


2016-2017
WASHINGTON SCHOOL
PARENT-STUDENT HANDBOOK
PreK-5th Grade



Purpose

This handbook serves as a guide for students and their families about the programs and opportunities at Washington School. It also outlines the basic expectations for students. Parents and students familiarize yourself with the contents. These policies do not cover every conceivable situation that may arise at school, and from time to time, situations may arise which require immediate or nonstandard responses. These policies will be updated or revised periodically. Updates will be posted on the school website in a timely manner. Major policy revisions will be communicated by email or mail. Any student or parent with questions about a handbook policy or statement should feel free to speak with their student's principal.

Section 1 - General Information

Mission Statement

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

Motto

The school's motto is *Exitus Acta Probat*, which translates as "The results prove the deeds."

Philosophy

The school encourages every student to cultivate intellectual curiosity and to develop integrity and honor. 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.

As a Pre-Kindergarten through Twelfth grade school, Washington School coordinates its academic and extracurricular programs to create 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 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.

Accreditation

Washington School is accredited by AdvancEd (the Southern Association of Colleges and Schools) and by the Southern Association of Independent Schools. Washington School is also accredited by the Mississippi Association of Independent Schools. As a Mississippi Non-Profit Corporation, the school is governed by an elected board of directors.

History

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. But the commitment to programmatic excellence established by our founders remains. Washington School has an excellent reputation and has become an outstanding college preparatory school. Our future is bright as we build upon our legacy of excellence.

Campus and Buildings

Utilizing facilities housed on a thirty-acre campus, the school offers a diversified program of study and extracurricular activities. The elementary building houses pre-kindergarten through grade five and consists of twenty-one classrooms, including a music room, an art studio, a media center, a computer lab, a STEM lab, and administrative offices.

The middle school consists of twelve classrooms including a fully equipped science laboratory, a computer lab, and an art studio.

The high school consists of twenty-two classrooms including two fully equipped science labs, a computer lab, a recording studio, a media center, 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 for the entire school.

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.

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 drama department. In addition, it also used for dances, graduation exercises, and many other events.

Section 2 - 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. The fundamental processes of mathematics, science, health, and social studies are also included in the curriculum. 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 the upper elementary.

Section 3 - Grading Policies

RenWeb and 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

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. If the report shows unsatisfactory progress, the parents should request a conference with the individual teacher. This conference may be arranged by contacting the elementary office for elementary students. A student may receive an Incomplete (I) if all make-up work as a result of an administrative pre-approved absence has not been completed. In this case, the work should be completed by the student according to the prearranged schedule to avoid receiving grade penalties.

Nine Weeks Grades

Grades 1-12: Each nine week's grade will be determined from the following: homework, class participation, papers, projects, tests, etc.

Semester Grade

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

Final Grade

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

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

Conferences

Elementary teachers are available for conferences any time after 2:45 p.m. on Monday, Tuesday, or Thursday. They may also be available during a planning period. Parents desiring a conference may call 334-4096 or 332-0786.

Section 4 - Assistance with Academic Difficulties

Learning Disabilities

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

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

Elementary Tutoring

All elementary teachers have at least one day a week set aside after school for tutoring students. The fourth and 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.

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 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 assignment and grade reports for their children.

MindPlay Lab

In addition to other programs, Washington School offers a computer generated educational program called MindPlay. MindPlay is a premier on-line reading program, designed to improve student reading performance quickly using innovative technology for academic success. MindPlay improves students' reading performance by assessing reading abilities, developing an individual student syllabus, differentiating instruction and providing mastery-based activities to address reading gaps. This program includes instructional components in six key reading areas: phonemic awareness, phonics, vocabulary, grammar and meaning, comprehension, and fluency. 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.

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 5 - 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 elementary school's Helen Skelton Library 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. Please contact the elementary librarian at elemlib@generals.ws if you have any questions about specific library policies or about accessing the library's resources.

Section 6 - Admissions

Admission Requirements

- 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 2-5

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 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 beginning with a student's second year at Washington School. 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 Donald Grantham Pylate Memorial Trust Fund The Charles Milton Baker Memorial Trust Fund The Elton Counts Sease, Jr., Memorial Trust 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 7 - General Rules and Policies

Assemblies

All students are required to attend the assemblies and to 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 transitioning 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, the parent or guardian must call the principal's office by 10:30 to explain the absence. Students are allowed 3 absences each nine weeks. Absences due to school sponsored activities are not counted in this total. Exception to these rules must be approved by the administration. For an extended illness, medical documentation is needed.

On the day of a student's absence, the parent or guardian must call the principal's office to explain the absence. The parent or guardian must call each day that the child is absent. Perfect attendance awards are given to those students who have no absences from school, no tardies, and no dismissals.

Tardies

All students must be in their homeroom seats at 7:55 A.M. After 7:55 A.M., a student must report to the elementary school office to sign-in to school. When an elementary student has been assigned three tardies per nine weeks, a parent conference with the principal will be required.

Dismissals from School

Parents should send a note to the student's teacher to pre-arrange a dismissal. If at all possible, please prearrange the dismissal because drop-in dismissals cause a burden on the elementary office staff.

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.

Make-Up Tests

When the student returns to school after two or more days' absence, a date for make-up tests will be scheduled.

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. Students can expect about ten (10) minutes of homework per grade level per night.

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.

Feel free to contact the principal of your child's respective school for additional help.

Lunch Period

Parents may have lunch with their children on occasion. No prearrangement is necessary, but the parent must sign-in as a visitor in the elementary office. 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.

Admission to Building

Students are encouraged not to come to school before 7:30 A.M. Students who are not picked up after school by 3:05 will be sent to aftercare.

Dress Code

Girls' PreK4 through Fifth Grade Uniform Requirements

Dress Uniform - Lands' End School Uniforms

- Skirt **or** Jumper - navy plaid
- Blouse - Broadcloth Peter Pan - blue (monogrammed with WS logo)
- Modesty Shorts - Knit - navy
- Socks - Plain - solid white, grey, navy or black

Optional Uniform Items - Lands' End School Uniforms

- Plaid Jumper - navy plaid, to be worn only with Broadcloth woven blouse
- Polo Knit Blouse - Short or long sleeve - gray, navy or white* (monogrammed with WS logo)
- Active Poly Polo Shirt - navy (monogrammed with WS logo)
- Skirt - solid navy
- Skort - solid navy
- Tights/Leggings - white, grey, navy, black, opaque

Boy's PreK4 through Fifth Grade Uniform Requirements

Dress Uniform - Lands' End School Uniforms

- Pants - Plain or pleated front - khaki
- Shirt - Broadcloth, button down, short or long sleeve - blue (monogrammed with WS logo)
- Leather Belt
- Socks - Plain - solid white, grey, navy or black

Optional Uniform Items - Lands' End School Uniforms

- Shirt - Collared knit, short or long sleeve - gray, navy or white* (monogrammed with WS logo)
- Shirt - Active Poly Polo style navy (monogrammed with WS logo)
- Shirt - Broadcloth, button down, short or long sleeve - blue (monogrammed with WS logo)
- Pant/Shorts - Plain or pleated front - khaki

Uniform Guidelines

The Dress Uniform must be worn in its entirety on days set aside by the administration as "Dress Uniform Day." The dress uniforms will be worn on assembly days unless otherwise communicated by the principal. Other school days, students may wear the dress uniform, optional uniform items, or a combination of uniform items. In the event of extreme weather conditions, the uniform guidelines may be altered at the discretion of Administration.

Girls' Uniform

- Jumpers and skirts should be no more than 2" above the knee.
- Skorts should be no more than 3" above the knee.
- Hair Accessories such as bows, headbands, and barrettes should be WS school colors - navy, white, yellow or grey. NO "hair wraps," glitter hair, beads, feathers, bandanas or other unusual additions may be added to girls' hair.
- Solid white, navy, grey or black socks, tights, or leggings must be worn and visible at all times.

Boys' Uniform

- All shirts must be tucked in to pants or shorts.
- A belt must be worn with the pants and shorts.
- Solid white, navy or gray short sleeve undershirts may be worn under the dress and optional shirts.
- Solid white, navy, grey or black socks must be worn and visible at all times.

Shoe Requirements Girls' and Boys' Shoes

- Closed toed shoes, tennis shoes or boots (Must be acceptable for P.E.)
- Shoes may have Velcro straps instead of shoelaces. No "fashion" shoelaces will be permitted.
- Shoes should be in good condition.

Hairstyles or hair color that would draw attention or create a distraction are not allowed. Hair wraps, glitter hair, beads, feathers, or other unusual additions to hair or accessory are not acceptable. Hair accessories should be navy, yellow, white or gray.

Dress Code Specific to Male Students

1. Shirt tails must be tucked in at all times.
2. Earrings or visible body piercings are not allowed.
3. Hair must be clean and neat. "Neat" is defined as above the eyebrow 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.

Dress Code Specific to Female Students

1. 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.
2. Visible body piercings are not allowed.

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. Most secondary textbooks cost about \$100 and some cost much more. A fine will be assessed for any damage, 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.

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.

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.

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.
3. Bullying or harassing behavior in the schools, including cyber- bullying of student(s) or school employee(s) on personal wireless devices is prohibited.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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. The goal in providing this privilege to students is allow them access to a powerful teaching and learning tool. However, the internet can also be used by the student to access less than desirable information. It is impossible to completely block students from accessing inappropriate materials. The acceptable use policy was created to provide guidelines for the use of this resource by 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 procedures and skills to use internet resources effectively.
2. Learn to use search tools to locate and research educational activities, assignments, and projects.
3. Learn to use internet resources for individual and collaborative work.

Student Responsibilities

1. School use of the 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.
 - People judge you by your social media presence. It is not uncommon for college admission officers, scholarship committees, and future employers to examine your social media as part of the application process.
 - Share expert knowledge, cite your sources, obey copyright laws, and offer intelligent answers.
 - Avoid arguments online. It is easy to say things online which you would never say in person. It is also very easy to misunderstand the tone online which can lead to unnecessary conflict.
 - Respect other people's privacy
 - Washington School will not permit its Internet access to be used for plagiarism, 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 to access the internet in our school. This internet access will operate with the same internet filter that school devices currently use. 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, 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. You also have the power to damage the reputation of the school. Therefore, if you choose to discuss matters related to the school on your social media page, website, weblog, or any other electronic media please bear in mind that, readers may assume you are speaking on behalf of (or as a reflection of) the school.

Posts directed to or about another member of the Washington School community 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. Remember that the freedom of speech does not free you from consequences related to the content of the speech when it violates the rules of the Washington School community.

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

- 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.
- 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.

Section 8 - 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 firearms, 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, the student will be referred to the principal. The grade of "0" is issued for work on which the student cheated. This offense also carries work hours to be assigned by the principal.

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.

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.

Section 9 – Student Safety/Emergency Situations

Inclement Weather Policy

When weather forces the cancellation of school, the primary method of notification is via the school's text message system. Emails will also be sent using RenWeb. Finally, the information will be posted to local media outlets.

Because Washington School serves a wide geographical area, it is possible weather is worse at your home than conditions are at the school. If this is the case and school is not cancelled, please contact the school and the absence or tardy will be excused. **Parental discretion is always advised as to attendance in inclement weather.**

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 Washington School will notify you using the mass text system. If you have not already, please sign up for these messages at www.generals.ws using the "Text Message Signup" link on the homepage. 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 moment's 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) 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.**

- 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 Emergency Information Card be kept up-to-date.

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 school's mass communication system. 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 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 posting and completed management plans are on file in the Headmaster's office.

Section 10 - Daily Schedules

Elementary School

7:30 Building opens

7:55 Classes begin

2:45 Dismissal

PreK & Kindergarten

7:30 Building opens

7:55 Classes begin

2:30 Dismissal

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