safety and transparency in all internal and external communications.

### **Procedures for Addressing Infractions**

Reports of student misconduct should be brought to the attention of a teacher or the Student Life Coordinator. They will determine the suitable approach for addressing such incidents.

For minor infractions, the teacher or Director of Student Life will engage in a discussion with the student and inform them about the consequences.

For major infractions, a committee comprised of Willows administrators will discuss potential disciplinary measures and contact the student's parents/guardians once a decision has been made.

Due to confidentiality and privacy, Willows Prep faculty may not discuss the consequences of one student with another student or their family.

Teachers and staff will be informed of any students who have received disciplinary consequences on a need-to-know basis.

## **Disciplinary Responses**

**Conference and Dialogue:** As a first step in the process, it is the role of the Director of Student Life to identify incidents and parties involved. After a facilitated conversation Willows staff will determine harm repair and consequences.

**Implementation of Consequences and Improvement Plan:** Consequences are identified and implemented with a focus on accountability and growth. Consequences may include a loss of privileges to school-sponsored events or have a direct relationship to the incident or student's behavior.

**Suspension:** While suspension is inherently an exclusionary practice, it may be recommended when a student needs time away from Willows to fully engage in taking accountability, understanding consequences, and actively repairing or rehabilitating where needed. While a student is suspended, the Willows Leadership Team will work to create a re-entry plan. This plan will best prepare the student to reenter the school environment and outline a follow-up plan to repair the harm caused by their actions. The follow-up plan may include ongoing meetings with the school counselor or require an outside provider to sign off the student's return to school.

Expulsion: Expulsion is the permanent dismissal of a student from Willows Prep. In this case, the Head of School acts with guidance from the Social Emotional Counselor, Student Life Coordinator, Director of Curriculum, and Director of Operations. Expulsion will consider the seriousness of the offence and whether the harm caused by the student is beyond repair.

If a student at Willows is under investigation for, or has been convicted of, committing a crime, Willows reserves the discretion to suspend or expel the student. Each case will be evaluated individually, considering the nature of the offense and its impact on the school community.

### **Major Infractions**

The following are considered “major” infractions and, in most cases, will require serious disciplinary responses, up to and including suspension and expulsion. As mentioned previously in the Behavioral Expectations section: Any incidents of dishonesty will be investigated, and actions will be determined based on the evidence gathered. If, after considering the student's perspective, the evidence still outweighs the student's dispute, appropriate consequences will be implemented.

Bullying: Bullying refers to repeated, intentional, and harmful behavior directed towards an individual or a group of people who have difficulty defending themselves. It often involves a power imbalance, where the person or group perpetrating the bullying holds some form of power, whether physical, social, or psychological, over the victim. Bullying can take various forms, including verbal, physical, social, or online actions that cause emotional distress, humiliation, or harm to the targeted individuals. It is important to evaluate the situation thoroughly and consider factors like intent, repetition, power dynamics, and emotional impact when determining whether actions qualify as bullying. Most often, bullying is NOT a single act of aggression, social skill issue, disagreement, mutual conflict, isolated incidents, or harm caused unintentionally.

Sexualization, Vulgarity, and Harassment: Sexualization refers to the objectification or portrayal of a person, particularly women or girls, in a sexual and reductive manner. Sexualization often involves the use of coarse, offensive, or vulgar language. This type of behavior, if persistent, creates an intimidating and hostile environment and becomes harassment. Harassment can be verbal, written, or physical in nature.

Threats of Harm: Threats of harm involve expressing intentions to cause physical, emotional, or psychological harm to another person. These threats are taken seriously by

WPS faculty and staff and must be reported to the Safeguarding Lead, Head of School, and/or Law Enforcement as appropriate.

### **Weapons**

Students are strictly prohibited from possessing weapons, including firearms and explosives, anywhere on school property or off school property while attending a school event. The prohibitions apply regardless of whether any legal license has been issued to the possessor. Anyone possessing or using a weapon other than those subject to specific exceptions will be asked to immediately surrender the weapon if safe to do so and or the necessary authorities will be called to disarm said device. Exceptions to the policy may be granted for appropriate use with advanced approval.

### **Communication to Institutions**

WPS submits student transcripts directly to schools and colleges for admission consideration. Schools and colleges may consider a student's disciplinary record as part of their admissions process. WPS may disclose major infractions that result in disciplinary consequences to these institutions.

### **Gender Inclusivity Policy**

This policy addresses the right of transgender and gender nonconforming students to establish a secure, validating, and healthy educational setting. It supports transgender and gender nonconforming students allowing flexibility when and where needed considering that each student is unique. Support will be individually tailored based on student needs, requests, and circumstances.

In accordance with Washington State law, students can use facilities aligning with their gender identity. Gender non-conforming individuals can work with the Director of Student Life to determine an alternative option ensuring safety and comfort.

Participation in gender-specific activities will be consistent with a student's gender identity.

Safety, comfort, and equal opportunity for participation will be prioritized on school trips. Sleeping arrangements will be designed to ensure emotional and physical well-being.

As outlined in the Willows Prep diversity statement and Behavioral Expectations Policy, discrimination, bullying, and harassment due to race, religion, sex, gender identity, or sexual orientation are not permitted in our community.

## Responsible Technology Use Policy

This Responsible Technology Use Policy outlines the guidelines and expectations for the appropriate and ethical use of technology within our middle and high school community. It is designed to promote responsible and safe digital citizenship while maximizing the educational benefits of technology.

### General Guidelines:

- **Digital Citizenship:** all members of the school community are expected to uphold high standards of digital citizenship. This includes demonstrating respect, empathy, and kindness in online interactions, and understanding the impact of their digital footprint.
- **Personal Responsibility:** Students are responsible for their own actions whether using personal or school-provided technology. Respect the privacy and property of others and use technology in a manner that is productive and respectful.
- **Appropriate Content:** Students must not access, create, share, or distribute inappropriate, offensive, or illegal content. This includes but is not limited to explicit material, hate speech, cyber bullying, and plagiarism.
- **Respect for Others:** Online communication should be conducted with the same level of respect as face-to-face interactions. Treat others' ideas and opinions with respect, even in disagreement. This respect extends to privacy and identity. You may
- **Cyberbullying and Harassment:** Cyberbullying, harassment, or any form of intimidation online is strictly prohibited. Report any instances of such behavior to WPS staff immediately.
- **Willows Prep reserves the right to use security software (Smoothwall) to protect the integrity of information/use on the school network. WPS will monitor all school-owned devices for the protection of the community.**

### Technology Usage:

- Use technology tools for academic purposes only. While on school grounds, student technology tools must only be connected to the student Wi-Fi, when applicable.
- Artificial intelligence applications are a tool that can be used to generate ideas and boost creativity. They are not a replacement for student effort and work.
- **Device Usage During School:** Students may use laptops, calculators, and other teacher approved devices for coursework during school hours. Cell phone specifics are outlined below

### Cell Phone Usage:

- Cell phones are to be off or silenced and, in a backpack, or locker during class unless approved by the classroom teacher.
- Cell phones may be accessed during “free time” which are passing periods, lunch, and recess. If the phone use is disruptive, or inappropriate, we reserve the right to require the student put the phone away.
- The cell phone owner may not share their device or give another student access to their phone or any content within.
- Students must respect privacy and not use cell phones to record or take pictures/videos without permission.
- Specific guidelines will be provided for cell phone usage on field trips, overnights, and extracurricular activities. Please know that some field trips and overnight venues have their own cell phone policy that we must adhere to as guests.
- Violations of the cell phone policy will result in a verbal warning, then confiscation of the phone until the end of day. Repeated violations will result in parent involvement and potential loss of cell phone privileges at school.

#### Review and Communications

The policies within the Responsible Use Policy will be reviewed annually to ensure relevance and effectiveness. Changes and updates will be communicated to all members of the school community via handbooks, emails, or other appropriate channels.

By Adhering to this Responsible Use Policy, we strive to create a safe, respectful, and productive digital environment that enhances the education experience for all members of our school community while recognizing the role of technology in our day to day lives.

## Student Support Services

### Social Emotional Counselor

The Social Emotional Counselor is available as a supportive resource to students, families, and staff members of Willows Preparatory School. The Social Emotional Counselor is uniquely trained in child and adolescent development and identifying students’ social and emotional needs, which are vital in removing barriers to learning and building the foundation for future success.

The Social Emotional Counselor provides weekly educational sessions for each grade level that cover a variety of topics to meet the changing needs of middle school students, including Social & Emotional Learning. The goal of these sessions is to enhance the learning process for students and encourage attitudes and skills necessary for academic, career, and social/emotional development.



The Social Emotional Counselor is available to meet with students during school hours. If you feel the need to meet with the Counselor during school hours, please notify your teacher or an administrator so that a time may be coordinated. Meetings with the Counselor may also be made before or after school hours by appointment only.

### College Counselor

The Willows Prep College Counselor aims to empower students, beginning their junior year of high school, to make informed decisions about their education and career journeys, ensuring they are well-prepared for life beyond Willows. Our counselor works closely with students to individually address their unique needs, aspirations, and challenges, providing personalized guidance and mentorship.

### Director of Student Life

Our Willows Director of Student Life is responsible for organizing and coordinating various aspects of student life. This may include planning events, workshops, on and off campus activities. The DoSL is responsible for providing support for student clubs and organizations as well as assisting with Student Ambassadors and Student Senate. Our DoSL works closely with students to address concerns and needs and aims to create a vibrant and inclusive campus environment that promotes student engagement and personal development. The DoSL is also one of the first people to contact when there are behavioral issues, and they will include other staff and faculty as needed.

## Academics

### Curriculum – IB World School, MYP and DP

Willows Prep is an International Baccalaureate World School that includes the Middle Years Programme (MYP) and Diploma Programme. According to the IB, “IB programmes aim to provide an education that enables students to make sense of the complexities of the world around them, as well as equipping them with the skills and dispositions needed for taking responsible action for the future. They provide an education that crosses disciplinary, cultural, national and geographical boundaries, and that champions critical engagement, stimulating ideas and meaningful relationships.” More information about the IB philosophy can be found at <https://ibo.org/>.

## Field Trips and Overnights

Day trips and overnight excursions are important components of the WPS experience. Each grade will participate in one overnight and at least two day trips each academic year.

Overnight trips, in particular, foster independence, responsibility, and teamwork. They give students the opportunity to strengthen social skills and relationships with peers and teachers. The trips WPS provide incorporate activities that promote critical thinking, problem-solving, and leadership skills, allowing students to gain confidence in navigating new situations.

As these trips are a crucial part of our curriculum, WPS will not offer classes on campus for that grade should a student decide not to attend. If a student does not attend, they will be excused from school for the duration of the trip, day or overnight, without penalty.

Do note that all behavioral expectations outlined above in the handbook apply to field trips and overnights including the transportation to or from a venue. If an infraction occurs, the student may not be invited to attend field trips or overnights for the rest of the year.

## High School Graduation Requirements and Courses

All Willows Prep high school students who successfully complete 9<sup>th</sup> – 12<sup>th</sup> grade will meet or exceed all Washington State graduation requirements and will receive a Willows Preparatory School diploma. 11<sup>th</sup> and 12<sup>th</sup> grade students who successfully complete the IB Diploma Programme will be eligible for an IB Diploma, determined by their results on the IB examinations. More information about the IB Diploma can be found at <https://www.ibo.org/programmes/diploma-programme/>.

## High School Graduation Requirements

WA State Graduation Requirements	Willows Prep Graduation Requirements			
Course	9th	10th	11th	12th
Language & Literature (4 credits)	☒	☒	☒	☒
Mathematics (3 credits)	☒	☒	☒	☒
Individuals & Societies (3 credits)	☒	☒	☒	☒

Science (3 credits 2 with lab)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	and/or	<input checked="" type="checkbox"/>
Arts – Performing or Visual (2 credits)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	optional	<input checked="" type="checkbox"/>
World Language (2 credits)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	encouraged	<input checked="" type="checkbox"/>
Physical Health Education (2 credits)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	optional	<input checked="" type="checkbox"/>
Design Technology (1 credit)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	optional	<input checked="" type="checkbox"/>
Electives <i>*World Languages, PHE, and Design included in this category</i> (4 credits)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Willows Prep defines each course offered in 9<sup>th</sup> – 12<sup>th</sup> grade as one (1) credit. Some courses conclude after one (1) semester, while others conclude after two (2) semesters. Course syllabi as well as the course catalogue provide individual information regarding the length of each course.

### Middle School Course Offerings

Current courses offered in 5<sup>th</sup> – 8<sup>th</sup> grade at WPS are included in this table.

Willows Prep Course Offerings				
Language & Literature	5th	6th	7th	8th
Mathematics	Mathematics 5: Integrated Mathematics 1	Mathematics 6: Integrated Mathematics 2	Mathematics 7: Integrated Mathematics 3	Integrated Algebra Foundations
Individuals & Societies	Humanities	Individuals & Societies 6: The Rise of Civilization & Kingdoms	Individuals & Societies 7: Development of a Global World (1500s – 1900s)	Individuals & Societies 8: Equality, Democracy, Culture & Memory – A Thematic History of the United States

Science	Science 5: The Foundations of Life	Science 6: Life Science	Science 7: Physical Science	Science 8: Foundations of High School Science – An Integrated Course
Arts – Performing or Visual	Introduction to Music: Beginning Band Introduction to Theatre Arts Introduction Visual Arts		Performing Arts: Advanced Beginner Band Performing Arts: Intermediate Band Performing Arts: Advanced Band Performing Arts: Technical Theatre 1 & 2 Performing Arts: Introduction to Acting 1 & 2 Performing Arts: Intermediate Acting 1 & 2 Performing Arts: Advanced Acting 1 & 2 Visual Arts: Drawing Visual Arts: Painting Visual Arts: Collage Visual Arts: Anatomy & Figurative Art Visual Arts: Ceramics Visual Arts: Architecture & Interior – Drawing and Modeling Visual Arts: Printmaking – Woodcuts	
World Language	Introduction To Spanish	Spanish 1a	Spanish 1b	Spanish 2
Physical Health Education	Physical & Health Education 5	Physical & Health Education 6	Physical & Health Education 7/8	
Design Technology	Introduction to Design Technology & Derby Cars		Design Technology 7/8A – Design Ethics & Video Editing Design Technology 7/8B – Python Games & Arduino Circuits	

### High School Course Offerings

Current courses offered in 9<sup>th</sup> – 12<sup>th</sup> grade at WPS are included in this table.

WA State Graduation Requirements	Willows Prep Course Offerings			
	9th	10th	11th	12th
Language & Literature (4 credits)	The Narrative of the Human Experience		DP Language & Literature 1 – Standard Level	DP Language & Literature 2 – Standard Level

	Analyzing the Challenges of Migration through Literature		DP Language & Literature 1 – Higher Level	DP Language & Literature 2 – Higher Level
Mathematics (3 credits)	Integrated Geometry Foundations	Advanced Algebra and Statistics	DP Mathematics: Analysis and Approaches 1 – Standard Level	DP Mathematics: Analysis and Approaches 2 – Standard Level
			DP Mathematics: Analysis and Approaches 1 – Higher Level	DP Mathematics: Analysis and Approaches 2 – Higher Level
			DP Mathematics: Applications and Interpretation 1 – Standard Level	DP Mathematics: Applications and Interpretation 2 – Standard Level
			DP Mathematics: Applications and Interpretation 1 – Higher Level	DP Mathematics: Applications and Interpretation 2 – Higher Level
Individuals & Societies (3 credits)	Global History Through Graphic Novels: The Modern Age	The Advent of Civilization: Tracing the Origins of our Primitive Emotions, Medieval Institutions and God-like Technology	DP Global Politics 1 – Standard Level	DP Global Politics 2 – Standard Level
			DP Global Politics 1 – Higher Level	DP Global Politics 2 – Higher Level
			DP History 1 – Standard Level	DP History 2 – Standard Level
			DP History 1 – Higher Level	DP History 2 – Higher Level

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			DP Biology 1/2 – Standard Level	DP Biology 1/2 – Standard Level
			DP Biology 1/2 – Higher Level	DP Biology 1/2 – Higher Level
			DP Chemistry 1/2 – Standard Level	DP Chemistry 1/2 – Standard Level
			DP Chemistry 1/2 – Higher Level	DP Chemistry 1/2 – Higher Level
Science (3 credits 2 with lab)	Pre-DP Biology Pre-DP Chemistry Pre-DP Physics	Pre-DP Biology Pre-DP Chemistry Pre-DP Physics	DP Physics 1/2 – Standard Level	DP Physics 1/2 – Standard Level
			DP Physics 1/2 – Higher Level	DP Physics 1/2 – Higher Level
			DP Design Technology 1/2 – Standard Level	DP Design Technology 1/2 – Standard Level
			DP Design Technology 1/2 – Higher Level	DP Design Technology 1/2 – Higher Level

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Arts – Performing or Visual (2 credits)	Performing Arts: High School Contemporary Band
	Performing Arts: Technical Theatre 1 & 2
	Performing Arts: Introduction to Acting 1 & 2
	Performing Arts: Intermediate Acting 1 & 2
	Performing Arts: Advanced Acting 1 & 2
	Visual Arts: Drawing
	Visual Arts: Painting
	Visual Arts: Collage
	Visual Arts: Anatomy & Figurative Art
	Visual Arts: Ceramics
Visual Arts: Architecture & Interior – Drawing and Modeling	
Visual Arts: Printmaking – Woodcut	

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World Language (2 credits)	Spanish 1	Spanish 1	DP Spanish 1 – Standard Level	DP Spanish 2 – Standard Level
	Spanish 2	Spanish 2		
	Spanish 3	Spanish 3	DP Spanish 1 – Higher Level	DP Spanish 2 – Higher Level
Physical Health Education (2 credits)		High School Physical & Health Education		
Design Technology (1 credit)	Design Technology: Schematics & Projectile Launcher		DP Design Technology 1/2 – Standard Level	DP Design Technology 1/2 – Standard Level
	Design Technology: Product ‘Shark Tank’ & Self-Driving Vehicles		DP Design Technology 1/2 – Higher Level	DP Design Technology 1/2 – Higher Level
Electives <i>*World Languages, PHE, and Design included in this category</i> (4 credits)		Teacher’s Assistant		

### Middle School Courses for High School Credit

Willows Prep Students have the option to receive high school credit for mathematics and Spanish courses taken during 8<sup>th</sup> grade. These courses, taken at WPS in 8<sup>th</sup> grade, are included in WPS students’ 9<sup>th</sup> grade transcripts. If a family determines they do not want these courses added to their student’s high school transcript, they need to notify the Director of Curriculum and the Registrar with this request.

Mathematics 8: Integrated Algebra Foundations includes all necessary topics to receive high school credit for Algebra I.

Spanish 2 includes the content of a typical second year high school Spanish course.

### Registration and Course Changes

Current Willows Prep students receive information about courses and registration during the late winter of each year. Incoming Willows Prep students receive information about courses and registration during the Welcome to WPS meetings that occur each spring. Students will submit course registration requests within two weeks of receiving course information. Students receive their course schedule during Student Orientation prior to the start of the new year.

Students are responsible for submitting course requests in a timely fashion. Any student who does not submit a request will be placed in courses that meet the content and graduation requirements appropriate for the grade level of the student.

Course change requests must be made within the first week of the first semester of a course. Course change requests will be considered based on content and graduation requirements as well as course availability only. Requests must be submitted to the registrar and Director of Curriculum via email.

Diploma Programme level changes must be made within the first six weeks of the start of the course. Level changes are considered in collaboration with the student, family and teacher of the DP course. Requests must be submitted to the Director of Curriculum via email and include the parent and teacher as recipients of the email as well.

### Grading Scale

Willows Preparatory School uses the following grading scale based on the overall percentage a student earns in a class.

Letter Grade	Percentage Range	GPA Equivalent
A	93 – 100%	4.0
A-	90 – 92%	3.7
B+	87 – 89%	3.3
B	83 – 86%	3.0
B-	80 – 82%	2.7
C+	77 – 79%	2.3
C	73 – 76%	2.0
C-	70 – 72%	1.7
D+	67 – 69%	1.3
D	60 – 66%	1.0
NC	Below 59%	0

### Assessment and Grading Policy

#### Assessment Policy

Assessments at Willows Prep are divided into two categories: formative and summative.

Formative assessments are opportunities for students, teachers and families to gauge student understanding and identify areas of comprehension along with areas to focus on to improve learning during a learning experience or instructional unit. Formative assessments can be graded as credit/no credit or as a percentage. All MYP and DP



students will receive a minimum of two formative scores each week. Combined, all formative assessments are worth 20% of a student's overall course grade.

Summative assessments are opportunities for students, teachers and families to measure student understanding upon completion of a learning experience or instructional unit. Summative assessments are graded utilizing a percentage. Additionally, all students will be given narrative feedback including areas of strength as well as areas to focus on for additional learning, along with an IB rubric score for each summative assessment completed. All MYP students will receive a minimum of two summative scores for each of the four IB criterion in each course each semester. All DP students will receive a minimum of four summative scores for each course each semester. Combined, all summative assessments are worth 80% of a student's overall course grade.

### Grading Policy

Willows Prep believes assessment to be a critical component of learning and partnership with families. As such, grades and feedback will be provided to students by all teachers in a timely fashion. Formative assessment scores and feedback will be available in the online gradebook within 3 school days of the assigned due date following timely submission of the assessment. Summative assessment scores and feedback will be available in the online gradebook within 7 school days of the assigned due date following timely submission of the assessment. In the instance that a student's score and feedback will not be provided in the timeline outlined above, you will be contacted by the teacher with an updated timeline.

WPS allows students to submit late work or resubmit assessments at the discretion of the teacher. Each teacher has their late work and assessment make-up policy published in their course syllabus.

### Assignment Submission Feedback

Teachers will provide feedback to students and families related to assignment and assessment submission. Teachers will use the following five submission options.

**"Not turned in"** – teacher has collected work and the child has not submitted it. This doesn't impact the overall grade yet.

**"Not yet graded"** – teacher has collected work and the child has submitted it, but it's not graded yet. This doesn't impact the overall grade yet.

**"Missing"** – teacher has graded the work and the child has not submitted it. This will impact the overall grade with a 0.

**"Deadline extended"** – teacher has collected and potentially scored work for the class, but the child is being given extra time. The amount of extra time must be noted in the comments.

**"Excused"** – teacher has excused the student from the assignment. This doesn't impact the overall grade.

### Transcripts and Grade Reporting

Willows Prep utilizes a semester system. Semester start and end dates are available in the school calendar published in this handbook and the school website. All WPS students and families can check student progress throughout the year utilizing our school management system. Formal progress reports are provided mid-way through each semester, and report cards are provided upon the completion of each semester. Grade report release dates are available in the school calendar published in this handbook and the school website.

Our Director of College Counseling and Future Pathways will work with students to acquire the transcripts necessary to send to Colleges and Universities. If you need an additional transcript for any reason, please contact the Willows Prep Registrar. Please note, transcripts are provided for high school students only. Middle school students are provided with grade reports every semester.

### Academic Integrity Policy

At WPS, academic integrity is crucial as it fosters trust and credibility, ensures equal opportunity, promotes personal growth and learning, prepares for real-world challenges, builds character and ethics and maintains the value of a Willows Prep education. All students are expected to maintain honesty in their academic pursuits. Instances of dishonesty, including academic misconduct like cheating or plagiarism, are unacceptable.

As outlined in the IB Academic Integrity Policy, academic integrity guides responsible behavior and ethical decision-making, fostering genuine and legitimate scholarly work. To meet the challenges of an evolving world, students must embrace their individual work to ensure fairness, trust, and respect. In this context, technology presents new complexities, demanding careful attribution when using networked sources and distinguishing between collaboration and independent effort.

### Violations of Academic Honesty:

According to the IB Academic Integrity Document, student academic infringement encompasses intentional or inadvertent behavior that may confer an unfair advantage. It includes actions that threaten the integrity of assessments before, during, or after their

completion. Generally, cheating falls into two categories: independent and collective. Examples of academic misconduct include:

Cheating:

- Providing or seeking answers from peers during exams or assignments.
- Attempting to view another student's work during class.
- Using unauthorized materials during tests or in-class assignments.
- Distributing exam or assignment answers to classmates through various means.
- Purchasing term papers from external sources.
- Accessing or appropriating assignment or exam answers without permission
- Copying another student's work without consent
- Altering returned work with copied answers for regrading
- Manipulating data without disclosure
- Taking tests on behalf of others
- Employing electronic devices for unauthorized answers

Plagiarism:

- Using others' ideas or wording without proper acknowledgment
- Paraphrasing too closely without attribution
- Using unauthorized information for assignments
- Turning in the same work for multiple classes without authorization

Unacceptable Collaboration:

- Submitting group work as individual effort
- Presenting group-generated answers without acknowledgment
- Misrepresenting work that was supposed to be independent.

Tampering With Data, Records, and Official Documents:

- Falsifying data for assignments
- Altering academic records without permission

- Manipulating academic performance, grades, or attendance
- Forgery of signatures on school documents

### **Tampering With Office Property:**

- Unauthorized access to confidential information

### **Consequences for Cheating or Plagiarism:**

1. Teachers, with consultation from colleagues and administration, assess to determine if cheating or plagiarism occurred.
2. Teachers report occurrences to administration and communicate with students.
3. Students receive a zero on the assignment.
  - a. If it is a first offense, students are given the opportunity to redo the assignment for credit.
  - b. If it is a second offense, students are not allowed to redo the assignment and the grade will remain a zero.
4. Parents are notified by administration in all cases.
5. In instances of offenses beyond the second, families, students and the administration will meet to discuss consequences.

For additional information, please refer to the IB Academic Integrity Policy: [Academic integrity \(ibo.org\)](https://www.ibo.org/academic-integrity). We are dedicated to cultivating a culture of honesty, integrity, and mutual respect within our academic community.

### **Artificial Intelligence Policy**

As an IB World School, Willows Prep has adopted the same policy on artificial intelligence as the IB. Therefore, WPS students are expected to use artificial intelligence tools ethically and effectively. It is expected that all AI tools used are cited appropriately in documents, and that students are determining the validity of the sources before utilizing them. More information on the IB policy and the reasoning behind it can be found here: <https://blogs.ibo.org/2023/02/27/artificial-intelligence-ai-in-ib-assessment-and-education-a-crisis-or-an-opportunity/>.

### **Parent and Caregiver Partnership**

We understand that there are many options available for your child's educational journey and we're grateful to partner with you at WPS. We believe that fostering a strong partnership between students, parents/caregivers, and educators is essential for the success and well-being of each student. This section of our handbook outlines our

commitment to collaboration and communication, aiming to create a supportive environment where every student can thrive academically, socially, and emotionally.

#### Communication

Open dialogue and mutual respect are essential to celebrating achievements and addressing challenges. To that end, reach out to your child's teacher with any classroom-related questions or the appropriate member of our Senior Leadership Team (names and contact details found on the Quick Reference page of this document). Written correspondence should be clear and focused on constructive dialogue. Avoiding inflammatory language and maintaining a collaborative tone fosters the productive collaboration we're committed to at WPS. Please allow 48 working hours for an email response and be aware that faculty and staff are not expected to check email outside of the typical school day.

Our Senior Leadership Team welcomes your ideas, feedback, and questions and while email is an option, we welcome you to join our monthly Coffee Chats in the WPS cafeteria. The Coffee Chats are typically an open forum of dialogue and updates. Dates can be found on the yearly academic calendar, the Willows Prep website, and posted in the weekly newsletter.

#### Participation

WPS has a robust and active Family Association that supports the family, student, and staff community through fundraising, organizing, volunteering, and more. We welcome family involvement throughout the WPS community – if you would like to get involved and stay up to date with volunteer opportunities through the WPS Family Association, check out their website and contact details at [info@willowsprepfamily.org](mailto:info@willowsprepfamily.org).

#### Modeling Respect

Parents are expected to familiarize themselves and adhere to all school policies and guidelines outlined in the Parent Student Handbook as these are in place to ensure a safe and supportive environment for all students, families, and staff. Additionally, parents/caregivers are encouraged to respect professional boundaries in interactions with teachers, administrators, and school staff. Discussions regarding student progress, concerns, or grievances should be approached constructively, with the appropriate member of WPS staff, and with consideration for all parties involved.

Parents/caregivers serve as role models for their children as well as other students in the community. Demonstrating respect, patience, and courtesy in interactions whether in

person or through written communication sets a positive example for our school community.

Violations of the Parent/Caregiver Partnership that disrupt the school environment or poses a threat to the safety and wellbeing of staff and faculty may lead to withdrawal of enrollment. These behaviors may include:

- Aggressive or violent behavior
- Verbal abuse or harassment
- Interference with school operations
- Legal or ethical violations
- Failure to address child's behavior
- Inappropriate demands or expectations