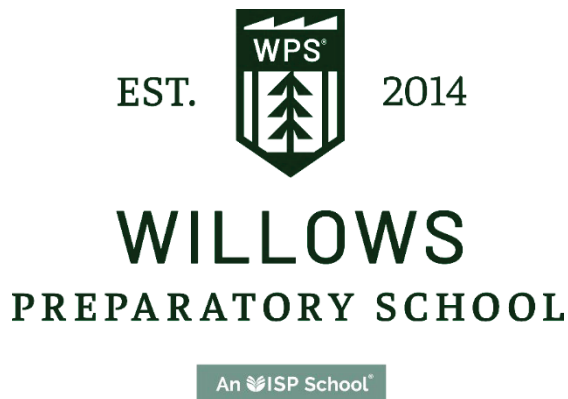




2026-
2027

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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**Willows Prep reserves the right to make minor adjustments to the handbook as needed; all major changes will be communicated.*

Last Revised: 7/29/2026

Quick Reference Page

Attendance: To report an absence, tardy, or early pick up, please use the Blackbaud Parent Portal or contact the front office at (425) 380-5670 or attendance@willowsprep.com.

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, BrightArrow communication system, email, and postings to the school website and school social media accounts. Please 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 Canvas.

Campus Access Information: All exterior doors remain locked during the school day. Families and visitors must enter through the Main Building front office and check in.

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, jkhong@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 students' experiences and achievements.

Enrollment, Tuition, and Financial Aid Process

Enrollment and Re-Enrollment

Enrollment agreements are issued to newly admitted students following acceptance and returning families during the annual re-enrollment period.

To secure enrollment, families must submit a completed Enrollment Agreement and all required enrollment fees by the published deadline. Students may not begin classes until all enrollment requirements have been completed.

Re-enrollment is contingent upon the following:

The student's academic progress, attendance, citizenship, and behavior.

The family's partnership with the school, including adherence to school policies and expectations.

The family's financial account being current.

Each year, Willows Preparatory School reviews student records to determine continued enrollment. In some cases, re-enrollment decisions may be deferred until later in the school year to allow additional time to evaluate a student's academic or behavioral progress. The school reserves the right not to offer re-enrollment when it determines that continued enrollment is not in the best interest of the student, the school community, or the educational program.

All re-enrollment decisions are made at the discretion of the Head of School and are final.

Once the Enrollment Agreement has been signed by the family and accepted by Willows Preparatory School, the agreement becomes a binding contract. Families are responsible for fulfilling the financial obligations outlined in the Enrollment Agreement. Any request to withdraw a student after the agreement has been executed does not release the family from the contractual terms or associated financial commitment.

Tuition, Billing, and Financial Aid

Tuition Payment Options

Annual tuition is due according to the payment plan selected during enrollment. Families may choose from the payment options offered by the school, including payment in full or approved installment plans.

Payment schedules and due dates are communicated annually through the enrollment contract. Families are expected to remain current on all tuition and fee obligations throughout the academic year.

Students whose tuition accounts become significantly past due may be restricted from attending classes, participating in extracurricular activities, receiving report cards or transcripts, or re-enrolling for the following school year until the account is brought current. The school reserves the right to pursue collection of outstanding balances when necessary.

Financial Aid

Willows Preparatory School is committed to working with families to make education accessible to qualified students by providing need-based financial aid within the school's available resources.

Families seeking financial aid must submit an application through the Clarity platform. Financial need is determined through a comprehensive review of household income, assets, expenses, and other financial obligations.

Financial aid is awarded annually and must be reapplied for each school year. Awards are contingent upon the availability of funds and continued demonstration of financial need.

Additional information and application instructions are available through the Clarity application at www.clarityapp.com.

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.



= WEEKLY CLASS SCHEDULE =



FOREST

Monday, Tuesday, Friday

Period 1 8:00 - 8:50	
Period 2 8:55 - 9:45	
Period 3 9:50 - 10:40	
Lunch A 10:45 - 11:05	Period 4 10:45 - 11:35
Lunch B 11:05 - 11:25	
Period 5 11:30 - 12:20	Lunch C 11:40 - 12:00
	Lunch D 12:00 - 12:20
Period 6 12:25 - 1:15	
Period 7 1:20 - 2:10	
Period 8 2:15 - 3:05	



Lunch A, B, C, D = Assigned lunch periods

SPRING

Wednesday

Period 1 8:00 - 9:30	
Advisory 9:35 - 10:20	
Lunch A 10:25 - 10:45	Period 2 10:25 - 11:55
Lunch B 10:45 - 11:05	
Period 2 11:10 - 12:40	Lunch C 12:00 - 12:20
	Lunch D 12:20 - 12:40
Period 3 12:45 - 2:15	

GOLD

Thursday

Period 6 8:00 - 9:30	
Period 5 9:35 - 10:15	Period 4 9:35 - 11:05
Lunch A 10:20 - 10:40	
Lunch B 10:40 - 11:00	
Period 5 11:05 - 11:55	Lunch C 11:10 - 11:30
	Lunch D 11:30 - 11:55
Period 7 12:00 - 1:30	
Period 8 1:35 - 3:05	

2026-2027 Calendar

Willows Preparatory School

2026-2027 School Calendar

August 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					

September 2026						
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27	28	29	30			

October 2026						
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November 2026						
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29	30					

December 2026						
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27	28	29	30	31		

January 2027						
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31						

February 2027						
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28						

March 2027						
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April 2027						
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May 2027						
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30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

July 2027						
Su	M	Tu	W	Th	F	Sa
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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 31-Sep 1	School Orientation Days
Sep 2	First Day of School
Sep 7	Labor Day - Campus Closed
Sep 24	Back to School Night
Oct 9	Teacher In-Service - No School
Oct 29	End of Quarter 1
Oct 30	Teacher In-Service - No School
Nov 9 & 10	Parent Teacher Conferences - No School
Nov 11	Veterans Day - Campus Closed
Nov 25-27	Fall Break - Campus Closed
Dec 21-Jan 1	Winter Break - Campus Closed
Jan 4	Teacher In-Service - No School
Jan 18	MLK Jr Day - Campus Closed

Jan 21	End of Semester 1
Jan 22	Teacher In-Service - No School
Feb 15	President's Day - Campus Closed
Feb 16-19	Mid-Winter Break - Campus Closed
Apr 1	End of Quarter 3
Apr 2	Teacher In-Service - No School
Apr 5-9	Spring Break - Campus Closed
May 7	Teacher In-Service - No School
May 27	Celebration of Learning
May 28	Teacher In-Service - No School & HS Graduation
May 31	Memorial Day - Campus Closed
Jun 11	Last Day of School
Jun 18	Juneteenth (Observance) - Campus Closed

Drop off and Pick Up

We are committed to ensuring student safety throughout the school day and during arrival and dismissal. Students should be picked up by 3:30 PM on Monday, Tuesday, Thursday, and Friday, and by 2:30 PM on Wednesday unless they are participating in a supervised activity such as Office Hours, a club, or an athletic practice. Any middle school student not picked up by these times will be placed in Office Hours (3:30 – 4:30pm) and Supervised Self Study (Wednesday, 2:30 – 3:30pm or Monday – Friday, 4:30 – 5:00pm) and families will be charged. Any student remaining on campus after 5:00 PM without prior approval may be subject to a late pick-up fee of \$5.00 per minute until picked up.

Traffic Flow Expectations

To help maintain a safe and efficient traffic flow, families are expected to follow staff directions, use designated drop-off and pick-up areas, avoid stopping in fire lanes or crosswalks, limit cell phone use while driving through campus, and remain mindful of pedestrians throughout the parking lots. Students should use designated sidewalks and crosswalks when entering or exiting campus.



Diagram

Late Start and School Closures

To ensure the safety of your student and our staff in the event of severe weather, public health emergency, natural disaster, power outages, utility failures, or other hazardous events, school operations may be modified, delayed, or canceled at the discretion of school administration. When this occurs, the school building will be closed for the entire school day or may announce a late start.

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 modification to our school schedule is necessary due to any of the above events, a Flash Alert, BrightArrow communication, 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 conditions where you live may be completely different from the conditions around the school or your work.

Willows Leadership reserves the right to determine whether online learning is offered during a school closure.

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. Regular attendance and punctuality are essential to student success and active participation in the learning community.

If a student will be absent, tardy, or picked up early from school, parents/guardians should use the Blackbaud Parent Portal or contact the front office at (425) 380-5670 or attendance@willowsprep.com. 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.

Tardy: A student is considered tardy when they arrive after the start of the school day or after the beginning of a scheduled class period.

Excused Absence: An excused absence occurs when a student misses school for a school-approved reason, the following are considered excused absences:

- Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or outpatient treatment for chemical dependency or mental health);
- Family emergency including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding, court-ordered activity, or jury service;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless or foster care/dependency status;
- Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- Absences due to suspensions, expulsions or emergency expulsions;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status;
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth;

Unexcused Absence: An unexcused absence occurs when a student is absent without parent/guardian notification or for a reason not approved by the school.

Extra-curricular activity attendance

WPS encourages and supports student participation in extra-curricular activities and competitive clubs. As a participant, students are expected to follow the below attendance expectations.

- **Full-Day Attendance Standard:** Students must attend all scheduled classes on the day of a practice, competition, or event to participate.
- **Excused Exceptions:** If an absence on the day of an event is *excused* in advance (e.g., a pre-scheduled medical appointment or family emergency) the student is usually cleared to participate.
- **Unexcused Disqualification:** If a student has an *unexcused* absence for even a single period, they are automatically disqualified from participating in extracurriculars until the next school day.

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 school through the Blackbaud Parent Portal or the front 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 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

Student Illness

The health and well-being of all our students are important to us. We kindly ask that parents/guardians help safeguard the health of our school community by keeping students at home if they exhibit symptoms such as a cold, rash, vomiting, eye discharge/pink eye, lice or scabies, or fever. Students should remain home until they have been fever-free for 24 hours without fever-reducing medication, and have not experienced vomiting or diarrhea for 24 hours. Families are encouraged to communicate with school administration regarding significant health or mental health concerns that may impact a student's participation or well-being at school.

If a student begins exhibiting any of these symptoms at school, we will contact the family immediately to inform of the situation and request a student pick up as soon as possible.

Student Injury

WPS defines an injury as any physical harm that requires more than routine first aid or reasonably warrants parent notification, medical evaluation, or emergency medical care. Minor cuts, scrapes, and similar injuries that are adequately treated with routine first aid are not considered injuries under this policy.

If a student becomes injured while at school, we will contact the family immediately to inform of the situation and, if necessary, request a student pick up as soon as possible.

In all instances of illness or injury where we deem family contact is necessary, we will make every effort to reach the family promptly. In cases where a student's illness or injury is too serious to wait for parent/guardian arrival, Willows Prep will arrange for the 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 the 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 WPS

Enrollment Contract grants permission for WPS to take a 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 information current.

Medication Dispensing Policy

All student medications must be secured at the front desk with the documentation required for administering it to students. We recommend that parents/guardians administer medications to students 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 required documentation, including a physician's signature for prescription medications, 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.
- Expired medication will not be administered.

Students may carry emergency medications, such as inhalers or epinephrine auto-injectors, only with appropriate physician documentation and school approval.

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 established operational policies and procedures designed to promote the safety and security of our campus community. Exterior doors remain locked during the school day and are accessible by student and staff keycard. Student keycards remain the property of the school and may not be shared, loaned, or duplicated. The

campus is secured through a combination of automatic and manual gates, which may be locked during evenings, weekends, holidays, and other non-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.

Families and Visitors

Families and visitors are welcome at Willows Prep for meetings, appointments, and community events. During school hours, all families and visitors must check in at the Front Office upon arrival, present identification if requested, obtain and wear a visitor badge while on campus, and sign out before departing.

Campus and WPS Vehicle 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.

Willows Prep has strategically positioned security cameras at key locations including access points, drop-off/pick-up zones, and common public spaces, as well as inside the Willows Prep vehicles. These cameras serve exclusively to monitor campus and human safety, security, and investigative purposes. Recorded footage remains the property of the school and may be reviewed as part of safety investigations.

Emergency Preparedness

Willows Prep is prepared to respond to exceptional emergency situations, such as natural disasters, fires, and lockdowns. Our school personnel are 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 (fire, earthquake, lockdown, secure, and evacuation) 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 major emergency requiring reunification, parents will receive instructions regarding student pickup locations and procedures through school communication systems. Families are responsible for maintaining current emergency contact information throughout the school year.

School Lunches

Parents/guardians/caregivers and students may order hot school lunches by logging in through the myWPS (Blackbaud) Resource Board and selecting the EZ School Apps tile then choosing the desired lunch item(s) on the lunch calendar list. A summary of monthly costs is available in your EZ School Apps 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 school facilities is essential to maintaining a positive learning environment. Students are expected to treat all classrooms, shared spaces, equipment, furniture, and technology with care. Vandalism, littering, misuse of property, or behavior that disrupts the school environment may result in disciplinary action. WPS reserves the right to hold students and families financially responsible for damage to school property, materials, or technology.

- Students may not be in classrooms, the gym, or the stage without an adult present.
- 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 as was found.
- Volume 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 approved and supervised by the classroom adult prior to filming. At no time, regardless of consent, may photography or recording take place in restrooms.

During lunch and recess:

- Middle school students may use computers for educational purposes and for playing approved computer games during recess only in the designated quiet space(s). High school students may access computers during lunch and recess.
- Within the cafeteria, we encourage students to practice good manners and cleanliness. As students eat, they should remain seated and make sure to clean up after themselves. If behavior and cleanliness expectation are not met, designated seating may be assigned.
- Like any space, the gym requires direct supervision to ensure a safe environment. When accessing equipment, students may retrieve items from the metal bin.
- Classroom spaces are off-limits during lunch time unless students have been pre-approved to visit a teacher and have a teacher pass to show the lunchroom supervisors, or a student is registered for a lunchtime club.

Lockers and Backpacks

Lockers

Students may request and will receive a locker at orientation. Students who are not present at orientation may request a locker before school, during lunch, or after school in the first week of school. Lockers may not be traded or shared by students. Lockers may be locked using a student-provided combination lock. The combination to the lock must be provided to the front office should the locker need to be searched. If WPS staff does not have the combination for the lock, WPS reserves the right to cut the lock to gain access. Lockers are subject to searches by WPS staff to ensure alignment with school policies and safety regulations.

Students are allowed to personalize the inside of their lockers with temporary materials, ensuring that the exterior remains free from graffiti or modification. Exteriors of lockers are to remain clean, students cannot personalize the outside of their lockers.

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 their bags with them. Backpacks cannot obstruct walkways or pose a tripping hazard. If this happens repeatedly, faculty and staff have the right to prioritize safety and ask students to relocate their backpack to their locker.

Personal Items

Students bring personal items to school at their own risk. Willows Prep is not responsible for lost, stolen, or damaged personal property. 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

Driving and parking on campus are privileges extended to eligible students. Students wishing to park on campus must have a completed Student Driver Waiver on file and display their assigned parking permit while on campus. Student vehicles may only be parked in designated student parking areas. Student vehicles parked on campus are subject to school regulations, and the school assumes no responsibility for loss or damage to vehicles or their contents.

Off Campus Policies

High Schoolers can drive off campus for lunch if they have an off-campus waiver on file and must sign in/out at the front desk. To drive peers off-site, the name of passenger(s) must be listed on the drivers form. Student drivers must follow all traffic and safety laws. 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. School administration reserves the right to address student conduct occurring off campus when such conduct substantially impacts the school community or learning environment.

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 a student is 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 a student's ability to fully benefit from the club, program, or athletic

experience. If a student finds that their commitments conflict with the activity schedule, they should discuss the situation with the Athletic Director or Director of Student Life.

Student behavior and conduct will be supervised and managed by the program director/advisor, Director of Student Life or Athletic Director. Students are held to the same standards during extra-curricular activities for behavior as they are during the school day.

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 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 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 with teacher recommendations, 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.
- Voting will be conducted within each grade to select the representatives.
- Students that are not elected through the Senator election process may be considered for an appointed position.

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 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 clean up 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.

- At times, student senators will be asked to assist with admissions and evening events that are not hosted by the student senate.

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/program involvement.
- Follow Washington State law, which prohibits knives, sharp objects, and dangerous materials on 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.
- Treat classmates and teachers with kindness, empathy, and respect.
- 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.
- Students should keep personal belongings and hands to themselves and avoid disturbing others' belongings.
- Clean up after oneself, disposing of any trash properly and leaving the classroom tidy for the next class

School administration reserves the right to address student conduct occurring off campus when such conduct substantially impacts the school community or learning environment.

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 and 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(s) 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 as part of the discipline system, 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 students or parents/guardians are concerned and seek clarification on the general processes, this document is their 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 a member of the leadership team. They will determine the suitable approach for addressing such incidents.

Depending on the severity of the infraction, a teacher, support team member or Director of Student Life will engage in a discussion with the student and inform them about solutions, expectations, and/or consequences.

For patterns of infractions or more substantial 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

WPS follows a progressive discipline framework which means consequences escalate based on the severity and frequency of behavior, with a focus on accountability, growth, and repair rather than solely punishment. When an issue is reported, an adult will investigate by gathering relevant details and statements to determine the appropriate follow up steps.

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/support 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 (detention), 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 School Counselor, Director of Student Life, Director of Learning, 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.

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.

Examples of behaviors addressed through conversation, loss of privilege, or restorative practices include patterns of tardiness, first-time classroom disruptions, and technology violations.

Examples of behaviors addressed through detention, suspension, or other exclusionary consequences include harassment, intimidation, or bullying (HIB); threatening behavior or physical altercations; dishonesty; and possession or use of drugs, alcohol, or related paraphernalia.

Please note that the above are examples and are not exhaustive lists.

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 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, voicemail, 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.

Other: The possession, use, or distribution of alcohol, drugs, or paraphernalia is strictly prohibited. WPS students are expected to refrain from illegal activities both on and off campus, as such behavior impacts school safety and community trust. If a student is involved in leadership or our extra-curricular programs, this would violate the activity code of conduct and may result in suspension or removal from the program.

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 consistently 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 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 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 uses 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 campus, 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 guardians 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 involvement and potential loss of technology privileges at school.
- Students may not send group emails, including to other WPS students or students at other schools, unless a teacher has specifically directed them to collaborate via email for instructional purposes. A group email is any email sent to more than one person at the same time using the "To," "CC," or "BCC" fields. This policy ensures that school email systems are used appropriately for educational purposes and protects students from unnecessary digital distractions or potential misuse of communication tools. All student email communication should be purposeful, supervised, and aligned with academic objectives.
- Only authorized Internet browsers—Microsoft Edge and Google Chrome—are permitted on managed devices. This policy ensures consistent security standards, as both browsers receive regular security updates and patches that protect against emerging threats and vulnerabilities. By limiting browser options to these two platforms, our technology team can efficiently manage security configurations, deploy necessary extensions for content filtering and monitoring, and maintain compliance with data protection requirements.
- Students may only play approved computer games while on campus during lunch or recess, outside the cafeteria, or during instructional time when explicitly directed by their classroom teacher to access an approved* educational game as part of the

curriculum. This policy ensures that instructional time and school technology resources are used purposefully to support academic learning objectives rather than recreational activities. When teachers do incorporate educational games into their lessons, these games are carefully selected to align with learning standards, reinforce specific skills, and provide meaningful practice opportunities that contribute to student achievement.

*Authorized software can be found at

https://www.willowsprep.com/downloads#VerticalIntro_3

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 and recess in designated quiet space(s). High school students may access cell phones during 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 educational experience for all members of our school community while recognizing the role of technology in our day to day lives.

Student Support Services

Middle & High School Counselor

The Middle and High School Counselor serves as a vital resource to students, families, and staff at Willows Preparatory School, supporting the social-emotional well-being, academic guidance, and personal development of all students in grades 5-12. The Counselor is uniquely trained in adolescent development and trauma-informed practices, working to identify and address students' social and emotional needs that are essential for removing barriers to learning and building the foundation for future success.

The Counselor designs and facilitates comprehensive Social & Emotional Learning (SEL) programming aligned with the CASEL framework, including weekly educational sessions for grade levels and advisory curriculum that address topics such as stress management, identity development, conflict resolution, coping skills, and decision-making. These sessions enhance the learning process and encourage attitudes and skills necessary for academic, career, and social-emotional development. The Counselor also leads school-wide SEL initiatives, awareness campaigns, and coordinates crisis intervention protocols.

The Counselor works with students to navigate course selection, academic goal-setting, and educational planning that aligns with their individual interests, strengths, and future aspirations. Through individual meetings and group sessions, students explore their academic options, understand graduation requirements, and make informed decisions about their educational pathways. In partnership with the College Counselor, the Counselor helps students connect their current academic choices to their long-term goals, whether those involve college preparation, career exploration, or personal development, ensuring each student builds a meaningful and purposeful academic experience that supports their post-secondary plans.

The Counselor is available to meet with students individually or in small groups to address a variety of needs, including feelings of stress, anxiety, disappointment, interpersonal

conflicts, family concerns, academic challenges, and identity growth. Students may schedule appointments during school hours by notifying their teacher or a leadership team member or arrange meetings before or after school. The Counselor proactively identifies students who would benefit from targeted group support and designs appropriate curriculum and activities to facilitate these groups while monitoring effectiveness through data collection.

The Counselor works closely with the Director of Student Support Program, teachers, administrators, and families to support Student Support Plan implementation, participate in collaborative team meetings for students of concern, and facilitate parent meetings as needed. This partnership approach ensures comprehensive support for the whole student and strengthens the entire school community's capacity to meet student needs.

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.

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 information about courses and graduation requirements can be found on the school website or course catalog.

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 Spring Curriculum Nights 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 Learning 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 Learning 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	59% or Below	--

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.

"Received" – student has submitted the assignment, and the teacher has not yet scored it.

"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
- Using work generated or modified by artificial intelligence without citation

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 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://ibo.org/academic-integrity). We are dedicated to cultivating a culture of honesty, integrity, and mutual respect within our academic community.

Artificial Intelligence Policy

WPS students are expected to use artificial intelligence (AI) tools responsibly, ethically, and effectively. Responsible, ethical, and effective use means:

- Personal data and identifiable information are not used or shared with AI.
- AI is used to enhance learning, not replace it.
- AI should only be used for academic purposes when it is allowed by the teacher and must be properly cited.
- The student understands that information generated by AI may be incorrect. It is the student's responsibility to verify all information.
- In any circumstance, AI is not used to create or spread false or hurtful information, including images, videos, deep fakes, and audio.

As an IB World School, Willows Prep has adopted the same policy on artificial intelligence as the IB. 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://ibo.org/news/news-about-the-ib/artificial-intelligence-in-ib-assessment-and-education-a-crisis-or-an-opportunity2/>.

Parent and Caregiver Partnership

We understand that there are many options available for a 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, 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, students and parent/guardians should reach out to a 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 parents/guardians would like to get involved and stay up to date with volunteer opportunities through the WPS Family Association, they should check out the FA website and contact details at info@willowsprepfamily.org.

Modeling Respect

Parents/guardians 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 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 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/Guardian Partnership that disrupt the school environment or pose a threat to the safety and wellbeing of staff and faculty may lead to termination 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