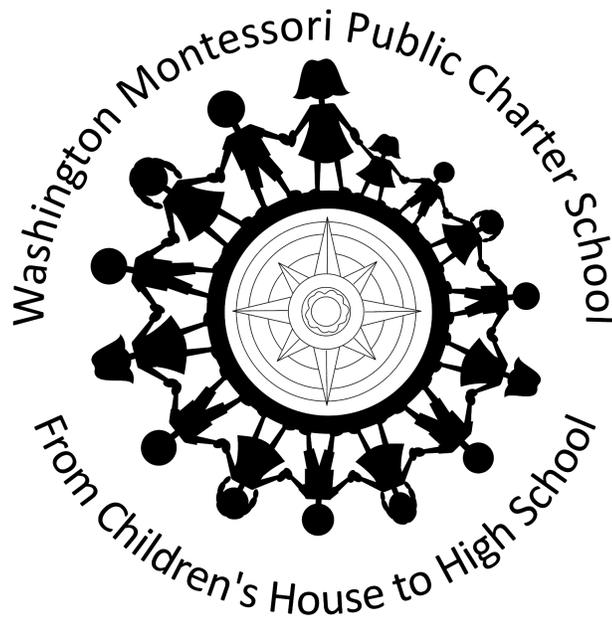


Washington Montessori , Inc. Parent and School Handbook

2018-2019



June 2018

This handbook contains information about the policies and practices of Washington Montessori, Inc. (also referred to as Washington Montessori Public Charter School or WMPCS). We expect each family to read this manual carefully as it is a valuable reference for understanding our school and its policies, protocols and procedures. All previously issued handbooks and any inconsistent statements, oral or written, are superseded.

The WMPCS Parent Handbook is revised annually to include all changes to policies and procedures affecting our parents and students. Every year we ask that parents review the policies located in this book which is located on the website at www.wmpcs.org. Periodically this handbook may be updated or changed during the school year. The official and most up-to-date version of the handbook is located on our website. Paper copies can be obtained at the office upon request.

Table of Contents

About Washington Montessori Public Charter School	4
Vision Statement	5
Mission	5
Our Program Rests on Four Pillars:	5
The Three Basic Rules of Washington Montessori	5
About Montessori	5
Contact Information	6
NC Standards and Testing	7
SCHOOL ORGANIZATION	7
Board of Trustees	8
2018-2019 Board of Trustees	8
Board Membership	9
Submitting A Grievance or Concern to the BoT	9
Washington Montessori PTO (WMPTO)	11
WMPTO Committees	12
Community Involvement Activities	12
Volunteer Hours	13
Financial Support	13
General Policies	14
Equal Education Opportunities	14
Equal Employment Opportunities	14
Compliance with Other Laws	14
Family Educational Rights & Privacy Act	14
Directory Information	15
Applications/Lottery/Enrollment	15
Lottery	16
After-Deadline Lottery Procedure	16
Enrollment of Students after Lottery	17
Student Funding and the First Days of School	17
Policy for Holding a Slot Open	17
Policy for Returning Students	17
Policy for Placing Students and Siblings	17
Policy for Placement Requests	18
Equity Plan for Washington Montessori	18

Transferring Student Placement	18
Policy for Retaining/Advancing Students	19
Policy for Adding or Dropping Classes Secondary II (high school)	19
Special Education Services	19
Child Find	20
504 Procedural Safeguards	20
Policy for Use of Seclusion or Restraint	20
Policy for Use of Service Animals	21
School Operating Hours/Daily Schedule	23
Attendance	23
Attendance Secondary II (High School)	24
Tardiness to school	25
Checking Out Early	25
Inclement Weather	25
Lost and Found	26
Jewelry and Toys	26
Electronic Devices	26
Transportation	26
Car Line /Carpool	27
Student Parking	27
Dismissal Car Line	27
Students Visiting from Other Schools	27
Before and After School Care (BASC) Program	27
Field Trips	30
Field Trip Guidelines	31
Dress Code	32
After School Sports and Sports Attire	33
School Sports Uniforms	33
Class Parties	34
Communication from Washington Montessori	34
Concerns	34
Telephone Calls during the School Day	34
Classroom Messages and Interruptions	34
Safety/Security Procedures	35
School Searches	35
Secondary I and II (High School and Middle School) Grading Policy	36
Athletic and Extracurricular participation	36
Financial Obligations	36
Collections Procedure	36
REPORTING INFORMATION TO ADMINISTRATORS AND EXTERNAL AGENCIES	37

STUDENT BEHAVIOR POLICIES	39
The Classroom Teacher and Discipline	39
RESPECTFUL STUDENT BEHAVIORS	40
Intolerable Student Behaviors Violations	41
Harassment Policy	42
Procedure for Reporting an Offense	43
Plagiarism	43
Weapons and Dangerous Instruments	43
Illegal Drug, Drug Paraphernalia, Tobacco and Alcohol Policy	43
Inappropriate Language	43
Public Displays of Affection	43
Suspension and Expulsion	44
Internet Acceptable Use and Safety Policy	44
General Statement of Policy	44
Limited Educational Purpose	45
Use of System is a Privilege	45
Unacceptable Uses	45
Filter	46
Limited Expectation of Privacy	47
Internet Use Agreement	47
Limitation on School Liability	48
User Notification	48
Parent’s Responsibility	49
“Bring your Own Device” (BYOD) Acceptable Use Policy	49
Definition of “Device”	49
Definitions	49
Google Apps in Educational Applications	50
Terms and Conditions	50
Cybersafety and Cyberbullying	51
Active Restriction Measures	52
Interactive Web 2.0 Tools	52
Student Use of Interactive Web 2.0 Tools	52
Student Use of Mobile Devices	53
Student Supervision and Security	53
Health-related Policies	54
Immunizations and Health Assessment	54
CDC Fact Sheets	54
Illness and/or Injury	54
Head Lice	55

Asthma and Anaphylactic Reactions	55
HIV Policy	56
Administering Medicine	56
Self-medication/Self-carry medication	57
Concussion and Head Injury	57
Meals	58
Snacks	58
No Smoking Policy	58
Whom to contact for what 2017-18	59

About Washington Montessori Public Charter School

Vision Statement

Dedicated to pursuing our greatest potential to fulfill our responsibility to the world.

Mission

*Washington Montessori is committed to the development of the whole child, enabling him to draw upon all his gifts and reach his greatest potential. We encourage personal responsibility both socially and academically. Each child is allowed freedom of choice and is offered guidance in setting individual goals. **Our mission is to inspire academic excellence; to nurture curiosity, creativity, and imagination and to do so within an environment rich with warmth, kindness, and respect.***

Our Program Rests on Four Pillars:

- The cultivation within our students of a passion for excellence in everything they do, both in and outside of school
- The development of a strongly held set of universal values, which includes self-respect, respect for others, honesty, integrity, responsibility, empathy, compassion, kindness, peacefulness, a sense of concern for others, warmth and a love of community
- The development of a global perspective and sense of international understanding
- The development of a lifelong commitment to give something back through service to others who are in need

The Three Basic Rules of Washington Montessori

*Respect all living things.
Respect all non-living things.
Use grace and courtesy.*

About Montessori

Maria Montessori (August 31, 1870 – May 6, 1952) was an Italian physician and educator as well as a noted humanitarian best known for the philosophy of education that bears her name and her writing on scientific pedagogy. Her educational method is in use today in public and private schools throughout the world.

Dr. Montessori's principles focus on the development of the whole child: intellectual, physical, social, emotional, and spiritual. Our school provides children with:

- a learning environment that is prepared, child-centered, and responsive,

- learning activity that is spontaneous, dynamic and self-directed,
- hands on experience with materials,
- freedom within limits and promotion of intrinsic motivation, and
- multi-age grouping that stresses cooperation and collaboration in a community setting.

WMPCS also has a parent education library that contains books about the Montessori method, pedagogy, theory, history and philosophy. Please check with Administration to sign out a book.

WMPCS is structured into five levels based on the children's age and academic abilities. These levels are often named according to the student's age, but are also known as the following: 3-6 age group: Children's House; 6-9 age group: Lower Elementary; 9-12 age group: Upper Elementary; 12-15 age group: Secondary I (middle school) and, 15-18 age group: Secondary II (high school).

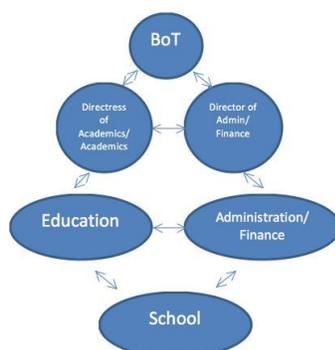
Contact Information

Position	Name	Phone/e-mail (add extensions)
Co-head of School/ Directress Academics and Education	Darla Prescott	P: (252) 946-1977 x 1125 darla.prescott@wmpcs.org
Co-head of School/Director Administration and Finance	Austin Smigel	P: (252) 946-1977 x 1120 austin.smigel@wmpcs.org
EC Coordinator	Amanda Holton	P: (252) 946-1977 x 1205 amanda.holton@wmpcs.org
Secondary Curriculum Coordinator	Jocelyn Swanson	P: (252) 646-1977 x 1100 jocelyn.swanson@wmpcs.org
Admissions/ Administrative Associate	Gay Holton	P: (252) 946-1977 x 1105 gay.holton@wmpcs.org
Student Accountability Associate	Sharon Main	P: (252) 946-1977 x 1110 sharon.main@wmpcs.org
Financial Associate	Ali Woolard	P: (252) 946-1977 x 1115 ali.woolard@wmpcs.org
Board Chair	Christy Walcott	christy.walcott@wmpcs.org

NC Standards and Testing

Washington Montessori has correlated the Montessori curriculum with the United States Department of Education (US DOE) Standard Course of Study, The Montessori Foundation, the American Montessori Society (AMS) and the Association Montessori International (AMI) suggested lessons, sequences and content. Washington Montessori participates in the state-mandated End of Grade and End of Course Tests as a NC Public Charter School. Periodically, WMPCS also participates in the IOWA Test of Basic Skills at the beginning of the year for grades 1st through 8th.

SCHOOL ORGANIZATION



Board of Trustees

The Board of Trustees (BoT) sets policies for the school and manages the non-profit corporation, Washington Montessori, Inc. that is the parent organization of Washington Montessori Public Charter School (WMPCS). The Chair heads the Board of Trustees and generally supervises the business of the school. The Chair may be referred to the Chairperson, Chairman, or Chairwoman.

The Board meets on the third Thursday of the month at 7:00 p.m. unless otherwise noted. All meetings of the BoT are subject to the Open Meetings Law NC § 143-318.10. Members of the school community are welcome and are encouraged to attend the meetings. The agenda includes a "Privilege of the Floor" at the beginning of each meeting and an opportunity for public comments at the end of the meeting.

2018-2019 Board of Trustees

Christy Walcott, Chairperson

christy.walcott@wmpcs.org

Charles Smith, Secretary

charles.smith@wmpcs.org

Rick Yakubowski, Treasurer

rick.yakubowski@wmpcs.org

Lisa Lawless

lisa.lawless@wmpcs.org

Lee Anne Sorto

leeanne.sorto@wmpcs.org

Ex Officio, Non-voting Members

Darla Prescott, Co-head of School/Directress of Academics and Education

darla.prescott@wmpcs.org

Austin Smigel, Co-head of School/Director of Administration and Finance

austin.smigel@wmpcs.org

Faculty Representative - TBD

President of Student Government - TBD

President of Parent Teacher Organization - TBD

Board Membership

Washington Montessori values the people who agree to serve on the Board of Trustees. In order to avoid potential "conflicts of interest," employees as well as their immediate family members will not be considered for Board membership. Applications are accepted through the year (an application can be obtained from the school office). The Board assigns two self-perpetuating members along with the School Directors to act as the selection committee to interview and recommend to the BoT a candidate to fill any of the five self-perpetuating seats that are open. The selection committee informs the applicants of the expectations of Board membership, confirms continued interest in serving, interviews applicants, and brings recommendations to the Board. The Board then votes to elect the new trustee by consensus. Two seats are filled by a Community Election process.

<u>Board Member</u>	<u>Term Expiration</u>	<u>Board Membership</u>
Christy Walcott, Chairperson	December 2019	Self-Perpetuating
Rick Yakubowski, Treasurer	December 2019	Self-Perpetuating
Lisa Lawless	December 2018	Community Elected
Charlie Smith, Secretary	December 2018	Self-Perpetuating
Lee Anne Sorto	December 2025	Community Elected

All Board members serve the greater good of the school and any member can be approached with a concern but cannot make decisions individually. Community Elected members are full voting members and are not expected to hold the same views as the school community at large. Any new trustee is encouraged to participate in the remaining meetings as an ex officio, non-voting member prior to taking office. Children of board members will not be shown any favoritism in placement, discipline, or any other decisions. See the school's By-Laws for further information.

Washington Montessori Public Charter School follows the grievance policy defined below. When there are issues that require the involvement of the Board of Trustees, the decision of the Board will be final.

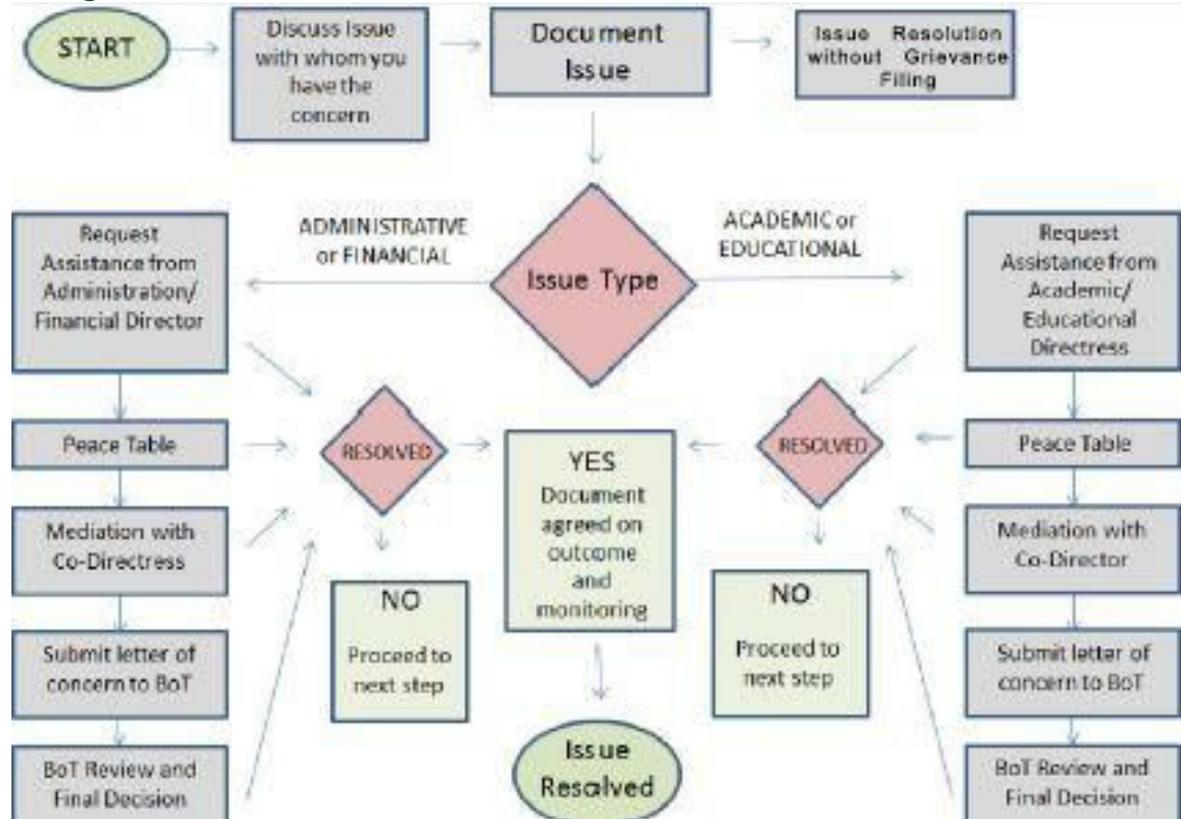
After following the procedures outlined in the Grievance Policy, if the BoT still needs to be addressed please use the following process. Parents may bring issues to the Board of Trustees at any time, but the BoT does not guarantee having a formal or informal hearing if the grievance policy has not been followed .

Submitting A Grievance or Concern to the BoT

Washington Montessori encourages dispute resolution through mediation, discussion, and working through any issues with all the parties involved. All grievances and/or issues need to be first addressed with the persons involved prior to escalation to the Administration or Board of Trustees. If there is a dispute in the classroom concerning any issue revolving around the education and management of the classroom, it needs to be brought to the attention of the faculty in that classroom first. If the concern or issue is not resolved, then it is appropriate to follow these procedures.

If a grievance, issue, or concern is not first addressed with the parties involved, the person bringing the grievance, concern, or issue will be redirected to start the process again.

Submitting Grievance or Concern to the BoT



Process:

1st Step: Discuss the issue with the person with whom you have the concern.

2nd Step: If resolution of the issue or concern is not met with the parties involved, documentation of the issue or concern needs to be made.

3rd Step: After preparing the documentation, determine if the concern or issue is an academic/educational issue or an administrative/financial issue. Determine which school director to address. Academic and Educational issues need to be first addressed with the School Directress of Academics and Education. Administrative and Financial issues need to be addressed with the School Director of Administration and Finance.

4th Step: If resolution is reached, then the school will document the agreed upon outcome and monitoring plan and provide copies for all parties involved with notification to the BoT.

5th Step: If resolution is NOT reached, a peace table with all parties involved will be held in order to come to a mutually agreed upon outcome. If an agreed upon outcome is reached, the school Administration will document the decision and monitoring plan and provide copies for all parties involved with notification to the BoT.

6th Step: If resolution is NOT reached, a meeting is held with the other School Director/Directress. If an agreed upon outcome is reached, the school Administration will document the decision and monitoring plan and provide copies for all parties involved with notification to the BoT.

7th Step: If resolution is NOT reached, the concern, issue, or grievance will be escalated to the BoT. The formal written grievance, sealed and addressed to the BoT chair, should be placed in the BoT mailbox in the school office. The chairperson will confirm acceptance of the letter to the party filing the grievance and the BoT within two weeks of receiving the grievance.

If confirmation is not received two weeks prior to that month's BoT meeting, then the grievance may be addressed at the next BoT meeting.

8th Step: The parties involved have the right to ask that their grievance be presented by them in closed session. All parties may be asked for input and facts about the issue, concern, or grievance. After the BoT has discussed the grievance and come to a resolution, the BoT chairperson will notify the party filing the grievance by phone within 48 hours of the BoT decision. The BoT chairperson will follow this with a certified letter, within two weeks of the BoT meeting, to the party filing the grievance.

The decision of the BoT is final. Personnel matters involving disputes with staff members, students or community members will not be discussed in open session. If other parties choose to write letters of support or speak concerning the issue or concern, the reading of such letters or hearing of speakers will take place in closed session to protect the identity and privacy of the parties involved. The BoT reserves the right NOT to ask other parties for their input and opinions during the closed session discussion. The Chairperson has the right to cease any and all conversations that appear to violate any person's privacy.

Washington Montessori PTO (WMPTO)

When a parent or guardian enrolls a child at Washington Montessori, or a staff member is hired, they become a member of the Washington Montessori Parent-Teacher Organization (WMPTO). All parents, teachers, and community members are welcome to attend. The "Bylaws of the Parent-Teacher Organization of Washington Montessori, Inc., A Public Charter School" are available from the WMPTO or the school office. The WMPTO is divided into two groups: the Elementary Level (Children's House, Lower Elementary and Upper Elementary) and the Secondary Level (Middle School and High School). Each of the two sections work independently towards the greater good of the levels they serve.

The working relationship between the Washington Montessori Public Charter School WMPTO, School Directors, and the Board of Trustees is an important component to the overall learning experience of our students. School events and programs sponsored by the MPTO on or off campus require the approval of the School Directors or designee.

Room Parent Liaison:

- Assists room parents and teachers with classroom efforts and reports needs and issues to MPTO if assistance is needed
- Works with Volunteer Coordinator and other committees to obtain the assistance of room parents and other volunteers for school-wide events

Faculty Liaison:

- Facilitates communication between the faculty and the WMPTO
- Reports on WMPTO activities at faculty meetings, coordinates faculty efforts with respect to WMPTO activities
- Provides feedback from faculty to WMPTO at monthly WMPTO Business Meetings

Administrative Liaison:

- Provides WMPTO with information regarding school policy and other factors that may affect decisions made by the WMPTO Executive Board
- Assists the WMPTO in ensuring events are included on the school wide calendar

WMPTO Committees

Because parent involvement is essential to the school's success, each family is asked to work on at least one WMPTO committee and to support its special projects. Much of the coordination with WMPTO committees occurs through dedicated Room Parents who can keep parents/guardians informed of volunteering opportunities based on their interests and availability.

Fall Cookout

- Coordinates the school wide cookout/community gathering.

Clothes Closet:

- Coordinates clothing donations

Program Income:

- Organizes, researches and promotes funding opportunities from corporate and retail membership programs

Hospitality:

- Organizes food and other items for school/WMPTO events
- Works with Room Parents and other committees to obtain volunteers for school-wide events

Kidsfest:

- Organizes annual Kidsfest event
- Coordinates with School Administration teachers, room parents, school office, parents, and other volunteers
- Coordinates entertainment, amusements, traffic control, food and beverages
- Coordinates entertainment schedule with music teacher

School Pictures:

- Assists in organizing school picture event(s)

Community Involvement Activities

WMPCS holds Community Involvement Activities throughout the year. Please review the school calendar for dates and times. Parents are encouraged to attend these meeting, events and opportunities (community meetings, parent education, parent conferences, family events, etc.).

The community meetings provide parents with an opportunity to meet with other parents and discuss issues facing our school, share ideas for new projects, receive information regarding activities, and ask questions about about school topics. Parents who attend the meetings have the opportunity to add items to the agenda and determine the order in

which the items are discussed. Volunteers facilitate each meeting. Free childcare is provided.

Family events include Pastries for Parents, Family Appreciation Night, KidsFest, and offering enrichment opportunities for community members.

Volunteer Hours

Every WMPCS family commits to contributing **20 volunteer hours per academic year**. These volunteer hours can be easily met by any of the following:

- Holiday concert and/or other WMPCS festivities
- Any of the WMPTO committees; coaching an athletic team
- Driving or chaperoning for field trips
- The classrooms (i.e. - making materials/works, assisting in the classroom at the teacher's direction, etc.)
- Landscaping or gardening; painting
- Sharing a special talent with a class
- Other activities at the administration or teachers' request

Volunteering to help with...

- WMPTO Board
- WMPCS Committee
- WMPCS Board of Trustees

Serving on the following...

- Board meetings
- Parent education sessions
- Family events
 - Ice cream social; Pastries for Parents

Attending...

- Community meetings
- Board meetings
- PTO meetings

Financial Support

Every WMPCS family helps support the school financially in a variety of ways according to their talents and resources.

- Understand that regular parent volunteer hours are essential to the operation of the school
- Understand that public charter schools do not survive on government funding alone but are dependent upon donations by parents and outside organizations to meet educational and facilities' goals
- Understand that WMPCS is a growing school and is therefore especially dependent upon the generosity of parents in particular
- Contribute, according to financial ability, to fundraising each year to support current school needs
- Consider the needs of WMPCS and its long-range goals for funding buildings and endowment through major gifts
- Ensure that all extracurricular activities and Before and After School activities are paid for in full

General Policies

Equal Education Opportunities

The School provides equal education opportunities for all students and does not discriminate on the basis of race, gender, gender identity, disability, nationality, religious affiliation, or other legally protected category. The school adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Equal Employment Opportunities

The School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, gender identity or expression, genetics, or other legally protected category. In addition to federal law requirements, Washington Montessori Public Charter School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

WMPCS expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of WMPCS employees to perform their job duties may result in discipline up to and including discharge.

Compliance with Other Laws

The school shall comply with all applicable federal and state laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The school shall comply with all applicable health and safety laws and regulations, whether federal, state, or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations. The School is required to notify parents, students, and staff of the provisions of this paragraph.

Family Educational Rights & Privacy Act

State and federal law gives parents and guardians (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below:

- To access these records, parents and guardians should give the School Director of Administration and Finance a written request listing the records that they want to see. The School Director of Administration and Finance must allow parents and guardians to see the records within 45 days from receiving parents' or guardians' request.
- Parents and guardians have a right to request changes in their child's school records if they believe the records are inaccurate, misleading, or that they

violate their child's privacy rights. If a parent or guardian wants to change these records, they should tell the School Director of Administration and Finance in writing what they want changed and why they think it ought to be changed. If the School Director of Administration and Finance agrees with the request, the records will be changed. If the School Director of Administration and Finance disagrees with the changes, the parent or guardian may request a hearing.

- Parents and guardians have the right to let other people see their school records; however, the law allows some people to see these records without consent. For example, a school official that has a legitimate educational interest may review an education record in order to fulfill his or her professional responsibility.
- Parents and guardians have a right to file a complaint with the U.S. Department of Education if they believe the school has violated any of their rights with respect to school records. To file a complaint, send it in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S. W. Washington, D.C. 20202- 4605.

Directory Information

Some of the information in school records are not confidential and may be released without parental or guardian consent. This information is known as "directory information." Directory information includes the following:

- Full legal name
- The image or likeness in pictures, videotape, film or other medium
- Dates of attendance
- Major field of study
- Participation in officially recognized sports and activities
- Height and weight of athletic team members
- Degrees and awards received
- Most recent previous educational institution attended
- Subsequent educational institution attended
- Academic work intended for publication or display
- Age
- Date and place of birth

If a parent(s) or guardian does not want information released, they must notify the School Director of Administration and Finance in writing what types of directory information they do not want released. This notice must be received annually at the beginning of each year. The written notice to the School Director of Administration and Finance must be received within 30 days of the first day of school or the entrance of the student into the school.

Both parents or legal guardians have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies one or both parents the right of access to school records. Copies of school records are available for a minimal copying charge.

If there are any questions about these rights, please contact the Director of Administration and Finance.

Applications/Lottery/Enrollment

Students are enrolled in a North Carolina Public Charter School by way of a lottery. Washington Montessori Public Charter School accepts applications for all grades for both the current school year and the upcoming academic year. Applications for the upcoming school years are accepted until noon on the day of the lottery. If there are openings in a

grade level, they will be filled based on the lottery and waiting list procedures. The lottery is held at the BoT meeting in January. Any additional applications for the upcoming school year received after the lottery will be added to the waiting list in the order in which they are received.

Attendance at the private preschool is NOT a condition for acceptance into the charter school grades K-12. All kindergarteners are enrolled through the lottery and waiting list. All kindergarteners must be at least 5 years old by August 31st of the school year to enroll in compliance with the state mandated deadline for enrollment.

Lottery

During the public lottery process held in January each year, applications are selected by grade. WMPCS will require proof of residency and for entrance into the lottery. WMPCS will not accept applications for lottery or waiting list without proof of NC residency. Students who are moving into the state are welcome to apply at the time residency has been established but not before. Applications are not complete until all components required for the application have been submitted to the office.

WMPCS is governed by North Carolina General Statute 115C-238.29F(g) Admission Requirements. First, children of the school's directors, teachers, and teacher assistants and siblings of currently enrolled students who were admitted to the charter school in a previous year are given enrollment priority in the appropriate grade. If a slot in the appropriate grade is not available for a sibling, that child is put at the top of the waiting list for that grade. Each new student application is then randomly drawn. Once all available slots for a grade are filled, the remaining applications are drawn to determine their order on the waiting list for that grade.

Currently enrolled students are not required to reapply or to participate in the lottery. Each school year, prior to the lottery, parents of enrolled students are required to complete an "Intent to Re-Enroll" form to hold their child's slot for the upcoming school year.

In the event that a student is drawn for the wrong grade level at the time of lottery, that student will be moved to the correct grade and receive the same placement that was drawn.

If a student is accepted into the school and it is later found that they are not in the most appropriate grade level, the Directress of Academics and Education has the right to move that student to another grade.

If a student is accepted into the school during lottery and it is later found that they are not residents of North Carolina or the correct age to enter Kindergarten, they will be unenrolled.

After-Deadline Lottery Procedure

Applications for the current and/or upcoming school years received after the annual lottery deadline are added to the waiting list for the appropriate grade at the time they are received.

Enrollment of Students after Lottery

Slots becoming available after the lottery will be filled using the waiting list. Enrollment after the first 20 days shall be determined by the School Directress of Academics and Education and the Director of Administration and Finance with BoT notification. If a slot opens and an offer to fill that slot is made, the parents or guardians of the prospective student have 3 business days from the time the offer is received to accept or reject the offer to fill that open slot. If a response or decision is not made within three business days, the Directress of Academics and Education has the right to move onto the next student on the waiting list.

Student Funding and the First Days of School

Parents should be aware of the impact of their child's attendance during the first twenty days of school. In regards to state and school district funding for each Charter student, children are not counted as an enrolled student until they attend their first full half day of instruction.

Full funding for the year requires that your student be in attendance on the first day of school.

We believe that parents want WMPCS to receive the full annual funding for their student. Thus, parents should have their child in attendance on the first day of school.

Policy for Holding a Slot Open

WMPCS reserves the right to hold a slot open for a currently enrolled student who may be leaving the school for longer than 10 days but has the intention of returning. After 10 days, the state's attendance tracking system removes the student from our Average Daily Membership (ADM) according to State law. If the parent has expressed in writing to the School Director of Academics and Education the extenuating circumstances of this absence and his/her desire for his/her child to return to school on a specified date, the School Director of Academics and Education may approve or deny the request. The parent may appeal the decision of the School Directress of Academics and Education to the Board of Trustees. The Board's decision is final.

Policy for Returning Students

WMPCS reserves the right to accept a student that has withdrawn if they withdrew to take advantage of an educational opportunity out of state for a year or if their parents or guardian relocated out of state for a year. Applying for re-entrance into the school is not guaranteed and is at the discretion of the Directors.

Policy for Placing Students and Siblings

WMPCS is committed to placing students with the teacher(s) and in the class environment best suited to meeting each child's needs. The Faculty and School Directors spend a great deal of time each spring and summer considering each child's needs, the strengths of each teacher and each classroom's dynamics that often can only be determined by knowledge of daily interactions within the classroom structure. If, however, a parent or guardian would still like for any special strengths and/or needs of their child to be considered during these discussions, please submit these needs to the School Directress of Academics and Education in writing by June 1st. Please do not request a specific teacher but rather list qualities-strengths and needs- that relate to the special needs of

your child. WMPCS will place siblings in separate classrooms unless specifically requested by the parents and then ONLY if the Faculty and the School Directress of Academics and Education agree with that placement. Parental and guardian input is always welcome, however ultimately, this is the decision of the School Directress of Academics and Education.

Policy for Placement Requests

If a parent requests for a child to be changed from one existing class to another within a level, the parent must first meet with the child's current teacher(s) to discuss the request. If both parties agree, the child's name is then placed on a Request to Move list. If both parties do not agree, the School Directress of Academics and Education will make the final decision regarding the placement request. When an opening is determined to be available in another class that could match this child and still maintain a balance of the various populations we serve, as defined by the Annual Yearly Progress (AYP) subgroups as defined by the State, the parent(s) will be contacted and offered the opportunity to move. If the parent(s) declines, the child's name is then removed from the list and the child will remain in the original class.

The definition of AYP Adequate Yearly Progress (AYP) is defined as a series of performance targets that states, school districts, and specific subgroups within their schools must achieve each year to meet the requirements of the No Child Left Behind (NCLB Act). In each public school and Local Education Agency (LEA) in North Carolina, the ten student subgroups are: 1. School as a whole (all students); 2. American Indian; 3. Asian; 4. Black; 5. Hispanic; 6. Two or More Races; 7. White; 8. Economically Disadvantaged Students (Based on Child Nutrition data files submitted in accordance with a Memorandum of Agreement); 9. Limited English Proficient (LEP); and, 10. Students with Disabilities (SWD) (based on the April 1 Headcount of Exceptional Children collected via CECAS).

Equity Plan for Washington Montessori

WMPCS is committed to placing students equitably in the classes available at each level. When placing students, the child's current classroom teacher submits characteristics of students' strengths and needs in order to be placed with an appropriate teacher-student match. Classes are balanced to be sure an equal number of students from the various populations we serve, as defined by the AYP subgroups, are represented in each classroom.

Transferring Student Placement

Transferring students will be placed in the grade level recommended by the previous school. In the event a parent/guardian requests a grade placement other than the recommended level, the request must be accompanied by supporting documentation. After consideration of the request and documentation, the School Directress of Academics and Education will make a grade placement. The School Directress of Academics and Education reserves the right to assess any child(ren) entering the school to determine their appropriate grade level. Should the student be placed in the grade level recommended by the previous school, the parent/guardian has the option of appealing this decision to the Board of Trustees. The decision of the Board of Trustees will be final. Should the School Directress of Academics and Education make the requested change in

grade placement, this placement will be conditional upon a progress review performed at scheduled intervals within the first three months of the academic year.

Policy for Retaining/Advancing Students

The decision to retain/advance a student is one that requires much consideration. We believe that only in extreme circumstances should retention be considered. When the question is raised, the child's teacher, Exceptional Children's teacher (when applicable), and School Directress of Academics and Education will follow these guidelines:

- Determine if retaining/advancing will help this child
- Consider the physical size, chronological age, and family support of the child
- Determine if a formal evaluation has been completed
- Consult the child's Individualized Education Plan when applicable to see if current interventions are satisfactory
- Counsel parents regarding the disadvantages to retaining/advancing students
- Determine what changes would be made in the child's educational program and goals should the child be retained/advanced

The decision to retain/advance ultimately lies with the School Directress of Academics and Education. The parent has the right to appeal the decision to the Board of Trustees. The decision of the Board of Trustees is final.

Policy for Advanced Placement Classes Secondary I and II (middle school and high school)

The decision to place a student into a honors class is up to the discretion of the Directress of Academics and Education. Assessments may be required.

Policy for Adding or Dropping Classes Secondary II (high school)

Classes cannot be added or dropped after 10 days of the start of the semester schedule or 20 days for year-long classes.

Special Education Services

The school provides a continuum of special education and related services to meet the individual needs of students..

In Public Schools of North Carolina, the Exceptional Children's (EC) Division provides local units with detailed procedures for the delivery of special education services. These rules and regulations are detailed and found on the NC Department of Public Instruction website for its Exceptional Children's Division (<http://ec.ncpublicschools.gov>). Children who meet all of the specified criteria outlined in the Policies may be entitled to special education services.

If you are new to WMPCS or have a child who has been receiving special education services at another school, contact the school's EC Coordinator.

Child Find

The Exceptional Children's Department of WMPCS, in compliance with Project Child Find, conducts evaluations or referrals, if warranted, for those children and/or adult students who may have learning problems in the areas of cognition, communication, social and emotional and motor functioning. Evaluations are available to preschool children aged 3-5, through the Beaufort County School System.

Children or adult students who are found eligible for special education and related services are entitled to a free and appropriate special education program.

For more information on Project Child Find, contact the Exceptional Children's Coordinator at 252-947-1977 or visit the WMPCS Exceptional Children's program website.

504 Procedural Safeguards

In the event that WMPCS becomes aware that a student may have a disability that does not require specialized instruction with a Special Education Teacher, notice will be mailed to the parents requesting that they attend a 504 Meeting. Parents may also request an eligibility meeting for a 504 plan by submitting a request to the Director of Administration and Finance who also serves as the 504 Coordinator. A meeting will be scheduled to determine if the student is eligible for assistance through a 504 Plan.

The participants who will be invited to the meeting will be comprised of the 504 team which includes the 504 Coordinator, the student's regular education teacher, the student's parent(s) and if applicable, the student. The Team will meet to review the existing information connected to the child's disability to determine if any additional information is needed to determine 504 eligibility. If the 504 Team determines that it has adequate information, eligibility will be determined, and a 504 Plan will be developed. If a parent disagrees with the outcome of 504 Plan, the following steps should be taken:

- 1.) Send written notice to the Director of Administration and Finance outlining your concerns regarding the 504 Plan or eligibility determinations. The Director of Administration and Finance, the 504 Coordinator, and the parents will schedule a meeting to discuss the concerns.
- 2.) If after taking the steps to meet with the Director of Administration and Finance and the 504 Coordinator, the parents are still concerned that their child's needs are not being met with the 504 Plan, the parents may provide written notice to the Chair of the Board of Trustees outlining the concerns and requesting that the issue be heard by the Chair of the BoT as well as two other Board Members.

Policy for Use of Seclusion or Restraint

WMPCS has established guidelines for the use of restraint and provisions for training the staff in the management of student behavior in accordance to North Carolina General Statute, 115C-391.1, also known as House Bill 1032 – Deborah Greenblatt Act. The definitions for the following terms and how the school will use these forms are derived from the Statute:

- Physical Restraint is the use of physical force to restrict the freedom of movement of all or a portion of a student's body. The School will use a trained crisis team or individual to physically restrain a child only as the last resort to protect the health and safety of the child and others in the area.
- Mechanical Restraint is the use of any device or material attached or adjacent to a student's body that restricts the freedom of movement. The School will use a trained crisis team or individual to mechanically restrain a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.
- Seclusion is the confinement of a student alone in an enclosed space from which the student is prevented from or not capable of leaving. The School will use a trained crisis team or individual to seclude a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.
- Isolation is a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. The School will use isolation to help a child get their behavior back under control before allowing them to rejoin their classmates. This space will follow the guidelines set forth in the law.
- Time-out is a behavior management technique in which a student is separated from others for a limited time in a monitored setting. The School uses the timeout system to manage student behavior.
- Aversive Procedures are a systematic physical or sensory intervention program for modifying the behavior of a student which causes physical harm and long term psychological impairment. The School will at no time use aversive procedures to modify a student's behavior.

Policy for Use of Service Animals

Title II of the ADA and its associated regulations (28 CFR Part 35) require government entities, including public schools, to make reasonable modifications to programs and services in order to allow access for persons with disabilities. Service animals are recognized as reasonable modifications or accommodations under Title II of the ADA.

Definitions: 35.104 :

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability.

Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and

neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

§ 35.136 Service animals

General. Generally, a public entity shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability.

Exceptions. A public entity may ask an individual with a disability to remove a service animal from the premises if—

The animal is out of control and the animal's handler does not take effective action to control it;
or

The animal is not housebroken.

If an animal is properly excluded. If a public entity properly excludes a service animal under § 35.136(b), it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

Animal under handler's control. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or supervision. A public entity is not responsible for the care or supervision of a service animal.

Inquiries. A public entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. A public entity may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. A public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Access to areas of a public entity. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Surcharges. A public entity shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

School Operating Hours/Daily Schedule

	Arrival Time	Class Start Time	Dismissal Time
BASC Before & After School Care *For cost and details see the BASC section of this Parent Handbook.	7:30 a.m.	n/a	6:00 p.m.
Children’s House (Kindergarten) or 3-6	8:00 a.m. - 8:15 a.m.	8:15 a.m.	3:00 p.m.
Lower Elementary or 6-9 (1 st -3 rd grades)	8:00 a.m. - 8:15 a.m.	8:15 a.m.	3:00 p.m.
Upper Elementary or 9- 12 (4 th -6 th grades)	8:00 a.m. - 8:15 a.m.	8:15 a.m.	3:00 p.m.
12-15 Secondary I (Middle School) (7th-8th grades)	8:00 a.m. - 8:15 a.m.	8:15 a.m.	3:15 p.m.
15-21 Secondary II (High School)	8:15 a.m. - 8:30 a.m.	8:30 a.m.	3:15 p.m.

For grades K to High School, students will be counted tardy if they arrive after the class start time. Five tardy arrivals are considered one full day of absence for state recording purposes.

All students who arrive between 7:30 and 7:59 a.m. will stay in the BASC room at no charge to the parent until they are dismissed to their classrooms at 8:00 a.m.

Attendance

When a student is unable to attend school, a phone call to the school informing the front office of the student’s absence is requested. A written excuse is required of each student following an absence to be presented to the child’s teacher upon his/her return. The student’s local Department of Social Services will be notified if a student is absent, excused or unexcused, for 10 consecutive days.

Excused absences include illnesses or injury (extended illness should be verified by a doctor’s note), quarantine, medical or dental appointments, court appearances, death in the immediate family, religious holidays/observances, and absence related to deployment activities. For all students enrolled at WMPCS , unexcused or unlawful absence is defined as any reason other than those listed as “excused or lawful absences.” Excused absences are not excused for the class attendance requirements in Secondary II.

For convenience, a school calendar is available in the administrative office and on the school website and can be used in planning vacations with little or no disruption to each student’s education.

The parent, guardian or custodian of the student is legally and primarily responsible for ensuring that the student meets his or her obligation to attend 100% of the classroom instructional sessions provided for the class in which he or she is enrolled.

In order to be counted present, a student must be in attendance for ½ of the academic day (11:45 for K students through 8th grade; 12:00 for students in 9th -12th).

Number of Unexcused Absences	Consequence
3	According to G.S. 115C-378 when a student has accumulated three unexcused absences during the school year, the School Director of Administration and Finance, or his/her designee, shall notify the parent, guardian or custodian of the excessive absences.
6	After more than six unexcused absences, the School Director of Administration and Finance may notify the parent, guardian or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State.
10	After ten accumulated unexcused absences during the school year, the School Director of Administration and Finance shall review any report of investigation prepared under G.S. 15C-381 and shall confer with the student and his or her parent, guardian or custodian if possible to determine whether the parent, guardian or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If not, the School Director of Administration and Finance shall notify the district attorney or file a complaint with a juvenile intake counselor. If the School Director of Administration and Finance determines that the parent, guardian or custodian has not made a good faith effort to comply with the law, he may file a petition in accordance with G.S. 7A-561 that the student is habitually absent from school.

20 Total Unexcused or Excused Absences	The maximum number of absences permitted during a single school year is twenty (20). When a student has more than twenty absences, he/she may be retained in the same grade for the upcoming year. Parents have the right to request a waiver of this policy to the Attendance Committee at the end of each school year. The Attendance Committee shall be comprised of one teacher, one member of the administrative staff and one parent. Parents may submit their waiver request in writing to the Committee. The student must be performing at grade level and the parent must furnish proper documentation showing unavoidable mitigating circumstances (such as chronic health condition) in order to be eligible for a waiver. If a parent is dissatisfied with the decision of the Committee, he/she may appeal the Committee's decision to the Board of Trustees. The decision of the Board of Trustees is final.
--	--

Attendance Secondary II (High School)

Students that miss more than 8 classes per semester, excused or unexcused, will be given an automatic F for the class unless given a waiver from the Directors. All requests for waivers must be in writing and be submitted prior to the 9th absence. After missing 4

classes, the teacher will contact the parent in writing to explain the consequences of additional absences.

Tardiness to school

School attendance is mandatory by North Carolina State Law. When a child is tardy to school, instructional time is lost and academic performance is compromised.

Number of Tardies	Consequence
5	<i>Five (5) unexcused tardies are the equivalent of one (1) Local Education Administration (LEA) absence. Only tardies with doctors' or dentists' notes will be excused. Parents will be notified in writing at the end of each reporting quarter that their child has accumulated 5 (five) tardies. Any additional absences accumulated due to tardiness will be reflected in the cumulative total of absences for the academic year.</i>

Our mutual goal is to maximize each student's educational progress and to provide an uninterrupted work cycle for the class. Parents/guardians should make every effort to ensure that students arrive at school on time. In the event of arriving late to school, parents/guardians are asked to escort the student into the administrative office and sign in. This will assure that accurate attendance records are kept.

Tardies Secondary II (High School)

If a student misses 15 minutes of a class they are considered absent for that class; in addition, the regular school tardy policy is in effect for the high school.

Checking Out Early

WMPCS is aware of the need for students to be picked up early for various appointments (i.e. doctor, dental, etc.) However, when a child leaves early, instructional time is lost and academic growth is compromised.

Parents/guardians of students who are habitually signed out early may be contacted by the School Directress of Academics and Education.

If a student needs to leave school early, please send a written note to the teacher indicating this intent. The student must be signed out with the administrative office before leaving; a call will be made to the classroom to inform the teacher; the student will be released only to persons designated on the Emergency Contact Information Form.

The instructional day ends at 3:00 p.m. for Kindergarten through Upper Elementary students; the instructional day ends at 3:15 p.m. for Secondary I and II (middle and high school) students. Early dismissal compromises the learning environment for all students in the classroom. To request early dismissal for a child, please arrive prior to 2:00 p.m. Children will be picked up from the front office.

Inclement Weather

WMPCS will follow the Beaufort County School System in regards to inclement weather. We reserve the right to close or amend operations if Beaufort County Schools choose otherwise or if Beaufort County Schools is not in session . Please tune in to WITN or

WNCT television stations and check the school's website for school closing or delay information. If you have provided the school with a contact phone number, you will also receive notification via text and/or message.

Lost and Found

Washington Montessori Public Charter School is not responsible for any lost or found items. If a student loses an item while at school, contact the administrative office for assistance.

Jewelry and Toys

Please do not allow students to attend school with jewelry, toys, pacifiers or other personal items. Please only allow students to bring in items of educational value. For example: a bird's nest or photos from a trip. No toys will be permitted in the classroom. In addition, toys from home should not be brought to the Before or After School programs as toys are already provided. Washington Montessori is not responsible for items that are lost, stolen, or damaged.

Electronic Devices

In order to provide the students with a learning environment free from distractions, no electronic devices will be allowed in the classroom or on campus for students in K-6th^h grade during the school day. This includes, but is not limited to: cell phones, MP3 players, handheld video games, etc. Electronics found on campus will be held in the administrative office until a parent/guardian can pick the items up. If a student participates in the private Greenville Bus ride share program or other carpool program, they are responsible for depositing their device with the bus or owner of the transportation service prior to entering campus.

Phones are permitted in the school's Secondary program but are not allowed to be out or used during class. This includes study halls, solo time, lunch, work cycles and any other activity during the school day. Phones are to be kept in the student's book bag or locker and is to be turned to silent to ensure it is not distracting the student or other students.

Parents that need to contact their student are encouraged to call the school directly rather than texting or calling the student.

Transportation

Transportation to and from school is the responsibility of the parent/guardian. If a parent/guardian is unable to provide transportation, the school will attempt to arrange a carpool. If a student is in an existing carpool, please send a schedule of drivers, children, and days involved to the classroom teacher so that the student may be released to ride in that carpool. Any student who will depart from normal routine in his or her method of leaving school should have a written note from the parent/guardian stating this fact. Unless a note is received, the student will be sent home by his or her usual mode of transportation.

The private Greenville Bus ride share program or other carpool programs are requested to leave campus after carline each day at 3:30 p.m. Students in the Children's House to Upper Elementary stay in their classrooms or an assigned classroom until 15 minutes prior to the bus leaving at 3:30 p.m.

High school students may not carpool or rideshare for field trips or other school events. If the parents of the riding student has a signed release which allows his/her student to ride with the driving student, the student will be allowed to ride with the student driver.

Car Line /Carpool

At arrival and dismissal times, teachers are responsible for the children; as a result, teachers are not available to engage in conversations with parents during car line. If a parent/guardian needs to deliver a message or consult with a teacher, please either send a note with the student or call the office to make a telephone or personal appointment.

Student Parking

Students who are of driving age, 16, and have received a NC State Driving License are able to park on campus in the designated student parking spaces in the high school parking lot. Parking permits must be purchased for each student and vehicle. Permits cost \$10.00 per year.

Dismissal Car Line

Students or parents will not be allowed to cross at their discretion through the traffic lines during pick up. Students or parents will be escorted through the cross walks in 5 minute increments by the teacher who is monitoring traffic through that crosswalk. By restricting the flow of pedestrians during pick up, the school is maintaining a safe environment for its students and parents as well as ensuring an uninterrupted flow of traffic.

Students Visiting from Other Schools

Prospective students who are not currently enrolled in our school may be invited to spend a specified amount of time at Washington Montessori during the academic day to shadow a currently enrolled student. Parents must contact the School Directress of Academics and Education in advance to schedule a visit.

Other students who are not currently enrolled in our school may request the opportunity to visit our school. Parents must contact the School Directress of Academics and Education and classroom teacher in advance to schedule a visit. During any such visit, the parents of these students may be asked to remain on campus unless other arrangements are made in advance with administration. This applies to alumni and friends of current students.

Before and After School Care (BASC) Program

Before and After School Care are services WMPCS provides to families of enrolled students in grades pre-K-12th grade. An application must be filled out for each family. The cost, times, and policies are listed below.

BASC offers two types of enrollment. A regular attendee is defined as a student who attends the program on a weekly basis (one or more days a week on a regular basis). Regular attendees pay the weekly rate but do not pay for the days that the school is not in session. A drop in student is defined as a student who does not attend more than three days a month.

There is a one-time registration fee of \$25.00 per family due at the time that the application is received in the office; also, an annual supply fee of \$25.00 per child is required.

BASC Cost (pre-k - 8th)

After School Program 3:15-6:00		
Regular Attendance Rates (40 slots) – Students that attend the program weekly		
Individual student	Paid weekly	\$40.00 per week
Each additional child in the same family	Paid weekly	\$30.00 per week
Drop-in Rates (Students that attend no more than 3 days a month)		
Individual student	\$15.00 per day	Paid daily
Each additional child in the same family	\$12.00 per day	Paid daily

BASC Cost (9th - 12th)

Individual student	Paid annual	\$50.00 per semester
--------------------	-------------	----------------------

The BASC rate is significantly less for Secondary II (High School) students because they are expected to be able to manage their time and actions with minimal supervision. If there is a disruption or if the student requires direct supervision, the Directors reserve the right to charge that family the regular rates for pre-k to 8th grade students. This can occur without warning depending on the severity of the infraction.

BASC Time Schedule Students grades pre-k to 12th grade

	Times that incur CHARGES	Times provided at NO CHARGE
Before School		7:30 a.m. - 8:00 a.m. Classrooms open at 8:00 a.m.
After School –Pre-K and Kindergarten Regular Days	2:45 p.m. – 6:00 p.m.	
After School – <u>1st-8th grades Regular Days</u>	3:15 p.m. – 6:00 p.m.	
After School – Pre-K and Kindergarten Half Days	11:45 a.m. - 6:00 p.m.	
After School – <u>1st-8th grades Half Days</u>	12:15 p.m.-6:00 p.m.	

WMPCS BASC follows the same discipline and school policies the general classrooms follow during the school day. **If a student is suspended during BASC, they will be**

suspended from the BASC program the following day. Students may be uninvited from participating in the program based on disciplinary issues at the discretion of the Directors.

Students attending the Before School Care Program must be escorted into the building. Students who regularly attend After School Care and those with notes or calls indicating they should attend After School Care are dismissed from class directly to the After School Care Program at the end of the school day. If a student does not regularly attend After School and the parent/guardian intends for them to use the service on a particular day, they should call ahead to notify the classroom teacher of this need and to provide the school with appropriate emergency contact information for the student (drop-in; per day charge will be incurred). Students not picked up from school 15 minutes after dismissal time will be sent to the After School Program (drop-in; per day charge will be incurred).

Students must be signed out prior to leaving campus if they were signed into the BASC program. Failure to be signed out by a parent or guardian may result in being uninvited from participation in the BASC program.

After School Care closes at 6:00 p.m. Any student picked up after 6:00 p.m. is subject to an additional fee of **\$5.00 added every five minutes for a maximum fine of \$60.00 per day.**

A snack time will be provided during After School Care. Students have the option to purchase a snack directly for a cost of \$1.00 per day. The snack will consist of a bag of Cheese Nips, Goldfish or pretzels and a bottle of water. This charge can be prepaid in the accounting office.

All students participating in the Before and After School Program (BASC) must have an up-to-date list of emergency contacts on file with the BASC Coordinator and the office in the event a parent/guardian cannot be reached or does not arrive on time to pick up a student. Parents/guardians must also provide the BASC Coordinator with a complete list of people allowed to pick up the students from the After School Program (back of application). Only people on the list will be permitted to pick up the student. If a person not on the list is being sent to pick up the student, the parent/guardian must call ahead to add this person to the list. Parents/guardians and other listed persons will be asked to sign to indicate that they have picked up the student each day.

All fees for the BASC Program are due the Thursday **prior** to care for regular attendees. Per day charges for drop-in participants (arranged and unarranged) are due at pick-up from After School Care (or drop-off for Before School Care). Late pickup fees are due at pick up from After School Care. Payments may be made by cash (receipt will be provided) or by check (payable to Washington Montessori or WMPCS). If a check is returned for insufficient funds, all future payments must be made in cash and a \$36.00 service fee from the bank will be added to the amount due.

If fees for regular attendees are not paid on time, the student will not be able to attend the program on the first day for which no payment has been received and no payment arrangement has been made (ie. Monday, if payment is not received the Thursday **prior**). If per day charges (arranged and unarranged drop-in participants) and/or late fees are not paid at pick-up from After School Care (or drop-off for Before School Care), the student will not be able to attend the program again until the fees are paid-in-full or payment arrangements are made. A written notice will be given to the person signing for the student at pick-up to notify the parents/guardians of the situation, and the student will need to be picked up no later than 15 minutes past regular school dismissal time each day until payment is received or payment arrangements are made.

The Before and After School space is available for use by high school students at \$50.00 per semester. High school students must follow all rules, policies and protocols of the regular BASC program and may be uninvited at any time.

Field Trips

Field Trips are an integral part of the Montessori curriculum which encourages students to explore and experience the world both close to and far from home. Parents/guardians will be notified in advance of upcoming field trips. A permission slip detailing the date, location and cost will be sent home approximately two (2) weeks prior to the trips. On some field trips, it may be requested that the students wear a WMPCS spirit shirt. All Field Trip fees should be paid in cash or by credit card prior to the trip. Parents/guardians will receive a receipt for cash received.

Field trips must have a stated educational purpose and must be directly related to information that is being studied by the students in the class.

Overnight field trips must have a complete itinerary that is available to Administration one month prior to the scheduled departure. The itinerary should include adequate activities and planning to clearly account for the time the students are away from school. Any changes to the approved itinerary must be approved by the School Directress of Academics and Education. The itinerary must be made available to the parents as soon as it is approved by the School Directress of Academics and Education.

Students who have not yet developed the ability to meet the behavior expectations outlined in the No Violence Policy and/or Student Behavior Policy on campus may be excluded from attending field trips off campus without his/her parent/guardian. Additionally, students that are struggling academically as a result of incomplete work may be excluded from field trips by the Directress of Academics and Education. Consequently, the student will attend school during the field trip allowing him/her the opportunity to work on incomplete assignments, projects, research, etc.

When classes plan field trips, the packages are all-inclusive unless otherwise stated. If the price of the trip includes the cost of the bus, the student is expected to pay the entire cost whether or not he or she rides the bus. If a parent chooses to drive his/her child separately and does not pay the total field trip cost, the student and parent must make separate arrangements to attend the rest of the field trip. If any tours are scheduled for the group or discounts given for the group, the student and parent will be excluded from participating.

On an occasional field trip, siblings from different levels are invited to attend the excursion and parents may apply for an excused educational absence; however, many field trips are specifically designed for students of a particular grade level. Parents are encouraged to check this his/her child's teacher prior to committing to attend the trip with a sibling. Chaperones must be at least 21 years of age. Parents are welcome to attend any of the field trips for students pre-K through 8th grade as a volunteer, chaperone or parent if the classroom teacher has not stated otherwise. High school field trips are chaperoned by staff only; parents are welcome to attend by invitation of the teacher(s) only.

Secondary I and II (middle and high school) field trips are dependent on the completion of academics. If a student has, or is failing to complete assignments, work required for his or her classes, is unable to maintain behaviors that are required for the trip or is

unable to ensure they are not a safety risk to themselves or others, they may be excluded from the trip by the Directress of Academics and Education or her designee.

Field Trip Guidelines

Field trips are an important aspect of the Montessori student's school experience. Parental support through chaperoning and driving are vital aspects of the "going out" program.

Guidelines have been developed to help ensure the safety of all field trip participants:

- All drivers must be at least 21 years of age or a parent/guardian in order to drive or to transport students on a field trip.
- All drivers must supply the insurance provider information form at least one day prior to field trip. Submit this form to your child's room parent or classroom teacher.
- All drivers must supply a cellular phone number to the teacher or room parent, if available, and keep the phone with you and powered on throughout the field trip, unless otherwise required by field trip location (ie. theatres).
- All drivers must arrive by the time specified in order for an unhurried and orderly departure.
- All drivers must review the guidelines and ask questions if uncertain of the details.
- All students must be in seat belts; drivers will only be assigned as many students as can be accommodated in belts. No student may sit in the front seat if there is an airbag in the passenger side of the vehicle or if the child is under 12 years of age. Students under 8 years of age must be seated in an approved car seat or booster seat.
- All drivers will be provided with a list of the students for whom you are responsible. Keep it with you. Do a headcount before departing the school and again before departing from the location of the field trip. Never assume that a child has gone with someone else (parent, etc.).
- Students should remain together on the way to and from the car. Special care must be taken in public parking lots. Be sure students stay in the car until you are ready to supervise them outside of the car.
- The teacher may ask you to oversee the group during the activity. Be aware of safety hazards and supervise the children accordingly.
- Be sure the teacher or assistant has arrived before letting the students out of the vehicle and into the field trip location or back at the campus.
- Follow the directions to your field trip destination. It is important that all drivers follow the same route. DO NOT: detour from this route, take students to any other destination, or leave students unattended in a vehicle.
- Please remember that smoking is not allowed in vehicles that are transporting students. Also, no drinking alcohol, or taking medications is allowed which may impair the driver's reactions, judgment and/or cognitive abilities during the field trip at any time, nor are any actions, such as texting, allowed during driving which may jeopardize the safety of the vehicle and its passengers.
- For safety, no weapons or hazardous materials may be in a vehicle transporting students.

Please be sure to notify the teacher and teaching assistant of any inappropriate behavior.

Dress Code

The following colors are approved for shirts, turtlenecks, sweaters, sweatshirts, vests, tights, pants, skirts, skorts, shorts, jumpers, and dresses: red, white, navy blue, light blue and khaki (for a visual example of the acceptable colors please refer to the website: www.wmpcs.org/uniforms.html). The approved colors may be worn in solids or with a contrasting collar/cuff of another approved color. Emblems, designs, stripes or non-WMPCS logos of any kind are not permitted. Shirts and dresses must have a collar, may not expose the midriff, or be visually distracting to others. Sweaters and sweatshirts must be worn with a collared shirt underneath.

Shorts, skorts, skirts, jumpers, and dresses should be below the fingertips when the student's arms are flat against his/her body and should not be visually distracting. If wearing leggings, leotards, tights or fist length shorts: fingertip length shorts, dresses, skirts or dresses must be worn over them. Undershirts must be uniform colors and free from designs. All students, especially those in high school, are expected to be appropriately attired as they are a role model for younger students as well as a reflection of WMPCS.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished.

Sweatpants or athletic wear is not permitted during the school week. Sweatpants and athletic wear is defined as loose trousers with an elasticized or drawstring waist, worn when exercising or as leisurewear.

The same guidelines apply to high school students except they may wear any color and shirts/blouses that may have a pocket emblem. High school students are expected to wear business casual clothing. Business casual is defined as a collared shirt, no tee shirts, slacks, dress or linen shorts that are fingertip length.

On Spirit Fridays, blue jeans and WMPCS spirit shirts may be worn for a fee of up to \$1.00. The funds from the "Friday Fund" are to be used by vote of the faculty for any community member in need. Spirit shirts may not be dyed, written on or otherwise altered. Torn jeans or colors other than blue will not be permitted.

High school students may wear sweatshirts or a tee shirt with college or university names on them on Spirit Fridays.

Socks are defined as any garments that are on feet but do not extend above the knees. There are no restrictions on socks. Tights, stockings, jumper pants, and leggings are not considered socks and must be uniform colors and free from design.

There are no shoe restrictions other than: shoes must be closed toed, closed heel for Children's House and 6-9, free from electronics (i.e. lights), no heels in Children's House, Lower Elementary or Upper Elementary, heels no higher than ½ INCH in Middle and High school and no wheels. Sandals, flip flops and bedroom slippers or bedroom shoes are not permitted. Shoestrings can be any color and are considered an accessory. Students in Upper Elementary, and Secondary I and II (middle and high school) may wear clogs and shoes with open backs.

Coats and raincoats, that are worn outside only, may be any color. Please remember to write your child's name inside sweaters, jackets, coats, etc. Hats and head coverings are not to be worn in the buildings.

Washington Montessori WMPTO organizes a clothes closet for any families needing uniforms or for students who may need to change during the day.

If a student violates the Dress Code Policy, a note will be sent home explaining the violation. If the violation reoccurs, the student will be asked to change clothes. The parent may bring in a change of clothes or the student may wear clothing from the Clothes Closet. Repetitive refusal to obey policy may result in suspension.

Safe footwear must be worn during gym period. If a student is not wearing safe footwear the teacher will ask them to sit out of the activity and not participate. If they continue to refuse to wear safe footwear for multiple days during gym the student may be suspended for failure to comply with teacher directives.

Athletic shoes can be kept in the student's locker or cubby.

After School Sports and Sports Attire

Students that participate in afterschool sports programs are to ensure that their attire is not a distraction and follows the basic requirements:

- No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment, or a culture.
- Clothing may not display any suggestive or objectionable material.
- Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes graphics/text containing sexual connotations, controlled substances or violence).
- Appropriate, safe footwear must be worn at all times.
- If wearing leggings, leotards or tights or fist length shorts: fingertip length shorts, dresses, skirts or dresses must be worn over them.
- Hem of shorts are at fingertip length when arms are resting at the sides. If volleyball shorts are to be worn, they must be of appropriate length.
- No tank tops are to be worn.

Some examples of inappropriate attire are:

- Exposed stomachs or backs; clothes that are revealing
- Exposed undergarments such as bras, camisoles, slips and boxers, including see through garments, spaghetti straps, low-cut tops, strapless clothing, pajamas
- Pants or shorts sagging below hips
- Excessively tight clothing

School Sports Uniforms

Team uniforms are the property of Washington Montessori and are given to the students for use at official sponsored athletic events. It is the student's responsibility to maintain and care for the uniform and return it in the condition it was received. Uniforms will be given at the start of the season and collected at the end of the season. If any part of the uniform (shorts, shirt, etc...) is damaged or it is not returned the student will be billed a minimum of \$50.00 or the cost of replacement of the uniform.

Class Parties

Washington Montessori is committed to recognizing major holidays and birthdays in a manner that has educational value. For students in K-3, a traditional "Walk around the Sun" may be held on his/her birthday. This ceremony is a celebration of the child's life which includes a photo of the child from each year of his/her life. Although this activity is not designed to replace the child's birthday, it is held in lieu of party favors or birthday cake at school. If parents would like to provide a healthy snack for their child's class to celebrate his birthday, arrangements can be made with the child's teacher.

Upon request, school personnel will distribute invitations to birthday parties held away from school in the event that all students in the class are included. Please do not send invitations to school with a child unless all students in the class are invited.

There may be occasions where a movie is shown in the classroom. If so, movies will have a G rating in classes from Kindergarten through Upper Elementary unless it is an unrated documentary. Secondary I and II middle school and high school classes may watch movies with a G or PG rating at the teacher's discretion. Movies will only be shown in conjunction with the curriculum.

Communication from Washington Montessori

The administrative staff of Washington Montessori periodically sends emails to keep the school community informed of school wide events. These are available in hard copy by request from the front office. Another source of information is the school calendar on our website which is updated as events occur. Additionally, each class will send home class updates as needed. These are usually sent home on Mondays.

Concerns

If a student is experiencing difficulties or if a situation arises in the classroom which needs to be addressed, please contact the student's teacher first. If the parents'/guardians' concerns are not adequately addressed, they may then request a meeting with the School Directress of Academics and Education; the Directress may suggest that the classroom teacher be included in the conference in order to keep all lines of communication open.

Telephone Calls during the School Day

If parents need to contact a student or his/her teacher during school hours, they will be connected to the teacher's voice mailbox. In order to protect instructional time, the classroom will only be interrupted in case of emergency. Students will be allowed to call home for valid reasons such as sickness.

Classroom Messages and Interruptions

The classroom is a learning environment that is protected from interruptions as much as possible. Parents/guardians are asked to refrain from visiting any classroom while class is in session unless there is a previously arranged appointment to volunteer or observe. This includes communicating about messages, forgotten lunches, projects, etc. Volunteers and observers must sign in at the school's office and receive a swipe card before leaving the office to visit any area of the school.

Parents are requested to refrain from texting their student during the school day. This is a disruption to them and the learning environment.

Safety/Security Procedures

- Parents/guardians and visitors must report to the school office directly upon entering the school. All non-staff personnel will be given a badge to wear while on school grounds or in the buildings. The badge designates the teacher's name where you will visit.
- Keep your child's Emergency Contact Information form on file in the office up-to-date with valid phone numbers, emergency contact persons and persons designated to pick up your child from school.
- Notify the school immediately of any potentially hazardous situation involving friends or relatives that may try to make contact with a child at school. Our only interest in knowing this very private type of information is for the protection of our students and staff.
- Make appointments for conferring with your child's teacher. If we know who is coming in the building, the time they are coming and the nature of their business, we can do a much better job of preventing unauthorized persons from gaining access to your children or staff members.
- At events that require overnight accommodations:
 - Whenever possible, there shall be two (2) adult chaperones in every suite.
 - When staying in a hotel, adult chaperones shall sleep in separate rooms from students; if it's necessary for students to share a room with an adult, adults shall sleep in separate beds from students. No adult shall ever be alone with any one student unless it is the adult's own child.
 - If, in certain cases, accommodations are restrictive, one chaperone is adequate per room, as long as any one adult is NOT alone with any one student.
 - In cases where there aren't enough chaperones to ensure one adult per room in Upper Elementary and above, adults may be in an adjoining or nearby room. If this is not feasible, the trip may be canceled.

School Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same gender and with an adult witness present when feasible.

If the school official has reasonable grounds for suspecting that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may be conducted only in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of one of the School Directors or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures.

School personnel will not conduct strip searches. If a strip search is deemed necessary, the police will be called to conduct the search. Parents will be contacted in the event of a search involving their child.

Secondary I and II (High School and Middle School) Grading Policy

WMPCS follows a 10 point grading scale as required by the NC State Board of Education. This policy includes a local caveat that if a student misses 9 classes for semester courses or 17 classes for year long classes they will receive an F in that class. Any exception to this policy must be approved jointly by the directors. Late policies are decided by the levels. Grade associations will be as follows:

Letter Grade	Numeric Grade
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

If a student has a running average of less than 65 in any class, they may be required to participate in labs for the remainder of the quarter. During that time they may have to relinquish club membership if there is a conflict with the club time.

Athletic and Extracurricular participation

Participation on the the school's sports teams or intramural activities is a privilege. If a student has any class that has a grade below C, they will not be able to participate on the team or in the activity for the remainder of the grading period.

Any student that has had three or more suspensions will also be excluded from after school extracurricular and sports teams.

Financial Obligations

The School provides many different extracurricular and ancillary activities for its students to participate in that are fee based. In order to ensure we can continue to offer these services, payment for these activities must be timely, complete, and paid in full. Invoices will be sent for all fee-based activities, and payment is required upon receipt. All activity notices will include a schedule of payments or the fee to participate in the activity. Failure to pay for activities will result in the student/family not to be able to participate in other activities that are fee based. If payments are not made within 30 days, a collection agency may be contacted to collect the debt. Student report cards and or test results will not be mailed if there is a balance due from fees, fines, or any activity in which the parent owes the school money.

Collections Procedure

Payments are due at the first of the month for BASC and Day School. Written notice will be mailed when accounts are past due. A second notice will be sent one week after the past due date. If payment is not received within three weeks of the past due date, verbal or email contact will be made. If \$100 or more is past due, services for BASC will be suspended after 30 days. After 30 days of the due date the debt may be sent to a collections agency if a payment plan has not been set-up with the office.

School mailings will be suspended for any parties that have a past due account over 30 days.

REPORTING INFORMATION TO ADMINISTRATORS AND EXTERNAL AGENCIES

It is the policy of the Board in serious matters relating to the safety and welfare of the students and employees that certain actions and information be reported to external agencies as required by law or regulation.

School Director of Administration and Finance

All school personnel, including substitute teachers, student teachers, and volunteers, must immediately report to the Director of Administration and Finance or designee any act of violence in school, on school property, or at school-sponsored events. Acts that should be reported are all those known or believed to be violent. This includes, but is not limited to, all acts reportable by the Director of Administration and Finance to law enforcement under this policy.

WMPCS Staff

Any WMPCS staff member who knows or has substantial reason to believe that a certified employee has engaged in illegal or immoral behavior amounting to physical or sexual abuse of a child, shall report the information to the Director of Administration and Finance. For purposes of this requirement, "physical abuse" means the infliction of serious physical injury other than by accidental means or other than self-defense. The term "sexual abuse" means the commission of any sexual act upon a student or causing a student to commit a sexual act regardless of the age of the student and regardless of the presence or absence of consent.

Law Enforcement

Any Director who has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm or other weapon in violation of the law, possession of a controlled substance in violation of the law, death by other than natural causes, robbery with or without a dangerous weapon, or assault on a school official, employee or volunteer not resulting in serious injury, shall immediately report the act to the appropriate law enforcement agency. "Immediately" means without undue delay and as soon as possible after the act has occurred.

As soon as practicable, the Director of Administration and Finance shall also notify the Board Chair.

For purposes of this requirement, "school property" shall include any school building, bus, public school campus, grounds, recreation area, or athletic field in the charge of Washington Montessori, Inc.'s Board of Trustees.

Designated crimes that occur on school property shall be reported without regard to whether they occur before, during, or after normal operating hours.

The report must be made without regard to the age of the victim or the perpetrator. Student offenders and victims should be identified by age, grade, sex, race, and educational status (i.e., regular or exceptional).

In the absence of the Director of Administration and Finance, his/her designee shall report the acts to law enforcement and the superintendent.

If the Director of Administration and Finance reports a crime committed by a child with a disability, the Director of Administration and Finance must ensure that copies of the child's special education and disciplinary records are transmitted to the appropriate authorities for consideration, to the extent that transmission is permitted by the Family Educational Rights and Privacy Act (FERPA). Where necessary to comply with FERPA, the Director of Administration and Finance shall obtain the written consent of the parent or student (if the student is at least eighteen (18) years of age) before transmitting the records. If consent is refused, the records will not be transmitted unless pursuant to a subpoena, court order or as otherwise authorized under FERPA and with proper notice to the parent as may be required by that law.

Department of Social Services

If the Director of Administration and Finance has cause to suspect that a child is abused, neglected, dependent, or has died as a result of suspected maltreatment, he/she shall report the situation to the Beaufort County Director of Social Services. Any employee who has cause to suspect that a child is abused, neglected, dependent, or has died as a result of suspected maltreatment shall report the situation to the Director of Administration and Finance or designee. In the absence of the Director of Administration and Finance or designee, the employee shall report the situation directly to the Director of Social Services.

Department of Health

The Director of Administration and Finance shall report suspected cases of reportable communicable diseases or conditions to the Beaufort County Health Director for investigation. Without releasing information that would identify the employee or student, the Director of Administration and Finance shall also report suspected cases of reportable communicable diseases or conditions to the superintendent. Any employee who has reason to believe that a fellow employee or student has a reportable communicable disease and is not following safe practices shall report the situation to the Director of Administration and Finance or other administrator. Supervisory personnel shall report such unsafe conduct to the health director. In the absence of the Director of Administration and Finance, the employee must report the situation to the health director. Confidentiality of such reports is protected by law, and school officials cannot be liable for making such reports.

STUDENT BEHAVIOR POLICIES

"To let the child do as he likes when he has not yet developed any powers of control, is to betray the idea of freedom."

--Maria Montessori

At Washington Montessori, it is important that the child clearly understands the rules and possible consequences for violating rules. Behavior must be managed by leading the child toward self-discipline. The Montessori Method addresses the need to effect change towards positive behavior through lesson planning and teaching without spending unnecessary time responding and reacting to behavior problems. *"The undisciplined child enters into discipline by working in the company of others; not by being told he is naughty."* (Maria Montessori) Discipline is, therefore, primarily a learning experience and less a punitive experience if dealt with appropriately.

In the Montessori classroom, the teacher must clearly define the rules and then invite the child to assume responsibility for his behavior. Assuming responsibility for behavior is to understand and accept the consequences for violating the rules.

The purpose of our Student Behavior Policy is to aid children in developing self-control and respect for the rights of others. Physical and verbal abuse will not be used. The Montessori Method supports helping children without rejecting them as people in order for them to understand why the behavior is considered inappropriate.

Students will be expected to conduct themselves in a manner that reflects respect for people and property. They will be redirected with verbal reminders; when verbal reminders are not sufficient to elicit change in conduct, students will be dismissed from the general activity area to a quieter place in the room. They will return when good conduct and control are demonstrated. If, in his actions, a child puts himself, others, or property in jeopardy, he will be removed from the classroom.

Children who do not show respect for all living and nonliving things at our school will be redirected or subject to the school's discipline policy. Parents will be asked for hands-on assistance, when necessary, in fostering this respect in their child(ren). As children are taught to take responsibility for their actions, appropriate consequences will be enforced.

The Classroom Teacher and Discipline

Teachers will make every effort to handle discipline problems as they arise. Each teacher, together with the students in the class, will establish reasonable rules of behavior for the classroom. Interventions are related (logically connected to the misbehavior), reasonable (equal in proportion and intensity to the misbehavior), and respectful (carried out in a way that preserves a student's self-esteem and reinforces positive behavior and growth), rather

than oriented toward punitive control. Together, students and teachers work to develop a set of classroom rules that emphasize desirable behaviors.

We encourage our students to:

- Be helpful and caring.
- Show responsibility for their work and behavior.
- Make healthy choices.
- Be their personal best.

RESPECTFUL STUDENT BEHAVIORS

To encourage a positive atmosphere, the expectation is for students to treat one another with grace and courtesy. Students are to use careful movement as they respect all living things and all nonliving things. Each student is expected to:

- Respect people and all living things.
- Respect property and all nonliving things.
- Use grace and courtesy.
- Be honest. Admit to errors and mistakes.
- Use appropriate language.
- Think before you act.
- Use careful movement.
- Choose to do what is morally and ethically right.

The following consequences shall be used for Kindergarten and Lower Elementary non-violent offenses and violations of Respectful Student Behaviors.

1 st offense	The teacher will model/redirect a more appropriate behavior. The redirection will be accompanied by a written behavior notice that is sent home to be signed and returned.
2 nd offense	The teacher will model/redirect a more appropriate behavior. The redirection will be accompanied by a written behavior notice that is sent home to be signed and returned. The teacher will contact the parent to elicit support in addressing the inappropriate behavior.
3 rd offense	Depending on the severity of the offense, the classroom teacher or School Directress of Academics and Education may determine other consequences are appropriate, including but not limited to volunteer opportunities, additional assignments/projects, or suspension. If the inappropriate behavior continues, the Intolerable Student Behaviors/No Violence Policy may be implemented.

The following consequences shall be used for Upper Elementary, Secondary I and II non-violent offenses and violations of Respectful Student Behaviors.

1 st offense	Verbal warning.
2 nd offense	The teacher will model/redirect a more appropriate behavior. The redirection will be accompanied by a written behavior notice that is sent home to be signed by the parent/guardian and returned. The teacher may also contact the parent to elicit support in addressing the inappropriate behavior.
3 rd offense	Depending on the severity of the offense, the classroom teacher or School Directress of Academics and Education may determine other consequences are appropriate, including but not limited to volunteer opportunities, additional assignments/projects, or suspension. If the inappropriate behavior continues, the Intolerable Student Behaviors/No Violence Policy may be implemented.

Intolerable Student Behaviors Violations

The following behaviors will not be tolerated and will result in suspension from school. Additionally, a recommendation for expulsion may be made by either of the School Directors to the BoT.

- Any action or threat of an action that could jeopardize the safety and well-being of oneself or others
- Refusal to obey policy when directed by the teacher
- Purposeful defiant behavior
- Unacceptable physical contact
- Inappropriate public displays of affection
- Any offense outlined in the school’s Harassment Policy
- Plagiarism, lying, or cheating
- Theft or vandalism of school or another student's belongings
- Taking any video or photograph of any student or staff member without their written consent.

Any illegal action including but not limited to:

- Possession of a weapon
- Possession of illegal drugs (including counterfeit), drug paraphernalia, tobacco, and alcohol
- Any criminal behavior

Additionally, WMPCS defines violent behavior as any intentional behavior that may cause property damage or physical or psychological damage to others. Examples of violent behavior include but are not limited to: bullying, hitting, kicking pushing, or using the body in any way out of anger, frustration, or imposing one’s will on another.

When a child’s behavior, words, and/or actions become a threat to himself, other children, instructors, or the physical environment, the child will be suspended from school for that day. As a result of the violation, the student is immediately separated from his peers and may be picked up by the parent at the Administrative Offices in Building 1. If the offense occurs late in the day or if the parent/guardian does not pick up the child after 11:45 a.m. for kindergarten through 8th grade students, and 12:00 for 9th -12th grade students, the child will be suspended from school for the following school day. On the day of suspensions, a student may not attend school nor participate in school-related activities on or off campus. At the discretion of the Directors, multiple day suspensions may be enforced.

Students and families who are new to WMPCS may be unfamiliar with our definition of violent behavior and our consistent implementation of consequences outlined in our No Violence Policy. Therefore, during the student's first academic year at our school, a written warning will be given to the child for his first violation of the No Violence Policy. Our goal in this extension of grace is founded in our belief that the purpose of discipline is to teach.

The following consequences will be used for violation of the Intolerable Policy:

1 st and 2 nd Suspensions	A phone call will be made to notify the parent/guardian to pick up the child and appropriate remedial action will be taken to correct the behavior.
3 rd Suspension	A parent or guardian (no siblings) may be requested to attend school with his child for a period of time to assist in effecting change toward positive behavior. Students in Secondary I and II (middle and high) school will not be allowed to participate in any extracurricular sport activities or sport teams for the remainder of the year. Students in Children's House to Upper Elementary must have a parent or guardian accompany them on all field trips. Students in Secondary I and II (middle and high) will not be allowed to participate in any overnight trips.
4 th Suspension	A mandatory meeting is to be held with the child, the child's teacher, administration, and parents/guardians to develop a Behavior Plan for the child. The child may not return to school until this meeting is held. If upon returning to school the child's behavior does not conform to acceptable standards, he/she may be suspended for an extended time.
5 th Suspension	Upon recommendation of the Director, the BoT will review the student's disciplinary record and determine whether the student should be suspended or expelled from the charter school.
10 th Suspension or 10 th day of suspensions	Upon the 10 th suspension or the 10 th day of suspensions, the BoT will review the student's disciplinary record and determine whether the student should be suspended or expelled from the charter school as required by state policy.

Harassment Policy

Washington Montessori, Inc. believes that everyone should be treated with grace and courtesy. Students and employees have the right to function in an environment free of harassment. Examples of harassment include but are not limited to:

- Acts of physical violence against students, employees, their families and/or property
- Derogatory comments and/or discriminatory actions against students, employees, and/or their families. These acts may include but are not limited to: gossiping, swearing, name-calling, threats and wrongful allegations.
- Any unwanted, unwelcome sexual advance or sexually-oriented behavior made by a person who knows, or who ought reasonably to know that such attention is unwanted
- Any other behavior/acts which intimidate or threaten a person in such a way as to deny the individual his/her dignity and respect and results in a feeling of powerlessness

Procedure for Reporting an Offense

If a student is witness to or involved in any offense, they are to do one of the following:
Immediately, tell a teacher or other staff member.
Anonymously report the offense by writing or filling out a provided checklist and placing it in the Resolution Box located in each of the buildings. The School Director of Administration and Finance will check boxes and promptly investigate all submissions.

Plagiarism

Plagiarism is defined as the act of using another person's words or ideas without giving credit to that person while passing it off as one's own work. Plagiarism at WMPCS will result in no credit for the plagiarized work as well as a behavior notice. A second violation may result in consequences up to a suspension or being dropped from the class. Consideration will be given to the student's age and familiarity with plagiarism.

Weapons and Dangerous Instruments

No student shall knowingly possess, handle, or transmit on school property any weapon as defined by North Carolina law. Violation of this rule results in immediate suspension for at least the remainder of the school year.

Illegal Drug, Drug Paraphernalia, Tobacco and Alcohol Policy

Parents will be notified if their child is found to have tobacco of any form on their person or in their possession. Repeat offenders will be suspended from school for up to three days. Any students found smoking on campus will be suspended from school for three days.

If a student is using or carrying drugs, drug paraphernalia, unauthorized prescription medicine or alcohol, the student will be suspended for ten days. For a first offense, the suspension may be reduced to five days if the student and his/her parents bring a signed note from a mental health agency verifying their attendance at a counseling session on substance abuse.

Inappropriate Language

Washington Montessori defines inappropriate language as racial slurs, profanity, and any other language that is meant to degrade, taunt, bully or slander another individual. Should inappropriate language be used, the consequences outlined in the Student Behavior Policy will be followed. Depending on the severity of the offense, the School Directress of Academics and Education may determine that another consequence is appropriate that may include, but is not limited to, suspension from school.

Public Displays of Affection

Inappropriate hugging, hand holding, kissing, and other similar physical contact is not permitted. The consequences outlined in the Student Behavior Policy will be followed should a student violate this policy.

Suspension and Expulsion

Suspension/Expulsion

A student may be suspended or expelled from the school in accordance with GS 115C-391 if the rules continue to not be followed, disobeyed, or if the student's conduct, as established by his or her teacher(s), proves to be disruptive or dangerous to other students and/or staff, recognizing the requirements of state and federal law concerning special needs students. Until the length of the suspension has been completed and/or the suspension or expulsion is excused by the Board of Trustees (see Appeals), the student will not be permitted to return to campus or participate in any off-campus school activities.

Any student suspended for a period of ten days or less shall be provided an opportunity to take any examinations missed during the suspension period. Students are expected to complete work missed during suspension. Parents are expected to make every possible effort to cooperate with the school in this effort to provide students with instructional time needed for academic success.

Appeals

Any student that is expelled from school or suspended from school in excess of ten days by the Directress of Academics and Education or the School Director of Administration and Finance may appeal the decision to the BoT. The appeal should be formally directed in writing to the BoT within three business days of the student's exclusion or long-term suspension from school. The decision will remain in place until the Board has an opportunity to meet and review the appeal. The decision of the BoT is final.

Discipline of Students with Disabilities

The discipline, suspension or expulsion of students with disabilities is governed by both federal law (IDEA) and/or Section 504 of the Rehabilitation Act and by state law N.C. Gen. Stat. § 115C-391 and §115C-238.29F(d)(5) and its implementing regulations.

Internet Acceptable Use and Safety Policy

The purpose of this policy is to set forth policies and guidelines for access to the school computer system and acceptable and safe use of the Internet, including electronic communications.

General Statement of Policy

In making decisions regarding student and employee access to the school computer system and the Internet, including electronic communications, the school considers its own stated educational mission, goals, and objectives. As a Montessori school, *Washington Montessori, Inc.* encourages students to connect with people and books as resources prior to utilizing computers for gathering of information. However, as a school in the twenty first century, we acknowledge that electronic information skills are now fundamental to preparation of students to be members of society. Limited and guided access to the school computer system and to the Internet enables students and employees to explore thousands of libraries, databases, websites, bulletin boards, and

other resources while exchanging messages with people around the world. There are also technology standards to which the school is held accountable and which must be addressed by teachers through work in the classrooms. For these reasons, *Washington Montessori, Inc.* expects that faculty will blend thoughtful use of the school computer system and the Internet in limited ways, which support these needs and will provide guidance and instruction to students in their use.

Limited Educational Purpose

The school provides students and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the school system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

Use of System is a Privilege

The use of the school system and access to use of the Internet is a privilege that can be lost if the rules regarding its use are violated. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unacceptable Uses

The following uses of the school system and Internet resources or accounts are considered unacceptable:

Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
- obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- information or materials that could cause damage or disrupt the educational process;
- materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination

Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

Users will not use the school system to engage in any illegal act or violate any local, state or federal statute, law, or regulation.

Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.

Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.

Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.

Filter

With respect to any of its computers with Internet access, the school will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

- Obscene;
- Pornography; or
- Harmful to minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

An administrator, supervisor, or other person authorized by the the Directress of Academics and Education or the School Director of Administration and Finance may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

The school will educate children about appropriate online behavior, including interacting with other individuals on social networking website and cyber bullying.

Limited Expectation of Privacy

By authorizing use of the school computer system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.

Routine maintenance and monitoring of the school computer system may lead to a discovery that a user has violated this policy, another school policy, or the law.

An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents have the right at any time to investigate or review the contents of their child's files and to request the termination of their child's internet access at any time.

School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and email files. In addition, school employees should be aware that data and other materials in files maintained on the school computer system may be subject to review, disclosure or discovery.

The school will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school computer system.

Internet Use Agreement

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school.

This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

The Internet Use Agreement form for students must be read and signed by the user and/or the parent/guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

Limitation on School Liability

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

User Notification

All users shall be notified of the school policies relating to Internet use. This notification shall include the following:

Notification that Internet use is subject to compliance with school policies

Disclaimers limiting the school's liability relative to: a) information stored on school diskettes, hard drives, servers; b) information retrieved through school computers, networks or online resources; c) personal property used to access school computers, networks or online resources; d) unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet

A description of the privacy rights and limitations of school sponsored/managed Internet accounts

Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy

Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents

Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken

Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws

Parent's Responsibility

Parents are responsible for monitoring their child's use of the school system and of the Internet if the child is accessing the school system from home or a remote location.

Parents will be notified that their children will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

- A copy of the user notification form provided to the child user
- A description of parent/guardian's responsibilities
- A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option
- A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the child
- A statement that the school's acceptable use policy is available for parental review

"Bring your Own Device" (BYOD) Acceptable Use Policy

For the use of Computers, Mobile Devices, Internet Access, Google Apps for Education Suite, and Internet Applications: students in kindergarten through 6th grade may not bring any electronic devices unless they are required by the student's IEP or through an exception made by the Directress of Education or the Director of Administration.

Definition of "Device"

For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, computers, netbooks, laptops, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Definitions

- *User* includes anyone, including employees, students, and guests, using WMPCS technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- *Network* is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- *Equipment* is cellular phones, 'Blackberry' [smartphone] type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as portable storage devices.

Technology provides students with unique and powerful ways to enhance their learning. WMPCS supports the use of technology for the purpose of enhancing and supporting

learning and is pleased to offer User's access to computer networks so that they can access district-supplied technology to enhance learning any time of day.

It is one of the technology goals of the district to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through WMPCS-owned devices inside or outside of our schools that degrades or defames other Users or members of our community is unacceptable. WMPCS also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

Access to WMPCS's network is a privilege.

The use of technology whether owned by WMPCS or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with WMPCS rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and WMPCS. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school, WMPCS, or county. In some cases, data will be stored on local servers. Therefore, Users should not expect that files and communication are private.

WMPCS reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of WMPCS property, network and/or Internet access or files, including e-mail.

WMPCS has a private and secure system for sensitive school records which will be managed by WMPCS staff.

Google Apps in Educational Applications

WMPCS is offering Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. WMPCS is providing Users Google Message Security. This service provides System Administrators the capability to limit messages based on where they are from, where they are going, or the content they contain. WMPCS will use this technology protection measure to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

In order for Users to gain access to Gmail and his/her Educational Google Applications account on the Internet, WMPCS must obtain parental permission for a minor under the age of 18 years. Students 18 years and older are also required to acknowledge and accept WMPCS's terms and conditions prior to obtaining access to technology within our schools.

Terms and Conditions

These are examples of inappropriate activity on the WMPCS network, but WMPCS reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the WMPCS network, Users, school's network or computer resources; 2) that

expend WMPCS resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by WMPCS as inappropriate.

- Violating any state or federal law or municipal ordinance such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
- Criminal activities that can be punished under law
- Selling or purchasing illegal items or substances
- Obtaining and/or using anonymous email sites, spamming, spreading viruses
- Causing harm to others or damage to their property
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials
- Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance
- Using any WMPCS computer/mobile devices to pursue "hacking," internal or external to WMPCS, or attempting to access information protected by privacy laws
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
- Using websites, email, networks, or other technology for political uses or personal gain
- WMPCS internet and intranet property must not be used for personal benefit
- Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others
- Advertising, promoting non-WMPCS sites or commercial efforts and events
- Users must adhere to all copyright laws
- Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities

Cybersafety and Cyberbullying

All Users - Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety

In using the network and Internet, Users should not reveal personal information such as home address, school attended, social security number, birth date, or telephone number.

Confidentiality of User Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures

WMPCS will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited and will be considered a violation of this policy. WMPCS will also monitor the online activities of Users through direct observation and/or other technological means.

Interactive Web 2.0 Tools

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimate and safe. As the site is "public" and the teacher, school, and WMPCS is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions in this policy also apply to User-owned devices utilizing the WMPCS network.

Student Use of Interactive Web 2.0 Tools

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Documents, classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

- The use of Docs, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.
- Students using Docs, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as addresses or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile and therefore must follow these

blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.

- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Student Use of Mobile Devices

School Administration and WMPCS Technology staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

- Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
- These rules apply to student-owned devices as well. A student-owned mobile device is a non-district supplied device used while at school or during school or district-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

Student Supervision and Security

WMPCS does provide content filtering controls for student access to the Internet using WMPCS's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent WMPCS technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

Health-related Policies

Immunizations and Health Assessment

Students entering Washington Montessori must have a health assessment form. This assessment must include a medical history and physical examination with screening for vision and hearing. Legislation requires that the results be recorded on a special form PPS-2/K Rev. 12/99. It is the parent's' responsibility to secure the health assessment for their child from the local health department or from a private health provider.

Students entering Washington Montessori must also have a copy of their birth certificate and any other records the school may require. Students may also provide social security card number. They further must have the North Carolina required immunizations. North Carolina State law requires specific minimum doses which can be found at:

<http://www.immunizenc.com/NCRulesandLaws.htm>.

CDC Fact Sheets

In compliance with state healthcare regulations, please see the Center for Disease Control site to assist you in getting information about meningitis, HPV, and influenza: <http://www.cdc.gov/DiseasesConditions/>. Information can also be obtained at the office.

Illness and/or Injury

Children may become ill or get injured at school. When this happens, the school will contact the parent and the child will be subsequently released to his/her care. Working parents and those without telephones must provide the school with the names and telephone number of a person who can be contacted in case of emergencies. It is of the utmost importance that all parents update emergency numbers as changes occur.

Keep your child at home if he or she is sick. As a guideline, children should be kept home for the following reasons:

- Above-normal temperature (100°F or above)
- Active cold with these symptoms: yellow mucus, fever, diarrhea, and/or nausea
- Rash of unknown origin
- Discharge from eyes or ears
- If your child is not well enough to go outside
- Head lice

A sick child should be free of any symptoms or diagnosis of an illness such as fever, diarrhea, rash or vomiting for 24 hours before returning to school. If the Directors feel the safety of other students is in jeopardy, they may choose to

extend the 24 hours. Please call the school between 8:00 AM and 8:30 AM to let the office know your child will be absent. The school also needs to know if a child has been diagnosed with a contagious disease or head lice so that other families can be alerted even if the disease is symptom free.

Head Lice

Head lice infestations do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. To better manage and to limit the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school administration. A designee will discretely examine the student. An infestation shall be determined by looking closely through the hair and scalp for viable nits or live lice.

If nits are found but there are no live (crawling) lice on the hair, the parent/guardian shall be notified by the end of the day via telephone, email, and or note sent home with the student. If live lice are found, the parent will be notified to pick up the student immediately. To avoid misdiagnoses, nits should be removed by the parent/guardian. Staff shall maintain the privacy of students identified as having head lice.

Asthma and Anaphylactic Reactions

In accordance with North Carolina General Statute § 115C-375.2, the School ensures that a student with asthma or a student subject to anaphylactic reactions, or both, may possess and self-administer medication for asthma or anaphylactic reactions on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events. As used in this section, "medication for asthma or anaphylactic reactions" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. This Policy includes a requirement that the student's parent/guardian provide to the school:

- . Written authorization from the student's parent or guardian for the student to possess and self-administer medication for asthma or anaphylactic reactions;
- . A written statement from the student's health care practitioner verifying that the student has asthma or an allergy that could result in an anaphylactic reaction, or both, and that the health care practitioner prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events;
- . A written statement from the student's health care practitioner who prescribed the medication for asthma or anaphylactic reactions that the student understands, has been instructed in self-administration of the medication for asthma or anaphylactic reactions, and has demonstrated the skill level necessary to use the medication for asthma or anaphylactic reactions and any device that is necessary to administer the medication for asthma or anaphylactic reactions;
- . A written treatment plan and written emergency protocol formulated by the health care practitioner who prescribed the medicine for managing the student's asthma or anaphylaxis episodes and for medication use by the student;
- . A form of the same medication must be provided to the school as well as the medication that is handled by the student;

- . A statement provided by the school and signed by the student's parent/guardian acknowledging that the local school administrative unit and its employees and agents are not liable for an injury arising from a student's possession and self-administration of medication for asthma or anaphylactic reactions; and
- . Other requirements necessary to comply with state and federal laws. □

The student must demonstrate to a school staff first responder the skill level necessary to use the asthma medication and any device that is necessary to administer the medication. The student's parent/guardian shall provide to the school backup asthma medication that shall be kept at the student's school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency. Information provided to the school by the student's parent/guardian shall be kept on file at the student's school in a location easily accessible in the event of an asthma or anaphylaxis emergency. If a student uses asthma medication prescribed for the student in a manner other than as prescribed, a school may impose on the student disciplinary action according to the school's disciplinary policy. A school may not impose disciplinary action that limits or restricts the student's immediate access to the asthma medication. The requirement that permission granted for a student to possess and self-administer asthma medication shall be effective only for the same school and must be renewed annually. The Board, nor its members, employees, designees, agents, or volunteers shall be liable in civil damages to any party for any act authorized by this Policy, or for any omission relating to that act, unless that act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing. Unauthorized use, misuse, or unauthorized possession of prescription medication may subject a student to disciplinary action.

HIV Policy

Schools may not discriminate against HIV-positive students or employees. Educational decisions regarding a student with HIV/AIDS and his/her placement in the program will be made on a case-by-case basis. Most students will be allowed to attend school since the risk of transmitting HIV in a school setting is negligible. School attendance by students who lack control of their body secretions, who display behavior such as biting, or who have medical conditions such as oozing lesions will be reviewed on an individual basis.

Administering Medicine

The staff cannot dispense non-prescription medicine (such as aspirin or creams for itching, etc.) to students. Students who need to take prescribed medication must have a current prescription and a completed "Dispensing Medications Form" that can be obtained from the administrative office. This form must be filled out by a doctor, signed by a parent, and returned to the office before the medication can be administered. All prescribed medication will be kept in a locked box to be accessed and dispensed by designated staff only. Except in the case of asthma and anaphylactic reactions as stated in the policy above, no student should have in their possession any type of medication. Any medications not picked up by a parent/guardian will be disposed of at the end of the school year.

Self-medication/Self-carry medication

The only medications that are allowable to be self-administered or self-carried by a student are rescue meds, epi-pens, insulin, and inhalers.

Concussion and Head Injury

WMPCS recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. WMPCS is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by G.S. 115C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies. The Director of Administration and Finance shall develop plans consistent with state requirements and shall implement and monitor compliance with this policy. The Director of Administration and Finance is authorized to investigate the use of baseline testing for student-athletes and require that student-athletes undergo such testing prior to their participation in any interscholastic athletic competition.

DEFINITION OF CONCUSSION

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness.

SCHOOL HEAD INJURY INFORMATION SHEET & CONCUSSION TRAINING FOR STAFF

Each year, all coaches, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices or competitions, he or she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity.

CONCUSSION MANAGEMENT AND ASSESSMENT

The concussion assessment and management program will be provided free of charge for student athletes. At least once annually, prior to practice or playing a collision or contact sport (basketball, softball, soccer, or volleyball), student athletes will complete a concussion baseline assessment under the supervision of a school employee if possible. Students will be required to have a baseline assessment on file within the first two weeks of the start of school. A student athlete will be required to participate in the concussion management assessment program, which includes returning the permission form to the coach or school athletic director and completing the initial annual baseline testing, before the student will be allowed to practice or play. Failure to comply with testing protocol and

procedures for the concussion management program will result in the removal of the individual from the athletic team. If the student athlete does not have a valid baseline on initial testing with the coach the following will take place:

The coach will administer a second baseline test as soon as possible.

If the second testing does not result in a valid baseline test in all areas the student athlete will be referred to the school nurse who will administer the test a third and if needed, a fourth time. After the 4th test, if the student athlete is not valid in all areas, he/she will be permitted to compete in athletics. If the athlete has a concussion, the post test will be administered and the athlete will be expected to score within 5% of all areas that were valid.

The student athlete will not practice or compete until a valid baseline test or the test has been administered/taken four times. School employees shall require new transfer students enrolling after the start of the school year to have completed a baseline assessment prior to participating in any extracurricular collision or contact sport listed under this policy.

In order for a student-athlete to return to play in sports requiring concussion assessments under this policy, WMPCS shall require written clearance from a physician (MD or DO) and a post-concussion assessment indicating the student athlete's results are at or within acceptable guidelines as compared to his or her baseline assessment. The parent and/or student-athlete will be given the baseline results and post-concussion assessment results to share with his or her medical provider.

Meals

A nutritious lunch (including drink) packed in a lunch box or bag is the responsibility of the parent. Occasionally WMPCS will have a special lunch (pizza, chicken, etc.) brought into the school which can be purchased. This is referred to as our Hot Lunch. Students will have an option to participate or bring lunch from home.

Snacks

Children should bring a snack of nutritional value to school for the morning snack break. Classes in the Children's House have a program for providing snacks to their students. Your child's teacher will provide individual information if a snack program is available in the classroom.

No Smoking Policy

Smoking is not allowed on the school premises by anyone at any time. WMPCS asks that parents/visitors adhere to this policy on workdays; at Board, PTO and Community Meetings; and on field trips, as well as when school is in session.

Whom to contact for what 2017-18	8/1/2018
Matters of education or academics	Darla Prescott (darla.prescott@wmpcs.org) Directress of Academics and Education
Matters of admission	
Montessori curriculum questions and/or resources	
Day School program	
Parent education/informational meetings	
Teaching opportunities	
EC Resources and Referrals	
Volunteering in the classroom	
Matters of discipline	
Matters of finance or school administration	Austin Smigel (austin.smigel@wmpcs.org) Director of Administration and Finance
Business sponsorship opportunities	
Questions regarding the lottery process	
Contract questions	
HR records	
Donations, grants, and foundations	
Facilities	
Public requests for information	
Before and After School Care (BASC) program	
Athletic Program (non-schedule related)	
Student admissions and applications	Gay Holton (gay.holton@wmpcs.org) Admissions/Administrative Associate
WMPTO Administrative Contact	
Substitute Teacher Training and Information	
Volunteer opportunities	
School calendar	
Prospective parent tours	
Medication forms for students	Sharon Main (sharon.main@wmpcs.org) Student Accountability Associate
Cumulative files for students	

Student I.D. # for PowerSchool Montessori Records Express/Schoology portal username and password	
School All Call auto dialer system	
Driving Permit Eligibility Certificates	
Address and email list corrections	
Attendance and tardy records	
Volunteer Logs	Carol Collier (carol.collier@wmpcs.org) Administrative Assistant
Student sign-in and sign-out	
Incident Reports	
Day School and BASC tuition payments or information	Ali Woolard (ali.woolard@wmpcs.org) Finance Associate
Extracurricular payments (cross-country, etc...)	
BASC payments School purchasing School payments	
Matters related to Special Education services for students	Amanda Holton (amanda.holton@wmpcs.org) EC Coordinator
Your child's IEP	
504 Plans	Lisa Barmer (lisa.barmer@wmpcs.org) Resource Teacher
LEP	Pat Waters (pat.waters@wmpcs.org)
Athletic schedules/Team events	Scott Purser (scott.purser@wmpcs.org) or your child's coach
Classroom volunteer opportunities	The classroom teacher

End-Of-Grade Testing (EOGs)	
Logistics of classroom on-goings - i.e. schedules, field trips, special events, etc.	
Observing your child in class	
Scheduling classroom observations	
Student assignments	
Student discipline	
Waivers to chaperone class field trips	
Matters related to High School transcripts, Post -secondary college information, transferring, requesting to take classes at BCCC, and pre-k through 12th grade interventions	<u>Amy Smigel (amy.smigel@wmpcs.org)</u> <u>Post Secondary Counselor/Intervention Coordinator</u>

Washington Montessori Public Charter School

Day School Parent Policy



2018-2019

Approved August 2018

Day School Parent Handbook 2018-2019

WMPCS Day School Information

Contact Information Director: Darla Prescott

Phone: 252-946-1977

Fax: 252-946-5938

darla.prescott@wmpcs.org

The day school students are held to the policies as stated in earlier sections of this handbook. Variations that apply only to Day School students are listed below.

Admissions and Enrollment

The WMPCS Day School is open to all siblings of current students or staff children or grandchildren of current staff although acceptance is not guaranteed. The hours of operation for the WMPCS Day School are from 8:00 am to 3:00pm.

The admissions process begins with a parent observation and tour of the day school. Interested parents may then submit an application. Parents will receive a letter in May inviting them and their child to a Kindergarten assessment and parent meeting in June. After the assessment and parent meeting, parents will receive a letter indicating their child's status of acceptance. Space is limited in the Day School Program. There is not a waiting list for day school. After initial enrollment is decided, the students are placed into an applicant pool.

A child must be 3 years old prior to the beginning date of the child's attendance unless determined otherwise by day school administration. A child must also be toilet trained prior to entering our program. WMPCS defines toilet trained as a child who is trained to use the toilet independently and is not dependent on pull-ups for urination and/or defecation.

Washington Montessori Day School reserves the right to request withdrawal of any child if it becomes apparent that it would be in the child's or school's best interest to do so.

Tuition and Fees

Parents are expected to sign a tuition contract at the beginning of each school year outlining their tuition for that year.

- The first tuition payment is due prior to the first day of school.
- All other tuition payments are due on the 5th of each month beginning September 5th with final payments due May 5th.

Day School Program Options:

12:30 pick-up Rate: \$2,500.00 up front or \$125 Registration Fee and 10 payments of \$250.00

3:00 pick-up Rate: \$3,650.00 up front or \$125 Registration Fee and 10 payments of \$365.00

If a student stays past 3:00 he/she can participate in the school's Before and After School Care program (BASC). The BASC Fees and policies apply.

Additional Program Fees: Snack Fee of \$10.00 due by the 15th of each month to be paid to Office.

Other possible program fees: Field trips and special school events.

*Payment for services provided by the Washington Montessori Day School will be accepted only in the form of personal check, cashier's check, credit card, bank draft or money order. The canceled check or money order stub will serve as the receipt.

*There is a 5 day grace period for tuition payments. All tuition payments received after the 10th will incur a \$10 late fee. There will be a \$36 check fee for returned checks.

Day School Operating Hours

8:00	Student Drop off occurs
8:15 a.m.	Classes begin
12:30 p.m.	Dismissal for 12:30 pick up

3:00 p.m. Dismissal for 3:00 pick up

Arrival and Departure Procedure Arrival Procedures:

If you arrive between 7:30-8 a.m.: Park in the parking lot and escort your child in Building 3 to the Before School room. It is the second door on the left when you enter the building.

If you arrive between 8-8:15 a.m.: Use the drop-off/pick-up lane in front of Building 3 and your child will be assisted out of the vehicle.

Arrival after 8:15 a.m.: Park and sign your child in with the office in Building 1. You will be given a key card and asked to escort your child to his/her classroom.

Departure Procedures:

Early pick up: Park and proceed to the office (Building 1) and sign out your child.

12:30 p.m. pick up: Use the drop off/pick up lane in front of Building 3; a teacher will escort your child to the car.

3:00 p.m. pick up: Use the car line to proceed to the basketball court near Building 3; a teacher will escort your child to the car.

Students scheduled to be picked up at 12:30 p.m. or 3:00 p.m. should be picked up on time. If not, those children will be sent to the WMPCS BASC program and those fees will apply.

Behavior Policy

Any inappropriate behavior by a child will result in appropriate logical consequences and a behavior note will be sent home. If a child constantly repeats the same offense and/or refuses to comply with redirection, a conference may be called with the parent to develop a plan for the child and/or may result in suspension from school for the next school day in keeping with the Charter School's Intolerable Student Behaviors Policy. Acts of violence are subject to the Charter School's Intolerable Student Behaviors Policy.

Field Trips

Field trips are an integral part of the Montessori curriculum that promote student exploration and experiences both near and far from home. Parents will be notified, in advance, of upcoming field trips. A permission slip detailing the date, location, and cost of the trip will

be sent home approximately 2 weeks prior to the trip. Parents will receive a receipt for cash received.

Day School students are encouraged to participate in all field trips. Occasionally, a field trip will be scheduled in the afternoon which may not be developmentally appropriate for preschool aged children.

Field trips are planned as positive and safe experiences for our children; therefore, WMPCS has put the following guidelines in place:

- Young children are often apprehensive about trips. Because they don't understand the principle of traveling without a person they are familiar with and are not always sure of where they are going, a parent or other responsible adult of 21 years old must accompany each child. This not only ensures each child's safety, but if the day should prove to be too much, parents will have the option of leaving. Parents must notify the teacher if they should choose to leave during the field trip.
- There is a 1:1 ratio for WMPCS day school students with the exception of siblings.
- If a parent or another responsible adult are unable to attend the trip, please notify the child's teacher. Students who cannot attend the field trip may have the option of attending school under the care of another teacher in some instances. If another teacher is unable to provide care for your child, you will be asked to keep your child at home that day.
- Follow the directions to the field trip destination. It is important that all drivers follow the same route.
- Notify the teachers of any inappropriate behavior you may witness.