

# Parent/Student Handbook



# Parent/Student Handbook

This handbook is intended to serve as a guide to help students and their families come to know about programs and opportunities at Washington School as well as to set forth basic expectations for students. Please take the time to familiarize yourself with the contents. Understand that no set of rules or guidelines can cover every conceivable situation that may arise at a school. From time to time, there may be situations that require immediate or nonstandard responses. These policies may be updated or revised periodically, even during the school year. You may find updates posted on the school website as soon as they occur. If a major policy revision is made you will be informed by email or mail. Any student or parent with questions about a handbook policy or statement should feel free to speak with the principal of the student's school.



# Headmaster's Message



Dear Washington School Family,

To all returning students and families, welcome back for another productive and memorable year at Washington School. To all new students and families, I extend a warm welcome to new friends. I know that you will soon feel a real part of the Washington School family. Remember that Washington School is **your** school. It will be what you make it and will have the reputation in the community that you give it. Take pride in continuing a tradition of excellence.

Washington School recognizes that the quality of education must be achieved by a personal approach in which the school and home communicate and work together. The school has the primary responsibility for guiding the learning process, for providing qualified faculty and staff, and for providing a wide range of opportunities outside the realm of education. This process must be shared, supported, and contributed to by the parents. I am confident that 2014-2015 will be the best and most memorable year in the history of Washington School.

With regards,

*Rodney Brown*

Headmaster

# General Information

Washington School is located at 1605 East Reed Road in Greenville, Mississippi. As a Mississippi Non-Profit Corporation, the school is governed by an elected board of directors. The school's motto is *Exitus Acta Probat*, which translates as "The results prove the deeds." The basic philosophy of the school is to encourage intellectual curiosity and to develop integrity and honor.

Washington School is accredited by the Southern Association of Colleges and by the Mississippi Association of Independent Schools. The school is also a member of the Southern Association of Independent Schools, the National Association of Secondary School Principals, the Association for Supervision and Curriculum Development, the National Middle School Association and the Association for Childhood Education.

## History

In response to a community need for a local college preparatory school, Washington School was established in the spring of 1969.

From the beginning, all plans for staff, faculty, and curriculum were made in accordance with the standards established by the Mississippi Accrediting Commission, the official accrediting agency of the state of Mississippi. Washington School was one of the first private schools in the state to be accredited by the Mississippi Association of Independent Schools and the Southern Association of Colleges and Schools.

In early November of 1969, a charter was obtained from the state; an organizational meeting was held, and a board of directors was elected. School began in September, 1970, with a staff of twenty three faculty members and 323 students. Classes were held in the present elementary building with the east side used for elementary students and the west side for secondary students. Each grade consisted of one section with the exception of the fifth grade, which consisted of two sections.

The sports program at Washington School was not established until the second school year. Other extracurricular activities took shape as clubs and organizations were formed. A student council was elected; a yearbook staff was chosen; a junior high basketball team was formed; and the Beta Club, an honor organization for academically superior students, was chartered at Washington School.

Much has changed since the school's inception. Today Washington School has an enrollment of over 700 students and a faculty of over 60 members, 55 percent of which have Master's Degrees. With an excellent statewide reputation, Washington School has remained an outstanding college preparatory school.

## Mission Statement

As a college preparatory school, Washington School's mission is to promote life-long learning, moral and spiritual values, and academic excellence.

## Philosophy

The welfare of our community, state, and nation is dependent upon an enlightened citizenry. The school strives to provide for the students' total development—intellectually, emotionally, socially and physically—with emphasis on moral values and democratic principles.

Respect for authority, supported by a cooperative attitude, is the basis of a firm foundation for good citizenship. To become responsible and effective citizens, students should learn to cooperate with their peers, faculty, administration, staff, and parents. Washington School attempts to achieve this atmosphere of cooperation within a democratic setting.

Washington School offers a college preparatory curriculum with emphasis on the arts and sciences, thus encouraging students to reach their potential for the successful completion of an elementary, secondary, and post-secondary education. This curriculum provides students with the foundation to become competitive, contributing adults in today's complex society.

A well-qualified and enthusiastic faculty is necessary for quality learning to take place in school. Therefore, Washington School strives to hire and support a highly educated faculty that continues to seek

professional improvement through continuing education, workshops, seminars, and involvement with professional activities.

The unit school coordinates the academic and extracurricular programs, creating a smooth transition from one developmental learning level to the next. Through the efforts of the administration, the faculty, and the community, our hope is that students will gain a keener insight that leads to a greater realization of their potential and a wider comprehension of their responsibilities as students and as citizens.

## Beliefs

- Students learn best when they are motivated, challenged, and actively engaged in the learning process in a safe, secure environment.
- Students should be provided with a variety of instructional approaches to support different learning styles.
- Reading, writing, assessing, and evaluating are the keys to academic excellence; therefore, as a school, we focus on teaching these skills at a college preparatory level.
- Student involvement in extracurricular activities can enhance personal development and achievement.
- Student exposure to moral and spiritual values is necessary to develop citizenship, character, respect for others, and self-discipline.
- Lines of communication are open, enabling students to freely communicate with school personnel.

- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Continuous improvement of our school is imperative in order to fulfill our mission to produce life-long learners.

## **Nondiscriminatory Policy as to Students**

Washington School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Campus and Buildings**

With a campus of 30 acres and facilities totaling \$5 million, the school offers a diversified program of study and extracurricular activities. The elementary building houses pre-kindergarten through grade five and consists of 21 classrooms, including a music room, an art studio, and the administrative offices. A new media center was added in the summer of 2002. In 2014 the Jenni Cumbaa Elementary Computer Lab was upgraded and dedicated to a beloved former computer teacher.

The middle school consists of 12 classrooms including a fully equipped science laboratory, computer lab (updated in 2014), and art studio. The guidance department is located in an office complex constructed in the summer of 2002.

The high school consists of 22 classrooms including two fully equipped science laboratories and a computer lab. Administrative offices, a library, a study hall, a band room, an art studio, an Essential Learning Lab and Resource Room, and a grill serving short-order food and plate lunches complete the high school complex.

The buildings are air-conditioned and centrally heated. The school maintains its own janitorial and maintenance departments so that the physical plant is always in excellent condition.

For the safety of our students and for campus security, all parents and visitors must clear through the office prior to entering classroom areas.

Athletic facilities include the Huddleston Memorial Football Stadium, an all-weather eight-lane track, a baseball complex, a softball complex, numerous practice fields and playgrounds, a gymnasium, a weight room, locker rooms, and the Abraham Soccer Complex. A multi-purpose building was added to the athletic facilities in the summer of 2005.

Sykes Hall is used for assemblies and programs serving all three schools. It also houses a fully equipped stage for the dramatics department. In addition, dances, graduation exercises, and many other events are held here.

## SECTION 3

# Our Academic Program

### The Elementary Program

The elementary school consists of pre-kindergarten through grade five. The basic program in the first three grades centers around language arts with an emphasis on instruction in word recognition skills, phonics, oral and silent reading, spelling, manuscript and cursive writing, and creative writing. Also included in the curriculum are the fundamental processes of mathematics, science, health, and social studies. Pre-kindergarten through grade three are self-contained, while grades four and five are departmentalized.

In the elementary school, emphasis is placed on building vocabulary, developing critical thinking skills, and challenging the student to reason logically. Visual art, physical education, music classes with a complete keyboard lab, library science, and a computer lab enhance the elementary school's curriculum. Students gain enrichment from field trips and resource speakers. In 2014 Spanish was added to the curriculum for grades in upper elementary.

### The Middle School Program

The middle school (grades 6-8) provides a transitional period for academic and social growth between the elementary and secondary levels.

The required courses are English, social studies, science, mathematics, reading, art, physical education, and introduction to computers. Enrichment courses such as band and health are offered. Eighth graders take Latin for etymology skills and may begin an advanced math track by taking Algebra I.

The middle school maintains its own extracurricular activities so that students in this transitional period will have ample opportunities to develop their own talents.

### The High School Program

The high school consists of grades nine through twelve. The curriculum is college preparatory. Honors sections and advanced courses are available for students of above average ability and motivation. The academic goals are proficiency in written and oral English, the ability to use math concepts, an understanding of history and science, and an appreciation for the fine arts.

The aim of the high school program is to encourage intellectual curiosity, self-sufficiency, honor, and a love of learning.

	<b>REGULAR TRACK</b>	<b>ADVANCED TRACK</b>
9th	English 9 Algebra 1 Biology 1 World Geography MS Studies Spanish I	Hon. English 9 Geometry Honors Biology World Geography MS Studies Honors Spanish I
10th	English 10 Geometry Anatomy & Physiology World History Computer Ap Economics Spanish II <b>OR</b> Advanced World Geography	Honors English 10 Algebra II Honors Anatomy & Physiology <b>AND/OR</b> Chemistry AP European History Computer Ap Economics Spanish II
11th	English 11 Algebra II Chemistry US History	Honors English 11 Honors Precalculus Chemistry <b>OR</b> Advanced Chemistry AP US History Spanish III

	<b>REGULAR TRACK</b>	<b>ADVANCED TRACK</b>
12	English 12 Advanced Algebra and Trigonometry <b>OR</b> Intermediate Algebra Physical Science Composition Government	AP English 12 Calculus Advanced Chemistry, Physical Science <b>OR</b> Physics Composition Government

<b>ELECTIVES</b>			
Art I*	Speech*	Journalism	Spanish III
Design	Athletics**	Pottery	Spanish IV
Drawing	Band	Psychology	Philosophy
Painting	Drama*	Sociology	Sculpture

\*indicates a required elective (choice of Art I or Drama)

\*\* indicates an elective that can be taken more than once

## Requirements For Graduation



At Washington School, twenty-one (21) credits are required for graduation. Since Washington School was established as a college preparatory school, the curriculum is designed to meet the requirements of the Institutions of Higher Learning. Additionally, course offerings must meet the qualifications and standards that have been established by the Mississippi Association of Independent Schools and the Southern Association of Colleges and Schools. Upon entering high school, students have two choices of curriculum tracks to select. Students may enter a curriculum that meets the minimum requirements for college or a curriculum that prepares students to pursue scholastic excellence through advanced college preparatory courses, often resulting in college credit before high school graduation. The admissions standards required by the Institutions of Higher Learning are included in this section.

Six academic courses are required each semester. An exception may be made the senior year.

A student may take algebra II and geometry in the same year if they have a 93%+ average in algebra I and approval from the Math Department Chairperson.

A student may take two sciences in the same year if they have a 93%+ average in their previous science course and are given permission by the Science Department Chairperson. To qualify for Advanced Chemistry a student must have completed Chemistry with a 93 or above and have written recommendation from the science department chair prior to registration. Physics requires that the student have completed general chemistry with an average of 93 or higher and be taking Calculus or completed Precalculus with a 93 or

higher. All students who wish to take Physics must have written permission from the science department chair before registering for the course.

A 93%+ average in English, plus teacher recommendation, and English Department Chairperson's approval is a requisite to be accepted into Honors English courses. Students entering an Honors English course in the tenth grade year must continue in that honors track through graduation.

Art I is a prerequisite for Drawing, Painting, Sculpture, Design, Pottery, and Crafts. A maximum of three credits toward graduation can be earned in Art.

A student may not have two study halls. In addition to the regular academic selections, electives such as Band, Journalism, Office Monitor, and Athletics are available

In order to take Journalism a student must have a recommendation from their English teacher and submit a sample of writing to the yearbook sponsor.

Teacher recommendations are required to be admitted into Honors courses, Chemistry in the 10th grade, AP Courses, or Spanish II.

AP European History is a prerequisite for AP US History. AP European History is an honors course.

No new credits accepted for summer school work. Summer school credit may be obtained for failed courses only.

Qualifications for Valedictorian and Salutatorian will require students to have earned 10 credits from the following list of courses.

Honors English 9

Advanced Chemistry

Honors English 10

Physics

Honors English 11

AP European History

AP English

AP US History

Geometry (9th grade)

Spanish III

Algebra II (10th grade)

Spanish IV

Pre-Calculus (11th grade)

Calculus

## Guidance and Counseling

Concerned with the academic, social, and emotional welfare of each student, the guidance and counseling program operates on the premise that effective guidance is the result of meaningful communication among the students, parents, and teachers.

The professional staff consists of a counselor and secretary. The principals, department chairmen, and teachers work with these professionals to create a total guidance program.



Frequent appraisals of a student's overall progress are made throughout the year. If a problem arises, conferences are recommended. The best results occur through the full cooperation of parents, students, and faculty.

A college guidance center, financial aid and scholarship service, individual and group counseling sessions, self-improvement courses, and many other services make up the various functions of the guidance department.

School Counselor -- Mrs. Elizabeth Clements

Secretary -- Mrs. Gloria Lyles

Office Phone Number -- 662-335-3239

# Grading Policies

## RenWeb ParentsWeb

Washington School provides access to student grades using a program called RenWeb. This program will allow parents to see student grades, teacher comments, homework, announcements, school calendar events, and email teachers.

To use this tool:

1. Go to <https://www.renweb.com/Logins/ParentsWeb-Login.aspx>
2. Enter the district code **WS-MS**
3. Enter your email address (the one you have been getting our emails on)
4. Leave the password blank and click **Forgot Username/Password** link beneath it.

## Report Cards

The report card is a means of conveying to parents a brief report of the student's progress in school. Report cards will be emailed on the Thursday following the end of each term. The report card is a means of conveying to the parents a brief report of the student's progress in school. The report cards will be issued on Thursday following the end of each term period. The parent is requested to examine the report card carefully. If the report shows any unsatisfactory grades, the parents should have a conference with the individual teacher. This conference must be arranged by calling the counselor's office for middle and high school students.

Any student who has not completed all make-up work as a result of an administrative pre-approved absence will receive an "Incomplete" for that report period and be provided extended time to complete the graded assignments. Every effort should be made by the student to make up work promptly to avoid receiving grade penalties (see Make Up Work pg. 28).

## Nine Weeks Grades

Grades 1-12: Each nine weeks grade will be determined from the following: homework, class participation, papers, projects, tests, etc. Honors courses receive a 5% increase each major test.

## Semester Grade

Grades 1-5: Each semester grade will be determined by averaging the two nine weeks term grades.

Grades 6-12: Each semester grade will be determined from the following: the average of the two term grades will count three-fourths, and the semester exam will count one-fourth. Note: Sixth graders first semester exam counts as a weighted test in the second term, rather than the formula used for all other middle and high school exams.

## Final Grade

All grades: All final grades will be determined by an average of the two semester grades.

## Grading Scales

Elementary 7 Point Grading Scale	
93-100	A
86-92	B
77-85	C
70-76	D
Below 70	F
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

GRADES 6-12 GRADING SCALE		
90-92.99 A-	93-96.99 A	97-100 A+
80-82.99 B-	83-86.99 B	87-89.99 B+
	73-79.99 C	
	70-72.99 D	
	0-69.99 F	

GPA	
A+	4.0
A	4.0
A-	3.7
B+	3.33
B	3.0
B-	2.7
C	2.0
D	1.0
F	0

*Notice: The modified 10 point grading scale has recently been amended to include grade increments and will result in a different GPA calculation beginning in the 2014-2015 school year.*

## Examination Exemption

Students with an average of 93 or better (90 for seniors) on a semester course may be exempt. If they are not to take the exam, they are not required to come to school during that testing period. In courses that are a full year, the students should have a 93 or better average the second semester.

## Academic Probation

Any student failing one subject at the end of six weeks or at the end of a grading period will be placed on academic probation. A weekly grade check will be made by the principal to check progress. If a student has not made satisfactory progress at the time the grades are checked, he/she will not be allowed to participate in any extracurricular activity during or after school for the following week.

## Academic Ineligibility

Any student failing two or more subjects at the end of six weeks or at the end of a grading period will be placed on academic ineligibility. A student who is academically ineligible will not participate in extracurricular activities during or after school.

## Summer School and Correspondence Policy

It is the school's policy to accept summer school credit only for the courses that are failed during the year. New credit will not be accepted. Exceptions to this policy must be approved by the administration. A maximum of two credits may be earned in summer school.

## Conferences

Elementary teachers are available for conferences any time after 2:45 p.m. on Monday, Tuesday or Thursday. Parents desiring a conference may call 334-4096 or 332-0786. Middle and high school teachers are available for conferences during the school day at their designated conference period, or if other arrangements cannot be made, after 3:00 p.m. Parents desiring a conference should call 335-3239. All conversations pertaining to the student and his school work should be conducted in a parent-teacher conference at the school.

## Academic Recognition

Those students in Middle and High School who have excelled academically are recognized by being listed on either the Headmaster's List or the Principal's List.

HEADMASTER'S LIST - All A's above 93%

PRINCIPAL'S LIST - 90 average with no grade below an 86 and no conduct marks

These students are given an Honor Pass to be carried at all times. If the student is deleted from either list, the pass must be returned to the office until the student is again eligible. These passes allow the student to go to the grill, the library, outside on benches, etc. without a pass from a teacher during study hall periods. The pass does not entitle a student to wander or stand around in the halls. Students who abuse this privilege will lose their Honor Pass and must return to study hall. Honor students must respect the elementary and middle school lunch hours.



## SECTION 5

# Assistance with Academic Difficulties

### Learning Disabilities

Special consideration is given to those students with documented learning disabilities:

- Oral testing is used.
- Tests are given in segments.
- Tests are given in a setting other than the classroom.
- Additional time is given to take tests.

Students with academic difficulties are encouraged to take the General Track course of study.

### Elementary Tutoring

All elementary teachers have at least one day a week set aside after school for tutoring students. The fifth grade does this several days a week if the teacher is not on duty or does not have a conference with

a parent. Peer tutoring is used within the classroom on all levels of the elementary school. Teachers work with small groups within the classroom to assist students who are encountering problems. Teachers provide many hands-on learning activities to help the student who learns best in this way. In grades K-3, many learning centers are used so that the teacher is free to work with students who need extra help. The teacher will work closely with any outside tutor. Teachers will administer oral tests to students with documented learning disabilities.

### Middle and High School Tutoring

All teachers tutor at least one day per week after school. Many tutor extra time upon request. Students can be contracted to tutor during study hall at a cost of \$5.00 per hour (peer tutor).

Students are allowed to leave school during their study hall to go to outside tutors. These tutors may come on campus for scheduled sessions. Occasionally, with administrative approval, middle school students can get special help during their physical education class time.

### Support Services

Recognizing that all students do not learn in the same manner, Washington School offers several special programs to provide assistance for those students who struggle academically. Diagnostic testing, resource study sessions, educational therapy, referral services, and parent support programs are available according to a set fee schedule.

## Resource/Study Skills Program

The Resource/Study Skills Program is designed to provide additional assistance for students who find it difficult to make the transition from the elementary curriculum to the challenging educational environment of middle and high school. In small group settings, students will learn to use organizational techniques, study skills, and alternative learning strategies to function more successfully in the classroom.

Supplemental computer software programs will be utilized for remedial practice. Because communication and parental support are vital to this program, parents will receive weekly assignments and grade reports for their children.

## Essential Learning Systems

In addition to other programs for students with special needs, Washington School offers a computer generated educational therapy program called Essential Learning Systems or "ELS." ELS is a multi-sensory, interactive learning system that individualizes remediation through computer technology. By strengthening the students' learning patterns, ELS helps students become independent learners. ELS focuses on gaining the ability to learn rather than just teaching facts or practicing current skills. It improves the vocabulary and helps students acquire strong comprehension skills. Not only do the students improve in the classroom, but the gains they make also apply to everyday living, thus increasing students' confidence and self-esteem. Our ELS Lab is known for providing three elements essential to development: Encouragement, Love, and Support.

## Exploration Station (Explorers in Learning)

Explorers in Learning is a program designed to improve the educational performance of the students at Washington School who have learning differences by providing support services in the elementary grades. Some of the services offered include:

- Intervention/remediation strategies to be implemented by small group tutoring
- Informal assessment of individual student's strengths and weaknesses
- Parent/teacher/tutor conferencing
- Special testing accommodations for children with diagnosed learning differences



## SECTION 6

# Library Media Centers

Washington School's libraries provide print, multimedia, and online resources to support the teaching program of the school, as well as library services that encourage and support the development of reading and information skills.

The Helen Skelton Library, in the elementary school, offers books, a video streaming service for home and school use, and children's magazines to students and teachers in grades K-5; the library also maintains a collection of parenting and professional materials. The elementary library holds weekly classes to teach library, reading, information, and digital citizenship skills.

The Fred C. DeLong Library offers books, instructional DVDs and videos, current magazines and 10 years of back issues, video streaming, multiple research databases, and computers for classwork and research to students and teachers in grades 6-12. Teachers bring their classes to the library for guided library instruction sessions, as well as individual research.

## Elementary Library Procedures

1. The elementary library is open from 7:50 A.M. until 3:00 P.M. on Monday through Thursday and until 2:45 on Friday. Students may research or check out books during these hours.
2. The library bookstore sells pencils, pencil grips, notebook paper, and notebooks from 7:50 until 8:15 each morning.
3. Grades PreK3-5 have a regularly scheduled library period each week. Preschoolers have a weekly story time. Kindergarten's library time includes browsing /check-out time and a 20 minute lesson. Grades 1-5 have a 45-minute period for library skills, browsing time, and related activities.
4. Students may check out three books at a time (with one required nonfiction at all times), except Kindergarteners, who are limited to one book during the first semester. In addition to books, one audio book may also be checked out.
5. Books, audio-visuals, and back issues of magazines may be checked out for a two week period. The same books may be renewed once to give student ample time to complete them. However, books that have been renewed once should be returned promptly by the end of that time so that other students may enjoy those books. Students are encouraged to return books as soon as they are done with them so that other students may use them. A book may be recalled after two-three weeks if another student has placed it on reserve.
6. Fines are charged at the rate of 5¢ per day for books or audio-visual materials that are overdue. Weekends and holidays are not included.

Lost books will be charged \$10 for a paperback and \$20 for a hardcover. If a title is unavailable, the cost of a comparable book will be assessed.

7. Overdue and fine lists are brought up to date weekly.

8. Students may check out reference books for the day only.

A. The student must sign his name and book title on the reference sheet and take the book to the classroom.

B. The student must return the book to its proper place and mark out his name on the reference sheet by 3:00 on the same day.

C. A \$1 fine per day is charged for keeping reference books over night.

9. Teachers are welcome to bring their entire classes to the library for special work, but MUST make prior arrangements with librarian.

10. Students are not allowed to chew gum or eat any food in the library.

11. Computers are to be used for educational purposes only. All use must be in accordance with the school's Acceptable Use Policy .

## Middle & High School Library Procedures

1. The library is open from 7:45 a.m. until 3:30 p.m., Monday through Thursday, and from 7:45 a.m. until 3:00 p.m. on Friday.

2. The library is to be used for research, reading newspapers and magazines, checking out books, and browsing. **HOMEWORK IS TO BE DONE IN STUDY HALL OR AT HOME.**

3. The library should offer a "quiet" atmosphere for its patrons. Students talking excessively will be sent back to study hall or to their classrooms.

4. Students are not allowed to chew gum or eat food in the library.

5. Students coming from study hall **MUST** wait until a teacher is in study hall before signing out to come to the library. Students **MUST** sign in at the circulation desk. Students wishing to return to study hall must receive permission from the library staff. Students must return directly to study hall.

6. Often classes are scheduled to meet in the library. Depending upon the size of a class--- or if two classes are scheduled during the same period---the library may be closed to study hall students. A notice will be posted on the library door and in the study hall if the library is closed.

7. **ENTRANCE AND EXIT TO AND FROM THE MIDDLE SCHOOL LIBRARY MUST BE MADE THROUGH THE MAIN LIBRARY DOOR.**

8. Students should return any materials that they use to their proper place. (And if a student is unsure of the proper place, he/she should leave it at the circulation desk.)
9. The library staff will only copy notes for students if they have a note signed by the teacher of the class requiring the material.
10. Failure to observe the above procedures may result in the student's being sent from the library, possibly for an extended period of time.



## Research Databases

The Fred. C. Delong Library provides all Washington School students with access to a variety of research databases through its EbscoHost subscription. There is also a subscription to online reference material through World Book Online for elementary grades through high school that includes classic ebook downloads and digital books.

### EbscoHost Databases

<http://search.ebscohost.com/>

Username: *See Mrs. Molin for username*

Password: greenville

### World Book Online

<http://worldbookonline.com>

Username: wselementary

Password: generals

## Video Streaming

Washington School currently has a subscription to TrueFlix. You will find that it contains a generous collection of instructional resources for foundational science and social studies topics. This service is available both at home and school for students, parents, and teachers. This services is provided by the school library at a considerable expense. If you use them and find them useful let your librarians know so that they can take this into consideration when deciding to renew the subscriptions. Log in information for each can be found below.

### TrueFlix

Expiration Date: 10/31/2014

<http://tinyurl.com/trueflix>

Username: generalws

Password: trueflix

## eBook Library

The Helen Skelton library provides an online library for checkout of digital books using FollettShelf at <http://wbb31370.follettshelf.com> and the Follett Enlight K-12 app available for Android or Apple devices. To obtain a username and password or request specific titles for this ebook format please email [elemlib@generals.ws](mailto:elemlib@generals.ws).

# Student Life & Activities



Washington School offers a variety of activities to all students. These activities enable the student to develop talents and learn valuable lessons in cooperation and organization.

## Student Government

The student council plays a vital part in the coordination and control of student affairs. Each student is encouraged to participate in student government and to take an active part in the life of the school. The student council officers are elected by the student body, with a council composed of elected representatives from each class. The council has charge of assembly programs, student activities, elections, dances, and promotion of school spirit.

### High School Student Council Officers

President	Jacob Keller
Vice President	Mason Francis
Commissioner of Student Welfare	Madeline Nichols
Commissioner of School Community Service	Claire Thomas
Commissioner of Athletics	Walt Stubbs
Commissioner of School Service	Molly Hensley
Secretary/Treasurer	Molly Fontenot
Historian	Caleigh Haynes

### Middle School Student Council Officers

President	Maddie Parkerson
Vice President	Kathleen Forman
Secretary	Isabelle Millwood
Treasurer	Gracie Giovingo
Historian	Grace Ann Copell
Dance Chairman	Ava Fratesi
Project Chairman	Caroline Haley
Spirit Chairman	Chaslyn Haynes

## Dramatics

The Washington School Theatre Arts Department offers every student the opportunity to participate in one of the many aspects of student theatre, including acting, directing, set design and construction, lighting, sound, and publicity.

The season generally consists of one production open to the entire high school student body, a middle school production open to students in grades 6-8, and a musical produced in the spring by the senior class. Excellent facilities and talented, dedicated faculty sponsors have made the drama program a favorite with students. Elementary students have the opportunity to perform on the stage, and each grade presents a musical production during the year. The fifth graders look forward to performing in the annual Christmas program.

## Publications

Washington School offers students an opportunity to participate in the production of *The Sabre* (yearbook), *The General Idea* (newspaper), and *Reflections* (literary magazine). The journalism class produces the student newspaper and yearbook, and the English department chair organizes the literary magazine. Writers, photographers, ad salespeople, typists, circulation managers, and editors are needed by the various publications.

## Dance

Opportunity to develop talent in dance exists in several areas: the General's Gems, a dance/drill team that performs at athletic contests; the Junior Gems, a dance/drill team that performs at junior high

athletic contests. Membership for the General's Gems is by audition before an outside screening committee. Tryouts are not required for participation in the other dance teams.

## Cheerleading

The varsity cheerleading squad is responsible for generating school spirit at athletic events. The junior high squad cheers at junior high football and basketball games. Washington School cheerleaders have a rich tradition of excellence and have earned outstanding honors at approved camps. Cheerleaders are selected by an outside screening committee in the spring proceeding the year of participation. Note: To be eligible to try out for the dance/drill team or cheerleader squads, a candidate must be passing all subjects for the grading period preceding tryouts.

## Clubs and Honorary Societies

Four major honorary societies exist at Washington School for the purpose of recognizing outstanding achievements by qualified students: the Beta Club, Mu Alpha Theta, Rho Kappa and the International Thespian Society. The school also offers numerous special interest clubs.

### Beta Club

The National Beta Club, often referred to as just "Beta", is an organization for 6th through 12th grade students at Washington School. Its purpose is "to promote the ideals of academic achievement, character, leadership and service among elementary and secondary school students." The Junior Division of The National Beta

Club includes exceptional students in grades six through nine. The Senior Division of The National Beta Club includes exemplary students in grades ten through twelve. Qualifications for Junior Beta are based upon the most recently completed semester grades and are not cumulative. Qualifications for Senior Beta are based upon the most recently completed semester grades and are cumulative. Requirements are listed for each grade below and are based upon the grade documented in the grade book and are rounded to the hundredth decimal place, not the whole number. Students must also earn these grades without instructional or testing modifications.

#### 6th Grade

1st semester: A student must have a 93 or above average in all core subject classes.\* 2nd semester: A student must have a 93 overall average in core subject classes with no grades below a 90.\*

#### 7th Grade

1st semester: A student must have a 90 average or better in all core subject classes.\* 2nd semester: A student must have a 90 overall average in core subjects with no grades below an 86.\*

#### 8th Grade

1st semester and 2nd semester: A student must have a 90 overall average in core subject classes with no grades below an 86.\*

#### 9th Grade

1st semester ONLY: A student must have an 86 average or better in all core subject classes.\*

#### 10th Grade through 12th Grade

Students must make the fall semester honor roll, and must have a

cumulative average in core subject classes of a least 90.00 for seniors, 91.50 for juniors, and 93.00 for sophomores.\*

A member of Senior Beta Club may be dropped from membership if he or she is not on the semester honor roll. This means at least a 90.00 average with no grades below an 86. The first time a student fails to make the semester honor roll, he or she will be placed on probation. If a 90 average with no grades below an 86 is not attained by the end of the probation period, the student will no longer be a member of the Beta Club.

\*Core subjects include English, Math, Science, and Social Studies.

### **Mu Alpha Theta**

To qualify for Mu Alpha Theta, a student must have completed 5 semesters of college preparatory mathematics with a 90.00 average and no math grade below an 86.00. A member may be dropped from membership if he or she does not maintain the minimum grade requirement at the end of each semester. (This means a 90.00 average with no grade below 86.00 in his or her mathematics courses.) The first time a student fails to meet the grade requirement, he or she will be put on probation for the semester. If a 90.00 average with no grade below 86.00 is not attained by the end of the probation period, the student will no longer be a member of Mu Alpha Theta.

### **Rho Kappa**

Rho Kappa Social Studies Honor Society is a national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. Rho Kappa provides national recognition and

opportunities for exploration in the social studies. Rho Kappa is intended to foster a love for the social sciences and build citizenship skills.

To be considered for membership in Rho Kappa a student must:

- have completed four semesters of course in the social studies
- have a willingness to do community service
- have a cumulative GPA of 3.0 or higher
- have a subject area GPA of 3.0 or higher
- submit letter of reference from a current faculty member
- pass the selection process by the faculty selection committee

There is a modest membership fee to cover national dues and induction. All membership is subject to chapter sponsor final approval.

### **International Thespian Society**

The International Thespian Society is the honor society for theatre arts students. Specifically, students earn the right to be inducted by accumulating points for their work and meeting other required criteria. Eligibility requirements can be found online at <http://www.edta.org/society>.

Special interest clubs which have operated in the past include: language clubs, book clubs, science clubs, chess club, Fellowship of Christian Students, Students Against Destructive Decisions, Anime

Club, Multicultural Club and Key Club. The Multicultural club is open to students of any ethnicity. Monthly programs include a presentation on the speaker's country of origin and a snack specific to that region.

### **Music**

Realizing the aesthetic value of music, Washington School offers a wide range of music opportunities in grades PK through twelve. The elementary program (grades PK-5) stresses melody, rhythm, movement, and speech. The program seeks to develop musical potential in each child. The students have several performance opportunities throughout the year. In 2007, the music department added a music lab that provides keyboard instruction for every student.

Through the band program, sixth grade students are given the opportunity to work on fundamentals with an emphasis on more technically demanding material. The varsity band encompasses several musical organizations open to any student in grades 7 through 12. Students may participate in the Concert Band and Pep Band. Opportunities for varsity musicians include solo and ensemble state band clinics, state band contests, Lions' Band, honor band, Christmas and spring concerts, and student assembly concerts. Emphasis in varsity band is on music theory, history, and appreciation for all aspects of music.



## Visual Art

Art classes are available at every grade level. Students are able to experiment with a wide variety of artistic mediums. Art instructors teach technical skills while encouraging creativity.

The elementary classes, in particular, strive to improve student academic achievement through the integration of the arts into the basic curriculum. Students are frequent visitors at the local art gallery. There are three well-equipped art studios on the campus; students have the unique opportunity to utilize a quality etching press, and have access to a superior ceramics studio, complete with a kiln and several pottery wheels. A biennial art exhibit is held at Washington School, which is a celebration of the creative spirit among students, alumni and friends of the school. Each year, students are encouraged to participate in local and state art contests and are often recognized for their superior talent.

## Athletics

A broad range of competition is offered on both the junior varsity and varsity levels. Athletic competition provides the student with a positive opportunity for involvement, which often plays a role in the student's character development. It is felt that participation in athletics often has a positive effect on academic achievement. However, in all school matters, the athlete is a student first and an athlete second.

Washington School is a member of the Academy Conference AAA North Division.

Varsity sports include basketball (boys and girls), baseball, football, golf, tennis (boys and girls), track (boys and girls), soccer (boys and girls), cross-country (boys and girls), and softball (girls).

To be eligible for varsity sports, a student must (1) not have reached his 19th birthday before August 1, (2) have passed four major subjects the previous year, and (3) have four consecutive years of eligibility from the time the student enters the ninth grade. Junior varsity sports include basketball (boys and girls), football, track (boys and girls), and soccer.

Students in grades 6, 7, 8, and 9 are eligible to try out for the varsity golf, tennis, and cross country teams. To be eligible for junior varsity sports, a student must (1) not have reached his 16th birthday before August 1 and (2) have passed four major subjects the previous year. In sports restricted to 7th or 8th grade students, a student must not have reached his 15<sup>th</sup> birthday before August 1.

In the elementary school, football and softball teams are organized for 4th and 5th grade students.

# Admissions

Admission requirements to Washington School are as follows:

**PK3** applicants must be three before September 1 and potty trained.

**PK4** applicants must be four years old before September 1 and potty trained.

**Kindergarten** applicants must be five years old before September 1.

**Grade 1** applicants must be six years old before September 1.

## Grades 2-12

(1) Present report cards for the previous two school years if available.

(2) Present results of achievement tests from previous school.

After these tests and records have been evaluated by the admissions committee, a recommendation will be made to accept the student, reject the student, or accept upon condition. Admission to Washington School is open to qualified students on a nondiscriminatory basis. The applicant should call or write the school for necessary application forms. These should be completed and returned to the school with an application fee of \$10.00 per family. A non-refundable \$100.00 registration fee is also required with the application.

## Tuition

Three-year-olds	\$3615.00
Pre-Kindergarten	\$4315.00
Kindergarten	\$4315.00
Grades 1-5	\$4990.00
Grades 6-12	\$5510.00

## Fees

Activity Fee includes free admission for students to all athletic events and plays except MAIS championship events such as: playoff games, state track meet, North AAA Basketball Tournaments, etc. Course Fees/Supplies (Middle & High School) includes art fee, science fee, computer fee, Spanish I & II workbook. It does not include fees associated with honors and Advanced Placement Classes or any consumable workbook not listed. Workbooks/Supplies (Elementary) include Weekly Readers, weekly planner, English workbook, reading workbook, science workbook, and math workbook. Optional items such as meal tickets, field trip fees, Sunfest t-shirts, homecoming t-shirts, and prom t-shirts are not included.

## Elementary

### PK3

Supply Fee \$60  
 School Day Pictures \$15  
 Total \$75

### PK4 - 5th Grade

Activity Fee \$ 30  
 Yearbook (one per family) \$ 55  
 School Day Pictures \$ 15  
 Workbook/Supplies \$ 45  
 School T-shirt \$ 15  
 PTO Membership \$10  
 Total \$ 170.00

## Middle School

Activity Fee \$ 40  
 Yearbook (one per family) \$ 55  
 Course Fee/Supplies \$ 35  
 Testing Fee \$ 15  
 School Day Pictures \$ 15  
 PTO Membership \$10  
 Total \$ 170.00

## High School

Activity Fee \$ 40  
 Yearbook (one per family) \$ 55  
 Course Fee/Supplies \$ 35  
 Testing Fee \$ 15  
 Drug Test Fee \$ 25  
 School Day Pictures \$ 15  
 PTO Membership \$10  
 Total \$ 195.00

## Building Fund

A non-refundable initial fee is required for each new family whose children have never attended Washington School.

### Initial Fee

\* \$100.00 if the oldest child is entering elementary (grades 1-5)

\* \$150.00 if the oldest child is entering middle school (grades 6-8)

\* \$200.00 if the oldest child is entering high school (grades 9-12)

1. Building fund will be paid until the youngest child graduates.
2. Building fund for one child is \$180.00 annually, and for two or more children, \$300.00 annually.
3. When a family with two or more children drops back to only one child in school, the building fund will be reduced to \$180.00.
4. If one child is enrolled in school and another child is added, another initial fee is not required; but the building fund will go up to \$300.00 annually.
5. There will be no initial fee for preschool or kindergarten students only.
6. Building fund fee is subject to change.

## Washington School Foundation Endowment Fund

The Washington School Foundation was established to enrich the school's educational programs, equipment and facilities. Tuition alone cannot cover the cost of a Washington School Education. Donations to the Washington School Foundation create added value to the students' overall educational experience. A \$100 Endowment Fund donation is made during registration each year.

### Tuition Payment Policy

1. The tuition and the building fund at Washington School are normally paid annually, semi-annually, or by monthly draft. If a family's tuition or building fund is more than 30 days past due, a fee of \$30.00 per month per account will be charged. Anyone who has a check or draft for payment of tuition, building fund, or other expenses that is returned to school by the bank and marked "insufficient funds" or returned for any other reason will be billed an additional charge of \$30.00.
2. An account with tuition or building fund payment over 60 days late may be turned over for collection, and additional collection fees may be added.
3. At the end of the first semester, a student whose tuition or building fund payments are more than one month delinquent will not be permitted to enter school for the second semester unless arrangements are made in advance.

4. At the end of the second semester, a student who has tuition or building fund payments or any other fees more than one month delinquent will not be given final grades, report card, or transcript.

5. A senior student whose tuition, building fund, or other fees are not paid in full before graduation will not be allowed to graduate or receive a report card; and no transcripts will be sent until all debts to Washington School are paid in full.

6. No application for registration or enrollment of a student will be considered for any future school year as long as the family making the application is indebted to Washington

School for any past due amounts unless arrangements are made in advance.

Washington School operates solely on tuition and building fund contributions. It is imperative that these payments be current. Your cooperation in this matter will be appreciated and will help us to continue to meet our financial obligations.

## Financial Aid Scholarships

Scholarship money is granted to families who need financial assistance. Applications are available upon request. The committee meets in August of each year to review applications and award scholarships. Scholarship funds are made possible through contributions and memorials made to the Parent Teacher Organization. The scholarships are financed by the following:

The Audrey H. Sidney Scholarship

The Sam Rowlett Bologna Trust Fund

The Donald Grantham Pylate Memorial Trust Fund

The Charles Milton Baker Memorial Trust Fund

The Elton Counts Sease, Jr., Memorial Trust Fund

Dr. Robert Edwin Lee Memorial Scholarship Fund

The Parent Teacher Organization Scholarship Program

Please send contributions and/or memorials to Washington School and make checks payable to the Washington School P.T.O.

## SECTION 9

# General Rules and Policies

### Assemblies

All students are required to attend the assemblies and sit as a group by grade. At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during a program. Students should be prompt in going to assemblies.

### Attendance

Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school. It is essential that students be in school and on time every day. It is the responsibility of Washington School to provide the education of each student through systematic, day-to-day instruction and supervision. The responsibility of the student is to be in school each day to benefit from that instruction and supervision. The responsibility of the parent is to

support his child's education by insuring the child's punctual attendance each day. Parents should give serious consideration to the problems that may arise when they excuse unnecessary absences.

**The Washington School administration and faculty solicit the support of each parent and student in eliminating unnecessary absences from school.** Any request by the parents in exceptional circumstances, up to a maximum of 8 days per year, will be excused. A request must be presented to the principal 48 hours prior to the absence, and arrangements for completion of assignments must be made prior to the absence. Excessive absences may result in loss of academic credit.

### Absentee Policy

On the day of a student's absence, his/her parent or guardian must call the high school principal's office (332-0908) by 10:30 to explain the absence. Students are allowed 3 absences each nine weeks. A 0/10 will be factored in the student's class average for each absence over the limit. A middle/high school student must attend class for 30 minutes to be counted present.

Absences due to school sponsored activities are not counted in this total. The only exception to these rules must be approved by the administration. For an extended illness, medical documentation is needed.

All make-up work must be completed as specified in the handbook section titled "Make- Up Work." On the day of a student's absence, his parent or guardian must call the high school principal's office to explain the absence. The parent or guardian must call each day that

his child is absent. Upon returning to school after an absence, a student must report to the office for an admit slip. **It is essential that parents and students assume the responsibility for properly verifying absences to the principal's office.** Perfect attendance awards are given to those students who have no absences from school, no tardies, and no dismissals.

## Tardies

Each student must be in his/her homeroom seat at 7:55 A.M. After 7:55 A.M., a student must report to the high school office for an admittance slip to school. A student is considered tardy to school unless he/she has a note in hand from a doctor or dentist. A note or telephone call will not excuse a tardy to school. When an elementary student has been assigned three tardies per nine weeks, a parent conference with the principal will be required. When a middle or high school student has been assigned three tardies per nine weeks, he/she will be assigned a detention and the parents will receive notification from the principal. Additional penalties within the nine weeks include a Saturday School assigned for their 4th and 5th tardies. Penalties assessed after the 5th tardy will be determined by the Principal to include In-School Suspension, service hours, or suspension from school. Middle and high school teachers will determine consequences for arriving tardy to his/her class (this is not the same as being tardy to school).

## Dismissals From School

Students who are of driving age, and possess a parking permit, may request a dismissal on the same day as a doctor's appointment, but it must be cleared by the parent prior to verifying the dismissal. These

students must sign out when leaving campus and sign in upon their return from their appointment. **Permission to leave campus to run errands will not be given.** In case of dismissal due to illness, the student will be sent home or to a doctor only after the parents have been contacted by office personnel. Students who are dismissed for a doctor's or dentist's appointment must bring a signed form from the doctor or dentist when they return to school.

## Make-Up Work

Students who are absent for any reason will be required to make up the work missed in each class. All make-up work must be in by the end of the grading period in which the original work was missed. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the principal's office. A day's absence does not excuse a student from responsibility for all assignments or tests on the day of return. Grades and/or credit will be withheld if make-up work is not successfully completed. Make-up work that has not been completed could lead to academic failure. **In all cases, students are responsible for initiating and following through on plans to make up work.**

## Make-Up Tests

When the student returns to school after two or more days' absence, a date for make-up tests will be scheduled. The test may be given at a time designated by the teacher or during Wednesday School (7:00 A.M.). If the student fails to appear to take the test, the grade will be penalized 10%, and the test will be rescheduled. If the student then does not make up the test as scheduled, the test goes to the principal, who will administer the test for a maximum grade of 70%. In

all cases it is the student's responsibility to initiate and follow through with the process of completing missed work.

## Lack of Homework

Washington School students are expected to complete daily assignments and turn them in on time. Failure to complete assignments will result in a grade penalty.

## Late Assignments

Projects, writing assignments, book reports, etc. turned in late will be penalized 10% for each day up to 5 days. If the assignment has not been turned in after 5 days, the student will be given a zero for this work. The principal or teacher may contact the parents to let them know that their child has chosen a zero rather than turning in the work.

## Communication

The faculty and administration of Washington School want to help if you have any questions or concerns. If your child is experiencing problems in a class, sport, or extracurricular activity, please communicate with his/her teacher, coach, or sponsor. For a conference with an individual teacher in pre-kindergarten through 5th grade call the elementary office at 332-0786. For a conference (or to view a student's test papers) with a middle or high school teacher please schedule through the counselor's office at 335-3239.

Contact the principal of your child's respective school for additional help. Proper procedure is to contact the appropriate school official rather than individual school board members or teachers.

<i>Administration</i>		<i>Office</i>	<i>Cell</i>
Headmaster	Mr. Rodney Brown	334-4096	822-4096
Elementary Principal	Dr. Nan Johnson	332-0786	379-1600
Secondary Principal	Mr. Al Ray	332-0908	822-9401

## Detention and Saturday School

Disciplinary action will be handled through detention and Saturday school. Parents will be notified by the principal's office of the Saturday school or detention that is assigned due to tardies to school and disciplinary action. If for any reason the student cannot attend Saturday school or detention on the date assigned and the absence is not cleared with the principal's office prior to the absence, the absence will be considered unexcused and will result in subsequent punishment. Exception: students with an excused absence from school on the day of detention or who left school due to illness will be excused. An unexcused absence from detention will result in the assignment of a Saturday school. An unexcused absence from Saturday school will result in the assignment of additional Saturday school hours or work hours. A \$10.00 fine will be assessed for each Saturday school assigned.

## Closed Lunch Period

No student will be permitted to leave the school grounds during the lunch period, regardless of the distance he lives from the school. Students and parents may not order food from restaurants (or deliver to the campus in labeled wrappings) during school hours. This is a violation of Washington School's agreement with Sodexo.

**The consequence for violating this rule will be a fine of \$5, to be paid to Sodexo.**

## Admission to Building

Students are encouraged not to come to school before 7:30 A.M. No student will be allowed in the building without special permission and supervision after 4:30 P.M. each day.

## Dress Code

There is a close relationship between positive scholarship and the neatness and appropriateness of student dress. The intent of the Washington School dress code is to maintain an optimum learning environment throughout the school day and at all school sponsored activities. Uniforms are required for students in grades K4-12. Specific information regarding the uniform policy and uniform design may be viewed on the Washington School web page.

The Parker uniforms are to be worn by our students.  
[www.parkersu.com](http://www.parkersu.com)

Hats, bandannas, or sweatbands are not allowed.

Sweatshirts worn must be official Washington School team apparel.

Washington School fleece are the only jackets to be worn inside the school building. Northface, Patagonia, etc. are not allowed.

Hairstyles or hair color that would draw attention or create a distraction are not allowed.

## Dress Code Specific to Male Students

1. **Belts, socks, and closed toe shoes must be worn. No crocs, sliders, or flip flops.**
2. Shirt tails must be tucked in at all times.
3. Earrings or visible body piercings are not allowed.
4. Males are to be clean shaven. Beards and mustaches are not allowed.
5. Hair must be clean and neat. "Neat" is defined as out of the eyes in the front, no longer than the bottom of the ears on the side, and not extending below the area of the neck normally covered by a shirt collar. Pony tails are not allowed.
6. Undershirts must be white, navy, or gray and must be worn under a regular WS polo or WS dress shirt. No t-shirt and zipped up fleece.

## Dress Code Specific to Female Students

1. Skorts and skirts of appropriate length are allowed. "Appropriate length" is defined as three inches above the bend of the knee.
2. Earrings will not be worn attached to any part of the face except the ear. Earrings that are designed, in the opinion of the administration, to distract or draw attention will not be allowed.
3. Visible body piercings are not allowed.
4. No "shower shoe" styled flip flops.
5. Non-descript white, navy, or gray tights or knee socks may be worn under skorts and skirts.

The Administration of Washington School reserves the right to pass judgment on future modes of dress not outlined in the dress code that



would distract from the educational process or draw attention. Students who violate the Dress Code will receive appropriate punishment to be assigned by the administration.

## Textbooks

Textbooks will be issued on a loan basis. The books will be returned at the end of the course for which they are loaned. A fine will be assessed for any abuse, such as writing in or mishandling the books, and charged to the student at the end of the term. Book covers are required on all books. It is the students' responsibility to procure book covers and cover their textbooks. Book covers are often available in the office.

## Schedule Changes

Schedule changes may be made during the first five days of the semester. All requests for schedule changes must be made through the counselor's office. Final approval for schedule changes rests with the principal. Teachers of the classes being rescheduled must also sign the Change of Schedule form.

## Hall Passes

**Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.** Students desiring a conference with a teacher during that teacher's conference period must make arrangements in advance. The teacher must issue a pass excusing the student from study hall. This pass must be presented to the study hall teacher at the beginning of the period.

## Telephone

Students may use the office phone for personal calls, and then only with staff permission. In the event that a student receives an emergency call, he will be called from class. Normally, phone calls for students will be handled between classes, during lunch time, after school, or during study hall. Middle school and high school students may not use the telephone in the elementary office.

## Cell Phones and iPods

Cell phones and iPods may not be used in the school from 7:45 until 3:00 p.m., unless in the school office with permission or as assigned by a teacher for classwork. A \$10.00 fine will be assessed each time a student's cell phone or iPod is taken by a teacher and turned in to the office. Cell phones and iPods will not be returned to the student until the \$10.00 fine is paid.

## Student Vehicles

Students driving to school will be expected to park their cars in the designated student parking areas during school hours. Parking areas are off limits during the school day. Students who drive to school must have a driver's license. Driving too fast or driving in a reckless manner on school property could result in the loss of driving privileges at school.

## Bullying

"Bullying or harassing behavior" is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being

motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that: (a) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

1. "Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

(2) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.

Bullying or harassing behavior in the schools, including "Cyber-bullying" of students/school employee on personal wireless devices is prohibited.

1. No person shall engage in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.

2. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.

3. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to

any act of bullying or harassing behavior should report the incident to the appropriate school official.

Every student has the right to report "bullying" actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

Allegations of bullying will be thoroughly investigated by the administration. Appropriate penalties will be assigned by the administration.

### **Acceptable Use Policy for Internet**

Students at Washington School have access to the Internet through many channels, including their own personal devices when appropriate. Our goal in providing this privilege to students is to promote educational excellence at Washington School by providing the students with access to the most recent research and the most up-to-date statistics and opinions. However, the Internet can also provide the student with access to less than desirable information. While it is, in fact, impossible to completely protect students from accidental exposure to inappropriate materials, it is important that our school has an acceptable use policy to provide guidelines for the use of this vital informational resource by its students. Washington School believes that the benefits of Internet access far outweigh the risks, and that the key to safe Internet usage is based on education and example.

## Goals and Expectations

Student use of Internet is under the direction and supervision of the teacher.

1. Learn the basic procedure and skill to log into the Internet.
2. Learn to use search tools to locate and research educational activities, assignments, and projects.
3. Learn to use E-mail for individual or group use.

## Student Responsibilities

1. School use of Internet is under the direction/supervision of school staff, and students are obligated to use it appropriately. They should conduct themselves responsibly, ethically, and politely while online.
2. Inappropriate use of the Internet is prohibited. Use of obscene or illegal materials, or indulging in activities in support of such activities, is prohibited.
3. Students should not allow themselves to become involved in activities or discussions which are illegal or ill-suited and that might include opening themselves to access by people wishing to make inappropriate contact with students.
4. Appropriate etiquette for Internet use includes:
  - Do unto others as you would have them do unto you.

- Adhere to the same standards of behavior online that you follow in real life, remembering that one's posts are (or can easily be made) public.
  - Respect other people's time and bandwidth.
  - Make yourself look good online. Spelling and grammar do count. Pay attention to the content of your writing. Be sure you know what you're talking about -- when you see yourself writing "it's my understanding that" or "I believe it's the case," ask yourself whether you really want to post this note before checking your facts. Bad information propagates like wildfire on the net.
  - Share expert knowledge, cite your sources, obey copyright laws, and offer intelligent answers.
  - Help keep flame wars under control. "Flaming" is what people do when they express a strongly held opinion without holding back any emotion. Be content to state your opinion and leave it alone. If you find yourself in an online argument, you've probably lost already; quit the argument as early as you can with as much dignity as you can salvage.
  - Respect other people's privacy
  - Washington School will not permit its Internet access to be used for illegal, obscene, or inappropriate purposes.
5. Abuse of the acceptable use policy will lead to suspension and/or termination of the student's access to the Internet. The extent of the termination will be determined by the teacher, the principal, and the nature of the abuse.

6. This agreement shall remain in effect as long as the student is enrolled in Washington School or until terminated by either party by notification in writing.

## Personal Wireless Devices Policy

As a convenience to our staff, students, and guests, Washington School offers wireless Internet access for personally owned devices (POD) in our buildings. The POD network operates alongside the already functioning WS wireless network and allows anyone with a wireless device (laptop, iPad, Kindle, smartphone, etc.) to access the Internet in our school. This Internet access will operate with the same Internet filter that school devices currently use. One difference between the two networks is that the school network (which our school devices use) allows access to our printers, the POD network does not. Additionally, the school administration or faculty can turn off the POD network anytime it becomes a distraction to learning or is abused.

During the school day, personal wireless devices (including cell phones) may be used in ways that support the teaching and learning process with approval by the individual teacher at the time of use. Personal wireless devices may not be used in any way that detracts from the learning environment of the school. Personal wireless devices may not be used to harass, intimidate, or bully anyone, at any time.

Each time someone accesses the POD, they agree to the terms listed below:

- Washington School provides this filtered Internet for use by staff members, students and guests as a privilege.
- Washington School will not be held liable for any damage that may occur as a result of connecting to the POD Wireless Network or electrical power sources.
- Washington School will not be held responsible for any physical damage, loss or theft of personally-owned devices.
- The WS POD Wireless Network will provide filtered Internet access and related web-based services only.
- Washington School reserves the right to inspect, at any time, any personally owned device while connected to the POD Wireless Network.
- Personally-owned devices will only be connected to the network in classrooms with teacher permission.
- Washington School will not be obligated to supply electrical power access.
- Persons connecting computers to WS POD Wireless Network agree to maintain current anti-virus software enabled on their computers.
- Illegal, destructive, harmful or any other inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, and engaging in illegal

activity are strictly prohibited. Appropriate netiquette is required at all times.

- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Washington School for any damage their student may cause arising out of and relating to the use of the WS POD Wireless Network with his/her personally-owned device.
- This Personal Wireless Device Policy and the Acceptable Use Agreement also apply to students during school excursions, camps and extra-curricular activities. All scenarios not covered by the policy are subject to the Headmaster's authority.

### **Social Media Acceptable Use**

In general, we view student's personal websites and weblogs positively, and respect the right of our students to use them as an avenue of self-expression and outreach.

It should be considered however that as a student of Washington School, you are seen by the community as a representative of the school. You have the power to project a positive image for Washington School and often without intention you could also damage the reputation of the school. Therefore, if you choose to identify yourself as a Washington School student and/or discuss matters related to the school on your social media page, website, or weblog, please bear in mind that, although you may view your site as a personal project, readers may assume you are speaking on behalf of (or as a reflection of) the school.

Posts directed to or about another Washington School student often spill into school hours and can directly impact the climate of the school. It is a good practice that anything that you would not do or say face to face during school hours should not be posted online. Any post that causes a spill over into the school day will be treated as if it occurred on campus with regard to discipline.

The use of social media websites is increasingly common for teachers, students, clubs and organizations, and these communications tools have the potential to create a significant impact on organizational and professional reputations. Washington School has developed a policy to properly portray, promote and protect the institution and to assist WS entities in creating and managing their social media accounts. The following policy is also in place to protect personal and professional reputations while using social media. This policy requires that:

- Officially-recognized WS social media accounts and web pages be reviewed and approved through an application process. To obtain an application please request a copy by email at [generals@generals.ws](mailto:generals@generals.ws)
- Each social media account will have responsible site administrators assigned.
- Inappropriate, offensive, injurious and illegal content must be removed by site administrators at the direction of the Headmaster or Principals and may result in the removal of permission to maintain the account.

- Usernames and passwords to each account will be included in the application process and should be updated as account information changes.
- All officially-recognized social media accounts will be publicly listed by the WS in a directory on the school website. Student organizations that wish to create social media accounts must be registered through the WS application process.
- The Headmaster will be responsible for administering this policy, but all employees and students are responsible for maintaining the image and reputation of Washington School. Any violations of this social media policy found on school approved social media sites should be reported immediately to [generals@generals.ws](mailto:generals@generals.ws).
- Should a site administrator of an account leave the employment/enrollment of the school for any reason or no longer wishes to be an site administrator, it should be communicated to the headmaster where it will be determined if the site should remain active or be closed. Whenever possible, two individuals should act concurrently as site administrators for a social media site representing WS.
- WS employees/students identified as administrators of accounts (site administrators) are responsible for managing and monitoring content of their social media accounts. Site administrators are responsible for removal of content that may violate the Washington School policies or the Social Media Terms and Conditions.
- Users are expected to adhere to same standards of conduct online as they would in the school. Laws and policies apply online and in

- the social media context just as they do in personal interactions. Users are fully responsible for what they post to social media sites.
- Use good judgment about content and respect privacy laws. Do not include confidential information about Washington School, its staff, or its students.
  - Post only content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Representation of your personal opinions as being endorsed by the school or any of its organizations is strictly prohibited. Washington School's name or marks may not be used to endorse any opinion, cause, or political candidate.
  - Washington School may remove or cause the removal of any content for any lawful reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise illegal or injurious of Washington School's reputation.
  - When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

# Discipline

Washington School students are expected to abide by the rules and regulations established by the faculty, administration, and the Board of Directors of Washington School.

## Parents' Responsibility

Discipline is the primary responsibility of the parents and the students while attending school. The behavior of students attending Washington School should reflect standards of good citizenship. It is the parents' obligation, by teaching and example, to develop in their student good behavior habits as well as proper attitudes toward the school. To insure a student's success, parents should, at regular intervals, check their child's school conduct and academic progress. Parents are expected to be familiar with the school's rules and disciplinary policies and lend support to the administration at all times.

## Regulations

Students who are in violation of any of the following regulations or policies are subject to penalties up to suspension and/or expulsion:

1. The possession of weapons including but not limited to fire arms, ammunition, bows and arrows, or knives on campus is not permitted.
2. The possession of any substances or materials judged by the administration to be deleterious to the proper functioning of the school or the health of the students is not permitted.
3. The use or possession of tobacco products will not be allowed on campus.
4. Cheating, lying, and stealing are not permitted.
5. All forms of gambling are forbidden.
6. Disagreements between students that lead to physical confrontations will not be tolerated.

## Referrals

Teachers may refer a student to the office when unacceptable behavior occurs in the classroom. Any student who receives a referral can expect an appropriate punishment.

## Cheating

When a student is caught cheating on a test, he should be turned over to the Administration. The test grade will be "0". This offense carries work hours to be assigned by the principal.



## Level System

To alleviate the problems with a student who is a repeat behavioral offender, a level system will be introduced. The basis for progression through this system is detention. On the third detention, the student will be assigned a Saturday School. On the fourth detention, the student will be assigned ten work hours. On the fifth detention, the student will be given an In-School Suspension. On the sixth detention, the student will be suspended from school. If the student is suspended for a second time, the Board of Directors will decide if the student will remain at Washington School.

## Detention

Detention is scheduled at break time daily and on Tuesday at 7:00 A.M. Teachers can assign students to detention. Daily break detention is a time scheduled for minor infractions of school rules or any minor conduct that is disruptive to the teaching progress. Tuesday morning detention is reserved for more serious infractions or repetitive behaviors. Do not assign detention for late assignments or lack of homework, instead allow the loss of credit for that assignment to serve as the punishment. If you assign a student to detention, tell the student he/she has been assigned, fill out the appropriate form and turn the form in to the office. The Principal will assign the date of the detention assignment.

## Saturday School

Saturday School will be scheduled on Saturday from 7:00 A.M. - 9:00 A.M. Saturday School is used by the administration for offenses that do not warrant a suspension from school.



## In-School Suspension

A student assigned to an In-School Suspension will come to school but will not attend his/her classes. Instead, the student will complete class assignments in an area away from classmates, or will complete assigned service hours. **For an In-School Suspension, a grade reduction of one point per day will be deducted from the final nine weeks average in each class.** It is extremely important that students and parents are aware that an In-School Suspension is the final step before a suspension from school.

## Suspension

Short of expulsion, suspension is the school's most serious disciplinary action. As a rule, it is not within the philosophy of the school to suspend students for first offenses. **A student who is suspended from school will have a 2 point deduction per day from the final nine weeks average in each class.** A student will not be doubly penalized by suspension. That is, work missed on a suspension day must be made up and will be given due credit. Work assigned and due on a suspension day must be turned in on that day for regular credit. If necessary, the assigned work may be sent by messenger.

Note: In lieu of suspension for major offenses (i.e., lying, cheating, stealing, disrespect to teachers, leaving campus without permission, possession of a weapon, and possession of and/or being under the influence of alcohol or drugs), the administration has at its disposal the assignment of "Service Hours" to be assigned after school. The number of hours assigned is left to the discretion of the principal. If a student does not carry out the stipulations attached to the "Service

Hours," he/she will be suspended; all penalties that go with a suspension will be immediately invoked.

## Vandalism and Property Damage

School buildings and equipment are expensive to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary. If damage is done accidentally, it should be reported to a teacher or the office immediately.

## Controlled Substances

The policy of the Board of Directors of the Washington County Day School Association, Inc., concerning student possession, use, or distribution of alcohol, drugs, tobacco, or other controlled substances is as follows:

1. The possession, use, or distribution of alcohol, drugs, tobacco, unauthorized prescription drugs, or other controlled substances at school or at any function which could be considered an activity of the school will make the student(s) subject to expulsion.
2. Washington School students attending school, on the school grounds, or at any function that could be considered a school activity who are under the influence of alcohol, drugs, unauthorized medication, or other controlled substances but not possessing the same will be subject to penalties up to and including expulsion.
3. The possession, use, or distribution of alcohol, drugs, tobacco, unauthorized prescription drugs, or other controlled substances

outside of school and school functions may result in disciplinary actions up to and including expulsion.

## **Drug Testing Policy**

Students in grades 8-12 are required to participate in the Washington School Drug Testing Program. Every student in grades 8-12 is charged a \$25.00 drug testing fee.

The purpose of the Washington School drug-screening program is as follows:

1. To educate the student concerning the dangers of drug abuse.
2. To help prevent drug use or abuse by the students of Washington School.
3. To identify any student who may be using drugs and to identify the drug.
4. To see that any chronic dependency is addressed and treated properly.
5. To provide reasonable safeguards so that every student who attends Washington School is medically competent.
6. To remove the stigma of drug abuse from those students who are not users.

7. To reassure students, parents, and the community that the health and academic progress of each student is the primary goal of Washington School.

8. To re-emphasize to the student his/her responsibility as a positive role model and to aid students in the development of healthy, responsible lifestyles.

### **Testing Procedure**

1. The parents of the student have signed a "Consent of Testing" on the school contract to undergo drug screening.
2. All students will sign a form and give their social security number during registration.
3. Each student will be subject to random testing at any time.
4. The method of testing is by urinalysis. Any positive drug result will be confirmed by an additional test at a laboratory selected by Washington School.
5. The collection and coding of specimen samples are executed in a manner insuring total confidentiality and identification.
6. The urine samples will be collected and analyzed by a private laboratory using the most up-to-date methods. If a student is taking medications, these medications must be revealed to the tester on the date of the test.
7. Specimen samples will be identified by a number only to insure total confidentiality.
8. Drug screening results will be reported only to the Headmaster.

### **First Incident of a Positive Result**

All specimens showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken:

1. The administration will be advised of the result.
2. The student and parents or guardians will be advised of a positive test. The student will be evaluated and assessed by a professional consultant at the expense of the parent. This professional may include one of the following: Certified Alcohol and Drug Abuse Counselor, Student Assistance Professional, Licensed Social Worker, Medical Review Officer, or other designated appropriate agency.
3. The student will then be required to attend a drug-counseling program at the expense of the parents.
4. The drug counselor will determine the length and manner of the program best suited for the student.
5. If a parent refuses a complete counseling program for his/her child, the student will be dismissed from school.
6. In the event a student should test positive, that student will no longer be allowed to participate in any extra-curricular activities for a minimum period of two weeks and until a negative test result from a facility that utilizes a licensed laboratory can be given to the Headmaster. The student who tests positive shall, at their expense, take a monthly drug test from a facility that utilizes a licensed laboratory for the remainder of the school year. The testing facility will provide the Headmaster with the test results each month. After a positive test, the student will be required to participate in all drug screens for the remainder of the school year. The cost for all subsequent tests, including drug test administered at school, will be the responsibility of the student.

7. Failure to provide the Headmaster a monthly negative test result will be treated as a second positive test result. The student will be dismissed from Washington School for 30 days. Provisions for reinstatement are detailed under "Second Incident of a Positive Result."

### **Second Incident of a Positive Result as a Student of Washington School**

The specimen showing a positive result will be retested immediately to assure that no error has occurred. If the positive result is verified and confirmed, then the following steps will be taken:

1. The Headmaster will be advised of the results.
2. The student and parents or guardians will be advised of the results.
3. The student will be dismissed for 30 days.
4. Reinstatement could occur after 30 days with proof of a successful drug rehabilitation program and only after negative testing prevails.
5. To remain in school, the student shall---at his expense---take a monthly drug test from a facility that utilizes a licensed laboratory for the remainder of the school year. The testing facility will provide the Headmaster with the test results each month. The cost for all subsequent tests, including drug tests administered at the school, will be the responsibility of the student.
6. Failure to take a monthly drug test will be treated as a third positive test result. The student will be permanently dismissed from Washington School.

### **Third Incident of a Positive Result as a Student of Washington School**

The student will be permanently dismissed from Washington School.

## Weapons

State Law Effective July 1, 1994

Parents, guardians, or custodians of a child may be civilly liable for any criminal act of a child. Juvenile possession of a handgun is a delinquent act. It will be a felony, punishable by a fine up to \$5,000 and/or three years in prison, to possess or carry certain firearms or weapons on school grounds. A weapon in a student's vehicle on campus is considered to be in the student's possession. All parents and guardians should be aware that it is a felony to "cause, encourage, or aid a minor" to possess a firearm on our campus. Please remain vigilant, particularly during hunting seasons, in keeping all types of weapons off our campus. Any situation in which a student is charged and convicted in a legal court of law could jeopardize that student's standing at Washington School.

# Safety

THE SAFETY OF OUR STUDENTS IS A PRIORITY AT WASHINGTON SCHOOL. YOUR COOPERATION IS VITAL TO OUR ABILITY TO PROVIDE A SAFE LEARNING ENVIRONMENT FOR ALL STUDENTS.

1. SIGN IN WITH THE OFFICE UPON ARRIVAL TO CAMPUS
2. COMMUNICATE ALL SAFETY CONCERNS PROMPTLY TO THE PRINCIPAL IN WRITING, PREFERABLY USING RENWEB.
3. IN THE EVENT OF AN EMERGENCY WS WILL NOTIFY YOU USING THE MASS TEXT SYSTEM. IF YOU HAVE NOT ALREADY, PLEASE SIGN UP FOR THESE MESSAGES AT [WWW.GENERALS.WS](http://WWW.GENERALS.WS). PLEASE FOLLOW THE INSTRUCTIONS GIVEN AND BRING IDENTIFICATION.

The Emergency Operations Plan is a preparatory measure. Statistics show schools are still among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer. For this reason we have implemented the Plan, so please do not be alarmed by this precautionary action.

## Drills

Although it is unlikely that the Emergency Operations Plan will need to be fully activated at Washington School, the possibility still exists. Therefore, to prepare all members of the school community, including your child, to act on a moments notice, we will be conducting emergency practice drills at the school.

These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

## Parent-Child Reunion Center

The Emergency Operations Plan also incorporates a systematic approach to reuniting children with their parents. The plan identifies two possible sites for the Parent-Child Reunion Center associated with your child's school. The first site is located on the school grounds at TBA (removed from publications for security purposes). The second site is located at TBA (removed from this publication for security

purposes)– this location is activated only when the school premises must be evacuated. Due to the unpredictable nature of any emergency, we will only be able to tell you where the Parent-Child Reunion Center is located at the time of the emergency. Should it be necessary to activate either of these Parent-Child Reunion Centers, you will be notified of the location via the school’s mass communication system.

## Reuniting With Your Child

In order to ensure your child’s safety, it is necessary for us to establish some protocols related to picking up your child. Therefore, please be advised of the following guidelines when picking up your child from a Parent-Child Reunion Center:

The Washington School Parent-Child Reunion Center will be located at TBA (removed from publications for security purposes). Parents will NOT be permitted into the area. Parents/Guardians will be required to fill out a Student Release Form, and give it to the release team staff member. **Parents MUST be prepared to show identification.**

Emergency Personnel (which may or may not know you) will verify identification and the student will then go through the release process.

Students that have their own transportation will NOT be allowed to leave school until they have been properly accounted for, and released through the Parent-Child Reunion Center.

No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student. It is critical that the information and phone numbers on your

child’s Emergency Information Card is current. We will be using this information to contact you through the School’s mass communication system with the evacuation process and location for picking up your child.

**You will be required to present valid identification.** This step is required to protect your child from any unauthorized individuals attempting to pick up your child. **The school may be receiving assistance from other schools or outside agencies and, therefore, may not know you.**

You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please **do not just take your child from the center without signing for their release.** We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child’s safety. You may be jeopardizing your child’s or another child’s safety by not adhering to these procedures.

Should our Lake Village bus be unable to transport your child home, your child will be kept at the center until such time as you can arrange to pick them up.

If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Center until alternate arrangements can be made. **Your child will be supervised at all times.**

## Keeping Informed During an Emergency

During a real emergency, you probably will not be able to reach the

school by phone, as staff will be busy responding to the emergency and the needs of the students. We will, however, make every effort to contact parents, either directly, or through the schools mass communication system (**please sign up for text alerts on our website**). Additionally, we may utilize local radio and television station broadcasts to relay information. Please **do not** call the school and **do not** call your child's cell phone during an emergency. Phone lines need to be kept accessible at all times, and overloading the phone system may mean that the school will not be able to communicate with first responders.

Washington School will also keep parents informed by posting information and updates regarding the emergency on the school website and Facebook page.

Finally, we want you to know that your cooperation in preparing your child for the event of an emergency and helping us to ensure their safety is greatly appreciated. As always, should you have any questions or concerns regarding anything stated in this letter, please feel free to contact your school administrator or safety director during regular work hours.

### **Asbestos Notice**

Washington School has had all of its buildings appropriately inspected for asbestos containing materials, and a management plan for each building was developed pursuant to the rules and regulations of the Environmental Protection Agency and the Asbestos Hazard Emergency Response Act. The copy of the results of the inspection

and completed management plans are on file in the Headmaster's office.

# Directory

## Officers of the Board of Directors

President ---Mr. Bill Elliott

Vice-President --- Mr. Mark Hooker

Secretary ---Mrs. Rachel Cochran

## Members of the Board of Directors

Mr. Barry Brantley

Mrs. Rachel Cochran

Dr. Renia Dotson

Mr. Bill Elliott

Dr. Tom Eubank

Mrs. Barbara Fontenot

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Mr. Mark Hooker

Mrs. Hillary Horn

Mrs. Monica Huddleston

Mr. Jay Janous

Dr. Stephen Jernigan

Mr. Peter Nimrod

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Mrs. Regina Satterfield

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Mr. Mark King

Mr. Dean Cumbaa

## Parent-Teacher Organization

President

Neal and Sherry Haley

1st Vice President

John and B.C. Irwin

2nd Vice President

Chris and Lea Margaret Hamilton

Treasurer

Marvin and Rachel Cochran

Secretary

Kate Hitt

Ex-Officio

Robert & Christie Loper

## P.T.O. Committee Chairmen

Harvest Fun Chair

Sarah Ashley

Co-Chair

Marney Dees

Memorials

Miffy Woods

## Booster Club

President

John & Terri Brewer

Secretary-Treasurer

Debbie Harris

1st Vice President

Robert & Christie Loper

2nd Vice President

Rusty & Carrie Johnson



## Administration

		<i>Office</i>	<i>Cell</i>
Headmaster	Mr. Rodney Brown	334-4096	822-4096
Elementary Principal	Dr. Nan Johnson	332-0786	379-1600
Secondary Principal	Mr. Al Ray	332-0908	822-9401
Academic Dean	Mrs. Kerry Sullivan	332-0786	616-6968

## Faculty

Mrs. Leslie Ainsworth	Elementary P.E.	B.S., Delta State University M.E., Delta State University
Mrs. Jane Barr	Fifth Grade	B.S.E., Mississippi State University M.E., Delta State University
Mrs. Laura Bell	Math	B.S., Delta State University M.E., Delta State University
Mrs. Marla Bell	Second Grade	B.S.E., Delta State University
Mrs. Sonya Bixler	Speech and Drama	B.A., Harding University
Mrs. Kelli Branton	Pre-Kindergarten	B.S., Mississippi State University M.Ed., Delta State University
Mrs. Amanda M. Brown	Pre-Kindergarten	B.S., Delta State University
Mr. Rodney Brown	Headmaster	B.S., Delta State University M.Ed., Delta State University
Mrs. Dorothy Burgos	English	B.A., DeltaStateUniversity
Mr. Mark Burgos	Spanish	B.A., DeltaStateUniversity
Mrs. Libba Burle	Middle School Art	B.A., Rhodes College
Mrs. Betty Chin	First Grade	B.S., Mississippi University for Women M.Ed., Delta State University
Mr. Ryan Chunn	Social Studies	B.S.E., Delta State University
Mrs. Liz Clements	Counselor	B.S., Mississippi State University M.Ed., Delta State University
Mrs. Ann Clifton	Social Studies	B.S.E., Delta State University M.E., Delta State University
Mr. Jay Clifton	High School Visual Arts	B.F.A., Delta State University M.E., Delta State University
Mrs. Kimberly Cole	First Grade	B.S., Mississippi State University

Mrs. Jane Crawford	Social Studies	B.A., Delta State University M.A., Delta State University B.S., Mississippi State University
Ms. Lanie Cumbaa	Math	B.S., University of Southern Mississippi
Mrs. Erica Dick	Support Services	M.Ed. University of Southern Mississippi B.S., Mississippi State University
Mrs. Karen Eddleman	Third Grade	M.E., Delta State University B.S., Delta State University
Mrs. Carol Eifling	Social Studies	B.A., Mississippi State University J.D., University of Mississippi B.S., Delta State University
Mrs. Frankie England	Fourth Grade	B.S.E., Delta State University M.Ed., Delta State University
Mr. Burt Flanagan	Math and IT	B.S., East Texas State University
Mrs. Beth Giachelli	English	B.S., Delta State University M.Ed., Delta State University
Mrs. Lora Glover	Pre-Kindergarten	B.S., Delta State University
Mrs. Martha Jane Greer	Second Grade	M.Ed., Delta State University
Mrs. Angela Hayes	Pre-Kindergarten	MAIS Certified
Ms. Bethany Hayes	Elementary Computer	
Mrs. Lacy Hite	Fourth Grade	B.S., Mississippi University for Women
Mrs. Kate Hitt	Kindergarten	B.S.E., Delta State University M.E., Delta State University
Mrs. Stefanie Jarrett	Computer Applications	B.S.E., University of Arkansas M.S.E. Arkansas State University
Dr. Nan Johnson	Elementary Principal	B.S.E., Delta State University M.E., Delta State University E.D.S., Lincoln Memorial University
Mrs. Mary Margaret Jones	Third Grade	B.S., Delta State University
Mrs. Sarah Kaplan	English	B.A., Saint Mary's College M.E. DeltaStateUniversity
Mrs. Cate Kelly	Science	B.S., DeltaStateUniversity M.S., DeltaStateUniversity
Mrs. Mary Clyde King	Second Grade	B.S., Mississippi State University
Mrs. Jan Lee	Third Grade	B.S., Delta State University M.E., Delta State University
Mrs. Yvette McPherson	Fifth Grade	B.S., Delta State University
Mrs. Missy Millwood	Social Studies	B.S., Delta State University
Mrs. Karen Molin	Middle School/High School Librarian	B.S., SUNY Buffalo M.L.S., SUNY Geneseo

Mrs. Deanne Morgan	Reading	B.S., University of Mississippi
Mrs. Lauren Ott	Fifth Grade	B.S., College of Charleston M.A., University of Tennessee M.A.E., University of Alabama
Mr. Hunter Palasini	Science	B.S., Delta State University
Mrs. Jessica Prevost	Science	B.S.N., Mississippi University for Women
Mr. Al Ray	Secondary Principal	B.S., University of Mississippi M.Ed., Delta State University
Mr. William Ray	Math	B.A., Delta State University M.E., Delta State University
Miss Kelly Ross	Elementary Visual Arts	B.F.A., Delta State University
Mrs. Shannon Sipes	Fourth Grade	B.S., Delta State University
Mrs. Laura Smith	English	B.A., University of Mississippi
Mrs. Jane E. Stephens	Science	B.S., Mississippi State University M.S.N.S., Delta State University
Mrs. Helen Story	Kindergarten	B.S., Delta State University
Mr. Vince Stroup	Humanities	B.A. University of Mississippi
Mrs. Felicia Suddoth	Science	B.S.E., Delta State University M.Ed., Delta State University
Mr. Jack Suddoth	Social Studies	B.S., Mississippi State University
Mrs. Kerry Sullivan	Academic Dean Elementary Librarian	B.A.E., University of Louisiana M.Ed., University of Southern Miss
Mrs. Karen Swain	Foreign Language	B.A., Mississippi University for Women M.A., Delta State University
Mrs. Amy Taylor	English Development	B.A., Mississippi State University
Mr. Philip Wasson	Social Studies Administrative Assistant	B.S.E., Delta State University
Mr. Bobby Whittington	Band Director & Science	B.A., Delta State University
Mr. Mitch Womack	Physical Education	B.S., Delta State University

## Support Staff

Mr. Jim Allen	Athletics
Mrs. Dawn Carlisle	Kindergarten Aide
Mr. Jimmy Flanagan	Maintenance Supervisor
Mrs. Debbie Harris	Athletic Secretary
Mrs. Stephanie Haynes	Kindergarten Aide
Mrs. Amy Howe	Bookkeeper
Mrs. Sylvia Ingram	M/H Secretary
Mrs. Rosemary Jenkins	Elementary Library Clerk
Mrs. Gloria Lyles	Counselor's Secretary
Mrs. Sue Matthews	Housekeeping Supervisor
Mrs. Tammye Pittman	Headmaster's Secretary
Mrs. Karen Rounsavall	High School Library Clerk
Mrs. Amy Rutland	Pre-Kindergarten Aide
Mrs. Tracy Signa	Pre-Kindergarten Aide
Mrs. Kelly Simpson	Pre-Kindergarten Aide
Mrs. Jennifer Stigall	Kindergarten Aide
Mrs. Melody Thornton	Elementary Library Clerk
Mrs. Jessica Prevost	Three-Year Old Aide
Mr. Ed Waldrup	Assistant Physical Education
Mrs. Miffy Woods	Bookkeeper

## SECTION 13

# Daily Schedules

### Elementary School

7:30 Building Open

7:55 Class begins

Recess-grades 1, 2, 3 9:55 - 10:10

Recess-grades 4, 5 10:10 - 10:30

10:55-11:50 Lunch-grades 1-4 (staggered)

12:25-12:50 Lunch-grades 5

12:59-1:15 Recess-grades 1, 2, 3

2:45 Dismissal

### Pre-Kindergarten/Kindergarten

7:30 Building opens

7:55 Class begins

9:25-9:50 Recess

11:23-11:48 Lunch

2:30 Dismissal

### Middle School

7:55 - 8:00 Homeroom

8:03-8:53 1st period

8:56-9:46 2nd period

9:46-10:02 Break

10:07-10:57 3rd Period

11:00-11:50 4th period

11:50-12:20 Lunch

12:23-1:13 5th Period

1:17-2:07 6th period

2:10-3:00 7th period

### High School

7:55 - 8:00 Homeroom

8:03-8:53 1st period

8:56-9:46 2nd period

9:46-10:02 Break

10:07-10:57 3rd period

11:00-11:50 4th period

11:53-12:43 5th period

12:43-1:13 Lunch

1:17-2:07 6th period

2:10-3:00 7th period