

WASHINGTON LATIN PUBLIC CHARTER SCHOOL



FAMILY HANDBOOK ACADEMIC YEAR 2019 - 2020

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LETTER FROM THE HEAD OF SCHOOL



August 2019

Dear Washington Latin families,

Since 2006, Washington Latin Public Charter School has provided students from all backgrounds and neighborhoods in Washington, D.C. with a rich and comprehensive liberal arts program in the classical tradition. Great schools not only cultivate the intellect and spark the imagination, but also nurture the spirit and train the body. With this holistic approach, Latin graduates students with an ambition for lives that are both personally fulfilling and of service to others.

Our leadership team has developed this Family Handbook as a resource enabling you to have access to basic information about the Washington Latin community, our values, and goals, as well as the logistics of school life. We hope you will find it helpful and that, in conjunction with the school website (www.latinpcs.org) and the various electronic bulletins that we send to all families, it will answer most of your questions. Please familiarize yourself with the information that follows. We will discuss aspects of this handbook with students throughout the year. We will also ask students and their adult caregivers to sign an acknowledgment form, indicating that they have read, understood and consent to abide by the policies, protocols, and expectations as specified in this handbook. See **APPENDIX M**. You are welcome to call or email us for further clarification.

Thank you for your partnership. We look forward to a wonderful 2019-2020 school year.

Best wishes,

A handwritten signature in blue ink, which appears to read "Peter Timothy Anderson".

Peter Timothy Anderson
Head of School

WHO WE ARE

MISSION, HISTORY, MOTTOS, DIVERSITY

BOARD OF GOVERNORS

PARENT-FACULTY ASSOCIATION

PARENT-SCHOOL COVENANT

SCHOOL-HOME COMMUNICATIONS

MISSION STATEMENT AND PHILOSOPHY

Washington Latin Public Charter School provides a **challenging, classical** education that is **accessible** to students throughout the District of Columbia. We seek to develop students who will become thoughtful citizens and leaders, contributing to the public good in their lifelong quest towards a fuller humanity. Ours is a school where words matter, ideas matter and people matter.

These key words define our mission: **challenging, classical, accessible**.

A **challenging education** is one that expects plenty of students, both for their academic performance and for their personal and communal behavior. At Washington Latin, we aim to challenge our students to act in accordance with what is highest in them. We challenge them to do the right things when the wrong would be easier; we challenge them to think beyond their first thoughts and to reconsider their first drafts; we challenge them to have the courage to persevere when they have first failed, and we encourage them to seek out opinions that differ from their own. A challenging curriculum is not necessarily one that offers more nightly homework or a greater quantity of pages to be read; it is one that asks students to engage themselves in their own educational journeys and to be responsible for their chosen path.

Like its model, the Boston Latin School, the Washington Latin Public Charter School seeks to ground its students in a **classical education** for the modern world that will prepare them for their future studies and their roles as successful people and citizens in a democracy.

A classical education for the modern world 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 time-bound pressures of life in the 21st century. At Washington Latin, we stress three fundamental legacies of the classical tradition: education for citizenship in a democracy; the Latin language; and public oratory. We strive to convey these legacies in an environment and culture that include 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.

At the heart of the classical tradition lies an inherent connection between the academic and the moral realms of education – for the ancients, to know the good is to do the good. At Washington Latin, we educate students to become responsible members of their present school community and their future public communities. We ask them to **engage** in difficult decisions, to inform themselves about possible options, to act on their decisions, and to own the consequences. ***Engage, inform, act, own*** – these are the watchwords of our community and the foundation of our education for productive citizenship.

Unlike our classical forebears, we believe that a challenging education is the province of all who are eager to learn and willing to work. We make our school campus **accessible** by offering bus service to students throughout the District. We make our curriculum accessible by differentiating lessons so students can proceed at their own pace within the guidelines of our plan for them. We make our classes accessible by requiring our teachers to help students individually, outside of "formal" instructional time. We make our community accessible by insisting on standards of civil discourse and demeanor. At every turn, we aim to be accessible to parents and students who want a life-changing education.

A BRIEF HISTORY

The Washington Latin Public Charter School opened in 2006 with 179 students in grades five through seven at Christ Church of Washington on Massachusetts Avenue, NW. A grade was added each successive year until we reached full capacity and graduated our first senior class in June of 2012. We moved to the 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 was located. In 2010, our Upper School expanded to include classrooms at Simpson-Hamline United Methodist Church at 4501 16th Street NW. In August of 2013, we moved into our permanent home at the site of the former Rudolph Elementary School at 5200 2nd Street NW.

As a charter school, we open our doors 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.

Our Upper School has been designated Tier One by the D.C. Public Charter School Board in each year that such ratings have been conferred. We have been ranked as one of the best high schools in the country by multiple national entities, including being the top-rated DC public charter school by Niche for 2019-20.

MOTTO

Our official school 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.

We have two other statements that have become unofficial mottos. *Sumus Leones* - We are lions. The lion is our school mascot, and this motto is used to rally school spirit and remind us of our collective identity.

Words Matter is something we say often at Latin. We want our students to use words correctly, confidently and respectfully in both writing and speaking, so this motto works well for us on several levels. Our school has grown and matured as one where words matter, ideas matter, and people matter. We hope you will see this reflected in all we do throughout the school year.

DIVERSITY STATEMENT

Washington Latin Public Charter School is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Diversity is an essential School value, critical to the fabric of our School's culture. We urge families to work in partnership with us to embrace the challenging, yet rewarding, situations borne from diversity. We support and advocate for our community, recognizing that different perspectives are valued. We recognize that our community includes our families, faculty, staff, and alumni, all of whom contribute to the tapestry of Latin. In the classroom and in our co-curricular programming, we are committed to promoting a strong sense of global understanding. We recognize that diversity as a concept continues to evolve, and that we as a community will evolve with it. Our dedication to this effort shall be ongoing.

GOVERNANCE

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*. Washington Latin operates under a public charter granted by the DC Public Charter School Board.

The Board of Governors

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

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PARENT-FACULTY ASSOCIATION

The Parent-Faculty Association (PFA) is a volunteer-led organization that seeks to engage the community of Latin parents – offering them helpful information, facilitating their active involvement in the school, and providing opportunities for them to meet other parents. The Association seeks to identify and address faculty needs, wherever possible. Ongoing goals include promoting communication, enhancing the educational experience of the children, and strengthening the school community. All Latin parents and guardians are automatically members of the Parent-Faculty Association.

Parents and guardians are encouraged to regularly check the [Parent-Faculty Association page](#) on the Washington Latin web site for updates from Grade Representatives, volunteer opportunities, and more.

Generally six meetings are held during the school year. They offer attendees the chance to connect with other parents, learn what the PFA has been doing, and to hear guest speakers on topics such as classical education, study skills, drugs/alcohol and talking to kids about sexuality. The PFA also hosts events for parents and faculty to build community, such as the Fall Festival and Parent-Faculty Social.

Washington Latin has a dedicated and professional faculty and staff. Please see **APPENDIX A and APPENDIX B** for an organization chart and list of roles and educational experience of our faculty and staff.

Parent-Faculty Association Executive Committee

Below are the members of the Executive Committee for 2019-2020. Parents and faculty are welcome to contact any of them with questions or suggestions about making the Latin PFA the best it can be.

Officers

President – Jennifer Thorpe-Lewis

Vice President – Kate Mazza

Treasurer – Tena Howell

Secretary – Vekeisha Rohden

Grade Representatives

5th Grade — Nikki Wood and Elizabeth Murray

6th Grade — Renee Blair

7th Grade — Loretta Tulloch

8th Grade — Brenda Oliver

9th Grade — Lisa Olson

10th Grade — Tina Nadler

11th Grade — Chari Voss

12th Grade — Sonia Trask & Satu Haase-Webb

PARENT-SCHOOL COVENANT

Working in partnership with parents is important to the leadership and faculty of Washington Latin and, in our view, best serves our students. The covenant that follows describes our goals for this working relationship.

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 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 almost immediate notification 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 as well as the rules and expectations for behavior, 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-Faculty Association.
4. The school can expect parents to register dissatisfaction and complaints in a responsible and fair way, to understand the structure of operations and management at the school, to recognize and use proper channels for communication, 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.
6. The school can expect parents to read communications sent to them by the school.

COMMUNICATIONS

Effective communication between school and home is important to the success of a student's educational experience. We encourage parents to ask questions immediately to resolve concerns and to understand the policies or judgments of the school fully. If you have a question, it is important to understand the channels of communication.

We work hard to provide parents and students with the information they need and convey a significant amount of information to parents. To be sure that this information reaches you, especially in the case of an emergency, we need accurate contact information. **Please inform us if your contact information changes during the year by emailing communication@latinpcs.org or using the button on the [Parents' home page](#).**

All families will automatically receive the following school communications:

- ***Legenda and De Facto:*** The weekly school e-newsletter is called *Legenda* and comes out each Friday (or the last day of the school week, if there is a holiday). The day before the first day of the week (usually Sunday), *DeFacto* is emailed and texted to all families, listing the week's events. This is mailed from communication@latinpcs.org. Please add this email to your contacts to keep these messages from spam.
- ***Website:*** We post a great deal of information on our website www.latinpcs.org and strongly encourage you to familiarize yourself with it. All parents can find a wealth of information on the [PARENTS' home page](#), including an archive of *Legenda* and *DeFacto*, forms, policies, payment buttons, school calendar, and links to PowerSchool (our online grade database). The calendar can be synced with a variety of calendaring protocols.
- ***Division Director Newsletters:*** The Division Directors – Mr. Jimmy Kelly for the Middle School and Ms. Kara Brady for the Upper School – will email families with information germane to a specific grade level or division within the school. If you would like to share information with parents of an entire grade level, you should be in touch with one of these directors or Kate Cromwell, Director of Development and Communications (kcromwell@latinpcs.org).
- ***PowerSchool:*** This database provides a wealth of information about your child's individual academic progress. We give access to parents and students by assigning usernames and passwords that you should change after the first visit to the site. This year, PowerSchool will also host the teachers' classroom pages with homework, test information, etc. that was previously found on the Wikis. In addition to retrieving information about grades, parents and students should read the *Daily Bulletin* (found within PowerSchool in the menu links on the left of your screen), which gives information about daily events in the school. You can also link to the database from the Parents' home page of the web site.
- ***Email:*** Parents may email teachers and administrators directly. All school staff will make every effort to respond within one business day. Obviously, the priority of teachers during the day is to their students and their scheduled responsibilities, but faculty members and administrators are expected to return emails in a timely fashion. All students, faculty, and staff have Latin emails. Some of the Latin emails are restricted to sending and receiving emails within the Latin network. We encourage all students to correspond with their teachers using their Latin emails. Any staff member at Latin has an email address with the first initial of the first name and the complete last name @latinpcs.org. Example: Ms. Math Teacher would be mteacher@latinpcs.org.

- **Phone:** We have a central phone number (202-223-1111) that is staffed from 7:40 am to 4:40 pm. All faculty members have their own extensions, and some administrators also have direct lines. If you are looking for your child during the day, you should call the main number and ask for either a teacher or administrator's extension and leave a voicemail. As with emails, we strive to respond to calls within one business day. Some faculty members may choose to share their personal phone numbers, but this is up to each individual.
- **Report Cards:** The School provides online access to a report card approximately two weeks after the end of each academic quarter. In the middle of the quarters, the School provides reports (interim reports) to the families of those students experiencing academic difficulty. Between the end of the quarter and the posting date, we close PowerSchool access for the historic quarter grades under review and waiting to be published.
- **Weather Communications:** We use all available means to reach our parents/guardians when there is a change in the regular schedule, such as snow day closures or delays. We send an email and text to all parents/guardians, post on the web site, inform local media, and post on social media. This policy is in **APPENDIX C** and online.

**JOIN
ENROLLMENT
RE-ENROLLMENT
WITHDRAWAL
RETURN**

ENROLLMENT/RE-ENROLLMENT

New Student Enrollment

Any student who is a resident of the District of Columbia is eligible to apply to Washington Latin. As an open enrollment public charter school, there are no admissions requirements except DC residency. We are not allowed to – and do not – look at test scores, past grades, or other academic background.

Washington Latin participates in **MySchoolDC**, the District-wide common lottery for K-12 education for all DC residents. The lottery deadlines during the 2019-20 school year (for enrollment in the 2020-21 school year) are as follows:

- 12.14.19 Ed Fest (all-DC school information fair for families)
- 12.16.19 MySchoolDC applications open
- 02.03.20 Deadline for submitting applications for grades 9-12
- 03.02.20 Deadline for submitting applications for grades PK3-8
- 03.27.20 Lottery results released (accepted or waitlisted)
- 05.01.20 Deadline for accepting seat at Washington Latin or any other MySchoolDC school
- 05.15.20 Deadline for returning enrollment forms to Washington Latin to secure a spot for 2020-21.

Washington Latin currently accepts new students in grades 5-9 ONLY; we do not accept new students after 9th grade due to the Latin language requirement for graduation. The largest number of openings is generally for 5th grade (90 slots).

Enrollment Preference Policies

Washington Latin grants enrollment preference in this order: 1. Siblings of current students; 2. Children of current full-time employees who are DC residents; 3. Siblings of newly-admitted students. Details of the Washington Latin sibling policy are as follows:

- To enroll a **sibling of a current Latin student**, the parent or guardian must complete and submit an enrollment application through MySchoolDC by the designated deadline. If an enrollment application for a sibling is not received by the application deadline, he/she will not qualify for enrollment under the Sibling Preference Policy.
- A sibling is defined as a biological, adopted, foster, or step-brother or sister with the same primary residence as the current Washington Latin student. Cousins, nieces, nephews, and unrelated children sharing an address with a Washington Latin student are not considered siblings.
- If, for any reason, the current Washington Latin student on whom the sibling preference was based withdraws from Latin before the start of the school year, the newly-enrolled sibling may be removed from enrollment and placed on the waiting list.
- Washington Latin also provides a **sibling-offered** preference. This preference is provided to students whose siblings are matched to our school through the MySchoolDC lottery. Once a student receives a space and is enrolled, all qualified siblings are moved up to the next available position for their grade. Note that the sibling-offered preference does not always result in the sibling securing a seat at Latin.
- Children of our full-time employees who are DC residents at the time of the lottery are eligible for our **staff preference**. Admission is limited to Grades 5-9. This preference is applied after the sibling-enrolled preference and before the sibling-offered preference. Employees' children may not exceed 10 percent of the school's total student body.

- Enrollment preferences are not a mandated policy for DC public charter schools. If Washington Latin does not offer any of these enrollment preferences during an enrollment period, siblings and employee children will be treated like all other applicants through the MySchoolDC lottery.

Re-Enrollment of Current Students

Re-enrollment for the next school year is not automatic for current students. Please note the following:

- Parent(s) and/or guardian(s) must return the *Re-Enrollment Intent Form* in the spring to the Enrollment Team by the deadline set by the school administrators (generally in early May) to reserve their place at Washington Latin. *Re-Enrollment Intent Forms* received after the deadline may not be accepted, and that student may be dropped from enrollment at the school for the next academic year.
- Submission of the form only holds a space for a student. Enrollment is not complete until the school receives the residency verification documents and immunization information, as required by law.
- Students who do not re-enroll for the next academic year are NOT eligible for summer opportunities funded totally or in part by Washington Latin or afforded through a partnership with our school. If a student participates in a summer program funded by Latin and does not re-enroll for the next academic year, his/her family will be responsible for reimbursing the school for the cost of the summer program(s) and any other related costs.
- Parents/Guardians of currently enrolled students can expect an email with information on re-enrollment in the spring with details on completing the necessary requirements. If you have questions, please contact our Registrar, Ms. Carenda Nunn (cnunn@latinpcs.org).

Withdrawing a Student

As a charter school, we value the ability of parents/guardians to make choices regarding their child's educational placement. We recognize that for a variety of life situations a parent may choose to withdraw their child from Washington Latin Public Charter School. Although we regret seeing any member of the Washington Latin community leave, we will assist parents in the transition.

To withdraw a student, parents must complete and sign a *Withdrawal and Exit Interview Form* and *Student Withdrawal Form* with the Enrollment Team. Once a decision on the student's next school has been finalized, the *Student Withdrawal Form* or *Verification of Enrollment* form must be completed by the receiving (new) school and returned to the Office of Enrollment Management before the official educational records will be released. Washington Latin will send the academic files to the receiving school within two business days after receipt of the *Student Withdrawal Form* or *Verification of Enrollment Form*. However, official educational records will not be released until all outstanding materials, and other obligations have been settled.

Once a student has formally withdrawn, the student forfeits her/his assigned enrollment space at Washington Latin Public Charter School and may not be eligible to re-enroll. Students who are withdrawn are NOT eligible for summer opportunities afforded through Washington Latin. The parents or guardians who withdraw a student before graduation will be asked to participate in an exit interview with a member of our Senior Leadership Team.

Policy for Students Returning After Withdrawing

A student who is enrolled at Washington Latin Public Charter School, who leaves in good standing, after at least one full year of continuous enrollment, may return to the school under certain circumstances.

A student may return if:

- The **student** leaves Latin due to a family relocation out of DC, documented health concerns or to attend a high school that offers programs not available at the time of withdrawal;
- The student re-enrolls before the end of the first semester of 10th grade; and
- The grade to which the student returns has a vacancy and no waiting list.
 - If there were a waiting list for that grade, the student would be placed on the list below siblings of currently enrolled students, siblings of currently accepted students and children of staff members.
 - The returning student would be placed above the waiting list for newly applied students.
 - If a student seeks to return to a grade for which there is a waiting list and that student has a sibling enrolled at the school, s/he would be placed at the top of the waiting list beneath any sibling who applied by the deadline.

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

TRANSCRIPT REQUESTS

COMMUNITY SERVICE

COLLEGE COUNSELING

STUDENT SUPPORT SERVICES

CHILD FIND POLICY

ACADEMICS

Washington Latin uses an academic quarter system. Students in grades 7-12 take cumulative exams at the end of each academic year in their year-long courses.

A full description of the academic program can be found in the *Curriculum Guide and Academic Handbook*, posted on our web site.

Graduation Requirements

The following course requirements represent the minimum number of courses an Upper School student must complete before graduating from high school. Some courses in the Middle School can count towards these requirements. Only the Head of School can make exceptions to these requirements. The number in parentheses following the requirements represents the Carnegie Units earned.

All students carry a minimum of five academic courses each semester unless specific permission to carry fewer is granted by the Principal. A significant number of our students elect to carry six courses, and some students choose to carry seven courses.

SUBJECT	REQ	DESCRIPTION
English	4.0	Must include an English course in <i>each</i> of the four years
Mathematics	4.0	Must include Algebra I, Geometry, and Algebra II
History	4.0	Must include World History I (1.0), World History II (1.0), U.S History (1.0), US Government (0.5), and DC History (0.5)
Science	4.0	Must include Conceptual Physics, Chemistry, and Biology, with preference for the order described above
Latin	3.0	Through the third level of Latin; must include Latin I, II, and III. WLPCS Latin requirement satisfies the (2.0) Carnegie Units in World Languages required for DCPS
French, Chinese, or Arabic	2.0	Through the second level of a second language; must include French I, II, Chinese I, II or Arabic I, II (a language waiver is possible under certain circumstances)
Visual Art	0.5	Must include a semester of visual arts
Music	0.5	Must include a semester of music
Physical Education/ Athletics	1.0	Must complete four trimesters/seasons of physical activity over four years
Health	0.5	Must include a semester of instruction in health
Academic Electives	3.5	e.g., Diseases, Astronomy, Robotics, Media & Citizenship
Community Service	100 hrs	Must complete 100 hours of community service
Financial Literacy	0.25	Must complete one semester

Total credits needed to graduate: 27.25 (25.25 if granted a world language waiver)

Early Graduation

Students who are considering early graduation must discuss the issue with the Principal by the end of the sophomore year. The school reserves the right to decide if a student can graduate early, but only those students who have voiced their wish by the end of their sophomore year will be considered possible candidates for early graduation. Students who graduate early must fulfill all graduation requirements. Students may not substitute a

course from another institution for a graduation requirement unless, under exceptional circumstances, they have the permission of the Principal.

Credit Recovery Policy

If a student in grades 9-11 fails a course other than English in any given year, he or she can take that course in the subsequent year. If a student in grades 9-11 fails English in any given year, he or she will need to attend summer school in order to make up the credit for the English course.

If, at the beginning of the junior year, a student is deemed not on track to graduate at the appointed time in his/her senior year, he or she may take no more than two full-year online courses in order to recover credits. The online course/s must be offered by one of the online providers approved by the school and the student must pass the online course/s with a grade deemed passing by the online provider.

If, at the end of the senior year, a student is not on track to graduate in June, he or she may take one additional full-year online course in order to recover the necessary credits. If the student did not take any online courses in junior year, then he or she may take up to three online courses for credit recovery. The online course/s must be offered by one of the online providers approved by the school and the student must pass the online course/s with a grade deemed passing by the online provider.

If a student is not able to make up all necessary credits for graduation by the end of the summer of his/her senior year, he or she will need to re-enroll as a senior and complete the necessary graduation requirements.

Transcript and Records Requests

Parents/guardians have a right to see the contents of their child's school file. In the Upper School, we prepare transcripts, the record of the student's progress toward graduation, annually. Requests for transcripts should be made directly to the Registrar of the Upper School. All other requests for records should be directed to the respective Grade Director. Requests for records must be made at least one day in advance and in writing (email or letter). See **APPENDIX D** for more information about Federal privacy rules governing student records.

Community Service Requirement

Mandatory: All Upper School Students MUST complete at least 25 hours of community service a year toward their graduation requirement.

Community service plays an integral role in the Washington Latin experience. We, like all other District of Columbia Public and Charter Schools, require one hundred (100) hours of service for high school graduation. Ms. Carenda Nunn serves as the Coordinator of our Community Service Program and can be reached at cnunn@latinpcs.org.

Within the 100 hours, we encourage students to both sustain a long-term relationship with a service organization while diversifying their service experience. The goal is to encourage a view that service should be an integral part of life, in keeping with our motto. Students can begin accumulating service hours toward graduation after the last day of school for eighth graders.

Students in need of ideas about appropriate community service opportunities may consult with the Chair for Student Engagement (Ms. Emily Raskin), the Upper School grade director (Ms. Kara Brady), the Assistant

Principal of Student Life (Ms. Khashiffa Roberts), one of the school counselors, or with the Community Service Program Coordinator (Ms. Carenda Nunn).

For service hours to count toward the graduation requirements, students must submit a completed Community Service Form (**APPENDIX E**). This form may also be found on our website on the Student and Parents' home page.

College and Post-Secondary Counseling

Post-secondary planning is personalized at Washington Latin. The school recognizes the vast diversity among its students and families and its obligation to give individual guidance. Because the first day of high school is the day a student becomes a college applicant, the college counseling staff will serve its students and their families early on as they unofficially embark upon their college search process. College and post-secondary planning, however, does not begin the first day of high school. It starts much earlier as students discover how they best learn, build a foundation for a strong work ethic, and determine where their talents lay, what their weaknesses are, and how to continue improving themselves in these areas. Taking this into consideration, programming (PSATs, college tours, writing exercises, college questionnaires, college and financial aid nights, etc.) and resources, such as MaiaLearning, exist for all four class years to prepare them for the road ahead at Latin and the world beyond. The Director of College Counseling and her staff consider a broad spectrum of post-secondary options, using a variety of factors to evaluate the appropriate fit for the individual student, including size, type, affiliation, ability to challenge, reputation, selectivity, and potential and supports for student success.

The college counseling process focuses on each student's particular needs, goals, and abilities. The school encourages every student to discover the best match between his or her background and the offerings of specific colleges. Some students will choose an Ivy League school or similarly competitive institution. Others may gravitate toward a much smaller, more intimate or specialized college or learning environment.

Washington Latin seeks to stay in touch with our alumni after graduation. Visits to the school are encouraged, and many faculty members and staff remain in contact with their former students. We also offer alumni activities and support, including the transition to college, summer opportunities, and job search resources. Alumni students and parents may contact Director of Alumni Relations Kerry Richardson (krichardson@latinpcs.org) or visit the [Alumni page](#) of our web site for more information and updates.

STUDENT SUPPORT SERVICES

Child Find Policy – Identifying and Supporting Students with Disabilities

Each student at Washington Latin brings unique talents and interests to the community. While some students are versed in demonstrating these abilities, others may struggle to succeed at school. It is our belief here at Latin that - with the right supports - all students can grow and thrive socially, academically and emotionally. Providing this kind of individual support is central to our mission.

In addition, as an independent Local Education Agency (LEA), we are responsible under Federal laws to find, refer, and possibly deliver services for any student attending our school that may have a disability. According to State and Federal special education regulations, annual public notice to parents of children who reside within a local educational agency is required regarding Child-Find responsibilities. LEAs, including Washington Latin, are required to conduct Child-Find activities for children who may be eligible for services under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

This policy provides guidance on how Washington Latin will locate and identify all enrolled children between the ages of 3 and 21 who may need special education and/or related services to address problems that may interfere with their future development and learning. This policy will also address how Washington Latin will meet its obligations to enrolled students who are transitioning from Part C to Part B of IDEA.

Our ***Student Intervention Process (SIP)*** is how we seek to provide emotional, behavioral and/or instructional support to assist students in achieving competencies both in and out of the classroom. It is a multi-tier approach to early identification and support of students with difficulties in all academic content areas.

Student difficulties may include:

- Problems related to receptive and expressive language
- Conceptual understanding
- Dyslexia, dysgraphia, dyscalculia
- Vision impairment, hearing loss and other physical challenges

The SIP model can be utilized for social, emotional and behavioral concerns as well. Common behaviors addressed through SIP may include:

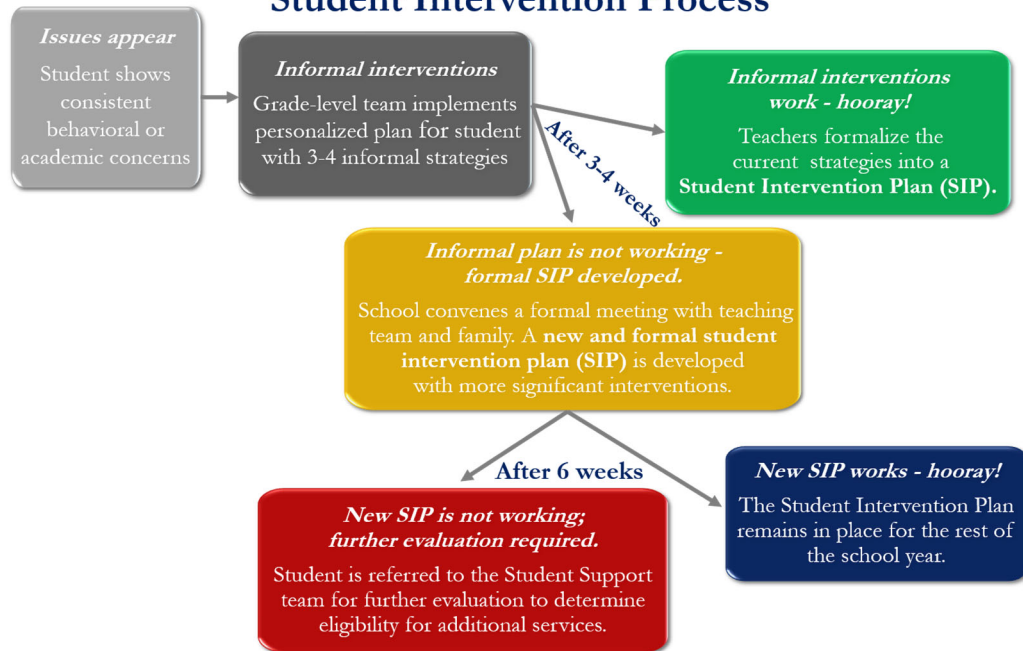
- Talking out of turn
- Verbal outbursts
- Relational difficulties
- Impulsivity
- Executive functioning challenges

The SIP begins with high-quality instruction and universal screening of all children in the general education classroom. High quality instruction allows for a natural process of identifying the learners who need additional support. These learners are then given supplemental assistance in the necessary areas. These services may be provided by a variety of personnel, including general education teachers, special educators and specialists. However, Washington Latin typically utilizes teacher support for the first two tiers of SIP. Academic and/or behavioral progress is also monitored during this phase.

If, during the process of delivering high quality instruction, a faculty member is concerned about a student's ability to access the general education curriculum because of either academic or behavioral concerns, the teacher and the grade level team complete the SIP referral forms (see detailed process below). Note that there are myriad opportunities for students to access the general education curriculum through differentiated instruction, tutorial sessions offered by teachers after school and one-on-one or small group support offered during study halls. Any member of a student's immediate support network including a teacher, advisor, parent/guardian, administrator, or the student him/herself can make referrals of students to SIP. Because any number of varying factors can hinder students from making adequate progress in the general education setting, the SIP is a collaboration among parents, faculty and students.

The chart below gives a high-level overview of the SIT (Student Intervention Team) at Washington Latin during the identification, referral and evaluation processes to ascertain whether additional supports and structures are needed to ensure appropriate instruction for each student:

Student Intervention Process



Notice of Procedural Safeguards for Parents and Students

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from any one of the following:

- Aryn Davis, Director of Student Support, ardavis@latinpcs.org
- Sandra Whitfield, Assistant Director of Student Support, swhitfield@latinpcs.org
- Yule Pieters, 504 Coordinator for Middle School, ypieters@latinpcs.org
- Becca Oram, 504 Coordinator for Upper School, boram@latinpcs.org

HEALTH & WELL-BEING

MENTAL HEALTH COUNSELING
ON-CAMPUS HEALTH SERVICES
FOOD AND NUTRITION
ATHLETIC PROGRAM

HEALTH AND WELLNESS

Mental Health Counseling

Washington Latin recognizes that for students to learn optimally, their emotional needs must be supported within the learning environment. Mental health counseling services are available to all Washington Latin students. The role of the school mental health counselor is to support each student's emotional well-being, act as a resource for parents and collaborate with school staff to best advocate for students. Some of the topics that counseling can address include interpersonal relationships, social-emotional skills, behavior, academic motivation, mental illness (e.g., depression or anxiety), crisis prevention and response, and substance abuse. School counselors are also available as a resource should a student or parent/guardian have concerns about harassment by a faculty member.

Counseling services may be delivered through individual sessions, small group sessions or family meetings. Students may be referred for services in a variety of ways, including self-referral by a student; parent referral; teacher or administrator recommendation for counseling, and outside professional referrals. The frequency of meetings and duration of services are determined on an individual basis, based on the presenting issue and progress toward goals. Counselors strive to interfere minimally with the student's academic schedule.

If a student should require a higher level of professional mental health care, the school counselor(s) will provide caregivers with recommendations for services outside of school. School counselors do not diagnose and may suggest further evaluation outside of school when indicated. For any questions regarding in-school mental health counseling or to have your student speak with a counselor, please contact Ms. Aryn Davis, Director of Student Support Services (ardavis@latinpcs.org).

ON-CAMPUS HEALTH SERVICES

Our school nurse is a trained professional provided through Children's Hospital Children's School Services with a special interest in serving school populations and can be a valuable resource to families on a variety of health-related topics. The nurse is on campus every day daily (when students are present) from 8:00 – 4:30 pm and is available by phone at 202.909.2205. The nurse is available to respond to both minor injuries and more complex or chronic situations (with a clinician's authorization and parental consent). When the nurse is absent, including attending professional development activities, there are other trained staff members who can administer medications and first aid. The school also provides for a trainer to be on campus for all home athletic events who can attend to sports-related injuries.

Medication Distribution

If a student must take prescribed medication, please note that there is a specific protocol for the administration of such in a school setting, and Washington Latin adheres to the regulations set forth by Children's Hospital and the Department of Health.

- Documentation authorizing the school to administer the medicine is required, and the nurse can provide those forms and additional information.
- Unless otherwise specified, all medication to be taken during school hours must remain in the Health Suite, along with frequency and dosage instructions provided by the student's clinician.
- It is the parent's responsibility to notify the school immediately if the child has any allergies or medical problems of a continuing nature.
- Also, the parent must inform the school of potential side effects of all prescribed medications or any changes in medication administration.

- Students should not bring or take medication at school without appropriate medical orders or the knowledge of the school nurse. This includes both prescription and over-the-counter medication.

Head Lice

Washington Latin follows the requirements of the Department of Health that state that "a student diagnosed with head lice may remain in class that day, however parents [and guardians] should commence treatment at the end of the school day. The child may return upon submitting to the school nurse a parent or guardian's note attesting that the student is undergoing treatment. A student with only nits shall not be excluded from school. However, the school nurse, Principal, or designee shall send a note to the parents or guardians advising them to monitor the child for infestation." The DC Department of Health website covers head lice as well as other common communicable diseases, such as pink eye (conjunctivitis) and strep throat.

FOOD AND NUTRITION

Good nutrition is essential for optimal student learning and development. Childhood obesity remains a serious concern, and, as a public charter school, we **must** follow the guidelines outlined in the *Healthy Schools Act of 2010* and strive to provide healthy choices at all times. For more information, please see our Wellness Policy 2019-2020 (**APPENDIX F**).

Parents/guardians who provide food for students during the school day, even in celebration of a birthday or for a bake sale, must also follow these guidelines.

All foods and drinks are to be consumed during break and lunch, only in designated areas defined by the school. This is generally in the Multi-Purpose Room (MPR), unless supervised by a teacher in an organized event. Students may bring water bottles to class but not food or other beverages (unless as part of advisory lunch or another event and with teacher permission). Students are responsible for cleaning up after themselves and taking turns helping to thoroughly clean up shared spaces (MPR) after meals and breaks.

Breakfast/Lunch

- Breakfast is served to all students free of charge every morning that school is in session.
- Hot lunch is provided for \$3.75 per day through our food service vendor, Revolution Foods. Lunch is available only when school is in session for a full day.
- Free and reduced-price lunches are available to qualified families. Application guidelines and forms to qualify for free and reduced meals are available on the [Parents' home page](#) or from Martita Fleming, Director of Operations (m Fleming@latinpcs.org).
- Students may choose to bring their lunch to school rather than purchase the school lunch.
- Advisory lunch is a regular event at Latin, often on Fridays. Students eat together with their advisory in the classroom to build a sense of community. Sometimes advisory lunch is a potluck to which students may contribute food and drink from home.

Bringing Food to School

- Students may bring a lunch and snacks from home (see above about sending healthy options).
- Parents/guardians of students in all grades may bring food to Latin and deliver it to the front office. We will ensure that your child gets the food in time for lunch or snack. Whether from home or a restaurant, the adult must bring the food in to the office rather than ordering it for delivery directly to the school or contacting your child directly to come outside for the food.

- Middle School students are not allowed to order food for delivery to Washington Latin.
- Upper School students in 12th grade who meet academic and behavioral expectations may be granted the privilege of ordering food from a restaurant for delivery. Ms. Kara Brady, Director of the Upper School, determines this privilege.

Healthy Snacks

Students may bring snacks from home for consumption at breaks or after school. The student-led Community Council runs a School Store for students that is open during the morning break. Upper School students may purchase healthy snacks at very reasonable prices from this store.

NB: Students may not leave campus to purchase food. If students leave campus afterschool for any reason (including to purchase snacks), they may not return to campus to join afterschool activities.

Gum, Candy, and Other Sweets

We feel strongly that gum and candy are distracting in the learning environment, as well as having a negative impact on our students' health. For these two reasons, ***we do not allow gum and candy at school.***

ATHLETIC PROGRAM

ALL policies are subject to change at the discretion of the Athletic Director or the Head of School.

Athletic Director: Bob Eleby-El – belebyel@latinpcs.org

Assistant Athletic Director: JerBria Smith – jsmith@latinpcs.org

Athletic web site: www.athletics.latinpcs.org (can also be reached from any page of www.latinpcs.org)

Department Philosophy

Washington Latin Public Charter School has a proud tradition in athletics.

At Washington 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 respect for the tradition of the game including honorable behavior. Learning to honor the game builds a sense of responsibility. 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 prepare our student-athletes to compete, but the second, equally important goal, is to teach life lessons through sports. Athletic activities are seen as an important part of the total learning experience at Washington Latin. These 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.

Successful school athletic programs depend on a large percentage of student participation. This fact encourages multi-sport student-athletes. Our coaches will not pressure players to give up other sports 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 important.

Physical Education Classes (Grades 5-6)

The Washington Latin 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 weekly with units of instruction lasting two or four weeks.

It is the primary goal of the physical education program that each student 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.

The Washington Latin Physical Education program seeks to develop:

- Fundamental and age-appropriate skills
- Physical, social and emotional growth
- Compassion and good sportsmanship
- A sense of responsibility to one's team, coaches and the sport
- A feeling of enjoyment and self-accomplishment
- The understanding that winning and losing is not the ultimate end in athletic participation

Physical Education Uniforms

Each child 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 gray Latin t-shirt, a pair of cardinal Latin mesh shorts, a gray Latin sweatshirt, and a pair of gray Latin sweatpants, plus a P.E. bag. The P.E. uniform is required to be worn during all classes to participate. If a uniform is lost, then a new one will need to be purchased from G-Land or the PFA Used Uniform Exchange (see Latin's Uniform policy for details). The children 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 use. Baseball caps are not permitted.

Athletic Requirements Grades 7-12

Athletic participation plays an important role in helping the individual student develop a healthy self-image, as well as a healthy body. From 7th grade on, Latin students may choose after school athletic activities to meet the following minimum athletic requirements, including competitive team sports and non-competitive classes and training sessions. Requirements include:

- Middle School (Grades 7-8) - One (1) season during 7th Grade, one (1) season during 8th Grade
- Upper School (Grades 9-12) - Four (4) seasons during Grades 9-12; 12 seasons are offered (Varsity/JV)

Athletic Credit through Out-of-School Activities

Some students may wish to pursue other activities outside of school to fulfill their Athletic Requirement. This is possible, with the following conditions:

- Athletic credit may be granted for out-of-school activities for the equivalent of one school year.
Credit is granted at the discretion of the Athletic Director.
- A request for credit for out-of-school activities must be received before the activity begins and any permission can be granted to receive credit. Requests should be made no later than two weeks before the start of the corresponding sports season. For a fall request, the deadline is September 15, winter is November 15 and spring is February 15. Forms are available from the Athletic Director.
- The activity time commitment should be commensurate with on-campus athletic activities, which average 180+ minutes per week for at least an eight-week period.
- The activity must have a qualified coach and/or instructor. Work with a personal trainer does not qualify for credit.
- Participation in a club or AAU team does not qualify for credit, unless the sport/activity is not offered at Washington Latin and/or a student is not offered a roster spot on a Latin team.
- 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 Director at the end of the season.

Team Sports

Washington Latin has nearly 30 teams for students in grades 7-12 that foster the same values of integrity, respect, responsibility, and participation that are embodied in the classroom. An experienced coaching staff, primarily drawn from our faculty, fosters a positive attitude about learning and challenges our athletes to achieve their highest potential in all aspects of their development. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each Latin team. Participation on interscholastic teams also adds to school spirit and helps all athletes, spectators, as well as the student body as a whole, develop pride in their school.

Participation in athletic teams at Washington Latin is both a privilege and responsibility. As members of a school team, student-athletes are expected to make a personal commitment to represent Washington 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 and Principal.

Academic Eligibility

Middle School students must maintain a grade point average of 2.0 and have no failing grades to participate fully in our athletic programs. A student in grade 6, 7 or 8 must be eligible at the end of the published grading period immediately preceding the sports season in which the student wishes to participate.

Eligibility for 2019-20 Middle School athletic seasons is based on the following:

Fall 2019	All students are eligible
Winter 2019-20	1 st Quarter of the 2019-20 school year
Spring 2020	2 nd Quarter of the 2019-20 school year

Upper School students must maintain a grade point average of 2.0 to participate fully in our athletic programs. A student in grades 9, 10, 11 or 12 must be eligible at the end of the grading period immediately preceding the sports season in which the student wishes to participate. All new-to-Latin 9th grade students are eligible for the fall season.

Eligibility for 2019-20 Upper School athletic seasons is based on the quarter preceding the season as follows:

Fall 2019	4 th Quarter of the 2018-19 school year
Winter 2019-20	1 st Quarter of the 2019-20 school year
Spring 2020	2 nd Quarter of the 2019-20 school year

In addition, Upper School athletic participation for ineligible students is restricted in circumstances:

- A student who is ineligible to participate in interscholastic athletics may not play, practice, or otherwise, participate with the school sports team during the period of such ineligibility.
- If the student is ineligible at the beginning of the season, then the student may not try-out, or join, the team at any point during the season.
- The period of ineligibility will last until the end of the next grading period when report cards are issued.

Team Sport Registration

Students and one of their parents/guardians must complete the **Family ID** online registration process by the deadline set for each season in order to participate. This process includes providing emergency information (including parental consent to emergency medical treatment), the student agreeing to a participation contract, and confirming parental permission. In addition, all student athletes must have a current physical form (available on the Parents' home page), signed by a doctor certifying the student's ability to participate in the athletic team activity, in order to participate in any athletic activity at Latin.

Parents/guardians and students will be notified by email from the school about the opening of the portal for the next season and provided with the link. Please watch for these announcements in *Legenda*. If you have any questions or difficulties with this online process, please contact the Athletic Department for help.

Attendance Requirements for Participation in Team Sports

- Every player must attend every practice and every game (including any championship contests and post-season tournaments) to receive credit.
- 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.
- Excused absences from school are also excused absences from athletics.
- Absences from practices and games will be excused in the following cases: documented illness or injury, religious observance and family emergency or event (i.e., wedding, funeral). Athletes should notify the coach of an expected absence as soon as possible. Notification after the absence will not be excused.
- If an athlete has an injury that requires rehabilitation, this needs to be worked out with a trainer/doctor and coach. If working with the school's trainer is prescribed, the athlete is required to attend these sessions (generally during practice hours). If an athlete is unable to begin rehab sessions right away, the athlete is expected to attend practice and observe unless the coach permits the absence.
- A student may not participate in practice, or a game when he/she is serving an in-school or out-of-school suspension. The student becomes eligible to participate on the next school day following the suspension. Any type of suspension will be counted as an unexcused absence from the student's team.
- If, for any reason, a student decides to stop participating on a team, or the student is removed from a team, then he or she will not be permitted to participate in any sport for the duration of that season.
- Two unexcused absences from practice may result in removal from a team and no credit for the 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 Athletic Director will have the final say in determining athletic credit and participation on the team.

Participation on Athletic Teams Outside of School

Many students participate on teams outside of school, and the Athletic Department strongly encourages this. Playing on teams outside of school along with participation on Washington Latin teams can be beneficial but also time-consuming. The policy of Latin's Athletic Department is that a student's school team commitment must come first. Missing a practice or game for other non-Latin team participation will count as an unexcused absence with consequences for playing time as outlined above.

Other Requirements for Participation in Team Sports

- Students must meet residency requirements as set in the DC Municipal Regulations (DCMR), Chapter 27.
- Post-graduates of any high school are not allowed to play on Latin interscholastic teams.
- For students in 9-12, eligibility shall cease at the end of the 8th semester after first entering 9th grade.
- A student who has attained the following ages on or before August 1 preceding the following school year shall not be eligible to participate in interscholastic athletics offered for the grade levels indicated:
 - Grades 7 and 8: 15 years old
 - Grades 9-12: 19 years old
- A student may not play in both a varsity and junior varsity game on the same day.

Uniforms and Equipment

Middle School students are required to purchase their team uniforms through the school. The uniform is worn for all sports offered in the middle school. Students are expected to provide their own personal equipment such as cleats, gloves, bats, etc. Essential equipment to play the sports, such as sport specific balls, protective helmets, etc. will be provided by the school. ***Latin provides financial assistance to any student who is not able to purchase uniform or necessary personal equipment.*** Parents/guardians can speak to the coach or athletic director for any such need.

Upper School students do not purchase their uniforms. Students are issued a school-owned uniform that must be returned at the end of the season. If an item is lost, then the student will be billed for the item lost and for its replacement. 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. Students are expected to provide their own personal equipment such as cleats, gloves, bats, etc. Essential equipment to play the sports, such as sport specific balls, protective helmets, etc. will be provided by the school. Some teams place orders for team items such as sweatshirts, jackets, etc. which must be paid for by each athlete. These are items are not mandatory for participation.

Practices and Games

All students are expected to participate in all practices and play in all games of their teams. 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 the extra instruction is completed. Students may not miss athletic participation to complete homework.

All team games are listed on the athletics calendar at www.athletics.latinpcs.org. Parents and students can subscribe to a specific team calendar to import to their own online calendar and receive automatic updates. The athletics web site also has other information about each team, such as coach contact information, practice days, etc. In addition, coaches often email families and students with detailed information about team activities.

Middle School practices are scheduled on Monday, Wednesday and Thursday. Practice times are from 3:30-4:30 PM, and all practices will end before the late bus departure unless noted otherwise. Under special circumstances, the coach may schedule an extra practice. The coach will inform team families, and this special practice cannot be mandatory in any way. ***MS games*** are scheduled on a Monday, Wednesday or Thursday with exceptions.

Upper School practices take place Monday-Friday and begin at 4:00 PM during the fall and spring (unless otherwise noted). Saturday practices may be required. All Varsity practices during the fall and spring will end by 6:00 PM. Winter practices vary depending on the activity, and it is the coaches' responsibility to inform all parents/guardians of the practice schedules. **US games** are typically scheduled on school days, but Saturday competitions should be expected.

Team Practices During Vacations

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

Transportation to and from Games/Contests

Transportation is provided to and from all competitions, and all students will be returned to Washington Latin unless other arrangements are made in advance and the coach is informed. Whenever school transportation is provided, students must travel to and from events with their group unless parents/guardians have made prior arrangements with the coach.

If parents/guardians 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/guardian is not there. If parents/guardians are in attendance at away games, their son/daughter may ride home with them or with another player's parents/guardians with parent permission. ***At no time are students permitted to ride to games or home as a passenger in a car driven by another student, even if his or her parent/guardian accompanies the driver.***

There will be days that teams will arrive back to school after the late bus has departed. It is the responsibility of the parents/guardians to pick up their child or arrange for transportation home on these days, and coaches will notify parents /guardians of such days in advance so that proper planning can take place.

Early Dismissals for Games

Early dismissal for games happens throughout 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. It is the student's responsibility to make sure they inform their teachers of an early dismissal. Students are also responsible for all of the assignments that they miss.

Game/Practice Cancellations

In the case of inclement weather, games may have to be rescheduled. For 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 Upper 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 or practice cancellations due to weather are posted on the athletics home page (www.athletics.latinpcs.org) as well as emailed to all students in the relevant grades. If school is closed for inclement weather (generally in winter), all practices and games are also cancelled.

Injuries Occurring at Games/Practices

If a serious injury occurs during a practice or game, the coach or Athletic Director will contact parents/guardians immediately. The sports trainer present at the game will examine the student athlete. If the injury is serious enough that medical attention by a doctor is required, parents/guardians will be notified as soon as possible. If the injury prevents the athlete from participating in team activities for a period, a note from the attending physician clearing the student for athletic activity is required.

Weather Policy – Guidelines for Hot Weather Play/Practice

Temperature	Humidity	Air Quality Index	Activities
Less than 80F	-----	Code Green 0–50; Good Air Quality	No Restrictions
80–90F	Below 70%	Code Yellow 51–100; Moderate Air Quality	Watch Carefully
80–90F	Above 70%	Code Yellow 51-100; Moderate Air Quality	Provide 10 minutes cool down/rest each hour
90–100F	Any	Code Orange 101-150	Monitor carefully with frequent water breaks
90–100F	Any	Unhealthy for sensitive groups	Shortened practices; mandatory water breaks every 20 min
90-100F	Any	Code Red 151-200	Limit outdoor exertion
90-100F	Any	Unhealthy Air Quality	Avoid all outdoor physical activity

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.

Varsity Letter for Upper School Athletes

A varsity letter is an achievement that represents perseverance and success. Athletes receiving letters are subject to criteria for earning the letter. At Washington Latin, the first criterion that needs to be satisfied is the student-athlete remaining academically eligible for the entire sports season. Coaches will communicate team-specific criteria to earn a varsity letter.

In addition to the academic qualifier, all students who participate in Latin Athletics sign and agree to the player contract at the beginning of the season that states that they will abide by all eligibility requirements and team standards developed by the coaching staff. If, in the eyes of the Athletic Director and/or the Head Coach, an athlete does not satisfy the terms of the agreement, then a letter will not be awarded. This does not mean that the student will not receive credit towards graduation.

STUDENT LIFE AT LATIN

DISCIPLINE PHILOSOPHY

TRAUMA-INFORMED CLASSROOM

RESTORATIVE JUSTICE AND PEER MEDIATION

STUDENT LIFE DEPARTMENT

ORGANIZATIONAL CHART AND ROLES

CONDUCT AND BEHAVIOR

CODE OF CONDUCT

ON-CAMPUS RULES

ATTENDANCE POLICY

TUTORIAL, AFTERSCHOOL RULES & MAGIS

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STUDENT LIFE: CULTURE AND DISCIPLINE AT LATIN

Discipline Philosophy

Washington Latin's unofficial motto, "Words Matter," is a guiding principle in our approach to discipline. As a school, we believe in and rely heavily on the power of words to both encourage positive behavior and discourage negative or harmful actions. We award merits to students throughout the school year, generally at student assemblies, to honor and publicly acclaim those students who follow the rules steadfastly and those who are making an effort to improve their behavior. Teachers and administrators may also issue demerits, as described below, in order to ensure that missteps are addressed immediately, consistently and in a way that is fair and emphasizes the learning moment.

As with all things at Washington Latin, discipline is an individualized process. While there are certain infractions that, once properly investigated, result in immediate, consistent responses, we also take an individualized and situation-specific approach to all disciplinary actions. Our approach focuses on helping students develop a compassionate understanding of how their words and actions affect others, both immediately and directly and over the longer term, and through the extended community. To achieve this, our disciplinary actions are tailored to each student, taking into consideration his/her background, history, and current pertinent circumstances. We remain committed to reduce the minutes that students may be removed from class or school and to mitigate any loss by providing them with access to their teachers during all in-school suspensions. We also assign tutors to work with students during out-of-school suspensions beyond two school days.

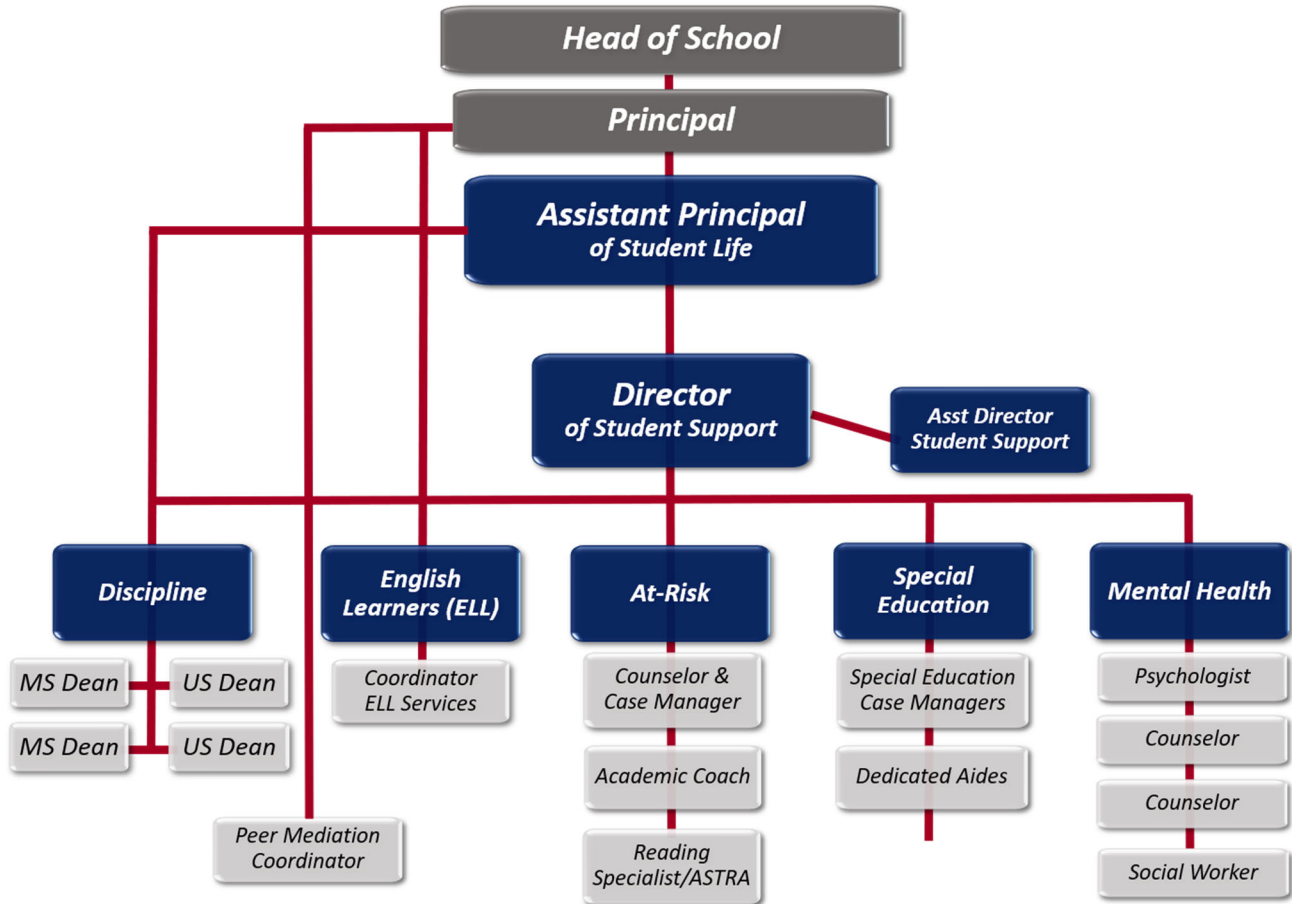
Trauma-Informed Classroom

Consistent with our commitment to understanding the individual, Washington Latin trains all faculty in the tenets of the trauma-informed classroom. Our goal for 2019-20 is that all members of the faculty will be trained in this approach by the end of the school year and that it will be an essential component of our approach to discipline through which student behavior and needs are understood. While the school will continue to utilize conventional responses to disciplinary infractions, such as in- or out-of-school suspension or detention, we are committed to not making this our sole approach. In training faculty, both new and returning, we emphasize the need for consistency balanced with consideration, particularly for students who have experienced trauma. We will identify issues that affect students' misbehavior and craft a response where they can build positive relationships with peers and caring adults in order to support their emotional and academic growth while also taking into account our concomitant responsibility to our entire community.

Restorative Justice and Peer Mediation

Behavioral expectations and consequences also reflect our overarching objective of helping our students become thoughtful people who will contribute to the public good and continue a lifelong quest towards a fuller humanity. We strive to incorporate the restorative approach in every disciplinary action to address students' actions and also repair relationships. This includes a robust and growing peer mediation program. Peer Mediation now exists as a credited (elective) course in our Upper School and is an elective in the Middle School, giving our younger students the opportunity to join and grow in the program. Students are encouraged to use this program for conflicts with both students and teachers.

Student Life Department



Assistant Principal of Student Life

The primary responsibility of the Assistant Principal of Student Life is to monitor the social health and well-being of each student and the community as a whole. Assisting in this responsibility are the Deans of Students, the School Directors and the advisors. The adults in each of these positions play a pivotal role in the life of our students and support the role of the classroom teacher. The Assistant Principal of Student Life will meet regularly with all of these key players and together, they will work to create an action plan to support students even before they run into problems.

Part of the Assistant Principal of Student Life's role is to be responsible for and have 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 Assistant Principal of Student Life decides on the appropriate course of action with a focus on helping students to recognize the importance and value of being at school and following rules. The Principal, School Directors and/or Head of School may be involved at any time and are always involved in the case of serious and repeated infractions.

Director of Student Support

As part of Washington Latin's commitment to equity, the Director of Student Support coordinates the collaborative efforts of the Mental Health and the Special Education and the General Education staff and supervises their efforts to identify, implement and monitor personalized intervention plans to help students narrow an achievement gap that is not being addressed by strategies attempted in the classroom. She supervises

a proactive team that offers a continuum of services to evaluate students' strengths and weaknesses, address underlying behaviors that may impair a student's ability to learn and achieve optimum outcomes.

At-Risk Program

While not a new area of commitment, this program formally codifies Washington Latin's dedication to create internal and external partnerships to increase our agility in providing support to those who are at risk of falling behind and those who may need more help to learn and to be able to achieve their full potential. The coordinator will ensure that interventions are coordinated and integrated, including the Student Support Team and Mental Health Counselors.

ELL Team

Washington Latin has an English Language Learners team that works closely with families and students to provide language and academic support to those whose first language is not English.

Deans of Students

Washington Latin has four Deans of Students, two assigned to the Middle School and two to the Upper School. These individuals know students in the grades they cover and strive to develop positive relationships with all students. Their role is to help students to live up to the school's behavioral expectations, work directly with those who may need additional support and foster the intellectual and personal growth of all students.

Advisory Program

Each student in all grades at Washington Latin is assigned to an advisory, something similar to a homeroom. Our Advisory Program is to complement the Academic Program by providing each student with an advocate and point of connection in the advisor and sense of community among a small group of students. These small clusters create a tight-knit group that promotes stronger school identity and spirit. The program seeks to meet students' developmental needs, provide the critical link between home and school and ensure that all students have at least one adult who consistently advocates for their best interest. The advisor should be the parent/guardian's first point of contact for any issues, questions or problems related to school.

CONDUCT AND BEHAVIOR

Code of Conduct

The purpose of our Code of Conduct is to create and maintain an environment consistent with the above principles that is 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.

The Code of Conduct applies to all Washington Latin students whenever their conduct is reasonably related to school or school activities. This includes:

1. On school grounds before, during, and after school hours
2. At any other time when the school is being used by another school group
3. Off school grounds at a school activity, function or event
4. Traveling to or from the school, a school activity, or a school-related function
5. On a school-sponsored bus or public transportation traveling to and from school
6. When a Washington Latin student is in a capacity representing the school on or off campus
7. When using any electronic device on campus, whether school-owned or not, through social media, chatting, texting or any other means of communication through these devices.

On-Campus Rules

- School begins at 8:10 and dismisses at 3:20 for grades 5-6 and 3:15 for grades 7-12.
- Students are expected to remain on school grounds during the day. Leaving without permission for any reason is in violation of our attendance policy (please see details below).
- All visitors must sign in at the front door and check in with staff at the main office, unless they are at school for a brief stop (such as picking up a student after school) or for an open event (such as a PFA meeting).
- Visiting friends or relatives may only attend class with students with prior approval of the Principal or School Director. These visitors must also sign in at the front office upon arrival and sign out upon departure.
- Students are expected to take good care of all school property, including (but not limited to) textbooks, library books, computers and other technological devices, school materials, furniture, and the school building. Students and parents/guardians will be held financially responsible for any damage to or loss of school property they use, and reimbursement must be received before the end of the school year.
- Students should label all personal items with their name and are expected to use their assigned locker or cubby to store personal possessions while at school. The school maintains a lost-and-found outside of the MPR. Parents/guardians and students are strongly encouraged to check this area often for lost items. More valuable items (cell phones, jewelry, glasses, etc.) are kept secure at the front desk, and students or parents/guardians may ask office staff about missing items. We will donate unclaimed items to charity after notifying all families.
- Students may sell items at school or school functions only with permission from the Principal or one of the Assistant Principals.

ATTENDANCE POLICY

Attendance Matters!

Consistent attendance in school plays a vital role in every student's academic success and contribution to our community. We want all students at school as much as possible, so they can make the most of the educational opportunities offered in middle and upper school. Benefits for the students include:

- Better academic results (immediately and over the long-term)
- More positive attitude about school
- Higher self-confidence
- Good habits that serve students throughout their education and beyond

We miss our students when they are gone, because we value their contributions to our school. Regular and timely attendance is important for students to succeed academically; it also helps children feel better about school—and themselves.

A high number of absences or tardies can be an indication of underlying problems, which we want to address with students and their families. For these reasons, it is crucial that parents/guardians and students alike are committed to on-time and regular attendance at school.

POLICIES

- **Excused and Unexcused** - Not all absences are the same. Some can be excused with a parent/guardian note/email, and some require a doctor's note. Other reasons for an absence or tardiness are NOT excusable, even with a parent/guardian note. Please see the description that follows for details on each type.
- **Consequences** - The consequences reflect how important this issue is, beginning with actions the Latin administration will take. Serious cases are **required** to be reported to city officials. Please read the details below.

PROCEDURES

The most important procedure is that parents/guardians **COMMUNICATE** with Latin regarding any absence, whatever the reason, as early as possible.

- It is important that we know where your child is, no matter the reason for an absence.
- Attendance is taken each day during advisory and recorded no later than 10:00 am, so please let us know ASAP if your child will be absent, late or leave early.
- Parents can send an email (attendance@latinpcs.org) or leave a voicemail (x418) explaining the absence. **Note that we can no longer accept handwritten notes.** We must receive communication within 3 days of the student's return to campus to excuse the absence/tardy.
- **Please note that all school absences and tardies are part of the student's permanent academic record.**

What are excused and unexcused absences/tardies?

Excused absences are when students are absent all day, arrive late (see below for details), or leave early with a valid excuse and parent/guardian approval. Examples include:

- Student **illness** (a doctor's note is required upon return if a student is absent for more than five days)
- **Medical appointments/procedures** (a doctor's note is required upon return to school). *We encourage families to schedule appointments so that students miss as little class time as possible.*
- **Serious illness or death** in the student's immediate family
- Necessity for a student to attend a **judicial proceeding** as a plaintiff, defendant, witness or juror
- Observance of a **religious holiday** (please notify us in advance)
- Temporary **school closings** due to weather, unsafe conditions or other emergencies

- **Lawful suspension or exclusion** from school by school authorities
- For **military families**, student visits with the parent or legal guardian who is the military member immediately before, during or after his or her deployment.
- **College visits** (please notify us in advance)

Unexcused absences are when students are absent from, arrive late to or leave early from school without a valid excuse, **whether or not they have parent/guardian approval**. Examples include:

- Babysitting or other such family obligations
- Work obligations
- Oversleeping
- Traffic
- Cutting classes

How do parents/guardians report an absence or tardy as excused?

1. Review whether an absence is considered excusable. If not, please send your child to school!
2. Communicate with us about the absence:
 - a. Email attendance@latinpcs.org or
 - b. Leave a voicemail on the attendance line at 202.223.1111 x418
 - c. Include the student's name and grade, reason for the absence/late arrival or early departure, your name and contact phone number for any questions.
 - d. If necessary, please send a doctor's note (see above) on the doctor's letterhead.
3. To have an absence/tardy excused, we must receive one of these forms of communication by the third day that your child is back at school. For example, if s/he is out all-day Monday, we must receive a communication from the parent/guardian no later than end-of-day Thursday of the same week.
4. If the parent/guardian communication with a valid excuse is not received within the three-day period, the absence will be recorded as **UNEXCUSED**.
5. Any student who attempts to falsify an attendance excuse will be subject to disciplinary action.

CONSEQUENCES FOR TARDIES AND ABSENCES

Parents/guardians are responsible for ensuring their children attend school regularly and on time, and we ask that you take this responsibility seriously. We also expect our students to make attendance and timeliness priorities. The consequences outlined below reflect how seriously we take the issue.

Tardiness to school

- If a student arrives to advisory after 8:10 am, s/he will be marked tardy to school.
- If a student arrives at school after 8:20 am (Upper School) or after 8:30 am (Middle School), s/he MUST check in at the front desk for a late pass and will be marked tardy.
- If a student arrives at school after 8:45 am without a valid parent excuse communication (in person, email, call, etc. as outlined above), s/he will be directed to the administrator on tardy duty, who will call the parent or guardian for an explanation.
- If the tardy is unexcused, the student will be required to attend Saturday detention equivalent to the cumulative amount of time that s/he was late during the course of the week. **Any student who does not attend the required Saturday detention will be subject o disciplinary action.**

Tardiness to class

Students have five minutes to get from one class to the next. Middle School students who receive 5 class tardies in one week will serve a detention from 3:45-4:45 one day during the following week. Upper School students who are late to any one class without a valid excuse as determined by the teacher 4 times will automatically lose

5% from their quarter grades. Students will also automatically lose another 5% on their quarter grades on the 8th tardy, and so forth.

How many is “too many” absences or tardies?

Chronic absenteeism is the term for a student missing more than 10 days in a school year (both excused and unexcused absences), because this is the point at which we see academic and/or behavioral struggles. Note that when a student misses 20% or more of a school day, it is counted as an absence, so we also watch for students who are chronically tardy.

In cases of chronic absenteeism or tardiness from Latin, the student’s teacher, advisor, or a member of the administration will reach out to the family for a meeting to understand the causes of the absences and establish a plan to improve the student’s on-time attendance. If there are health reasons for the absences, the school nurse will also work with the family and administration to establish an attendance plan. Parents/guardians and students, who have questions about the policy, a special need in terms of scheduling or some help resolving an issue, please reach out to us.

What are the legal requirements for school attendance?

According to DC law, parents/guardians are considered legally responsible for ensuring their children’s attendance at school. **Truancy** is defined as any absence from school by a school-aged child without a valid excuse. Interventions begin at Latin after the first unexcused absence, but ***we are also legally obligated to report excessive absences to the authorities:***

- For our students up to age 13, the school is required to report to the Child and Family Services Agency (CFSA) if a student accumulates 10+ unexcused absences within a single school year.
- For our students over age 13, the school is required to report to the Family Court Social Services Division if a student has 10 or more unexcused absences within a single school year.
- The law also outlines particular consequences for both the student and parents, including both support (counseling, for example) and legal action. This information can be found in [the attendance report](#) by the Office of the State Superintendent of Education (OSSE) at osse.dc.gov.

Our hope at Latin is that we can work together with our students and their families to avoid an attendance problem requiring outside agency involvement. We are committed to early intervention and working to help overcome barriers and underlying problems in partnership with our families.

If you have questions about our policy, please contact Ms. Carenda Nunn, School Registrar.

This information is also posted on the [Parents’ home page](#) as a stand-alone document.

TUTORIAL PERIOD AND AFTERSCHOOL RULES

There is a tutorial period from 3:20 until 3:45 during which time all full-time teachers meet one-on-one or in small groups with students in both the Middle and Upper Schools. Students are required to stay for this period if they have been asked to do so by one or more of their teachers. Students who attend tutorial and use Latin-chartered transportation may ask to be dismissed at 3:40 so they can catch the “early” bus.

Upper School students have permission to be in the building unsupervised after school, provided that:

- 1) They follow the school’s Code of Conduct and meet all behavioral expectations.
- 2) They do not interfere with any ongoing activities in the building.
- 3) They are engaged in a productive activity, such as studying or an extra-curricular activity.
- 4) They respectfully follow the direction of Latin faculty/staff in charge after hours (both teachers and administrators).

Failure to comply with these conditions may result in the suspension or loss of afterschool privileges.

Middle School students may not stay after tutorial (beyond 3:45) without being actively engaged in a designated afterschool activity or without the express permission from a teacher. Students with such permission must remain with that teacher. All others must go to the MAGIS afterschool program until they leave campus. Students who leave campus will not be allowed to re-enter unless accompanied by a coach or teacher.

MAGIS Afterschool Program for Middle School Students

- Washington Latin’s MAGIS Afterschool Program is offered to middle school students and operates from 3:20-6:00 pm, Monday-Thursday. The program is not offered on Fridays, school holidays nor half-days.
- Students may enroll for 1 to 4 days per week per session or for the entire year. Please see the [MAGIS page](#) for more information and to register your child for a range of opportunities, including cooking class, chess club, sports and games, and more.
- Drop-in participation is also an option, though we may not be able to accommodate students joining a particular program as it is offered on an as-is basis.
- Students who remain at Latin after Tutorial without other organized activity will automatically participate in MAGIS and parents will be charged the drop-in rate.
- **Financial assistance is available.** It is Latin’s policy that no student will be turned away from an opportunity for financial reasons. Please see Ms. Coleman or Ms. Fleming for more information.
- Students and parents are required to review and sign a behavior agreement in order to participate in the program (including drop-in); please see **APPENDIX G**.
- Questions? Please visit the [MAGIS page](#) of our web site or contact Caroline Coleman, MAGIS Coordinator, ccoleman@latinpcs.org

OFF-CAMPUS RULES AND LATIN TRANSPORTATION RULES

As noted, Washington Latin expects all students to comply with our Code of Conduct at all times, including when off campus but still representing the school for the following:

- Daytime field trips around DC
- Grade-level trips, such as Echo Hill or the Junior/Senior overnight
- Extra-curricular activities, such as Model UN and Debate Team
- Athletic practices and competitions

Students must also recognize the authority of non-Latin faculty when off campus and follow their directions as they would a Latin teacher, including bus drivers, opponents' coaches, parent/guardian chaperones, etc.

Behavior on Latin-Sponsored 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 Capitol Hill, Glover Park, Tenleytown, and Anacostia. In the afternoon there is bus service after tutorial (3:40) and again after sports and other activities (at 4:45). Parents pay for this service to help defray the cost, but aid is available. Details about cost and times are available on the [Parents' home page](#) of our web site. If you have questions, you can contact Martita Fleming, Director of Operations, at m Fleming@latinpcs.org.

The buses provided by Latin are considered an extension of the school. While riding the bus, students are expected to behave in the same manner as in the classroom, building and grounds. The bus driver and bus monitor are responsible for the safety and welfare of students on the bus, and students should adhere to their instructions at all times. Students must adhere to the following bus rules:

- Students must remain seated at all times and may not move from their seats until the bus has come to a complete stop.
- Students' actions should not cause the driver to be distracted while the bus is moving.
- Students may converse quietly with a neighbor but not talk in an overly loud voice, scream or yell.
- There is to be no profanity, vulgar language or gestures.
- Students should confine their activity inside the bus. All body parts (head, arms, long hair, etc.) must remain inside the bus. Students should refrain from gesturing, talking or in any way interacting with pedestrians or drivers of other vehicles.
- Students should maintain the cleanliness and condition of the bus by not writing on any part of the bus, ripping or tearing seat covers, throwing anything, or leaving litter on the bus.
- There is to be no threatening or sexual harassment of others.
- There is to be no throwing of anything within the bus or out of the window of the bus.
- There is to be no wrestling, spitting, fighting, pushing, and/or shoving.
- There is no holding of seats for other students; students should take the window seats, if available, to allow efficient loading of the bus from the center aisle.

Riding the school bus is a privilege, not a right, and may be rescinded at any time. The driver and/or bus monitor will report any infractions of the rules to the Assistant Principal of Student Life, who will follow up on the issue and take appropriate action, including the following:

- A meeting with a parent and one of the Deans of Students may be required 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.

- Note that there will be no appeal process if the bus staff recommends suspension of bus privileges.
- When a student is suspended from bus privileges, payment is forfeited.
- Please also note that students and parents are required to review and sign a behavior agreement in order to ride the bus. This agreement is found in **APPENDIX H** and on the [Parents' home page](#).

TECHNOLOGY USE AND EXPECTATIONS

The code of conduct for students also applies on all technological devices, both school-owned and personal, when the student is at Washington Latin, through social media, chatting, texting or using any other means of communication through these devices. At the start of the school year, advisors will review the *Guidelines for Responsible Technology Use* to be signed by each student and family (see **APPENDIX I**). The following summarizes our technology policies and rules.

School-owned Devices

Washington Latin expects appropriate and ethical use of the school's technological resources consistent with the school's mission and acceptable student behavior. Technology resources supplement the learning process and provide access to a diversity of experiences, opinions and cultural perspectives. On or off campus, use of technology potentially harmful to the Washington Latin community and/or that results in the disruption of the school, is strictly prohibited. Violation of these guidelines is taken very seriously.

- Students understand that technology in all its forms on campus is provided for educational purposes only and that the school, at its sole discretion, restricts student use of computers for any other purpose.
- Students understand that the hardware and software on campus are the property of the Washington Latin School and that the school retains authority to gain access to any files on its servers and computers, including email.
- Students will respect the privacy of others. Students will not log into accounts (including email) or use files owned by others without permission.
- Students will not download, install, copy, or change software on Washington Latin-owned computers.
- Students will not intentionally access material that is pornographic or that advocates illegal acts, violence or hatred toward any group of people using Washington Latin computers.
- Students will not use technology on or off campus to harass or participate in malicious behavior towards any person, including faculty, students and staff of the Washington Latin community.
- Students will not intentionally produce, copy, or distribute any computer code or program designed to self-replicate, damage or hinder the performance of any computer system or software.
- Students will not intentionally modify or destroy hardware that belongs to Washington Latin, including keyboards and monitors.
- Students will not attempt to breach the security system or disrupt the normal operation of the network.
- Students will acknowledge information and images obtained from the Internet as belonging to others using appropriate citation methods.
- Students will respect the intended privacy of email messages and will not tamper with the mail of others or circulate or distribute email messages of any sender without permission. Students will not misrepresent themselves as another person in electronic communications.
- Students will not take images of staff or fellow students on campus or during school sponsored events and post them on public access sites without the express permission of those photographed.

Personal Devices

The school understands that many students have cell phones. Such devices are in many cases crucial to communicate with family and friends, especially when traveling to and from school. Cell phones may, therefore, be brought to school with students. Students must be aware that the school's Code of Conduct applies to technology use at school, including on personal devices. The following specific rules also apply at all times:

- Headphones cannot be used at school except with a teacher's permission; they may not otherwise be worn (or displayed) on school grounds.
- Electronic devices may be used in the classroom for academic purposes with permission of the teacher in that room.
- Students in the Upper School may use their cell phones during break and lunch.
 - Should an Upper School student decide to use an electronic device at any other time without the permission of a faculty member, he/she will lose the right to have the phone during the day.
 - For the academic quarter in which the violation occurred, students will be required to surrender their phone to a Dean at the beginning of school and get it back at the end of the day.
 - Violation of this consequence may result in additional discipline action.
- Students in the Middle School may not use their cell phones at any time during the school day, including breaks or lunch.
 - MS students must keep their phones in lockers or cubbies, **turned off**.
 - If a student must contact their parent/guardian, s/he may use the phone near the front office.
- In case of emergency or to pass along important information, parents/guardians should contact the school office. We will get the information to the student.
- Personal laptop computers may be used only with special permission from the Principal or Assistant Principal. Such devices should always be stowed safely in a locker; the school will not be responsible for the loss or theft of a personal laptop.

UNIFORM POLICY AND PURCHASING INFORMATION

Washington Latin believes that appearance is important and requires students to meet the highest standards of dress and deportment. We see parents/guardians as our partners in ensuring that students come to school each day well groomed.

We require all students to wear uniforms and adhere to the Uniform Policy at all times while in the school building and at school-sponsored functions. Students' personal presentation should reflect modesty, neatness, and cleanliness. Hair must be kept neatly groomed and clean at all times and may not interfere with vision or the performance of school activities. Students are not to wear headscarves, hats or other headwear except as medical reasons or personal religious beliefs dictate.

All Washington Latin administration and faculty will strictly enforce the following Uniform Policy. Failure to adhere to the Uniform Policy will result in strategic intervention or disciplinary action; chronic non-adherence may lead to additional discipline action. Washington Latin also reserves the right to change this policy as needed.

Daily School-wide Uniform

Uniforms are to be worn with careful attention to proper presentation, appearance, and sizing. The basic Latin uniform consists of khaki (tan) bottoms and a collared white, gray or navy shirt with the Latin logo. Please see the following list of acceptable items and other notes.

Shirts

- A navy, gray or white long- or short-sleeved polo shirt with school logo. ***Denim/Chambray long or short-sleeved shirts are not allowed.***
- Juniors and Seniors may wear a plain white, gray or navy, long- or short-sleeved collared shirt that is fit for professional wear.
- Students may wear solid colored white, navy or gray t-shirts beneath school shirts.
- Students may wear plain white, gray or navy polos under a sweater with the school logo.
- You may purchase plain white, gray or navy polos from any store of your choice. This can be with a patch you sew on yourself (available at the [School Store](#)) or a logo added by G-Land for a small fee.

Sweaters/Sweatshirts

- Students may wear navy, gray or white sweaters and sweatshirts with the Latin logo in the building.
- You may purchase navy sweaters/vests/cardigans from any store of your choice and then add the logo. This can be with a patch you sew on yourself (available at the School Store) or a logo added by G-Land for a nominal fee.
- Students may also wear their gray Latin sweatshirts that are part of the gym uniform.

Pants, skirts, and other bottoms

- Khaki (tan) pants, shorts or skirts. Shorts and skirts must not be shorter than 1-2" above the knee. ***Variations of brown and olive green are not allowed.***
- Khaki pants, shorts or skirts may be purchased from a store of your choice. G-Land and Land's End offer them, but you do not have to purchase from them.
- Students may wear solid leggings or tights in navy, gray, white, or black with shorts and skirts. ***Fishnet leggings and stockings are not allowed.***

Dresses

- Students may wear a navy polo dress with school logo (available through **Lands End** only).
- Also allowed are khaki (tan) jumpers with school logo, worn with a collared shirt underneath.

Outerwear

- Upper School students wear a solid black, navy, gray or white outer coat, hoodie or sweater over a uniform shirt.
 - Outerwear may not be worn in place of a school uniform shirt.
 - Outerwear may not have writing of any kind, unless a small product label.
- Middle School students may only wear outerwear that has the school logo in navy, gray, or white.
- Gloves, outerwear, hats, skullcaps, and head wraps must be removed once students enter the building, except as medical reasons or personal religious beliefs dictate.

Footwear

Students must wear closed-toe shoes. Slip-ons or open-toed sandals are not allowed. Shoes and socks should be school appropriate. Beyond this, there are no specific restrictions on color, etc.

Purchasing Uniforms

Latin uniforms are available from the following vendors. Every item that you find in our sections with these vendors has been pre-approved by the school.

- **G-Land** - www.glanduniform.com to order (click our logo to start); G-Land 1516 Wisconsin Ave NW to pick up orders
- **Flynn and O'Hara** - www.flynnohara.com/School-Landing
- **Lands End** - www.landsend.com/school, select "Find Your School's Dress Code."

Logo Patches

- You can purchase logo patches to sew onto plain polo shirts, jackets, sweaters, etc. These will be available at the start of school events and throughout the year online at the [Latin store](#).

Used Uniforms - \$3/each

- The Parent-Faculty Association has created a low-cost used uniform exchange. For a nominal contribution to the PFA, you can add to your child(ren)'s wardrobe and save the planet!
- Sales are ongoing throughout the year and most active at the start of school. You can purchase used uniforms at these events or by reaching out to volunteers via [email](#).
- Payments can be made with cash, check or through PayPal on the [Latin store](#).

Latin Swag

- The [Latin store](#) is on our web site, on campus in the Development Office (room 121) and at PFA events.
- Purchase Latin swag - shirts, hats, notebooks, water bottles, etc. - for friends and family to benefit the [Equal Access Fund](#).

Physical Education and Athletics Wear

- **5th and 6th grade** – Students are required to purchase their physical education uniforms: a gray Latin shirt, cardinal Latin mesh shorts, gray Latin sweatshirt, and gray Latin sweatpants. The sweatshirt may also be worn during school and in the classroom. Families need to purchase all items only from G Land Uniforms or at the PFA Used Uniform store.
- **7th and 8th grade** – Students purchase athletic team uniforms directly from Washington Latin. Mr. Bob Eleby-El, Athletics Director, will provide a form to all students seasonally with details.
- **Upper School** – Athletic team uniforms are provided to all players by the school and are expected to be returned at the end of the season. If a uniform is lost or damaged, the student will be required to pay the replacement cost.

More information related to sports team uniforms or physical education and athletic uniforms can be found in the Athletics section of this Handbook and also on the Athletics web site www.athletics.latinpcs.org.

This information is also posted on the [Parents' home page](#) as a stand-alone document.

DISCIPLINE POLICY AND CONSEQUENCES

Our discipline policy is guided by the belief that missteps and mistakes are frequently a part of personal growth, and the school implements a system of graduated incentives and responses in order to move students toward more acceptable behavior and increased accountability and maturity. The school understands that students come from myriad sets of circumstances and backgrounds, and we are eager and equipped to support students at every step of their academic career and experience at Washington Latin.

Usually, the school staff carries out such actions in an informal way using dialogue and mediation strategies. However, more serious and chronic behaviors may require corrective and disciplinary measures in the form of issuing demerits, conducting conferences, hosting detention, and occasionally, suspending or expelling students. In certain circumstances, 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. In situations where behavior is not improving, the school's foremost objective is to craft a solution that minimizes the loss of academic time and maximizes the opportunity to provide the student with the necessary support to manage challenges in their personal lives. To this end, the school is committed to making individualized disciplinary decisions that serve the best interests of the student and the community.

While it is expected that all Washington Latin students 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 our Code of Conduct.

Behaviors Contrary to Washington Latin's Culture

The following behaviors are inconsistent with the values of our community and therefore *not allowed*.

- ***Behavior that is physically hurtful:*** e.g., fighting, pushing, shoving, running in the halls, throwing objects, carrying dangerous objects, using school materials inappropriately.
- ***Behavior that 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, and other behaviors designed to devalue or hurt another person.
- ***Behavior that damages, destroys, or causes 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.
- ***Behavior that interrupts the school program for self or the group:*** e.g., class cutting, profanity, obscenity, insubordination, flagrant tardiness, remaining in areas of the school where one does not belong.

Glossary of Unacceptable Behaviors

Alcohol & Drugs: Includes possession, use, sale, distribution, or being under any influence of illegal substances or misuse of legal substances, or items purported to be such, at school or school-related activities.

Bullying: Any intentional behavior by a student or group of students that cause the distress, hurt, humiliation, or anxiety of another student or group of students. Bullying includes all forms of abuse, harassment or intimidation. Please see below for our complete policy against bullying.

Cheating includes, but is not limited to:

- Giving or receiving information during tests and quizzes either verbally, visually or electronically
- Bringing prepared materials to the test, e.g., notes on cheat sheets, hands, arms
- Copying homework or having someone else complete the homework assignment for the student
- Allowing another student to copy all or part of homework assignment

Disruptive Behavior: This includes any behavior that disrupts the flow and routine of the class, including tardiness, talking out of turn, inappropriate comments or any behavior that absorbs the time of the teacher in ways that detract from the learning of others.

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: Gambling involves an exchange of items, including, but not limited to money, from prior arrangement based upon the outcome of an event.

Harassment: 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, derogatory or mean-spirited language – in written or spoken form. 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.

Illegal Substances: A drug whose production or use is prohibited or strictly controlled via prescription.

Insubordination: Any student who fails to obey direct instructions or requests from their teachers, the staff or a guest is considered insubordinate.

Plagiarism: 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. Both images and text are considered plagiarized if not cited. 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.

Tobacco: Smoking or otherwise consuming substances that include any tobacco or tobacco-based products.

Theft: The taking of someone else's property without the owner's knowledge or prior approval.

Uniform Violations include improper shoes, wearing a coat or jacket in school, improper wearing of the uniform (e.g., inappropriate sizes), etc. as outlined in the uniform policy.

Vandalism: Any intentional misuse or damage to school supplies, equipment, furniture, classroom space, common space, or the property of others in the school.

Weapons: Guns, knives or any other dangerous or potentially harmful items are considered weapons and therefore banned. This ban also applies to replicas of dangerous or potentially harmful items.

Prohibition Against Bullying

Washington Latin defines bullying as behavior - whether physical, electronic, or verbal - which is designed to devalue or hurt another person. This generally includes name calling, racial slurs, calling attention to one's personal characteristics in a derogatory manner, intimidation, group isolation or ostracism, sexual harassment or any other such behavior that interferes with the person's ability to participate in or benefit from the services, activities, or privileges of Washington Latin. Bullying is specifically defined meeting the following criteria:

1. Includes harassment based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place or residence or business, or any other distinguishing characteristic, or on a student's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 - a. Place the student in reasonable fear of physical harm to his or her person or property;
 - b. Cause a substantial detrimental effect on the student's physical or mental health;
 - c. Substantially interfere with the student's academic performance or attendance; or
 - d. Substantially interfere with the student's ability to participate in or benefit from the services, activities or privileges provided by an agency or educational institution.

Retaliation for reporting, providing information or witnessing bullying against any student, family or faculty/staff member, including the victim, is also prohibited.

Washington Latin recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be implemented consistently, fairly and equitably. To this end, Washington Latin ensures that staff members follow these guidelines as closely as possible while allowing for flexibility to adapt sanctions to individual contexts. Furthermore, to ensure equitability in applying sanctions, measures will be employed on a graduated basis determined by the nature of the offense, the disciplinary history of the students involved and the age and developmental status of the students involved. Responses to incidents of bullying may include, but are not limited to:

- Reprimand
- Suspension of Washington Latin privileges
- Suspension of participating in optional Washington Latin activities
- Suspension from Washington Latin facilities

Washington Latin does not endorse the use of punitive strategies associated with "zero-tolerance" policies when applying sanctions to an incident of bullying.

Levels of Infractions

Although it is not possible to list all of the ways in which students may violate the school's code of conduct, we list below several instances of very serious to less serious infractions. In all cases, a student's previous record and standing at the school will be considered before the administration will make a disciplinary decision.

Very Serious Infractions

While the school works with students so that they can learn from their mistakes, the following violations of the school's code of conduct are grounds for ***immediate suspension out of school and possible expulsion***.

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

Serious Infractions

Listed below are examples of serious infractions, whether occurring at school or at school-related activities, which could result in ***out-of-school suspension (OSS)***.

- 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
- Being under the influence of an illegal substance, i.e. drugs, alcohol or medicine not prescribed by a physician

Serious Violations

Listed below are examples of serious violations, whether occurring at school or at school-related activities, which ***could result in in-school suspension (ISS)***.

- 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 Code of Conduct or "Classroom Responsibilities and Expectations" described in the student planner (**APPENDIX J**).

Major and Minor Infractions

Generally speaking, all other disciplinary infractions fall into two major categories: minor and major.

- ***Minor infractions*** are those violations of classroom rules that 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 and assign detentions; they will report more serious infractions to the Assistant Principal of Student Life and the Deans 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 Assistant Principal of Student Life. The Assistant Principal of

Student Life will then speak with the student and parent(s)/guardians(s), and will determine the appropriate course of action, including the assignment of penalties.

Disciplinary Consequences

The following are the types of disciplinary actions or consequences for violations of the Code of Conduct, listed in order of severity.

Demerit

The purpose of demerits is to inform parents/guardians about student infractions and provide a record of conduct.

- Demerits are recorded on a daily basis
- Excessive accumulation of demerits may result in detention and/or suspension.
- Demerits do not accumulate from one quarter to the next.
- The accumulation of 7 demerits in one marking period will result in detention.
- The accumulation of 14 demerits in one marking period may result in an in-school suspension.
- Parents will be notified in advance of detention times and dates.

Removal from Class

Any student whose behavior disrupts the learning environment will be asked to leave class temporarily at the direction of the teacher. This can occur on two levels:

- The student is asked to take a brief break outside the classroom door with the purpose of re-directing behavior to allow the student to rejoin the class.
- The student must report directly to the Assistant Principal of Student Life or a Dean of Students, who will then decide upon a way forward.

Detention

Students may be required to serve detention as a consequence for the violation of a school rule. This is a designated amount of time, in addition to that in the classroom, under the supervision and direction of a teacher and/or administrator, which may occur during school hours and/or after school, or on a Saturday from 8 am to 11am. Please note that the administration reserves the right to change the time and days for detention based on scheduling needs to ensure adult supervision.

- Parents/guardians will be notified in advance of detention times and dates.
- In the Middle School, regular detentions will be held on Monday, Tuesday, Wednesday, and Thursday from 3:45 to 4:45 pm and on Saturday from 8:00 am to 11:00 am.
- There will be no regular detention for the Upper School, but a school administrator reserves the right to assign a Saturday detention from 8:00 am to 11:00 am.
- Students must attend and be on time to the detention to which they are assigned. If students do not attend or arrive late, they will be subject to additional disciplinary action.
- An accumulation of detention may result in suspension.

Community Service as a Behavioral Consequence

Community service in the Upper School for behavior reasons will be in addition to the required 100 community service hours needed to graduate from Washington Latin. Please note that the administration reserves the right to change the time and days for community service based on scheduling needs to ensure adult supervision.

- Students must attend and be on time to the community service to which they are assigned. If students do not attend or arrive late, they will be subject to additional disciplinary action.
- An accumulation of community service assignments may result in suspension.

Suspension

- ***In-school suspension (ISS):*** A temporary removal from one or all classes and school activities. Students will be assigned to a room where their teachers, dean and counselor (if applicable) will work with them to reflect on their actions and assist them with their work. Students are expected to complete their class assignments during their suspension. Also, students serving suspension must complete a corrective action assignment associated with the infraction committed.
- ***Out-of-school suspension (OSS):*** If school administrators decide that a student's behavior is serious enough, or that the student presents a danger to the community, he or 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. The number of days a student is suspended will most often increase with each additional suspension for that student.
- 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 Principal or her designee shall be for system-wide testing.
- 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. A parent/guardian or responsible adult designee **MUST** pick up the suspended student from school.
- The student and parent **must** attend a conference with an administrator before the student's return to class. The student has the responsibility to make up all missed work immediately upon returning to school.

When a ***student with a disability*** is suspended (in-school or out-of-school) for more than ten school days cumulative within the school year:

- The school will conduct a Manifestation Determination Review Meeting within 10 school days from the date that the decision to suspend the student is made. At the Manifestation Determination Review Meeting, relevant members of the IEP/Section 504 team will determine if the behaviors resulting in the suspension are a manifestation of the student's disability. Washington Latin will then take appropriate action based on the determinations made by the team and according to the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.
- School personnel may consider any unique circumstances on a case-by-case basis when determining whether a suspension, change of placement or other disciplinary action is appropriate for a child with a disability who violates the school's Code of Conduct.

Disciplinary Probation

A student may be placed on disciplinary probation either because of a pattern of misbehavior or whenever the Assistant Principal determines that a student's behavior warrants special monitoring. Probation is a period during which the School observes whether 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 while a student is on disciplinary probation may result in expulsion from the school.

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. Parents' or guardians' falsification of records or non-compliance with school policies or support of the child's non-compliance with school policies may also result in expulsion.

Students who are expelled may not re-enter the School.

The School has School Resource Officers (SROs) from the Metropolitan Police Department who visit the school almost daily to offer their support as needed. If the school determines that a student's behavior in any way jeopardizes the safety of the community, the School sees fit to involve the police. If a student is found in possession of an illegal substance or a weapon, the School will notify the police.

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.

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 a formal complaint, and to that end, every effort should be made to resolve any dispute informally first. In the case of suspensions or expulsions, families who choose to submit a formal complaint must do so in writing to the Head of 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 a written recommendation to the President of the Washington Latin Board of Governors.
5. The Board President will provide the parent or guardian with a written decision on the case within one week of receiving the recommendation of the Hearing Officer.