



WASHINGTON LATIN

PUBLIC CHARTER SCHOOL

Student Discipline

Philosophy & Policies

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

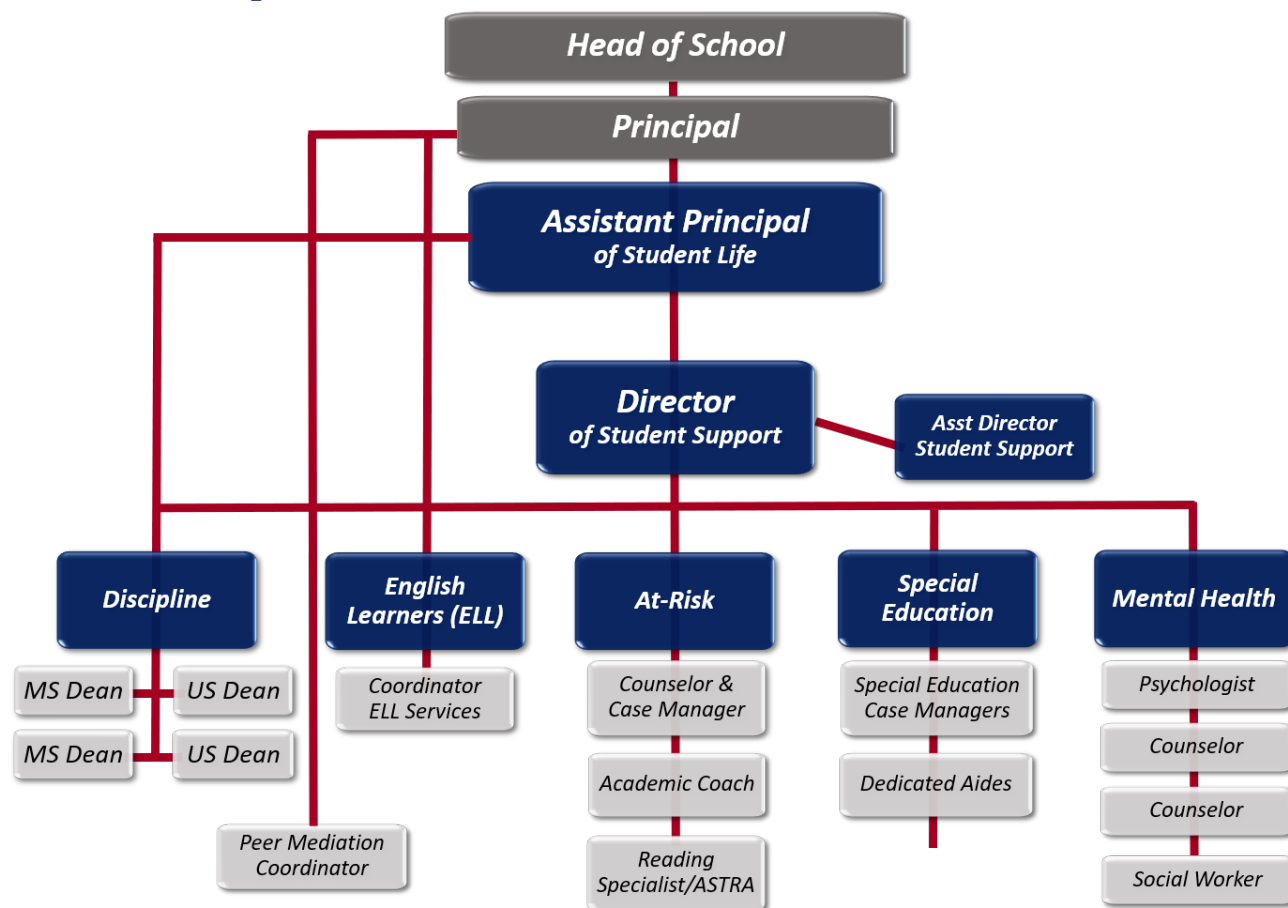
Consistent with our commitment to understanding the individual, Washington Latin trains all faculty in the tenets of the trauma-informed classroom. Our goal for 2019-20 is that all members of the faculty will be trained in this approach by the end of the school year and that it will be an essential component 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 mflaming@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; 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.

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 types of disciplinary consequences for violations of the Code of Conduct are 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.