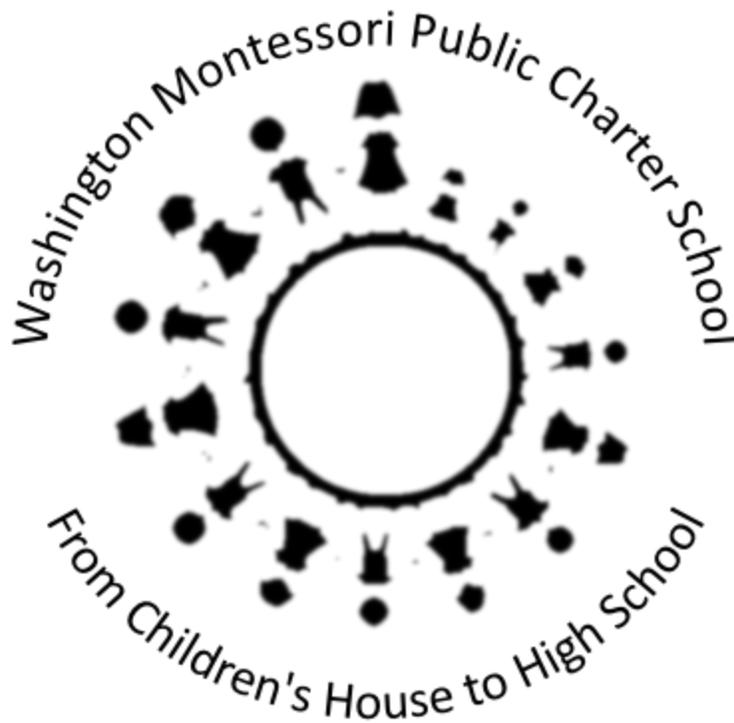


# Parent and School Handbook Secondary Program Supplement

Washington Montessori, Inc.

## 2018-2019



August 2018

This handbook supplement contains information about specific policies and practices of Washington Montessori, Inc.'s Secondary Program. We expect each family to read this carefully as it is a valuable reference for understanding our school, the WMPCS Secondary Program, and its policies, protocols, and procedures. The WMPCS Parent and School Handbook supersedes any conditions included in this handbook.

The WMPCS Parent Handbook and this supplement are revised annually to include all changes to policies and procedures affecting our parents and learners. 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.

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# Section 1: Overview

Welcome to the 2018-19 school year and the Secondary program! WMPCS is dedicated to the development of the whole child; therefore, all community members - learners, parents, and instructional guides - are expected to work together to foster learning, growth, and development.

Together, we recognize:

- Learners are expected to attend school and class daily, to be actively involved in their learning, to complete all class assignments, and to conduct themselves appropriately and politely.
- Parents are expected to support WMPCS's educational endeavors by monitoring their adolescent's attendance, participation, work taken home, and Schoology behavior. We also ask that parents attend community and school activities, and volunteer when possible.
- Instructional guides are expected to provide each learner with the highest quality of instruction available in order to help each person develop intellectually, emotionally, socially, and physically.

## Vision

At Washington Montessori Public Charter School, our goal is to nurture our learners in a caring and supportive environment that will ignite their curiosity and inspire them to learn naturally.

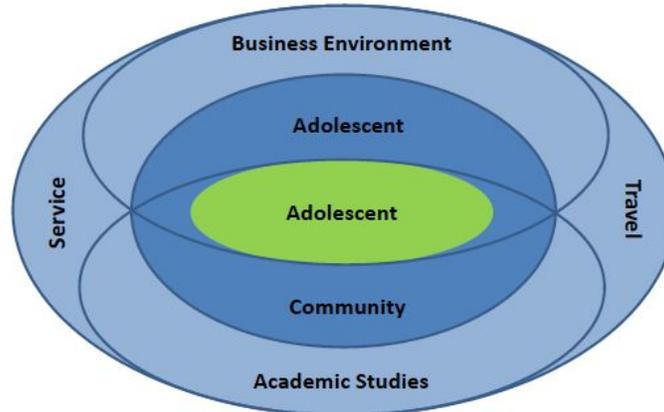
## Mission

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.

## Fundamentals

1. Respect all living things.
2. Respect all non-living things.
3. Use grace and courtesy.

# WMPCS Secondary Program



Paul Epstein, Ph.D. Structures of Inquiry 1/2017 www.paulepstein.us

The WMPCS Secondary Program places equal weight on the intellectual and social development of the individual adolescent. With the adolescent community as its core, our program is comprised of four main areas:

- **Service:** We provide service learning opportunities for our learners to engage in life outside our community and develop a sense of meaning and purpose by giving to others. Our adolescents are encouraged to find opportunities through which they can find joy and growth as they work to make their communities and the world better places.
- **Travel:** School outings are not optional and are integral to the development of the whole person. Field experiences are provided in connection with academic studies. Travel experiences allow our learners to explore the world in preparation for becoming global citizens.
- **Academic Studies:** Our academic studies are inquiry-based. The courses are designed to promote critical thinking through project-based learning opportunities that foster 21st-century skills. Learning activities offer opportunities for choice, collaboration, and independence.
- **Business Environment:** Learners participate in student-run business opportunities. This component of our program allows learners to understand the importance of economic independence and self-reliance on the road to becoming productive and responsible citizens.

# Section 2: Program Specific Policies and Procedures

## Academic Dishonesty

*Rationale: Montessori learners value learning and integrity.*

- 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 involves either directly transcribing another person's work without quotation and citation or when paraphrasing without citation. Using the wording or ideas from books, newspapers, magazines, websites or other learners' work is not permitted.
- Plagiarism policies apply to all subjects and assignments, not just in English class. Cheating on tests, quizzes or copying homework are also forms of academic dishonesty. Any attempt to present another's work as one's own work is plagiarism.
- Learners who knowingly allow others to copy their work are also at fault. Those learners will be assigned consequences according to the academic dishonesty policy.
- Consequences for acts of academic dishonesty are as follows:
  - 1st violation: redo the assignment and a behavior notice
  - 2nd violation: "0" on assignment, mandatory meeting with the learner, parent, and guide
  - 3rd violation: "0" on assignment and will result in an Intolerable learner Behaviors violation. A meeting with the learner, parent, and guide is required. If the 3rd offense occurs in the same class and school year, the learner will fail (receive an automatic 50) that class for the quarter.

## Academic Management

*Rationale: Montessori learners take responsibility for their learning.*

- WMPCS uses Schoology as our online course management system throughout our Secondary program.
- All learners have a WMPCS email address.
- Learners use a binders system to organize their classwork. Paper stations are also used to manage paperwork.
- Learners are provided with paper planners for planning, organization, and goal-setting. Learners are expected to record all assignments in their planners.
- In the case of the planner being lost, learners are required to go to their house guides and request a replacement planner. If a planner is lost a second time, the learner is expected to replace the planner.

## Athletic Participation

*Rationale: Montessori learners who put academics first are encouraged to pursue interests that enable them to become well-rounded people. Learners are expected to follow WMPCS's core values at all times when participating in the sport or club.*

Participation on the school's sports teams, extracurricular or intramural activities is a privilege.

- If a learner earns a grade below a 70 or a “C” in any class at the end of a quarter, he/she will not be able to participate on the team or in any extracurricular activity during the next quarter. Grades are checked at the end of each quarter.
- Any learner with three or more suspensions in that academic year will be excluded from after-school extracurricular activities, sports teams, and overnight trips.

## Attendance

*Rationale: Montessori learners recognize the importance of true participation as each is a valuable part of the community. (commitment and responsibility)*

- When a learner is unable to attend school, a phone call to the school informing the front office of the learner’s absence is requested. A written excuse is required of each learner following an absence to be presented to the child’s teacher upon his/her return.
- 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 learners enrolled at WMPCS, unexcused or unlawful absence is defined as any reason other than those listed as “excused or lawful absences.”
- 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 learner’s education.
- The parent, guardian, or custodian of the learner is legally and primarily responsible for ensuring that the learner meets his or her obligation to attend 100% of the classroom instructional sessions provided for the classes in which he or she is enrolled.
- In order to be counted present, a learner must be in attendance for ½ of the academic day (11:45 for K learners through 8th grade; 12:00 for learners in 9th -12th). However, attendance is also recorded for each class for Secondary II.

## School Operating Hours/Daily Schedule

	<b>Arrival Time</b>	<b>Class Start Time</b>	<b>Dismissal Time</b>
Before & After School Care (BASC) *For cost and details see the Parent and School Handbook.	7:30 a.m.	n/a	6:00 p.m.
Secondary I	8:00 - 8:15 a.m.	8:15 a.m.	3:15 p.m.
Secondary II	8:15 - 8:30 a.m.	8:30 a.m.	3:15 p.m.

## Before and After School

- All learners 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.

- Secondary I learners follow the same guidelines and policies as written in the WMPCS Parent and School Handbook.
- For Secondary II learners, the BASC rate is significantly less (\$50.00 per semester for each learner) because they are expected to be able to manage their time and actions with minimal supervision. If there is a disruption or if the learner requires direct supervision, the Directors reserve the right to charge that family the regular rates for pre-k to 8th-grade learners. This can occur without warning depending on the severity of the infraction.
- Learners who participate in afterschool sports are not charged for days in which there are athletic events or practices but are expected to follow the procedures and policies of the BASC program.

## Secondary Attendance

### Secondary I

- Attendance for all learners is maintained in PowerSchool.

### Secondary II

- Attendance for all courses can be found in Schoology.
  - Semester courses
    - Learner fails the course after 8 absences (9th absence)
      - This includes excused and unexcused absences.
      - Written notification will be provided to the learner and his/her parent/guardian after the 4th absence.
      - A parent/guardian conference will be requested after the 6th absence.
  - Year-long courses
    - Learner fails the course after 16 absences (17th absence)
      - This includes excused and unexcused absences.
      - Written notification is provided to the learner and his/her parent/guardian after the 8th and 12th absences.
      - A parent/guardian conference will be requested after the 14th and 16th absences.

## Tardies

- The Morning Meeting begins promptly at 8:15 a.m. (Secondary I) and 8:30 a.m. (Secondary II). Learners who arrive late will be marked as tardy.
- In accordance with school policy, five (5) unexcused tardy arrivals to school are considered one (1) full day of absence for state recording purposes.

### Secondary II

- If a learner misses 15 minutes of a class, he/she is considered absent for that class.
- Five (5) unexcused tardy arrivals are considered one (1) full day of absence for state recording purposes.

## Leaving the Secondary II Building

- It is the responsibility of learners to sign out whenever they leave the building. Examples include attending BCCC classes, on-campus service work, internships, and early sign-outs. If/when the learner returns, he/she should log his/her return time.
- If a learner is signed out by a parent/guardian in the Administrative Office for the remainder of the day, it is the responsibility of the learner to sign out of the building and inform one of the guides prior to leaving.

## Behavior Policy

*Rationale: Montessori learners reflect the best of global society. Montessori learners and guides take responsibility for maintaining a safe environment that fosters personal growth.*

The purpose of our learner Behavior Policy is to aid learners in developing self-control and respect for the rights of others. The Montessori Method supports learners without rejecting them as people in order for them to understand why the behavior is considered inappropriate. Learners are expected to conduct themselves in a manner that reflects respect for people and property.

- Learners and guides take personal responsibility for understanding the Behavior Policy including Respectful learner Behaviors as well as Intolerable learner Behaviors as outlined in the Parent and Student Handbook.
- Learners and guides form a partnership that promotes personal growth and self-discipline by establishing reasonable rules and expectations
- To encourage a positive atmosphere, it is expected that all members of the adolescent community to treat one another with grace and courtesy.
  - Be helpful and caring.
  - Show responsibility for their work and behavior.
  - Make healthy choices.
  - Be their personal best.
  - Respect people and all living things.
  - Respect property and all non-living 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.
  - Abide by WMPCS policies and protocols.
- The following consequences shall be used for Secondary non-violent offenses and violations of Respectful learner Behaviors.
  - 1st offense: Verbal warning.
  - 2nd offense: The guide 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 guide may also contact the parent/guardian to elicit support in addressing the inappropriate behavior.

- 3rd offense: Depending on the severity of the offense, the guide 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 learner Behaviors Policy may be implemented.
- Intolerable learner 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 Board of Trustees.
  - 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 learner's belongings
  - Taking any video or photograph of any learner 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
- Any learner with three or more suspensions in that academic year will be excluded from after-school extracurricular activities, sports teams, and overnight trips.
- 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 or frustration, or imposing one's will on another.

## Computer Use

*Rationale: Montessori learners show respect for learning.*

- The use of the Internet is a privilege, not a right, and inappropriate use of the Internet will result in cancellation of those privileges.
- The Computer Acceptable Use Policy must be signed by learners and their parent/guardian each year.
- Please see the WMPCS Parent and learner Handbook for detailed guidelines.

## Dress Code

*Rationale: A Montessori learner's job is learning to dress like a professional.*

### Secondary I

- 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](http://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 learner'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 learners are expected to be appropriately attired as they are a role model for younger learners 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.
- 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.
- 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.
- Secondary I may wear clogs and shoes with open backs. Safe footwear must be worn during gym period. If a learner 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 learner may be suspended for failure to comply with teacher directives. Athletic shoes can be kept in the learner's locker or cubby.
- Coats and raincoats that are worn outside only may be any color.
- Hats and head coverings are not to be worn in the buildings.
- Secondary I student-athletes may wear team jerseys on game days. However, sleeveless jerseys may only be worn with a sleeved shirt underneath.
- Washington Montessori WMPTO organizes a clothes closet for any families needing uniforms or for learners who may need to change during the day.
  - If a learner violates the Dress Code Policy, a note will be sent home explaining the violation.
  - If the violation reoccurs, the learner will be asked to change clothes. The parent may bring in a change of clothes or the learner may wear clothing from the Clothes Closet.
  - Repetitive refusal to obey policy may result in suspension.

## Secondary II

- Secondary II learners are expected to be appropriately attired as they are role models for younger learners as well as a reflection of WMPCS. High school learners 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.

- All colors are approved for shirts, turtlenecks, sweaters, sweatshirts, vests, tights, socks, pants, skirts, skorts, shorts, jumpers, dresses, stockings, jumper pants, and leggings for high school learners. Pocket-sized emblems/designs are permitted. Shirts must have a collar, may not expose the midriff, and may not be visually distracting to others. Sweaters and sweatshirts must be worn with a collared shirt underneath. Clothing may not be worn inside out.
- Shorts, skorts, skirts, jumpers, and dresses should be below the fingertips when the learner's arms are flat against his/her body. Tights, stockings, and leggings must be worn with shirts, turtlenecks, sweaters, or sweatshirts which are below the fingertips all the way around the body when the learner's arms are flat against his/her side.
- 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.
- Any clothing with holes, that is torn and/or is visually distracting to others is not allowed.
- There are no restrictions on socks and shoes other than shoes must be free from electronics (i.e. lights), and wheels; bedroom slippers or bedroom shoes are not permitted. Some courses or field trips may require closed-toe shoes (i.e., Carpentry). Learners are required to wear closed-toe shoes on the school nature trails.
- Hats, head coverings, and hoods are not to be worn in the buildings.
- On Spirit Fridays, blue jeans and WMPCS spirit t-shirts may be worn. Spirit t-shirts may not be dyed or altered. Torn jeans are not permitted. Secondary II learners may wear sweatshirts or t-shirts with college or university names on them on Spirit Fridays.
- Student-athletes may wear team jerseys on game days. However, sleeveless jerseys may only be worn with a sleeved shirt underneath.
- Washington Montessori PTO organizes a clothes closet for families in need of uniforms or for learners who may have to change during the day.
  - If a learner violates the Secondary II Uniform Policy, a note will be sent home explaining the violation and the learner will be asked to change clothes. The parent may bring a change of clothes or the learner may wear something from the clothes closet.
  - Repetitive refusal to obey policy may result in an Intolerable Student Behavior Violation.

## After School Sports and Sports Attire

- Learners 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, fingertip length shorts, dresses, skirts must be worn over them.
  - The hem of shorts is 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 learners for use at official sponsored athletic events.
- It is the learner'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 learner will be billed a minimum of \$50.00 or the cost of replacement of the uniform.

## Electronic Devices/Cell Phones

*Rationale: A Montessori learner works to avoid distractions and is respectful of others.*

- Cellular phones, electronic music devices, handheld games, and other electronic devices that have the potential of causing a disruption to the educational process or school functions are not permitted to be used during school hours unless otherwise instructed by a guide.
- Cellular phones are to be kept in the learner's book bag or locker and are to be turned off to ensure they are not distracting. Cellular phones in private spaces such as the restroom are not permitted.
- Parents who need to contact their learner are encouraged to call the school directly rather than texting or calling the learner's cell phone. Learners have access to landline phones during transition times and lunch or at other times with permission from a guide.
- Cellular phones and other electronic devices will be confiscated and held in the administrative office if they are displayed, used, listened to, or ring during school hours.
  - First offense: confiscated devices will be returned to the learner at the end of the same school day. A written and electronic notification will be sent home to the guardian.
  - Additional offenses: confiscated devices will be held in the administrative office until a parent or guardian can pick up the items. A written and electronic notification will be sent home to the guardian for reclamation of the device. WMPCS is not responsible for confiscated items.

## Food

*Rationale: Montessori learners take responsibility for behaving appropriately.*

## Snacks

Learners may eat and drink throughout the day within the following guidelines:

- Learners may eat or prepare food to eat during the 5-minute breaks between classes.
- If a snack is brought to class, it must be ready to eat (i.e., microwave popcorn that has already been popped).
- Learners are expected to prepare the environment for the next person by cleaning up any food or drink-related messes.
- The courtesy of refraining from eating during lessons and presentations is expected.
- Food and drink should be avoided on the sofas and chairs in the lounge areas in order to preserve the quality of these upholstered furnishings.

## Lunch

Secondary II

- Learners may eat lunch in the classroom spaces on both sides of the building; however, the gym, science lab, lounge areas, and Makerspace are excluded. The patios on both sides of the building are also available during lunchtime. Umbrellas should be returned to the building at the end of lunch.
- Learners may not order food by phone for delivery to the office during the school day as it creates additional work for office staff.

## Grading

*Rationale: Montessori guides establish clear expectations for and communication of evaluation.*

All guides have a responsibility to promote learner success in the classroom.

- Guides are expected to update their grades in our course management system, Schoology, within one week from the due dates.
- Guides keep learners and parents informed of the learners' progress in their classes. Secondary parents will be notified by the course guide if their learner's grades fall below a cumulative 65. Parents are encouraged to consult Schoology on a regular basis as the best way of keeping track of their learner's progress in all classes. Learners are expected to understand their courses' goals and objectives and periodically self-evaluate.

## Grading Scale

Numeric	Letter	Quality Points*
90 - 100	A	4
80 - 89	B	3

70 -79	C	2
60 - 69	D	1
≤ 59	F	0

\* An additional 0.5 quality point is awarded for each honors course on high school transcripts toward the student's weighted Grade Point Average (GPA).

## Graduation Requirements and Academic Programs

*Rationale: Montessori learners value choice in learning.*

### Secondary II

- Core classes (English, Science, and History) are looped 9th/10th and 11th/12th.
- All core courses (English, Science, and History) have an honors option. Honors course add 0.5 quality points to the grade earned.
- Learners are encouraged to volunteer 200 community hours prior to graduation.

### Graduation Requirements

Subject	Required Credits	Required Courses
English	4	English I, English. II, English III, English IV
Math	4	Math I, Math II, Math III*, a fourth Math*
Science	4	Earth Science, Biology, Anatomy, Chemistry
History	4	World History, Civics, American History I, American History II
Health/PE	1	Health/PE
Spanish	2	Spanish I, Spanish II
Personal Finance or Principles of Business and Finance	1	Beginning in 2018-19, Personal Finance will be integrated into the required Practical Life course.
Electives	8 (2 must be art-based)	Elective offerings will be published prior to each quarter; not all electives are guaranteed to be offered each quarter.

\*Math III and a fourth math class are not required for graduation. Third and fourth math classes can be replaced with alternate non-UNC system math electives. Math III and another UNC system approved math course are required for eligibility in UNC System schools.

### Career and College Promise Program

Secondary II learners have the opportunity to earn tuition-free credits toward a four-year degree through North Carolina's community colleges and/or earn credits toward an Associate of Arts

degree or an Associate of Science degree. Learners who enroll and pass college courses in their chosen pathway will also receive high school course credit. In this way, learners receive dual credit, equivalency credit from NC community colleges to UNC and some independent institutions as well as high school course credit. For high school course credit, the state weighting system adds the equivalent of one (1) quality point to the grade earned in community college courses included in the most recent Comprehensive Articulation Agreement Transfer List.

- Eligibility requirements:
  - Be a high school junior or senior
  - Have a weighted GPA of 3.0 on high school courses
  - Demonstrate college readiness in English, reading, and mathematics on an assessment (i.e., PreACT) or placement test.
- At this time, all core courses must be taken at WMPCS for credit. The core courses are: English I, II, III, and IV; Math I, II, and III; American History I and II; World History; Civics; Environmental Science; Biology; Chemistry or Physics; Spanish I and II; and Personal Finance or Principles of Business.
- WMPCS does not have any control over community college schedules. Generally, community college courses begin and end prior to our semesters.
- Learners who choose to take community college courses are responsible for their coursework, books, transportation, attendance, and adherence to the community college's policies while on the community college campus. WMPCS does not offer tutoring or academic assistance with community college courses.
- Dual credit courses must be taken at Beaufort County Community College (BCCC). Night and/or summer classes may be taken in accordance with the Career and College Promise guidelines; however, learners who choose to take night and/or summer courses may not receive credit on their WMPCS high school transcript. The learner's community college transcript will reflect those courses.
- WMPCS will not make exemptions or request exemptions be made on the behalf of learners who do not pass the required exams for entrance into the Career and College Promise program for learners entering into their junior year. Learners who are entering their senior year and who have not passed the required tests may be given an exemption and be eligible for Provisional Status on a case-by-case basis as determined by the Directors.
- During the school year, WMPCS will allow juniors to take one BCCC dual credit course per semester; exemptions will be reviewed on a case-by-case basis as determined by the Directors. Seniors may take a maximum of two BCCC dual credit courses per semester; exemptions will be reviewed on a case-by-case basis as determined by the Directors.
- Transportation to and from BCCC is the responsibility of the learner. For convenience, students may ride with one another to and from BCCC in accordance with the following guidelines:
  - Students riding together are enrolled in the same BCCC class(es).
  - NC driver's license regulations are followed for limited provisional licenses.
  - Written parental/guardian consent is obtained for both the student driver and student rider. Learners must complete the Awareness Consent and Release for Transportation to BCCC in Private Student Vehicle form in its entirety for each

student rider/driver authorization. Learners without this form on file will not be released to ride or drive another student.

- The attainment of BCCC parking passes and the associated fees are the responsibility of the learner.
- Failure to follow these guidelines will result in the loss of this privilege for the remainder of the school year.

## Independent Study

An Independent Study is an in-depth, self-directed investigation of a topic of interest that is not available through the WMPCS course offerings and cannot be met through the North Carolina Virtual Public School curriculum. It is an educational activity undertaken by an individual learner with little to no supervision.

- Course Requirements
  - Course outline approved by the Directress of Education
  - Weekly work/process reflection journal
  - Supervising guide
  - Final presentation and defense of the course
- Learner Eligibility Requirements
  - Must be a sophomore, junior or senior
  - Cumulative GPA of 2.0 or higher
  - Prior coursework or work experience in the general area of the Independent Study topic
  - Ability to work independently and report to the supervising guide without prompting

## Late Work Policy

*Rationale: Montessori learners and guides observe timeliness.*

- All work is expected on the due date as indicated in Schoology. No work will be accepted late.
- It is the learner's responsibility to contact the guide(s) to make up missed work in the case of absence from a class.
- In the case of a single-day absence on which a learner is absent for a test, he/she will be expected to take the test the day he/she returns.
- In the case of extended absence, it is the learner's responsibility to contact the guide(s) to make up missed work; extensions will not exceed five (5) school days.
- Longer assignments (more than one week) are due regardless of absence. In rare cases, a learner may negotiate an extension with the guide(s).

## Parking

Secondary II

- Learners may park in the designated student parking lot with a valid parking sticker. Parking stickers are available in the office at the cost of \$5 annually.

## Pick up

Secondary II learners must be picked up by 3:30. Learners who have not been picked up by 3:30 will be sent to after-school care in Bldg. 3. Learners may not wait for parents/guardians in unsupervised areas. Those who are participating in sporting events must remain with the team after school. Those waiting to attend sporting events or other after-school activities must go to after-school care until the event begins.

## Public Displays of Affection

- No learner shall engage in any unacceptable contact physical contact (contact which is of romantic or sexual nature) with any other person in the school, on school property, or during school-sponsored events.
- Inappropriate hugging, hand holding, kissing, and other similar physical contact is not permitted. The consequences outlined in the learner Behavior Policy will be followed should a learner violate this policy.

## Student Identification Cards

Student identification cards for Secondary II learners are available in the administrative office at the cost of \$5.

## School Materials

*Rationale: Montessori learners demonstrate responsibility for community materials.*

- Borrowed school materials such as textbooks, other school books, and/or school items (i.e., graphing calculators and computers) should be treated with respect and returned in good condition.
- If a learner is unable to return borrowed school materials, options include paying the replacement value, providing an exact replacement, or providing a replacement of equal value. Report cards and transcripts will be held in the administrative office until all balances owed to the school are paid in full.