

Washington Latin Public Charter School



FAMILY HANDBOOK

5200 2nd STREET NW
WASHINGTON, DC 20011
202-223-1111

www.latinpcs.org

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WHO WE ARE

Mission, History, Mottos, Diversity

Board of Governors

Parent-Faculty Association

Parent-School Covenant

School-Home Communications

LETTER FROM THE HEAD OF SCHOOL



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 school year.

Best wishes,

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

Peter Timothy Anderson
Head of School

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.

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 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, Ideas Matter, and People Matter

- **Words Matter:** Please be mindful of the words you use to and about others, whether in speech or in writing. Words can uplift those around you, but they also have the power to wound. Find ways to use your words for good. Share words that uplift, illuminate, or support our core values; keep those that will cause pain, frustration, derision or division to yourself.
- **Ideas Matter:** Each day you will encounter ideas that expand your view of the world. They will come in messages shared by your classmates and teachers, and they will come from texts both ancient and modern. Read, listen, and ask questions! You are in the midst of an age-old journey of pursuing truth; know that it is rarely found easily. Share your own ideas and give credit to those whose ideas you reference.
- **People Matter:** Every person who walks through the doors of this building belongs here. Find ways to establish common ground with your peers and with the adults who work here. Be considerate of the views and needs of others. And if you need help or know someone who does, remember that the adults are here to support you. Reach out for help!

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

Our legal name is **The Corporation of the Washington Latin Public Charter School**. This 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. Please see our [board page](#) on the website to learn more about our Governors, meetings, and other information.

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.

Our faculty are also members of the PFA, reflecting our commitment to the home-school partnership. 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.

Parents and guardians are encouraged to regularly check the [Parent-Faculty Association page](#) on the Washington Latin website 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.

Below are the members of the Executive Committee. Parents and faculty are welcome to contact any of them with questions or suggestions about making the Latin PFA the best it can be. To learn more about the current officers and representatives, please visit the [PFA page of our website](#).

Officers

President – papresident@latinpcs.org

Vice President – pavpresident@latinpcs.org

Treasurer – patreasurer@latinpcs.org

Secretary – pasecretary@latinpcs.org

7th Grade — pa7rep@latinpcs.org

8th Grade — pa8rep@latinpcs.org

9th Grade — pa9rep@latinpcs.org

10th Grade — pa10rep@latinpcs.org

11th Grade — pa11rep@latinpcs.org

12th Grade — pa12rep@latinpcs.org

2nd Street Grade Campus Grade

Representatives

5th Grade — pa5rep@latinpcs.org

6th Grade — pa6rep@latinpcs.org

Cooper Campus Grade Representatives

5th Grade - ajcpa5rep@latinpcs.org

6th Grade - ajcpa6rep@latinpcs.org

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 schools of Washington Latin

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 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.**

All families will automatically receive the following school communications:

- **Weekly newsletters:** Each campus sends families a weekly school e-newsletter called *Legenda*. 2nd Street families receive it on Fridays (or the last day of the school week, if there is a holiday and Cooper families receive it on Sunday). 2nd Street families also receive a summary version, *DeFacto*, on Sunday afternoons. These 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 pages for families - 2nd Street Parents page or Cooper Families page, including an archive of *Legenda* and *DeFacto*, forms, policies, payment buttons, school calendar, and links to Schoology(our online grade database). The calendar can be synced with a variety of calendaring protocols.
- **Schoology:** 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.
- **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:** Each campus has a main phone number (2nd Street: 202.223.1111; Cooper Campus: 202.697.4430) that is answered between 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 that campus the main number and we will locate your child to speak with you. 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 Schools provide online access to a report card approximately two weeks after the end of each academic quarter. In the middle of the quarters, the Schools provide interim reports to the families of those students experiencing academic difficulty. Between the end of the quarter and the posting date, we close Schoology 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 families, post on

the web site, inform local media, and post on social media. We do not follow DCPS, but we do make a single decision for all Washington Latin students (all grades, both locations). 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 – consider test scores, past grades, or other academic factors.

Washington Latin participates in **MySchoolDC**, the District-wide common lottery for K-12 education for all DC residents. The lottery deadlines during the 2022-2023 school year (for enrollment in the 2023-2024 school year) are as follows:

- 12.10.22 Virtual Ed Fest (all-DC school information fair for families)
- 12.12.22 MySchoolDC applications open
- 02.01.23 Deadline for submitting applications for grades 9-12
- 03.01.23 Deadline for submitting applications for grades PK3-8
- 03.31.23 Lottery results released (accepted or waitlisted)
- 05.01.23 Deadline for accepting seat at Washington Latin or any other MySchoolDC school
- 05.15.23 Deadline for returning enrollment forms to Washington Latin to secure a spot for 2023-2024.

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). However, for the 2023-2024 school year, Washington Latin is accepting at least 35 new students for the 6th grade at its Cooper Campus.

Enrollment Preference Policies

Washington Latin grants enrollment preferences 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. To be considered for the employee preference, an employee must work a minimum of 20 hours per week.

- 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.

Equitable Access Preference

Washington Latin participates in an admissions preference, administered by MySchoolDC, for students designated as “at-risk.” Students who are homeless, who are under the care of the District’s foster care system, or who qualify for Temporary Assistance for Needy Families (TANF) or the Supplemental Nutrition Assistance Program (SNAP) are eligible for this preference. Latin allocates a certain number of seats at specific grade levels for this preference. For more information about this program, please contact our Director of Recruitment, Ms. Crystal Eleby-El (celebyel@latinpcs.org).

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. Steffanie Flores (sflores@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 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.

For students who leave to attend another school in DC, that student MUST re-enroll before the beginning of the second semester of the 10th grade year.

For students who leave DC and are enrolled in a school in a country outside of the United States, such students may re-enroll at Washington Latin if:

- The student is returning for high school, or if
- The middle school 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.

Exception for Students of Families in Military or Foreign Service

For students who are accepted to and enrolled in Washington Latin, but whose families are required to engage in military or diplomatic foreign service, the requirement for the completion of one continuous year of enrollment in order to be eligible to return shall be waived. Such a student will be considered for readmittance in accordance with the policy stated above for students who departed after at least one year of enrollment.

ACADEMIC PROGRAM

Graduation Requirements

Transcript Requests

Community Service

College Counseling

Student Support Services

Child Find Policy

School Technology

ACADEMICS

Washington Latin uses an academic quarter system. Students in grades 8-12 take cumulative exams at the end of each of their year-long courses; students in grade 7 take cumulative exams in English, Math, and Latin. A full description of the academic program can be found in the 2nd Street Upper School *Curriculum Guide and Academic Handbook* posted on our website.

2nd Street Campus Graduation Requirements

The following course requirements represent the minimum number of courses a 2nd Street 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 level 3 Latin; must include Latin I, II, and III. This requirement satisfies the (2.0) Carnegie Units in World Languages required for DCPS
French, Chinese, or Arabic	2.0	Through the level 2 of a second language; must include French I, II, Chinese I, II or Arabic I, II. A waiver is possible in certain circumstances.
Visual Art	0.5	Must include a semester of visual arts
Music	0.5	Must include a semester of music
Physical Ed /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., Astronomy, Intro to World Religions, any class in a given subject above and beyond the requirement.
Community Service	100 hr	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

Families 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

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.

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 8th 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 Director (Ms. Kara Brady), the Community Service Program Coordinator (Ms. Carenda Nunn), or one of the school counselors.

For service hours to count toward the graduation requirements, students must submit a completed Community Service Form (**APPENDIX E**). This form is also on the Students' and Parents' pages of the website.

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 visit the **Alumni page** of our website 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. We recognize that each student is unique in the way they learn, communicate, and access the world around them. To ensure that each student has equal access to their public education, Washington Latin seeks to provide the individualized supports needed for students to access fully their education program. 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.

As an independent Local Education Agency (LEA), we are responsible under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 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 IDEA and Section 504.

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 learning.

Our ***Response to Intervention (RTI) process*** 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

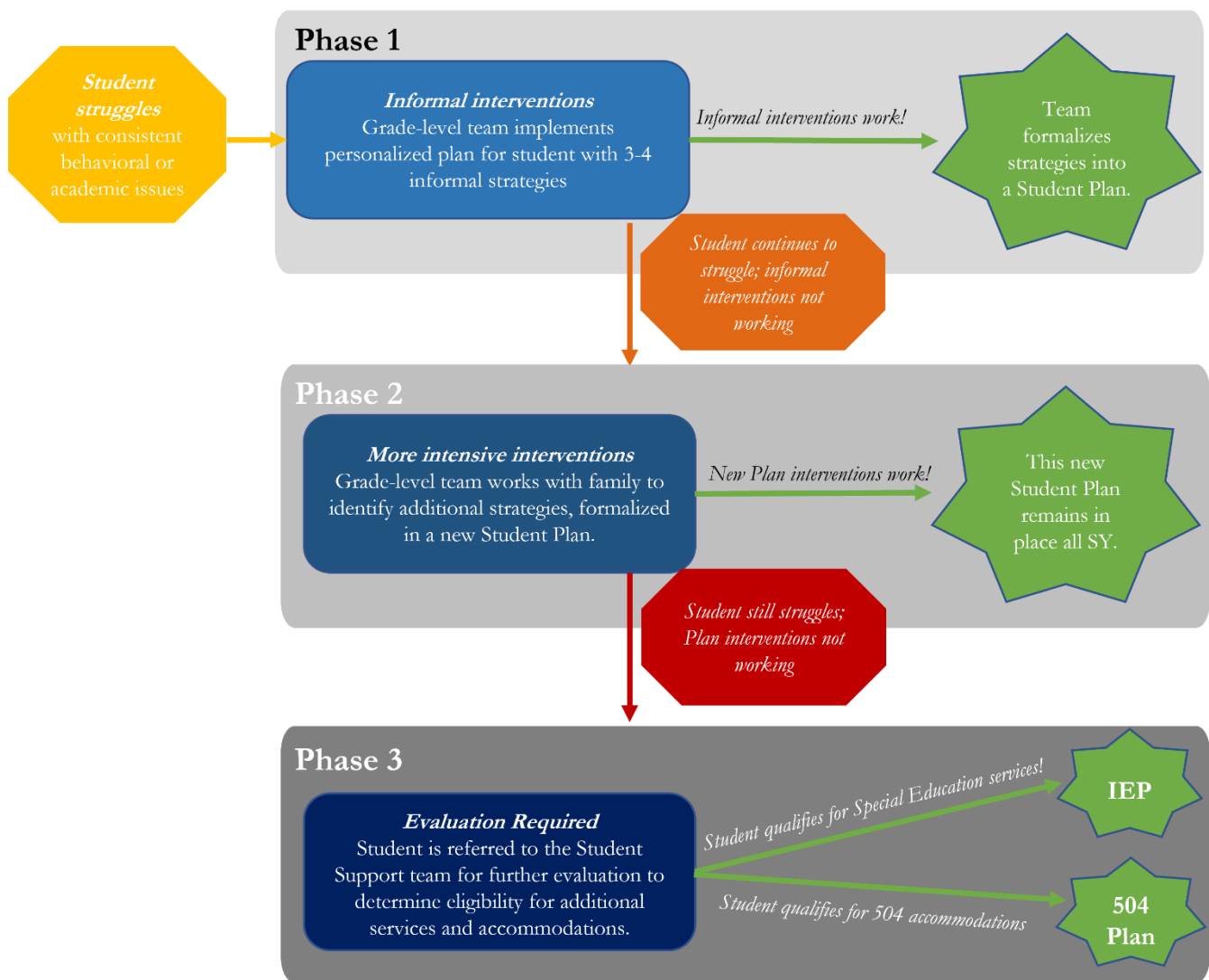
The RTI model can be utilized for social, emotional and behavioral concerns as well. Common behaviors addressed through RTI may include:

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

The RTI 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 RTI. 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 RTI 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 RTI. Because any number of varying factors can hinder students from making adequate progress in the general education setting, the RTI is a collaboration among parents, faculty and students.

The chart below gives a high-level overview of the RTI process 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:



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:

- James Kelly, Principal (2nd Street Campus), jkelly@latinpcs.org
- Adelin Brown, Director of Student Support (2nd Street Campus), abrown@latinpcs.org
- Khashiffa Roberts, Principal (Cooper Campus) kroberts@latinpcs.org
- Michael Thomas II, Student Support Coordinator (Cooper Campus) mthomas@latinpcs.org

SCHOOL TECHNOLOGY PROGRAM

Technology resources supplement the learning process and provide access to a diversity of experiences, opinions and cultural perspectives.

Washington Latin provides a Chromebook (think basic laptop) to each enrolled student.

This is often called a “one-to-one” or “1:1” technology program (one computer for every student). These Chromebooks are the property of the organization but “live” with our students until they are no longer enrolled at Latin, including both regular in-person operations and during any period of distance learning.

Why a Chromebook for every student?

- **Equity** - We need to ensure that all our students have access to a basic level of technology, and providing the technology is the best way to ensure this.
- **Security** - It is easier to manage and secure student data using devices owned and managed by the school.
- **Maintenance** - The same platform makes it easier to conduct maintenance, updates, etc.
- Teachers can be more creative when they can rely on the same level of technology for all.
- **Assessment** - Having school devices makes it possible to administer assessments with a greater degree of control, even if we are operating remotely.

We need our students to treat these devices with care, so that they can continue learning and our technology investment can last as long as possible. That said, we are committed to addressing any issues with these Chromebooks as quickly as possible, because we want all students to be able to learn at home without interruption. We encourage students or their parents/guardians to let us know *whenever* there is a problem so that we can keep the students engaged and learning. That said, we know that things happen, including both defective technology and device damage caused by accidents, mishaps, and other real-life moments.

Washington Latin Technology Replacement Policy

- ✓ **Washington Latin will replace a student's device** (either the Chromebook or its charger) if it is lost, damaged, or malfunctioning and therefore cannot be used for school (including joining class via Zoom, doing schoolwork, or communicating with Latin teachers).
- ✓ **The replacement cost may be charged to the student's parent/guardian(s)**, depending on the cause of the issue (manufacturer defect v. damage caused by user error or misadventure).

Please see Appendix X for our full Technology Loan Agreement, Replacement Policy, and Technology Use Agreement.

HEALTH & WELL-BEING

School Counseling

On-Campus Health Services

Food and Nutrition

Athletic Program

HEALTH AND WELLNESS

School Counseling

Washington Latin recognizes that for students to learn optimally, their emotional needs must be supported within the learning environment. Counseling services are available to all Washington Latin students. The role of the school 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 Mental Health (ardavis@latinpcs.org).

ON-CAMPUS HEALTH SERVICES

DC provides access to school nurses who are trained professionals 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 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, there are other trained staff members who can administer medications and first aid. The organization also provides for a trainer to be on campus at 2nd Street 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 (**APPENDIX F**).

Families are asked not to provide food to be shared with students outside their own family.

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) of each campus, 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) and classrooms, as well as outdoor spaces) after meals and breaks. Students must follow all meal-time instructions and protocols as defined by teachers and administrators, including but not limited to:

- Remaining with their designated cohort and maintaining social distance when getting food from the kitchen
- Washing hands if possible before and after eating, or using hand sanitizer if hand washing is not practical
- Remaining in designated areas separated by cohort while eating and remaining appropriately distanced while eating
- Not sharing food except with anyone except other members of their household
- Remaining masked as much as possible (except when actively eating and drinking)

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 the food service vendor for each campus. 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 Cooper Families and 2nd Street Parents' home pages or from Martita Fleming, Director of Operations (mfleming@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.

Bringing Food to School

- Students may bring a lunch and snacks from home (see above about sending healthy options).
- Families 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 into the office rather than ordering it for delivery directly to the school or contacting your child directly to come outside for the food.
- At neither campus are Middle School students allowed to order food for delivery during the school day..
- 2nd Street Campus 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.

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.

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: Jamille Callum – jcallum@latinpcs.org

Department Philosophy

Washington Latin Public Charter Schools have 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)

At both the Cooper and 2nd Street Campuses, all 5th and 6th grade students take Physical Education classes. 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 PE. uniform at the beginning of the school year.

Latin provides financial assistance to any student who is not able to purchase uniform or necessary personal equipment. 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)

Students in 6th grade at the Cooper Campus are eligible to participate in athletic teams at the 2nd Street Campus; a free shuttle is provided to students between campuses to facilitate their participation.

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 more than 30 teams for students in grades 6-12 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 Latin 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 Middle School athletic seasons is based on the following:

Fall	All students are eligible
Winter	1 st Quarter of the current school year
Spring	2 nd Quarter of the current 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 Upper School athletic seasons is based on the quarter preceding the season as follows:

Fall	All students are eligible
Winter	1 st Quarter of current school year
Spring	2 nd Quarter of current 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 Washington Latin.

Families and students will be notified by email 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 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, 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 Middle School team sports. 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. 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. ***Middle School games*** are scheduled on a Monday, Wednesday or Thursday with limited exceptions.

Upper School practices take place Monday-Friday and begin at 4:00 PpmM 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. ***Upper School games*** are typically scheduled on school days, but Saturday competitions should be expected.

Team Practices During Vacations

Most of the Upper School varsity teams, and some junior varsity 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 emailed to the team members

by coaches. If school is closed for inclement weather (generally in winter), all practices and games are also canceled.

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

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STUDENT LIFE: CULTURE AND DISCIPLINE AT LATIN

Discipline Philosophy

Four principles, known collectively as The Latin Way, underlie the culture at Washington Latin Public Charter School. These four principles - fall in love with enduring ideas, seek the conversation, trust courageously, and serve the common good - are our “commandments,” exhorting all members of our community to participate fully in their own learning and growth, and in the health of the community.

The principle of “courageous trust” shapes everything that happens in our school buildings. We deliberately trust our students, recognizing that without the freedom to experiment and possibly make mistakes, students cannot learn. We trust students to move freely through the school buildings; we give students some unstructured time so they can make choices about its use; we honor students’ ability and pace in trusting others. It takes courage to be trusting, yet we know that without it, there can be no freely-chosen behavior.

When students make mistakes and hurt either their own or others’ wellbeing, then we live out our philosophy of discipline. At the core of our philosophy lies another of our Latin Way principles: a commitment to the ancient and enduring idea of justice or, in the words of the ancient Greeks, a love for doing what is just and right. Every person in our community has a right to just and merciful treatment by fellow members. We explain to students that justice is not vengeance, and that if a student mistreats another student or a student’s property, there will be just consequences commensurate with the offense. We are not in the school business to adjudicate crimes but to teach the young people in our care the importance of monitoring behavior in accordance with the needs of the individual and the community.

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 this year 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-school or out-of-school suspension or detention, we are committed to not making this our sole approach. In training faculty, we emphasize the need for consistency balanced with consideration, particularly for students who have experienced trauma. We will identify issues that affect students’ behavior and craft a response that builds 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. To the extent possible, we rely on student leaders who have received this important training to facilitate Peer Mediation.

Student Life Department

Division Directors

The primary responsibility of the Directors of the Middle and Upper Schools 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 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 Division Directors will meet regularly with all of these key players and together, they will work to create an action plan to support students even before there are problems.

Part of the Division Directors' 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 Division Director 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 and/or Head of School may be involved at any time and are always involved in 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 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.

Director of Mental Health

The Director of Mental Health manages a team of mental health professionals, including but not limited to school counselors, the school psychologist, and social workers. The role of the Director is multidisciplinary and involves collaboration with various stakeholders, including students, parents/caregivers, teachers, administrators, and outside agencies in order to coordinate the most effective and appropriate care for students inside and outside of the classroom.

Director of Integrated Services

The Director of Integrated Services is a champion for students in designing holistic supports for each individual child. She works with a range of stakeholders to coordinate services including counseling, social work, tutoring, and family engagement for students designated as "at-risk" by the Office of the State Superintendent of Education.

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.

School Culture Specialists - Deans of Students

Washington Latin has Deans of Students who work in both divisions to coordinate student lunches, recesses, and transitions, and who collaborate with the Division Directors to ensure a safe and positive school environment. 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 on behalf of 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 online.

On-Campus Rules

- Students are expected to be on time for the start of the school day (see the Campus schedules, posted on the website.)
- 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 concert).
- Visiting friends or relatives may only attend class with students with prior approval of the Principal. Visitors must 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 families 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. Each campus maintains a lost-and-found (outside of the MPR at 2nd Street, in the front office at Cooper). Families 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 families 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.

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 families 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 family 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 families **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 explaining the absence (attendance@latinpcs.org for 2nd Street and ajcattendance@latinpcs.org). **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 families 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, for an absence 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

Families 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

- Students who arrive after advisory begins will be marked tardy to school.
- Students who arrive at school after 8:20 am (Upper School) or after 8:30 am (Middle School) **MUST** check in at the front desk for a late pass and will be marked tardy.
- Students who arrive at school after 8:45 am without a valid parent excuse communication (in person, email, call, etc. as outlined above) 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.

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, families 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 truancy and chronic absenteeism. 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 the Principal for either campus. This information is also posted on our website as a stand-alone document.

TUTORIAL PERIOD AND AFTERSCHOOL RULES

There is a tutorial period immediately after school Monday-Thursday during which time all full-time teachers at both campuses are available to meet one-on-one or in small groups with students in all grades. Tutorial is a critical time to extend your learning after class is done. Students may be required to stay for this period if they have been asked to do so by one or more of their teachers.

Students may not stay after school 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 leave campus. Students who leave campus will not be allowed to re-enter unless accompanied by a coach or teacher. Students waiting to be picked up may wait in designated areas but may not wander the school. Out of courtesy to our faculty, please pick up your children after school on time. Families who repeatedly pick up their children late will be asked to attend a mandatory meeting with a school administrator.

MAGIS Afterschool Program for Middle School Students

- Washington Latin's MAGIS Afterschool Program is offered to middle school students at both campuses and operates from just after school ends to 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 [2nd Street MAGIS page](#) or the [Cooper 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 on campus 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 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**.

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 during:

- Daytime field trips around DC
- Grade-level overnight trips
- Extra-curricular activities
- 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 Hillcrest/Anacostia. In the afternoon there is bus service after tutorial 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 2nd Street parents' page](#) and [Cooper Families page](#) our web site. If you have questions, you can contact Martita Fleming, Director of Operations, at mfleming@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 comply with 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 Principals, 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**

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 Washington Latin and that the school retains authority to gain access to any files on its servers and computers, including email.
- Students will acknowledge information and images obtained from the Internet as belonging to others using appropriate citation methods.
- 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 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. 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:

- Students may use headphones on campus in certain situations, specifically at break or lunch or in class/study hall only with the teacher's permission. Students may not use headphones or earbuds as they travel through the building and will be asked to take them off/out upon arrival to campus.

- 2nd Street Students in grades 7-12 may use their cell phones during break and lunch.
- Electronic devices may be used in the classroom for academic purposes only with permission of the teacher in that room.
- Otherwise, upon entering a classroom, students must place their phone in the designated phone pockets.
 - If they do not, or if they are found with their phone during class, they get 1 warning.
 - If they still do not comply by putting their phone in the pockets, or if they refuse to stop using it during class, they receive a phone violation for the quarter.
- When a student receives a phone violation for using an electronic device in class without the permission of a faculty member, he/she will lose the right to have the phone during the day. For the remainder of 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. Failing to abide by this consequence and not turning one's phone in to the Deans may result in additional discipline action.

Students at both campuses in 5th and 6th grades may not use their cell phones at any time during the school day, including breaks or lunch.

- Middle School 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 or a classroom phone with their teacher's permission.

In case of emergency or to pass along important information, families 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.. 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 families as our partners in ensuring that students come to school each day as a representative of our school community.

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. Students are not to wear hats or other headwear except as medical reasons or personal religious beliefs dictate.

All Washington Latin administration and faculty 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 reserves the right to change this policy as needed.

Daily Washington Latin 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 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 Latin store) or a logo added by G-Land for a small fee.
- Juniors and Seniors may wear a plain white, gray or navy, collared shirt (professional wear).

Sweaters/Sweatshirts

- Students may wear navy, gray or white sweaters, fleeces, and sweatshirts with the Latin logo or emblazoned with LATIN 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.

Pants, skirts and dresses, and other bottoms

- Khaki (tan) or navy blue 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.*** These may be purchased from a store of your choice, including G-Land or Land's End or other stores.
- Students may wear solid leggings or tights in navy, gray, white, or black with shorts and skirts. ***Fishnet leggings and stockings are not allowed.***
- 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

- At 2nd Street, 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, nor may it 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 or G-Land 1516 Wisconsin Ave NW.
- **Flynn and O'Hara** - www.flynnohara.com/School-Landing
- **Lands End** - www.landsend.com/school, select "Find Your School's Dress Code."

Logo Patches & Latin Swag

- 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 collects gently used uniforms from families and offers them for \$3 per item at occasional sales on campus. Sales are ongoing throughout the year and most active at the start of school.
- Donations can be dropped off at the front office of either campus at any time.
- During sales, payments can be made with cash, check or through PayPal on the [Latin store](#).

Physical Education and Athletics Wear - Both Campuses

- **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. 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.

DISCIPLINE AT LATIN – POLICIES & 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 organization understands that each of our students has individual circumstances and needs, and we are eager and equipped to support students at every step of their academic career and experience at Washington Latin.

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.

Usually, the campus 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, Washington Latin'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 organization is committed to making individualized disciplinary decisions that serve the best interests of the student and the community.

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 expectation is that it is 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 is offered at our 2nd Street Campus, as a credited (elective) course in the Upper School and as an elective in the Middle School so that our younger students have the opportunity to join and grow in the program. Students are encouraged to use this program for conflicts with both students and teachers.

Discipline Policy and Consequences

The word discipline is derived from the Latin word “discipulus,” which means student. We recognize that in schooling, as in life, there is much learning that can happen from mistakes that have been made. Our approach to discipline is focused on growth and understands that mistakes are fertile ground for teachable moments. We take a progressive stance towards discipline; progressive discipline does not seek punishment, but instead seeks accountability and positive behavioral change. Helping students to learn from their mistakes allows us to prevent a pattern of negative or inappropriate choices. Our goals for students are as follows: to help students understand the harm caused by poor choices and misbehavior; to foster accountability for the actions they have taken; and to explore better options for future circumstances.

In determining the response to student misbehavior, our faculty take into consideration the fullest possible picture of the incident. The following facts are considered when determining the appropriate supports, interventions, and disciplinary responses:

- The student’s age;
- The nature, severity, and scope of the behavior;
- The student’s disciplinary record;
- The circumstances or context in which the behavior occurred;
- The frequency and duration of the behavior;
- The number of persons involved in the behavior;
- The student’s IEP (Individualized Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable.

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 where one does not belong.

Glossary of Unacceptable Behaviors

Academic Dishonesty: 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
- 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

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.

Disruptive Behavior: This includes any behavior that disrupts the flow and routine of the class, practices, field trips, or other school events, 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.

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.

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.

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 Washington Latin property for the duration of the suspension. Exclusionary discipline is reserved for exceptional circumstances and is a last resort. The number of days a student is suspended will most often increase with each additional suspension for that student. While the school works with students so that they can learn from their mistakes, the following violations of the school's code of

conduct, whether occurring at school or at school-related activities, could result in *out-of-school suspension (OSS)* or *expulsion in exceptional circumstances*.

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

There are other violations of our school's code of conduct which may result in serious consequences. Students who commit these behaviors will be summoned to a discussion with the Principal, Division Director, or Dean of students for a discussion of the behavior. The school leader involved will then determine an appropriate course of action, including the assignment of penalties, and will communicate with the families of the students involved. Listed below are examples of serious violations, whether occurring at school or at school-related activities, which *could result in in-school suspension (ISS), detention, or other consequence as appropriate*.

- 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**).

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

Classroom teachers have the right and responsibility to assign penalties for infractions of the rules that they set for their classrooms. The purpose of demerits is to inform families 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 and other students' ability to learn 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 redirecting behavior to allow the student to rejoin the class.
- The student must report directly to an administrator, 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.

- Families will be notified in advance of detention times and dates.
- 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.

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 determine that a student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person at Washington Latin, 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.

- In the case of either ISS or OSS, Latin will establish a plan for the student to continue his or her studies during the period of suspension. Students will be expected to complete assignments during the suspension. The OSS student will be responsible for submitting any work that could not be completed during the suspension immediately upon returning to school.
- Parents/Guardians are essential partners in addressing the behavior issues that have led to the suspension, and Latin will *strongly urge* their participation, particularly at key points during the process. This includes:
 - 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 school will arrange a return-to-school conference for the student (attendance is required) and a parent/guardian (attendance is very strongly urged) with an administrator before the student's return to class.

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.

Appendices

Organizational Charts

Faculty List

Weather Policy

Community Service Form

FERPA/HIPAA Information

Wellness Policy

MAGIS Behavior Agreement

Latin Bus Behavior Agreement

Technology Use Policy

Classroom Responsibilities and Expectations

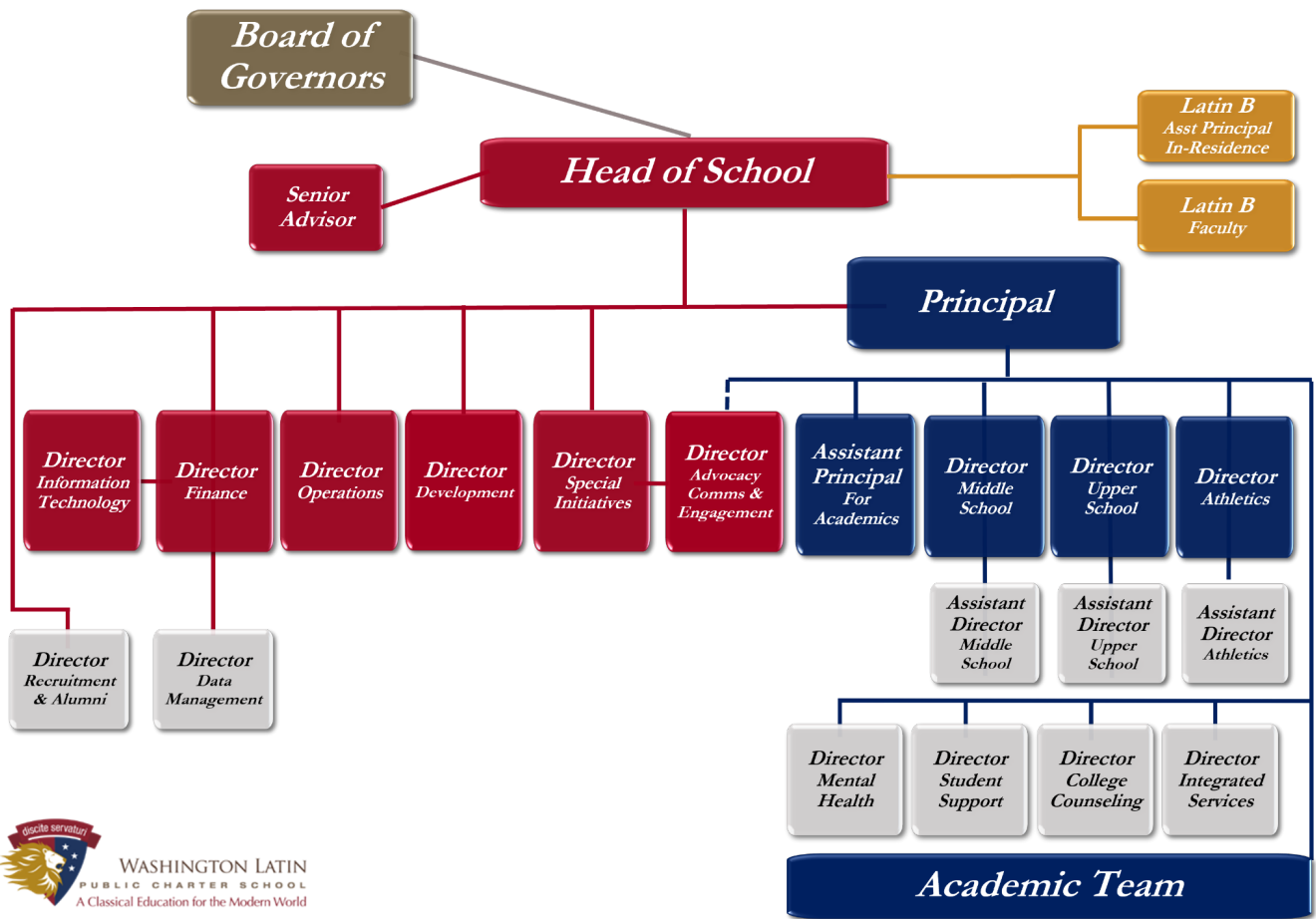
Nondiscrimination Notice

Title IV Policy

**No Policy Preventing or Denying
Constitutionally Protected Practices**

Grievance Policy

APPENDIX A



APPENDIX B

Faculty of Washington Latin

Faculty emails: First Initial of First Name followed by Complete Last Name@LatinPCS.org (capitalization optional). Example: Ms. Math Teacher can be reached at mteacher@latinpcs.org

LEA LEADERSHIP & SUPPORT TEAM

- Mr. Peter Anderson – Head of School/Chief Executive Officer
- Ms. Kate Cromwell – Director of Communications & Engagement
- Ms. Cynthia Davis - Director of Development
- Ms. Crystal Eleby-El – Director of Student Recruitment
- Ms. Martita Fleming – Director of Operations
- Ms. Caroline Gifford – Chief of Schools
- Ms. Geovanna Izurieta – Chief Financial Officer
- Mr. Carl Lyon – Managing Director of Information Technology
- Dr. Diana Smith – Chief of Classical Education
- Mr. Paul Vom Eigen - Director of Data Management

COOPER CAMPUS LEADERSHIP AND FACULTY

- Ms. Khashiffa Roberts - Principal
- Lisa Moore, Director of Numeracy
- Anaka Osborne, Director of Literacy
- Carenda Nunn, Dean of Student Life & Culture
- Samantha Spiegel, Dean of Academic Operations

Cooper Academic And Support Staff

- Olawufumilola Adeosun, 6th Grade English
- Briette Cottom, Behavior Specialist
- Melisma Cox, English Language Learner Case Manager
- Shadow Curley, Latin
- Devon Della-Croce, School Counselor
- Alex Doyle, 5th Grade Geography & Literature
- Michael Evans, 5th/6th Grade Music
- Jonathan Fisher, Dedicated Aide
- Khalia Gans, 5th Grade English
- Dominique Gray, Receptionist & Operations Associate
- Sabrina Helck, Math (NY University Resident)
- Claudia Herrera, Registrar & Academic Operations Associate
- Samuel Jeremenko, 6th Grade Science
- Tyisha Jones, Integrated Services Program Manager
- Marilu Lopez, Food Services Coordinator
- Mary Martha Maclay, 6th Grade Latin
- Johnny Mey, 5th Grade Science
- Tom O'Brien, Student Support Teacher/Case Manager
- Alberto Rios, 5th/6th Grade Physical Education & Health
- Joseph Starnes, 6th Grade Civics
- Michael Thomas II, Student Support Coordinator

2ND STREET CAMPUS LEADERSHIP AND FACULTY

- Mr. James Kelly – Principal, US Math
- Ms. Janelle Bradley – Director of Middle School, YESS teacher
- Ms. Kara Brady – Director of Upper School, US English
- Ms. Amy Brock – Director of Restorative Justice, MS School Culture Specialist
- Ms. Adelin Brown – Director of Student Support
- Ms. Tiffany Bufort-Odom – Director of Integrated Services
- Mr. Jamille Callum – Assistant Director of Athletics
- Mr. William Clausen – Assistant Principal for Academics, Latin and Humanities teacher
- Mr. Bob Eleby-El – Director of Athletics, Physical Education teacher
- Mr. Elias Figueroa – Director of Facilities
- Ms. Elizabeth Foley – Senior Instructional Coach, US English
- Ms. Sereena Hamm - Director of Information Services
- Ms. Meghan Kovach – Assistant Director of Upper School, Upper School Math teacher
- Ms. Crys Latham – Director of College Counseling, Financial Literacy teacher
- Ms. Brittany Lee-Bey - Director of Literacy
- Mr. Carlistus Obeng – Director of Mental Health, School Psychologist
- Ms. Sarai Reed – Assistant Director of Middle School, English 6
- Ms. Robin Spence - Dean of Academic Operations, Geography 5
- Ms. Dayla Tucker - Assistant Director of Integrated Services

2nd Street Department Chairs

- Mr. Parag Bhuva – US History, US History Department Chair
- Ms. Teresa Dobler – 6th Grade Science, MS Science Department Chair
- Mr. Simone Mariotti – 5th & 6th Physical Education, Physical Education Department Chair
- Dr. Lacy Peale – 7th Grade English, MS English Department Chair
- Mr. Alexander Porcelli – Arabic, Modern Language Department Chair
- Ms. Emily Raskin – Mathematics, Student Engagement and Leadership Department Chair
- Mr. Lawrence Staten - 6th Grade Civics, MS History Department Chair
- Mr. John Stiff – Mathematics and History, US Mathematics Department Chair
- Mr. Rickey Torrence – Physics, US Science Department Chair
- Ms. Melissa VerCammen – Music, Arts Department Chair
- Dr. Bryan Whitchurch – Latin, Classics Department Chair

2nd Street Faculty (Teachers and Support Staff)

Jennifer	Abercrombie	Library and Technology Assistant
Taylor	Ables	MS Health
Jacob	Adams	Arabic
Kena	Allison	US Biology
Leah	Andelsmith	English 6
Nina	Arroyo Santiago	School Therapist
Tiffany	Austin	US English
Liz	Bailey	Student Support
Sean	Baldwin	Theater 5/6

Patrick	Bane	English 5, 5th Grade Team Leader
Maya	Barlev	8th Grade Team lead, Science 8
Elaina	Barroso	9th Grade Team Lead, US History
Jason	Berger	Latin 6
Peter	Birkenhead	Theater 7
Patrick	Bonner	Latin 7
Rachel	Breitman	English 8
Kianeï	Brown	Student Support
Stillman	Bruhier	Student Support
Aaron	Byrd	History 8
Caroline	Coleman	Art
Kortlen	Coleman	Student Support
Christina	Colt	US History
Kyler	Cook	Latin 5
Jessica	Csoma	English Language Learner Services
Nikki	D'Angelo	Student Support
Michael	Davis	Manager of Data, Compliance & Assessments
Nathan	Day	US English
Esmeralda	Del Cid	Food Services Assistant
Pauline	Dixon	Receptionist
Ebony	Dorsey	Science 5
Gabrielle	Dreaux	US Math
Albert	Edmundson	School Culture Specialist
Brandon	Edwards	School Culture Specialist
Luke	Edwards-Stuart	US Science
Tom	Elbert	Math 8
Joeseeph	ElMahi	Security Officer
Danielle	Feist	US English
Leonard	Finkelman	US Science
Ada	Flores	Food Services Coordinator
Steffanie	Flores	Registrar
Elizabeth	Foley	Senior Instructional Coach, US English
Hope	Foster	Counselor, Social Worker

Kat	Freeman	Math 6
Kate	Friedman	Student Support
Juliette	Ghaffari	Student Support
Liam	Goff	US History
Julie	Goldstein	Science 7
Carla	Gott	Student Support
Joseph	Green	YESS, English 7, Counselor
Headley	Grey	Transportation Coordinator
Avant	Griffith	Counselor
Xiaoming	Han	Chinese
Brian	Hotchkiss	US English
Carl	Hultgren	US English
Jazmyne	Keane	Counselor
Adam	Keller	US Science
Dena	Kolb	Communications & Engagement Associate
Patti	Kolb	Math 5
Karen	Lambert	French
Lawrence	Liu	US History, Chinese
Camille	Locke	Student Support
Khalid	Love	US Math
Simoné	Mariotti	Physical Education 5/6
Corey	Martin	US History
Kira	McBride	US Latin
Isaiah	Minder	Student Support
Howard	Moore	US Latin, Greek
Adele	Mujal	Geography 5
Emily	Pall	MS Math Interventionist
Lacy	Peale	English 7
Treshia	Pettiford	School Culture Specialist
Carmelle	Philippe	Student Support
Tamica	Prue	School Culture Specialist
Christopher	Richardson	US Math
Fatima	Sadiq	Student Support

Terry	Sheehan	US English
Mercedes	Sisk	Latin 8
Jenna	Sisson	Math 7
Sayaka	Smith	College Counselor
Jennifer	Thorpe-Lewis	Technology Associate
Ruey	Timberg	English Language Learner Services
Julia	Toews	US English, College Counselor
Ben	Vernarsky	French
Reginald	Wills	History 7
GraceAnne	Woods	NYU Resident
Tom	Yonker	US Latin

APPENDIX C

Emergency/Inclement Weather Policy

School Operations

- **Washington Latin makes its decision independent of DCPS**
- A decision about CLOSING or a DELAYED OPENING will be made and announced by 6:30 am.
 - **Closed** means no school, no afterschool or evening activities; these will be rescheduled as early as possible.
 - **Delayed opening** means school will start one or two hours later than usual (9:10 or 10:10 am) with an adjusted schedule.
- If a closure or delay is necessary, we will contact families as early as possible via email and text through PowerSchool. We will not call parents/guardians for inclement weather.
- Our operational status will also be posted on the [latinpcs.org home page](http://latinpcs.org) and [Parents' home page](#) and social media (Facebook, Twitter).
- We will also share information with the local media, including TV news, radio, and online (*Washington Post*, WAMU, etc.)

If you do not receive a text/email from the school or find any information online, the school will open on time.

Athletic Activities

Our goal is to avoid canceling team activities (practices or games) unless necessary. We monitor the following, and any of these issues may require us to postpone, move, or cancel an activity:

- Field conditions (particularly if very wet)
- Extreme temperatures (heat or cold)
- High winds
- Significant rain
- Lightning in a 10-mile radius
 - Monitored, if only lightning but not thunder
 - If thunder is heard, all student athletes are brought indoors and activity is suspended until there is a minimum of 30 minutes between thunder claps. If thunder continues with frequency, the activity will be canceled/postponed.

We will alert athletes, coaches and families of any changes ASAP but not later than the end of school for that day's activities. Any changes will be announced via email to student athletes and parents/guardians, posted on our [athletics web site](#) and to social media.

Note: on bad weather days, coaches may call for athletes to come for an alternative to practice, such as an indoor "chalk talk." Student athletes should check their emails or ask their coaches, if in doubt about the day's activities!

When school is closed for weather, all athletic activities are also canceled.

APPENDIX D

Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools must notify parents/guardians and eligible students annually of their rights under FERPA.

FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." FERPA ensures parents or eligible students have the following rights:

1. ***The right to inspect and review the student's education records*** within 45 days after the day Washington Latin receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records.
2. ***The right to request the amendment of the student's education records*** that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Washington Latin to amend their child's or their education record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if Latin still decides not to amend the record, the parent/guardian or eligible student has the right to place a written statement with the record setting forth his or her view about the contested information.
3. ***The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records***, except to the extent that FERPA authorizes disclosure without consent. There are several exceptions that allow Washington Latin school officials with legitimate educational interests to disclose student information. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (See below for more detail on these exceptions.)
4. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by Washington Latin to comply with the requirements of FERPA*** A parent or student (if over the age of 18) may file a [written complaint](#) with the US Department of Education's Student Privacy Policy Office (SPPO) within 180 days of the alleged violation of a school's failure to comply with his or her rights under FERPA. The complaint may be filed on their site, by email or USPS mail at the address below. More information on this process is available on the [US Department of Education's SPPO page](#)

Permitted Disclosures of Student Information Without Consent

Schools must have written permission from the parent/guardian or eligible student to release any information from a student's education record. However, FERPA allows Washington Latin to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with a legitimate educational interest
 - “School officials” includes teachers; administrators, board members, and support staff; nurse and health staff; contracted support staff such as counselors, psychologists, tutors, occupational therapists, and any others to whom Latin has outsourced institutional services or functions.
 - “Legitimate educational interest” includes any purpose that is directly related to and necessary in order for that school official to perform his or her professional duties, such as the registrar maintaining or auditing school records, a data analyst reviewing individual student records to compile and analyze group datasets, an advisor or college counselor accessing a student’s grades in order to provide him or her with counseling or support, a special educator reviewing student attendance and academic performance in the review or adjustment of the Individual Education Plan, etc.
- Other schools to which a student is transferring
- Specified DC or US government officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid for a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Law enforcement or court-related officials to comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, under specific State law

Read more about these exceptions in this [US Department of Education overview for parents](#)

Directory Information and Parent Right to Opt Out

Washington Latin may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Washington Latin parents have two specific opportunities to opt out of the sharing of this information: during the enrollment/re-enrollment process (it is a required question, and the process will not advance until the parent either opts in or out), and when the family directory information is updated each year (usually in September). In addition, parents may contact the Communications team at the school at any time to request a change in what directory information is shared.

The Health Insurance Portability & Accountability Act (HIPAA)

HIPAA sets standards for protection and sharing of individually identifiable health information, often referred to as protected health information (PHI). It includes the Privacy and Security Rules, and the Transactions and Code Sets. The Privacy Rule establishes guidance on how health care providers must protect patient information and outlines certain patient rights. Generally student health records submitted to the school are considered educational records and thus governed by FERPA. To learn the instances when HIPAA applies to health records for students at Latin, visit the Health Privacy Project <http://www.healthprivacy.org>.

Open Meetings Policy

Washington Latin PCS will hold at least one public meeting this year. The public will be informed of the holding of this meeting by the posting of announcements on the school website, Facebook page, and Instagram account at least 30 days in advance.

APPENDIX E

Washington Latin Public Charter School Community Service Form



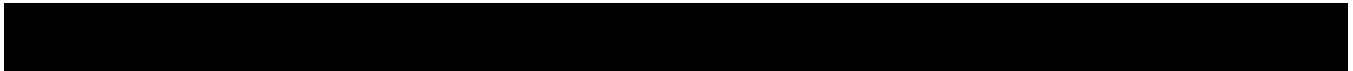
Student's Name _____ Grade _____ Advisor _____

Student's Email _____ Year of Graduation _____



Agency Name _____

Agency Email _____ Agency Telephone _____



Project/Event Name: _____

Purpose of Project/Event: _____

This log is to be filled in each time service is completed and verified by the Agency

Date of Service	Start Time	End Time	# Hours Worked	Supervisor (PRINT)	Supervisor Title	Supervisor Signature

Total Hour:	
----------------	--

Student's Signature

Date:

Parent's /Guardian's
Signature

Date:

APPENDIX F

Washington Latin PCS Wellness Policy

Healthy Schools Act of 2010 guidelines

1-Healthy foods and beverages sold individually in vending machines, snacks and fundraisers must be:

- Fruit based drinks that contain 100% fruit juice and no additional caloric sweeteners
- Water or seltzer water; and
- Low-fat or fat-free milk

Snacks and sweets or side dishes sold/served **outside of the federal meal program** must meet these standards:

- Total Fat: <35% total calories from fat
- Saturated fat and trans fat: <10% total calories from saturated fat
- Sugar: <35% weight from sugars, excluding sugars occurring naturally
- Sodium: <230 mg/serving (snacks): <480 mg (pastas, meats, soups); <600 mg (pizza, sandwiches)
- Limited portion sizes for snack items, desserts, and beverages sold individually.

2-Sec.b206(e) of the Healthy Schools Act

- Schools shall not permit third parties to sell foods or beverages on school property 90 minutes before the school day begins until 90 minutes after the school day ends;
- Schools shall promote foods & beverages that meet nutrition standards

3-Food Marketing in Schools Celebrations

- Schools should limit celebrations that involve food to no more than ***one party per class per month.***
- Each party should include ***<1 item that does not meet nutrition standards.***

This Local Wellness Policy (LWP) outlines Washington Latin’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools at Washington Latin PCS. Specific measurable goals and outcomes are identified within each section below.

Local Wellness Committee

Committee Role and Membership

Martita Fleming, Director of Operations, will establish a Local Wellness Committee that meets at least two times per year to develop goals for and oversee implementation of school health and safety policies/programs, including periodic reviews and updates of this LWP.

The Local Wellness Committee will represent all school levels (middle and upper schools) and include (to the extent possible), but not be limited to: parents/guardians and caregivers; students; physical education teachers and athletic director; school health professionals (e.g., nurses, health educators, and other allied health personnel who provide school health services), and mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists); school administrators (e.g., superintendent, principal, vice principal); school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general

public. When possible, membership will also include the School Social Worker to represent the Supplemental Nutrition Assistance Program Education coordinators (SNAP-Ed).

Leadership

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. For the coming school year, the designated official is Martita Fleming, Director of Operations. Other members of the Wellness Committee will be determined later this year but will likely include:

Name	Title /Role at School	Email address	Role on Committee[AJ1]
Martita Fleming	Director of Operations	mfleming@latinpcs.org	Committee Chair
Peter Anderson	Head of School	panderson@latinpcs.org	Committee Member
Marilu Lopez	Food Service Manager	mduarte@latinpcs.org	Committee Member

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

Washington Latin will develop and maintain an implementation plan for implementing this LWP. This plan will delineate the roles, responsibilities, actions and timelines specific to each school; and include information about who will be responsible to making what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

Washington Latin will use a variety of tools (see list below) to complete school-level assessments of implementation of this plan; based on the results the school will create an action plan, implement the plan and generate an annual report. Washington Latin will retain records to document compliance with the requirements of this LWP at the main office and with the Office of the State Superintendent of Education.

Documentation maintained in these locations will include but is not be limited to:

- This written LWP
- Documentation demonstrating that the policy has been made available to the public
- Documentation of efforts to review and update the LWP; including an indication of who is involved in the update and methods the LEA uses to make stakeholders aware of their ability to participate on the Local Wellness Committee
- Documentation to demonstrate compliance with the annual public notification requirements
- The most recent assessment on the implementation of the LWP
- Assessment documents will be made available to the public

Washington Latin will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school will make this information available via the school website and through Latin community-wide communications. This will include a summary of the school’s events or activities related to wellness policy implementation. Annually, Washington Latin PCS also will publicize the name and contact information of the school officials leading and

coordinating the Local Wellness Committee, as well as information on how the public can get involved with the Committee.

Triennial Progress Assessments

At least once every three years, Washington Latin will conduct a Triennial Progress Assessment and develop a report that reviews the school's compliance with this LWP. This assessment and report will include a full description of the progress made in attaining the goals of Latin's LWP.

The positions/persons responsible for managing the triennial assessment and report are Martita Fleming, Director of Operations, and Peter Anderson, Head of School. The above referenced individuals will monitor Washington Latin's compliance with this LWP and develop the triennial progress reports by utilizing, among other tools, the annual LEA self-evaluations described in the above section. Washington Latin will actively notify households/families of the availability of the triennial progress.

Establishing a Plan to Measure the Impact and Implementation of the Local Wellness Policy

Washington Latin PCS will evaluate compliance and effectiveness of this LWP using existing data collection tools, such as, but not limited to:

- School Health Index
- FITNESSGRAM data collection and analysis
- OSSE Health and Physical Education student assessments
- DC Healthy Schools Act School Health Profiles
- Centers for Disease Control and Prevention School Health Profiles
- Youth Risk Behavior Surveillance System results
- WellSAT 2.0
- USDA triennial administrative review

Revisions and Updating the Local Wellness Policy

This LWP will be assessed and updated at least every three years, following the triennial assessment discussed above. The Local Wellness Committee will update or modify this LWP based on the results of Latin's annual self-assessment, the USDA triennial administrative review, and on other variables, including if and when Latin's health priorities change; the community's health needs change; the wellness goals are met; new health science arises, new technology emerges; and new federal or state guidance and standards are issued.

Community Involvement, Outreach and Communications

Washington Latin is committed to being responsive to community input, which begins with awareness of the LWP. The school will actively communicate ways in which representatives of the Local Wellness Committee and others can participate in the development, implementation and periodic review and update of the LWP through a variety of means appropriate for Washington Latin.

- The school will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.
- Washington Latin will actively notify the public about the content of or any updates to this LWP annually, at a minimum Washington Latin will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

- Additionally, Washington Latin PCS will disseminate this LWP to parents through posting it in the school office, on the school website and through our Parent-Faculty Association.

Nutrition

Washington Latin is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, lean protein and fat-free or low-fat dairy, that are moderate in sodium, low in saturated fat, have zero grams trans-fat per serving (nutrition label or manufacturer’s specification), and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of students, help mitigate childhood obesity, model healthy eating habits to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Washington Latin is committed to offering school meals through the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other supplemental programs, that:

- are accessible to all students
- are appealing and attractive to students
- are served in clean and pleasant settings
- meet or exceed current nutrition requirements established by local and federal statutes and regulations
- ensure all qualified students will become eligible for free lunch
- schools will provide at least 20 minutes for students to eat lunch and sufficient time during the lunch period for every student to pass through the service line
- schools will operate a Universal “Free for All” School Breakfast Program in the cafeteria
- promote healthy food and beverage choices by using Smarter Lunchroom techniques, such as the following:
 - whole fruit options offered in attractive, accessible settings
 - sliced or cut fruit offered, especially for age-appropriate students
 - alternative entrée options (e.g., salad bar, vegetarian options) are highlighted on posters or signs within all service and dining areas
 - student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas
 - placing white milk at the front of the coolers
 - menus will be posted on the LEA website or individual school website and will include nutrient content and ingredients

Washington Latin will strive to implement the following Farm to School activities:

- Hosting a school garden and engaging students in the maintenance of that garden
- Local and regional products are incorporated into the school meal program

Staff Qualifications and Professional Development

All nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education and training required in the [USDA Professional Standards for Child Nutrition Professionals](#).

Water

To promote hydration, free, potable drinking water will be available to all students throughout the school day and throughout every school campus. Washington Latin PCS will make drinking water available where school meals are served during mealtimes. Additionally, Washington Latin PCS will also ensure that all water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards.

Competitive Foods and Beverages

Washington Latin is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools, are available [here](#).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards and the DC Healthy Schools Act 2010.

Rewards

Washington Latin will not use foods or beverages as rewards, incentives or prizes for academic performance or good behavior that do not meet the above nutritional requirements.

Third-Party Vendors

Washington Latin will not permit third-party vendors to sell foods or beverages of any kind to students on school property from midnight on the day school begins to 90 minutes after the school day ends, in accordance with Healthy Schools Act and USDA Smart Snacks Standards.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Washington Latin will make available to parents and teachers a list of healthy fundraising ideas including the following: walk-a-thons, Jump Rope for Heart, and dance-a-thons. Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards.

Food and Beverage Marketing in Schools

Washington Latin is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Washington Latin PCS strives to teach students how to make informed choices about nutrition, health and physical activity. It is Latin’s intent to protect and promote students’ health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with this LWP.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the

producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- Displays, such as on vending machine exteriors;
- Corporate brand, logo, name or trademark on school equipment, such as marquee, message boards, scoreboards or backboards (note: immediate replacement of these items are not required; however Washington Latin, will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy);
- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by Washington Latin;
- Advertisements in school publications or school mailings; and
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As Washington Latin's school nutrition services, athletics department and Parent-Faculty Association (PFA) reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by this LWP.

Nutrition Promotion

Washington Latin will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing 10 or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques
- Ensuring 100 percent of foods and beverages promoted to students meet the USDA Smart Snacks nutrition standards. Additional promotion techniques that Washington Latin PCS schools may use are available here.

Ensuring Quality Nutrition Education, Health Education and Physical Education

Washington Latin aims to provide age-appropriate and culturally sensitive instruction in nutrition, health and physical education that help students develop the knowledge, attitudes and skills to enjoy healthy eating habits and a physically active lifestyle.

Nutrition Education

Washington Latin will teach, model, encourage, and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects
- Includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods

- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity and exercise)
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services
- Teaches media literacy with an emphasis on food and beverage marketing
- Includes nutrition education training for teachers and other staff
- Provides opportunities for students to practice the skills taught through the health education curricula.

Essential Healthy Eating Topics in Health Education

Washington Latin will include in the health education curriculum the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Balancing food intake and physical activity
- Social influences on healthy eating

Health Education

Washington Latin is dedicated to providing formal, structured health education, consisting of planned learning experiences that provide the opportunity to acquire information and the skills students need to make quality health decisions. As such the school will provide students a comprehensive school health education that address a variety of topics such as alcohol and other drug use and abuse, healthy eating, nutrition, mental and emotional health, personal health and wellness, physical activity, safety and injury prevention, sexual health, tobacco use, and violence prevention. Health education curricula and instruction should address the [DC Health Education Standards](#) and incorporate the [characteristics of an effective health education curriculum](#). Washington Latin will provide health education that:

- Is offered at least 75 minutes per week at each grade level, 5-8, as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health
- Is incorporated into classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects
- Incorporates an age-appropriate sequential health education curriculum that is consistent with District and national standards for health education
- Incorporates active learning strategies and activities that students find enjoyable and personally relevant;
- Incorporates opportunities for students to practice the skills needed to maintain and improve their health
- Incorporates a variety of culturally-appropriate activities that reflect the community's cultural diversity
- Incorporates assignments or projects that encourage students to have interactions with family members and community organizations
- Requires the health instructors to participate at least annually in health education professional development
- Requires professional development for all teachers in classroom management techniques every two years

Additionally, in an effort to ensure reinforcement of health messages that are relevant for students and meet community needs, Washington Latin will base its health education program in part on the results of the Health and Physical Education Assessment and in collaboration with the community. Washington Latin will also seek to imbed health education as part of student visits with the school nurse, through posters or public service announcements and through conversations with family and peers.

Improving Environmental Sustainability

Washington Latin will seek to improve its environmental sustainability and engage in sustainable agriculture practices through:

- contracting with food service vendors that utilize locally grown, locally processed and unprocessed foods from growers engaged in sustainable agriculture practices
- maintaining a school-wide recycling programs
- hosting a school garden
- offering an AP Environmental Studies curriculum, as possible

Physical Education and Physical Activity

Washington Latin acknowledges the positive benefits of physical activity for student health and academic achievement. It is the goal of Washington Latin that students engage in the recommended 60 minutes per day of physical activity. Additionally, recognizing that physical education is a crucial and integral part of a child's education, we will provide opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the students' physical, mental, emotional, and social well-being.

The components of Latin's physical education program shall include a variety of kinesthetic activities, including team, individual, and cooperative sports and physical activities, as well as aesthetic movement forms, such as dance, yoga or the martial arts, as well as, goals to increase physical activity for students to satisfy the Healthy Schools Act requirement.

Students shall be given opportunities for physical activity through a range of before-and/or after-school programs including, but not limited to, interscholastic athletics, fitness, and exercise programs open to all students and physical activity clubs. Washington Latin will ensure that:

- students in grades 6-8 receive at least 225 minutes per week of physical education
- physical education teachers shall develop and implement a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition and health
- 50 percent of physical education class time is devoted to actual physical activity
- suitably adapted physical activity shall be provided as part of the individualized education plan (IEP) developed for students with disabilities
- physical education staff shall appropriately limit the amount or type of physical exercise required of students during air pollution episodes, excessively hot weather or other inclement conditions
- physical activity is neither required nor withheld as punishment

APPENDIX G

MAGIS Afterschool Behavior Contract

The **MAGIS** Afterschool Program provided by Washington Latin is considered an extension of the school and students are expected to behave in the same manner as is expected during the school day. The ability to participate in the Afterschool Program may be rescinded at any time. Program staff are responsible for the safety and welfare of those students in the program, and students should adhere to their instructions at all times. The staff has the expectation that students will:

- **Respect one another and the adults** around them at all times and will not act in a manner that is disruptive, rude or disrespectful. They will act in compliance with the school's behavioral rules as set forth in the Family Handbook, including policies on technology use, bullying, etc.
- **Report to and remain in the designated Afterschool Program areas** unless specifically directed by a member of the school staff.
- **Not roam about** the building or grounds unsupervised.
- **Respect the space and materials** used during the program.

Program staff will take appropriate action regarding any infractions of the above and may also report such infractions to the appropriate school administrators, who may follow up on the issue and take additional action. Please note that not meeting the school's expectations may lead to the student being removed from the program for the remainder of that session with forfeit of payment.

We (both children and parents/guardians) have read the information above on appropriate behavior and understand and accept that participation in the **MAGIS** Afterschool Program is subject to demonstration of that behavior. We further understand that students can be barred from the program, if, in the view of the school authorities, their actions, behavior, attitude, and/or lack of compliance with expectations endanger or create problems for either the adults or the other students in the program. I, the parent/guardian, further understand and accept that removal from the program will extend for the remainder of the session – no exceptions – and that there will be no refund of payment should my child(ren) be removed from the program.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

APPENDIX H

Washington Latin Bus Behavior Contract

The buses provided by Washington 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 ability to ride the school bus is a privilege, not a right, and may be rescinded at any time. 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. The driver and/or bus monitor will report any infractions of the rules below to the Director of Student Life who will follow up on the issue and take appropriate action. 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. There will no longer be a warning given for misbehavior, nor will there be an appeal process if the bus staff recommends suspension.

Please note that not meeting the School's expectations may lead to the student being removed from the bus for the remainder of that season with forfeit of payment.

The driver, the monitor and the School expect that students will adhere to the following bus rules:

- Students remain seated at all times and may not move from seats until the bus comes to a complete stop.
- Students' actions should not cause the driver to be distracted while the bus is moving.
- Students may talk 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 be kept inside the bus. Students may not gesture, talk or in any way interact with pedestrians or other drivers.
- 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.

We, parents/guardians and child(ren), have read the attached page on bus behavior. We understand and accept that riding the bus provided by WLPCS is a privilege. I, the parent/guardian further understand and accept that my child(ren) may be removed from the bus at any time, if, in the view of the School authorities my child(ren)'s actions, behavior, attitude, tardiness, and/or lack of compliance with expectations endanger or create problems for either the driver or other students. I further understand and accept that removal from the bus will extend for the remainder of the season (Fall, Winter, or Spring – no exceptions) and that there will be no refund of payment should my child(ren) be removed from the bus.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

APPENDIX I

Technology Replacement Policy, Process & Payment

Washington Latin will issue a Chromebook (a basic laptop) to each enrolled student.

As outlined in our **1:1 Technology FAQ** (available on latinpcs.org/tech), we want all students to be able to fully access the Latin education, even while in a distance learning mode and therefore working at home. We need our students to treat these devices with care, as we would ask them on campus, so that they can continue learning and our technology investment can last as long as possible.

We are committed to addressing any issues with these Chromebooks as quickly as possible, because we want all students to be able to learn at home without interruption. We encourage students or their parents/guardians to let us know *whenever* there is a problem so that we can keep the students engaged and learning. That said, we know that things happen, including both defective technology and device damage caused by accidents, mishaps, and other real-life moments.

Washington Latin Technology Replacement Policy

- ✓ **Washington Latin will replace a student's device** (either the Chromebook or its charger) if it is lost, damaged, or malfunctioning and therefore cannot be used for school (including joining class via Zoom, doing schoolwork, or communicating with Latin teachers).
- ✓ **The replacement cost may be charged to the student's parent/guardian(s)**, depending on the cause of the issue (manufacturer defect v. damage caused by user error or misadventure).

Chromebooks

Washington Latin will replace a student's Chromebook in the event of manufacturer defect or malfunction, physical damage, or loss. Malfunction can include a defective graphics card, slow processing, and other issues related to the computer's functioning. Damage can include liquid spills, cracked or bent screens, damaged keyboards, broken charging or data ports, and cracked casing.

- Latin will replace an undamaged but malfunctioning Chromebook **free of charge**
- The cost to replace a damaged Chromebook is **\$150**.
- The cost to replace a missing Chromebook is **\$300**.

Chromebook Chargers

Washington Latin will replace Chromebook chargers in the event of manufacturer defect or malfunction, physical damage, or loss. Damage to chargers includes but is not limited to bent or snapped prongs; frayed, severed, or worn cords; and damage to the charger box or casing.

- Latin will replace an undamaged but malfunctioning charger **free of charge**
- The cost to replace a damaged charger is **\$20**.
- The cost to replace a missing charger is **\$40**.

In the unlikely event that your child's Chromebook or charger is lost or damaged after being replaced previously, Latin reserves the right to charge the full cost of the device for a second (and any subsequent) replacement.

Technology Replacement Process

What parents/guardians need to do to get started and what to expect

1. **Contact the Tech Office** – The first step is notifying the Tech Team about the problem, including a brief description of the issue and any details that could be helpful. **NOTE: the more information you share, the faster the assessment process will be!** You may send an email to techsupport@latinpcs.org or call 202.223.1111 and ask for Carl Lyon or the Tech Office.
2. **Lost Devices** – Skip to #3.
Damaged Devices: Return to Latin - Please bring the Chromebook and/or charger to the front desk at school as soon as possible. There is a receptionist at the front desk from 10 AM to 3 PM on weekdays. To schedule a different time, please contact techsupport@latinpcs.org.
3. **Sign out a loaner device, if needed** – We do not want any student to miss learning time because of a technology device problem. There are a limited number of Chromebooks and chargers available for students to borrow for up to 10 days or until the new device is available. Please let us know in advance so we can have a loaner ready for you.
4. **Latin's Tech Office conducts an assessment** – We will evaluate the device and determine the issue and whether it can be repaired or requires a replacement. This will take no more than two business days. We will contact you to share our determination and next steps.
5. **Pay the replacement fee, if applicable** – Parents/guardians will need to pay the fee (outlined above) as soon as possible, so we can issue another device to the student. See below for payment options, including establishing a payment plan or requesting fee relief, if needed.
6. **Pick up the replacement** – The new/repaired Chromebook or charger will be available for pick up at the school building between 10 AM and 3PM weekdays or by appointment (contact us at techsupport@latinpcs.org to arrange a time.)

Note: This process can be reduced to a single trip to Latin to drop off the damaged device and retrieve a replacement. If you already know that your child's device is damaged (for example, it was dropped), please inform the Tech Office and pay the fee, so you can pick up the replacement when you drop off the damaged device. Please email techsupport@latinpcs.org before you come to campus.

Replacement Fee Payment Options

- **Credit Card/Paypal*** - You can make a secure credit card payment on the [Make Payments page](#) of latinpcs.org. Select "Other Payments" and write "Chromebook/charger replacement."
- **Personal checks** – You can mail a check to the school, payable to Washington Latin PCS. Please include a note with your child's full name, your name, and that this is a technology replacement payment.
- **Payment Plan or Fee Reduction** – If your family qualifies for Free & Reduced Meals, or if you are simply facing financial strain and cannot pay the full amount immediately, please contact us to discuss options at techsupport@latinpcs.org.

** Preferred payment method*

Washington Latin Guidelines for Responsible Technology Use

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 of 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 Washington Latin 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 the Washington Latin School, 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.

APPENDIX J

Classroom Responsibilities and Expectations (from student planner)

Dear students of Washington Latin Public Charter School,

We open this chapter of our school's history by looking forth from a horizon. Gaze backwards, and we can recall a recent past filled with online learning and loss of familiar routines, and in the worst cases, the loss of those we love; look ahead and we can only begin to imagine the good that can come from the reassembling of our community at 5200 2nd Street. As we imagine all that is ahead in this academic year, I encourage you to ponder the best of what it can be. What new learning can happen? Which new friends can you make? What interests and talents do you have that you can foster to grow and expand your current self? How will you lean into your brilliance and make this an excellent year?

It is easy to think of this planner you hold in your hands as one essential element in your success. In the pages ahead, you will find important reminders of our community's core values. We also encourage you to make use of this planner to build strong academic habits so that you can prepare yourself for success!

Every day over 800 people walk in our doors to go to school. If we are to work with each other in harmony and with good will, we must follow certain norms. We must try hard every day to be decent with one another, to acknowledge each other's presence, and to speak in a tone we would like others to use with us.

Words matter! Ideas Matter! People Matter!

The adults in the building are here to help you. Reach out and grab hold of the support they are extending to you. Take charge of your education in this school year. I wish you nothing but the best and will do all I can to create an environment where you are challenged, safe, and loved.

Sumus leones!

Mr. James Kelly, Principal, 2nd Street Campus
Washington Latin Public Charter School

Words We Live By

The mission of Washington Latin Public Charter School is to offer a challenging classical education that is accessible to students throughout the District of Columbia.

By “*challenging*” we mean an education that aims to do the following:

1. Put interesting and complex ideas in front of students
2. Require students to discuss ideas that have no simple solution
3. Ask students to learn two languages other than their own
4. Ask students to consider the group consequences of an individual’s actions.

By “*classical*” we mean an education that emphasizes the following:

1. The lessons of the ancient traditions of the world, with a particular emphasis on those of Greece and Rome
2. The Latin language
3. A curriculum that explores the nature of truth, beauty, and goodness
4. A teaching philosophy that invites student voices of agreement and dissent
5. The nature of an informed, reasoned, flexible opinion

Our Mottoes

Our official motto: Discite Servaturi (Learn, those who are about to serve)

As members of a school, family, neighborhood, district, and nation, we all ought to be giving back for the common good. The education we offer at Washington Latin encourages students to learn so that they might not only enrich their own lives, but also give back to their communities and contribute as citizens to our society.

Our unofficial motto: Words Matter, Ideas Matter, and People Matter!

- **Words Matter:** Please be mindful of the words you use to and about others, whether in speech or in writing. Words can uplift those around you, but they also have the power to wound. Find ways to use your words for good. Share words that uplift, illuminate, or support our core values; keep those that will cause pain, frustration, derision or division to yourself.
- **Ideas Matter:** Each day you will encounter ideas that expand your view of the world. They will come in messages shared by your classmates and teachers, and they will come from texts both ancient and modern. Read, listen, and ask questions! You are in the midst of an age-old journey of pursuing truth; know that it is rarely found easily. Share your own ideas and give credit to those whose ideas you reference.
- **People Matter:** Every person who walks through the doors of this building belongs here. Find ways to establish common ground with your peers and with the adults who work here. Be considerate of the views and needs of others. And if you need help or know someone who does, remember that the adults are here to support you. Reach out for help!

COMMUNITY

On our ground floor, you will find a wall quote by the Roman politician Cicero. The quote stands at the heart of who we are as a school community. Cicero penned the words “Non nobis solum nati sumus,” or “We are not born for ourselves alone.” Part of who we are is shaped by those around us; while each day more than 800 *individuals* inhabit the walls of our school building, part of their identity as individuals is informed by their *belonging* within our community. As citizens within our school community, you have rights as individuals and responsibilities to our community. We use the Latin term *civitas*, which means citizenship or community, to exemplify the highest order of responsibility we have to one another.

“A community is a group connected through love, culture, and history. Communities are important because they give people a sense of comfort and home.” – Eden, Class of 2023

“A community is a group of people who come together and know each other. They are important because people will know that they aren’t alone.” – Jasmine, Class of 2023

We aim, as a group of adults and students alike, to cultivate a community in which each person is known, safe, loved, and never alone. In the pages ahead, you will find some reminders of the expectations we have for each member of our school community.

SAFETY

Everyone has a right to feel safe in our community. Our actions should contribute to the safety of ourselves and others. When your actions directly or indirectly endanger others, you are breaking the most important rules of our community. Please note that these rules apply to all school-sponsored events that might occur after normal school hours, e.g. dances, overnight trips, international trips. They also apply to the times a student rides our school buses.

- You may not bully or harass any member of our community. In an ambiguous situation, school administrators reserve the right to decide what constitutes bullying or harassment.
- You may not bring a weapon of any kind to school nor may you use any instrument in a threatening and dangerous manner.
- You may not leave campus unless you have permission to do so, either by school personnel or by a parent. You must sign out when you leave, even if you have permission. Students may not leave campus at the end of the day and return without permission.
- You may not bring any kind of illegal substance on the campus nor may you be on the campus under the influence of an illegal substance. This includes alcohol, marijuana, tobacco, and any other substance illegal for minors to purchase without a prescription from a medical professional.

HONESTY

We are a community that runs on trust, so the message is simple: do not lie, cheat, or steal. You will suffer disciplinary consequences should you do one of these things.

- **Lying:** When you have done something wrong, the temptation is often to deny what you did. We ask that you tell the truth – plainly and quickly. Once you are untruthful about what you did, then you make an already bad situation much worse. Please tell the truth!
- **Cheating:** Students sometimes take the expedient way of getting their work done and copy the work of another person, whether of a friend who is sitting next to them or from the writing of an author in a published work. Any form of direct copying is dishonest and is against the code of conduct of our school. Should you copy the work of another person and present it as your own, you are plagiarizing. Should you be caught copying the work of another and presenting it as your own, you will receive a zero for the assignment or the test/exam, and you will need to meet with a member of the school administration to discuss your actions. If you willingly give your work to someone else to hand in as their own, you will receive a zero for that assignment and will have to meet with a member of the administration.
- **Stealing:** There is simply no good reason to steal the belongings of a member of your community. Stealing in our terms includes “borrowing” something without permission from the owner. Should you steal the belongings of a member of our community, you will be suspended; depending on the severity of the action and your attitude to what you did, the suspension may be part of your permanent academic record.

DRESS CODE

Out of respect for the serious academic environment we aim to create in our building, we require that you abide by the dress code outlined below.

- Students must wear a navy, gray, or white polo shirt with the school insignia. The shirt may be long or short-sleeved. Juniors and seniors are permitted to wear a plain white, gray, or navy collared shirt that is fit for professional wear.
- All students must wear khaki pants, shorts, or skirts.
- Students must wear closed-toed shoes.

- Students in all grades may wear a solid navy, gray, or white sweater or hoodie over their school uniform shirt. We ask that your hats be removed and that hoods not be worn while indoors. Outerwear may not be worn in place of a school uniform shirt. In the Middle School, the outerwear must have the school insignia; in the Upper School, students are permitted to wear plain, solid colored white, gray, navy, or black sweater or hoodie over a uniform shirt. [The outerwear may not be worn in place of a school uniform shirt and may not have writing of any kind unless a small product label].

CELL PHONES

The good news is that you may have your cell phone at school; however, in return for that freedom, you must abide by the rules of the school vis-à-vis cell phone use. Cell phones are great for individual use but they can also take us away from the present moment. We ask that you abide by the following:

- You will take off your headphones when you enter the building and leave them off until breaks in the day. You cannot attend to another person when you have headphones on. If a teacher gives you permission to use your headphones, you may of course do so.
- If you are speaking with an adult, you should put your cellphone away unless you are using it for the purposes of the conversation. We will ask the adults to do the same.
- Please do not bring portable speakers to school. Should you do so, we will take the speaker and return it to you at the end of the day.

Middle School

You may not use your cell phone at all during the day. Please put your phone in your locker and leave it there. If an adult sees you with a phone during the day, unless you have permission to use it, he or she will take the phone and give it to a dean for the rest of the day. If you violate the rule above and use your cellphone during class, your teacher will give you a phone violation ticket. If you receive a phone violation ticket, you are required to give your cell phone to a dean at the start of the day for the entire academic quarter in which your violation occurred. The dean will return the phone at the end of each day.

Upper School

You may use your cell phone during break and lunch only. During class time, your phone must be in the cell phone pockets at the front of your classrooms. You obviously may use your phones if your teacher is doing an activity that requires a phone. If you violate the rule above and use your cellphone during class, your teacher will give you a phone violation ticket. If you receive a phone violation ticket, you are required to give your cell phone to a dean at the start of the day for the entire academic quarter in which your violation occurred. The dean will return the phone at the end of each day. Should you decide not to give up your phone or to bring a second phone, you will be suspended for at least one day. We also require that you read and sign the Guidelines for Responsible Technology Use that can be found as an appendix to our Family Handbook.

THE BUILDING

You will notice that we have a small maintenance staff and that we do much of the moving and setting up of the building ourselves. You need to do your part. Here are some of our basic expectations for your use of the building:

- Leave spaces better than you found them. Tidy up your belongings as you leave and remove any trash.
- Please respect the physical space around you. Please do not write on or otherwise deface the walls, the desks, the lockers or any surface.
- If an adult asks you to help set up or clean up a public space or classroom, please do so willingly.

ATTENDANCE IN SCHOOL AND CLASS ATTENDANCE

Attending school and being fully present and on-time to all classes is the first ingredient in academic success. Some rules to keep in mind about attendance:

- If you are going to be absent from school, the school **MUST** have communication from your parent or guardian as to why you are absent. For medical appointments, etc., you must have a valid doctor's note.

- If the school does not receive communication from your parent or guardian about your absence, then you will receive an unexcused absence. See the Family Handbook for the guidelines about truancy. Chronic absenteeism can be a serious problem, so be sure you are clear about our policy.

TARDINESS

Washington Latin takes punctuality very seriously. Being on time to class allows you to fully participate in your learning. Failing to be on time for your obligations is unprofessional and can result, in your later lives, in serious consequences. Being tardy also affects the lives of those who have to wait for you. We want to train in you the habit of being on time and therefore have consequences for unexcused tardiness.

Tardiness to school

- If you arrive to advisory after 8:10 am, you are tardy to school. You will be marked tardy. Please note that all school tardies are part of your permanent academic record and will be reported to any academic institution in your future.
- If you arrive at school after 8:20 am in the Upper School or after 8:30 am in the Middle School, you **MUST** check in at the front desk and you will be marked tardy. You will receive a late pass for class.
- In the Upper School, if you arrive at school after 8:45 am, you will be directed to the administrator on tardy duty. That person will call your parent or guardian to find out why you are late. You will be required to attend Saturday detention for the amount of time you were late during the course of the week.

Tardiness to class

We have built a 5-minute passing time between each class. This is plenty of time for you to get from one class to another, as long as you make it a habit to get where you are going. There are consequences, however, if you are late to class.

Middle School - If you receive 5 tardies to class or to school in one week, you will serve a detention from 3:45- 4:45 one day during the following week. If your habit of tardiness does not change after a few weeks, your parent or guardian will be asked to come to school to help address the issue.

Upper School - If you are late without a valid excuse, as determined by the teacher, to an individual class more than 3 times in a quarter, on the 4th time, you will automatically lose 5% from your quarter grade. If you are then late another 3 times, on the 8th time, you will lose another 5%.

APPENDIX K

Notice of Non-Discrimination

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Age Discrimination Act of 1975 (“The Age Act”), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all professional organizations holding professional agreements with Washington Latin Public Charter School (“Latin”) are hereby notified that Washington Latin Public Charter School does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability in admission or access to, or treatment or employment in, its programs and activities.

APPENDIX L

No Policy Preventing or Denying Constitutionally Protected Practices

As a condition of receiving funds under the reauthorized Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act of 2015, local educational agencies (LEAs) must certify that they have no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in Section 8524. The Office of the State Superintendent of Education (OSSE) is required to collect this certification from LEAs annually.

Washington Latin has submitted certification to the DC Office of the State Superintendent of Education (OSSE) that it is in compliance with this requirement via Phase I of the ESSA Consolidated Application for federal fiscal years (FFY) FFY15, FFY16, FFY17, FFY18, FFY19, FF20, and the upcoming FFY21.

APPENDIX M

Grievance Policy

Washington Latin strives to build strong, trusting relationships with all members of the community, including parents, students and faculty. When disagreements arise, we aim to resolve them through civil discussion. We encourage parents and guardians to address concerns or disagreements with members of the Latin faculty or administration directly to resolve the issue through informal conversation.

Informal Grievance

If direct conversation with the involved individual(s) does not resolve the issue, grievants are encouraged to take their concern for prompt and candid discussion with a supervisor, the Principal or Head of School.

If the situation is still not adequately resolved through these informal means, the following grievance procedures should be employed to ensure that complaints receive full consideration. Individuals are encouraged, but not required, to discuss their concerns with appropriate school officials before resorting to a formal complaint.

Formal Grievance

The grievance procedures outlined below establish how formal complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

What May Be Grieved

The Washington Latin grievance process should be used as follows:

- To deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts
- To resolve complaints of discrimination and harassment based upon race, color, national origin, sex, age, disability, religion, personal appearance, sexual orientation, gender identity or expression, etc.

Who May Grieve

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

Any person who believes that Washington Latin has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

- Complaints involving *students* who attend Washington Latin may be submitted to Aryn Davis, Director of Student Support, ardavis@latinpcs.org, 5200 2nd Street NW, Washington, DC 20011, 202-223.1111.
- Complaints involving Washington Latin *employees or third parties* may be submitted to Yinnie Tse, Director of Finance, ytse@latinpcs.org, 5200 2nd Street NW, Washington, DC 20011, 202-223.1111.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance. Washington Latin prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

Grievance Procedure

A formal grievance may be filed by following the steps outlined below.

Initial Grievance Submission

- Within 90 days of the alleged incident (discrimination, harassment, etc.), written notice of the complaint must be filed with the individual designated above. Complainants may use the grievance form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.
- Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation is confidential.
- Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

Appealing Initial Outcome

- If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Head of School, Peter Anderson, panderson@latinpcs.org or by mail to 5200 2nd Street, NW Washington, DC 20011 within ten (10) business days after receipt of the response.
- The Head of School will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Head of School will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Appealing Second Outcome

- If the complainant is not satisfied with the decision of the Head of School, he/she may appeal through a signed written statement to the school Board of Governors, (Chris Wilkinson, President, chriswilkinson@gmail.com) within ten (10) business days of the receipt of the Head of School's response.
- In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Filing a Complaint with the Office for Civil Rights

- Grievants also have the right to file a complaint with the Office for Civil Rights by:
 - Mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-1475
 - Faxing it to (202) 453-6021
 - Filing it electronically at: www.ed.gov/ocr/complaintprocess.html.
- For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.

WASHINGTON LATIN PCS GRIEVANCE FORM

Date: _____

Name of Person on Whose Behalf Complaint is Being Brought:

Name of Person Bringing Complaint: _____

Relationship/Title: _____

Address: _____

Phone: _____

Alternate Phone: _____ Email Address: _____

SUMMARY OF COMPLAINT

If others are affected by the possible violation, please give their names and/or positions:

Your suggestions on resolving the complaint:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this complaint.

Name & Signature of Complainant

Date

Name & Signature of Person Receiving Complaint

Date

APPENDIX N

**Washington Latin Public Charter School
Title IX**