



WASHINGTON LATIN PUBLIC CHARTER SCHOOL

# Family Handbook

## 2010-2011

AS OF 9/1/10

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## Letter from the Head of School

August 2010

Dear Washington Latin Families,

This Family Handbook has been created for you as a resource that will provide you with much basic information about the Washington Latin community, its values and goals, and the more mundane logistics of school life. We hope you will find it helpful and that, in conjunction with the school website ([www.latinpcs.org](http://www.latinpcs.org)) and the weekly electronic bulletin that we send to all families, it will answer many of your questions. Please know that you can always call or email us for further help.

As Washington Latin Public Charter School (WLPCS) begins its fifth year, we look forward to our work with and for you. The school's mission to provide a challenging, classical education that is accessible to all students in the District of Columbia is a noble and worthy goal that guides the curriculum, policies, and community values described in this handbook. As a young school, we are still in the process of creating and implementing policies and procedures for what will be, in just one more year, our 5th to 12th grade school. The faculty and staff take great pride in what has been accomplished thus far and are eager to further this work in the 2010-2011 year.

With best wishes for a rewarding and happy year,



Martha C. Cutts  
Head of School

## **Mission Statement and Purpose**

Washington Latin Public Charter School provides a challenging, classical education that is accessible to students throughout the District of Columbia. *Challenging, classical, and accessible* are key words in the mission of our school. Our talented and caring faculty and staff challenge students with high academic and personal expectations.

Our classical curriculum provides a strong foundation in reading, writing, mathematics science, and critical thinking, and it gives each student an understanding of the basis in history for western democracy. All students take Latin beginning in fifth grade and, in addition, may begin either French or Chinese in eighth grade.

As a charter school we are open to all students who reside in Washington, D.C., and in each year of the school's existence we have had students from each of the city's eight wards. Any student who is eager to learn and willing to work for an excellent education will find our program rewarding and will upon graduation be prepared for work at the college or university level.

We believe that the connections made between adults and students are tremendously important in the growth, success, and happiness of students. To foster those supportive relationships, each student has an advisor or homeroom teacher whose job it is to oversee the progress and development of each young scholar and to work in concert with parents and guardians. Students spend time with these adults each day, and our hope is that students see them, as well as other teachers and coaches, as advocates and adults who want them to be successful and are at the ready to help them as needed.

We also have a Student Support Team that is designed to make sure that the proper support systems are in place not just for students with special needs but for any student who may be faltering.

Washington Latin opened in 2006 with 179 students in grades five through seven; we will add a grade each year and graduate our first class of seniors in June of 2012. Our first location was in Christ Church of Washington at 3855 Massachusetts Avenue, N.W. In 2008 we added our Decatur Campus at 4715 16th St. NW, and in 2009 we opened our Upshur Campus at Saints Constantine and Helen Greek Orthodox Church, where our Middle School is located. In 2010 our Upper School expanded to include classrooms at Simpson-Hamline United Methodist Church at 4501 16th Street NW. Our goal is to have the entire school on one campus by the time we reach our maximum enrollment.

Our school's motto is *Discite, Servaturi!* It means: Learn, those who are about to serve. We educate students for effective citizenship in the hope that they will play a positive, productive, and contributing role in their community as adults.

## **Academics (see Academic Policy Handbook for further details)**

### **“A contemporary classical curriculum”**

Like its older paradigm, the Boston Latin School, Washington Latin Public Charter School seeks to “ground its students in a contemporary classical education” that will prepare them for their future studies and their roles as successful people and citizens in a democracy.

“A contemporary classical education” emphasizes the reality that any curriculum grounded in the classical tradition must hold simultaneously to the timeless truths of the traditions of Greece and Rome, and the timely pressures of life in the 21st century. WLPCS, we stress three fundamental legacies of the classical tradition: education for citizenship in a democracy; the Latin language and the heritage of the Greco-Roman world; and public oratory. We strive to convey these legacies in an environment and culture that includes some of the best of contemporary life: a commitment to a diverse student body and a variety of pedagogies. We aim to use both the ancient methods of repetition and Socratic dialogue, as well as the contemporary innovations of technology and cooperative learning.

### **After-School Program**

Students in grades 5-8 are able to attend the After-School Program. The program runs from about 3:30-4:45 on Monday-Thursday afternoons. Parents are charged \$10 per afternoon of the program. The school year is broken up into three seasons of after-school, which coincide with the three sports seasons available to students in grades 7-10. Various activities are offered such as martial arts, hip-hop, environmental club, tutoring, and study hall, and each activity is offered 1-2 days per week. Individual activities are run by faculty or outside providers. For families that need after-school care on Fridays as well, we will hire someone to supervise students, but this will not be an activity or club. Students sign up for these programs at the beginning of each season through the Coordinators of After-School Programs.

## **Athletics & Physical Education**

### **Athletic Philosophy**

Washington Latin Public Charter School is building a proud tradition in athletics.

At Latin we believe in the value of athletics for the entire student body. Coaches feel the responsibility not only to teach their players the skills and strategy behind the game, but also to instill a respect for the tradition of the game including honorable behavior. Learning to honor the game builds a sense of responsibility and the maturation of moral reasoning. Coaches realize that what they are teaching their players carries far beyond the field into the classroom, into the home and eventually into adulthood. Coaches encourage their players to focus on their level of effort and personal improvement in addition to the final score. Our coaches help student-athletes recognize that mistakes are inevitable and an important part of the learning process. The key to success is being able to rebound from mistakes with renewed determination.

Our coaches are expected to embrace two goals in all athletic endeavors: the first goal is to win, but the second, equally important goal is to teach life lessons through sports. One of the most valuable of these is an understanding of competition. Athletics are seen as an important part of the total learning experience at Washington Latin. Those lessons are invaluable and help in the overall development of an individual. Sportsmanship, commitment, teamwork, competition, cooperation and fair play are learned when students are taught to respect the game—to bring dignity and self-control to the contest, win or lose. Athletic participation also plays an important part in helping each student develop a healthy self-image as well as a healthy body.

At Latin, we believe that all students should have the opportunity to participate in interscholastic athletics during their middle and high school years. There is a place for athletes of all skill levels to represent Latin in athletic competitions. During the Middle School and High School years, participation on an interscholastic team is required during one out of three seasons each year.

Successful school athletic programs depend on a large percentage of student participation. This fact encourages multi-sport athletes. Our coaches will not pressure players to give up other sports in order to secure a winning season in a particular program. Maintaining a culture where positive character traits are developed in our players must come first. When the game is on the line and tensions run high, we will teach our student-athletes invaluable lessons by helping them focus on what is really important.

*This athletic philosophy was adapted from the “Positive Coaching Alliance” vision statement.*

## **Physical Education**

The Washington Latin PCS physical education program is designed to develop and strengthen the physical, social and emotional needs of children participating in athletic, fitness related, and recreational activities. The program encourages students to participate in and enjoy various activities. Each student is introduced to skills and lead-up games to offer a better understanding of a particular activity. Physical education is offered to the 5th and 6th grades, with units of instruction lasting two or three weeks.

It is the primary goal of the physical education program that each child enjoys every activity while participating in a socially comfortable atmosphere. Competition and winning and losing have little emphasis within the parameters of the physical education curriculum. Fair play and good sportsmanship are encouraged and expected in all activities.

Goals of the Washington Latin PCS Physical Education program:

- To develop fundamental and age-appropriate skills.
- To develop physical, social and emotional growth.
- To develop compassion and good sportsmanship.
- To promote responsibility.
- To develop a feeling of enjoyment and self-accomplishment.
- To develop an understanding that winning and losing are not the ultimate end in athletic participation.

### **Physical Education Uniforms**

Each student in 5th and 6th Grade is required to purchase a P.E. uniform at the beginning of the school year. The uniform consists of a grey Latin t-shirt, a pair of cardinal Latin mesh shorts, a grey Latin sweatshirt, and a pair of grey Latin sweatpants. Students must wear the uniform during P.E. class in order to participate. If a uniform is lost, then a new one will need to be purchased.

Students are asked to bring a pair of lace-up sneakers that can be kept in their locker for use in class.

The majority of the Washington Latin Physical Education classes take place outside throughout the school year. Students will be able to wear their jackets, along with a knit winter cap and gloves, or mittens on days that warrant their use. Baseball caps are not permitted.

## **Middle School Athletics**

The Middle School Athletics program provides a competitive, interscholastic activity for students. Each student is required to participate in an athletic activity during one out of the three seasons during the school year. At the start of each season there will be open try-outs for each sport. If cuts are necessary, teams will be divided on the basis of skill level. Cuts, when necessary, will be made to allow for a more positive experience for all of our Middle School participants. All of this will be done with sensitivity, in regard to the process, timing and announcement. There will always be a no-cut sport offered during a season.

The goals of the Middle School Athletics program are:

- To promote physical, social and emotional growth
- To develop physical fitness
- To develop good sportsmanship skills
- To develop a feeling of self-accomplishment
- To develop fundamental team skills and concepts
- To teach our Middle School athletes how to compete and be competitive in preparation for High School athletics at Latin.

Middle School athletics meets after classes on Monday, Wednesday, and Thursday. Most games last from 1 to 1-½ hours. If the students are taking the after-school bus transportation, arrangements will need to be made for alternative transportation on some game days, especially when the games are away. The pickup time for away games will be announced. If parents go to away games, they may take their son/daughter home with them, as long as they inform the coach. A coach will not leave a student at an away game site if the parent is not there. All students will be returned to Latin.

Attendance on a daily basis is required at all practices and games. If a student is required to remain after school for extra instruction with a teacher, then he/she needs to proceed to practice, with a note from the teacher, as soon as extra instruction is completed. Students may not miss athletic participation in order to complete homework.

### **Eligibility and Attendance Requirement for Participation in Latin Middle School Athletics:**

Any student absent from school for three or more periods in any school day is not eligible to participate in any athletic contest or practice that day. Any part of a period beyond two periods counts as the third missed period. This policy is subject to the discretion of the Athletic Director.

Middle School students must maintain a grade point average of C-and have no failing grades in a semester to participate fully in our athletic programs. Grades will be reviewed at the Interim of each quarter and again at the end of each quarter. If a student does not meet the academic criteria, a team that may include the teacher, advisor, student, parents and the learning specialist will meet to determine an improvement plan. This may include meeting with the teacher, or the learning specialist during the sports time period until the academic average is brought up.

Students are required to purchase their uniforms through the school.

### **Athletic Credit/Out of School**

Middle school students may not receive credit for out-of-school activities.

### **Upper School Athletics**

The Athletic Department offers programs that foster the same values of integrity, respect, responsibility and participation that are embodied in the classroom. An experienced coaching staff fosters a positive attitude about learning and challenges our athletes to achieve their highest potential in all aspects of their development. Participation is an integral part of the athletic philosophy at both the Middle and Upper School levels. The Athletic Department feels that all students should have the opportunity to participate in interscholastic athletics at some level during their high school years. The lessons learned from athletic participation are invaluable and help in the overall development of the individual. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic department. Athletic participation plays an important role in helping the individual student develop a healthy self-image, as well as a healthy body. In addition, participation on interscholastic teams adds to school spirit and helps all students and spectators, as well as participants, develop pride in their school.

### **Guidelines for Students who commit to Athletic Teams:**

Once a student has committed to a team after one week of practice or games when school is in session, he or she is required to fulfill his or her obligation for the entire term in order to receive credit.

If, for some reason, a student decides to stop participating in a committed sport or play (or if the student is removed from a team), he or she will not be permitted to join or participate in any other sport or arts production for the duration of the term.

Failure to fulfill his or her first commitment, regardless of the timing (beginning, middle or end of a term), will result in a loss of athletic credit for that season.

The director of athletics will have the final say in determining athletic credit.

Students receive a pass or fail grade that appears on their permanent report cards. A failing grade in physical education is made up after consulting with the principal and the athletic director.

Students with medical concerns must have their situations reviewed by the director of athletics.

### **Attendance Requirement for Participation in Latin High School Athletics**

Participation in Latin Athletics requires school attendance. If a student is absent for no more than two periods with a legitimate excused absence, he or she may participate in athletics on that day. This policy is subject to the discretion of the director of athletics and the dean of students.

### **Transportation**

The school provides transportation for athletic events. Whenever school transportation is provided, students must travel to and from events with their group unless parents have made prior arrangements with the Director of Athletics or Principal. In no case is a student allowed to make his or her own arrangements with a coach.

If parents are in attendance at away games, their son/daughter may ride home with them or with another player's parents with permission. At no time are students to ride home with other students.

### **Athletic Credit/Out of School**

In special circumstances, high school physical education credit may be granted for out-of-school activities for one season only per year, at the discretion of the athletic director.

Occasionally a very talented dancer or horseback rider will receive credit for an off-campus training program, as will an athlete who is competitive at the **national level** in an individual (not team) sport.

The activity must be physical in nature.

Work with a personal trainer does not qualify for credit, nor does participation on a club or AAU team.

The activity time commitment should be commensurate with on-campus athletics activities, which average 8 to 10 hours per week.

The activity must have a qualified coach or instructor.

A request for credit for out-of-school activity must be received no later than one month prior to the start of the corresponding sports season. For a fall request the deadline is August 1, winter is October 1 and spring is February 1.

### **All freshmen are required to participate in a Latin sponsored athletic activity at school.**

Before credit can be granted for approved out-of-school activities, a formal evaluation signed by the coach or instructor must be submitted to the Athletic Department at the end of the season.

Evaluation: Students are evaluated by the directors of the activities in which they participate. Each student is graded on a yearly basis, not by semester, on a pass/fail system based on:

- Meeting the one-athletic requirement.
- Successfully meeting the requirements for their chosen activities as set forth by the directors or coaches. Failures can only be made up after consultation with the principal and athletic director.

### **Participation on Athletic Teams Outside of School**

Many students participate on club/AAU teams outside of school. The Athletic Department strongly encourages the students to get as much experience as possible. Playing on teams outside of school, along with their Latin teams, can be very beneficial but also time consuming. Students and parents need to understand that there are commitments to be met with participation on more than one team. The Athletic Department feels that a student's school commitment must come first and that missing a school practice or game for a club activity is not acceptable.

## **Sportsmanship**

Washington Latin PCS student-athletes are expected to display appropriate conduct and sportsmanship at all times throughout the season.

Consequences for violations of the Sportsmanship Policy:

1. If a student-athlete is ejected from a game, he or she will be suspended from the next interscholastic competition.
2. If a student-athlete is ejected from a second game for unsportsmanlike behavior during the same season, he or she will be suspended from the next two interscholastic competitions.
3. Any player ejected from more than two games for unsportsmanlike behavior during one season will be suspended for the remainder of the season and will lose the opportunity to receive any post-season honors.

The Sportsmanship Policy applies to all student-athletes in cases of two or more ejections in a single season.

### **Expectations of Latin Parents**

When your son/daughter makes a team, you have the right to know what the coach's expectations are for your child. All coaches have different expectations and these should be communicated to the parents. Each coach will communicate these expectations in his/her own way. It may be through a team meeting or through a letter home. As a parent you should know the coach's philosophy. You should be made aware of the coach's expectations not only for your child, but also for the team. You should be made aware of any practices that may occur over vacation periods well in advance of that break. You should also be made aware of any disciplinary action that results in your child being denied participation. Being a parent of an interscholastic athlete can be a very rewarding experience. Parents' participation with their son/daughter can and should be an enjoyable experience. As a parent, be positive and remind your child that it is the effort put forth, not winning, which is most important. Do not let playing time dictate your child's happiness. Make every effort to be supportive when things are not going well for your son/daughter, or for the team.

Be supportive of the coaching staff in front of your son/daughter. If you have concerns to discuss with the coach, please call him/her to arrange an appointment. To reach a coach, call the main school number and leave a voice-mail message with your name and number and the reason for your call. The coach will respond in a timely fashion. If for some reason the coach cannot be reached, contact the Director of Athletics, Richard Bettencourt. Please do not discuss concerns with a coach immediately before, during or after a game or practice.

### **Expectations of Latin Student-Athletes**

Latin's Athletic Department has certain rules and expectations that the student-athlete needs to abide by. Without these rules and guidelines, and the willingness of the student-athletes to abide by them, the quality of our athletic program cannot be maintained. The Athletic Department wants both the students and the parents to understand these expectations and how they apply to all of our athletes.

**Absence Policy:**

Every player must attend every practice and every game (including any league championship(s) and/or post-season tournaments) in order to receive credit. Excused absences from school are also excused absences from athletics. Participation in after school athletics requires school attendance. If a student is absent for no more than two periods with a legitimate excused absence, he or she may participate in after school athletics on that day. This policy is subject to the discretion of the Director of Athletics, the Dean of Students, and the Principal.

There are some programs that either have practices and/or games on Saturdays. It must be understood that Saturdays are a part of some programs, especially varsity ones. Missing practices or games for other club/AAU teams is not considered an excused absence. The Athletic Director must be informed by the coach if a student has been granted leeway with respect to missing weekend or any practices.

If an athlete is injured, he/she must see the Athletic Director. If an athlete has an injury that requires rehabilitation, then this needs to be worked out with a trainer and coach. If the trainer wants the athlete to work with him during practice hours, then the athlete is required to attend. If an athlete is unable to begin rehab right away, then the athlete is expected to attend practice and observe unless the coach gives permission for the absence.

Only the following are considered excused absences:

- Documented illness
- Religious observance
- Family emergency or event (i.e. wedding, funeral, birth)

The Athletic Department asks that the coaches be notified as soon as possible if an unexpected absence is going to occur. Notification after the absence will not be excused.

Attendance for all practices, games, and post-season tournaments/meets is mandatory in order to receive athletic credit. Failure to meet any of the requirements set forth by the coaches will result in a failing grade for athletics for the season and possibly the year.

**Athletic Team Commitment:**

Once a student has committed to a team after one week of practice or games when school is in session, he or she is required to fulfill his or her obligation for the entire term in order to receive credit.

If, for some reason, a student decides to stop participating on a team, or the student is thrown off of a team, then he or she will not be permitted to join or participate in any other sport for the duration of that season.

Failure to fulfill his or her commitment, regardless of the timing (beginning, middle or end of the term), will result in a loss of athletic credit for the term.

The Directors of Athletics will have the final say in determining athletic credit.

## **General Athletic Information**

### **Player Eligibility:**

- No post-graduates
- Cannot play in both a varsity and junior varsity game on the same day.
- Cannot play varsity for more than four years. (This includes years played at other schools if the athlete is a transfer.) Dressing for varsity competition is the same as playing.
- Each Middle School athlete will participate in only one sport per season.

### **Practice and Game Times:**

#### **Middle School:**

All practices are scheduled on Monday, Wednesday, and Thursday. Under special circumstances an extra practice may be scheduled by the coach. The coach will inform all of the families and this special practice cannot be mandatory in any way. All games are noted on the schedule. If a student takes school provided transportation and it is a game day, the parents will have to work out transportation for their son/daughter in order to have them participate in the game. All students are expected to play in all games of the teams that they participate on.

#### **High School:**

All High School practices begin at 3:30 during the fall and spring (unless otherwise noted). All Varsity practices during the fall and spring will end by 6pm and JV practices will be over by 5:30pm. Winter practices vary depending on the activity and it is the coaches' responsibility to inform all parents of the practice schedules.

#### **Team Practices During Vacations:**

Most, if not all, of the Varsity teams, and some JV teams, practice during vacations. The level of commitment on a varsity team requires that the athlete participate in these practices during vacations. Families of varsity athletes need to understand that in order for our teams to be competitive, formal mandatory practices will and do take place during vacations. If you are the parent of a varsity athlete, plan on your son/daughter having to participate in these practices. If your son/daughter cannot attend these mandatory practices, then it has to be understood that there may be consequences for failure to attend. Consequences vary and are handled by each individual coach. If there are special circumstances concerning a student, then the parents need to inform the coach as soon as possible.

#### **Early Dismissals for Games:**

Early dismissal for games happens throughout the course of the year. The Athletic Department tries to avoid scheduling games before 4:00 p.m. When we travel to visiting schools, there are times when the students are dismissed from classes early. We ask the students to let their teachers know when they have to leave early. Students are also responsible for all of their assignments that they miss. It is the student's responsibility to make sure they inform their teachers of an early dismissal.

#### **Game/Practice Cancellations:**

In the case of inclement weather, games may have to be rescheduled. For the Middle School games, a decision is made as close to departure time as possible. This may mean that a decision is not made until

1:30 p.m. For high school games, decisions are made between 2:30 and 3:30 p.m., depending on whether it is a home or away contest. All game day changes are posted on the athletic page on Latin's web site and also at the main phone number.

**Athletic Department Contacts:**

Director of Athletics: Richard Bettencourt – rbettencourt@latinpcs.org

**Injuries:**

If a serious injury occurs during a practice or game, the coach, or Athletic Director, will contact parents immediately. If the injury is serious enough that medical attention by a doctor is required, parents will be notified as to the location your son/daughter will be taken.

If the injury is serious enough that your son/daughter will be unable to participate, then in order to return to athletic participation, a note from the attending physician is required.

**Team Uniforms and Equipment Purchases:**

Middle School students are required to purchase their uniforms through the school. Most Upper School athletes do not have to purchase their uniforms. If a student is issued any equipment/uniforms and an item is lost, then the student will be billed for that item. The cost of replacing a single uniform item can be very expensive, so we hope that the students will make every effort to return all uniform pieces.

Some teams place orders for team items such as sweatshirts, jackets, etc. These are items that are not mandatory for participation and purchased as an extra item by the athlete.

**Code Red Policy:**

A Code Red Day occurs when the temperature exceeds 100 degrees and the air quality is deemed unhealthy. The Athletic Director will be responsible for informing the coaches if there is a Code Red Day. If Code Red Days occur during pre-season practices, practice will be held early in the morning and later in the day to avoid the hottest part of the day. Practices times will also be shortened. Athletes will be kept well hydrated and will be monitored carefully by the coaching staff for any signs of distress.

**Lightning Policy:**

The officials or the head coach in charge at the first sign of lightning will suspend any game or practice in session immediately. All players and fans must leave the field immediately. No contest or practice will resume until 30 minutes have elapsed since the last sign of lightning or thunder. Officials will always have the final word on the continuation of the game.

**Permission to Participate/Consent to Treatment Forms:**

Each student-athlete must have a Permission to Participate/Consent to Treatment form into the school by August 31. Without this form on file in the Athletic Department, your son/daughter will be unable to participate in athletics. This form lists the student's medical history, the family physician, whom to contact in case of emergency if neither parent can be found, and also allows the attending physician to treat your son/daughter in case of an emergency. These forms are carried with the coaches when teams travel to away games. At no time may a student practice, compete, or travel without these completed forms on file.

## **Athletic Eligibility Criteria**

### **High School Student-Athletes**

Participation in athletics at Latin is both a privilege and a responsibility. As members of a Latin athletic team, student-athletes are expected to make a personal commitment to represent Latin in an exemplary fashion and to follow rules of training and conduct necessary to maintain strong, healthy minds and bodies. Because student-athletes are in a highly visible position requiring leadership and responsibility, they will be held to a higher accountability of conduct and behavior than students who choose not to participate in interscholastic athletics. Athletic consequences, therefore, will be implemented in addition to any recommended by the Dean of Students.

The following rules apply to all students participating in interscholastic athletic activities or attending team-related activities, including out-of-season camps or tournaments. These rules apply at all times throughout the school year, beginning with pre-season tryouts, extending to the last day of school, and including any summer team-related activities.

Loss of athletic eligibility applies to games only. For the purposes of this eligibility policy, a game is defined as a single interscholastic contest, match, or meet. Student-athletes will be expected to practice with their team during the period of suspension. If the loss of athletic eligibility occurs prior to the final game of the season, the student-athlete will be suspended for the subsequent week (one or two regular season games) of the current season of play. If the loss of athletic eligibility occurs during or after the final game of the season, the student-athlete will be suspended for the first full week (one or two regular season games) of the next season of play, whether in the same school year or the following school year. If the loss of athletic eligibility occurs during the final game of one's senior season, the student-athlete will be required to serve community service or other assigned activities as determined by the athletic director and/or the dean of students.

### **Drugs, Alcohol and Tobacco:**

Student-athletes shall not use or possess tobacco products, drugs, alcohol or performance enhancing drugs such as steroids, whether it occurs on or off of school property or at a Latin school function.

Consequences for violations of the Drug, Alcohol, and Tobacco Policy:

1st Offense:

- The student-athlete will be suspended from interscholastic competition for one week. (one or two games)
- The student-athlete will lose any leadership position on the team for the remainder of the season.

2nd Offense:

- The student-athlete will be dismissed from interscholastic competition for the remainder of the season.
- The student-athlete will be required to attend substance abuse counseling as recommended by the school.

### **Academic Eligibility for Upper School Students:**

Student-athletes must maintain a cumulative average of C- and have no failing grades in a marking period. Grades will be reviewed after the official submission to the upper school office at each interim and again at the end of each quarter, a total of eight times each year. All student suspensions will be initiated on the day that grades are reviewed.

Consequences for violations of the Academic Eligibility Policy:

- The student-athlete will initially be suspended from interscholastic competition for one week. (one or two games)
- The student-athlete's academic performance will be reassessed after one week and will be based on grades, effort, teacher comments, and other necessary indicators of progress. Students will become eligible as soon as teachers report that the student is successfully passing all classes or when they have demonstrated through effort grades and teacher comments progress towards improving his/her overall performance.

### **Academic Eligibility and Attendance Requirement for Participation in Middle School Sports:**

Any student absent from school for three or more periods in any school day is not eligible to participate in any athletic contest, practice, student activity or program that day. Any part of a period beyond two periods counts as the third missed period. This policy is subject to the discretion of the Middle School principal and the athletic director.

Middle School students must maintain an average of C- and have no failing grades in a semester to participate fully in our athletic programs. Grades will be reviewed at the interim and again at the end of each quarter. If a student does not meet the academic criteria, the teacher, advisor, student, parents and the learning specialist will meet to determine an improvement plan. This may include meeting with the teacher or learning specialist, during the sports time period until the academic average is brought up.

### **College Athletics**

Some student-athletes have a goal to participate in athletics at a collegiate level. The Washington Latin PCS Athletic Department and staff are very willing to help student-athletes pursue this goal. To this end, we offer several important tips.

- Communication with the coach is imperative. Student-athletes who have a strong desire to compete at the collegiate level should schedule an appointment with their coach to discuss this important decision.
- The driving force behind college selection should ultimately be the academic fit. Athletic opportunities are important, yet secondary to academic fit and opportunities.
- Coaches and student-athletes should work in conjunction with the college counselor to develop a 'reality' list of potential college choices.
- The student-athlete should create a resume that represents their overall high school experience and highlights athletic accomplishments. Coaches and counselors are available to assist if need be. The resume should be reviewed with their coach and college counselor.
- The student-athlete should create a letter of interest to be sent, along with the resume, to the coaches at the respective colleges. This letter should be reviewed with the coach and counselor before finalizing and mailing it.
- The student-athlete should meet with the college counselor, Athletic Director, to discuss the

process for registering with the NCAA Clearinghouse. The counselor will also share with you the key resource material from the NCAA. (NCAA Guide for the College-Bound Student-Athlete).

The NCAA home page is [www.ncaa.org](http://www.ncaa.org)

### **Making Sure You Are Eligible to Participate in College Sports**

#### Division I and Division II

Complete information from the NCAA for the College-Bound Student-Athlete is available from their Web site.

#### Division III

Division III does not use the NCAA Initial-Eligibility Clearinghouse. Contact your Division III college regarding its policies on financial aid, practice and competition.

## **Board of Governors**

### **The Corporation**

The School's legal name is **The Corporation of the Washington Latin Public Charter School**. The School is a not-for-profit entity incorporated under the *District of Columbia Not-for-Profit Corporation Act*. WLPCS operates under a public charter granted by the DC Public Charter School Board.

### **The Board**

The establishment of effective and accountable Board governance ensures that Latin is a mission-driven, viable and sustainable operating entity. The Corporation is composed of as many as (15) voting members – called “governors.” The School's Board operates under by-laws and written policies that are available to the public upon request. The Board of Governors is a local board that meets all the statutory requirements of the District of Columbia.

#### *The Washington Latin Public Charter School Board of Governors 2010-2011*

Colleen Delaney Eubanks, CAE, *President*  
Executive Director, National Child Support Enforcement Association  
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## Community Service

Community service is an integral part of the Washington Latin experience. We, like all other District of Columbia Public and Charter Schools, require one hundred (100) hours of service in order for students to graduate from high school. Our program provides students with a variety of service opportunities. Geometry and Physical Education teacher Robby Walsh ([rwalsh@latinpcs.org](mailto:rwalsh@latinpcs.org)) is the Coordinator of our Community Service Program.

Students may find it more convenient to do some or all of their community service work over the summer. Hours served after the last day of school for eighth graders may be used to fulfill the graduation requirement. The School provides students with a list of approved organizations at which they may work. This list gives a brief description of the organization, its address and phone number, and the name of a contact person if you have questions. **Each time a student works, he or she must get the signature of someone at the organization confirming the date and the amount of time worked.**

Students who wish to work at an agency other than those on the list provided by the school must submit a *COMMUNITY SERVICE PROPOSAL FORM* and must have the agency approved by a school administrator **prior** to starting the service work in order to be assured that the hours served will be counted toward the school's requirement for graduation.

Students must submit a *COMMUNITY SERVICE EVALUATION FORM* signed by a supervisor in order to have the hours count toward the graduation requirement.

Students who have the opportunity to work somewhere once should complete a *ONE-TIME PLACEMENT FORM*.

### Washington Latin PCS Approved Opportunities for Community Service Hours

Capital Area Food Bank

Type: Food/Hunger

Website: [www.capitalfoodbank.org](http://www.capitalfoodbank.org)

Contact: Oye Omorogbe

Email: [volunteer@cfoodbank.org](mailto:volunteer@cfoodbank.org)

Description: Volunteers will generally be used for sorting, storing, and packing food. An adult must accompany 12-16 year olds.

DC Central Kitchen

Type: Food/Hunger

Website: [www.dccentralkitchen.org](http://www.dccentralkitchen.org)

Email: [cparhan@dccentralkitchen.org](mailto:cparhan@dccentralkitchen.org)

Phone: 202-234-0707

Description: Students can help with a morning or evening meal production shift. Students can help process food, such as local produce, to be used in the next day's meals.

#### Lighthouse for the Blind

Type: Children

Website: [www.clb.org](http://www.clb.org)

Contact: Jocelyn Hunter

Email: [jhunter@clb.org](mailto:jhunter@clb.org)

Description: Students will help with Camp Lighthouse on June 22-26. This camp relies heavily on volunteer counselors to give one-on-one support to the campers. Volunteers assist campers with recreational activities such as swimming, arts & crafts, computer instruction, and field trips.

#### Latino Student Fund

Type: Children

Website: [www.latinstudentfund.org](http://www.latinstudentfund.org)

Contact: Sara Shuman

Email: [sshuman@latinostudentfund.org](mailto:sshuman@latinostudentfund.org)

Description: Students would help with elementary and middle school programs. They would be asked to commit to help for about 4 hours a week for a series of consecutive weeks.

#### Martha's Table

Type: General

Website: [www.marthastable.org](http://www.marthastable.org)

Contact: Crystal White

Email: [cwhite@marthastable.org](mailto:cwhite@marthastable.org)

Phone: 202-328-6608

Description: There are numerous volunteer opportunities to fit every type of volunteer. Martha's Table's mission is to help at-risk children; youth, families and individuals in our community improve their lives by providing educational programs, food, clothing, and enrichment opportunities.

#### Hands on DC

Type: Handy work/building rehabilitation

Website: <http://www.handsondc.org/>

Email: [volunteer@handsondc.org](mailto:volunteer@handsondc.org)

Phone: 202-667-5808

Description: Hands on DC is an all-volunteer, nonprofit organization that organizes projects to improve the physical condition of Washington, DC public schools. Students visit schools in need of cleaning, painting, yard work, playground building etc.

#### KidPowerDC

Type: Children

Website: <http://www.kidpowerdc.org/>

Email: [info@kidpowerdc.org](mailto:info@kidpowerdc.org)

Phone: 202-383-4543

Description: Kid Power needs volunteers to help tutor kids, participate with youth in a service project, and help out with special events.

#### S.O.M.E (So Others Might Eat)

Type: General/Food/Hunger

Website: [www.some.org](http://www.some.org)

Email: [web@some.org](mailto:web@some.org)

Phone: 202-265-3849

Description: S.O.M.E. needs volunteers in many areas including helping to cook and serving food, tutoring children, and sharing their gifts in a variety of ways.

Zacchaeus Soup Kitchen

Type: Food/Hunger

Phone: 202-393-9144

Description: Help prepare and serve lunch to the homeless between 9:30 and 11:30 AM.

Washington Parks and People

Type: Park Rehabilitation

Website: <http://www.washingtonparks.net>

Phone: 202-462-7275

Description: Clean-up and revitalization projects in local parks and communities (playgrounds, community gardens, etc.)

# COMMUNITY SERVICE PROPOSAL FORM

Student's Name: \_\_\_\_\_ Class of \_\_\_\_\_

Agency Name: \_\_\_\_\_ Phone \_\_\_\_\_

Agency Address: \_\_\_\_\_  
*Street City State Zip*

Agency Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Is there an in-service training program?  Yes  No

If yes, please give dates, time, and location: \_\_\_\_\_

Proposed volunteer activity and duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I agree to complete the Community Service Project as outlined above. If, for any reason, I cannot fulfill my commitment, I will notify both my job supervisor and the Community Service Coordinator immediately.

\_\_\_\_\_  
*Student's Signature*

### To be completed by Agency Supervisor

I have reviewed the above proposal and agree to supervise this student's training and service while he/she completes his/her Community Service Project. I understand that the school should be notified of any accident of problem involving the student while working on the project. In addition, I agree to write an evaluation of his/her performance at the close of his/her project.

\_\_\_\_\_  
*Supervisor's Signature*

### To be completed by Parent of Guardian

I have read and understood the community service project guidelines and my child has my permission to undertake the above named Community Service Project. I understand that he/she is responsible for his/her own transportation to and from the project site.

\_\_\_\_\_  
*Parent Signature*

### Community Service Project Approval

The above named Community Service project has met all project guidelines.

\_\_\_\_\_  
**Director of Community Service**

\_\_\_\_\_  
**Date**

# COMMUNITY SERVICE EVALUATION FORM

**Students must return this form to the Director of Community Service within two weeks of the completion of the community service project or, for a summer placement, by the second week of school in September.**

Student's Name: \_\_\_\_\_ Class of \_\_\_\_\_

Agency Name: \_\_\_\_\_ Phone \_\_\_\_\_

Agency Address: \_\_\_\_\_  
*Street City State Zip*

Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_ Hours completed: \_\_\_\_\_

Describe the activities and duties of your service: \_\_\_\_\_  
\_\_\_\_\_

How do you feel you contributed to the community which you served? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was special or memorable about your service? [Please be specific – perhaps a special incident, person, day]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How was this experience beneficial in terms of your personal growth and understanding of others?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**ONE-TIME PLACEMENT FORM**

STATEMENT OF COMMUNITY SERVICE HOURS

One Time Only Placement

Student's Name: \_\_\_\_\_ Class  
of \_\_\_\_\_

Event:

\_\_\_\_\_

Date of Project: \_\_\_\_\_

Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Hours: \_\_\_\_\_

Student's Signature:

\_\_\_\_\_  
Event Supervisor's Signature:

\_\_\_\_\_

## Communication

Effective communication between school and home is important to the success of a student's educational experience. At WLPCS we work hard to provide parents and students with the information they need to meet the School's expectations. The following means of communication are important tools of which parents need to be aware. First and foremost, we need accurate contact information, so that we can be assured of reaching parents, especially in the case of an emergency. **PLEASE BE SURE TO INFORM THE SCHOOL IF YOUR CONTACT INFORMATION CHANGES DURING THE YEAR.**

Website: The School posts a great deal of information on its website ([www.latinpcs.org](http://www.latinpcs.org)). You are encouraged to familiarize yourself with the site so that you can access the information easily. For instance, the academic calendar and weekly newsletters are posted on the website for your reference.

Legenda: The weekly newsletter is posted each Thursday afternoon, and an email with a link to the site is sent to families alerting them of the posting. We are happy to provide families without access to the Internet a hard copy each week. If you are not receiving this newsletter, please call us and let us know.

Email: Parents may email teachers, and teachers make every effort to respond within 24 hours. Obviously the first priority of teachers during the day is to their students and their scheduled responsibilities.

Phone: While our goal is to have your phone calls answered in person, sometimes you will need to leave a message. Please include a number at which you can be reached, so that we can respond more quickly. Teachers do not have phones in their rooms; all calls to the School go through the main office of each campus.

AlertNow: In the case of important, time-sensitive information, we use AlertNow, a system that allows us to email and call all parents almost simultaneously. We make every effort to use this system judiciously.

## Faculty & Staff

To reach any member of the administrative staff or faculty, please follow the convention: First Initial Lastname@LatinPCS.org (no spaces; capitalization optional). Thus the e-mail address of Jane Smith would be [jsmith@latinpcs.org](mailto:jsmith@latinpcs.org).

<b>Staff Member</b>	<b>Job Title</b>
Charlotte Abney	MS Science
Meagan Alderton	Director of Special Education
Michael Allen	US History
Howard Alpert	US Science
Audrey Bastian	Arabic
Sarah Bellemare	MS/US Chinese
Richard Bettencourt	Director of Athletics, PE
Matthew Boyd	US Dean of Students, US History
Rachel Breitman	MS/US English
Tyler Burke	MS Geography
Jillian Busath	MS Mathematics
Phillip Castle	Special Education
Joelle Chall	MS Math
Kate Chieco	Safe Schools Coordinator & Counselor
Jamaal Clark	US Campus Dean, IT
Bill Clausen	US Latin
Kimberly Cockrell	Director of Assessment and Professional Development
Kenyetta Cook	MS Registrar, Assistant to MS Director
Martha Cutts	Head of School
Nathan Day	MS English
Teresa Dobler	MS Science
Ebony Dorsey	MS Latin; Coordinator of MS After-School Program
Albert Edmundson	Receptionist/Upshur Campus
Brandon Edwards	Assistant MS Dean of Students
Courtney Farrell	MS Latin
Elias Figueroa	Facilities
Peter Findler	US History
Lora Golann	MS Science
Greg Goles	US Math
David Green	MS History
Joseph Green	MS English, Physical Education
Michelle Guthrie	Receptionist/Decatur Campus
Thomas Hagerty	MS History
Megan Hannon	US Science
Cheryl Haywood	MS English
Carl Hultgren	MS English
Patricia Kolb	Director of Middle School
Dorian Lamb	US Science
Samuel Leonard	US English
Carl Lyon	MS French
Gabriel Malone	US Latin
Lisa Marik	ELL, US English
Corey Martin	US Latin

David McCoy	MS Dean of Students
Matthew Moore	MS Latin
Bill Murray	Development Consultant
Amandine Nélaton	US French
Melissa Nevola	MS/US Music/Math
Cameron Osborn	MS Latin
Lisa Pegram	Creative Writing
Tricia Parker	School Psychologist
Steve Percy	Director of Finance
Damión Perkins	MS Drama
Emily Raskin	Assistant Director of Upper School, US Math
Mark Reed	US History
Ana Rivera	Food Services Coordinator
Vilma Rivera	Food Services Assistant
Khashiffa Roberts	Special Education
Matthew Salomon	MS Music
Valerie Schumann	US Registrar/ Admin. Ass't to Dir. Of US and US Dean of Students
Neelam Sharma	MS Math
Diana Smith	Assistant Head for Academics/Director of US
Kristin Stephens	MS Art
Mercii Thomas	Business Office Associate
Lauren Thompson	MS Science, Coordinator of MS After-School Program
Jason Vanterpool	Assistant US Dean of Students
Tanya Wagstaffe	MS English
Lucy Wakiaga	MS Civics
Robert Walsh	MS/US Math, P.E. Teacher
Kathryn Wilkerson	MS Math
Crystal Williams	Director of Student Recruitment; Parent Liaison

## **Parent Association**

The Parent Association is an active community of Latin parents. All WLPCS parents and guardians are automatically members of the Parent Association. Our goal is to promote communication among parents and between home and the School, to enhance the educational experience of our children, and to strengthen the school community.

The PA organizes volunteer activities within the School. Events such as the Book Fair at Politics and Prose, Teacher Appreciation Lunches, grade specific parties and fundraisers are some of the activities planned by the Parent Association officers and parent volunteers. Volunteering can be an especially rewarding experience for new parents. The best way to learn about your child's activities at school is to volunteer. As a volunteer at school you will meet other parents and experience the school and teachers yourself. Volunteering will give you a good insight into the way the school works.

The Parent Association has many opportunities for parents to volunteer their time, expertise and energy. Come join the fun! It's a great way to meet other parents and find out more about the Parent Association and Washington Latin.

The Parent Association has its own website: [www.latinpa.org](http://www.latinpa.org). We hope you will familiarize yourself with the site and find it a helpful resource.

## **Parent-School Covenant**

Working in partnership with parents is important to us and in our view best serves our students. The covenant that follows describes our goals for this working relationship.

### ***Parent-School Covenant, 2010-2011 School Year***

The Parent School Covenant is founded on the belief that parents and school must establish and maintain a partnership in all aspects of school life, but most especially in the education of the students. This Covenant is a binding effort designed to strengthen the relationship between parents and the school as well as between parents and their children.

#### **What Parents can expect from the School:**

1. Parents can expect that the school will strive to maintain a safe, secure, and welcoming environment for their children and that it will react vigorously to any rumors or report of danger or threats of danger.
2. Parents can expect regular communications about their children from the school: term reports, interim reports, other “early warning” messages, including voice mails and/or e-mails.
3. Parents can expect a regularly scheduled conference with faculty and, when warranted, other special conferences and meetings. Parents can expect assessments of their children, thoughtfully and carefully presented in writing and in person.
4. Parents can expect to be informed immediately if there is a serious disciplinary infraction involving their children.
5. Parents can expect timely notification if a child is encountering academic difficulties, and parents will be kept informed of follow-up plans, actions, and strategies.
6. Parents can expect that the school will model civility in all its student/parent contacts.

#### **What the School can expect from Parents:**

1. The school can expect that parents will support, encourage and help order the lives of their children.
2. The school can expect that parents will model civility and integrity for their children; that parents will listen to, supervise, and hold their children accountable with consequences for inappropriate behavior.
3. The school can expect that parents will support and endorse the philosophy and mission of our school, that they will attend school events and activities, including parent conferences; and that parents will support and take part in the activities and work of the Parent Association.
4. The school can expect parents to register dissatisfactions and complaints in a responsible and fair way; to understand the structure of operations and management at the school; to use proper channels\*; to give everyone the benefit of the doubt before judgment; and to seek a collaborative solution to problems.
5. The school can expect that parents and students will model civility in all contact with the school.

- \*1. Individual teacher, advisor, or coach  
2. Department Chair (where appropriate)  
3. Assistant Head  
4. Head  
5. Board President (only in extreme situations, and not as an appeals court)

## **LUNCH**

Hot lunches are provided each day. Free and reduced price lunches are available. Applications guidelines and forms are available in each campus office.

Packed lunches for students are acceptable. Parents are prohibited from providing fast food lunches for students. Packed lunches must require no preparation. Microwave lunches are not permissible. Soda and caffeinated drinks are prohibited.

## **TRANSPORTATION**

The School is committed to making a Washington Latin education accessible to students throughout the District of Columbia and therefore arranges for bus service from Union Station and Tenleytown Metro. In the afternoon there is a bus at dismissal time and again after sports and the after-school program. Parents pay for this service to help defray the cost. Details about cost and times are available in the office or from Steve Percy, Director of Finance at (spearcy@latinpcs.org)

## **MEDICATION DISTRIBUTION**

If a student must take prescribed medication, a note from a doctor authorizing the school to administer the medicine is required. As a general rule, the school will only distribute one medication per student per day. In addition, the parent must provide a consent form to permit office personnel to administer the medication. All such medication must remain in the school office along with frequency and dosage instructions. It is the parent's responsibility to immediately notify the school if the child has any allergies or medical problem of a continuing nature. In addition, the parent must notify the school of potential side effects of all prescribed medications.

## **POLICY ON HEAD LICE**

Head lice continues to be one of the most prevalent communicable childhood diseases among children, and outbreaks are possible whenever and wherever children gather. Screen your child regularly and notify us immediately if head lice or their nits (lice eggs) are detected. (We welcome the opportunity to teach those of you who do not know how to check your child for head lice).

Please read the attachment from the CDC (Centers for Disease Control and Prevention) for information about screening and treatment. The most important part of the treatment is getting rid of all the eggs or "nits" in the hair, washing clothing and bedding, and vacuuming floors and furniture and killing the lice themselves with any of the many lice shampoos available. Then you **MUST** continue to monitor your child and all family members.

With this in mind, The Washington Latin Public Charter School has adopted a NO NIT policy concerning lice. Students who have head lice will not be admitted to school until all the nits have been combed out with a lice comb (sold with the lice medication kits). Using the shampoo alone only kills the nymph and adult lice and has no effect on the eggs. Any student with nits at school will be removed from class and will not be able to attend school again until there are no more nits in her/his hair.

Working together helps protect all of the children, including your own. Thank you for your cooperation.

[http://www.cdc.gov/ncidod/dpd/parasites/lice/2005\\_PDF\\_Head\\_Lice.pdf](http://www.cdc.gov/ncidod/dpd/parasites/lice/2005_PDF_Head_Lice.pdf)

[http://www.cdc.gov/ncidod/dpd/parasites/lice/2005\\_PDF\\_Treating\\_Head\\_Lice.pdf](http://www.cdc.gov/ncidod/dpd/parasites/lice/2005_PDF_Treating_Head_Lice.pdf)

## **CARE OF EQUIPMENT AND BOOKS**

Use of school equipment, materials, and books will result in normal wear. Students and parents will be held financially responsible for school furniture, equipment (including computers and associated materials) and other school property such as books and desks that are deliberately or carelessly defaced, marred, or damaged. Books, workbooks, furniture, or equipment that are lost, damaged, or destroyed must be paid for and reimbursement received before the end of the school year.

Students will be charged for library books that are not returned by the end of the academic year.

## Code of Conduct

### ATTENDANCE

Attendance will be taken in homeroom and in each academic class. (The school will call parents if their child is absent from school without explanation). Please make sure that the School has accurate contact information, so that we can reach you if necessary.

#### School Hours:

Middle School (Upshur) - 8:00 a.m. – 3:15 p.m.

Upper School (Decatur/Allison) – 8:10 a.m. – 3:30 p.m.

Students are expected to be present in their homeroom/advisory by the official start of the school day: 8:00 a.m. at the Middle School and 8:10 a.m. at the Upper School. The School reserves the right to take disciplinary action in the case of repeated or habitual lateness as this negatively affects a student's ability to be successful academically and also disrupts the learning environment for others.

#### Tardiness

Students not in their homeroom/advisory at the assigned time are marked absent and must sign in at the main office. In a weather or transportation emergency, the Director of School will excuse tardiness for that morning. Tardiness will be excused only in extreme circumstances; otherwise **tardiness is considered unexcused.**

Any student who is tardy after 11:00 A.M or leaves before 11:00 A.M. and does not return is absent for the day.

#### Tardy Procedures

1. Tardy students must enter and sign in at the main office. Students will be informed of impending start of day 5 minutes prior to the official start of school. Students who are not in their homerooms by the official starting time are tardy.
2. Any student arriving more than 45 minutes after the start of the school day must have a note from a parent or guardian explaining the tardiness. The note must contain a telephone number at which the parent or guardian can be reached, and it must be brought to the tardy desk or guidance office for verification. **The note does not excuse the tardiness.**
3. If a pattern of tardiness begins to develop, a letter will be sent home to the parent. If the tardiness continues, a parental conference will be necessary.
4. Class work missed due to unexcused tardiness cannot be made up.
5. Bypassing the tardy desk will result in disciplinary action.
6. A tardy student must report to class within five minutes of the recorded time.
7. Tardiness is cumulative for each term and for the school year. The number of minutes and hours will be added. Whenever a student exceeds a total of 3 hours 15 minutes tardy, that student will be charged with a day of **unexcused** absence.

Failure to comply with the tardy policy will be treated as a very serious matter. Extreme cases can result in referral to juvenile court authorities, referral to Child and Family Services Agency, and could affect promotion to the next grade.

## **Early Dismissal**

Students must be present for four hours of school for participation in extra curricular activities (e.g. school sports, dances, etc.)

Students required to leave school before regular dismissal for reasons other than illness must bring a note from their parent or guardian indicating the following:

- the time they will be picked up
- the reason for the early dismissal
- the method by which the student will be departing school to include the name and relationship of the person responsible for picking up the student if that person is other than the parent/guardian.

The responsible adult will meet the student in the school office at the designated time. In the event a student is directed to take an alternate form of transportation, the student will not be released until the designated time.

Please schedule non-emergency and doctor's appointments after school. Excessive requests for early dismissal will be treated in the same manner as excessive tardiness. Whenever a student exceeds a total of 4 hours of early dismissal time, that student will be charged with a day of absence.

Illness - A child leaving school because he/she is sick must be signed out through the school office.

If a student misses school due to a contagious disease (e.g. chicken pox) or other extended illness, a written notice from a physician must clear the student to return to school. **A student missing more than 30 days of class work may jeopardize promotion to the next grade.**

## **Absenteeism**

Students enrolled at Washington Latin PCS are expected to be at school every day unless an individual is ill or if there is a legitimate family emergency. Students who are not in school fall behind their classmates and must work extra hard to make up outstanding assignments. Parents can help the school by encouraging regular attendance.

If a student fails to attend school, he or she will be marked absent for that day.

Field trips and class trips are considered an extension of the classroom curriculum, and students who choose not to attend will be counted absent.

## **Procedure for Reporting Absence**

Parents or guardians are responsible for calling the school within 45 minutes of the start of the school day when their students will be absent. The school will make a reasonable attempt to contact parents or guardians when students are absent and the school has not been notified in advance. Failure to call within the allotted time can result in the absence being recorded as unexcused.

A child returning to school following an absence must present a written, dated, and signed notice from the parent or guardian to the office on the day of return. This notice must state the reason for the absence. Failure to provide a written excuse will result in the absence being recorded as unexcused.

### **Excused Absences**

Excused absences are granted only for the following reasons:

- Personal illness
- Illness in immediate family
- Bereavement of immediate family member
- Verified doctor appointments

Religious holidays - Religious holidays will not be counted as absences. Parents must send written notification to the main office if the student will be absent due to observance of a religious holiday.

Request for extended absence - Parents are requested to notify the appropriate head of campus in writing when their child will miss school for an extended vacation. Extended vacation days are **unexcused absences**. Parents should give at least two weeks' notice when requesting advance work.

Please note that the school does not encourage this practice or habit because it detracts from the educational process.

### **Truancy (Unexcused Absences)**

*In accordance with the Office of the Superintendent of Education (OSSE), the following statements reflect final rulings regarding school attendance and truancy. In order to comply with the "Final Rulemaking", Washington Latin Public Charter School (WLPCS) will adhere to the following policies and procedures:*

Each school-age child who resides in the District of Columbia is required to attend a public, independent, private, or parochial school or otherwise receive a thorough and regular education through private instruction pursuant to rules established by the OSSE.

WLPCS will implement specific protocol for absenteeism that focuses on prevention of unexcused absences, also referred to as truancy, including academic and behavioral interventions to address the needs of students and shall include without limitation the following:

- In the event a student acquires an unexcused absence, WLPCS staff will contact a parent/guardian within 24 hours via phone or email to inform the parent/guardian of the absence.
- Upon the accumulation of three (3) unexcused absences within a quarter, WLPCS will mail the parent/guardian an official letter reminding the family of the possible consequences of continued absences including intervention, reporting to Child and Family Services Agency (CFSA), and possible retention to the current grade.
- A referral process whereby within two (2) school days after a student has accumulated five (5) or more unexcused absences in one quarter the student shall be referred to a school-based student support team which will meet within two days of the referral and regularly thereafter to:

1. Review and address the student's attendance and related issues;
  2. Communicate and/or collaborate with the parents or guardian;
  3. Provide timely response to the student's truant behavior;
  4. Make recommendations for academic, diagnostic, or social work services;
  5. Use school and community resources to abate the student's truancy including, without limitation, referral to a community-based organization when available; and
  6. Develop an attendance intervention plan in consultation with the student's parents or guardian.
- 
- In the event a student accumulates ten (10) unexcused absences at any time during a school year, the school-based student support team in cooperation with the Head of School and Director of School will engage the student and family in a plan for immediate intervention including, without limitation, delivery of community based programs and any other assistance or services to identify and address the student's needs on an emergency basis.
  - Students between the age of five (5) and thirteen (13) shall be referred by WLPCS to the Child and Family Services Agency (CFSA) no later than two (2) school days after the accrual of ten (10) consecutive unexcused absences and/or completion of the procedures specified above, or immediately at any time that education neglect is suspected;
  - Students between the age of five (5) and thirteen (13) shall be referred by the WLPCS to the Child and Family Services Agency (CFSA) no later than two (2) school days after the accrual of twenty (20) unexcused absences within one school year and completion of the intervention process or immediately at any time education neglect is suspected; and
  - Students under the age of thirteen (13) shall be referred by the WLPCS to the Court Social Services, Superior Court of the District of Columbia, and 13 years of age or older to the Office of the Attorney General (OAG) Juvenile Section no later than two (2) school days after the accrual of twenty five (25) or more unexcused absences at any time within one school year.
  - Students 14 and over shall be reported to Child and Family Services and/or juvenile courts upon 15 unexcused absences. WLPCS will take the same measures for intervention and documentation for students 14 and over, understanding that there is a five (day) difference in timing.

## DRESS CODE

Washington Latin PCS believes that appearance and neatness are important. Consequently, all students are required to wear uniforms. *Students not in compliance with the Dress Code are not allowed to attend class. Parents must pick up children who are not properly dressed for school or bring them the appropriate clothing.*

Students must adhere to the dress code at all times while in the school building. Failure to adhere to the dress code will result in the accumulation of demerits; chronic non-adherence will lead to suspension from school. Finally, continued failure to adhere to the dress code shall be taken as insubordination and may necessitate removal from school.

### Daily Uniform

#### *For Boys\**

- A white or navy, collared long- or short-sleeved polo shirt with school insignia. A white long- or short-sleeved button down shirt without insignia may be worn underneath the blue sweater or vest. Shirts must be tucked in at all times and pants with belt loops must be worn with a belt.
- Blue cardigan sweater with school insignia.
- Blue V-neck sweater vest with school insignia.
- Khaki pants (khaki shorts may be worn once the warm weather dress code is announced)
- Clean, preferably solid-colored shoes in good repair.
- Solid colored socks must be worn.

#### *For Girls\**

- A white or navy, collared long- or short-sleeved polo shirt with school insignia. A white long- or short-sleeved button down shirt without insignia may be worn underneath the blue sweater or vest. Shirts must be tucked in at all times and pants with belt loops must be worn with a belt.
- Blue cardigan sweater with school insignia.
- Blue V-neck sweater vest with school insignia
- Khaki pants (khaki shorts may be worn once the warm weather dress code is announced)
- Khaki skirt (not shorter than 1" above the knee)
- Clean, preferably solid-colored shoes in good repair.
- Solid colored socks must be worn.

\*Juniors may substitute a white, long- or short-sleeved Oxford shirt for the polo shirt described above.

*For all students:* T-shirts worn beneath blouses or shirts must be plain white without lettering or pictures and may not extend beyond the normal sleeve length or waist length of the blouse or shirt. In addition, uniforms are to be worn with careful attention to proper presentation and appearance as regards size. In addition, students must adhere to the following:

- **NO** excessive jewelry. Jewelry should be modest & in no way impede upon the learning process
- **NO** hats, gloves, coats or other outer-wear may be worn (*hats and gloves may be worn to school but must be removed during entry*)

**Personal Appearance**

Parents are responsible for sending students to school each day with correct and appropriate grooming. Washington Latin PCS expects and requires all students to meet the highest standards of dress and deportment. This means suitable and appropriate appearance at school and school sponsored functions. Careful attention to health and safety considerations and a personal presentation that reflects modesty, neatness, and cleanliness are musts.

Hair must be kept neatly groomed and clean at all times. It may not interfere with vision or the performance of school activities. Hairstyles must be moderate and reflect proper decorum.

Violations of the dress code or personal appearance guidelines will be treated as serious matters.

# COMMUNITY STANDARDS

## Student Behavior and Department

### Rights

Students have the right to an orderly, safe, and wholesome school atmosphere that recognizes their unique gifts, abilities, and talents. They have the right to individual recognition and the fair, firm, and consistent application of policies designed to call forth their best personal efforts to succeed.

### Responsibilities

Students have the responsibility to act in such a manner as to not infringe on the rights of others or cause disorder, which prevents others from learning or taking full advantage of school activities.

School is a place for learning. Learning involves the expansion of knowledge as well as acting in a manner considerate of the rights and feelings of others. Students learn from each other. Students must be conscious that younger students follow the leadership of older students. Personal examples of appropriate behavior enhance the school environment for all students.

Students are expected to show respect for teachers and all other members of the school community. At Washington Latin PCS, we believe relationships based upon mutual respect create a harmonious learning environment.

### General Expectations

1. Students have the responsibility to help maintain a safe school environment.
2. Students are to walk, not run, in the building and to and from all school other activities.
3. Students are to use reasonably quiet, conversational voices inside the building.
4. Students may not arrive before their school's designated arrival time and must go directly to a classroom or other specified location when they arrive.
5. Students are responsible for taking good care of all textbooks, library books, school materials, and other school property.
6. Students may not write, draw, or put stickers on school property.
7. Students should label all personal items with their name.
8. Students may not use others' belongings without permission.
9. Students may not enter staff rooms, workrooms, administrative areas, or storerooms without permission.
10. Students may not use, carry on their person or display cell phones on school property within school hours.
11. Students will be permitted to use the office phone only with permission of an adult in the office.
12. Students may not bring to school guns, knives, or any other dangerous or disruptive items or replicas of dangerous or disruptive items.
13. Students may not possess or use the following at school or at school related activities: tobacco or tobacco products or items purported to be such.
14. Students may not sell, use, possess, or distribute drugs or alcohol, or items purported to be such,

at school or school related activities

15. Students may not leave the school grounds during the day.
16. Students may not chew gum in the school building or on school grounds at any time.
17. Students may not consume food or drink outside the designated lunch areas or at designated times unless supervised by a teacher in an organized event.
18. Students are responsible for thoroughly cleaning up after designated break-times e.g., lunch.
19. Students are expected to help keep the playground and building litter free.
20. CD players, mp3 players, iPods, radios, pagers, tape recorders, toys, electronic games or other electronic devices, inappropriate printed materials, or other potentially disruptive personal belongings may not be brought to school.
21. Skateboards, rollerblades, and bikes may not be brought to school. (Students who want to use bikes as transportation to and from school must have written permission from parents/guardian and approval from Director of School.)
22. Students may not sell items at school or school functions without permission.
23. Visiting friends or relatives may not attend class with students without prior approval of the Director of School.
24. Bus riders are expected to follow all Handbook rules and the bus rules listed in the “Transportation Expectations” listed below.
25. Students who walk or take public transportation to school are expected to conduct themselves in an appropriate manner regarding behavior and deportment while walking to school and returning home.

### Classroom Responsibilities and Expectations

Each student has the responsibility and will be expected to do his or her part to make the classroom and school orderly, productive places in which all students can learn. A student is doing his or her part when he or she:

1. Follows all classroom rules and routines as established and required by the teacher.
2. Listens carefully during lessons, follows directions, and makes good use of time without disrupting other students or the learning process.
3. Respects the rights and belongings of others and does not infringe on their personal space or interfere with their work or property.
4. Does not talk in a disruptive manner (loudly or without permission) or make noises or movements that disturb others.
5. Does not throw objects, hit, kick, or do anything to endanger another student’s safety.
6. Respects the feelings of others by not bullying, teasing, name calling, or making unkind remarks.
7. Assumes responsibility for having all learning materials and fully completed assignments at school each day.
8. Keeps his or her desk and work area organized and clean.
9. Shows respect to all adults and follows directions willingly and promptly.
10. Comes to school on time and in complete uniform each school day.

## Transportation Expectations

For all intents and purposes, the school bus should be considered an extension of the school grounds. Students are subject to disciplinary consequences for any violation of rules established by the bus driver. All families wishing to take advantage of the school bus must attend a meeting at school *before* their child(ren) will be allowed to ride the bus.

The ability to ride the school bus is a privilege, not a right, and may be rescinded at any time. Any instance of breaking the following rules, as reported by the bus driver, will result in immediate suspension from the bus. A meeting with a parent and the Dean of Students must take place before the student will be allowed to ride the bus again. A second offense will mean that the student may no longer ride the bus. There will no longer be a warning given for misbehavior, nor will there be an appeal process if the bus staff recommends suspension.

1. The bus driver is responsible for the safe operation of the school bus and therefore is “in charge.” Students should adhere to his/her instructions at all times.
2. Student riders must stay seated at all times.
3. Students may not move from their seats until the bus has come to a complete stop.
4. Students’ actions should not cause the driver to be distracted while the bus is moving.
5. Students should not talk in an overly loud voice, scream, or yell on the bus. They may talk quietly with a neighbor.
6. There is to be no profanity, vulgar language or gestures.
7. All body parts (head, arms, long hair, etc.) must be kept inside of the bus.
8. There is to be no writing on or destruction of property.
9. There is to be no threatening or sexual harassment of others.
10. There is to be no throwing of anything within the bus or out of the window of the bus.
11. There is to be no wrestling, spitting, fighting, pushing, and/or shoving.

## Technology Use and Expectations

**Technology Abuse:** Advances in technology often serve as wonderful tools for students and teachers. When improperly used, however, those same tools can often disrupt instruction, abet academic dishonesty, or become targets of theft and vandalism, etc.

**Cell Phones.** The school understands that many students have cell phones. Such devices are in many cases crucial to communication with family and friends especially when traveling to and from school. Cell phones may, therefore, be in students' possession while at school (preferably stowed safely in a locker). While on School property the use of cell phones by students is strictly prohibited. Violations of this policy will result in the immediate confiscation of the phone, and its return will be at the sole discretion of the Dean of Students at that campus. Parents or guardians may be required to pick up a confiscated phone in person.

In case of emergency or to pass along important information, parents should contact the school office.

**Laptop Computers.** Laptop computers may only be used with special permission from the Head of School. Such devices should always be stowed safely in a locker.

**Appropriate Use of the Computers and the Internet:** School computers may be used only for

academic purposes. Students may not use them to play games or engage in other idle pursuits. They may not download any software to School computers, and may not use the Internet to obtain inappropriate material. Given the prolific rise of Internet social gathering sites, students are reminded that accessing sites while at school such as MySpace, Facebook and any other similar social websites is forbidden. (See Appendix A for Internet Acceptable Use Policy). At minimum, violation of this expectation will result in restricted use of school computers for the individual student.

## **SCHOOL RULES AND DISCIPLINARY CONSEQUENCES**

### **Guidelines for Student Conduct**

School offers learning and development experiences. The purpose of discipline at Washington Latin PCS is to create and maintain an environment conducive to: learning, personal growth and development, individual health and safety, and the preservation of good order, property, and belongings. Students have the right and responsibility to help maintain this environment in classrooms, hallways, cafeteria, restrooms, school grounds, and at school related activities. They are responsible for abiding by school policy from the moment they board the school bus or arrive at school until the time they leave school or exit a school bus and at all school related activities.

On occasion, corrections and disciplinary measures will be necessary. Usually such actions are carried out by the school staff in an informal way. More serious behavior problems will require stronger disciplinary action, including demerits, conferences, detention, suspension, or expulsion. The school may also require the student and family to enter into a specific behavior agreement that will determine the student's ability to remain enrolled in school. Students suspended two or more times may be expelled if their behavior is chronic.

The Dean of Students is responsible for and has authority over the assignment of any and all consequences for disciplinary infractions. Penalties for violation of School rules and policies will be commensurate with both the seriousness of the offense and the past behavioral record of the student. All factors will be considered when the Dean of Students decides on the appropriate course of action. The Director of Middle or Upper School and/or Head of School may be involved at any time but are always involved in the case of serious and repeated infractions.

While it is expected that all Washington Latin students will comply with school rules and regulations at all times, it is important to outline the consequences of violating those rules. The following section must not be considered an exhaustive list, but rather a guide to help families understand how seriously the school takes decorum and community standards.

- A) **General Disciplinary Infractions:** The following behaviors are not consistent with the values of our community and are unacceptable.
- **Behavior which is physically hurtful:** e.g. fighting, pushing, shoving, running in the halls, throwing objects, carrying dangerous objects, using school materials inappropriately.
  - **Behavior which hurts the feelings of others:** e.g. name calling, racial slurs, calling attention to one's personal characteristics in a derogatory manner, intimidation, group

isolation or ostracism, sexual harassment & other behaviors designed to devalue or hurt another person.

- **Behavior that will damage, destroy, or cause the loss of personal or school property:** e.g. irresponsible use of materials, theft, malicious destruction or defacement, manipulating locks or lockers other than one's own.
- **Interruption of the on-going program for self or group:** e.g. class cutting, profanity, obscenity, insubordination, flagrant tardiness, and remaining areas of the school where one does not belong.

B) ***Glossary of Unacceptable Behaviors:*** Some more specific behaviors which will be considered serious disciplinary infractions are listed below:

- **Bullying:** Bullying is defined as any intentional behavior by a student or group of students that causes the distress, hurt, humiliation or anxiety of another student or group of students. Bullying includes all forms of abuse, harassment or intimidation.
- **Fighting:** Any attempt to injure any other person at the School represents an extremely serious violation of both the regulations and community norms of The Washington Latin PCS. As such, there is to be no fighting at any time. Fighting consists of excessive roughness, tripping, pushing, punching, and any other attempt to cause bodily harm to another student, even in jest.
- **Gambling.** There is to be no gambling of any kind on School grounds or at School-sponsored events.
- **Harassment:** The Washington Latin PCS will not tolerate any form of harassment. Harassment consists of any verbal or physical contact where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment. All forms of harassment, including bullying and sexual harassment, fall under this definition.
- **Inappropriate Language:** Swearing, cursing, name calling, or other inappropriate language – in written or spoken form – will not be tolerated anywhere in School or during School-sponsored events. Email correspondence is no exception to this rule. Students are expected to address all members of the community with kindness and respect at all times.
- **Insubordination:** Any student who fails to obey direct instructions or requests from their teachers, the staff, or a guest is considered insubordinate.
- **Public displays of affection** are not appropriate on the school campus.
- **Vandalism:** Students may not misuse or cause damage to school supplies, equipment, furniture, classroom space, common space or the property of others in the school.

## C) Glossary of Disciplinary Consequences

Generally speaking, disciplinary infractions fall into two major categories: minor and major. Minor infractions are those violations of classroom rules which are dealt with by an individual teacher. Classroom teachers have the right and responsibility to assign penalties for infractions of the rules that they set for their classrooms. Teachers may give demerits, assign detentions, and will report more serious infractions to the Dean of Students.

Major infractions are cases in which a more serious violation has taken place. The student will be summoned to a discussion with the Dean of Students. The Dean will then speak with the student and parent(s)/guardians(s), and will determine the appropriate course of action, including the assignment of penalties. Some (but not all) penalties are outlined below, in order of seriousness.

- **Demerit:** The purpose of demerits is to inform parents and guardians about student infractions and provide a record of conduct. The number of demerits issued depends on the seriousness of the offense.
  - ◆ Students are required to return signed demerits to the issuing teacher or staff member the next school day.
  - ◆ Demerits are recorded on a daily basis and are entered by the issue date.
  - ◆ Failure to return signed demerits will be cause for additional demerits being issued
  - ◆ Excessive accumulation of demerits may result in detention and/or suspension.
  - ◆ Demerits do not accumulate from one quarter to the next.
  - ◆ The accumulation of 15 demerits in one marking period will result in detention.
  - ◆ The accumulation of 45 demerits in one marking period will result in suspension.
  - ◆ Sample demerits can be found on page 50.
- **Removal from Class:** Any student whose behavior disrupts the learning environment will be asked to leave class at the direction of the teacher. This can occur on two levels: 1) the student is asked to take a minimum amount of time outside the classroom door with the purpose of re-directing behavior with the intention of returning to the class; 2) the student must report directly to the Dean or Assistant Dean of Students who will assign consequences.
- **Detention:** A specific amount of time, in addition to that in the classroom, spent under the supervision and direction of the teachers and/or administrators which can occur during school hours and/or after school.
  - ◆ Parents will be notified in advance of detention times and dates.
  - ◆ In the upper school, detentions will be held on Tuesdays and Thursdays from 3:30 to 6:30pm. Middle school detention will be on Tuesday and Friday from 3:30 to 4:30 pm.
  - ◆ Students must attend the detention to which they are assigned. If students do not attend, they will be eligible for suspension.
  - ◆ An accumulation of detentions may result in suspension.
- **Suspension:**
  - ◆ **In school suspension:** A temporary removal from one or all classes and school activities. Students will be assigned to a room under adult supervision for the duration of the suspension and may not leave the room except in an emergency. Students are expected to complete their class assignments during their suspension. In addition, students serving suspension must complete a corrective action assignment associated with the infraction committed.

◆ **Out of school suspension:** If school administrators decide that a student's behavior is serious enough, or that the student presents a danger to the community, he/she will be suspended out of school. A student who is suspended is excluded from all classes, school activities, and from WLPCS property for the duration of the suspension. Suspensions can last a minimum of three (3) days and a maximum of ten (10) days. The number of days a student is suspended will increase with each additional suspension for that student:

- first suspension – three (3) days;
- second suspension – up to five (5) days;
- third suspension – up to ten (10) days.

Student and parent **must** attend a conference with an administrator prior to the student's return to class, preferably before the student begins his/her suspension. A student has the responsibility to make up all missed work immediately upon returning to school.

Washington Latin PCS has a zero tolerance policy for all behaviors that can result in potential harm or threat of harm or may be interpreted as bullying or intimidation.

- **Disciplinary Probation:** A student may be placed on disciplinary probation either because of a pattern of misbehavior, or whenever the Dean of Students determines that a student's behavior warrants special monitoring. Probation is a period of time when the School is looking to see that a student is respectful of the guidelines for community behavior (when a student is on probation, he or she is expected to maintain an exemplary behavioral record). Violation of a major school rule may result in expulsion while on probation.
- **Expulsion:** A student may be expelled from the School either for a chronic pattern of substantial violations that have not been corrected through any of the above methods, or for an extremely serious violation, such as possession of weapons or drugs, or the intent to harm another individual. Students who are expelled may not reenter the School.

Students who have been suspended shall not be eligible to participate in any school function for the duration of their suspension. The only exceptions that may be authorized by the Head of School or his or her designee shall be for system-wide testing, or College Board or admission examinations.

Students younger than the age of fourteen (14) who have been suspended shall not be allowed to leave school grounds during school hours unless accompanied by a parent or guardian, or her designee. Students older than fourteen (14) who have been suspended shall not be allowed to leave school grounds during school hours until a parent or guardian, or his or her designee, has been verbally contacted and given a reasonable opportunity to arrange for proper supervision of the student. If the parent or guardian of a suspended student cannot be notified in person or by telephone, the student must remain at school until the end of the school day.

## **Infractions and Consequences**

### **Standard Penalties**

Standard penalties serve as a general guideline for the issuance of demerits. However, individual circumstances and the severity of the infraction may necessitate a higher (or lower) number of demerits being issued.

<b><u>Infraction</u></b>	<b>Middle School</b>	<b>Upper School</b>
Stealing or vandalism	15 Demerits	N/A*
Lying, cheating <sup>1</sup> , forging, plagiarism <sup>2</sup>	15 Demerits	N/A*
Disrespect, threats, coercion, intimidation	10 Demerits	10 Demerits/5 demerits
Cutting class	5 Demerits	10 demerits
Leaving campus w/o permission	N/A	10 Demerits
Dismissal from class <sup>3</sup>	5 Demerits	5 Demerits
Uniform violation <sup>4</sup>	5 Demerits	5 Demerits
No hall pass, in an unauthorized area	3 Demerits	3 Demerits
Talking or disruptive behavior	3 Demerits	3 Demerits
Inappropriate language / profanity	3 Demerits	3 Demerits
Horse play	3 Demerits	3 Demerits
Inappropriate use of electronics	3 Demerits	3 Demerits
Tardy to class	2 Demerits	2 Demerits
Running in the hallways	2 Demerits	2 Demerits
Failure to return signed demerit	2 Demerits	2 Demerits
Missing homework	2 Demerits	N/A
Tardy to school	1 Demerit	5 Demerits
Failure to return school forms	1 Demerit	1 Demerit
Gum / candy	1 Demerit	1 Demerit

1. Cheating includes:
  - Giving or receiving information during tests / quizzes either verbally, visually or electronically.
  - Bringing prepared materials, e.g., notes on cheat sheets, hands, arms, etc., to the test.
  - Copying homework or having someone else complete the homework assignment for the student.
  - Allowing another student to copy all or part of homework assignment.
2. Plagiarism is copying published material and submitting it without indicating the source of information so as to make it appear as if it were one's own work or words. In addition to the demerits issued, a student will have a conference with the teacher and a grade of zero will be given on the test, quiz, or assignment.
3. Dismissal from Class: Any student whose behavior disrupts the learning environment will be asked to leave class at the direction of the teacher. This can occur on two levels: 1) the student is asked to take a minimum amount of time outside the classroom door with the purpose of re-directing behavior with the intention of returning to the class; 2) the student must report directly to the Dean or Assistant Dean of Students who will assign consequences.
4. Uniform Violations include:
  - Improper shoes, untucked shirt or blouse, wearing a coat or jacket in school, improper wearing of the uniform (e.g., inappropriate sizes), etc.

\*May be referred to Honor council, or be subject to more serious disciplinary action

### **Serious Infractions**

Washington Latin sets high standards for behavior. The school works with students so that they can learn from their mistakes, but the following are grounds for immediate expulsion from the school.

- Possession of illegal substances on school property or at school-sponsored events.
- Use of a weapon in a threatening and dangerous manner.
- Extreme sexual harassment.

Listed below are examples of serious violations, whether occurring at school or at school related activities, which could result in suspension or expulsion. In addition, the disregarding of student behavior and department responsibilities or violation of the general expectations for student behavior can be grounds for immediate suspension or expulsion depending on the severity and nature of the student's behavior.

- Violence, force, or threats of violence or force
- Coercion, intimidation, bullying, or any other similar behavior that may interfere with another's well being, safety, rights, or daily activity
- Open defiance, disrespect, or disruptive behavior
- Destruction or defacement of school property or others' personal property
- Trespassing or being in an unauthorized part of the school
- Leaving the school building or campus without permission
- Verbal or written profanity or obscenity or any inappropriate gestures or actions
- Failure to attend assigned Detention
- Inappropriate bus behavior
- Behavior which disrupts the learning process for others, whether occurring in the classroom, hallways, or other areas of the school grounds
- Consistent or repeated failure to meet the "General Expectations" and "Classroom Responsibilities and Expectations" described on pages 38-39.

## **Searches of Students, Personal Property in Students' Immediate Possession**

School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

All searches of students and/or their personal property will be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.

## **Washington Latin Public Charter School Procedure for Requesting an Independent Hearing**

It is the sincere hope of the School that all disputes can be solved by mutual cooperation without recourse to formal complaint, and to that end every effort should be made to resolve any dispute informally first, by the Dean(s) of Students for the issue in question. In the case of suspensions, families feeling the need to submit a formal complaint must do so in writing to the Director of Middle or Upper School.

1. A written request for a due process hearing signed by a parent or guardian must be submitted to the Head of School within five business days of the incident.
2. The Head of School will contact the School's Hearing Officer within three school days of receiving the request.
3. The Hearing Officer will schedule a hearing at the earliest mutually convenient time.
4. After hearing the case and deliberating, the Hearing Officer will submit in writing his/her recommendation to the Chair of the Washington Latin PCS Board of Governors.
5. The Board Chair will provide the parent or guardian with a written decision on the case within one week of receiving the recommendation of the Hearing Officer.

## **GUIDELINES FOR PARENTS TO RESOLVE QUESTIONS OR CONCERNS**

Parents are encouraged to immediately ask questions to resolve concerns and fully understand the policies or judgments of the school. Such concerns or questions must be raised in person by appointment. Parents should first direct their concerns or questions to the classroom teacher in person by appointment. Unresolved issues should be brought to the attention of the Director of School in person by appointment. A written request to the Head of School for a review of the matter may be made if steps one and two do not resolve the issue.

## **Appendix A**

### **Internet Acceptable Use Policy**

#### **EDUCATIONAL PURPOSE**

Washington Latin PCS Internet system has a limited educational purpose. Activities that are acceptable on Washington Latin Internet Access (WLIA) include classroom activities, career development, and high-quality personal research. You may not use WLIA for entertainment purposes except for those specific periods of time that the school has designated as “open access.” WLIA is not a public access service or a public forum.

Washington Latin PCS has the right to place reasonable restrictions on the material you access or post through the system. You will be expected to follow the rules set forth in Washington Latin PCS Handbook and the law in your use of WLIA. You may not use WLIA for commercial purposes. This means you may not offer, provide, or purchase products or services through the Internet. You may use the system to communicate with elected representatives and to express your opinion on political issues, but not for political lobbying.

#### **STUDENT INTERNET ACCESS**

The Web is a global database system providing access to information from around the world. Students may have access to Internet Web information resources through their classroom, library, or school computer lab.

E-mail is an electronic mail system which allows students to communicate one-to-one with people throughout the world. Elementary students (Grades K – 8) may have e-mail access only under their teacher’s direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent. Secondary students (Grades 9 – 12) may obtain an individual e-mail account with the approval of their parent. You and your parent must sign an Account Agreement to be granted an individual e-mail account on WLIA. This Agreement must be renewed on an annual basis. Your parent can withdraw approval at any time. Students may not establish web e-mail accounts through WLIA.

If approved by Director of School, you may create a personal web page on WLIA. All material placed on your web page must be approved by your teacher and the Director of School. Material placed on your web page must relate to your school and career preparation activities.

#### **UNACCEPTABLE USES**

The following restrictions are designed and intended to help WLIA protect the personal safety and personal privacy of students.

#### **PERSONAL SAFETY AND PERSONAL PRIVACY**

You will not post personal contact information about yourself. Personal contact information includes your address, telephone number, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. You will not agree to meet alone with someone you have met online without your parent’s approval. Your parent must accompany you to any such meeting. You will immediately disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

#### **ILLEGAL ACTIVITIES**

You will not attempt to gain unauthorized access to Washington Latin PCS network or to any other computer system through WLIA or go beyond your authorized use. This includes attempting to log in through another person’s account or access another person’s files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use Washington Latin PCS’ facilities, Internet access, hardware, software, or any property of Washington Latin PCS to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging criminal gang activity, threatening the safety of a person, or other similar behavior.

#### **SYSTEM SECURITY AND VIRUS PROTECTION**

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions will you provide your password to another person. You will immediately notify your teacher or other school employee if you have identified a possible security problem. Do not search for security problems; this may be construed as inappropriate or illegal behavior on your part. You will avoid the inadvertent spread of computer viruses by following your school’s virus protection procedures when you download software.

#### **INAPPROPRIATE LANGUAGE**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you will immediately stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

## RESPECT FOR PRIVACY

You will use the system only for educational and career development activities and limited, high quality, self-discovery activities. You will not download large files unless absolutely necessary and with the permission of your teacher. You will download the file at a time when the system is not heavily used and immediately remove the file from the system computer to your personal computer. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota as determined by your teacher. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

## PLAGIARISM

You will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

## COPYRIGHT

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you must follow those requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask your teacher.

## INAPPROPRIATE ACCESS TO MATERIAL

You will not use WLIA to access material that is designed for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for certain material if the purpose of your access is to conduct research and both your teacher and parents have approved and indicated their approval in writing. Under no circumstances will there be an exception for adult, profane, or obscene material. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy. Your parents should instruct you if there are additional materials that they think inappropriate for you to access Washington Latin PCS fully expects that you will follow your parents' instructions on this matter and all other Internet matters.

## RESTRICTIVE, INVESTIGATIVE, AND DISCIPLINARY ACTIONS

The WLIA and network is a limited forum, similar to a school newspaper, and therefore the schools may restrict your speech for valid educational reasons, but your speech will not be restricted on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of web research activities. Routine maintenance and monitoring may lead to discovery that you have violated this policy, the disciplinary rules, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the handbook's disciplinary rules, or the law. Your principal has the right to eliminate any expectations of privacy by providing notice to you. Your parents have the right to request to examine the contents of your e-mail files and will be given access.

The schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the WLIA network. In the event there is a claim that you have violated this policy or the schools' disciplinary rules in your use of the WLIA or network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation in the manner set forth in the Washington Latin PCS Handbook.

## LIMITATION OF LIABILITY

The school makes no guarantee that the functions of the services provided by or through the schools will be error-free or without defect. The schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The schools are not responsible for the accuracy or quality of the information obtained through or stored on the system. The schools will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

## Appendix B Sample Demerits

Washington Latin PCS Demerits: Grades 5-8	
Name _____	Homeroom _____ Date _____
<p><b>15 Demerits</b></p> <p>___ Stealing or Vandalism</p> <p><b>15 Demerits</b></p> <p>___ Lying [10] [5] Other [ ]</p> <p>___ Cheating, Forgery [10] [5] Other [ ]</p> <p>___ Disrespect [10] [5] Other [ ]</p> <p>___ Threats, Coercion, Intimidation [10] [5] Other [ ]</p> <p><b>5 Demerits</b></p> <p>___ Cutting Class</p> <p>___ Dismissal from Class</p> <p>___ Uniform Violation</p>	<p><b>3 Demerits</b></p> <p>___ Out of Bounds</p> <p>___ Talking or Disruptive Behavior</p> <p>___ Foul Language</p> <p>___ Horse Playing</p> <p><b>2 Demerits</b></p> <p>___ Tardy to Class</p> <p>___ Failure to Return Signed Demerit</p> <p>___ Uniform Violation</p> <p>___ Missing Homework</p> <p><b>1 Demerit</b></p> <p>___ Failure to Return School Forms</p> <p>___ Failure to Cover Textbook</p> <p>___ Gum/Candy</p>
Teacher Signature _____	
Parent Signature _____	
Student Signature _____	

Washington Latin PCS Demerits: Upper School	Date _____
Student _____	Time _____
<p><b>10 Demerits</b></p> <p>___ Disrespect</p> <p>___ Threats, Intimidation</p> <p>___ Cutting Class</p> <p>___ Leaving campus w/o permission</p> <p><b>5 Demerits</b></p> <p>___ Disrespect</p> <p>___ Dismissal from Class</p> <p>___ Uniform Violation</p> <p>___ Tardy to school</p>	<p><b>3 Demerits</b></p> <p>___ No hall pass/Unauthorized area</p> <p>___ Talking or Disruptive Behavior</p> <p>___ Inappropriate use of electronics</p> <p>___ Foul Language</p> <p>___ Horse Playing</p> <p><b>2 Demerits</b></p> <p>___ Tardy to Class</p> <p>___ Failure to Return Signed Demerit</p> <p>___ Uniform Violation</p> <p>___ Running in the halls</p> <p><b>1 Demerit</b></p> <p>___ Failure to Return School Forms</p> <p>___ Gum/Candy</p>
Note: _____	
_____	
_____	
Teacher Signature _____	
Student Signature _____	



**Washington Latin Public Charter School  
Family Handbook  
2010-2011**

**School Mission:**

*Washington Latin Public Charter School is committed to providing a challenging, classical education that is accessible to students throughout the District of Columbia.*

All students and parents need to become familiar with the guidelines for expected behavior and the consequences for failure to live up to these expectations. Please read this booklet carefully, then sign below and return this page to your advisor.

I have read the WLPCS Handbook on Discipline, understand what is expected, and I am committed to living up to and supporting the standards for behavior outlined.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

*Please note that it is crucial for the school to maintain up to date contact information for each family. Please provide the most current information below, and contact us immediately if this information changes.*

Parent/Guardian Name(s): \_\_\_\_\_

Street address(es): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (home): \_\_\_\_\_

Telephone (mobile): \_\_\_\_\_

Email: \_\_\_\_\_