

# World Community Education Center

1329 Prosperity Drive  
Bedford, VA 24523



[worldcommunityedu.org](http://worldcommunityedu.org)

[wcecedu@gmail.com](mailto:wcecedu@gmail.com)

540-297-1662

## Student-Parent Handbook

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## **MISSION STATEMENT**

**THE WORLD COMMUNITY EDUCATION CENTER (WCEC)** offers a Montessori-based “prepared environment for learning” focused on academic excellence and universal spiritual values that build character and community responsibility. It is a school-for-life that encourages deep love of learning, respect for all people, love of order, self-discipline, generosity, cooperation, and service to family and community.

## **PROGRAMS**

### **PRIMARY**

Ages 2.5 - 6 A fully equipped Montessori classroom with certified Montessori teachers.

### **LOWER ELEMENTARY**

Ages 6 – 9 A Montessori classroom with certified Montessori elementary teachers. Individual and group lessons.

### **UPPER ELEMENTARY**

Ages 9 – 12 Classes are taught to suit individual needs of the student and of the group. These include Montessori lessons, specially chosen texts, and well-proven curricula.

### **JUNIOR HIGH SCHOOL / HIGH SCHOOL**

Brain-compatible individual-subject classes are offered in English, science, mathematics, social studies, and foreign languages. Individual attention is given for study skills and college preparation. High school students may be eligible for dual-enrollment college courses in junior and/or senior years.

## **13<sup>th</sup> YEAR Transition to College**

After graduation, advanced classes can be arranged at WCEC while students take college classes locally. This provides an introductory adjustment to college. Students can receive academic coaching and subject matter tutoring as well as help in arranging internships and other projects.

### **DAILY SCHEDULE**

- Primary half-day program 8:30 –12:00
- Primary all-day program 8:30 – 3:30
- Elementary, Junior High / High school 8:30 – 3:30
- Classes end at 12:00 on Fridays for all levels.

## **POLICIES AND PROCEDURES**

### **APPLICATION AND ENROLLMENT**

Families of students applying for enrollment must submit an application form, have a school tour, and have an interview. Upon acceptance into the program, enrollment will be finalized after the following documents have been received:

- *School Entrance Health Information Form (MCH-213F Part I)*
- *Certificate of Immunization (MCH-213F Part II) OR Religious Exemption, Commonwealth of Virginia (CRE-1)*
- *Signed Handbook Agreement*
- *Signed Tuition Agreement*
- *Emergency Contact Information*
- *Signed Optional Photo/Video/Voice Release*

## **DRESS CODE AND UNIFORM POLICIES**

The WCEC uniform dress code provides uniformity within the classes, encourages neatness and self-discipline and deepens our sense of community. The uniform helps to instill in all students a sense of order and modesty, creates equality in the classroom, and takes the focus away from distractions of latest styles to allow for focus on the lessons and inner qualities of the student.

It is the responsibility of the parent/guardian to ensure that their child follows the dress code and uniform policy.

When a teacher identifies a student improperly dressed, he/she will bring it to the student's attention and aid the student in taking the necessary steps to correct it. If further infractions occur after a written notification has been issued, additional steps may need to be taken to ensure compliance.

Students in elementary, junior high, and high school are required to wear uniforms. Primary and elementary students should wear or bring shoes suitable for outdoor play.

### **The uniform dress code includes the following:**

- White or Forest Green (Evergreen) polo shirt with collar, or Oxford collared shirt--long sleeve or short sleeve
- Navy pants, skirt, or jumper, or uniform shorts (Skirts and shorts should be knee-length.)
- Solid navy or white socks, knee socks, or tights
- Solid navy fleece, sweater or vest with or without school logo (Sweatshirts and hoodies are not acceptable for the classroom)
- Primary and Elementary levels require close-toed, securely-fitting indoor shoes/slippers. (Outdoor shoes are to be removed at the door.)
- It is not permitted at any time to wear flip-flops at school.

- Unless for religious purposes, hats or head coverings must be removed before entering the classroom.
- Any outerwear is not to be worn in the classroom. (e.g. jackets, coats, hats, gloves, etc.)
- Accessories (jewelry, wrist watches, hair accessories, etc.) are permitted at the teacher's discretion.

~Uniforms with (and without) school logo are available through <http://www.landsend.com>. The WCEC preferred school number is 900160003.

Uniforms may be purchased through a vendor of your choice, such as: Land's End, Old Navy, Target or Wal-Mart.

**Every Friday is an optional non-uniform day.**

- Clothing should not have images from cartoons or movies.
- Clothing should be free from any intentional rips or tears.
- Skirts and shorts should be knee-length.
- Sleeveless shirts, such as tank tops are not approved.

**Primary Clothing**

- Comfortable, easy for child to manage independently without distracting images
- Indoor shoes required
- Complete change of clothes, including underwear

## **SUPPLIES**

Students at every level must have a backpack. Supplies lists will be provided before the beginning of each term. Students in Junior High and High School will need to provide their own laptop computer.

## **SNACKS**

There is time in the morning schedule for a healthy, small snack if the student chooses. Please do not send desserts.

## **PUNCTUALITY, ARRIVAL AND DISMISSAL**

Classes begin at 8:30. Arrival time is 8:25. Please stay with your child until his/her classroom is open. The tone of the morning is greatly influenced by the timely arrival of students. It is important that students feel settled into the classroom on time for the beginning of the day. Frequent tardiness will result a drop in your child's academic achievement.

Please pick up your child just before or by the closing time (3:30). If a parent should be delayed, please call your child's teacher and inform them that you will be late. We will not allow your child to go home with anyone who is not listed on the Emergency contact form. If you send someone other than is listed, we must have verbal or written approval from the parent. Please note that we will charge a late fee for *persistent* late pickups for staff overtime. Our fee is \$1.00 for every minute past pick up time. This will be reflected on your tuition bill.

## **PRIMARY AND ELEMENTARY ABSENCES**

Please contact your child's teacher as early as possible to report an absence, and *re-contact him or her for each day missed*. To maintain the integrity of the learning period, please try to schedule outside appointments after the end of the school day (allowing for travel time), or on days school is closed.

## **JUNIOR HIGH AND HIGH SCHOOL ABSENCES**

Parents should contact the principal (540-598-7256) as early as possible in the event of an absence and re-contact for subsequent days. Please make sure to get assignments and textbooks to keep up with homework. Please schedule outside appointments after classes (allowing travel time) or on days school is closed. If for some reason there is a need for make-up classes, they will be scheduled at the discretion of the teacher.

## **TRAVEL ABSENCES**

We understand that at times, travel is educational in itself. However, please try to schedule travel during break times. If this is not possible, please notify the principal and your child's teacher as early as possible to discuss when you will be gone, and to get assignments.

## **SCHOOL CLOSINGS AND DELAYED OPENINGS**

WCEC follows the Bedford County School closings. In the event of early dismissal due to bad weather or unavoidable circumstances, teachers will notify families and teachers as soon as possible.

## **ILLNESS**

**Please do not send your child to school with a fever, sore throat, cough, cold, flu symptoms or any contagious illness. If your child has any of these illnesses, they must remain home until they are symptom free for 24 hours.** Children with fevers over 100° or who have rashes, diarrhea, vomiting, or a contagious disease will not be permitted to remain at school. Parents will be called to pick up their child if symptoms of illness develop during the course of the day and the child will be removed from the group to a designated quiet area until the arrival of the parents. Keeping the child at the facility poses an increased risk to the child and other children or adults with

whom the child comes into contact. The child may return to school when he/she has been symptom free for 24 hours.

If a child becomes sick during the day, parents will be notified as soon as possible. Upon notification, parents are required to pick up their child from the school within **one** hour. In case of illness or serious injury, when the parents cannot be contacted, the person designated on the child's Emergency Contact Form will be notified.

Parents may not bring their child to school if he/she is not well enough to participate in a normal day's activities, has been exposed to a communicable disease, develops symptoms of a contagious disease, or is diagnosed by a physician as having a contagious disease.

Parents are required to report any contagious illness or symptoms in their household to WCEC within 24 hours. Notice can then be given to the families of other children who may have been exposed.

**In the case of serious illness or injury** the child will be stabilized by a CPR/First Aid certified staff member and emergency authorities will be notified by 911. Parents will be notified immediately. The child will be transported to the nearest hospital.

Children should not come to school or remain at school if he/she has any of the following symptoms:

### **Symptoms of Illness**

- Infected skin
- Fever
- Wheezing
- Red, draining eyes
- Yellow eyes and skin
- Constant cough
- Severe coughing
- Vomiting
- Diarrhea

### **Illness Warning Signs**

- Inactive
- Cranky, grouchy
- Poor appetite
- Runny nose
- Pulling on ears
- Overtired
- Pale or clammy skin
- Headache
- Pain when swallowing

## **MEDICATION ADMINISTRATION POLICY**

**With the exception of diaper creams, sunscreen, insect repellent, and emergency life-saving medication such as epipens and inhalers, WCEC does not administer or store any medications.** Parents may not send medications. Parents of Primary and Elementary students may not send lip balm, hand sanitizer, or lotions in their child's book bag, cubby, or lunch box. If a child needs any of the above, parents are required to fill out a Parent Consent form and deliver the above items to their child's teacher for proper storage.

## **ACCIDENTS / EMERGENCIES**

In case of minor accidents, staff will administer routine first-aid procedures. In the event of a serious injury, the family will be notified at once. If parents cannot be reached, emergency procedures provided by parents and kept on file will be followed. Be sure to notify the school of any changes in emergency information.

## **EMERGENCY PREPAREDNESS**

An emergency preparedness plan will be discussed with parents at the beginning of the school year. Students will have periodic emergency event drills.

## **FIELD TRIPS**

Parents will be notified in advance of field trips and what children will need to bring. A permission slip signed by the parent is required for every child going on a field trip. Class field trips are planned and integrated into the class curriculum and are an important part of the student's school experience. Participation in field trips is mandatory. Exceptions will be made only on a case by case basis.

## **BIRTHDAYS**

On a child's birthday, parents are welcome to bring a special snack for the class. Please notify the teacher of your plans at least one day before the child's birthday.

## **PERSONAL BELONGINGS**

The school provides abundant materials for use in school. At the primary and elementary levels, we ask that toys, games, trading cards and personal belongings that are not directly related to school use be left at home. The teacher may choose to include a sharing day when a special item may be brought to school. Pocket knives are not allowed on school premises at any time.

## **MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

Students with mobile phones must have their devices turned off or muted, and stored in a designated container during school hours.

Ipods, Ipads and other personal electronic devices or toys are not permitted at school, unless required by a teacher for educational purposes.

If an emergency arises during the school day, the school will contact the parent. If a child feels that they need to contact their parent during school hours, they must request permission from their teacher to do so and use a school phone to make the call.

If a Primary or Elementary parent needs to communicate with their child during school hours they will need to call their child's teacher directly.

For Junior High and High school parents, please call the school's main line at 540-297-1662 and leave a message if no answer. For a Junior High or High school immediate emergency please contact the Principal at 540-598-7256.

## **RESPONSIBILITY**

As a condition of your child's attendance at World Community Education Center, you agree to release and hold World Community and World Community Education Center harmless for any injury, loss, delay, damage, costs or expense that students may incur or sustain while at school or on school-sponsored field trips, by reason or in consequences of: (i) any incident beyond World Community Education Center's or World Community's reasonable control, including, but not limited to, acts of God, crimes of violence, acts of war, or government actions and restrictions; (ii) any event directly or indirectly caused by intentional or negligent acts or omissions by any third party.

## **NON-DISCRIMINATION POLICY**

World Community Education Center does not discriminate based on race, religion, creed, gender, or national origin.

## **REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT**

Private schools in Virginia are mandated by law to report any suspicion of child abuse or neglect to the Department of Social Services.

## **PROGRAM STANDARDS**

### **STUDENT CONDUCT**

Students are expected to be respectful of teachers, peers and themselves. Verbal or physical harassment of others cannot be tolerated, and will be dealt with on an individual basis. Teachers do not use physical means for discipline. The preferred methods include

1. Setting clearly defined limits of behavior with consequences for going over the limit, such as removal of privileges or limitation of participation. In extreme cases, the child may be asked to remain at home until they are able to conduct themselves appropriately.
2. Engaging the child in curricula and discussions, which lead to awareness of one's own strengths and challenges.
3. Providing tools for dealing with challenges.

The goal is internalization of the highest human values so that the student behaves from his or her own initiative without excessive external reminders of appropriate and respectful behavior.

### **HONOR SYSTEM**

Honesty and integrity in preparing homework and taking tests is expected. Breaches will be handled on an individual basis.

### **HOMEWORK STANDARDS**

1. Homework is to be handed in on time.
2. Written assignments are to be typed or handwritten neatly with name and date at the top.
3. Extensions may be given by advance arrangement with the teacher.
4. Late homework will affect the student's grade in the class.

### **STUDENT RECORDS**

Report cards are issued twice during the academic year at the end of each semester.

#### **Elementary Grading System:**

- Excellent
- Satisfactory
- Needs improvement

## **Junior High and High School Grading System:**

4.5	A+
4	A
3.75	A-
3.5	B+
3	B
2.75	B-
2.5	C+
2	C
1.75	C-
1	D
0	F

## **SCHOOL RECORDS**

Transcripts, reports, and report cards will be kept on file in the school office. These are confidential and only students, parents, or guardians may obtain copies. Teachers may review records upon request to the principal.

## **PROMOTION POLICY**

Students move on to new levels based on criteria evaluated by teachers and subsequent recommendations.

## **AWARDS, INCENTIVES, CONTESTS AND GLOBAL ACTIVITIES**

Certificates and awards will be presented throughout the year at the discretion of the teacher. Teachers may choose to include participation in local, state, or national contests or activities as part of curriculum enrichment.

## **OPTIONAL RELIGIOUS INSTRUCTION AND PRACTICES**

Religious education classes may be offered as electives. These classes are not required, and other electives are offered in addition. Daily noon prayer is part of the school day for Muslim students. Other students will be supervised at school and may choose an activity during the prayer time.

## **GUIDANCE**

Guidance is provided for SAT and/or ACT preparation and application as well as college and career counseling. College entrance and financial aid applications are the responsibility of the family. If needed, recommendations for special testing or tutoring may be made to the families by the teachers and/or principal.

## **GRADUATION REQUIREMENTS**

Each year, students at the high school level must take English, social studies, science, mathematics, a foreign language, and at least one art, music, crafts, practical life skills, environmental studies, computer programming, journalism, Islamic studies, community service, current events, and/or a second foreign language.

# **FAMILY PARTICIPATION**

## **HOMEWORK HELP GUIDELINES**

Given the high academic standards of WCEC, it is not unusual for a student to need help with homework from time to time. It is important to understand that you will be acting as a tutor rather than a second teacher. This means that you help the child with his or her process, but the child provides the content. In a successful tutoring session, the student will be doing 75% or more of the talking. The following will help you help your child in the most efficient way:

1. Make sure the student understands the assignment or the question.
2. Find out what the student does understand and at what point he or she has become confused.
3. Ask questions to help the student work through the problem.
4. Let the student come up with the ideas. Even if an answer or a word is completely obvious to you, don't say it! If you are supplying the content, you are the only one learning.
5. If the student is not able to grasp the concept without explanation on your part make sure the student can explain it back to you before you finish the session.
6. The pencil is always in the student's hand.
7. If there is something you and your child do not understand in the assignment or the content, please contact the teacher for clarification before 8:30 pm. Leave a message if you cannot speak directly with the teacher.
8. Finish the session with a recap of what was learned (supplied by the student, of course!) and make sure the student knows what the next step is in his or her work.

## **PARENT PARTICIPATION IN SCHOOL PROJECTS**

Parents are a vital element in the education of the children at WCEC. With a variety of professions, skills, and expertise, WCEC parents often provide workshops, class activities, fundraisers, after school programs, and participate in simulations, plays, and school improvement projects. Please do not hesitate to share ideas for any of the above. The variety of experiences you help to provide for our students enriches their education and improves the potential of each child.

## **PARENT OBSERVATION IN THE CLASSROOM**

We have an open-door observation policy. We welcome observation. We would appreciate one day's notice before your visit.

## **PARENT-TEACHER COMMUNICATION**

Parents are encouraged to share important information with your child's main classroom teacher, particularly any changes at home or in the child's life that may have an effect on the school experience. Please avoid using arrival and dismissal times for these conversations as the teacher has other responsibilities at this time which prevent them from giving his or her full attention. Parent-teacher conferences will be held in the fall and the spring of each year and at other times as needed. During the conference, the classroom teacher(s) will discuss the progress of the student, answer any questions, and address any concerns you may have. Teachers and parents work together to arrange a suitable time for the conference.

## **PARENT FEEDBACK POLICY**

A parent who has a grievance involving a teacher, staff member or member of the administration should contact the Principal or supervisor of the staff member via email or text (for HS and JH grievances contact the Principal, for Primary or Elementary contact Judith Larson). If the issue cannot be resolved by the parent, staff member, and supervisor, the parent should notify the Steering Committee in writing. Parents should follow the same procedure if they have a question or suggestion regarding policy or the curriculum at World Community Education Center.

## **FUNDRAISERS AND VOLUNTEERING**

Parents, with the help of the administration, teachers, and students organize two or more fundraising activities a year. The funds raised at these events help pay for field trips, textbooks, supplies, academic enrichment activities, and construction or maintenance projects for the school.

WCEC is able to offer low tuition rates due to active family participation. With as few as 10 volunteer hours per family, per year, parents (plus grandparents, relatives and friends!) can help maintain a quality school environment.

Parents are asked to organize the annual back to school potluck, Fall or Spring Fundraisers, Family work mornings, and parent education activities.