


2023-2024  
WASHINGTON SCHOOL  
PARENT-STUDENT HANDBOOK  
GRADES PK3-12



## **Purpose**

This handbook serves as a guide for students and their families regarding the programs and opportunities at Washington School. It also outlines the basic expectations for students. Parents and students familiarize yourselves 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 Cognia (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 lower school building houses pre-kindergarten through grade five and consists of twenty-one classrooms, including a music room, an art studio, an elementary library, a computer lab, a STEM lab, and administrative offices.

The middle school consists of twelve classrooms including a fully equipped science laboratory in conjunction with our STEM lab, and an art studio.

The upper school consists of twenty-two classrooms including two fully equipped science labs, a computer lab, a recording studio, administrative offices, a library, a club room, a band room, an art studio, a Student Services 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. The Rodney Brown Athletic Facility 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, Sykes Hall is also used for dances, graduation exercises, and many other events.

## Section 2 - Academic Program

### *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 Spanish, band, STEM, art, creative writing, and other electives are offered. Eighth graders may begin an advanced math track by taking Algebra I and Honors English 8. The middle school maintains its own extracurricular activities so that students will have ample opportunity to discover and to develop their own talents.

### *The Upper School Program*

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

	PREP TRACK		ADVANCED TRACK
9th	English 9, Algebra 1, Biology 1, World Geography, MS Studies, Spanish I, Art I		Honors English 9, Honors Geometry, Honors Biology, World Geography, MS Studies, Spanish I, Art I
10th	English 10, Geometry, Anatomy & Physiology, World History, Computer Apps, Spanish II		Honors English 10, Honors Algebra II, Honors Anatomy & Physiology, Computer Apps, Spanish II
11th	English 11, Algebra II, Chemistry, U.S. History		Honors English 11, Honors Pre-calculus, Chemistry, U.S. History
12	English 12 or Dual Credit, College Algebra and Trigonometry Dual Credit, <b>OR</b> Intermediate Algebra, Physical Science, Government and Economics		Dual Credit English 12, Calculus Dual Credit, Physics, Government and Economics
<b>ELECTIVES</b>			
Art I*	Speech*	Journalism	College and Career Studies
Accounting	Athletics**	Financial Literacy	Career Connections Internship*
Sociology	Band	Advanced Art	Art Appreciation (Dual Credit)
Yearbook or Design	Drama*	Sociology (Dual Credit)	

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

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

### *Graduation Requirements*

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. Course offerings also 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. Students may enter the Prep Curriculum that meets the requirements for college admission. Students may also enter the Advanced Curriculum that prepares students to take advanced college preparatory courses, often resulting in college credit before high school graduation.

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

If the student's schedule allows, a student may take Algebra II and Geometry in the same year if they have a 93%+ average in Algebra I and receive approval from the STEM Department Chair.

To take Physics a student must have completed general chemistry with a 93%+ average and be taking Calculus or have completed Precalculus with a 93%+ average. All students who wish to take Physics must have written permission from the STEM Department Chair before registering for the course.

A 93%+ average in English, an IXL diagnostic score consideration, and the Humanities Department Chair's approval is required to be accepted into Honors English courses. Students entering an Honors English course in the tenth grade year must continue in the honors track through graduation, unless individual teacher requests are made.

Art I is a prerequisite for any advanced art courses. A maximum of four credits toward graduation can be earned in the Fine Arts Department. Only one credit will be calculated into the student's final grade point average.

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.

**Career Connections Internship Credit-** Students must complete one 30 hour internship prior to graduation for half a credit. Students will be paired with a local mentor based on their career path interests. Students should complete all documents and coursework prior to their final presentation. Mentor evaluations and student presentations will be considered for final grades.

Students may begin Career Connections in the second semester of their sophomore year. Mentor matches and interests may be discussed through the counselor's office.

**Honors Course Placements: Teacher recommendations are required to be admitted into Honors Tracks:**

**Requirements for Placement into Algebra I 8th Grade Honors Course:**

All 7th grade students must take the Algebra Readiness Test in the spring to determine who is ready for Algebra topics. Students must pass this test with a 70. The test is administered by the teacher of the course, counselor, or secondary school principal. **Students must meet three of the four requirements to be eligible for Algebra I in 8th Grade.**

The following are the requirements for placement in Algebra I 8th Grade Honors:

1. Passes the Algebra Readiness Test with a score of 70 or above.
2. Has a 90.00 average or above in 7th grade math.
3. Receives a positive teacher recommendation from the 7th grade math teacher.
4. Has an IXL diagnostic above grade level (800+).

**Requirements for Placement into 9th Grade English Honors Course:**

The following are the requirements for placement in 9th Grade Honors English:

**Students must meet all two of the three requirements to be eligible for Honors English 9.**

1. Has a 90.00 average or above in 8th grade English.
2. Receives a positive teacher recommendation from the 8th grade English teacher.
3. Has an IXL diagnostic above grade level (900+).

**Dual Credit and Requirements:**

Dual Credit provides students with the opportunity to receive college credit on campus from our certified Washington School teachers. These credits will transfer to most colleges and all public universities within the state of Mississippi. Parents should reach out to their child's future college to confirm that these credits will transfer out of state.

**Honors Course Dismissal and Reevaluation:** Students who fail behind in honors courses, may be recommended to transition to prep-track. Students who were originally not admitted to honors in English, may demonstrate strong enough growth to promote them to honors the following year. Teacher recommendation, GPA, and ACT data would be considered.

### **Course Offerings:**

English Composition I (3.00 credits) and English Composition II (3.00 credits) from Mississippi Delta Community College for a total of 6.00 English credits are offered. To qualify for these courses, students must have a 17 on their English portion of the ACT and a 3.0 grade point average.

College Algebra (3.00 credits) and College Trigonometry (3.00 credits) from Mississippi Delta Community College for a total of 6.00 Math credits are offered. To qualify for these courses, students must have a 19 on their Math portion of the ACT and a 3.0 grade point average.

Through Mississippi Delta Community College, a student may only take 7.00 credit hours per semester. Additionally Dual Credit opportunities are available year to year.

To qualify for Valedictorian and Salutatorian students must have earned ten (10) credits from the following list of courses.

Honors English 9, Honors English 10, Honors English 11, Dual Credit Honors English 12, Geometry (9th grade), Algebra II (10th grade), Pre-Calculus, (11th grade) Calculus, Chemistry, Physics.

### *Guidance Counseling and Student Services*

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, a support services assistant, and secretary. The principals, department chairs, 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.

### **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 calling the counselor's office for middle and upper school students and by contacting the elementary office for lower school 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.

## Middle and Upper School Grading Policies

### *Nine Weeks Grades*

Grades 6-12: Each nine week's grade will be determined from the following: homework, class participation, papers, projects, tests, etc.

### *Semester Grade*

Grades 6-12: Each semester grade will be determined from the following: the average of the two term grades will count ninety percent, and the semester exam will count ten percent. Note: A sixth grader's 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 final grades will be determined by an average of the two semester grades. Students in Middle School (grades 6-8) who fail English or Math must make up those courses through a school-approved credit recovery program before August 1 of the next school year in order to advance to the next grade level. Failure of two or more courses will result in retention. The school may also deny re-enrollment to a student who fails two or more courses.

### *Examination Exemption*

Students with an average of 93 or higher (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 higher 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 1st or 7th period extracurricular activities during our athletic period 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. A maximum of three credits may be earned in summer school.

## Washington School Grading Scale

Middle and Upper School Grading Scale			
Letter Grade	Numerical Grade	Regular	Honors/AP
A+	97-100	4.33	5.33
A	90-96.99	4.0	5.0
B+	87-89.99	3.33	4.33
B	80-86.99	3.0	4.0
C+	77-79.99	2.33	3.33
C	73-76.99	2.0	3.0
D	70-72.99	1.0	1.0
F	0-69.99	0.0	0.0

### *Conferences*

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 the Guidance Office at 335-3239. All conversations pertaining to the student and the student's school work should be conducted in a formal parent-teacher conference.

### *Academic Recognition*

Those students in Middle and High School who have excelled academically are recognized by inclusion on either the Head of School List or the Principal's List.

Head of School's List - Students must have a 93.00 cumulative average with no grades below a 90.00.

Principal's List - Students must have a 90.00 cumulative average with no grades below an 86.00.

Graduation Cord and Recognition: *Only Washington School issued cords are permitted at the commencement service.*

Gold Cord- Cum Laude: Graduates with a 93.00 cumulative grade point average or above throughout the students' high school years will be awarded cum laude cords to wear at graduation.

Baby Blue and Gold Cord- Mu Alpha Theta Members

Gold Stoll- National Beta Club Members

Royal Blue and White Cord- Rho Kappa History Honors Society Members

Medals- Officers of Mu Alpha Theta, Beta Club, and STAR Student may wear these medals.

## **Section 4- The Lower School**

### *The Lower School Program*

The lower 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 lower 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, STEM Lab, and a computer lab enhance the elementary school's curriculum. Students gain enrichment from field trips and resource speakers.

## **Section 5- Lower School Grading Scale and Reports**

### *Nine Weeks Grades*

Grades 1-5: 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.

Lower School Grading Scale	
90-100	A
80-89	B
73-79	C
70-72	D
Below 70	F
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

### *Lower School Conferences*

Lower School teachers are available for conferences any time after 2:35 p.m. on Monday, Tuesday, or Thursday. They may also be available during a planning period. Parents desiring a conference may call 662-334-4096 or 332-0786.

## **Section 6 - Assistance with Academic Difficulties**

### *Learning Disabilities*

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

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

### *Middle and Upper School Tutoring*

All teachers offer tutoring during 7th period or after school. Extra session times can be made upon request. Peer Tutors can be contacted through the Counselor's Office to tutor during study hall at a cost of \$10.00 per hour or for service hours.

### *Lower School Tutoring*

All teachers offer tutoring when needed after school hours until 3:00 p.m.

All lower school teachers have at least one day a week set aside after school for tutoring students. The fourth and fifth grade teachers provide tutoring once a week, per student, on a rotational basis. Peer tutoring is used within the classroom on all levels of the lower 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.

Support Services is also 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 assignments and grade reports for their children.

## **Section 7 – Middle and Upper School Fred C. DeLong, Jr. Library**

The Fred C. DeLong, Jr. Library offers grades 6 – 12 an online card catalog, books, instructional DVDs, current magazines, and multiple e-resources to support the teaching program of the school.

Teachers bring their classes to the library for guided research instruction and individual research. Students are also provided with a variety of print material to encourage a lifelong love of reading.

Students may ask to use the library during their study hall. If a class is scheduled in the library, students may enter quietly and check out materials. The library is open from 7:45 a.m. to 3:00 p.m. Monday through Thursday, and closes at 3 p.m. on Friday.

Please contact the upper school librarian at [hslib@generals.ws](mailto:hslib@generals.ws) if you have any questions about specific library policies or about accessing the library's resources.

Chromebooks are available for student's to check out if their chromebook is lost or damaged. Students will be allowed three chromebook requests per nine weeks for forgotten chromebooks. After that point parents will be contacted, and a written explanation of chromebook issues must be presented to the upper school office for future chromebook check-outs. Students must give up their cell phones as collateral to check out a chromebook.

## **Section 8 - Lower School Helen Skelton Library**

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 lower school library holds weekly classes to teach library, reading, information, and digital citizenship skills. Please contact the librarian at [elemlib@generals.ws](mailto:elemlib@generals.ws) if you have any questions about specific library policies or about accessing the library's resources.

## **Section 9 - Admissions**

### ***Lower School 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.

## ***Middle School and Upper School Admission Requirements***

Grades 6-12

1. Present report cards for the previous two school years if available.
2. Present results of achievement tests from previous school.
3. Successfully complete a placement exam administered by the school.
4. Seniors residing within driving distance will only be allowed to transfer under exceptional circumstances and require the approval of the secondary principal and head of 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. A non-refundable new student \$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 may be charged and Renweb Services may be suspended along with holding of report cards and transcripts. 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.

### ***Force Majeure***

Should events beyond the control of the School, including, but not limited to, any fire, unforeseen building damage, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control occurs, the School has the discretion to close the School and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The Parent's financial obligations under this Contract remain in full force and effect. Should the School close, the School's duties and obligations under this Contract shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event under this Paragraph, the School is under no obligation to refund any portion of tuition paid.

### ***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 10 - 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, cell phone use, 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 ensuring 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.** Students are allotted 10 unexcused absences per semester. Exceptions may be granted by the administration for exceptional circumstances like an extended illness. A request must be presented to the principal 48 hours prior to a proposed excused absence, and arrangements for completion of assignments must be made prior to the absence. Parents of students with (7) unexcused absences will be contacted. Students who have exceeded (10) unexcused absences will receive a zero out of 10 per additional day in each course they have missed over the allotted days each semester. Students who have over 10 unexcused absences in Study Hall will receive a zero out of 10 for every graded course per semester. Additionally, excessive unexcused absences could result in loss of academic credit. Students enrolled in Dual Credit may lose college credit as well.

### *Absentee Policy*

On the day of a student's absence, the parent or guardian must call or email the upper and/or the lower school offices by 10:30 to explain the absence. A middle/upper school student must attend class for 30 minutes to be counted present. The parent or guardian must call each day that the child is absent. Upon returning to school after an absence, a student must report to the office for an admit slip. To be considered an excused absence for the middle and upper schools, a student must present official documentation to the secretary. Perfect attendance awards are given to those students who have no absences from school, no tardies, and no dismissals.

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.

### *Tardies*

**Lower School:** 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. Parents of elementary students who are routinely tardy will be required to meet with the elementary principal.

**Upper School and Middle School:** All students must be in their first period class 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 a middle or upper school student has been assigned three tardies per nine weeks, he/ she will be assigned detention and the parents will receive notification from the principal. Additional penalties within the nine weeks will be 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.

### *Dismissals from School*

**Lower School Dismissal:** 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.

**Upper School and Middle School Dismissal:** Students who are of driving age 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.

**Honor Pass Dismissal:** Students who drive to school and who have been on the previous quarter's Head of School's list may be dismissed for 7th period Study Hall if a study hall is assigned to them at that time. Students will receive a waiver form if applicable for parents to sign prior to this dismissal taking place.

**Senior Privilege:** Seniors may dismiss at additional times. These forms and policies will be distributed to the students.

#### *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.**

#### *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. Note that work assigned in class will not be accepted the following day if the student was present in class. The principal or teacher may contact the parents to let them know that their student has chosen a zero rather than turning in the work. When a student is present during class and chooses not to complete an in-class assignment. The student will receive a zero for that work. It will not be accepted the next day.

#### *Make-Up Tests*

**Lower School Make-Up Tests:** When the student returns to school after two or more days' absence, a date for make-up tests will be scheduled.

**Middle School and Upper School Make-Up Test:** When the student returns to school after two or more days' absence, a student must report to the Make-Up Test teacher at 7:00 a.m. The test will be given at a time designated by the teacher. 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.

#### *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 (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, or to set up a conference with an individual teacher in pre-kindergarten through 5th grade call the elementary office at 332-0786. Feel free to contact the respective principal for additional help.

### *Middle and Upper School Detention*

Disciplinary action will be handled through detention and work details. Parents will be notified by the principal's office of the detention that is assigned due to tardiness to school and other disciplinary actions. If for any reason the student cannot attend the work detail 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 a work detail or detention will result in the assignment of additional consequences up to and including expulsion.

### *Closed Lunch Period*

No students will be permitted to leave the school grounds during the lunch period, regardless of the distance they live 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 Lexington.

### *Admission to Building*

**Upper School and Middle School:** Students are not encouraged to come to school before 7:30 A.M. No student will be allowed in the building without special permission and supervision after 3:00 P.M. each day. Any middle or upper school student who is required to wait with an elementary sibling, must pick up this sibling in the lower foyer in front of the school. These students must wait for their parents in lower school. Admittance back into the middle or upper school building will not be permitted.

**Lower School:** Students are encouraged not to come to school before 7:30 A.M. Students who are not picked up after school by 3:00 will be sent to aftercare.

***Dress Code – a complete transition to Dennis Uniforms will occur by August 2024. Lands' End attire will be allowed until this transition period ends.***

**Monday-Thursday-** Students should wear WS uniform Polos (either Navy or Grey) and uniform bottoms (girl's-skirts, boys-pants or shorts). Squad Locker sweatshirts/Jackets may be worn during winter months, but polos need to be worn underneath.

**House Days** (for Middle and Upper School only)- Students may wear their house t-shirt or house color t-shirt (must be a solid color with no graphics) with uniform bottoms on designated house days.

**Spirit Fridays-** Students may wear the current 2023-2024 Friday t-shirts (from the PTO) or game day attire, as well as any Washington School / MAIS t-shirt they may have. All male students will still be required to wear a belt and have their shirt tails tucked in. If a pep-rally is themed for game day, students can maintain the privilege of dressing for this theme if the dress code policy continues to be followed (all grade levels). On Fridays only, students will be permitted to wear jeans, so long as they do not have holes and are not frayed. Spirit Friday will occur every Friday, for the entire school year, for faculty and staff (unless stated otherwise).

**\*\*NO sweatpants, athletic shorts, leggings, etc.\*\***

**Game Days-** Athletes may wear their team's uniform or designated sports wear on game days only. All teams must dress according to their coach's instructions.

Students who arrive on campus without Land's End Uniforms, or the proper Spirit Friday attire, will be supplied with the correct uniform for the day (or sent home to change). After the second offense, disciplinary procedures will take effect.

**Dress Uniform–** Dress Uniform will be worn on predetermined days for Lower and Secondary School events. This list will be displayed on the school website. Dress uniforms for boys are khaki pants, belt, white button down collared shirt (does not have to be purchased through Dennis Uniform), and WS tie (purchased through Dennis Uniform). Dress uniforms for girls 2nd-12th are plaid or navy skirt/skort or navy pants, white button down collared shirt (does not have to be purchased through Dennis Uniform), and WS cross tie (purchased through Dennis Uniform). Dress uniforms for girls K4-1st are plaid or navy jumper, white button down collared shirt (does not have to be purchased through Dennis Uniform), and WS cross tie (purchased through Dennis Uniform).

## **Boy's PK4 through Twelfth Grade Uniform Requirements**

### **Lands' End School Uniforms**

- Pants - Plain or pleated front - khaki
- Shirt - white button down collared shirt for dress uniform days(does not have to be monogrammed)
- Leather Belt
- Socks - Plain - solid white, gray, navy or black
- Shirt - Collared knit, short or long sleeve - navy or yellow (monogrammed with two-color WS logo)
- Shirt - Active Poly Polo style navy or yellow (monogrammed with two-color WS logo)
- WS tie - to be worn only on determined dress uniform days

## **Girls' Uniform Requirements PK4 through Twelfth Grade**

### **Dress Uniform - Lands' End School Uniforms**

- Skirt/Skort - navy or plaid
- Socks - Plain, solid white, gray, black or navy
- Polo Knit Blouse - Short or long sleeve - navy or yellow (monogrammed with two-color WS logo)
- Active Poly Polo Shirt - navy or yellow (monogrammed with two-colored WS logo)
- WS Cross Tie - to be worn only on determined dress uniform days
- Plaid and/or Navy jumper for K4-1st grade
- Tights/Leggings - white, navy, black

## ***Uniform Guidelines for Middle and Upper School Students***

### ***Girls' Uniforms***

- 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 gray. No "hair wraps," glitter hair, beads, feathers, bandanas or other unusual additions may be added to girls' hair.
- Solid white, navy, gray or black socks, tights, or leggings may be worn. No mesh or cut-outs.
- No colored undergarments should be seen under the blouse.

### ***Boys' Uniforms***

- All shirts must be tucked into pants or shorts.
- A belt must be worn with the pants and shorts.
- Solid (no prints) white, navy or gray short sleeve undershirts may be worn under the dress and optional shirts.
- Solid white, navy, gray or black socks may be worn.

### ***Lower School Shoe Requirements for boys and girls:***

- Tennis shoes may be worn every day. (Must be acceptable for P.E.)
- No "fashion" shoelaces will be permitted.
- Shoes should be in good condition.

### ***Middle and Upper School Shoe Requirements:***

#### ***Girls' Shoes***

- Any shoe, any color may be worn; boots, rain boots, sandals, or loafers.
- Girls' heels should not exceed 2" high.
- No sliders or rubber flip flops

#### ***Boys' Shoes***

- Any shoe, any color may be worn; boots, sandals, or loafers.
- Boots (brown or black) to be worn only with long pants.
- Sandals may be worn without socks 4) NO sliders or rubber flip flops

### ***School-wide Dress Down Day Policies:***

When students are granted permission for dress-down days, our students are still following a dress code policy. Please consider the following requirements for dress-down days:

1. All shoulders, midriffs, sides, and backs must be covered at all times. Razor back or athletic style shirts are not permitted.
2. Shoes should still follow the dress code requirement policies of the lower and upper school.
3. Dress and skirt length must meet the same requirements as our uniforms.
4. Jeans should be without holes or frayed edges. Jeggings or leggings are not allowed in the upper school or middle school without being worn underneath a dress or skirt.
5. Athletic pants or sweatpants are prohibited in the upper and middle school.
6. Non-uniform shorts are not allowed unless specified directly by the principals' communication.
7. No images or slogans on any part of clothing should contain derogatory comments, references to drugs or alcohol, or contain any content that is deemed offensive by Washington School's administration.

### ***Hair - General***

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 accessories are not acceptable. Hair accessories should be navy, yellow, white or gray.

### ***Dress Code Specific to Male Students***

- Belts and neutral colored socks (i.e., gray, white, brown, black, navy) must be worn.
- Shirt tails must be tucked in at all times.
- Earrings or visible body piercings and body tattoos are not allowed.
- Males are to be clean shaven. Beards and mustaches are not allowed.

### ***Dress Code Specific to Female Students***

- 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.
- Visible body piercings and body tattoos 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 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.

### ***Upper School/Middle School Lockers***

Students in 6-12 will be assigned new lockers in 2023. A damage fee will be collected if new lockers incur damage from student use. No stickers or glue are permitted inside of lockers. Permission for outside of locker decoration must be obtained from administration.

### ***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 the study hall. This pass must hang outside of the door of the restroom in the middle and upper school.



### *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 Other Electronic Devices*

Cell phones and other electronic devices may not be used in the classroom from 7:55 until dismissal. Phones will be left in the designated area in each classroom.

When a faculty or staff member sees a student using a phone or other electronic device (including watches linked with phones) in the classroom the following will happen:

- First Offense – Students may reclaim the device from the office at the end of the school day. Parents will be notified.
- Second Offense – Students may reclaim the device from the principal at the end of the school day. Parents will be notified.
- Third and Following Offenses – A parent must come to the secondary office to reclaim the device.

### *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. Once a student enters the gate, the student will not be allowed to return to their car.** 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.
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 harassment.
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 to 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 the 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 blogs 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](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 Head of School 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 Head of School 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 a site administrator, it should be communicated to the head of school 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 the 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 11 - 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 students 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. Vaping or the possession of e-cigarettes is also not 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.

### ***Demerit System- Minor Infractions for Middle and Upper School***

A demerit will be given to a student for minor infractions (chewing gum, dress code violation, excessive talking, etc.). The secondary principal will assign more than one demerit for greater offenses. An email will be sent to the parent or guardian as well as the secondary principal via RenWeb. If a student receives three demerits in a nine-week grading period, the student will be assigned a detention. The detention will be assigned for the student before school from 7:00-7:50 a.m.

1st period tardy demerits will be entered by the office. Thereafter, teachers must enter demerits after students are tardy. On the 3rd demerit, the student will be assigned Tuesday morning detention at 7:00 am. On the 6th demerit, the student will be assigned Tuesday morning detention. If a student misses a detention, two more detentions will be added for them to complete. On the 7th demerit, the student will be assigned in-school suspension which will count as an absence. Students will receive assignments to work on during the day; however, they will only receive half credit for these assignments. Upon receiving an 8th demerit, the student will be assigned out of school suspension which will count as an absence. The student will need assignments to work on during the day. The student will receive zero credit for those assignments missed on the out of school suspension day. After that point, further review of student behavior will be considered for dismissal. Demerits will not roll over each nine weeks.

### ***Major Infraction Referrals for Middle and Upper School***

Teachers may refer a student to the office when unacceptable behavior occurs in the classroom. Any student who receives a referral can expect an In-School Suspension, Out-of-School Suspension, or a possible expulsion. (examples are: fighting, vaping/smoking/tobacco, bullying/harassment, possession/use/distribution of drugs or alcohol, weapons, misuse of personal devices, cheating on major assessments, blatant disrespect towards teachers or staff members, habitual offender of minor infractions, vandalism of property, and any other situations that may arise)

### ***Drug Testing Policy***

Students in grades 8-12 are required to participate in the Washington School Drug Testing Program.

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 ensuring 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 Head of School.

### ***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 Head of School. 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 Head of School 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 Head of School 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 Head of School 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 Head of School 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.

## **Section 12 – 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 conditions are worse at your home than conditions are at the school. If this is the case and school is not canceled, please contact the school and the absence or tardy will be excused. **We trust your judgment regarding your student's 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](http://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 13 - Daily Schedules and Parents or Visitors on Campus**

Lower School Schedule(Pre-K through 5th grades)

School Opens	7:30
Classes Begin	7:55
Dismissal	2:30

Middle and Upper School Students should report to the gym upon admittance to the building.

Middle School and Upper School Daily Schedule

School Opens	7:30
Released from Gym	7:50
1st Period	7:55-8:45
MS Break	8:48-9:03
MS 2nd Period	9:06-9:56
US 2nd Period	8:48-9:38
US Break	9:41-9:56
3rd Period	9:59-10:49
4th Period	10:52-11:42
MS Lunch	11:45-12:10
MS 5th Period	12:13-1:03
US 5th Period	11:45-12:35
US Lunch	12:38-1:03
6th Period	1:06-1:56
7th Period US Athletics/Study Halls	1:59-2:40



HARVEST FUN/ HALF DAY SCHEDULE

School Opens	7:30
Released from Gym	7:50
1st Period	7:55-8:20
2nd Period	8:23-8:48
BREAK (6-12)	8:51-9:11
3rd Period	9:14-9:39
4th Period	9:42-10:07
5th Period	10:10-10:35
6th Period	10:38-11:03
7th Period (HS Athletic Hour/Study Hall)	11:06-11:30

Half/ Day Harvest Fun Middle and Upper School Schedule Rotations for Middle and Upper School

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	
1ST PERIOD	2ND PERIOD	3RD PERIOD	4TH PERIOD	5TH PERIOD	
2ND PERIOD	3RD PERIOD	4TH PERIOD	5TH PERIOD	6TH PERIOD	
3RD PERIOD	4TH PERIOD	5TH PERIOD	6TH PERIOD	1ST PERIOD	
4TH PERIOD	5TH PERIOD	6TH PERIOD	1ST PERIOD	2ND PERIOD	
5TH PERIOD	6TH PERIOD	1ST PERIOD	2ND PERIOD	3RD PERIOD	
6TH PERIOD	1ST PERIOD	2ND PERIOD	3RD PERIOD	4TH PERIOD	
7TH PERIOD	7TH PERIOD	7TH PERIOD	7TH PERIOD	7TH PERIOD	<b>VARSITY ATHLETICS/ STUDY HALL</b>

For the safety of our students and for campus security, all parents and visitors must remain in the upper and lower school offices. Admittance to classrooms or other areas is not permitted.

**Please note that this handbook can be edited at any time throughout the school year. The interpretation of this handbook by the Head of School, and other administrative staff members, is final.**