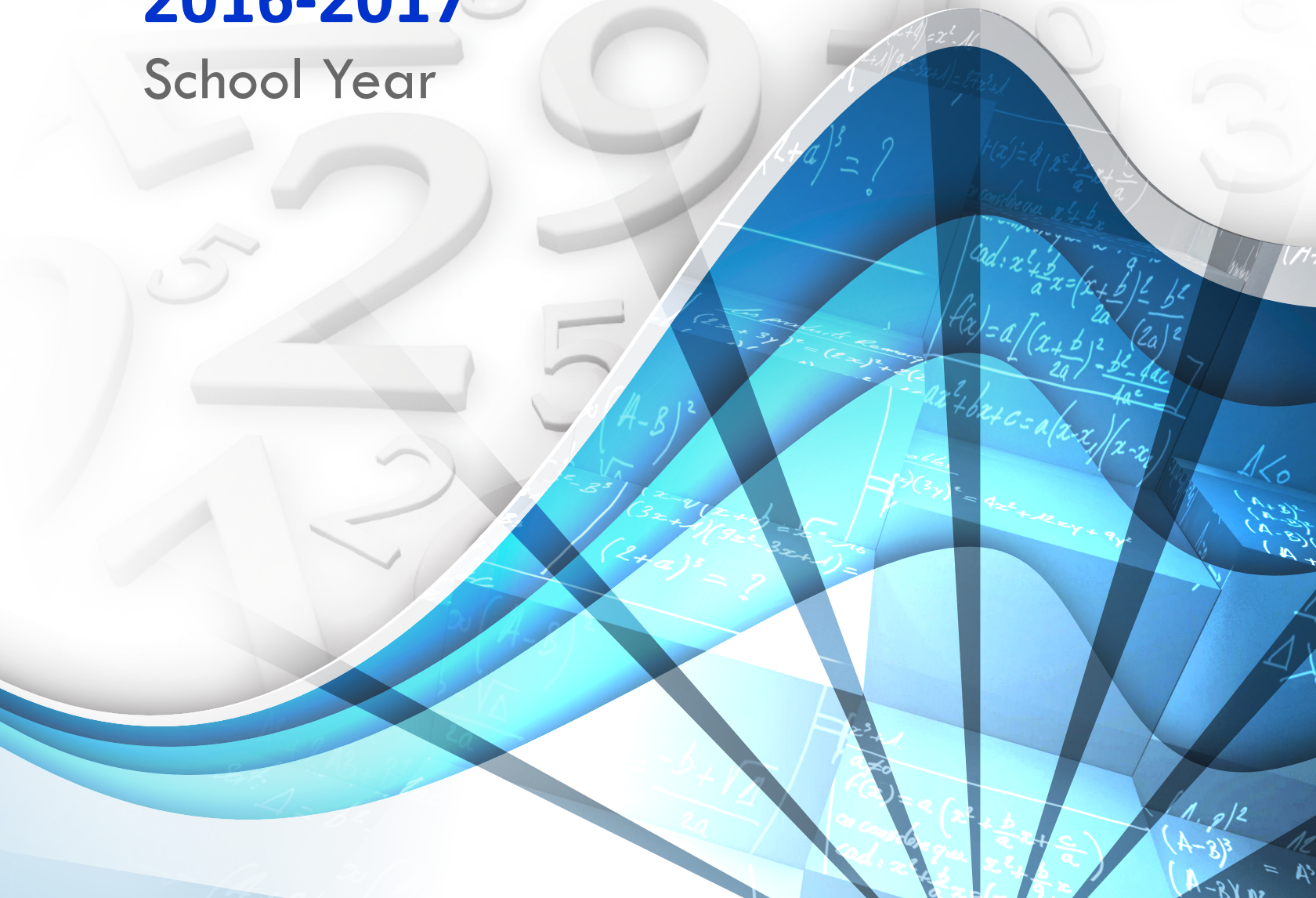


Washington Mathematics Science Technology Public Charter School

Parent/Student Handbook

2016-2017

School Year





Washington Mathematics Science
Technology Public Charter High School

Parent Student Handbook **2016-2017** School Year

Welcome to WMST

Welcome to the Washington Mathematics Science Technology (“WMST”) Public Charter High School. This handbook contains guidelines that have been created to help students learn about and understand the expectations of the WMST community. Please read this handbook carefully.

Students who attend WMST will be prepared to meet the challenges of college enrollment, military enlistment, workforce placement and on the path toward becoming responsible and successful participants in our society.

In addition to classroom activities, WMST offers many co-curricular learning opportunities, such as tutoring, mentoring, Saturday programs, and field trips related to areas of study. The table of contents on the next page will explain where to find information on these topics and others.

WMST strives to create and promote a community of young people who are academically able, empowered, and prepared to fully engage in our society, whether they choose to attend college, go into the military, or go directly in a career. An important aspect of this process is for students to develop responsibility for their own education. The underlying principle is that WMST is a place for learning and building positive relationships. This handbook outlines rules and guidelines for maximizing learning opportunities for our students in an environment of high quality education.

We are delighted to have you with us and hope this will be a memorable and successful academic year for everyone. An exciting year of learning and discovery awaits our students.

Dr. N’Deye Diagne
Head of School

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MISSION STATEMENT

To provide a rigorous education that integrates mathematics and science instruction with technology resulting in highly self-motivated students.

VISION

WMST's vision is to join the ranks of the nation's accomplished math, science, and technology oriented college preparatory institutions. As is characteristic of schools of this caliber, WMST expects to graduate significant numbers of students who will win scholarships and otherwise gain eligibility to enter and obtain degrees from top rated colleges and universities across the country. They are then expected to go on to gain preeminence in the fields and industries of math, science, and technology while always striving to be visionary catalysts in the private sector, federal, state, and local municipalities.

WMST BELIEF STATEMENTS

We believe that:

1. Every child can learn
2. Every child should be afforded comprehensive educational opportunities to help him or her develop skills necessary to become a productive citizen
3. Parents, teachers, students, administrators and staff will be accountable to each other
4. All stakeholders will respect the rights, abilities, duties and responsibilities of others and of the chartering authority
5. We will adhere to a strict code of honor
6. Educators, and parents must nurture a desire in each student to achieve his or her personal best
7. Every individual has the right to a safe, secure and positive educational environment
8. High expectations for all are essential to a quality education
9. School personnel will serve as role models for students
10. Every individual has dignity and worth, and can be productive

PREFACE

Purpose

The purpose of this publication is to provide students, parents, school personnel and the public with a concise and comprehensive description of the minimum standards of behavior for all students enrolled in WMST. It defines appropriate student conduct and presents alternatives to be employed by school administrators to address individuals who exhibit inappropriate behavior.

Jurisdiction

These standards of student conduct define the basic rules and major expectations of students enrolled in WMST. Students are subject to corrective action (including, but not limited to suspension and/or expulsion) for any misconduct that occurs in school on WMST property, on a WMST vehicle, while participating in or attending any WMST sponsored activity or trip, or on the way to and from WMST. Students may also be subject to corrective action for other behavior off WMST grounds that is connected in some way to WMST, including conduct that adversely affects the safety or welfare of those at WMST, or disrupts the instruction or operation of the school. In addition, students may be required to attend an alternative placement for behavior taking place off WMST property including being (1) charged with, or found guilty or not innocent of certain criminal offenses pertaining to weapons, alcoholic beverages, drugs, intentional injury; or (2) found guilty or not innocent of certain other criminal offenses including sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson and related crimes, burglary and related offenses, robbery and participation in street gang activity.

Organization

This Student handbook is divided into several major categories of behavior. Descriptions of positive expectations are provided as well as descriptions of specifically prohibited behavior. Consequences that may be imposed as a result of specific misconduct are listed.

Disposition

In determining the consequences to be imposed on a student for a specific action, the student's past history will be considered as well as the specific circumstances and facts involved in each instance of misconduct.

Searches

When enforcing this Student Handbook, teachers and administrators may search students and their property, including, but not limited to backpacks, purses, other containers, automobiles, lockers, desks and computers. More detailed information on Search and Seizure is available in Attachment A: Definitions.

Changes to WMST Policies

WMST policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their parents/guardians in writing.

NOTICE OF NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Age Discrimination Act of 1975 (“The Age Act”), and the Boy Scouts of America Equal Access Act applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with WMST are hereby notified that WMST does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Students, parents and/or guardians having inquiries concerning WMST’s compliance with Section 504 or the ADA **as it applies to students or who wish to file a complaint regarding such compliance should contact:**

Section 504 & ADA Coordinator:

Monica Leftwich
mleftwich@wmstpchs.net
202-636-8011

Who has been designated by WMST to coordinate its efforts to comply with the regulations implementing Section 504 and ADA.

For inquiries regarding WMST’s non-discrimination policies or to file a complaint regarding WMST’s compliance with ADA, Section 504 as it relates to employees or third parties, and compliance with Title VI, Title IX, the Age Act, and the Boy Scouts Act as it relates to students, employees and third parties contact:

Title IX Coordinator:

Enrique Watson
ewatson@wmstpchs.net
202-636-8011

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

The Washington Mathematics Science Technology Public Charter High School (WMST) adheres to Title IX of the Educational Amendments of 1972, the Landmark Legislation, that bans sex discrimination in schools, whether it be in academics or athletics, which states:

“No person in the U.S. shall, on the basis of sex be excluded from participation, in or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

WMST has designated Monica Leftwich as the Title IX Coordinator with an AD HOC Committee to oversee compliance efforts and to investigate any complaints of sexual discrimination. All students, employees, parents/guardians are notified of the name(s), office address(es), and telephone number(s) of the designated coordinator and members of the AD HOC Committee for Title IX.

The Title IX Coordinator and Committee are responsible for monitoring the overall implementation of Title IX for WMST and coordinating the school's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of **sexual harassment and discrimination**. Other major monitoring duties include, but are not limited to, the following:

- Admissions and Recruitment
- Education Programs and Activities
- Access to Course Offerings
- Access to School
- Counseling and Related Materials
- Participation in extra-curricular activities
- Financial Assistance
- Employment Assistance
- Health Services and Insurance
- Athletics and Physical Education

This non-discrimination policy notice is made public and distributed to students, potential students, parents, and any other persons benefiting from WMST'S activities and programs.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. There rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Washington Mathematics Science Technology Public Charter High School (WMST) receives a request for access. Parents or eligible students should submit to the Head of School a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the WMST to amend a record should write the Head of School, identify the information on the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student upon notification of the right to appeal the decision.
3. The right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personal identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by WMST to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

WMST'S GUIDING PRINCIPLES

Each student is an important and valued member of the WMST community. In order to be a community member in good standing, one must embody in word and action the following principles that guide who we are and how we behave as members of the WMST community:

- We are prepared to learn and do our best
- We respect ourselves, each other and our community
- We take responsibility for our actions and learning
- We work together to resolve challenges in thoughtful and meaningful ways
- We celebrate our individual and collective successes

In order to live out these principles, each WMST student must consider that his actions affect not only his own and his family's, but also the reputation of everyone associated with WMST. For this reason, we advocate good behavior within the school and in the larger community. Good behavior is respect for the rights and property of others, and the exercise of self-control. With that in mind, we have created codes of conduct to govern and establish expectations guidelines, to ensure that the school functions in a manner that supports a superior learning environment and student achievement.

2016– 2017

WMST PCHS BELL SCHEDULES

MONDAYS / TUESDAYS / FRIDAYS

11th & 12th Grade			10th Grade			9th Grade		
First Lunch			Third Lunch			Second Lunch		
1A/1B	8:45 a.m.	10:15 a.m.	1A/1B	8:45 a.m.	10:15 a.m.	1A/1B	8:45 a.m.	10:15 a.m.
2A/2B	10:20 a.m.	11:50 a.m.	2A/2B	10:20 a.m.	11:50 a.m.	2A/2B	10:20 a.m.	11:50 a.m.
1st Lunch	11:55 a.m.	12:25 p.m.	3A/3B	11:55 a.m.	12:25 p.m.	3A/3B	11:55 a.m.	12:35 p.m.
3A/3B	12:30 p.m.	1:55 p.m.	3rd Lunch	1:25 p.m.	1:55 p.m.	2nd Lunch	12:40 p.m.	1:10 p.m.
4A/4B	2:00 p.m.	3:30 p.m.	4A/4B	2:00 p.m.	3:30 p.m.	3A/3B	1:15 p.m.	1:55 p.m.
						4A/4B	2:00 p.m.	3:30 p.m.

WEDNESDAYS

11th & 12th Grade			10th Grade			9th Grade		
First Lunch			Third Lunch			Second Lunch		
1A/1B	8:45 a.m.	10:00 a.m.	1A/1B	8:45 a.m.	10:00 a.m.	1A/1B	8:45 a.m.	10:00 a.m.
2A/2B	10:05 a.m.	11:15 a.m.	2A/2B	10:20 a.m.	11:15 a.m.	2A/2B	10:05 a.m.	11:15 a.m.
1st Lunch	11:20 a.m.	11:50 p.m.	3A/3B	11:20 a.m.	12:40 p.m.	3A/3B	11:20 a.m.	12:00 p.m.
3A/3B	11:55 p.m.	1:15 p.m.	3rd Lunch	12:45 p.m.	1:15 p.m.	2nd Lunch	12:05 p.m.	12:35 p.m.
4A/4B	1:20 p.m.	2:30 p.m.	4A/4B	1:20 p.m.	2:30 p.m.	3A/3B	12:40 p.m.	1:15 p.m.
						4A/4B	1:20 p.m.	2:30 p.m.

THURSDAYS

11th & 12th Grade			10th Grade			9th Grade		
First Lunch			Third Lunch			Second Lunch		
1A/1B	8:45 a.m.	9:55 a.m.	1A/1B	8:45 a.m.	9:55 a.m.	1A/1B	8:45 a.m.	10:00 a.m.
2A/2B	10:00 a.m.	11:05 a.m.	2A/2B	10:00 a.m.	11:05 a.m.	2A/2B	10:00 a.m.	11:05 a.m.
1st Lunch	11:10 a.m.	11:40 a.m.	PP	11:10 a.m.	12:25 p.m.	PP	11:10 a.m.	11:45 p.m.
PP	11:50 a.m.	1:00 p.m.	3rd Lunch	12:30 p.m.	1:00 p.m.	2nd Lunch	11:50 p.m.	12:20 p.m.
3A/3B	1:05 p.m.	2:30 p.m.	3A/3B	1:05 p.m.	2:20 p.m.	PP	12:40 p.m.	1:00 p.m.
4A/4B	2:25 p.m.	3:30 p.m.	4A/4B	2:25 p.m.	3:30 p.m.	3A/3B	1:05 p.m.	2:20 p.m.

COMMUNITY RESPONSIBILITY FOR SAFE AND ORDERLY SCHOOLS

In order for students attending Washington Mathematics Science Technology PCHS to have fair access to education in a safe and orderly environment, all elements of the community, including students, teachers, administrators, other staff, parents and community members must work collaboratively.

Students

Each student has the right to expect an educational environment in which he or she can strive to achieve the student's intellectual potential. All students are encouraged to act responsibly in order to gain the maximum benefit from the educational program offered. The student is expected to attend school regularly, be diligent in his/her studies, and behave in a way so that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur. Students who observe or are subjected to inappropriate actions as described in the Code of Conduct are expected to report the incidences to the school administration. In addition, all students must report to school administration any information concerning threats or disruptions involving the safety of students, staff or the school environment.

Parents/Guardians

Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and to be supportive of individual rights. The Head of School may request the student's parent/guardian or parents, if both have legal and physical custody, to meet with the Head of School or to review the School's policies and the parent's or parents/guardians' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress. All parents/guardians are expected to assume responsibility for the student's behavior and assist the school in enforcing the school policies. Parents/guardians are also expected to maintain regular communication with school authorities, monitor and require daily attendance, on time arrival and bring to the attention of the school authorities any problem that affects the student and other children in the school. It is the parent/guardians' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

Teachers

The classroom teacher has the major responsibility for classroom management. Each teacher should develop a positive climate for learning. Expectations for classroom behavior should be established, published and enforced consistently. Teacher intervention to prevent and correct misbehavior is essential. However, if the situation warrants, teachers will refer a student to the school administrators for discipline.

Administrators

The Head of School or administrator designate has the responsibility and authority to enforce the school rules and this Student Handbook.

I. PREFACE TO PROCEDURES

A. INTRODUCTION

The purpose of this handbook is to assist parents and students in understanding the policies, rules, and regulations governing all students at Washington Mathematics Science Technology Public Charter High School. All policies and procedures that appear are approved and upheld by the Board of Trustees, the entire administration, faculty, and staff of WMST. The Head of School has the authority and responsibility to take reasonable legal action necessary to establish and maintain a safe school environment with the evaluation and guidance of the governing body in the best interest of the school community.

Washington Mathematics Science Technology Public Charter High School firmly believes that students, parents, teachers, counselors and administrators are collectively responsible for graduating high achievers who become mature, responsible, civic minded, life-long learners.

Parents must help school personnel to effectively provide the necessary educational services to students by requiring students to be in school every day that they are physically able to be in attendance, provide information such as correct addresses and telephone numbers, attend scheduled conferences with school staff, sending the necessary absence or tardy notes, and learning about the school, its mission, its plan for improvement, and its activities. Parent/Teacher conferences are encouraged; however, conferences should be scheduled to avoid interruption of instructional time.

Students must help parents and school personnel to effectively provide a safe constructive educational environment that is conducive to learning by attending school every day with appropriate materials, being committed to learning, notifying parents and teachers when there is a problem, and abiding by all rules and regulations.

Please take the time to become familiar with the contents of this handbook. All of the information is important and knowing it will make the school year easier for parents and students.

B. GOALS

The contents of this handbook are intended to:

- Provide a comprehensive discipline and responsibility plan that is suitable for all parties
- Provide a standard for conduct and respect that includes the school's core values
- Provide examples of specific practices and rewards that reinforce and support the core values
- Provide clear definitions of the terms that further define violations
- Provide opportunities and programs for teaching, learning and practicing social and emotional competencies that build students' self-management and interpersonal skills

C. PARENT/GUARDIAN RESPONSIBILITIES

Parents and guardians are expected to participate in their child's education in the following ways:

- Communicate often and routinely with their child's teachers to develop and carry out personal academic and/or discipline plans to ensure the student's school success
- Keep informed about school policies and requirements of the academic program, including homework by:
 1. Attending at least 2 school-based meetings
 2. Attending at least 4 PTSA meetings
- Ensure the student attends school regularly and is appropriately prepared
- Alert the school to any difficulties that may impede the child's learning or well-being
- All parents must discuss the following with their child:
 1. Act fairly, demonstrate polite and respectful behavior
 2. DO NOT USE PROFANITY
 3. Respect each other's comments and participate in dialogue
 4. Listen to each other at all times
 5. Pay attention (to teachers/adult instructions)
 6. Respect all people
 7. Take responsibility for your temperance, words and actions
 8. Do not be afraid to say "I'm sorry", "I was wrong", "I made a mistake"
 9. Respect and adhere to the Board of Trustees' decisions
 10. Respect and adhere to the Head of School decisions as a representative of the Board of Trustees
 11. Respect and adhere to the teachers' decisions as representatives of the Head of School and Board of Trustees

D. TEACHER/STAFF RESPONSIBILITIES

1. WMST has established a School Discipline Committee to help develop rules and procedures for discipline as well as to efficiently manage and implement the discipline policy. To accomplish these goals, the school and staff pledge the following:

- Total staff and faculty commitment to monitor student behavior
- Clearly define and communicate expectations, procedures, and rules
- Clearly define consequences for students who do not respect the rules
- Appropriately address the needs of the students with challenging behaviors

2. Teachers and staff are expected to support the learning environment by modeling the following behaviors:

- Teachers and staff will hold high expectations for all students and provide support to assist students in reaching those expectations
- Teachers and staff shall promote mutual respect between students and adults
- Teachers and staff shall be prepared to meet professional responsibilities associated with their respective positions
- Teachers and staff, with the support of the Head of School, shall develop and use discipline strategies that address problem solving skills building with students.
- Teachers and staff shall promote a sense of pride and community with a friendly, inviting and structured atmosphere, the presence of clubs and activities showcasing the interests of the students, festive routines and celebrations and service in the school and community
- Teachers and school officials will contact a student's parents/guardian in cases of serious or habitual infractions of the school code of conduct

3. The administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. Consideration of the following circumstances may affect disciplinary actions:

- The student's age and maturity
- The nature and seriousness of the offense
- The student's present behavior and past behavior record
- Student's attitude
- The student's pattern of misconduct
- The safety and welfare of the students
- Special needs identification

E. STUDENT RESPONSIBILITIES

A successful discipline policy requires significant effort and teamwork on everyone's part. Students must ask themselves the following questions:

1. SAFETY: Are my actions safe for myself and others?
2. RESPECT: Do my actions show respect for myself and others?
3. HONESTY: Do my words and actions represent truth?
4. RESPONSIBILITY: Do my actions represent responsible behavior to myself and the school community?
5. COURTESY: Do my actions help make the school a positive and more civil environment ?

II. STANDARDS/CODE OF CONDUCT

A. VALUES STATEMENT

The Board of Trustees, Head of School, Assistants to the Head of School and the school community will adhere faithfully to the following values: Accountability, Respect, Integrity, Service, and Excellence (ARISE).

This means: We will report to a higher authority anyone not adhering to this honor principle.

Accountability: We will be accountable to each other.

This means: Frequent communication to parents, teachers, and citizens of the District of Columbia (through newsletters and meetings), setting, meeting and reporting of administrative and academic standards, providing an open-door policy to the community and welcoming inspection.

Respect: We will respect the rights, abilities, duties, and responsibilities of each other and ourselves.

This means: Learning the importance of self-respect; living by the golden rule: do unto others as you would have others do unto you; welcoming diversity of opinion, race and gender, regardless of position or power; showing up on time and keeping our commitments; treating administrators, students, faculty, parents, and board members like equal partners in the education process.

Integrity: We will adhere to a strict code of honor.

This means: If any of us finds another not adhering to this honor principle, we will report it to a higher authority. Thus, students will have an honor code and all involved will support it and pledge to live in a community of trust.

Service: We will provide service to the school and the community.

This means: We will adopt a service mentality. The curriculum, our actions, and principles must reflect an attitude of service. For example, students will have a service component attached to their requirements, and all staff, board members, and parents must be willing to participate in service of the school and the community. Service should be regular, enthusiastic, and challenging.

Excellence: We will strive to be the BEST at what we do.

This means: Excellence must be the standard, it is how we administer, teach and learn. We will continually seek improvement through the quality of action teams. We will ask questions in every action (policy, activity, lesson plan, homework assignment) we perform; is this action the mark of a truly excellent organization? All performance will be set against the standard of what would be expected of an excellent performer for each given position associated with the school, and monitored for effectiveness by the Board of Trustees as a representative of the school community.

B. STANDARDS

1. Students are not permitted to eat or drink in any area of the building other than the specified lunch area during the lunch period. (Food from outside vendors i.e. McDonald's etc. is not permitted.)
2. Students are expected to use courteous and proper language at all times. Obscene gestures or language toward teachers, administrators, supporting staff or fellow students will not be tolerated.
3. Smoking is not permitted on school property.
4. Cheating is unacceptable and will result in disciplinary action.
5. Classroom behavior should always be courteous, attentive and responsive. Students must always come prepared to do their work equipped with pens, pencils, erasers, books, homework assignments completed, etc. The office will not supply such equipment.
6. Items such as lollipops, pixie sticks, birthday balloons or items for celebrations, etc. are not permitted anywhere in the building for safety reasons.
7. Running, shouting and other disorderly conduct will not be permitted in the halls.
8. Snowball throwing and throwing of any other dangerous objects are not permitted on school property at any time. Strong disciplinary action will be taken because of the danger involved.
9. Students are expected to respect other people's property at all times. Stealing will not be tolerated. Student disciplinary action will be taken.
10. Personal items such as radios, tape recorders, phones, pagers, etc. are not to be brought to school. The school will not be responsible for the damage or loss of such items.

C. STUDENT CONDUCT

Students must make a commitment to:

- Always exhibit respect towards others
- Accept responsibility for their actions
- Maintain proper dress and hygiene
- Wear uniforms beginning the first day of school
- Cooperate with staff and faculty in maintaining order and a disciplined environment
- Attend all classes regularly and on time
- Respect the rights and property of others
- Refrain from acting in such a manner as to expose others to harm or risk or injury
- Refrain from engaging in misbehaviors that give school personnel reasonable cause to believe such conduct will disrupt the school program, events, or incite violence
- Refrain from using profanity and any language considered abusive or inappropriate
- Refrain from carrying, bringing, using, possessing a weapon or weapon facsimile in or on school property
- Refrain from possessing and/or using alcoholic beverages, tobacco products and other controlled substances at any time

III. GENERAL SCHOOL POLICIES

Panther Period

The program provides additional support and mentoring for students. At the beginning of each school year, students are grouped by grade level and are assigned to teachers. Weekly Panther Period meetings include team building exercises, individual guidance, character education, and other enrichment activities.

Academic Probation

Students who are in danger of failing, have low or failing grades from the previous school year, and/or have a GPA of 1.50 or lower are placed on academic probation. Academic probation consists of required tutoring as well as check-in meetings with the student's Dean. Students may be placed on academic probation at any time throughout the school year. Students on academic probation are re-evaluated at the end of each quarter to determine whether a change in their status is appropriate.

Assembly Program Guidelines

- Students will leave their books in their classrooms
- Students will enter the meeting room with their teachers in a quiet and orderly fashion
- Students will sit as far down the row as possible, so that others may easily find a seat
- Students will remain quiet throughout the entire program except when an audience response is requested by a speaker
- Students will remain seated until directed by their teachers or administrators to stand and exit
- Students who demonstrate an unwillingness or inability to participate in the assembly prior to the beginning of the program will be removed from the assembly

Attendance

Consequences of Poor School Attendance

Missing school may result in:

- Poor work habits
- Lower grades/loss of credit
- Frustration in learning
- Dropping out of school

Documenting an Excused Absence

When a student returns to school after an absence, s/he should bring a note to the Office Manager. The note should include the date(s) of the absence, the reason for the absence, and any required documentation. An original doctor's certificate should be provided for medical appointments scheduled during the school

day or absences due to illness totaling three or more days. Any student who is absent 10 or more days, unexcused, is defined as a truant. WMST follows the District of Columbia policy for reporting truant students to court services or the Child and Family Services Agency (CFSA)

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.

Late Arrival

- If a student is not present and in his or her seat in his or her first or second period class by 8:45 am, that student is considered tardy. If a student arrives after 9:15 am, s/he will be required to attend Tardy Hall until the conclusion of first/second period.
- This absence from first/second period is considered an unexcused absence. Students who arrive between 8:45 am and 9:15 am must check in at the Security Desk in the front lobby. Students must obtain a tardy pass and present this pass to their teachers in order to be admitted to class. This pass is valid for a maximum of 10 minutes from when it was written. A student will not be allowed to enter his or her first/second period class after 9:15 am. These absences count towards the maximum number of allowable absences to receive course credit.
- When a student arrives after 9:15, s/he must sign in at the security desk, check in with the attendance officer, and show the required student ID. Students will be assigned to tardy hall between 9:15 am and 10:00 am. Students who arrive after 10:00 am must sign in at the security desk, check in with the attendance officer, and show the required student ID, then report to the appropriate class.

Loss of Credit

Five (5) absences (excused and/or unexcused) in any quarter in a particular class will result in an automatic loss of credit for that quarter in that class.

A total of ten (10) absences (excused and/or unexcused) during any semester in a particular class will result in an automatic loss of credit for the semester.

This means that a grade of "F" will be issued to the student for any class in which s/he has exceeded the number of allowable absences.

Students and parents/guardians may appeal a loss of class credit by following the appeals procedure. Appeals procedures may be requested from Head of School. All appeals must be submitted no later than three weeks after the end of any quarter or semester grading period.

Tardy Policy

The following procedures apply if a student is tardy (not in the classroom by the starting time of the period) to any class:

- When a student accrues three unexcused tardies (to first period and/or any period/panther period), s/he will be assigned an after – school detention.
- For every additional tardy to each class period/panther period during that month, students will be assigned an additional after school detention.
- If a student is late to class and does not have a pass, s/he may not be admitted to class. Students must report to the main office to obtain an unexcused tardy pass.

- If a student is in the hallway without a pass 10 minutes after the beginning of any period or lunch, the student is considered to be skipping class and will be assigned to In-school Suspension for a portion or remainder of the day.

Backpacks and Book Bags

Backpacks, book bags, and bags of any kind may not be worn or carried throughout the school day. Students must store their backpacks and book bags in their lockers. Students may carry a small purse that is no larger than the size of a shoebox and cannot fit a textbook.

Breakfast

Breakfast will be served between the hours of 8:00 am and 8:30 am. There is no cost associated with breakfast.

Building Hours

WMST is open and available to students as much as possible. As a general principle, following dismissal of regular classes, students are encouraged to use the school building for learning and extra-curricular purposes.

During the school year, the building opens at 8:00 am for breakfast. Students may not enter the building before 8:00 am each morning. Students who arrive before 8:35 am must report to the cafeteria. Students are not allowed anywhere else in the building before 8:35 am unless they have a signed pass from a teacher or staff member.

Cafeteria Expectations

All students must follow the posted cafeteria rules at breakfast, lunch, and after school.

Changes to WMST's Policies

WMST's policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.

College Counseling

WMST prepares students for college. Students in all grade levels are exposed to college preparation activities. The Director of the Office of College and Career (OCC) provides assistance to students and families during the application process for admission and financial aid, including scholarships. College counseling supplements what students do in their everyday classes, which provide the skills needed to succeed in college.

Community Service

Community service refers to service that a person performs for the benefit of his or her community. These services are designed to improve the quality of life for community residents or to solve particular problems related to their needs. To be considered community service, an activity must be:

- Performed for no pay;
- Completed at a nonprofit institution, church, school, community center, library, hospital or other service – related organization;
- Beneficial to at least one other person and the larger community;
- Separate from a service activity for which the student is already receiving school credit or those mandated by a court or school disciplinary action. Examples of activities that meet the community service definition include (but are not limited to):
- Working as a teacher’s aide or office assistant
- Shelving books in the library
- Working in any capacity at a nonprofit organization
- Cleaning up the school on a Saturday
- Tutoring younger children
- Organizing a drive that for the collection of items including clothes, shoes, food, blankets, etc., for the benefit of those in need
- Reading to the elderly in nursing homes
- Restoring a park
- Volunteering at one’s church
- Helping at a local fire or police department
- Sorting food at the food bank
- Serving meals at a homeless shelter
- Volunteering as a peer tutor

Please refer to the Graduation Requirements for specific community service requirements at WMST. Specifically for portfolio targets towards the graduation requirement:

- By May 15th of 9th grade, students must have completed 25 hours
- By May 15th of 10th grade, students must have completed 50 hours
- By May 15th of 11th grade, students must have completed 75 hours
- Students must complete one hundred (100) hours by May 15th of their graduation year

Current Student Transfer Credit Policy for Credit Recovery

WMST accepts credit recovery credits for students who have completed the course at WMST but not earn a passing grade.

Students may earn up to two (2) recovery credits per school year from an approved credit bearing institutions include:

- WMST Public Charter High School
- DCPS Summer School
- Summer school offered by an accredited school system (e.g., Washington, DC, Catholic Schools)
- Nationally accredited credit recovery programs

Students seeking credit recovery must be enrolled in a course that corresponds to WMST's course and graduation requirements. It is the student's responsibility to enroll in the appropriate courses at an approved institution. Students must seek approval from the Head of School before enrolling in any courses outside of WMST to ensure that the course meets the school's credit transfer requirements and graduation criteria.

To earn recovery credit, students must successfully complete a course with a C- or better or the numeric equivalent of a 70% or higher.

Students seeking credit recovery for a course due to truancy must complete a seat hour requirement and corresponding course to earn credit. The course must be successfully completed with a C- or better.

Students seeking transfer of credit recovery courses will be reviewed on an individual basis by WMST administration.

Early Dismissal

In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. A parent/guardian must send documentation in writing to the office manager. The office manager will verify the documentation and approve or deny the early dismissal.
2. The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
3. If a student becomes ill during the school day, WMST's part-time, on-site nurse may be able to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent/guardian will be contacted.

Early dismissals are only granted when requested from a parent/guardian and/or emergency contacts that are documented during the enrollment process.

Students are not allowed to leave school by telephone request or written note alone.

EMERGENCY SCHOOL CLOSING AND EMERGENCY DRILL PROCEDURES/EVACUATION

Emergency Closing of School: WMST follows the instruction of the District of Columbia Public Schools for emergency closings. Information regarding emergency closings of the school will be announced over the following stations: WRC TV Channel 4, WTTG TV Channel 5, WJLA TV Channel 7 and WUSA TV Channel 9.

Emergency Drill Procedures/Evacuation General Guidelines:

Teachers and students have 30 seconds to prepare to evacuate the building in an orderly manner.

Upon notice, teachers must first instruct students to calmly line up in a single file, turn off all equipment, and proceed to their nearest exit door with Roll Book in hand.

Everyone should assemble at the designated site.

Once assembled, teachers are to account for every student using their Roll Book and must remain with students and supervise them accordingly.

Under no circumstances should anyone leave the designated area unless directed by the Head of School or Designate.

After the Head of School or designee has given clearance to re-enter the building, students are to report to the last class attended prior to evacuation. Teachers are to once again account for each student via roll call and report names of missing students to the Head of School immediately.

Entering and Exiting the School

WMST wants to maintain a safe and organized educational environment with minimal impositions on its members, so there are rules for entering and exiting the building. Students, family members, and guests must enter and exit through the main school entrance facing Bladensburg Road. Students must have their current school identification card (ID) in order to enter the building each day. Students must present their ID's to security and WMST staff when entering the school. Family members and guests entering the school must report to the security desk to sign-in, and then proceed to the main office. Before a family member or guest exits the building, s/he must sign-out at the security desk. Students must exit the building from the main school entrance facing Bladensburg Road. After a student leaves the building for the day, s/he will not be allowed to re-enter the building that day. Students are not permitted to stand, loiter or socialize outside the school building before or after school. Students must comply with request to vacate the premises when given by any staff member, administrator, or the school resource officer. These rules help the security staff maintain the safety of the school.

Food

Students may not have food or drinks outside of the cafeteria. If a student brings his or her lunch, s/he may carry it in the hallway to and from lunch in closed or sealed containers or wrappers, but at no other times. All food or drinks must be stored in a student's locker during the school day except during his or her lunchtime.

Candy must be stored in a student's locker during the school day. Students may only have candy during lunchtime. Students may not masticate or otherwise ingest gum at any time in the school building, except in the cafeteria during lunch.

Forums

If a student, or a group of students, has a concern or issue and would like to discuss it with school officials, they may request a forum. To set up a forum, a student must complete a request a form and submit it to the Dean of Student. Forms are located in the Student Affairs suite.

Fundraising/Soliciting/Selling

Any selling or soliciting for the purpose of raising funds for school activities outside or within the school by the students or staff shall have the prior written approval of the Head of School. All money collected and expended as a result of such activity shall be recorded in the accounts records of the school and shall be subject to the annual school audit.

Good Standing

Any student who is not in academic and / or behavioral good standing may be excluded from WMST events. Students who are on Academic Probation, Disciplinary Probation, or a Final Probation Contract are considered to not meet the qualifications of good standing. The Administration reserves the right to exclude a student from any WMST sponsored event based on the student's academic or behavioral record.

Homework Policy

Homework is an important aspect of school work at WMST. It helps students prepare for class and extend concepts learned in class. For this season, no late homework will be accepted unless the student has a documented

excused absence. Students with an excused absence have two days to turn in homework assignments. Students with excused, long-term absences can make alternative arrangements with the administration. A teacher may adjust this policy at his/her discretion. It is the student's responsibility to speak with his/her teacher about late homework assignments the day s/he returns to school.

Illnesses

If students become ill during school hours and are not able to continue attending classes the school will contact parents/guardians/emergency contact persons so that arrangements can be made to dismiss the student. **WHEN STUDENTS ARE ABSENT DUE TO ILLNESS, AN AUTHORIZED NOTE MUST BE PRESENTED UPON RETURNING TO CLASSES.** If the school nurse or WMST staff/faculty suspect or learn of a student with a communicable disease and/or contagious symptoms, the student must submit a physician's note indicating that he/she is medically cleared/eligible to be in school. Students will not be permitted to return to school activity without a physician's clearance.

Immunizations

In accordance with the State Public Health Law of the District of Columbia, **NO CHILD WILL BE ADMITTED TO SCHOOL OR ALLOWED TO ATTEND SCHOOL** without appropriate certification of immunization against the following: Diphtheria, Poliomyelitis, Measles, Rubella and Mumps. If you do not want your child immunized for medical or religious reason; you must fill out the appropriate exemption forms available from the nurse. Students who do not have all of their immunization up to date will not be permitted to attend school.

Individualized Education Plans (IEP)

An IEP is a legal document that sets goals and objectives for students with disabilities. WMST places students with IEP's in the least restrictive environments available for those students. The IEP describes the programs and services that will be offered to help these students reach their goals. Student IEPs will be reviewed annually as required by the Individuals with Disability Education Act (IDEA). The IEP team consists of the student, his or her parent/guardian, a special education teacher, general education teachers and other personnel as needed. A re-evaluation of the IEP will be completed at least once every three years to determine whether the student is still eligible for special education services, and what services s/he needs. Students and parents/guardians are invited to learn more about the Special Education Identification process by requesting a Student Support Team (SST) meeting for potential identification for special education services.

Individual Rights

Students and employees have the right to their sexual preference and the right to practice their religion of choice as long as personal preferences are not imposed upon others and do not cause an interruption in the daily school operation.

Internet Policy

WMST provides Internet access for students to do research for school projects and class assignments. To ensure that students become responsible Internet user, WMST permits Internet access under the following circumstances:

1. During class, students may use the Internet for class-related work under the supervision of the teacher of the class.

2. Before and after school and during lunch, students may use the Internet to find information about subjects approved by the staff member providing supervision.
3. During Panther Period, students may use the Internet under the supervision of their teachers.
4. During tutoring, students may use the Internet for locating information on homework topics under the supervision of the supervisor.

No food, drink, or gum is allowed in classrooms or any computer area.

Lost and Found Items

Lost articles are to be turned in at the Security Desk. Upon proper identification, students may reclaim the article. All items that are collected will be kept for two weeks. WMST is not responsible for lost items or items in the Lost and Found Box. After each two weeks period the items in the Lost and Found Box will be discarded.

Lunch

The lunch period is designed to provide a balanced diet and proper nutrition, opportunities for socialization, and relaxation. No other food or snack will be for sold by any school club during this time as this creates a conflict with the nutritional efforts of Federal School Regulations.

The designated cafeteria area is the place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others. Each student is responsible for cleaning the entire table and floor around the table at which she/he eats.

Upon finishing lunch, Students are allowed to go to a teacher's room during lunch period provided they have a signed pass from that teacher and that teacher is present in the classroom.

Students may not leave the building for lunch. Students who leave school property without permission are subject to disciplinary action.

No one is allowed to bring outside food to students during school hours.

Make – Up Work Policy

We want students to learn and take responsibility for their school work. Students with excused absences must pick up their work the day they return to school. It is the student's responsibility to request his or her work from their teacher. Students have two days to complete their assignments for each excused day that they were absent. This includes class notes, handouts, and any other academic work that was missed. Students exceeding five excused absences in a row must see their teachers to create make-up work plans. This is the responsibility of the student. No credit will be given if the plan is not followed correctly by the student. Adjustments to the plan may be made at the teacher's discretion.

Request for work should be made directly to that subject area teacher.

In-class test and quizzes may be made up with a documented excused absence. Students have two days to make up quizzes and tests for each excused day absent. It is the student's responsibility to arrange this with his/her teacher. Adjustments to this policy may be made at the teacher's discretion.

Mandated Reporting

Student's safety is our first priority at WMST. Because schools are mandated reporters of child abuse and neglect, we will call the Child and Family Services Child Abuse and Neglect Hotline if:

- A student tells a staff/faculty member that they are being abused at home, there is drug use in the home, have been sexually abused, are engaging in child pornography or prostitution, have witnessed domestic abuse, are being threatened at home, or don't want to go home because they are afraid.
- A student threatens suicide or threatens to kill or seriously harm another person.
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc.
- A staff member notices signs of neglect including lack of basic food and clothing, inappropriate hygiene, lack of inappropriate supervisor, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, drug use, etc.) and the parents are not able to or unwilling to intervene.
- A student has 10 or more unexcused absences or an extreme tardy problem. (Age relevant as per DCMR)
- A student is being kept from school to care for family members or to do chores or work around the house.
- A student is not attending school because they are holding a job.
- Parents are repeatedly not returning phone calls, responding to notes or letters home, or are not coming up to school for meetings.

Medication

All medication must be kept and administered in the **NURSE'S OFFICE** or main office by designated personnel. Students and parents are encouraged to administer medication before or after school when possible. When medication is needed during school hours, parents must contact the school for procedures to follow. **A PARENTAL RELEASE FORM MUST BE SIGNED FOR ALL MEDICATION KEPT BY THE SCHOOL.**

Portfolio

The portfolio is a collection of work and reflective assignments that a student has completed throughout the school year. The portfolio process includes: subject area academic work, citizenship and academic goal tracking and reflection, as well as college and career preparation components, all which are graded by his/her advisor and submitted each quarter. There is a different set of requirements for each grade level. Students compile their portfolios throughout the year and are assisted with this process during Advisory. New students present two times per year, once each semester. Returning students present at the end of each year. The purposes of portfolio presentations include developing student abilities in achievement, reflection, and presentation as well as a display of student progress to family members and the WMST community.

WMST students must complete 1.0 credit of portfolio in order to graduate. Students complete .25 credits of portfolio each year at each grade level. New tenth graders complete .25 credits at the end of first semester and .25 credits at the end of second semester. New eleventh grader students complete .25 credits at the end of first semester, .25 credits at the end of second semester junior year, .25 credits in the fall of senior year,

Residency Verification

All guardians must prove DC residency during the designated enrollment slot for each student. If there are any residency disputes, the guardian has three (3) calendar days to submit the additional documentation. If residency cannot be proven by this time, the child will automatically be un-enrolled. DC residency must be proven by the legal guardian. If anyone besides the birth mother or birth father is proving residency, legal documentation must be submitted proving guardianship. WMST may institute a residency investigation upon receiving evidence that a family is not living in the District of Columbia.

School Trips

School trips are designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development and can be appropriate extensions of the classroom. These trips are viewed as an effective means of accomplishing the objectives of the curriculum as long as (1) disruption of other classes is kept at a minimum, (2) a great amount of school time is not lost, and (3) there is not a great demand placed upon the student to raise personal funds. Students who go on these trips leave the school under the sponsorship of the school and under the supervision of school employees. Students are expected to return to the school and will not be dismissed from any location other than the school. **NO STUDENT WILL BE ALLOWED TO TRAVEL WITH THE SCHOOL UNLESS A PARENT/GUARDIAN COMPLETES AND SIGNS AN AUTHORIZED PERMISSION SLIP. THE FORM MUST BE TURNED IN TO THE TRIP SPONSOR AT LEAST 3 DAYS PRIOR TO THE DATE OF THE TRIP.**

Students of Legal Age (18)

WMST recognizes that when most students reach the age of 18, the student has rights which were formerly rights of the parent/guardian. When an eligible student turns 18 years old s/he will assume the rights previously afforded to the parent/guardian. WMST shall continue to communicate to the student and the student's parent(s)/guardian(s) as the school does before an eligible student turns 18, unless the student requests in writing that communication with the parent(s)/guardian(s) are ceased. The communication will be for information purposes, only. The school will continue to mail home any report cards, notifications, and communications to the address on the student's record. Students who are emancipated minors by the courts will be afforded all rights given by law.

Note: The courts may declare a seriously handicapped person a permanent ward and in such instances the student could not declare legal independence.

Student Government

The Student Government gives students the opportunity to assume leadership roles in their grade and the WMST community. Once students are elected /nominated to serve a one-year term, they become part of the collective leadership voice of the student body. Their duties involve planning special event (dance, Spirit Week, and socials), discussing student concerns, and working to improve the WMST community as a whole. In addition, the representatives from each grade assume lead roles in planning grade-wide events.

Telephone Use

In order to eliminate the disruptive effect of cell phones and telephones on learning, WMST does not permit use of these items during the school day. There are no telephones available for students at WMST. In the event of an emergency, a staff member will contact a parent/guardian on the student's behalf. If a parent or guardian needs to contact his or her student with an emergency message, the parent/guardian must call the main office and ask

for the appropriate Administrator depending on the student's grade level. The Administrator and/or other staff member will take the message and relay it to the student. If a student has an emergency and absolutely needs to use a telephone, s/he is to report to the Student Affairs office and ask to obtain permission to use a telephone. Students may not use cell phones or pagers in the school building at any time during the school day, as this is a violation of the Code of Conduct. This applies to all school property (hallways, classrooms, bathrooms, gym, etc.) However, students may use their cell phones after dismissal in the school building.

Testing

Students in the 9th through 12th grades take a variety of tests, including mid-term exams, final exams, internal WMST assessments, PSAT's, SAT's, ACT's, IB, PLTW and AP tests.

Standardized Testing

All 9th – 11th grade students take mandated standardized tests as determined by the District of Columbia. Additionally, all students enrolled in Biology must take Biology PARCC regardless of grade level.

Uniforms

Additional Uniform Expectations

- Hats, sweatbands, skull caps, face masks, shower caps, sun visors, bandanas and headscarves are not to be worn and must be kept in student lockers during the school day. These items may never be worn in the school building, even when entering or exiting. Religious / cultural head wraps must be individually approved by the Head of school and /or another member of the Administrative team.
- Jewelry, including necklaces, bracelets. Earrings, and belt buckles, that is distracting and/or contains inappropriate wording or is nonverbally suggestive is not allowed.
- Scarves, ties, and additional items are not allowed.
- Any other uniform exceptions for religious reasons must be documented by a parent/guardian and approved by the Head of School and / or another member of the Administrative team.
- Students may purchase a WMST logo black sweater or uniform fleece with the WMST logo. No other sweaters or sweatshirts are allowed.
- Under the WMST polo shirt, students may wear an all-white or all-black long sleeve shirt. These shirts must not have hoods, logos, or writing on them.
- Students may not wear anything else under their uniform shirts, anything on top of their uniform shirt, or under their uniform sweater/uniform fleece.

Withdrawal

Students may withdraw from WMST during the school, before the school year or after the school year. Students who wish to withdraw must complete the Withdrawal Form, return all assigned textbooks, and pay all outstanding school fees. Parents/Guardians must provide proof of enrollment in a subsequent school within ten (10) calendar days. Failure to do so will result in the student being considered truant/drop-out. Proper truancy protocols will be followed.

Students who withdraw from WMST at any point may not re-enroll during the same school year. Students must begin the enrollment process as new students for subsequent school years. Such students will be evaluated on

a case-by-case basis by the school administration pending credit evaluation. Students who are scheduled for Disciplinary Hearings and elect to withdraw will not be eligible to reenroll.

Valedictorian and Salutatorian

WMST selects a valedictorian and salutatorian from amongst the senior class each year. To be eligible a student must have been enrolled at WMST for three years. The valedictorian will be the student who has the highest grade point average (weighted GPA). The salutatorian will be the student with the second highest GPA. Only grades earned at WMST will be included in the student's GPA.

Visitors

Family members of students and other guests are welcome to WMST PCHS. To ensure the safety of all members at WMST PCHS community, the school established the following visitor policy:

All visitors must present a valid photo identification and sign in and out at the security desk at the school entrance.

A visitor wishing to meet with a teacher or other staff member should make an appointment in advance by contacting the School Office.

Any visitor who interferes with the work of students, employees or violates any WMST school policy will be asked to leave immediately. Refusal to abide by this request may result in intervention by the Metropolitan Police and possible issuance of legal action that would prohibit any visitation or presence on WMST premise or at any school related activity.

Any visitor wishing to visit a current student must be included on the student's Emergency Contact Form. WMST will not allow anyone to see a student if he/she is not included on the form. Any changes to the Emergency Contact Form must be done so in writing from the parent/guardian listed as the primary legal contact for the student.

IV. ACADEMIC POLICIES AND PROCEDURES

A. CHEATING AND PLAGIARISM

Cheating and copying of others' work will result in a failing grade for that particular assignment, test, paper, or project. All incidents of cheating or copying will result in a referral to the administration and a report will be made to the student's parent.

B. GRADE REPORTING

There will be four nine-week grading periods during the school year. Grades are based on achievement and scholastic performance. Teachers will enter a minimum of 2 assessment grades per week into the grading system. Parents and students must understand that a report card is a report, not a reward or punishment. It is meant to give the parent an assessment of how the student is progressing. Progress reports are issued midway through each grading advisory. Parents should contact the School Counselor to discuss a child's progress. **Parents/Guardians are encouraged access Power School Website to view their child's grades, attendance and assignments.**

Grading Standard:

90-100	"A" Outstanding achievement of grade level standards: The student demonstrates excellent achievement and talent compared to all other students of his/her grade level in the subject. The student should master 90-100% of the material required in the course.
80-89	"B" Above average achievement in the subject area compared to grade level standards. The student masters at least 80-90% of the material required in the course.
70-79	"C" The student demonstrates grade level achievement and adequate preparation for the next grade level or class.
60-69	"D" The student's achievement is less than the grade level requirement for the course and passes the course with 60%.
59 & Below	"F" The student is functioning below level and is only learning 50% or less of required information.

Homework Policy

Homework is an important aspect of schoolwork at WMST PCHS. It helps students prepare for class and extend concepts of learning in class for this reason no late homework will be accepted unless the student has a documented excused absence. Students with excused, long-term absences can make alternative arrangements with the Head of School. A teacher may adjust this policy at his or her discretion. It is the student's responsibility to speak with his or her teacher about late homework assignments the day she/he returns to school.

WMST Class Changes

Requests will not be granted to allow students to drop classes in cohort programs such as IB, PLTW, AP, etc. which necessitate that students take a required series of specialized classes, unless the student's schedule can be amended without causing disruption to his or her entire program of study and without adversely affecting the existing enrollment numbers of the new courses that the student seeks to enter.

Student Schedule Change

To request a schedule change, a student must complete the Schedule Change Request Form and submit it to his/her homeroom teacher during the add/drop period which is determined by the Head of School and School Counselor. All requests will be reviewed, but a request does not guarantee a change in schedule. Schedule Change Request(s) will not be considered after the add/drop period.

C. GUIDANCE AND ACADEMIC ADVISING

Guidance services focus on providing counseling and information in the areas of social, educational and emotional development. A student, parent, or staff member may initiate an interview. Students may be seen individually or in a group situation. The counselor is also concerned with students' educational placement and providing orientation programs to facilitate the transition between junior high and senior high school, and senior high to college.

D. SPECIAL NEEDS STUDENTS

WMST's policy is to identify and address the learning issues of all special needs students. These students are evaluated by a team of experts and assisted on a daily basis by a special needs teacher.

E. PROMOTION AND INTERVENTION

1. Students who have successfully completed course requirements will be promoted to the next grade level.
2. Students with multiple failures for the year may be retained.
3. If a student receives a failing grade in any subject at the midpoint of each advisory, the student is required to attend the tutorial program or seek extra help from the teacher.

Promotion Policy

Our goal at WMST is to ensure that each student receives a quality education as required by the Middle States Accreditation Association. Students may complete the high school graduation requirements over a four-year period by earning 27 Carnegie Units as stated in their Letter of Understanding signed and verified by the school counselor.

The following guidelines shall apply where a grade definition is required:

- For grade 10 placement, student must earn at **least six (6)** Carnegie Units and fail no more than one core subject. Core classes include English, Mathematics, Social Studies and Science. **Student must have completed 25 hours of community service.**
- For grade 11 placement, student must earn at **least thirteen (13)** Carnegie Units and fail no more than one core subject. Core classes include English, Mathematics, Social Studies and Science. **Student must have completed 50 hours of community service.**
- For grade 12 placement, student must earn at **least nineteen (19)** Carnegie Units and fail no more than one core subject. Core classes include English, Mathematics, Social Studies and Science. **Student must have completed 75 hours of community service.**

Summer School

Summer school is for WMST students only. Students must have earned a minimum grade of 55% in the original class for which they are seeking credit recovery. The Head of the School, the Assistant Principal, The Director of Student Services and the counselors must approve the student's registration form.

V. STUDENT POLICIES AND PROCEDURES

A. ATTENDANCE

Regular attendance is considered essential to learning. When a student is absent, he/she must bring a note verifying the cause of absence; otherwise, the absence is unexcused.

Policy

1. Students who are absent are responsible for **MISSED ASSIGNMENTS and THE MAKE-UP FOR ANY ASSESSMENTS GIVEN DURING THEIR ABSENCES.**
2. Excessive absences may result in a student being transferred to his/her neighborhood school.
3. WMST discourages early dismissals and requests that parents/guardians arrange all appointments after school hours.
4. All early dismissal notes must be submitted to the Attendance Counselor by 9:00 am in order to allow for adequate time for note verification. **TELEPHONE CALLS WILL NOT BE ACCEPTED!**
5. **Excused absences** consist of the following: death in the immediate family, illness of the student, court summons, observance of an established religious holiday, school sponsored program, and college/scholarship interview.
6. **Unexcused absences/tardiness consists** of the following: babysitting, shopping, doing errands, oversleeping, cutting classes, and job hunting.

Bar Coded ID Cards

In an effort to improve student accountability and attendance accuracy, our school has implemented the Swipe system. When you arrive to school, carts with barcode readers on each side will be setup at the entrance. You will slide your bar-coded ID card through the reader with the barcode facing down and to the outside of the cart. (see image) You will hear a beep when your card is read.



Teachers will be using Swipe each period to confirm attendance in each class and parents will have the option of signing up for a Swipe account and viewing records online. Thank you for your cooperation.

Late Arrival/Tardy

Students are expected to be in school on time everyday fully prepared and ready for instruction. Arriving to school late disrupts the entire class and causes the student to miss important information. All tardies become a part of the student's permanent record.

Policy:

1. All students are expected to be in school by 8:25 am.
2. A student is considered tardy at 8:50 am.
3. A parent/guardian must sign in students who arrive at school late (after 8:50 am).
4. Excessive tardiness (5 or more per advisory) may result in the student being denied attendance and or participation in certain school-related social/extra-curricular activities sponsored or approved by WMST.

Truancy

Truancy is illegal and a violation of the law. A truant is a minor (5–18 years of age) who without valid reason and with/without parental knowledge or consent does not attend school. The Attendance Counselor will conduct a full investigation on any student suspected of truancy. All necessary interventions will be used to correct the circumstances surrounding truant behavior.

Policy:

1. Students who accumulate **10 days** or more of absences will be within a single advisory grading period will be considered truant. Absences will be monitored closely by the Attendance Counselor.
2. Penalties for truancy may include:
 - A. Criminal charges filed against the student
 - B. Criminal charges filed against the parent/guardian
 - C. Neglect charges filed against the parent/guardian
 - D. Transfer to neighborhood school

B. ARSON

The possession of any incendiary material (including but not limited to matches, lighters, or liquid fluid) and the use of any material likely to result in a fire on school property is prohibited. (Fireworks and explosives are included). Tampering with fire and emergency equipment will be considered arson.

C. BOMB THREATS/FALSE ALARMS

1. No student shall make, aid, and /or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities.
2. No student shall with the intent to perpetrate a hoax, conceal, place or display on school property or the site of school activities any device or artifact that will cause any person to believe that some object is a bomb or destructive device.
3. No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

D. BUILDING RULES (FOR STUDENTS)

WMST wants to maintain a safe and organized educational environment. Students must have their current school identification card (ID) in order to enter the building each day.

1. Students may enter the building after 8:00 a.m. If a student comes to school before 8:00 a.m., it must be for a school-supervised activity.
2. A teacher must be in the classroom before a student may enter the room.
3. At 8:45 a.m., all students are to report to class.
4. All students not involved in a supervised school sponsored activity are to leave the building by 3:35 pm and should not return to the building. Only students who have valid reasons for returning may do so, and they must report to the security desk to receive clearance to re-enter the school.
5. Students are not permitted to loiter in or around the building before or after school. Security will monitor these areas and students will be asked to leave if found in these areas.
6. Office and classroom telephones are to be used only in an emergency.

E. CARE OF SCHOOL PROPERTY

1. Students are responsible for taking care of the books and materials issued to them. If lost or damaged, the student must pay for the replacement or repair.
2. Any student who vandalizes a desk, bulletin board or any other piece of school property must either pay for the damage or do whatever repair is necessary to refinish what she/he has damaged.
3. Students should keep the inside and outside of the building and surrounding areas as neat and clean as possible. Keeping locker areas in order and keeping individual desks in each classroom neat and clean is expected.
4. The lockers are school property and may be inspected at any time by the Head of School or other school personnel. Students may not place personal locks on their lockers. The student must pay for lost locks.

F. CLASS CUTTING/LOITERING

Students must have a “Hall Pass” whenever he/she is in the hallways, except during lunch and before and after school. Students are also not allowed to loiter in the bathrooms at any time.

G. CLASS/SCHOOL/ACTIVITY DISTURBANCE

No student shall, in any way, cause a disruption in class instruction, school assemblies, daily office operations, or any other functions of the school. Aiding and abetting in disturbances carry the same penalty as the primary contributor.

H. COMPUTER HACKING, INTERNET ACCESS, ELECTRONIC MAIL

No student shall gain access to the school’s network system in a way that will allow them to access the school’s records.

Individual student users of the Internet are expected to abide by the generally accepted rules of the network, which include:

1. Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes language that is obscene, discriminating, profane, lewd, vulgar, rude, threatening, disrespectful, or sexually suggestive (refers to nudity as well).
2. Harassing, insulting, or attacking others. Attempting to damage computers, computer systems, software, or computer networks.
3. Plagiarizing or infringing copyrights of works you find on the Internet. Using another’s ID or password. Illegal use of data in folders or work files.
4. Posting personal or private information about you or other people on the Internet.
5. Arranging or agreeing to meet with someone you met on-line.

I. DRESS CODE

Students are expected to come to school in neat and suitable uniform attire that does not distract others. The following Uniform Dress Code is required:

Young Ladies

Beige Khaki Skirts, Dress or Pants

Young Men

Beige Khaki Slacks or Pants w/belt

The official WMST short or long sleeve polo shirt or button collar oxford shirt

Students will not be allowed to wear “sagging or loose” clothing such as pants where any part of their undergarments is visible.

- Shoes are required at all times. Tennis shoes/athletic shoes are allowed, but must be laced and clean. (No open-toe shoes/sandals are allowed.)
- All coats, jackets and outdoor attire should be placed in the lockers before the beginning period of the day. Coats are not to be worn during the school day. Students may wear black, grey or navy blue sweaters if they feel the need to have additional warmth during the winter months. Sweaters must be worn open in the front. Pullover/Hoodie sweaters are not permitted.
- WMST reserves the right to dismiss any student who is found inappropriately dressed. This includes the appearance of clothing, which is disruptive, provocative, indecent, vulgar, obscene, or endangers the health/safety of others.
- Students who are not in uniform - FIRST OFFENSE: Parent notification and student sent home for the day; SECOND OFFENSE: 2 days out of school suspension; THIRD OFFENSE: 3 days out of school suspension and parent conference prior to student returning to school.

Dress Down

Throughout the school year, students may have the opportunities to Dress Down. These are limited events and specific clothing guidelines must be followed. Students who do not follow the guidelines will be sent home. Students may elect to wear their school uniform on Dress Down Days.

Dress Down Guidelines

- Hats may not be worn at any time in the building.
- Shirts, jewelry, belts, or pants with profanity, that refer to alcohol or drugs, or that are sexually suggestive are not allowed.
- Sunglasses must be stored in a student’s locker.
- Midriff abdomen cannot be exposed; cut-off shirts may not be worn.
- Shirts must have sleeves and cannot be spaghetti strap or tube tops.
- Leggings may not be worn without proper garments over the leggings such as a skirt that is not shorter than the knee.
- No shorts may be worn that are more than two inches above the knee.
- Skirts must be knee length.
- Clothes that are inappropriate in size (too tight) or see-through or expose undergarments may not be worn.
- Low-cut, v-neck, or scoop neck shirts that are revealing may not be worn.
- Pants must be worn appropriately; pants must be worn at waist and underwear may not be exposed.
- Flip-flops may not be worn.
- Face may not be painted or covered by masks.
- Other inappropriate items determined by a WMST PCHS administrator will not be allowed.

J. DRUGS, ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES

1. WMST is a drug and smoke free environment
2. While on school property or near school property, no student shall possess, use, distribute, sell, possess with intent to distribute or sell or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, or possess or use any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

K. FIGHTING/ASSAULT/BATTERY/PHYSICAL AGGRESSION/DISORDERLY CONDUCT

1. No student shall fight or assault another student or school employee while at school or away from school property.
2. No student shall hit, slap, shove, scratch, bite, abrasively brush against, block the passage of, or throw objects at another.
3. No student shall take any action or make comments or written messages, which might reasonably be expected to result in a fight.
4. No student shall cause or attempt to cause serious physical injury to any student or intentionally behave in such a manner that could reasonably cause serious physical injury to any student, school employee, or other adult.

L. GAMBLING

Students shall not participate in any unauthorized event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others.

M. INTIMIDATION/DISRESPECT/HARASSMENT/THREATS/EXTORTION

Verbal, nonverbal, or physical conduct that interferes with an individual's learning environment is prohibited. Intimidation, bullying, repeated teasing or taunting of offensive degrading actions and language regarding, including, but not limited to, a person's race, religion, sex orientation, national origin, disability, intellectual ability or physical attributes are specifically prohibited.

N. LOCKERS

1. Hall lockers will be available to all students. Students will be assigned a locker by Security. Students will be permitted to use their lockers before school, after school and at other designated times as determined by a teacher.
2. Students shall not give out locker combinations to other students or share lockers with other students.
3. Students are expected to keep their lockers neat and clean at all times. There will be occasional checks of lockers for cleanliness. Those in need of repair must be reported to the main office. Students should not attempt to repair their own lockers.

4. The lockers belong to the school. The Administration has the right to search the locker and its contents at any time with probable cause.
5. Students will be responsible for knowing their own combination, which should not be given to others.
6. Students may not move from an assigned locker without permission from the office. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned.
7. If the lock is lost, students will be charged for a replacement lock. All locks used must be school issued.
8. **Students have access to their lockers before 8:45 a.m., during lunch hours and after school.**

O. LYING /GIVING FALSE REPORTS/FORGERY/CHEATING/PLAGIARISM

1. No student shall intentionally give false information or withhold accurate information, which leads students and or school personnel to erroneous conclusions, or forge a document against another for his/her benefit.
2. No student shall write or impersonate another for the purpose of falsifying school-related information.

P. PORTABLE COMMUNICATION DEVICES

Wireless communication devices are prohibited during school hours. These devices include, but are not limited to, cellular phones, MP-3 players, paging devices, and two-way radios. (Only the Head of School may otherwise authorize usage).

Students must surrender these items upon entering WMST each school day. Items will be returned at the end of each day. Devices confiscated by school personnel during the school day will only be returned to the student's parent/guardian of record.

Q. SEARCH AND SEIZURE

1. School administrators or other designated individuals may conduct reasonable searches of students in order to maintain the security, discipline and educational atmosphere of a school building, event or program.
2. School administrators or other designated individuals may seize any property from a student which endangers others, offends others, or is deemed not appropriate for the educational environment.

R. SEXUAL HARASSMENT

1. Students and employees have the right to work and study in the academic environment, which is free of sexual harassment.
2. Sexual harassment **may not** exist between members of the same or opposite sex, between peers or coworkers, between supervisors and subordinates, between employees and students, between students, or imposed by non-employees on employees and/or students.
3. No student or employee shall impose unwelcome sexual advances, requests for sexual favors, and other verbal assaults/physical conduct of a sexual nature toward another individual.
4. No student or employee shall be subjected to sexual advances/activity as a condition of employment, work performance, or educational performance.

S. SEXUAL MISCONDUCT

No student shall intentionally touch another person's body and/or clothing in a way, which constitutes misconduct. Consensual sexual activity, which is inappropriate, may still be considered misconduct. (Indecent exposure or sexual gestures constitute sexual misconduct).

T. TEXTBOOKS

Students are issued textbooks at the beginning of each year. Textbooks are property of WMST PCHS and must be returned at the end of the school year. Students who do not return the assigned textbooks or who return assigned textbooks in a damaged condition will be charged the cost of replacing item. Students and parents/guardians will not be able to receive final report cards, transcripts, or withdrawal or transfer records until the balance of any missing or damaged textbooks/items is paid.

U. THEFT/STOLEN PROPERTY

1. No student shall accept, possess, sell, purchase, take and/or transfer property, which belongs to another person.
2. Students shall be responsible for the payment and/or restoration of school or personal property vandalized, damaged, lost, or stolen.

V. TRESPASSING

1. Students who loiter at school after the close of the school day will be considered trespassers and may be prosecuted if they do not leave when instructed to do so.
2. A student under suspension from school is trespassing if he/she appears on the property or at any school sponsored activity during the suspension period without the permission of the Head of School.

W. WEAPONS/EXPLOSIVE DEVICES

No student shall possess, handle, or transmit any weapon, explosive device, dangerous instrument, facsimile of a weapon, or firearm.

X. STUDENT ID CARDS

The purpose of the "student ID card" policy is to ensure each student is readily identified as a student of WMST PCHS and to identify those individuals who have no legitimate business on campus during school hours or at school activities. The wearing of the student ID card is mandatory during school hours. ID cards are to be surrendered when a student graduates, transfer to another school or is suspended/expelled.

Y. WITHDRAWAL

Students may withdraw from WMST PCHS during the school year, before the school year or after the school year. Students who wish to withdraw; parent/guardian must complete the Withdrawal Form, return all assigned textbooks, and pay all outstanding fees.

Z. USE OF PLANNERS

Students' planners will be available in the main office throughout the school year. Students should record homework assignments and major assignment or assessment dates to help them stay organized.

AA. EXTRA-CURRICULAR ACTIVITIES

Extracurricular activities play a major role in the development of a well-rounded high school student. Every student is encouraged to become involved in one or more of these activities. The following is a list of activities available. (These are subject to change depending upon the need and facilities available.) As the need arises, additional activities will be introduced.

- Girls And Boys Basketball
- Math Club
- Drill Team
- Double Dutch
- Chemistry Club
- Health, Wellness & Fitness Club
- Poetry/Rap Club
- Debate Team
- Art Club
- Science Honor Society
- Robotic Club
- Peer Mediation
- Student Council
- WMST Choir
- National Science Bowl

VI. DISCIPLINE

A. INAPPROPRIATE BEHAVIOR

1. All inappropriate behaviors warranting disciplinary actions must be documented with a disciplinary referral. A record will be kept on all disciplinary referrals.
2. The Head of School has the authority to impose immediate dismissal upon any student who displays serious misconduct.
3. Repeated violations by the same individual student will not be tolerated.

B. INTERVENTION STRATEGIES

Intervention strategies will be the first interactions used by teachers to correct inappropriate behavior. At the discretion of the Head of School, we will use alternative actions, including but not limited to, a change in student's schedule, isolation from peers, or any of the following:

- **Assignment of Extra Work** Depending upon the nature of the offense, duties or extra work may be assigned to match the nature of the infraction. These duties or extra work shall be assigned and evaluated by the teacher and/or administrator. At their discretion, extra work may or may not be credited to the student's academic work.
- **Behavioral Contract** The administrator, counselor, or teacher, in consultation with the parent and student, will develop a behavioral contract. A behavioral contract identifies a specific consequence of misbehavior. Violation of the terms of the contract may result in long-term suspension.
- **Deprivation of Extracurricular Activities** Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, assemblies, and other special events are privileges, not rights. Any or all of these privileges may be revoked. Actions taken and results attained are recorded and the parent/guardian will be notified.
- **Informal Talk** A school official will talk to the student regarding the student's behavior.
- **Parent Involvement** Parent(s) and/or legal guardian(s) is/are notified of disciplinary action by telephone, personal contact, regular or certified letter. A conference may be conducted between the student, parents, a school administrator and/or teacher, as appropriate. Actions taken and results of the conference are recorded in the administrative record.
- **Referral to Law Enforcement Agencies** Students may be referred to law enforcement agencies as deemed appropriate.
- **Restitution** Students will be responsible for the payment and/or restoration of school or personal property vandalized, damaged, lost, or stolen.

Student Conference A formal conference is held between the student and one or more school official(s). During this conference, the student must agree to correct the behavior. The parent will be notified of action taken and results of the conference are reported in the administrative record.

VII. DUE PROCESS

- A. Parents and students have the right to request a conference with an administrator or teacher after a student has been placed on exclusion.
- B. Suspended students are provided with details of allegations against him/her and are given the opportunity to respond. After a full investigation, if the administrator's findings support suspension, the students and parents are notified and may request a meeting with the administrator. If the parents and students do not request a meeting, the parent must, nonetheless, still accompany the student when he/she returns from suspension.
- C. When a student's behavior/conduct warrants expulsion, the parent(s) must request in writing an appeal within 5 days of the incident. This appeal must describe why the student feels he/she believes the appeal should be considered. The appeal process involves:
 - 1. A Discipline Review Committee comprised of a member of the Board of Trustees, the Head of School *or Designee*, 2 Teachers, and 1 other School Administrators will convene at a time that is suitable for all.
 - 2. All facts involved in the case will be heard at this time. Each person present will be given the opportunity to ask questions.
 - 3. All members of the committee will cast a vote and make a recommendation to the Head of School/Designee.
 - 4. Both the student and parents will be notified of the decision, which is final.

VIII. DEFINITIONS OF DISCIPLINE TERMS

Aiding and Abetting: Having a primary role in assisting another student in violating any school policy.

Arson: Deliberate intent to destroy property with materials that will result in a fire.

Assault/Battery: A physical, unprovoked attack, which attempts to cause and/or causes personal injury to another student, staff member or anyone on school property. Failure to stop fighting after a fight has been broken up or continuing to fight when the other person cannot or will not defend him/herself will also be considered assault and battery. (Physical altercations taking place at any school-supported event are included).

Bomb Threats/False Alarms: Making a false report regarding the possession or location of explosive materials, or activating an emergency alarm or response when no emergency exists. This applies to false threats/alarms made verbally, physically, in writing or any other method, including 911 calls.

Cell Phones: WMST PCHS students must turn their phones on OFF (not vibrate or silent) during school hours and must keep the phone in their backpack, purse, or pockets. If the phone is on in the building, it will be confiscated, regardless of whether the phone made noise or was put away. If a student makes a call from a cell phone, receives a text message during the school day, or sends lewd text messages, photos, or videos that are discovered during the school day, they will immediately be suspended. Telephones may be searched at the discretion of the school leader. Multiple offenses will result in suspension. WMST PCHS reserves the right to remove any and all cell phone privileges from homerooms or whole grades that are abusing the cell phone policy. Parents will be notified when privileges are withheld.

Cheating: Using, submitting or attempting to fraudulently obtain information/data at a school or school-sponsored activities is considered cheating.

Disorderly Conduct: Includes, but is not limited to, running, pushing, shoving or engaging in horseplay. Excessive verbal or physical interaction, which results in disruption, is also considered disorderly conduct.

Disrespect: To display a lack of cooperation, by work, or actions, towards school staff, visitors to the school, or other students.

Drugs, Alcohol, Tobacco, Controlled Substances: Refers to the use of, possession of, and/or being under the influence of drugs, alcohol, tobacco products, or any controlled substance which is not permitted on school premises or at school sponsored activities.

Electronic Devices: Pagers, portable telephones, radios, cassette tape or CD players, TV's, video games, toys and/or items that are unrelated to instruction.

Extortion: Obtaining or attempting to obtain any item or money by threats, intimidation, force, fraud or illegal use of authority is considered extortion.

Fighting/Physical Aggression: Physical contact or other acts of violence where all parties have physically contributed to conflict. Students are expected to seek non-violent ways to solve disputes. **Group Fighting** is defined as when two or more participants are involved in physical confrontation. Parties joining in the fight other than the original participants will be considered parties to the fight. **Instigation of a Fight** is defined as when students goad or urge others to participate in a fight. If physical confrontation is anticipated, students should seek assistance from an administrator, teacher, and /or counselor.

Fire and Emergency Equipment: Refers to tampering with or damaging fire and/or emergency equipment.

Fireworks and Explosives: The possession or use of materials classified as fireworks or explosive devices of any kind.

Forgery: Writing or impersonating another for the purpose of falsifying school-related information.

Gambling: The participation in any game where money or other items are or may be exchanged. Betting, taking bets, participating in games of chance for money or the promise of money or reward. Students can be expelled.

Hacking: Access to unauthorized or inappropriate areas on the network or changing or interfering with information found on the network.

Harassment: The works and/or actions directed toward an individual or group of individuals, which intimidates, degrades and/or fails to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or group based on age, race, religion or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs and spreading sexual rumors directed toward an individual or group is also considered harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Immediate Dismissal: Occurs when an administrator becomes aware of serious student misconduct and believes that immediate removal of the students is necessary.

Inappropriate Language: Any inappropriate comment, obscenity, obscene gesture, swearing, cursing, whether written or verbal, is considered inappropriate language.

Late Arrivals/Early Dismissals: If your child has a medical or dental appointment or a family emergency, requiring a parent/guardian to come to school to request an early dismissal, please note that before a student can be released, you must present a valid ID and your student will not be released to any person that is not on the school list of emergency contacts. A child will be dismissed early only to a parent or other properly authorized parent. If a parent/guardian is making a request of early dismissal where the student will be released without a parent present to pick them up, a written request must be given to the Main Office staff ahead of time so that the request can be verified with the parent/guardian before the student will be released. All early dismissals are made from the office not the classroom. Parents cannot call and request an early dismissal for their student over the phone, written request only. An early dismissal counts as a tardy and three early dismissals or tardies/late equal one absence. Students who leave school grounds without written permission and do not sign out will be considered truant.

Lying: Lying is the presenting of false information or the withholding of accurate information, which leads students or school personnel to erroneous conclusions.

Obstruction/Disruption of School: Obstruction or disruption of the school day includes acts that cause a substantial disruption or obstruction of the school day or activities. This includes but is not limited to, occupying any school building, grounds or school transportation in such a way that deprives others of its use, blocking the entrance or exit of any school building, corridor doorway or classroom passageway, which deprives others of access, and/or blocking normal pedestrian traffic.

Protection of LGBT Student Rights: The right to the choice of sexual preference without being subjected to discrimination based on this choice (Students are not permitted to force their preference on other students and/or staff.)

Protection of Religion: The right to practice religion of choice.

Repeated School Violations: Repeated failure to comply with school rules and/or the directions of teachers, administrators and/or other school personnel.

Search and Seizure: To inspect a student, his/her locker, or personal belongings and to confiscate any items that are illegal, may impede the operation of the school, or endanger persons.

Sexual Misconduct: To intentionally touch or make reference to another person's body and/or clothing in a way, which constitutes misconduct. Indecent exposure, sexual gestures, and sexual language constitute sexual misconduct.

Tardiness: Students who arrive to school late or after 9 a.m. will have their parents notified and they will be sent home.

Theft: The acceptance, possession, selling, purchase, taking and/or transference of property belonging to another person. If the property of any WMST PCHS student(s), teacher, visitor or staff is stolen the student responsible can be expelled. Students are not to take any property, pretend to borrow someone else's property without permission, conceal the property for others to steal or take equipment, supplies and/or classroom property from teachers, visitors, students or staff.

Threats/Intimidation/Disrespect: Any verbal or written statements made with the intention of causing harm to an individual's life, physical or emotional well-being, and/or personal property. Any comment that can be construed as a threat will be taken seriously.

Trespassing: Unauthorized presence on school property or refusing to leave when directed by school authorities. This includes a student entering into the private office of school administration without authorization. During a period of suspension, the suspended student is not allowed on any school district property or allowed to participate in school-sponsored extracurricular activities on or off campus.

Verbal Abuse: Any verbal comments that is demanding, demoralizing, discriminating and/or threatening. Talking back to teachers/staff and refusing to follow directions. Teasing, bullying, or using profanity, hurtful or threatening language. Inappropriately talking about a student relationship.

Weapon: The possession or use of an object to physically harm another or any object that appears that it could harm another and is used to threaten or intimidate another.

Washington Mathematics Science Technology PCHS Discipline Code of Conduct

2016 – 2017

The consequences outlined below are intended to serve as guidelines to be used with administrative discretion. Teachers are expected to establish standards of discipline in their classrooms as a first response to inappropriate behavior and further action. Administrators, teachers and staff will abide by this matrix to hold students fully accountable for their behavior.

Parental involvement and guidance is critical to changing inappropriate student behaviors.

****Students are required to keep up with all classroom assignments via Power School when sent home for suspensions. Parent/homes without access to Power School must notify WMST and seek to obtain homework and class assignments by alternate means. Students must fulfill all assignments before returning to school.**

Parents will be responsible for reimbursing WMST for all damages and the replacement of all equipment stolen, lost or broken by students during the commission of inappropriate infractions.

A re-entry conference is required when students are suspended. Conference will include student, parent/guardian, teacher(s) and an administrator.

Washington Mathematics Science Technology PCHS Manifestation Determination

Overview

A manifestation determination meeting must be conducted when a disciplinary change of placement occurs. A disciplinary change of placement occurs when a student with a disability, because of a violation of the school's code of conduct, is removed from his/her current educational setting for 10 consecutive school days or for cumulative suspensions exceeding 10 school days for the school year.

All students suspended for more than 10 school days in a school year are entitled to:

- Appropriate educational services during their period of removal
- Parental notice if the suspension constitutes a change in placement
- A copy of their parent procedural due process rights
- A manifestation determination review
- A functional behavior assessment (FBA) and a behavior intervention plan (BIP).
- The same due process rights as general education students have to appear before student discipline hearing officer/tribunal to contest their guilt/innocence and to receive the appropriate consequence for the behavioral infraction
- Appeal rights

Manifestation Determination Process

1. Persons involved in the manifestation determination should include the parent/guardian, WMST Special Education Coordinator and other relevant members of the Individualized Education Plan (IEP) team as determined by the parent and WMST officials.
2. The team is required to review all relevant information in the student's file including the student's IEP, any teacher observations, and any relevant information provided by the parent/guardian in making its determination.
3. When conducting the manifestation review, the team must determine:
 - a. if the conduct in question was caused by, or had a direct and substantial relationship to the student's disability, or
 - b. if the conduct in question was the direct result of the local education agency's failure to implement the IEP.

1. If either condition is true, then the conduct subject to disciplinary action would be considered a manifestation of the student's disability and the student would not be subjected to any disciplinary actions.
2. When the conduct **IS** a manifestation of the student's disability, WMST will address his or her behavior through a functional behavior assessment (FBA), unless one has been recently completed examining similar conduct. A behavior intervention plan will be developed or modified to address the behavior in question. The student will also return to school unless the parent and school agree to a change of placement as part of the modifications of the behavior intervention plan and/or least restrictive environment (LRE).
3. When the conduct **IS NOT** a manifestation of the student's disability, the school may discipline him or her just as it would a non-disabled child. However, the student will continue to receive services during any period of removal.

Disciplinary Appeals

1. If the parent challenges a finding of the IEP team that the behavior is not a manifestation of the student's disability, they may request an expedited due process hearing. The hearing must be conducted within 20 days and a decision rendered within 10 school days of the hearing. The student however remains in the disciplinary placement pending the outcome of the expedited hearing.

IX. LEVEL 1 VIOLATIONS

Level 1 behavior is defined as those behaviors that distract and/or disrupt staff members from teaching, supervising, or otherwise adequately performing their job. Level 1 behavior may also be behaviors that distract and/or disrupt other students from learning and performing to the best of their abilities. These misbehaviors are often minor and are usually resolved quickly with an intervention administered by the classroom teacher or staff member who is supervising the student at the time of the misbehavior.

If a student is found to have committed a Level 1 violation of WMST's Code of Conduct, the following disciplinary measures may be taken

INFRACTIONS(S)

- Using Profanity or offensive words or gestures towards others (non-sexual or threatening)
- Consumption of food or beverages in the classroom, computer lab or library
- Arriving to class unprepared
- Tardy to class
- Tardy to school
- Failing to complete class work
- Failing to complete homework
- Non-academic use of technology – 1st offense
- Chewing gum
- Frequent request to use the restroom outside of break time (non-medical)
- Use of electronic devices, cell phones, IPods, IPAD (including school sponsored activity)
- Intentional off-task, disruptive behavior or excessive noise in the classroom, hall, or building
- Horseplay or running in the classroom, hall, or building
- Uniform violations (four or more moves to level II)
- Locker time violations or refusing to make a timely transition
- Trespassing, being in an unauthorized area of school before, during or after school
- Destroying classroom, school or personal property valued at less than \$50

CORRECTIVE MEASURE(S)

- Staff redirection
- Behavioral intervention strategies
- Contract
- Conference (staff member and student)
- Lunch or after school detention
- Parent/family notification
- Loss of school privileges
- Confiscation of non-instructional item (s)
- Temporary removal from activity
- Teacher held detention
- After-school detention (1 day)

X. LEVEL 2 VIOLATIONS

Level 2 behaviors are defined as those behaviors that create or contribute to a physically or emotionally unsafe learning environment for staff or students. These behaviors require staff to immediately intervene, and for student(s) to immediately stop the behaviors and reflect on how their behaviors are affecting others.

If a student is found to have committed a Level 2 violation of WMST's Code of Conduct, the following disciplinary measures are taken:

INFRACTIONS(S)

- Repeated/multiple Level 1 behaviors
- Destruction of school or personal property valued at less than \$500
- Disrespectful words, actions, or gestures towards other students including taunting, mocking, or making fun of students
- Roughhousing or play fighting
- Truancy/skipping class, being out of area
- Refusal to comply with school wide rules
- Leaving class or school premises without permission
- Play fighting or hitting after warning
- Forgery (including hall passes) or lying or giving misleading information to staff
- Offensive gestures that are sexual or threatening
- Insubordination, or repeated refusal to follow instructions given by staff or arguing with a staff member
- Cheating or copying another student's work on a major assignment/Plagiarism
- Inappropriate use of instructional technology (laptop, digital cameras, etc.) including use without permission or accessing inappropriate content
- Hacking, computer/technology misuse
- Gambling
- Aiding and Abetting
- Theft or receiving stolen property

CORRECTIVE MEASURE(S)

- Mediation
- Suspension from extracurricular school activities
- Referral to Student Support Team
- Loss of privileges for an extended period of time or criteria period
- After-school detention (up to 3 days)
- Parent/guardian conference with staff and administrator
- Disciplinary probation
- Out-of-school suspension (3 to 5 days)
- Counseling/intervention

XI. LEVEL 3 VIOLATIONS

Level 3 behaviors are defined as those behaviors that are dangerous, unsafe, and illegal in a school environment. These behaviors require staff to immediately intervene, student(s) to immediately stop the behaviors, the building administrator to conduct an investigation to determine whether student(s) acted in a way that is dangerous or illegal, and to determine the appropriate disciplinary action.

If the student is found to have committed a Level 3 violation of WMST’s Code of Conduct, the following disciplinary measures may be taken:

INFRACTIONS(S)

- Repeated violations of Level 1 and Level 2 Behaviors. Threatening words, actions, or behavior bullying or harassment of students or (physical, verbal and non-verbal, or electronically), hazing, extortion/Cyber Bullying
- Communicating slurs based on actual or perceived race, color, religion, national origin, sex, age, marital status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business, including derogatory sexual language
- Engaging in behavior that demonstrates gang/ neighborhood crew affiliation (displaying clothing or gestures associated with gangs)
- Possessing or distributing material or literature that is disrespectful, demeaning, humiliating, obscene, or damaging to students or staff. This includes posting material on the Internet or sending material electronically (via email or cell phone)
- Tampering with or pulling fire alarm and using extinguishers in non-emergency situations
- Disruption to the school operation, destroys school property, or causes significant harm to self or others
- Leaving school premises or a school sanctioned activity without permission or trespassing
- Assault/physical abuse of another student or school personnel, to include physically assaultive behavior
- Fighting, group fighting, gang activity, attacking of students or school personnel, bullying or making threats
- Commits or tries to commit an act of sexual assault/ battery or sexual harassment or sexually inappropriate behavior or touching

CORRECTIVE MEASURE(S)

- Removal from extracurricular activities for remainder of school year
- After-school detention (up to 10 days)
- Restricted privileges for remainder of school year Out-of-school suspension (1-10 school days) and parent/guardian conference
- Disciplinary probation
- Discipline review hearing
- Discipline review hearing with a recommendation for expulsion
- Police Notification

XII. LEVEL 4 VIOLATIONS

Level 4 behaviors are defined as those behaviors that are dangerous and pose a serious threat to the safety of staff and students. These behaviors require staff to immediately intervene, the building administrator to conduct an investigation to determine whether student(s) acted in a way that was dangerous or illegal (which may include involving the police) and for a parent / guardian to immediately come to the school to meet with administration and pick up the child.

If the student is found to have committed a Level 4 violation of WMST's Code of Conduct, the following disciplinary measures may be taken:

INFRACTIONS(S)

- Repeated/multiple Level 3 behaviors
- Attempting to or threatening to cause physical harm to a staff member or school personnel (assault), including making terrorist threats
- Possession, sale, distribution or use of drug paraphernalia such as lighters, pipes, rolling papers, or clips, alcohol, tobacco products or other prohibited items, including over-the-counter or prescription medication
- Committing or attempting to commit sexual assault or battery
- Any behavior or other conduct not specifically enumerated in any other class that causes disruption to the school operation, destroys school property, or causes significant harm to self or others
- Possession or use of mace, pepper spray or any item that can be used as a concealed weapon
- Possession or use of weapons, guns, or any object that could reasonably inflict bodily harm, explosive devices, including toys that use explosion to propel a projectile; Possession or use of fireworks
- Use of or threat to use any object as a weapon
- Possession, distribution, use of controlled substance, including prescription drugs not intended for his/her use
- Recruiting outside persons for the purpose of engaging in physical or verbal altercations; Gang recruitment or affiliation

CORRECTIVE MEASURE(S)

- Out-of-school suspension (including long-term suspension)
- Pre-expulsion behavior contract with improvement plan
- Expulsion/recommendation for dismissal
- Police notification



Washington Mathematics Science Technology
Public Charter High School

Parent Student Handbook
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