EST. 2014

WILLOWS
PREPARATORY SCHOOL

An ISP School

2025-2026

Parent and Student Handbook

12280 NE Woodinville-Redmond Rd

Redmond, WA 98052

425-380-5670

info@willowsprep.com

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.

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

Head of School: Rich Stearns, rstearns@willowsprep.com

Associate Head of School / Director of Learning: Mary Ewart, mewart@willowsprep.com

EdTech Specialist: Kenta Sueyoshi, ksueyoshi@willowsprep.com

Director of Student Life: Kia duNann, kdunann@willowsprep.com

Director of Student Support: Caitlin Bank, cbank@willowsprep.com

Director of Operations: Corey Lowell, clowell@willowsprep.com

Director of Admissions: Margaret Marks, mmarks@willowsprep.com

Director of Technology: Amanda Lawrie-Hall, tech@willowsprep.com

Director of College Counseling and Future Pathways: Jay Khang, jkhang@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/guardians/caregivers, 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
Period 1 8:00 8:50	***Period 1*** 8:00 8:50
Period 2 8:55 9:45	***Period 2*** 8:55 9:45
Period 3 9:50 10:40	***Period 3*** 9:50 10:40
Lunch A1 10:45 11:05	***Period 4*** 10:45 11:35
Lunch A2 11:05 11:25	
Period 5 11:30 12:20	***Lunch B1*** 11:40 12:00
	Lunch B2 12:00 12:20
Period 6 12:25 1:15	***Period 6*** 12:25 1:15
Period 7 1:20 2:10	***Period 7*** 1:20 2:10
Period 8 2:15 3:05	***Period 8*** 2:15 3:05

Wednesday

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

Thursday

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

2025-2026 Calendar

Willows Preparatory School

2025-2026 School Calendar

August 2025

Su	M	Tu	W	Th	F	Sa
					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						

September 2025

Su	M	Tu	W	Th	F	Sa
	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				

October 2025

Su	M	Tu	W	Th	F	Sa
			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	

November 2025

Su	M	Tu	W	Th	F	Sa
						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						

December 2025

Su	M	Tu	W	Th	F	Sa
	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			

January 2026

Su	M	Tu	W	Th	F	Sa
				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

February 2026

Su	M	Tu	W	Th	F	Sa
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

March 2026

Su	M	Tu	W	Th	F	Sa
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				

April 2026

Su	M	Tu	W	Th	F	Sa
			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		

May 2026

Su	M	Tu	W	Th	F	Sa
					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						

June 2026

Su	M	Tu	W	Th	F	Sa
	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				

July 2026

Su	M	Tu	W	Th	F	Sa
			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	

First & Last Day of School
Holiday (Campus Closed)
Parent Teacher Conferences
Teacher In-Service (No School)
School Breaks (Campus Closed)
End of Quarter/Semester
School Event/Activity
Half Day (Early Release)

Aug 26-28	School Orientation Days / Picture Days
Sep 1	Labor Day - Campus Closed
Sep 2	First Day of School
Sep 25	Curriculum Night
Oct 10	Teacher In-Service - No School
Oct 30	End of Quarter 1
Oct 31	Teacher In-Service - No School
Nov 7 & 10	Parent Teacher Conferences - No School
Nov 11	Veterans Day - Campus Closed
Nov 26-28	Fall Break - Campus Closed
Dec 22-Jan 2	Winter Break - Campus Closed
Jan 19	MLK Jr Day - Campus Closed
Jan 23	End of Semester 1

Jan 26	Teacher In-Service - No School
Feb 16	President's Day - Campus Closed
Feb 17-20	Mid-Winter Break - Campus Closed
Apr 2	End of Quarter 3
Apr 3	Teacher In-Service - No School
Apr 6-10	Spring Break - Campus Closed
May 21	Celebration of Learning
May 22	Teacher In-Service - No School
May 25	Memorial Day - Campus Closed
May 29	High School Graduation
Jun 11	Last Day of School
Jun 19	Juneteenth - Campus Closed

Drop off and Pick Up

We are committed to ensuring student safety until the end of the school day. All students must be picked up by 3:30 PM on Monday, Tuesday, Thursday, and Friday, and by 2:30 PM on Wednesday. After these times, students should either be in Office Hours, attending a club, or picked up promptly.

Please note: Any student remaining on campus after 5:00 PM will incur a fee of $5.00 per minute for each minute past 5:00 PM until they are picked up.

Late Start and School Closures

To ensure the safety of your student 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 student, 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. It is important that students attend class every period, everyday.

If your student will be absent from school, please inform the office by phone, email, or the iSAMS Parent Portal 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 a pattern of unexcused absences or tardies is observed, students will be asked to meet with a member of the leadership team. 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, email, or iSAMS Parent Portal 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 student 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 student.

Student Illness & Injury

At School:

If your student 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 student as soon as possible. We will make every effort to reach you promptly. In cases where your student's illness or injury is too serious to wait for your arrival, Willows Prep will arrange for your student 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 student's primary healthcare provider and dentist.

In situations where neither a parent/guardian/caregiver 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 student to a hospital in the event of a medical emergency when parents/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 student at home if they exhibit symptoms such as a cold, rash, vomiting, eye discharge/pink eye, lice or scabies, fever, 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 student. We recommend you administer medications to your student 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 student's allergies when registering them online. Additionally, you'll need to complete the necessary form(s) that outline an individual healthcare plan for your student 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. Our property is secured with a combination of automatic and manual gates, which are locked during non-school hours, evenings, and on weekends.

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 for meetings, appointments and community events. During school hours, 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/guardians/caregivers and students may order hot school lunches by logging in through SchoolsBuddy at https://willowsprep.schoolsbuddy.net/and by selecting the

desired lunch item(s) on the lunch calendar list. A summary of monthly costs is available at in your SchoolsBuddy Students Account Overview.

Cost of Lunch

School Lunch (includes salad bar):

$9.00 for the order placed by midnight 2 days prior

$2.00 late charge order placed within 48 hours

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

Milk: $1.50

Healthy Choice Item: $2.50

Full payments are made upon registration/sign up.

Student Life

Respectful Use of Facilities

The responsible, safe, and respectful use of Willows facility by students, parents/guardians/caregivers, 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 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 must be done with respect for privacy and permission of involved parties. During class time, photos/videos must be permitted and supervised by the classroom adult.
- Students may use computers during recess or lunch only in the designated quiet space(s).

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 and an adult 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.
- 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 must be silenced and stored away unless approved by the classroom teacher. 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.

Activities & Athletics

Activities (programs and clubs) and Athletics 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 program, club or athletic team, students can enhance their school experience and develop lasting friendships. To ensure a positive and productive experience for all participants, students must adhere to our code of conduct and high school athletes with WIAA regulations. Additionally, we have developed the following guidelines:

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

Attendance and Participation:

Regular attendance and participation are crucial for the success of both clubs, programs and teams. Students are expected to attend all scheduled practices and competitions/performances. 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, program or athletic session due to unforeseen circumstances, it is important to notify the club/program/athletic advisor or coach as soon as possible. This allows the group/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, program or athletic experience. If you find that your commitments conflict with the activity schedule, please discuss the situation with the Athletic Director or Director of Student Life.

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 during the school day and at evening programs. 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.

Selection Process

- After completing an application for candidacy and having at least one teacher and one administrator signing off, senators will be asked to participate in a brief interview and give a speech in front of the grade level
- 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 Director of Student Life.
- Senators who accumulate excessive unexcused absences may be subject to a review of their membership.

Roles and Responsibilities

- Senators are the voice of our student body. 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.
- Senators will have the opportunity to plan, execute and cleanup some of our school events. Students should be prepared to commit time outside of their school day to fulfil these roles and serve their school.

Review and Amendments

By participating in the Student Senate, members commit to being active and responsible participants in the growth and betterment of the Willows Prep community. Students must also adhere to our code of conduct and remain in good academic and behavioral standing.

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 that are divisive or endorse illicit or sexually provocative behavior, promote violence or hate speech, and cannot include references to drugs or alcohol. Students may not wear accessories that are inappropriate for the educational environment, including but not limited to: sunglasses (except for medical purposes), face paint, excessive makeup, or non-standard ear accessories. Exceptions may be made for approved spirit days or special school events. Additionally, accessories that may create division or disruption within the school community are prohibited, including political stickers, flags worn as clothing, buttons or hats etc. 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. Students that do not comply with the expected dress will be asked to change. 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.
- Only leave school campus with prior 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 wellbeing 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 social & educational goals. While we value and protect students' freedom of expression, such expression within the school setting must be exercised responsibly with consideration for audience, timing, and venue. Students bear the responsibility to ensure that their sharing of sensitive content contributes to an inclusive and respectful learning environment. During school-hosted and sanctioned events, students must ensure their language and actions support the creation of a welcoming social and educational setting for all community members.

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, intimidation or bullying. 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, intimidation or bullying should immediately report it to a trusted adult at WPS who will inform a member of the leadership team. 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 Director of Student Life. 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 solutions, expectations and/or consequences.

For major infractions, members of the Willows Prep leadership team will discuss potential disciplinary measures and contact the student's parents/guardians/caregivers 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.

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

Disciplinary Responses

Conference and Dialogue: As a first step in the process, it is the role of the Director of Student Life or other members of the leadership team to identify incidents and parties involved. After a conversation, Willows staff will determine harm/repair and/or 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, loss of social time during lunch/recess 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, Director of Student Life, 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 or 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.

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

Bullying: Bullying refers to repeated, intentional, and harmful behavior directed towards an individual or a group of people. 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. Bullying is NOT a single act of aggression, social skill issue, disagreement, mutual conflict, isolated incident, or harm caused unintentionally.

Sexualization, Vulgarity, and Harassment: Sexualization refers to the objectification or portrayal of a person 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. Certain actions or behaviors could also be classified as sexual harassment. Sexual harassment occurs when someone does or says something in the work or school environment that has a sexual meaning and makes the recipient and other observers uncomfortable. Sexual harassment can include inappropriate touching, comments, name-calling, telling stories with sexual content, comments on sexual orientation, and using social media to send or receive sexual content.

Intimidation or Threats of Harm: Intimidation or 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. Any student involved in inciting or encouraging will also be held accountable for their role. Students cannot threaten to hurt another student, threaten to have a friend hurt another student, make unkind insulting comments to another student, name call, make fun of, gang up on, or intimidate others, or be involved in such behaviors. This includes threats made through the use of any type of electronic media, such as text messages, email, voice mail, etc.

Physical Altercations: WPS is an environment that should be safe for all students and adults. Any student that engages in harmful physical behavior or is involved with a physical altercation will be held accountable for their behavior. Fighting and other forms of physical combat (for example: kicking, spitting, shoving, ramming, pulling, and horseplay) are not allowed. Students who encourage (incite) individuals to fight will be subjected to the same discipline as those who engage in fighting.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

Weapons

Willows Prep is a weapon-free campus. Students, staff, guardians and visitors 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 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 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, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records upon request
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in athletics, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Individuals can work with the school Social Emotional Counselor to determine supports needed while at school.

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. 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.
- Cyberbullying and Harassment: Cyberbullying, harassment, or any form of intimidation online is strictly prohibited. Report any instances of such behavior to WPS staff immediately.
- Artificial Intelligence (AI) use: AI programs such as, but not limited to, Copilot, ChatGPT, Gemini and Perplexity.ai should not be used to generate answers for

classwork, assignments, projects or tests unless directed by the class teacher. Plagiarism performed intentionally or unintentionally using AI will not be tolerated.
- Willows Prep reserves the right to use security software (Securly Filter, Securly Home, Securly Classroom, Securly Aware) to protect the safety and well-being of our students and the integrity of data and device use on the school network.

Technology Usage:

- Technology tools including BYOD and school managed devices are to be used for academic purposes only. While on school grounds, student technology tools must only be connected to the student Wi-Fi, when applicable.
- Artificial intelligence programs are a tool that can be used to generate ideas and boost creativity and should only be used as directed by the class teacher. 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.
- Students and their parents or caregivers are required to sign agreements for Technology and Internet Use. Violations of these agreements or the technology use policy will result in a verbal warning, then confiscation of the device for the class period or until the end of day. Repeated violations will result in parent/guardian/caregiver involvement and potential loss of technology privileges at school.

Cell Phone/Smart Watch Usage:

- Cell phones are to be off or silenced and, in a backpack, or locker during class, smart watches are to be in “Schooltime” mode, 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 to 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 and smart watch usage on field trips, overnights, and extracurricular activities. Please know that some field trips and overnight venues have their own 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 or smart watch until the end of day. Repeated violations will result in parent/guardian/caregiver involvement and potential loss of 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 student 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 by appointment. If you feel the need to meet with the Counselor during school hours, please notify your teacher or a leadership team member so that a time may be coordinated. Meetings with the Counselor may also be made before or after school hours by appointment.

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 9th – 12th grade will meet or exceed all Washington State graduation requirements and will receive a Willows Preparatory School diploma. 11th and 12th 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)	☒	☒	☒	and/or	☒
Arts – Performing or Visual (2 credits)	☒	☒	☒	optional	☒
World Language (2 credits)	☒	☒	☒	encouraged	☒
Physical Health Education (2 credits)	☒	☒	☒	optional	☒
Design Technology (1 credit)	☒	☒	☒	optional	☒
Electives **World Languages, PHE, and Design included in this category* (4 credits)	☒	☒	☒		☒

Willows Prep defines each course offered in 9th – 12th 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 5th – 8th 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 9th – 12th 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 Analyzing the Challenges of Migration through Literature		DP Language & Literature 1 – Standard Level DP Language & Literature 1 – Higher Level	DP Language & Literature 2 – Standard 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)	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
	Global History Through Graphic Novels: The Modern Age		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

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 Biology 1/2 – Standard Level DP Biology 1/2 – Higher Level DP Chemistry 1/2 – Standard Level DP Chemistry 1/2 – Higher Level DP Physics 1/2 – Standard Level DP Physics 1/2 – Higher Level DP Design Technology 1/2 – Standard Level DP Design Technology 1/2 – Higher Level	DP Biology 1/2 – Standard Level DP Biology 1/2 – Higher Level DP Chemistry 1/2 – Standard Level DP Chemistry 1/2 – Higher Level DP Physics 1/2 – Standard Level DP Physics 1/2 – Higher Level DP Design Technology 1/2 – Standard Level DP Design Technology 1/2 – Higher Level
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			

World Language (2 credits)	Spanish 1 Spanish 2 Spanish 3	Spanish 1 Spanish 2 Spanish 3 Spanish 4	DP Spanish 1 – Standard Level DP Spanish 1 – Higher Level	DP Spanish 2 – Standard 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 **World Languages, PHE, and Design included in this category* (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, science, and Spanish courses taken during 8th grade. These courses, taken at WPS in 8th grade, are included in WPS students' 9th 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 1.

Pre-DP Biology is a high school course that 8th grade students may take.

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%	--

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.

"**Late**" – student submitted the assignment late.

"Missing" - teacher has graded the work and the student has not submitted it. This will impact the overall course grade with a 0.

"Resubmitted" – student has resubmitted the assignment and the teacher has rescored it.

“Dropped” – teacher has dropped this score from being included in the overall course grade.

“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 is 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/guardians/caregivers 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). 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 student's educational journey and we're grateful to partner with you at WPS. We believe that fostering a strong partnership between students, parents/guardians/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 student'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.

Modeling Respect

Parents/caregivers 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/guardians/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/guardians/caregivers serve as role models for their students 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 student's behavior
- Inappropriate demands or expectations