

Washington Latin Public Charter School

FAMILY HANDBOOK



ACADEMIC YEAR 2018 - 2019

5200 2nd STREET NW
WASHINGTON, DC 20011

202-223-1111

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LETTER FROM THE HEAD OF SCHOOL

August 2018

Dear Washington Latin families,

Since 2006, Washington Latin Public Charter School has provided students from all backgrounds and neighborhoods in Washington, D.C. with a rich and comprehensive liberal arts program in the classical tradition. Great schools not only cultivate the intellect and spark the imagination, but also nurture the spirit and train the body. With this holistic approach, Latin graduates students with an ambition for lives that are both personally fulfilling and of service to others.

Our leadership team has developed this Family Handbook as a resource enabling you to have access to basic information about the Washington Latin community, our values, and goals, as well as the logistics of school life. We hope you will find it helpful and that, in conjunction with the school website (www.latinpcs.org) and the various electronic bulletins that we send to all families, it will answer most of your questions. Please familiarize yourself with the information that follows. We will discuss aspects of this handbook with students throughout the year. We will also ask students and their adult caregivers to sign an acknowledgment form, indicating that they have read, understood and consent to abide by the policies, protocols, and expectations as specified in this handbook. You are welcome to call or email us for further clarification.

Thank you for your partnership. We look forward to a wonderful 2018-2019 school year.

Best wishes,

Peter Timothy Anderson
Head of School

MISSION STATEMENT AND PHILOSOPHY

Washington Latin Public Charter School provides a **challenging, classical** education that is **accessible** to students throughout the District of Columbia. We seek to develop students who will become thoughtful citizens and leaders, contributing to the public good in their lifelong quest towards a fuller humanity. Ours is a school where words matter, ideas matter, and people matter.

These key words define our mission:

Challenging

A **challenging** education is one that expects plenty of students, both for their academic performance and for their personal and communal behavior. At Washington Latin, we aim to challenge our students to act in accordance with what is highest in them. We challenge them to do the right things when the wrong would be easier; we challenge them to think beyond their first thoughts and to reconsider their first drafts; we challenge them to have the courage to persevere when they have first failed, and we encourage them to seek out opinions that differ from their own. A challenging curriculum is not necessarily one that offers more nightly homework or a greater quantity of pages to be read; it is one that asks students to engage themselves in their own educational journeys and to be responsible for their chosen path.

Classical

Like its model, the Boston Latin School, Washington Latin Public Charter School seeks to ground its students in a **classical** education for the modern world that will prepare them for their future studies and their roles as successful people and citizens in a democracy.

A classical education for the modern world emphasizes the reality that any curriculum grounded in the classical tradition must hold simultaneously to the timeless truths of the traditions of Greece and Rome and the time-bound pressures of life in the 21st century. **At Washington Latin, we stress three fundamental legacies of the classical tradition: education for citizenship in a democracy; the Latin language; and public oratory.** We strive to convey these legacies in an environment and culture that includes some of the best of contemporary life, a commitment to a diverse student body and a variety of pedagogies. We aim to use both the ancient methods of repetition and Socratic dialogue, as well as the contemporary innovations of technology and cooperative learning.

At the heart of the classical tradition lies an inherent connection between the academic and the moral realms of education – for the ancients, to know the good is to do the good. At Washington Latin, we educate students to become responsible members of their present school community and their future public communities. We ask them to **engage** in difficult decisions, to **inform** themselves about possible options, to **act** on their decisions, and to **own** the consequences. **Engage, inform, act, own** – these are the watchwords of our community and the foundation of our education for productive citizenship.

Accessible

Unlike our classical forebears, we believe that a challenging education is the province of all who are eager to learn and willing to work. We make our school campus accessible by offering bus service to students throughout the District. We make our curriculum accessible by differentiating lessons so students can proceed at their own pace within the guidelines of our plan for them. We make our classes accessible by requiring our

teachers to help students individually, outside of "formal" instructional time. We make our community accessible by insisting on standards of civil discourse and demeanor. At every turn, we aim to be accessible to those parents and students who want a life-changing education.

A BRIEF HISTORY

Washington Latin Public Charter School opened in 2006 with 179 students in grades five through seven at Christ Church of Washington on Massachusetts Avenue, NW. A grade was added each successive year until we reached full capacity and graduated our first senior class in June of 2012. We moved to the Decatur Campus at 4715 16th St. NW, and, in 2009, we opened our Upshur Campus at Saints Constantine and Helen Greek Orthodox Church, where our Middle School was located. In 2010, our Upper School expanded to include classrooms at Simpson-Hamline United Methodist Church at 4501 16th Street NW. In August of 2013, we moved into our permanent home at the site of the former Rudolph Elementary School, 5200 2nd Street NW.

As a charter school, we open our doors to all students who reside in Washington, D.C., and, in each year of the school's existence, we have had students from each of the city's eight wards.

Our upper school has been designated Tier One by the D.C. Public Charter School Board in each year that such ratings have been conferred. We have been ranked as one of the best high schools in the country by multiple national entities. In 2016 and 2017, the performance of our middle school students on standardized tests, especially in English, has surpassed that of similar students at almost every other D.C. school.

MOTTO

Our official school motto is *Discite, Servaturi!* It means "Learn, those who are about to serve." We educate students for effective citizenship in the hope that they will play a positive, productive, and contributing role in their community as adults.

We have two other statements that have become unofficial mottos. *Sumus Leones* - We are lions. The lion is our school mascot.

Words Matter is something we say often at Latin. We want our students to use words correctly, confidently, and respectfully in both writing and speaking, so this motto works well for us on several levels. Our school has grown and matured as one where words matter, ideas matter, and people matter. We hope you will see this reflected in all we do throughout the school year.

DIVERSITY STATEMENT

Washington Latin Public Charter School is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Diversity is an essential School value, critical to the fabric of our School's culture. We urge families to work in partnership with us to embrace the challenging — yet rewarding — situations borne from diversity. We support and advocate for our community, recognizing that different perspectives are valued. We recognize that our community includes our families, faculty, staff, and alumni — all of whom contribute to the tapestry of Latin. In the classroom and in our co-curricular programming, we are committed to promoting a strong sense of global understanding. We recognize that diversity as a concept continues to evolve, and that we — as a community — will evolve with it. Our dedication to this effort shall be ongoing.

GOVERNANCE

The Corporation

The School's legal name is **The Corporation of the Washington Latin Public Charter School**. The School is a not-for-profit entity incorporated under the *District of Columbia Not-for-Profit Corporation Act*. WLPCS operates under a public charter granted by the DC Public Charter School Board.

The Board of Governors

The establishment of competent and accountable Board governance ensures that Latin is a mission-driven, viable and sustainable operating entity. The Corporation is composed of as many as (15) voting members – called "governors." The School's Board operates under by-laws and written policies that are available upon request. The Board of Governors is a local board that meets all the statutory requirements of the District of Columbia.

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PARENT FACULTY ASSOCIATION

The Parent Faculty Association is a volunteer-led organization that seeks to engage the community of Latin parents – offering them helpful information, facilitating their active involvement in the school, and providing opportunities for them to meet other parents. The Association seeks to identify and address faculty needs, wherever possible. Ongoing goals include promoting communication, enhancing the educational experience of the children and strengthening the school community. All Latin parents and guardians are automatically members of the Parent Faculty Association.

Parents and guardians are encouraged to regularly check the [Parent Faculty Association page](#) on the Washington Latin web site for updates from Grade Representatives; volunteer opportunities and more.

Six meetings are held during the school year. They offer attendees the chance to connect with other parents, learn what the PFA has been doing, and to hear guest speakers on topics such as study skills, drugs/alcohol and talking to kids about sexuality.

Parent-Faculty Association Executive Committee

Below are the members of the Executive Committee for 2018-2019. Parents and faculty are welcome to contact any of them with questions or suggestions about making the Latin PFA the best it can be.

Co-Presidents - Edith Shine and Deb Moss
Vice President- Elizabeth Duffy
Treasurer — Sonia Trask
Secretary — Tina Nadler and Giuliana Dunham

Grade Representatives

5th Grade — Shawn Jegede
6th Grade — Janai Cawley
7th Grade — Jennifer Thorpe-Lewis
8th Grade — Lisa Rucker
9th Grade — Diana Bruce
10th Grade — LaVerne Tate
11th Grade — Marie Alexander
12th Grade — Sugi Spriggs

PARENT-SCHOOL COVENANT

Working in partnership with parents is important to the leadership and faculty of Washington Latin and, in our view, best serves our students. The covenant that follows describes our goals for this working relationship.

The Parent School Covenant is founded on the belief that parents and school must establish and maintain a partnership in all aspects of school life, but most especially in the education of the students. This Covenant is designed to strengthen the relationship between parents and the school as well as between parents and their children.

What parents can expect from the School

1. Parents can expect that the school will strive to maintain a safe, secure and welcoming environment for their children and that it will react vigorously to any rumors or report of danger or threats of danger.
2. Parents can expect regular communications about their children from the school: term reports, interim reports, other “early warning” messages, including voice mails and/or e-mails.
3. Parents can expect a regularly scheduled conference with faculty and, when warranted, other special conferences and meetings. Parents can expect assessments of their children, thoughtfully and carefully presented in writing and in person.
4. Parents can expect almost immediate notification if there is a serious disciplinary infraction involving their children.
5. Parents can expect timely notification if a child is encountering academic difficulties and parents will be kept informed of follow-up plans, actions, and strategies.
6. Parents can expect that the school will model civility in all its student/parent contacts.

What the School can expect from parents

1. The school can expect that parents will support, encourage and help order the lives of their children.
2. The school can expect that parents will model civility and integrity for their children; that parents will listen to, supervise, and hold their children accountable, with consequences for inappropriate behavior.
3. The school can expect that parents will support and endorse the philosophy and mission of our school as well as the rules and expectations for behavior, that they will attend school events and activities, including parent conferences; and that parents will support and take part in the activities and work of the Parent-Faculty Association.
4. The school can expect parents to register dissatisfaction and complaints in a responsible and fair way; to understand the structure of operations and management at the school; to recognize and use proper channels for communication; to give everyone the benefit of the doubt before judgment; and to seek a collaborative solution to problems.
5. The school can expect that parents and students will model civility in all contact with the school.
6. The school can expect parents to read communications sent to them by the school.

ACADEMICS

WLPCS uses an academic quarter system. Students in grades 7-12 take cumulative exams at the end of each academic year in their year-long courses.

A full description of the academic program can be found in the **Curriculum Guide and Academic Handbook**.

COLLEGE COUNSELING

The college counseling process focuses on each student's particular needs, goals, and abilities. The school encourages every student to discover the best match between his or her background and the offerings of specific colleges. Some students will choose an Ivy League school or similarly competitive institution. Others may gravitate toward a much smaller, more intimate or specialized college or learning environment.

College counseling is personalized at Washington Latin. The school recognizes the vast diversity amongst its students and families and its obligation to give individual guidance. Because the first day of high school is the day a student becomes a college applicant, the college counseling staff will serve its students and their families early on as they unofficially embark upon their college search process. College planning, however, does not begin the first day of high school. It starts much earlier as students discover how they best learn, build a foundation for a strong work ethic, and determine where their talents lay, what their weaknesses are, and how to continue improving themselves in these areas. Taking this into consideration, programming (PSATs, college tours, writing exercises, college questionnaires, college and financial aid nights, etc.) and resources such as Naviance exist for all four class years to prepare them for the road ahead at Latin and the world beyond. The Director of College Counseling and her staff consider a broad spectrum of colleges, using a variety of factors to evaluate the appropriate fit for the individual student, including size, type, affiliation, ability to challenge, reputation, and selectivity.

ENROLLMENT

Enrollment for the next school year

Enrollment for the next school year is not automatic. Parent(s) and/or guardian(s) must return the *Re-Enrollment Intent Form* in the spring to the Office of Enrollment Management by the deadline set by the school administrators to reserve their place at Washington Latin Public Charter School.

A student whose parent or guardian has not completed the *Re-Enrollment Intent Form* by the designated deadline is in danger of being dropped from enrollment at the school for the next academic year. *Re-Enrollment Intent Forms* received after the deadline may not be accepted.

Submission of the form only holds a space for your child. Enrollment is not complete until the school receives the necessary residency verification documents and immunization information (needs to be turned in before the start of school or we need proof of appointment on file), as required by law.

Students who do not re-enroll for the next academic year are NOT eligible for summer opportunities funded totally or in part by Washington Latin or afforded through a partnership with our school. If a student participates in a summer program funded by Latin and does not re-enroll for the next academic year, his/her family will be responsible for reimbursing the school for the cost of the summer program(s). The family will also be required to reimburse the school for any related costs provided to the student to attend the summer program(s).

Withdrawing a student

As a charter school, we value the ability of parents to make choices regarding their child's educational placement. We recognize that for a variety of life situations a parent may choose to withdraw their child from Washington Latin Public Charter School. Although we regret seeing any member of the Washington Latin community leave, we will support and assist parents in making such a transitional move.

To withdraw a student, parents must complete and sign a *Withdrawal and Exit Interview Form* and *Student Withdrawal Form* with the Office of Enrollment Management. Once a decision on the student's next school has been finalized, the *Student Withdrawal Form* or *Verification of Enrollment* form must be completed by

the receiving (new) school and returned to the Office of Enrollment Management before the official educational records will be released. Washington Latin will send the academic files to the receiving school within two business days after receipt of the *Student Withdrawal Form* or *Verification of Enrollment Form*. However, official educational records will not be released until all outstanding materials, and other obligations have been settled.

Once a student has formally withdrawn, the student forfeits her/his assigned enrollment space at Washington Latin Public Charter School and may not be eligible to re-enroll. Students who are withdrawn are NOT eligible for summer opportunities afforded through Washington Latin.

Parents or guardians who withdraw a student before graduation will be asked to participate in an exit interview with a member of our Senior Leadership Team.

Sibling preference policy

Washington Latin Public Charter School strives to keep households together for ease of parent/school relationships, transportation, school calendar logistics, etc. With this in mind, enrollment preference is usually given to siblings of any student who is attending Latin and who submits an enrollment application by the designated deadline.

A sibling is defined as a biological or legally adopted brother or sister, as well as stepbrothers, stepsisters, or foster children residing full-time in the same household with a current Washington Latin student. Cousins, nieces, nephews and unrelated children sharing an address with a Washington Latin student are not considered siblings.

For eligible siblings of current Washington Latin students to be considered under the Sibling Preference Policy, the parent or guardian must complete and submit an enrollment application by the designated deadline for each child they wish to enroll at Washington Latin Public Charter School. If the number of siblings who apply by the application deadline exceed the number of openings, a sibling lottery will be conducted. If an enrollment application for a sibling is not received by the application deadline, he/she will not qualify for enrollment under the Sibling Preference Policy and will be added to the waiting list in the order that his/her application is received.

Both the current Washington Latin student and his/her newly enrolled sibling must intend to enroll at Washington Latin Public Charter School for the upcoming school year and must have the same primary residence. If for any reason the current Washington Latin student, on whom the sibling preference was based, withdraws from Latin before the start of the school year, the newly enrolled sibling may be removed from enrollment and may be placed on the waiting list.

Sibling preference is not a mandated policy for public charter schools. If Washington Latin does not offer the Sibling Preference Policy during an enrollment period, siblings will be entered into the general public lottery.

Please note that siblings must also meet all other eligibility requirements to apply for the 2018-2019 school year, which includes:

- ◀ Being a D.C. Resident

◀ Entering Grades 5-9 for the 2018-2019 school year

Washington Latin also provides a **sibling-offered** preference. This preference is provided to students whose siblings are matched to our school through the My School DC lottery. Please note that the sibling-offered preference does not always result in guaranteed enrollment.

Returning Student Policy

A student who is enrolled at Washington Latin Public Charter School, who leaves in good standing, after at least one full year of continuous enrollment may return to the school under certain circumstances, specified below:

- ◀ The grade to which the student returns must have a vacancy.
- ◀ The grade to which the student returns must not have a waiting list. If it does, the student would be placed at the bottom of that waiting list.
- ◀ The student may return if s/he leaves due to a family relocation out of D.C.
- ◀ The student may return if s/he leaves due to documented health concerns and does not subsequently enroll at another public or non-public school.
- ◀ The student re-enrolls before the end of the first semester of his/her 10th grade year.

Exceptions to the above policy are as follows:

- ◀ If a student seeks to return to a grade for which there is a waiting list and that student has a sibling enrolled at the school, s/he would be placed at the top of the waiting list beneath any sibling who applied by the deadline.

Children of Employee Preference

Children of full-time staff members, who are employed at the time of the lottery, are eligible for a preference. Admission is limited to Grades 5-9. This preference is applied after the sibling-enrolled preference and before the sibling-offered preference. Employees' children may not exceed 10 percent of the school's total student body. And only full-time employees who are D.C. residents are eligible for this preference.

GRADUATION REQUIREMENTS

The following course requirements represent the minimum number of courses an Upper School student must complete before graduating from high school. Some courses in the Middle School can count towards these requirements. Only the Head of School can make exceptions to these requirements. The number in parentheses following the requirements represents the Carnegie Units earned.

All students carry a minimum of five academic courses each semester unless specific permission to carry fewer is granted by the Principal. A significant number of our students elect to carry six courses, and some students choose to carry seven courses.

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| English (4.0) | Must include an English course in <i>each</i> of the four years; |
| Mathematics (4.0) | Must include Algebra I, Geometry, and Algebra II; |
| History (4.0) | Must include World History I (1.0), World History II (1.0), U.S History (1.0), US Government (0.5), and DC History (0.5); |
| Science (4.0) | Must include Conceptual Physics, Chemistry, and Biology, with preference for the order described above; |
| Latin (3.0) | through the third level of Latin; must include Latin I, II, and III. WLPCS Latin requirement satisfies the (2.0) Carnegie Units in World Languages required for DCPS |
| French/Chinese/Arabic (2.0) | through the second level of a second language; must include French I, II, Chinese I, II or Arabic I or II. (a language waiver is possible under certain circumstances) |
| Visual Art (0.5) | must include a semester of visual arts |
| Music (0.5) | must include a semester of music |
| Physical Education/Athletics (1.0) | must complete four trimesters or seasons of physical activity over four years of high school |
| Health (0.5) | must include a semester of instruction in health |
| Academic Electives (3.5) | e.g., Diseases, Astronomy, Robotics, Media & Citizenship |
| Community Service | must complete 100 hours of community service |
| Financial Literacy (0.25) | Must complete one semester |

Total Number of Credits need to graduate: 27.25

Early Graduation

Students who are considering "early graduation" must discuss the issue with the Principal by the end of the sophomore year. The school reserves the right to decide if a student can graduate early, but only those students who have voiced their wish by the end of their sophomore year will be considered possible candidates for early graduation. Students who graduate early must fulfill all graduation requirements. Students may not substitute a course from another institution for a graduation requirement unless, under exceptional circumstances, they have the permission of the Principal.

Transcript and Records Requests

Parents have a right to see the contents of their child's school file. In the Upper School, we prepare transcripts, the record of the student's progress toward graduation, annually. Requests for transcripts should be made directly to the Registrar of the Upper School. All other requests for records should be directed to the

respective Grade Director. Requests for records must be made at least one day in advance and in writing via email or letter.

SCHOOL HOURS

School begins at 8:10 and dismisses at 3:20 for grades 5-6 and 3:15 for grades 7-12. There is a tutorial period until 3:45 during which time all full-time teachers meet one-on-one or in small groups with students.

Students are required to stay for this period if they have been asked to do so by one or more of their teachers. Students who attend tutorial and use Latin-chartered transportation may ask to be dismissed at 3:40 so they can catch the “early” bus.

Students may not stay late in tutorial (beyond 3:45) without express permission from teachers. Students with such permission must remain in a designated area supervised by an adult (such as the front office) from the time they finish with their teacher until they exit the building via the late bus or other transportation. Students who exit the building will not be allowed to re-enter unless accompanied by a coach or teacher.

Under no circumstances may children be left unsupervised at the school after the end of the school day. If a student is routinely on campus after 3:20 and not involved in a school-sponsored activity, or is routinely loitering on campus after the completion of a school-sponsored after-school activity, parents will receive first a call and then a letter from the school giving them one week to make reliable arrangements for after-school care for their children. If after two warnings no arrangements have been made and children are still on campus unattended after school, we will request instructions from a parent or guardian as to where to direct the child (e.g., send them to a municipal bus or the Metro, etc.) when we close the school. If the child continues to be on campus after school unsupervised, the child will be considered to be participating in the after school program and families will be billed accordingly.

Extended Day Program (Middle School Students)

Washington Latin offers an after school program for students in grades 5-8. This program runs from 3:15 p.m. until 6:00 p.m. four days a week during the regular school year. Please note that any students remaining on campus after 3:15 must be enrolled in the extended day program or involved in a school-sponsored after-school activity (such as tutorial, a sports team, library study, etc).

COMMUNICATION

Effective communication between school and home is important to the success of a student’s educational experience. We encourage parents to ask questions immediately to resolve concerns and to understand the policies or judgments of the school fully. If you have a question, it is important to understand the channels of communication.

While email should work well for the majority of your questions, we strongly feel difficult conversations are best had in person with the person most directly involved. In these instances, start with the teacher, advisor, or coach directly and in a timely fashion. To connect with a teacher, coach or advisor, you should email or phone to set up an appointment. If your problem persists, please contact the Grade Director for your child’s grade level, and then, if there is still an issue, the Principal. A written request to the Head of School for a review of the matter may be made if the previous steps do not resolve the issue. The Board President should be approached only in extreme situations and not as an appeals court.

We work hard to provide parents and students with the information they need and convey a significant amount of information to parents. To be sure that this information reaches you, especially in the case of an emergency, we need accurate contact information. **Please inform us if your contact information changes during the year.**

All families should be familiar with our communication tools. We work hard to provide information that is timely and relevant. While we use a variety of formats, we heavily use virtual versus print communication. Using these tools, you should be able to find the information you need - from information about your child's progress to general information about the school or upcoming school events. Please be connected to the following sources of school communication:

- « **Legenda and De Facto:** The weekly school e-newsletter is called *Legenda* and comes out each Friday (or the last day of the school week, if there is a holiday). The day before the first day of the week (usually Sunday), *DeFacto* is emailed and texted to all families, listing the week's events. This is mailed from headofschool@latinpcs.org. Please add this email to your contacts to ensure that your email provider does not filter it out as spam!
- « **Website:** The Latin website is one of our primary modes of communication. We post a great deal of information on our website, www.latinpcs.org, and we strongly encourage you to familiarize yourself with it. All parents can find a wealth of information on the [PARENTS home page](#) on the web site, including an archive of *Legenda* and *DeFacto*, forms, policies, payment buttons, school calendar, and links to PowerSchool (our online grade database) and the teachers' Wikis (where homework, quizzes, etc. are posted). Please make every effort to use our website to its fullest capacity. The calendar can be synced with a variety of calendaring protocols.
- « **Principal/Grade Director Newsletters:** From time to time, either the Principal or the Grade Director will email families with information germane to a specific grade level or division within the school. If you would like to share information with parents of an entire grade level, you should be in touch with one of the four grade directors.
- « **PowerSchool:** Our robust online database provides a wealth of information about your child's individual academic progress. We give access to parents and students by assigning usernames and passwords which can (and should) be changed after the first visit to the site. In addition to retrieving information about grades, parents and students should read the Daily Bulletin, which gives information about daily events in the school.
- « **Email:** Parents may email teachers and administrators directly. All school staff will make every effort to respond within 24 hours. Obviously, the priority of teachers during the day is to their students and their scheduled responsibilities, but faculty members and administrators are expected to return emails in a timely fashion. All students, faculty, and staff have Latin emails. Some of the Latin emails are restricted to sending and receiving emails within the Latin network. We encourage all students to correspond with their teachers using their Latin emails.
- « **Phone:** We have a central phone number (202-223-1111) that is staffed from 7:40 am to 4:40 pm. All faculty members have their extensions, and some administrators also have direct lines. If you are looking for your child during the day, you should call the main number or the extension of your child's Grade Director. If you wish to speak to a teacher, you should call the extension of your child's

teacher and leave a message on his/her voicemail. We leave it to the discretion of individual faculty members as to whether or not families can have access to their personal phone numbers. If a faculty member would prefer the number to remain private, please respect that.

- ❖ **Report Cards:** The School provides online access to a report card approximately two weeks after the end of each academic quarter. In the middle of the quarters, the School provides reports (interim reports) to the families of those students experiencing academic difficulty. Between the end of the quarter and the posting date, we close PowerSchool access for the historic quarter grades under review and waiting to be published. Please do not panic if you cannot gain access to PowerSchool in these periods.

HEALTH, WELLNESS AND NUTRITION

Counseling/Mental Health Services

Washington Latin recognizes that for students to learn optimally, their emotional needs must be supported within the learning environment. Mental health counseling services are available to all Washington Latin students. The role of the school mental health counselor is to support each student's emotional well-being, act as a resource for parents, and collaborate with school staff to best advocate for students. Topics that counseling can address are, but not limited to: interpersonal relationships, social-emotional skills, behavior, academic motivation, mental illness (e.g., depression or anxiety), crisis prevention and response, and substance abuse. School counselors are also available as a resource should a student and/or family have concerns about harassment by a faculty member.

Counseling services may be delivered through individual sessions, small group sessions or family meetings. Students may be referred for services in a variety of ways, including self-referral by a student; parent referral; teacher or administrator recommendation for counseling, and outside professional referrals. The frequency of meetings and duration of services are determined on an individual basis, based on the presenting issue and progress toward goals. Counselors strive to interfere minimally with the student's academic schedule.

If a student should require a higher level of professional mental health care, the school counselor(s) will provide caregivers with recommendations for services outside of school. School counselors do not diagnose and may suggest further evaluation outside of school when indicated. For any questions regarding in-school mental health counseling or to have your student speak with a counselor, please contact the Director of Mental Health or Principal for more information.

Gum and candy

We feel strongly that gum and candy are not only problematic for the distraction they create in the learning environment but also for the negative impact on our students' health. For these two reasons, we do not allow gum and candy at school.

Breakfast/Lunch

Washington Latin Public Charter School serves breakfast to any interested students free of charge every morning school is in session. We also provide hot lunches for \$3.75 per day through our food service vendor, Revolution Foods. Lunch is available only when school is in session. Free and reduced price lunches are

available to qualified families. Application guidelines and forms to qualify for free and reduced meals are available from Martita Fleming, Director of Operations, at mfleming@latinpcs.org. Students may choose to bring their lunch to school rather than purchase the school lunch.

Childhood obesity remains a serious concern, and, as a public charter school, we **must** follow the guidelines outlined in the Healthy Schools Act of 2010. **Parents who provide food for students during the school day, even in celebration of a birthday or for a bake sale, must also follow these guidelines.** Since it would be virtually impossible for the school to monitor this, we need to rely on your support to ensure that food provided by parents meets the guidelines set forth in the Healthy Schools Act. We will seek ways to raise money other than bake sales. We also encourage parents who pack lunch for their child to follow these guidelines. We thank you in advance for your attention to this!

For more information, please see Appendix B.

Medication Distribution

Washington Latin has a nurse on staff every day provided through Children's Hospital Children's School Services. The nurses are available to respond to both minor injuries and more complex or chronic situations (with a clinician's authorization and parental consent). Our school nurses are trained professionals with a special interest in serving school populations and can be a valuable resource to families on a variety of health-related topics. On campus, nurses are available by phone through the main office at 202-223-1111 or directly at 202-909-2205.

If a student must take prescribed medication, please note that there specific protocol for the administration of such in a school setting, and Washington Latin adheres to the regulations set forth by Children's Hospital and the Department of Health. Documentation authorizing the school to administer the medicine is also required, and the nurse can provide those forms and additional information. Unless otherwise specified, all medication to be taken during school hours must remain in the Health Suite, along with frequency and dosage instructions provided by the student's clinician. It is the parent's responsibility to notify the school immediately if the child has any allergies or medical problems of a continuing nature. Also, the parent must inform the school of potential side effects of all prescribed medications or any changes in medication administration. Students should not bring or take medication at school without appropriate medical orders or the knowledge of the school nurse.

Head Lice

Having head lice remains one of the most prevalent communicable childhood diseases, and outbreaks are possible whenever and wherever children gather. Screen your child regularly and notify us immediately if head lice or their nits (lice eggs) are detected. (We welcome the opportunity to teach those of you who do not know how to check your child for head lice).

Washington Latin follows the requirements of the Department of Health, these state that "a student diagnosed with head lice may remain in class that day, however parents should commence treatment at the end of the school day. The child may return upon submitting to the school nurse a parent or guardian's note attesting that the student is undergoing treatment. A student with only nits shall not be excluded from school.

However the school nurse, Principal, or designee shall send a note to the parents or guardians advising them to monitor the child for infestation."

The DC Department of Health website covers head lice as well as other common communicable diseases, such as pink eye (conjunctivitis) and strep throat.

COMMUNITY SERVICE

Community service plays an integral role in the Washington Latin experience. We, like all other District of Columbia Public and Charter Schools, require one hundred (100) hours of service for high school graduation. Ms. Carenda Nunn serves as the Coordinator of our Community Service Program and can be reached at cnunn@latinpcs.org.

Within the 100 hours, we encourage students to both sustain a long-term relationship with a service organization while diversifying their service experience. The goal is to encourage a view that service should be an integral part of life, in keeping with our motto. Students can begin accumulating service hours toward graduation after the last day of school for eighth graders.

Mandatory: All Students **MUST** complete at least 25 hours of community service a year toward their graduation requirement.

Students in need of ideas about appropriate community service opportunities may consult with the Co-Chairs for Student Engagement (Ms. Laurel Seid or Ms. Emily Raskin), the upper school grade directors (Ms. Kara Bradu or Ms. Khashiffa Roberts), the Assistant Principals (Mr. Bob Eleby-El or Mr. Jimmy Kelly), one of the school counselors or with the Community Service Program Coordinator (Ms. Carenda Nunn).

For service hours to count toward the graduation requirements, students must submit a completed Community Service Form (Appendix A). This form may be found on our website on the [Student home page](#).

TRANSPORTATION

The School is committed to making a Washington Latin education accessible to students throughout the District of Columbia and therefore arranges for bus service from Capitol Hill, Glover Park, Tenleytown, and Anacostia. In the afternoon there is bus service at dismissal time (around 3:40) and again after sports and other activities (at 4:45). Parents pay for this service to help defray the cost. Details about cost and times are available on the [Parent home page](#) of our web site. If you have questions, you can contact Martita Fleming, Director of Operations, at mfleming@latinpcs.org.

The buses provided by WLPCS are considered an extension of the school. While riding the bus, students are expected to behave in the same manner as in the classroom, building, and grounds. The ability to ride the school bus is a privilege, not a right, and may be rescinded at any time. The bus driver and bus monitor are responsible for the safety and welfare of students on the bus, and students should adhere to their instructions at all times. The driver and/or bus monitor will report any infractions of the rules below to the Assistant Principal/Student Life who will follow up on the issue and take appropriate action. A meeting with a parent and one of the Deans of Students may be required before the student will be allowed to ride the bus again. A second offense will mean that the student may no longer ride the bus. Note that there will be no appeal process if the bus staff recommends suspension. Not meeting the School's expectations may lead to the student being removed from the bus for the remainder of that season with forfeit of payment.

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

- 1) Students will remain seated at all times and may not move from their seats until the bus has come to a complete stop.
- 2) Students' actions should not cause the driver to be distracted while the bus is moving.
- 3) Students may converse quietly with a neighbor but not talk in an overly loud voice, scream, or yell.
- 4) There is to be no profanity, vulgar language or gestures.
- 5) Students should confine their activity inside the bus. All body parts (head, arms, long hair, etc.) must remain inside the bus. Students should refrain from gesturing, talking, or in any way interacting with pedestrians or drivers of other vehicles.
- 6) Students should maintain the cleanliness and condition of the bus by not writing on any part of the bus, ripping or tearing seat covers, throwing anything, or leaving litter on the bus.
- 7) There is to be no threatening or sexual harassment of others.
- 8) There is to be no throwing of anything within the bus or out of the window of the bus.
- 9) There is to be no wrestling, spitting, fighting, pushing, and/or shoving.
- 10) There is no holding of seats for other students; students should take the window seats, if available, to allow efficient loading of the bus from the center aisle.

CARE OF EQUIPMENT AND BOOKS

Regular use of school equipment, materials, and books will result in normal wear. Students and parents will be held financially responsible for school furniture, equipment (including computers and associated materials) and other school property such as books and desks that are deliberately or carelessly defaced, marred, or damaged. Books, workbooks, furniture, or equipment that are lost, damaged, or destroyed must be paid for and reimbursement received before the end of the school year. Students will be charged for library books and/or textbooks that are not returned by the end of the academic year.

ATTENDANCE, TARDINESS, AND TRUANCY

Attendance

Consistent attendance in school plays a vital role in every student's academic success and contribution to the WLPCS Community. We believe that attending class every day focuses students on the task of learning and promotes engagement with the community.

We take attendance in homeroom/Advisory and each academic class. Tracking the whereabouts of every one of our students presents an important safety issue. Please make sure that the School has accurate contact information so that we can reach you if necessary.

If a student fails to attend school, he/she will be marked absent for that day. Missing four (4) hours or more of a school day (as documented by the main office) will count as a day of absence and exclude the student from participation in extra-curricular activities (e.g., school sports, dances, etc.). Field Trips and class trips are considered an extension of the classroom curriculum, and students who do not attend such events will be counted as absent.

Excused Absences

- ◄◄ Personal or serious illness in immediate family (**Parent/Guardian must provide a note**)
- ◄◄ Bereavement of immediate family member (**Parent/Guardian must provide a note**)
- ◄◄ Verified doctor appointments (**On doctor's letterhead or stationery**)
- ◄◄ Religious holidays (**please notify school in advance**)
- ◄◄ School sponsored trips
- ◄◄ College Visits (**please notify school in advance**)

Unexcused Absences

If you **do not** communicate with the school about your child's absence, or if the child is not absent for a valid reason as outlined above, the child's record will show an unexcused absence for that day. You will be required to follow the truancy policy guidelines for unexcused absences if your child has more than five (5) unexcused/unverified absences. Unexcused absences can result in truancy referrals, a call to CPS, court referrals, and failing grades.

Reporting an Absence

Parents or guardians are responsible for calling the school within 45 minutes of the start of the school day when their child will be absent. If you fail to call within the allotted time, someone from the school may contact you to determine the child's whereabouts. If a student is missing from school without explanation, this may result in an unexcused absence. An accumulation of unexcused absences leads to truancy proceedings.

If a student misses school due to a contagious disease (e.g., chicken pox) or other extended illness of three (3) consecutive days or more, a written notice from a physician must clear the student to return to school. **A student missing more than 30 days of class work may jeopardize promotion to the next grade.**

Tardy and Truancy Policy

To value every moment of the school day at Washington Latin, it is essential that students arrive on time. Tardiness negatively affects student performance, and it also disrupts the learning environment for others.

Unexcused School Tardy

If a student is in his or her Advisory no later than 8:10 am (on a regular school day), the student will be marked present. If a student arrives in Advisory between 8:11 am and 8:20 am (8:30 am for Middle School), the student will be marked tardy for the school day. After Advisory is over, the first period of the day begins, and if a student enters the building between 8:21 am (8:31 am for Middle School) and 8:45 am, the student will be marked tardy to school by school staff. The staff will send the student to class with a time-stamped, unexcused tardy pass. After the fifth instance of being late to school, the student will receive detention, and the student's parent/guardian will be required to meet with a school administrator within five school days.

Unexcused Absence Due to Tardiness

If a student arrives at 8:46 am or later, the student will not be permitted to enter the building unless one of three situations occurs: 1) the student is accompanied by a parent/guardian with written notice of a valid excuse (see below) and speaks with the Attendance Counselor; 2) the student's parent/guardian contacts the Attendance Counselor via phone; or 3) the student's parent/guardian contacts the Attendance Counselor via e-mail. The student will be marked with an unexcused absence for the entire day if the excuse is deemed not valid, which is at the discretion of Washington Latin. After one unexcused arrival after 8:45 am, the student's parent/guardian will

be required to meet with a school administrator within five school days. In continued cases of unexcused absences due to tardiness, the school reserves the right to take disciplinary action.

Class Tardy

If a student is late to any individual class without an excuse for the day other than the first period, the student will receive a tardy for that period. After accumulating five class tardies in a given week, the student will receive a detention.

Truancy

Truancy is defined by the District of Columbia as having 10 or more unexcused absences for students aged 5-13 and 15 or more unexcused absences for students aged 14-17. After the fifth unexcused absence for all students, the student will be referred to Washington Latin's student support team. After the tenth unexcused absence for students aged 5-13, the student will be referred to the Child and Family Services Agency (CFSA), and the school will notify the Metropolitan Police Department (MPD). After the fifteenth unexcused absence for students aged 14-17, the student will be referred to the Family Court Social Services Division (FCSSD) of the Superior Court of the District of Columbia. The school will also notify the Metropolitan Police Department (MPD) after the tenth unexcused absence.

Chronic Absenteeism

Chronic Absenteeism is defined by the District of Columbia as having 10 or more absences, excused or unexcused. After the fifth absence (either excused or unexcused), the student's parent/guardian will be required to meet with a school administrator.

A valid excuse includes, but is not limited to, traffic, sickness or extenuating circumstances. In case of extreme weather or public transportation disruptions, the Principal or Assistant Principals may excuse tardiness for that particular morning.

There will be a fourteen (14)-day grace period at the start of the school year to allow for families to adjust. During this grace period, students arriving after 8:45 am will be allowed into the building.

| <i>Scenario</i> | <i>Consequence</i> | <i>Next steps</i> |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Arrival into Advisory no later than 8:10 am | No consequence | No administrator conference |
| Arrival to school before 8:10 am but into Advisory at 8:11 am or beyond | Unexcused School Tardy No pass needed Detention after five total in a given week (combined with class tardies) | Administrator conference after the fifth tardy |
| Arrival to school at 8:11 am or beyond but before the first period begins | Unexcused School Tardy No pass needed Detention after five total in given week (combined with class tardies) | Administrator conference after the fifth tardy |
| Arrival to school after the first period begins but before 8:45 am | Unexcused School Tardy Time-stamped pass to class Detention after five total in given week (combined with class tardies) | Administrator conference after the fifth tardy |

| | | |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Arrival to school at 8:46 am or later | Unexcused absence unless: 1) Accompanied by parent/guardian with written excuse; 2) parent/guardian contacts Attendance Counselor via phone; or 3) parent/guardian contacts Attendance Counselor via e-mail. Further disciplinary action is possible if consistent behavior | Administrator conference after first unexcused absence for this purpose |
| Arrival to any other period after start time | Class Tardy Detention after five total in given week (combined with school tardies) | Administrator conference at discretion of school |
| Absent Excused or Unexcused 10 times | Deemed Chronically Absent | Administrator conference after fifth total absence |
| Absent Unexcused 10 times (aged 5-13) | Referred to CFSA; MPD is notified | Administrator conference after fifth unexcused |
| Absent Unexcused 15 times (aged 14-17) | Referred to Superior Court; MPD is notified after 10 th | Administrator conference after fifth unexcused |

Questions? Please contact Assistant Principal Bob Eleby-El at belebyel@latinpcs.org or at 202.223.1111 x113 or Assistant Principal James Kelly at jkelly@latinpcs.org or at 202-223-1111 x101.

Early Dismissal

A student leaving school early due to illness must be signed out through the main school office.

Students leaving school before regular dismissal for reasons other than illness and emergency must bring a note from a parent or guardian indicating the following:

- ◄ Time the student will be picked up.
- ◄ Reason for the early dismissal.
- ◄ The method by which the student will be departing school to include the name and relationship of the person responsible for picking up the student if that person is other than the parent/guardian.

The responsible adult will meet the student in the school office at the designated time. In the event a student is directed to take an alternate form of transportation, the student will not be released until the designated time.

Please schedule non-emergency and doctor's appointments after school. Excessive requests for early dismissal will be treated in the same manner as excessive tardiness. Whenever a student exceeds a total of 4 hours of early dismissal time, that student will be charged with a day of absence.

CODE OF CONDUCT

The purpose of our Code of Conduct is to create and maintain an environment conducive to learning, personal growth and development, individual health and safety, and the preservation of good order, property, and belongings. Students have the right and responsibility to help maintain this environment.

Specifically, the Code of Conduct applies to all Washington Latin PCS students whenever the student's conduct is reasonably related to school or school activities. This includes:

1. On school grounds before, during, and after school hours
2. At any other time when the school is being used by another school group
3. Off school grounds at a school activity, function or event
4. Traveling to or from the school, a school activity, or a school-related function
5. When a Washington Latin PCS student is in a capacity representing the school
6. On a school-sponsored bus or public transportation traveling to and from school
7. The use of any electronic device, whether school-owned or not, through social media, chatting, texting or any other means of communication through these devices.

Assistant Principal for Student Life

The primary responsibility of the Assistant Principal for Student Life is to monitor the social health and well-being of each student. Assisting in this responsibility are the Deans of Students, the Grade Directors, and the advisors. The adults in each of these positions play a pivotal role in the life of the student, which supports the role of the classroom teacher.

Part of the Assistant Principal for Student Life's role is to be responsible for and have authority over the assignment of any and all consequences for disciplinary infractions. Penalties for violation of School rules and policies will be commensurate with both the seriousness of the offense and the past behavioral record of the student. All factors will be considered when the Assistant Principal/Student Life decides on the appropriate course of action. The Principal, Assistant Principals, and/or Head of School may be involved at any time but are always involved in the case of serious and repeated infractions.

Advisory Program

The Washington Latin Advisory Program is a co-curricular program. The goal of the program is to complement the Academic Program. From the fifth grade through the twelfth grade, our advisory program works to meet students' developmental needs; to provide the critical link between home and school; and to ensure that every student has at least one adult who consistently advocates for his/her best interest. The advisor should be your first point of contact should anything arise regarding your child.

General Behavioral Expectations

At Washington Latin PCS, we want to establish an environment in which teachers can teach, and students can learn. The following general expectations help foster such an environment.

Dress Code

Washington Latin PCS believes that appearance and neatness are important and requires students to meet the highest standards of dress and deportment. We believe parents are our partners in ensuring that students come to school each day well groomed.

We require all students to wear uniforms and adhere to the Dress Code at all times while in the school building and at school-sponsored functions. Careful attention to health and safety considerations and a personal presentation that reflects modesty, neatness, and cleanliness are musts. Hair must be kept neatly groomed and clean at all times. It may not interfere with vision or the performance of school activities. Hairstyles must be moderate and reflect proper decorum. Girls are not to wear headscarves, except as personal religious beliefs dictate.

All Washington Latin PCS administration and staff will strictly enforce the following Dress Code. Failure to adhere to the Dress Code will result in a strategic intervention or disciplinary action; chronic non-adherence may lead to suspension from school. Washington Latin PCS also reserves the right to change this policy as needed.

Daily School-wide Uniform**

1. A white, gray or navy, long- or short-sleeved polo shirt with school insignia
2. Navy cardigan or V-neck sweater with school insignia.
3. A gray Latin sweatshirt (available for purchase from G Land Uniforms only)
4. Navy blazer with school insignia (available through Lands End only)
5. Navy polo dress with school insignia (available through Lands End only)
6. Navy jumper with school insignia, (available through Lands End only), worn over a navy, gray or white long or short sleeved polo shirt or blouse
7. White long- or short-sleeved button down shirt without school insignia may be worn under sweater or vest with school insignia.
8. Khaki pants (khaki shorts may be worn once the warm weather dress code is announced)
9. -Khaki skirts (not shorter than 1" above the knee)
10. Clean, preferably solid-colored shoes in good repair. Closed toe and heel **ONLY**.

Notes on dress code:

- ⏏ Hats, gloves, and other outerwear must be removed once students enter the building, except as personal religious beliefs dictate (e.g., yarmulkes)
- ⏏ Only Latin outerwear may be worn inside the building over a uniform shirt, including the gray Latin sweatshirt or team sweatshirts.
- ⏏ Coats, sweatshirts, and non-uniform sweaters or other outerwear are not considered appropriate classroom attire.
- ⏏ Students may wear **solid colored** white or navy blue t-shirts beneath school shirts
- ⏏ Uniforms are to be worn with careful attention to proper presentation, appearance, and sizing.
- ⏏ Denim shirts are not considered part of the uniform

** Juniors and Seniors may substitute a solid, white, gray, or navy, long- or short-sleeved Oxford/Polo shirt for the uniform polo shirt described above

Physical Education and Athletics Wear

Information related to sports teams uniforms or physical education and athletic uniforms can be found in the Athletics section of this handbook and also on-line at www.latinathletics.org under the Links tab (Athletics Handbook). The following summarizes the uniform-related policies.

5th and 6th grade – Physical Education uniforms

Middle School students are required to purchase their uniforms. The uniform includes a gray Latin t-shirt, cardinal Latin mesh shorts, gray Latin sweatshirt, and gray Latin sweatpants. The sweatshirt may also be worn during school and in the classroom. Families need to purchase all items only from G Land Uniforms.

7th and 8th grade – Athletics uniforms

Students purchase uniforms directly from Washington Latin. Mr. Neil Berment, Athletics Director, will provide a form to all students seasonally with details.

Upper School – Sports Teams

Uniforms for Upper School teams are provided to all players by the school and are expected to be returned at the end of the season. If a uniform is lost or damaged, the student will be required to pay the replacement cost.

Food

All foods and drinks are to be consumed during break and lunch, only in designated areas defined by the school.

Multi-Purpose Room

Students should consume food or drink only within the designated lunch areas or at designated times unless supervised by a teacher in an organized event. Students are responsible for helping to thoroughly clean up after designated break-times, e.g., lunch. Please see the food guidelines in the Health section of this Handbook.

Personal and Shared Property

Students are expected to take good care of all school property, including (but not limited to) textbooks, library books, school materials, furniture and the school building. Students should label all personal items with their name and are expected to use their assigned locker to store personal possessions while at school. The school does maintain a secure area known as the lost-and-found. Parents and students are strongly encouraged to check this area as the school is not responsible.

Schoolhouse

Students have the responsibility to help maintain a safe school environment and are expected to maintain order and decorum while on school grounds. Students should respect the privacy of teachers' classrooms, staff rooms, workrooms, administrative areas, and storerooms. Students are expected to remain on school grounds during the day. Students may sell items at school or school functions only with permission from the Principal or Assistant Principals. Visiting friends or relatives may only attend class with students with prior

approval of the Principal or Grade Director. Those visitors must also sign in at the front office upon arrival and sign out upon departure.

Technology Use and Expectations, including cell phones

Advances in technology often serve as wonderful tools for students and teachers. When improperly used, however, those same tools can often disrupt instruction, abet academic dishonesty, or become targets of theft and vandalism, etc.

The School understands that many students have cell phones. Such devices are in many cases crucial to communicate with family and friends, especially when traveling to and from school. Cell phones may, therefore, be in students' possession while at school.

- « Electronic devices **may** be used in the classroom with **permission** of the teacher in that room.
- « Students in the Middle School may not use their cell phones unless they have permission of a faculty member.
- « Students in the Upper School may use their cell phones during break and lunch. Should an Upper School student decide to use an electronic device at any other time without the permission of a faculty member, he/she will lose the right to have the phone during the day. For the academic quarter in which the violation occurred, students will be required to surrender their phone to a Dean at the beginning of school and get it back at the end of the day. Violation of this consequence may result in one day of in-school suspension.
- « Parents or guardians may be required to pick up a confiscated phone in person. In case of emergency or to pass along important information, parents should contact the school office.
- « Students are advised not to bring personal music players (iPods, etc) to school, as their use is prohibited on school grounds. **Headphones cannot be used at school except with a teacher's permission; they may not otherwise be worn (or displayed) on school grounds.**

Personal laptop computers may be used only with special permission from the Principal or Assistant Principal. Such devices should always be stowed safely in a locker; the school will not be responsible for the loss or theft of a personal laptop. At the start of the school year, advisors will review the *Guidelines for Responsible Technology Use* to be signed by each student and family (see Appendix F).

Behavior on Buses and Vans

School buses or vans should be considered an extension of the school grounds. Students are subject to disciplinary consequences for any violation of rules established by a bus or van driver. Specific behavior expectations have been outlined in this Handbook under Transportation.

BEHAVIOR PRINCIPLES AND DISCIPLINE

Often, we spend too much time in school focused on students who fail to meet our behavioral expectations. Merits, by contrast, honor and publicly acclaim both those students who follow the rules steadfastly and those who are making an effort to improve their behavior. Teachers, staff, and/or administrators nominate students for merits, and awards are handed out on a regular basis throughout the school year.

On occasion, corrections and disciplinary measures will be necessary. Usually, the school staff carries out such actions in an informal way. More serious behavior problems will require stronger disciplinary action, including demerits, conferences, detention, suspension, or expulsion. The school may also require the student and family to enter into a specific behavior agreement that will determine the student's ability to remain enrolled in school. Students suspended two or more times may be expelled if their behavior is chronic.

While it is expected that all Washington Latin students will comply with school rules and regulations at all times, it is important to outline the consequences of violating those rules. The following section must not be considered an exhaustive list, but rather a guide to help families understand how seriously the school takes decorum and community standards.

General Behavior Principles

The following behaviors are inconsistent with the values of our community and therefore unacceptable:

- ⏏ *Behavior which is physically hurtful:* e.g., fighting, pushing, shoving, running in the halls, throwing objects, carrying dangerous objects, using school materials inappropriately.
- ⏏ *Behavior which hurts the feelings of others:* e.g., name calling, racial slurs, calling attention to one's personal characteristics in a derogatory manner, intimidation, group isolation or ostracism, sexual harassment and other behaviors designed to devalue or hurt another person.
- ⏏ *Behavior that will damage, destroy, or cause the loss of personal or school property:* e.g., irresponsible use of materials, theft, malicious destruction or defacement, manipulating locks or lockers other than one's own.
- ⏏ *Behavior that interrupts the school program for self or group:* e.g., class cutting, profanity, obscenity, insubordination, flagrant tardiness, and remaining in areas of the school where one does not belong.

Serious Infractions

While the school works with students so that they can learn from their mistakes, the following are grounds for immediate expulsion from the school. A student's previous record and standing at the school will be considered before the administration will make a disciplinary decision.

- ⏏ **Possession or use** of illegal substances on school property or at school-sponsored events.
- ⏏ Use of a weapon in a threatening and dangerous manner.
- ⏏ Extreme sexual harassment.

Listed below are examples of serious violations, whether occurring at school or at school related activities, which could result in suspension or expulsion. Also, the disregarding of the school's behavior standards or violation of the general expectations for student behavior can be grounds for immediate suspension or expulsion depending on the severity and nature of the student's behavior.

- ⏏ Violence, force, or threats of violence or force
- ⏏ Coercion, intimidation, bullying, or any other similar behavior that may interfere with another's well-being, safety, rights, or daily activity
- ⏏ Open defiance, disrespect, or disruptive behavior
- ⏏ Being under the influence of an illegal substance, i.e., drugs, alcohol, and medicine that is not prescribed by a physician

- ◄ Destruction or defacement of school property or others' personal property
- ◄ Trespassing or being in an unauthorized part of the school
- ◄ Leaving the school building or campus without permission
- ◄ Verbal or written profanity or obscenity or any inappropriate gestures or actions
- ◄ Failure to attend assigned Detention
- ◄ Inappropriate bus behavior
- ◄ Behavior which disrupts the learning process for others, whether occurring in the classroom, hallways, or other areas of the school grounds
- ◄ Consistent or repeated failure to meet the "General Expectations" and "Classroom Responsibilities and Expectations" described in the handbook.

WLPCS defines bullying as behavior which hurts the feelings of others, e.g., name calling, racial slurs, calling attention to one's personal characteristics in a derogatory manner, intimidation, group isolation, or ostracism, sexual harassment and other behaviors designed to devalue or hurt another person whether physical, electronic, or verbal that:

1. May be based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place or residence or business, or any other distinguishing characteristic, or on a student's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 - a. Place the student in reasonable fear of physical harm to their person or property;
 - b. Cause a substantial detrimental effect on the student's physical or mental health;
 - c. Substantially interfere with the student's academic performance or attendance; or
 - d. Substantially interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by an agency, or educational institution.

Prohibition Against Bullying

Specifically, the Code of Conduct applies to all Washington Latin PCS students whenever the student's conduct interferes with the youth's ability to participate in or benefit from the services, activities, or privileges that Washington Latin provides or is deemed bullying by the previous definitions. Retaliation against a student, family, faculty, staff member or the victim him/herself who reports bullying, as well as the victim him/herself, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

WLPCS recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be implemented consistently, fairly, and equitably. To this end, WLPCS shall ensure that staff members follow these guidelines as closely as possible while allowing for flexibility to adapt sanctions to individual contexts. Furthermore, to ensure equitability in applying sanctions, measures will be employed on a graduated basis determined by the nature of the offense, the disciplinary history of the students involved, and the age and developmental status of the students involved. Responses to incidents of bullying may include, but are not limited to:

- ◄ Reprimand
- ◄ Deprivation of WLPCS privileges

- ⏪ Bans on participating in optional WLPCS activities
- ⏪ Deprivation of WLPCS services
- ⏪ Ban or suspension from WLPCS facilities

WLPCS does not endorse the use of punitive strategies associated with “zero-tolerance” policies when applying sanctions to an incident of bullying. WLPCS shall communicate the consequences that the student can expect for participating in bullying behavior.

Major and Minor Infractions

Generally speaking, all other disciplinary infractions fall into two major categories: minor and major. Minor infractions are those violations of classroom rules that are dealt with by an individual teacher. Classroom teachers have the right and responsibility to assign penalties for infractions of the rules that they set for their classrooms. Teachers may give demerits and assign detentions; they will report more serious infractions to the Assistant Principal/Student Life and the Deans of Students.

Major infractions are cases in which a more serious violation has taken place. The student will be summoned to a discussion with the Assistant Principal/Student Life. The Assistant Principal/Student Life will then speak with the student and parent(s)/guardians(s), and will determine the appropriate course of action, including the assignment of penalties. Some (but not all) penalties are outlined below, in order of seriousness.

Demerit:

- The purpose of demerits is to inform parents/guardians about student infractions and provide a record of conduct.
 - ⏪ Parents will be notified in advance of detention times and dates.
 - ⏪ Demerits are recorded on a daily basis
 - ⏪ Excessive accumulation of demerits may result in detention and/or suspension.
 - ⏪ Demerits do not accumulate from one quarter to the next.
 - ⏪ The accumulation of 7 demerits in one marking period will result in detention.
 - ⏪ The accumulation of 14 demerits in one marking period will result in in-school suspension.

Removal from Class:

Any student whose behavior disrupts the learning environment will be asked to leave class at the direction of the teacher. This can occur on two levels: 1) the student is asked to take a minimum amount of time outside the classroom door with the purpose of re-directing behavior with the intention of returning to the class; 2) the student must report directly to the Assistant Principal or the Deans of Students, who will then assign consequences.

Detention

Students may be required to serve detention as a consequence for the violation of a school rule. This is a designated amount of time, in addition to that in the classroom, under the supervision and direction of a teacher and/or administrator, which may occur during school hours and/or after school.

- ⏪ Parents will be notified in advance of detention times and dates.
- ⏪ In the **Middle School**, detentions will be held on Monday, Tuesday, Wednesday, and Thursday from 3:45 to 4:45 pm. There will be no detention for the Upper School, but a school administrator reserves the right to require students to give back to his or her community when there has been harm caused.

Community Service as a Behavioral Consequence

Community service in the Upper School for behavior reasons will be in addition to the required 100 community service hours needed to graduate from Washington Latin. Please note that administration reserves the right to change the time and days for detention/community service based on adult supervision.

- ◄◄ Students must attend the detention/community service to which they are assigned. If students do not attend, they will be eligible for suspension.
- ◄◄ An accumulation of detentions may result in suspension.
- ◄◄ Being late to detention/community service is unacceptable and may result in more disciplinary action.

Suspension:

- ◄◄ *In-school suspension (ISS)*: A temporary removal from one or all classes and school activities. Students will be assigned to a room under adult supervision for the duration of the suspension and may not leave the room except in an emergency. Students are expected to complete their class assignments during their suspension. Also, students serving suspension must complete a corrective action assignment associated with the infraction committed.
- ◄◄ *Out of school suspension*: If school administrators decide that a student's behavior is serious enough, or that the student presents a danger to the community, he/she will be suspended out of school. A student who is suspended is excluded from all classes, school activities, and from WLPCS property for the duration of the suspension. The number of days a student is suspended will most often increase with each additional suspension for that student.
- ◄◄ When a **student with a disability is suspended** (in school or out of school) for more than ten school days cumulative within the school year, the school will conduct a Manifestation Determination Review Meeting within 10 school days from the date that the decision to suspend the student is made. At the Manifestation Determination Review Meeting, relevant members of the IEP/Section 504 team will determine if the behaviors resulting in the suspension are a manifestation of the student's disability. Washington Latin will then take appropriate action based on the determinations made by the team and according to the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

Case-by-Case Determination

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a suspension, change of placement, or other disciplinary action is appropriate for a child with a disability who violates the School's code of student conduct.

Students who have been suspended shall not be eligible to participate in any school function for the duration of their suspension. The only exceptions that may be authorized by the Head of School or his or her designee shall be for system-wide testing.

Students younger than the age of fourteen (14) who have been suspended out of school shall not be allowed to leave school grounds during school hours unless accompanied by a parent or guardian, or his or her designee. Students older than fourteen (14) who have been suspended shall not be allowed to leave school grounds during school hours until a parent or guardian, or his or her designee has been verbally contacted and given a reasonable opportunity to arrange for proper supervision of the student. If the parent or guardian

of a suspended student cannot be notified in person or by telephone, the student must remain at school until the end of the school day.

The student and parent **must** attend a conference with an administrator before the student's return to class. The student has the responsibility to make up all missed work immediately upon returning to school.

Washington Latin PCS will not tolerate behaviors that can result in potential harm or threat of harm or may be interpreted as bullying or intimidation.

Disciplinary Probation

A student may be placed on disciplinary probation either because of a pattern of misbehavior or whenever the Assistant Principal determines that a student's behavior warrants special monitoring. Probation is a period during which the School observes whether a student is respectful of the guidelines for community behavior (when a student is on probation, he or she is expected to maintain an exemplary behavioral record). Violation of a major school rule while a student is on disciplinary probation may result in expulsion from the school.

Expulsion

A student may be expelled from the School either for a chronic pattern of substantial violations that have not been corrected through any of the above methods, or for an extremely serious violation, such as possession of weapons or drugs, or the intent to harm another individual. Parents' or guardians' falsification of records or non-compliance with school policies or support of the child's non-compliance with school policies may also result in expulsion.

Students who are expelled may not reenter the School.

The School has School Resource Officers (SROs) from the Metropolitan Police Department who visit the school almost daily to offer their support as needed. If the school determines that a student's behavior in any way jeopardizes the safety of the community, the School sees fit to involve the police. If a student is found in possession of an illegal substance or a weapon, the School will notify the police.

Standard Consequences

We offer the following chart as an example of the most common consequences. It is not meant to be a complete representation of all of the possible behavior infractions and consequences. Individual circumstances and the severity of the infraction may necessitate a higher (or lower) disciplinary response. Definitions of these behaviors can be found in the Glossary at the end of this section. We expect all members of our community to be familiar with the way in which we use these terms.

Demerits

| Infraction | Consequence |
|---------------------------------------------|-------------------------------------------------------------------------------------------------|
| Stealing or vandalism | Referral to Dean, Assistant Principal/Student Life, Principal, Head of School |
| Lying, cheating, forging, plagiarism | Referral to Grade Director, Assistant Principal/Student Life, Principal, Head of School |
| Disrespect, threats, coercion, intimidation | Referral to Dean, Assistant Principal/Student Life, School Counselor, Principal, Head of School |

| | |
|---------------------------------------|-------------------------------------------------------------------------------|
| Cutting class | Referral to Dean, Grade Director, Assistant Principal/Student Life, Principal |
| Leaving campus w/o permission | Referral to Dean, Grade Director, Assistant Principal/Student Life, Principal |
| Dismissal from class | Referral to Dean, Grade Director, Assistant Principal/Student Life |
| Uniform violation | 1 Demerit (MS Only) |
| No hall pass, in an unauthorized area | 1 Demerit (MS Only) |
| Disruptive behavior | 1 Demerit (MS Only) |
| Inappropriate language / profanity | 1 Demerit (MS Only) |
| Horse play | 1 Demerit (MS Only) |
| Inappropriate use of electronics | Phone Jail (Entire School) |
| Tardy to class | School Service (TBD by Administrator) |
| Running in the hallways | 1 Demerit (MS Only) |
| Gum and candy | 1 Demerit (MS Only) |

A teacher writes a referral on major infractions. A student must meet with the Assistant Principal/ Student Life and the teacher to discuss the incident. Further disciplinary actions may occur. A student's disciplinary history, the safety of the community and the willingness to acknowledge the harmful behavior will be considered in determining consequences.

Searches of Students, Personal Property in Students' Immediate Possession

School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

All searches of students and/or their personal property will be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.

Procedure for Requesting an Independent Hearing

It is the sincere hope of the School that all disputes can be solved by mutual cooperation without recourse to a formal complaint, and to that end, every effort should be made to resolve any dispute informally first. In the case of suspensions or expulsions, families feeling the need to submit a formal complaint must do so in writing to the Head of School.

1. A written request for a due process hearing signed by a parent or guardian must be submitted to the Head of School within five business days of the incident.

2. The Head of School will contact the School's Hearing Officer within three school days of receiving the request.
3. The Hearing Officer will schedule a hearing at the earliest mutually convenient time.
4. After hearing the case and deliberating, the Hearing Officer will submit in writing his/her recommendation to the President of the Washington Latin PCS Board of Governors.
5. The Board President will provide the parent or guardian with a written decision on the case within one week of receiving the recommendation of the Hearing Officer.

STUDENT SUPPORT PROCESS

Each student at Washington Latin PCS brings unique talents and interests to the community. While some are versed in demonstrating these abilities, other students sometimes encounter a more difficult experience. It is our belief here at Latin that with the right supports all students can grow socially, academically and emotionally; allowing them to effectively share these interests and talents with the Latin and larger communities. This is where the student support process through the Student Support Team (SST) comes into play.

The SST seeks to provide emotional, behavioral and/or instructional support to assist students in achieving competencies both in and out of the classroom. At Washington Latin, we have realized that any number of varying factors can hinder a student from making adequate progress in the general education setting. As such, the SST collaborates with parents, faculty, and students themselves to accomplish two things: identify possible reasons why academic, behavioral and/or emotional functioning appear not to be commensurate with a student's age and/or suspected ability, and implement potential solutions to these identified hindrances. Referrals of students to the SST process can be made by any member of a student's immediate support network including a teacher, advisor, parent/guardian, administrator, or the student him/herself.

If after several strategies have been attempted and documented in various aspects of a student's school life without positive results, the SST may then refer a student to the highest level of support within the school setting: determining eligibility for a special education and/or related services, as outlined by the Individuals with Disabilities Education Act (IDEA). Once a student is referred to the process, Latin must receive written consent from the student's parent/guardian to complete any evaluations. The team, which must include a parent/guardian and an individual who can interpret evaluative data, must then use criteria set forth by The District of Columbia's Municipal Regulations (DCMR) and IDEA to determine the student's eligibility for a special education and/or related services. If a student is found eligible, an Individualized Education Plan (IEP) can then be drafted, discussed, finalized and implemented to support the student in the general education setting. If a student is not found eligible, the team can use the evaluative data to tailor the support(s) provided in the general education setting.

The Family Educational Rights and Privacy Act (FERPA)

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to

whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by Washington Latin. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

Parents or eligible students have the right to request that Washington Latin correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Latin still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows Washington Latin to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- « School officials with legitimate educational interest;
- « Other schools to which a student is transferring;
- « Specified officials for audit or evaluation purposes;
- « Appropriate parties in connection with financial aid to a student;
- « Organizations conducting certain studies for or on behalf of the school;
- « Accrediting organizations;
- « To comply with a judicial order or lawfully issued subpoena;
- « Appropriate officials in cases of health and safety emergencies; and
- « State and local authorities, within a juvenile justice system, under specific State law.

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

GLOSSARY OF UNACCEPTABLE BEHAVIORS

Alcohol & Drugs: Includes possession, use, sale, distribution, or any influence of illegal substances or misuse of legal substances, or items purported to be such, at school or school related activities.

Bullying: Any intentional behavior by a student or group of students that cause the distress, hurt, humiliation or anxiety of another student or group of students. Bullying includes all forms of abuse, harassment or intimidation.

Cheating includes but is not limited to:

- « Giving or receiving information during tests/quizzes either verbally, visually or electronically
- « Bringing prepared materials, e.g., notes on cheat sheets, hands, arms, etc., to the test
- « Copying homework or having someone else complete the homework assignment for the student
- « Allowing another student to copy all or part of homework assignment

Dismissal from Class: Any student whose behavior disrupts the learning environment will be asked to leave class at the direction of the teacher. This can occur on two levels: 1) the student is asked to take a minimum amount of time outside the classroom door with the purpose of re-directing behavior with the intention of returning to the class; 2) the student must report directly to the Dean who will assign consequences.

Disruptive Behavior: This includes any behavior that disrupts the flow and routine of the class, including tardiness, talking out of turn, inappropriate comments or any behavior that absorbs the time of the teacher in ways that detract from the learning of others.

Fighting: Any attempt to injure any other person at the School represents an extremely serious violation of both the regulations and community norms of The Washington Latin PCS. As such, there is to be no fighting at any time. Fighting consists of excessive roughness, tripping, pushing, punching, and any other attempt to cause bodily harm to another student, even in jest.

Gambling: Gambling involves an exchange of items, including, but not limited to money, from prior arrangement based upon the outcome of an event.

Harassment: Any verbal or physical contact where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment. All forms of harassment, including bullying and sexual harassment, fall under this definition.

Inappropriate Language: Swearing, cursing, name calling, or other inappropriate, derogatory or mean spirited language – in written or spoken form. Email correspondence is no exception to this rule. Students are expected to address all members of the community with kindness and respect at all times.

Illegal Substances: A drug whose production or use is prohibited or strictly controlled via prescription.

Insubordination: Any student who fails to obey direct instructions or requests from their teachers, the staff, or a guest is considered insubordinate.

Plagiarism: Copying published material and submitting it without indicating the source of information so as to make it appear as if it were one's own work or words. Both images and text are considered plagiarized if not cited. In addition to the demerits issued, a student will have a conference with the teacher and a grade of zero will be given on the test, quiz, or assignment.

Tobacco: Smoking or otherwise consuming substances that include any tobacco or tobacco-based products.

Theft: The taking of someone else's property without the owner's knowledge or prior approval

Uniform Violations include improper shoes, wearing a coat or jacket in school, improper wearing of the uniform (e.g., inappropriate sizes), etc.

Vandalism: Any intentional misuse or damage to school supplies, equipment, furniture, classroom space, common space or the property of others in the school.

Weapons: Guns, knives, or any other dangerous or potentially harmful items are considered weapons and therefore banned. This ban also applies to replicas of dangerous or potentially harmful items.

ATHLETIC PROGRAM

Athletic Philosophy

adapted from the “Positive Coaching Alliance” vision statement

Washington Latin Public Charter School is building a proud tradition in athletics.

At Washington Latin, we believe in the value of athletics for the entire student body. Coaches feel the responsibility not only to teach their players the skills and strategy behind the game but also to instill respect for the tradition of the game including honorable behavior. Learning to honor the game builds a sense of responsibility. Coaches realize that what they are teaching their players carries far beyond the field into the classroom, into the home and eventually into adulthood. Coaches encourage their players to focus on their level of effort and personal improvement in addition to the final score. Our coaches help student-athletes recognize that mistakes are inevitable and an important part of the learning process. The key to success is being able to rebound from mistakes with renewed determination.

Our coaches are expected to embrace two goals in all athletic endeavors: the first goal is to prepare our student-athletes to compete, but the second, equally important goal is to teach life lessons through sports. Athletics are seen as an important part of the total learning experience at Washington Latin. These lessons are invaluable and help in the overall development of an individual. Sportsmanship, commitment, teamwork, competition, cooperation and fair play are learned when students are taught to respect the game—to bring dignity and self-control to the contest, win or lose. Athletic participation also plays an important part in helping each student develop a healthy self-image as well as a healthy body.

Successful school athletic programs depend on a large percentage of student participation. This fact encourages multi-sport student-athletes. Our coaches will not pressure players to give up other sports to secure a winning season in a particular program. Maintaining a culture where positive character traits are developed in our players must come first. When the game is on the line and tensions run high, we will teach our student-athletes invaluable lessons by helping them focus on what is important.

Physical Education

The Washington Latin PCS physical education program is designed to develop and strengthen the physical, social and emotional needs of children participating in athletic, fitness related, and recreational activities. The program encourages students to participate in and enjoy various activities. Each student is introduced to skills and lead-up games to offer a better understanding of a particular activity. Physical education is offered weekly with units of instruction lasting two or four weeks.

It is the primary goal of the physical education program that each child enjoys every activity while participating in a socially comfortable atmosphere. Competition and winning and losing have little emphasis within the parameters of the physical education curriculum. Fair play and good sportsmanship are encouraged and expected in all activities.

Goals of the Washington Latin PCS Physical Education program:

- ◀◀ To develop fundamental and age-appropriate skills.
- ◀◀ To develop physical, social and emotional growth.

- ◄◄ To develop compassion and good sportsmanship.
- ◄◄ To promote responsibility.
- ◄◄ To develop a feeling of enjoyment and self-accomplishment.
- ◄◄ To develop an understanding that winning and losing, while part of the game, is not the ultimate end in athletic participation.

Physical Education Uniforms

Each child in 5th and 6th Grade is required to purchase a P.E. uniform at the beginning of the school year. The uniform consists of a gray Latin t-shirt, a pair of cardinal Latin mesh shorts, a gray Latin sweatshirt, and a pair of gray Latin sweatpants, plus a P.E. bag. The P.E. uniform is required to be worn during all classes to participate. If a uniform is lost, then a new one will need to be purchased.

The children are asked to bring a pair of lace-up sneakers that can be kept in their locker for use in class.

The majority of the Washington Latin Physical Education classes take place outside throughout the school year. Students will be able to wear their jackets, along with a knit winter cap and gloves, or mittens on days that warrant use. Baseball caps are not permitted.

Athletics

The Athletic Department offers programs that foster the same values of integrity, respect, responsibility, and participation that are embodied in the classroom. An experienced coaching staff fosters a positive attitude about learning and challenges our athletes to achieve their highest potential in all aspects of their development. Participation is an integral part of the athletic philosophy at both the Middle and Upper School levels. The lessons learned from athletic participation are invaluable and help in the overall development of the individual. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic department. Athletic participation plays an important role in helping the individual student develop a healthy self-image, as well as a healthy body. Also, participation on interscholastic teams adds to school spirit and helps all students and spectators, as well as participants, develop pride in their school.

General Information

| | | |
|--------------------|---------------|------------------------------------------|
| Program Divisions: | Middle School | Grades 7-8 |
| | Upper School | Grades 9-12 (Varsity and Junior Varsity) |

Program Requirements:

| | |
|---------------|----------------------------------------------------------------------------------------|
| Middle School | One (1) season during 7 th Grade |
| | One (1) season during 8 th Grade |
| Upper School | Graduation Requirement: Four (4) seasons during Grades 9-12; 12 seasons are offered |

Sportsmanship

Washington Latin PCS student-athletes are expected to display appropriate conduct and sportsmanship at all times throughout the season.

Consequences for violations of the Sportsmanship Policy:

1. If a student-athlete is ejected from a game, he or she will be suspended from the next interscholastic competition.
2. If a student-athlete is ejected from a second game for unsportsmanlike behavior during the same season, he or she will be suspended from the next two interscholastic competitions.
3. Any player ejected from more than two games for unsportsmanlike behavior during one season will be suspended for the remainder of the season and will lose the opportunity to receive any post-season honors, including a varsity letter.

Expectations of Latin Parents Whose Children are Participating in Sports

When your son/daughter makes a team, you have the right to know what the coach's expectations are for your child. All coaches have different expectations, and these should be communicated to the parents. Each coach will communicate these expectations in his/her own way. It may be through a team meeting or through a letter home. As a parent, you should know the coach's philosophy. You should be made aware of the coach's expectations not only for your child but also for the team. You should be made aware of any practices that may occur over vacation periods well in advance of that break. You should also be made aware of any disciplinary action that results in your child being denied participation. Being a parent of an interscholastic athlete can be a very rewarding experience. Parents' participation with their son/daughter can and should be an enjoyable experience. As a parent, be positive and remind your child that it is the effort put forth, not winning, which is most important. Do not let playing time dictate your child's happiness. Make every effort to be supportive when things are not going well for your son/daughter, or for the team.

Be supportive of the coaching staff in front of your son/daughter. If you have concerns to discuss with the coach, please call him/her to arrange an appointment. To reach a coach, call the main school number and leave a voice-mail message with your name and number and the reason for your call. The coach will respond in a timely fashion. If for some reason the coach cannot be reached, contact the Athletic Director. Please do not discuss concerns with a coach immediately before, during or after a game or practice.

Expectations of Latin Student-Athletes

Washington Latin's Athletic Department has certain rules and expectations that the student-athlete needs to abide by. Without these rules and guidelines, and the willingness of the student-athletes to abide by them, the quality of our athletic program cannot be maintained. The Athletic Department wants both the students and the parents to understand these expectations and how they apply to all of our athletes.

Drugs, Alcohol, and Tobacco:

Student-athletes shall not use or possess tobacco products, drugs, alcohol or performance enhancing drugs such as steroids, whether it occurs on or off of school property or at a Washington Latin school function.

Consequences for violations of the Drug, Alcohol, and Tobacco Policy:

1st Offense:

- ◄◄ The student-athlete will be suspended from interscholastic competition for one week. (one or two games)
- ◄◄ The student-athlete will lose any leadership position on the team for the remainder of the season.

2nd Offense:

- ◄◄ The student-athlete will be dismissed from interscholastic competition for the remainder of the season.

- ◀ The student-athlete will be required to attend substance-abuse counseling as recommended by the school.

These consequences will be in addition to any school consequences.

Player Eligibility:

- ◀ **Physical Examinations**—As mandated by the DCMR, in Chapter 27, a student shall provide a physician's certification that the student has been examined and found to be physically fit for the sport in which the student seeks to participate.

- ◀ **Academic Eligibility**

Upper School students must maintain a grade point average of 2.0 to participate fully in our athletic programs. Eligibility is based upon the quarter preceding the season. A student who is ineligible to participate in interscholastic athletics may not play, practice, or otherwise, participate with the school sports team during the period of such ineligibility. The period of ineligibility will last until the end of the next grading period when report cards are issued.

Eligibility for 2018-19 Upper School athletic seasons is as follows:

| | |
|------------------------|----------------------------------------------------|
| Fall 2018: | 4 th Quarter of the 2017-18 school year |
| Winter 2018-19: | 1 st Quarter of the 2018-19 school year |
| Spring 2019: | 2nd Quarter of the 2018-19 school year |

A student in grade nine (9), ten (10), eleven (11), or twelve (12) must be eligible at the end of the grading period immediately preceding the sports season in which the student wishes to participate. If the student is ineligible at the beginning of the season, then the student may not try-out, or join, the team at any point during the season. All incoming 9th Grade students are eligible for the fall season.

Middle School students must maintain a grade point average of 2.0 and have no failing grades to participate fully in our athletic programs.

A student in grade seven (7) or eight (8) must be eligible at the end of the published grading period immediately preceding the sports season in which the student wishes to participate.

Eligibility for 2018-2019 Middle School athletic seasons is as follows:

| | |
|-----------------------|----------------------------------------------------|
| Fall 2018 | All students are eligible |
| Winter 2018-19 | 1 st Quarter of the 2018-19 school year |
| Spring 2019 | 2nd Quarter of the 2018-19 school year |

- ◀ **Residency Requirement**—Students must meet residency requirements as set in the DCMR, Chapter 27.
- ◀ Students must submit a current *Sports Emergency Form* and a *Student-Parent Athletics Participation Contract and Parent Permission Form* before being allowed to participate in practices or contests.
- ◀ No post-graduates.
- ◀ Cannot play in both a varsity and junior varsity game on the same day.
- ◀ For students in Grades 9-12, eligibility shall cease at the end of the 8th semester after first entering 9th Grade.
- ◀ A student who has attained the following ages on or before August 1 preceding the following school year shall not be eligible to participate in interscholastic athletics offered for the grade levels indicated:

- Grades seven (7) and eight (8): fifteen (15) years; and
- Grades nine (9) through (12): nineteen (19) years

Practice and Game Times

Middle School

All practices are scheduled on Monday, Wednesday, and Thursday. Practice times are from 3:30 PM-4:30 PM. Under special circumstances, an extra practice may be scheduled by the coach. The coach will inform all of the families, and this special practice cannot be mandatory in any way.

Games are scheduled on a Monday, Wednesday, or Thursday with exceptions. All games are noted on the schedule.

Transportation:

Practice days: All practices that take place on campus will end before the late bus departure unless noted otherwise.

Game days: Transportation is provided to and from all competitions. There will be days that teams will arrive back to school after the late bus. It is the responsibility of the parents to pick up their child or arrange for transportation home, on these days. Coaches will notify parents of such days in advance so that proper planning can take place.

All students are expected to play in all games of the teams that they participate on.

Upper School

Upper School practices take place Monday-Friday and begin at 4:00 PM during the fall and spring (unless otherwise noted). Saturday practices may be required. All Varsity practices during the fall and spring will end by 6:00 PM. Winter practices vary depending on the activity, and it is the coaches' responsibility to inform all parents of the practice schedules.

Upper School games are typically scheduled on school days, but Saturday competitions should be expected.

Team Practices During Vacations

Most, if not all, of the Varsity teams, and some JV teams, practice during vacations. The level of commitment on a varsity team requires that the athlete participates in these practices during vacations. Families of varsity athletes need to understand that for our teams to be competitive, mandatory formal practices will and do take place during vacations. If you are the parent of a varsity athlete, plan on your son/daughter having to participate in these practices. If your son/daughter cannot attend these practices, then it has to be understood that there may be consequences for failure to attend. Consequences vary and are handled by each coach. If there are special circumstances concerning a student, then the parents need to inform the coach as soon as possible.

Transportation is provided to and from all competitions.

All students are expected to play in all games of the teams of which they are a participate on.

Early Dismissals for Games

Early dismissal for games happens throughout the year. The Athletic Department tries to avoid scheduling games before 4:00 p.m. When we travel to visiting schools, there are times when the students are dismissed from classes early. We ask the students to let their teachers know when they have to leave early. Students are also responsible for all of their assignments that they miss. It is the student's responsibility to make sure they inform their teachers of an early dismissal.

Game/Practice Cancellations

In the case of inclement weather, games may have to be rescheduled. For the Middle School games, a decision is made as close to departure time as possible. This may mean that a decision is not made until 1:30 p.m. For upper school games, decisions are made between 2:30 and 3:30 p.m., depending on whether it is a home or away contest. All game day changes are posted on the athletic page of the Latin web site or at www.LatinAthletics.org. Sign up for a great free feature on the website to receive a text, or email, regarding any changes to practices or games.

Injuries:

If a serious injury occurs during a practice or game, the coach, or Athletic Director, will contact parents immediately. If the injury is serious enough that medical attention by a doctor is required, parents will be notified as to the location your son/daughter will be taken.

If the injury is serious enough that your son/daughter will be unable to participate, then to return to athletic participation, a note from the attending physician is required.

Uniforms and Equipment Purchases

Middle School

Middle School students are required to purchase their uniforms through the school. The uniform is worn for all sports offered in the middle school.

Students are expected to provide their own personal equipment such as cleats, gloves, bats, etc. Essential equipment to play the sports, such as sport specific balls, protective helmets, etc. will be provided by the school.

Upper School

Upper School athletes do not purchase their uniforms. Students are issued a school-owned uniform. If an item is lost, then the student will be billed for the item lost and for its replacement. The cost of replacing a single uniform item can be very expensive, so we hope that the students will make every effort to return all uniform pieces.

Students are expected to provide their equipment such as cleats, gloves, bats, etc. Essential equipment to play the sports, such as sport specific balls, protective helmets, etc. will be provided by the school.

Some teams place orders for team items such as sweatshirts, jackets, etc. These are items that are not mandatory for participation and purchased as an extra item by the athlete.

Weather Policy

The chart below is what is used when the weather gets warm and uncomfortable. Heat Advisories are posted by the National Weather Service when forecasts dictate such.

| <u>Temperature</u> | <u>Humidity</u> | <u>Air Quality Index</u> | <u>Activities</u> |
|---------------------------|------------------------|---------------------------------|----------------------------------------------------------------------|
| Less than 80F | ----- | Code Green 0–50 | No Restrictions |
| | | Good Air Quality | |
| | | | |
| 80–90F | Less than 70% | Code Yellow 51–100 | Watch Carefully |
| | | Moderate Air Quality | |
| | | | |
| 80–90F | More than 70% | Code Yellow 51-100 | Provide 10 min |
| | | Moderate Air Quality | cool down/rest/hr. |
| | | | |
| 90–100F | Any | Code Orange 101-150 | Monitor carefully with frequent water breaks. |
| | | | |
| 90–100F | Any | Unhealthy for sensitive groups | Shortened practice time with mandatory every 20-minute water breaks. |
| | | | |
| 90–100F | Any | Code Red 151-200 | Limit outdoor exertion |
| | | | |
| 90–100F | Any | Unhealthy Air Quality | Avoid all outdoor physical activity. |

Code Red Policy:

A Code Red Day occurs when the temperature exceeds 100 degrees, and the air quality is deemed unhealthy. The Athletic Director will be responsible for informing the coaches if there is a Code Red Day. If Code Red Days occur during pre-season practices, practice will be held early in the morning and later in the day to avoid the hottest part of the day. Practices times will also be shortened. Athletes will be kept well hydrated and will be monitored carefully by the coaching staff for any signs of distress.

Lightning Policy

Any game or practice in session will be suspended immediately by the officials, or the head coach in charge, at the first sign of lightning. All players and fans must leave the field immediately. No contest or practice will resume until 30 minutes have elapsed since the last sign of lightning or thunder. Officials will always have the final word on the continuation of the game.

Permission to Participate/Consent to Treatment Forms

Each student-athlete must have the Permission to Participate/Consent to Treatment form into the school by a date to be determined each season. Without this form on file in the Athletic Department, your son/daughter will be unable to participate in athletics. This form lists the student's medical history, the family physician, whom to contact in case of emergency if neither parent can be found, and also allows the attending physician

to treat your son/daughter in case of an emergency. These forms are carried with the coaches when teams travel to away games.

At no time may a student practice, compete, or travel without these completed forms on file.

Physical Examinations

As mandated by the District of Columbia Municipal Regulations(DCMR), Subtitle A(Office of the State Superintendent of Education) of Title 5(Education), Chapter 27(Interscholastic Athletics), a student shall provide a physician's certification that the student has been examined and found to be physically fit for the sport in which the student seeks to participate.

Athletic Department Contacts:

Athletic Director: Neil Berment – nberment@latinpcs.org

Middle School Athletics

The Washington Latin Middle School Athletics program provides a competitive, interscholastic activity for students. Each student is required to participate in an athletic activity during one(1) out of the three seasons during the school year. At the start of each season, there will be open try-outs for each sport. If cuts are necessary, teams will be divided by skill level. Cuts, when necessary, will be made to allow for a more positive experience for all of our Middle School participants. All of this will be done with sensitivity, regarding the process, timing and announcement. There will always be a no-cut sport offered during a season.

The goals of the Middle School Athletics program are:

- ◄◄ To promote physical, social and emotional growth
- ◄◄ To develop physical fitness
- ◄◄ To develop good sportsmanship skills
- ◄◄ To develop a feeling of self-accomplishment
- ◄◄ To develop fundamental team skills and concepts
- ◄◄ To teach our Middle School athletes how to compete and be competitive in preparation for Upper School athletics at Washington Latin.

Middle School athletics meet after classes on Monday, Wednesday, and Thursday. Most games last from 1 to 1-½ hours. Some weekend competitions may be required. If the students are taking the after-school bus transportation, arrangements will need to be made for alternative transportation on some game days, especially when the games are away. The pickup time for away games will be announced. If parents go to away games, they may take their son/daughter home with them, as long as they inform the coach. A coach will not leave a student at an away game site if the parent is not there. All students will be returned to Washington Latin.

Attendance on a daily basis is required at all practices and games. If a student is required to remain after school for extra instruction with a teacher, then he/she needs to proceed to practice, with a note from the teacher, as soon as the extra instruction is completed. Students may not miss athletic participation to complete homework.

Eligibility for Participation in Washington Latin Middle School Athletics:

Academic

Middle School students must maintain a grade point average of 2.0 and have no failing grades to participate fully in our athletic programs.

A student in grade seven (7) or eight (8) must be eligible at the end of the published grading period immediately preceding the sports season in which the student wishes to participate.

Physical Examination

As mandated by the District of Columbia Municipal Regulations(DCMR), Subtitle A(Office of the State Superintendent of Education) of Title 5(Education), Chapter 27(Interscholastic Athletics), a student shall provide a physician's certification that the student has been examined and found to be physically fit for the sport in which the student seeks to participate.

Attendance Requirement for Participation in Washington Latin Middle School Athletics

Any student absent from school for three or more periods in any school day is not eligible to participate in any athletic contest or practice that day. Any part of a period beyond two periods counts as the third missed period.

A student may not participate in practice, or a game when he/she is serving an in-school or out-of-school suspension. The student becomes eligible to participate on the next school day following the suspension. A SUSPENSION OF ANY TYPE WILL RESULT IN AN UNEXCUSED ABSENCE.

Two (2) unexcused absences from practice may result in removal from a team and loss of credit for the season.

This policy is subject to the discretion of the Athletic Director.

Middle School Athletic Team Commitment

Once a student has committed to a team after one week of practice or games when school is in session, he or she is required to fulfill his or her obligation for the entire term to receive credit.

If for some reason, a student decides to stop participating on a team, or the student is thrown off of a team, then he or she will not be permitted to join or participate in any other sport for the duration of that season.

Failure to fulfill his or her commitment, regardless of the timing (beginning, middle or end of the term), will result in a loss of athletic credit for the term.

Missing practices, or games, for other club/AAU teams, is not considered an excused absence.

The Athletic Director will have the final say in determining athletic credit.

Participation on Athletic Teams Outside of School

Many students participate on club/AAU teams outside of school. The Athletic Department strongly encourages the students to get as much experience as possible. Playing on teams outside of school, along with their Washington Latin teams, can be very beneficial but also time-consuming. Students and parents need to understand that there are commitments to be met with participation on more than one team. The Athletic Department feels that a student's school commitment must come first and that missing a school practice or game for a club activity is not acceptable and may result in unexcused absences, or loss in playing time.

Middle School Athletic Uniforms

Middle School students are required to purchase their uniforms through the school. The uniform is worn for all sports offered in the middle school.

Students are expected to provide their equipment such as cleats, gloves, bats. Essential equipment to play the sports, such as sport specific balls, protective helmets, etc. will be provided by the school.

Middle School Athletic Credit through Out of School Activities

Some students may wish to pursue other activities outside of school to fulfill their Middle School Physical Education/Athletic Requirement. Should a student wish to pursue such an activity outside of school time, the activity must be physical.

Work with a personal trainer does not qualify for credit, nor does participation in a club or AAU team, unless the sport/activity is not offered at Washington Latin and/or a student is not offered a roster spot on a Washington Latin team. The activity time commitment should be commensurate with on-campus athletic activities, which average 180+ minutes per week for at least an eight-week period. The activity must have a qualified coach and/or instructor.

A request for credit for out-of-school activities must be received before the activity begins and any permission can be granted to receive credit. Requests should be made no later than two-weeks before the start of the corresponding sports season. For a fall request, the deadline is September 15, winter is November 15 and spring is February 15.

Middle School Physical Education/Athletic credit may be granted for out-of-school activities for one season only per year, at the discretion of the Athletic Director. Forms for this option may be obtained from the Athletic Director.

Before credit can be granted for approved out-of-school activities, a formal evaluation signed by the coach or instructor must be submitted to the Athletic Director at the end of the season.

Students with medical concerns must have their situations reviewed by the Athletic Director.

Upper School Athletics

Participation in Upper School Athletics at Washington Latin PCS is both a privilege and responsibility. As members of a Washington Latin athletic team, student-athletes are expected to make a personal commitment

to represent Washington Latin in an exemplary fashion and to follow rules of training and conduct necessary to maintain strong, healthy minds and bodies. Because student-athletes are in a highly visible position requiring leadership and responsibility, they will be held to a higher accountability of conduct and behavior than students who choose not to participate in interscholastic athletics. Athletic consequences, therefore, will be implemented in addition to any recommended by the Dean of Students and Principal.

The following rules apply to all students participating in interscholastic athletic activities or attending team-related activities, including out-of-season camps or tournaments, and off-campus activities. These rules apply at all times throughout the school year, beginning with pre-season tryouts, extending to the last day of school, and including any summer team-related activities.

Eligibility for Upper School Athletics

Academic Eligibility

Upper School students must maintain a grade point average of 2.0 to participate fully in our athletic programs. A student who is ineligible to participate in interscholastic athletics may not play, practice, or otherwise, participate with the school sports team during the period of such ineligibility. The period of ineligibility will last until the end of the next grading period when report cards are issued.

A student in grade nine (9), ten (10), eleven (11), or twelve (12) must be eligible at the end of the grading period immediately preceding the sports season in which the student wishes to participate. If the student is ineligible at the beginning of the season, then the student may not try-out, or join, the team at any point during the season. All incoming 9th Grade students are eligible for the fall season.

Physical Examination

As mandated by the District of Columbia Municipal Regulations(DCMR), Subtitle A(Office of the State Superintendent of Education) of Title 5(Education), Chapter 27(Interscholastic Athletics), a student shall provide a physician's certification that the student has been examined and found to be physically fit for the sport in which the student seeks to participate.

Upper School Athletic Team Commitment

Once a student has committed to a team after one week of practice or games when school is in session, he or she is required to fulfill his or her obligation for the entire term to receive credit.

If for some reason, a student decides to stop participating on a team, or the student is thrown off of a team, then he or she will not be permitted to join or participate in any other sport for the duration of that season.

Failure to fulfill his or her commitment, regardless of the timing (beginning, middle or end of the season), will result in a loss of athletic credit for the season and loss of eligibility to receive a varsity letter.

The Athletic Director will have the final say in determining athletic credit.

Attendance Requirement for Participation in Washington Latin PCS Upper School Athletics

Participation in Washington Latin PCS Upper School Athletics requires school attendance. If a student is absent for no more than two periods with a legitimate excused absence, he or she may participate in athletics on that day. This policy is subject to the discretion of the Athletic Director and the Dean of Students.

Every player must attend every practice and every game (including any league or state championship(s) and/or post-season tournaments) to receive credit. Excused absences from school are also excused absences from athletics. Participation in after school athletics requires school attendance. If a student is absent for no more than two periods with a legitimate excused absence, he or she may participate in after school athletics on that day. This policy is subject to the discretion of the Athletic Director, the Dean of Students, and the Principal.

There are some programs that either have practices and/or games on Saturdays. It must be understood that Saturdays are a part of some programs, especially varsity programs. Missing practices or games for other club/AAU teams is not considered an excused absence. The Athletic Director must be informed by the Head Coach if a student has been granted leeway concerning missing weekends or any practices.

If an athlete is injured, he/she must see the Athletic Director. If an athlete has an injury that requires rehabilitation, then this needs to be worked out with a trainer/doctor and coach. If a trainer/doctor wants the athlete to work with him during practice hours, then the athlete is required to attend. If an athlete is unable to begin rehab right away, then the athlete is expected to attend practice and observe unless the coach permits the absence.

Only the following are considered excused absences:

- ◄◄ Documented illness
- ◄◄ Religious observance
- ◄◄ Family emergency or event (i.e., wedding, funeral, birth)

The Athletic Department asks that the coaches be notified as soon as possible if an unexpected absence is going to occur. Notification after the absence will not be excused.

Attendance for all practices, games, and post-season tournaments/meets is mandatory to receive athletic credit. Failure to meet any of the requirements set forth by the school and/or coaches will result in a failing grade for athletics and loss of credit for the season.

A student may not participate in practice, or a game when he/she is serving an in-school or out-of-school suspension. The student becomes eligible to participate on the next school day following the suspension. A SUSPENSION OF ANY TYPE WILL RESULT IN AN UNEXCUSED ABSENCE.

Two (2) unexcused absences from practice may result in immediate removal from a team and loss of credit for the season.

Transportation for Upper School Athletics

The school provides transportation for athletic events. Whenever school transportation is provided, students must travel to and from events with their group unless parents have made prior arrangements with the Athletic Director or Principal. In no case is a student allowed to make his or her arrangements with a coach.

If parents are in attendance at away games, their son/daughter may ride home with them or with another player's parents with permission. At no time are students to ride home with other students.

Participation on Athletic Teams Outside of School

Many students participate on club/AAU teams outside of school. The Athletic Department strongly encourages the students to get as much experience as possible. Playing on teams outside of school, along with their Washington Latin teams, can be very beneficial but also time-consuming. Students and parents need to understand that there are commitments to be met with participation on more than one team. The Athletic Department feels that a student's school commitment must come first and that missing a school practice or game for a club activity is not acceptable and may result in unexcused absences, or loss in playing time.

Upper School Athletic Credit through Out of School Activities

Some students may wish to pursue other activities outside of school to fulfill their Upper School Physical Education/Athletic Graduation Requirement. Should a student wish to pursue such an activity outside of school time, the activity must be physical. Work with a personal trainer does not qualify for credit, nor does participation on a club or AAU team, unless the sport/activity is not offered at Washington Latin. The activity time commitment should be commensurate with on-campus athletic activities, which average 180+ minutes per week for at least an eight-week period. The activity must have a qualified coach and/or instructor.

A request for credit for out-of-school activities must be received before the activity begins, and any permission will be granted to receive credit. Requests should be made no later than two-weeks before the start of the corresponding sports season. For a fall request, the deadline is September 15, winter is November 15 and spring is February 15.

Upper School physical education credit may be granted for out-of-school activities for one season only per year, at the discretion of the Athletic Director. Forms for this option may be obtained from the Athletic Director.

Before credit can be granted for approved out-of-school activities, a formal evaluation signed by the coach or instructor must be submitted to the Athletic Director at the end of the season.

Students with medical concerns must have their situations reviewed by the Athletic Director.

Varsity Letter

A varsity letter is an achievement that represents perseverance and success. Athletes receiving letters are subject to criteria for earning the letter. At Washington Latin, the first criterion that needs to be satisfied is the student-athlete remaining academically eligible for the entire sports season. Coaches will communicate team specific criteria to earn a varsity letter.

In addition to the academic qualifier, all students who participate in Latin Athletics sign, and agree, to this contract at the beginning of the season that states that they will abide by all eligibility requirements, as well as, team standards developed by the coaching staff. If in the eyes of the Athletic Director and/or the Head Coach, an athlete does not satisfy the terms of the agreement, then a letter will not be awarded. This does not mean that the student will not receive credit towards graduation.

ALL policies are subject to change at the discretion of the Athletic Director and/or the Head of School.

APPENDIX A: COMMUNITY SERVICE FORM



Washington Latin Public Charter School Community Service Form



Student's Name _____ Grade _____ Advisor _____
 Student's Email _____ Year of Graduation _____

Agency Name _____
 Agency Email _____ Agency Telephone _____

Project/Event Name: _____
 Purpose of Project/Event: _____

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

| Date of Service | Start Time | End Time | # Hours Worked | Supervisor (PRINT) | Supervisor Title | Supervisor Signature |
|-----------------|------------|----------|----------------|--------------------|------------------|----------------------|
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | Total Hour: | | | |

Student's Signature _____ Date: _____
 Parent's Signature _____ Date: _____

APPENDIX B: ABSENCES AND TRUANCY

Truancy Policy (Unexcused Absences)

Per the Office of the Superintendent of Education (OSSE), the following statements reflect final rulings regarding school attendance and truancy. To comply with the "Final Rulemaking," Washington Latin Public Charter School (WLPCS) will adhere to the following policies and procedures:

Each school-age child who resides in the District of Columbia is required to attend a public, independent, private, or parochial school or otherwise receive a thorough and regular education through private instruction according to rules established by the OSSE.

WLPCS will implement a specific protocol for absenteeism that focuses on prevention of unexcused absences, also referred to as truancy, including academic and behavioral interventions to address the needs of students and shall include without limitation the following:

- In the event a student acquires an unexcused absence, WLPCS staff will contact a parent/guardian within 24 hours by phone or email to inform the parent/guardian of the absence.
- Upon accumulation of five (5) unexcused absences and for every three (3) unexcused absences after that, according to Title IV section 401(b)1, WLPCS will take steps to eliminate or reduce unexcused absences of that student. WLPCS will convene a conference within two (2) school days after a student has accumulated five (5) or more unexcused absences to discuss the steps.

These steps shall include convening a truancy conference that includes, at a minimum, the student, the student's parent or legal guardian, a teacher, and a school administrator such as a counselor.

"At the truancy conference, the participants shall identify the underlying cause(s) for the student's truancy and recommend the ways to eliminate or ameliorate the identified underlying causes, including:

- (A) Adjusting the child's school program, school, or course assignment;
- (B) Providing additional individualized or remedial instruction;
- (C) Permitting the child to attend an alternative school or program;
- (D) Creating a transportation plan that enables the student to travel to and from school safely;
- (E) Addressing bullying, harassment, physical violence, or threats of physical violence;
- (F) Addressing the unmet behavioral or physical health needs of the student, parent, or legal guardian;
- and
- (G) Assisting the parent, legal guardian, or student in obtaining any supplemental or other social services.

WLPCS shall coordinate the recommended interventions. If a parent or legal guardian does not attend the conference, the conference may be conducted without the parent or legal guardian, provided that the parent or legal guardian is notified of the steps taken to eliminate or reduce the student's truancy.

Students between the age of five (5) and thirteen (13); shall be referred by WLPCS to the Child and Family Services Agency (CFSA):

- No later than two (2) school days after the accrual of ten (10) consecutive unexcused absences and/or completion of the procedures specified above, or immediately at any time that education neglect is suspected;

- After the accrual of twenty (20) unexcused absences within one school year and completion of the intervention process or immediately at anytime education neglect is suspected; and

Students under the age of thirteen (13); shall be referred by the WLPCS to the Court Social Services, Superior Court of the District of Columbia, and 13 years of age or older to the Office of the Attorney General (OAG) Juvenile Section:

- No later than two (2) school days after the accrual of twenty-five (25) or more unexcused absences at any time within one school year.

Students 13 and over; shall be referred to Social Services Division of the Superior Court of the District of Columbia and the Office of the Attorney General Juvenile Section no later than two (2) days after the accrual of:

For Students that have not been referred

- 7 unexcused absences at any time within one 30 day period; or
- 10 unexcused absences at any time within one academic year.

For Students that have been previously referred

- 4 unexcused absences at any time within one 30 day period; or
- 6 unexcused absences at any time within one academic year.

APPENDIX C: WASHINGTON LATIN PUBLIC CHARTER SCHOOL WELLNESS POLICY (SY 2016 – 2019)

Healthy Schools Act of 2010 guidelines:

1-Healthy Foods and Beverages sold individually in vending machines, snacks and fundraisers should be:

- ◄◄ Fruit based drinks that contain 100% fruit juice and no additional caloric sweeteners
- ◄◄ Water or seltzer water; and
- ◄◄ Low-fat or fat-free milk
- ◄◄ Snacks and sweets or side dishes sold/served **outside of the federal meal program** must meet these standards:

Total Fat: <35% total calories from fat

Saturated fat and trans fat: <10% total calories from saturated fat

Sugar: <35% weight from sugars, excluding sugars occurring naturally

Sodium: <230 mg/serving (snacks); <480 mg (pastas, meats, soups); <600 mg (pizza, sandwiches)

Limited portion sizes for snack items, desserts, and beverages sold individually.

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

Schools shall not permit third parties to sell foods or beverages on school property 90 minutes before the school day begins until 90 minutes after the school day ends;

Schools shall promote foods & beverages that meet nutrition standards

3-Food Marketing in Schools-Celebrations

Schools should limit celebrations that involve food to no more than **one party per class per month**.

Each party should include **<1 item that does not meet nutrition standards**.

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

Local Wellness Committee

Committee Role and Membership

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

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

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

Leadership

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. For the coming school year, the designated official is Martita Fleming, Director of Operations:

| Name | Title /Role at School | Email address | Role on Committee[AJ1] |
|-------------------|-------------------------------------------------------|------------------------------------------------------------------------|------------------------|
| Geovanna Izurieta | Director of Finance | gizurieta@latinpcs.org | Committee Member |
| Martita Fleming | Director of Operations | mfleming@latinpcs.org | Committee Chair |
| Peter Anderson | Head of School | panderson@latinpcs.org | Committee Member |
| Melissa Hinton | Director of Mental Health | mhinton@latinpcs.org | Committee Member |
| Anna Jesseman | Co-Director of Student Support Services/Social Worker | ajesseman@latinpcs.org | Committee Member |
| Joyce Hamd | US English/History Teacher | jhamd@latinpcs.org | Committee Member |
| Kerry Richardson | College Counselor | krichardson@latinpcs.org | Committee Member |
| Edith Shine | PFA President and Parent | papresident@latinpcs.org | Committee Member |

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

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

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

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

- ◀ this written LWP;
- ◀ documentation demonstrating that the policy has been made available to the public;

- ◀ documentation of efforts to review and update the LWP; including an indication of who is involved in the update and methods the LEA uses to make stakeholders aware of their ability to participate on the
- ◀ Local Wellness Committee;
- ◀ documentation to demonstrate compliance with the annual public notification requirements;
- ◀ the most recent assessment on the implementation of the LWP; and
- ◀ assessment documents will be made available to the public.

Washington Latin PCS will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The school will make this information available via the school website [<http://latinpcs.org>] and through Latin community-wide communications. This will include a summary of the school's events or activities related to wellness policy implementation. Annually, Washington Latin PCS also will publicize the name and contact information of the school officials leading and coordinating the Local Wellness Committee, as well as information on how the public can get involved with the Committee.

Triennial Progress Assessments

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

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

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

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

- ◀ School Health Index;
- ◀ FITNESSGRAM data collection and analysis[AJ4] ;
- ◀ OSSE Health and Physical Education student assessments;
- ◀ DC Healthy Schools Act School Health Profiles;
- ◀ Centers for Disease Control and Prevention School Health Profiles;
- ◀ Youth Risk Behavior Surveillance System results;
- ◀ Well SAT 2.0; and
- ◀ USDA triennial administrative review.

Revisions and Updating the Local Wellness Policy

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

Community Involvement, Outreach and Communications

Washington Latin PCS is committed to being responsive to community input, which begins with awareness of the LWP. Washington Latin PCS will actively communicate ways in which representatives of the Local Wellness Committee and others can participate in the development, implementation and periodic review and update of the LWP through a variety of means appropriate for Washington Latin PCS. The school will also will inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. Washington Latin PCS will actively notify the public about the content of or any updates to this LWP annually, at a minimum Washington Latin PCS will also use these mechanisms to inform the community about the availability of the annual and triennial reports. Additionally, Washington Latin PCS will disseminate this LWP to parents through posting it in the school office, on the school website, and through any parent-teacher organizations.

Nutrition

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

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

- ◄◄ are accessible to all students;
- ◄◄ are appealing and attractive to students;
- ◄◄ are served in clean and pleasant settings;
- ◄◄ meet or exceed current nutrition requirements established by local and federal statutes and regulations;
- ◄◄ ensure all qualified students will become eligible for free lunch;
- ◄◄ schools will provide at least 20 minutes for students to eat lunch and sufficient time during the lunch period for every student to pass through the service line;
- ◄◄ schools will operate a Universal "Free for All" School Breakfast Program in the cafeteria; and
- ◄◄ promote healthy food and beverage choices by using Smarter Lunchroom techniques, such as the following:
 - whole fruit options offered in attractive, accessible settings;
 - sliced or cut fruit offered, especially for age-appropriate students;

- alternative entrée options (e.g., salad bar, vegetarian options, etc.) are highlighted on posters or signs within all service and dining areas ;
- student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas;
- placing white milk at the front of the coolers; and
- Menus will be posted on the LEA website or individual school website, and will include nutrient content and ingredients.

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

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

Staff Qualifications and Professional Development

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

Water

To promote hydration, free, potable drinking water will be available to all students throughout the school day and throughout every school campus. Washington Latin PCS will make drinking water available where school meals are served during mealtimes. Additionally, Washington Latin PCS will also:

- ◀ Ensure that all water sources and container will be maintained on a regular basis to ensure good hygiene and health safety standards.
- ◀ Maintain all water sources on a regular basis to ensure good hygiene and health safety standards

Competitive Foods and Beverages

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

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

Rewards

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

Third-Party Vendors

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

Fundraising

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

Food and Beverage Marketing in Schools

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

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

This term includes, but is not limited to the following:

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

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

Nutrition Promotion

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

- ◀ implementing 10 or more evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and[AJ12]
- ◀ ensuring 100 percent of foods and beverages promoted to students meet the USDA Smart Snacks nutrition standards. Additional promotion techniques that Washington Latin PCS schools may use are available [here](#).

Ensuring Quality Nutrition Education, Health Education and Physical Education

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

Nutrition Education

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

- ◀ is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- ◀ is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- ◀ includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- ◀ promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- ◀ emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- ◀ links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- ◀ teaches media literacy with an emphasis on food and beverage marketing;
- ◀ includes nutrition education training for teachers and other staff; and
- ◀ All health education teachers will provide opportunities for students to practice the skills taught through the health education curricula.

Essential Healthy Eating Topics in Health Education

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

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

Health Education

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

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

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

Improving Environmental Sustainability

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

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

Physical Education and Physical Activity

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

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

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

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

APPENDIX D: NOTICE OF NONDISCRIMINATION

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Students, parents and/or guardians having inquiries concerning Washington Latin’s compliance with Section 504 or the ADA **as they apply to students or who wish to file a complaint regarding such compliance should contact** Khashiffa Roberts (kroberts@latinpcs.org, 202-223-1111, 5200 2nd Street, NW, Washington DC 20011) who has been designated by Washington Latin to coordinate its efforts to comply with the regulations implementing Section 504 and ADA as they relate to students.

For inquiries or to file a complaint regarding Washington Latin’s compliance **with ADA, Section 504 as they relate to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as they relate to students, employees and third parties, please contact** Lacy Peale (lpeale@latinpcs.org, 202-223-1111, 5200 2nd Street, NW, Washington DC 20011) who has been designated by Washington Latin to coordinate its efforts to comply with the regulations implementing Section 504 and ADA as they relate to employees and third parties, and Title VI, Title IX, and Age Act as they apply to students, employees and third parties.

Notice of Procedural Safeguards and Grievance Procedures for Parents and Students

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator Khashiffa Roberts (kroberts@latinpcs.org, 5200 2nd Street NW, Washington, DC 20011, 202-223-1111).

Any person who believes that Washington Latin has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint pursuant to Washington Latin's Grievance Procedures. A copy of the grievance procedures can be obtained by request through, Khashiffa Roberts (kroberts@latinpcs.org, 5200 2nd Street NW, Washington, DC 20011, 202-541-1591).

Notice of Grievance Procedures for Employees and Third Parties

Employees who believe that Washington Latin has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint pursuant to Washington Latin's Grievance Procedures. A copy of the grievance procedures can be obtained by request through the Section 504/ADA coordinator, Lacy Peale (lpeale@latinpcs.org, 5200 2nd Street NW, Washington, DC 20011, 202-223-1111).

APPENDIX E: GRIEVANCE PROCEDURE

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

Complaints involving students who attend Washington Latin may be submitted to Khashiffa Roberts ([kroberts@latinpcs.org](mailto: kroberts@latinpcs.org)). Complaints involving Washington Latin employees or third parties may be submitted to Lacy Peale ([lpeale@latinpcs.org](mailto: lpeale@latinpcs.org)). Both can be reached by phone at 202-223-1111, 5200 2nd Street NW, Washington, DC 20011.

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

Washington Latin encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Washington Latin prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

A formal complaint may be filed by following the steps outlined below:

Step 1

Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate

corrective and remedial action will be taken.

Step 2

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

Step 3

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

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 453-6021; or (3) filing it electronically at: www.ed.gov/ocr/complaintprocess.html. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.

COMPLAINT FORM

Date: _____

I. Name of Person on Whose Behalf Complaint is Being Brought:

Name of Person Bringing Complaint: _____

Relationship/Title: _____

Address: _____

Phone: _____

Alternate Phone: _____ Email Address: _____

SUMMARY OF COMPLAINT

II. _____

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

Your suggestions on resolving the complaint:

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

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date

APPENDIX F: GUIDELINES FOR RESPONSIBLE TECHNOLOGY USE

WASHINGTON LATIN MIDDLE AND UPPER SCHOOL

Guidelines for Responsible Technology Use

Please read the following guidelines. Both parents and students must sign this form and return it to the advisor/homeroom teacher as soon as possible.

Washington Latin expects appropriate and ethical use of the school's technological resources consistent with the school's mission and acceptable student behavior. Technology resources supplement the learning process and provide access to a diversity of experiences, opinions and cultural perspectives. On or off campus, use of technology potentially harmful to the Washington Latin community and/or that results in the disruption of the school, is strictly prohibited. Violation of these guidelines is taken very seriously.

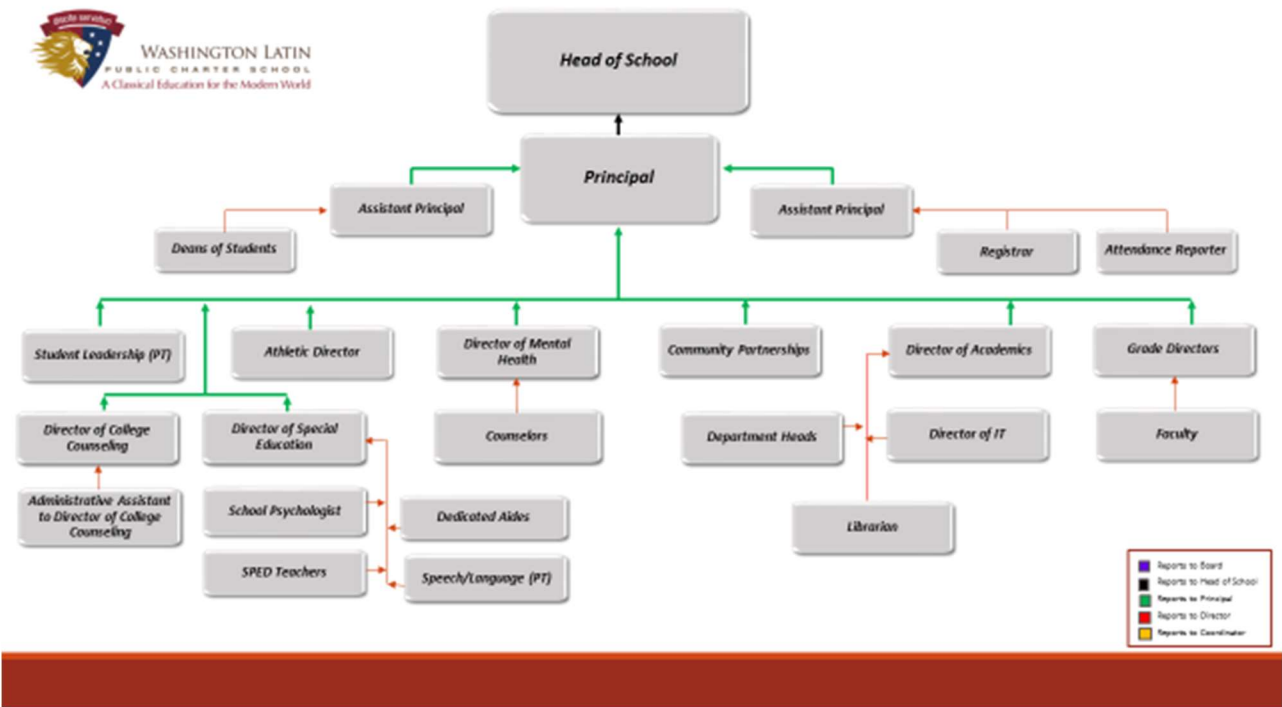
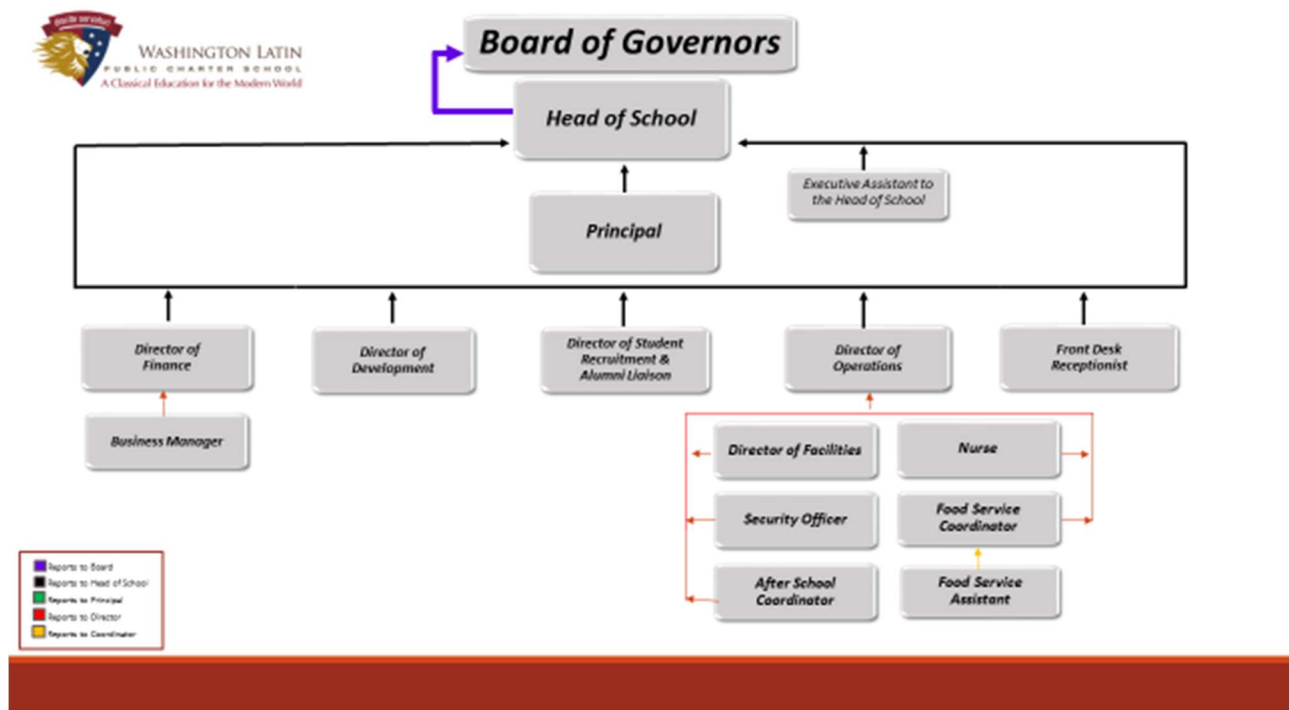
- « Students understand that technology in all of its forms on campus is provided for educational purposes only and that the school, at its sole discretion, restricts student use of computers for any other purpose.
- « Students understand that the hardware and software on campus are the property of The Washington Latin School and that the school retains authority to gain access to any files on its servers and computers, including email.
- « Students will respect the privacy of others. Students will not log into accounts (including email) or use files owned by others without permission.
- « Students will not download, install, copy, or change software on Washington Latin-owned computers.
- « Students will not intentionally access material that is pornographic or that advocates illegal acts, violence, or hatred toward any group of people using Washington Latin computers.
- « Students will not use technology on or off campus to harass or participate in malicious behavior towards any person, including faculty, students, and staff of the Washington Latin community.
- « Students will not intentionally produce, copy, or distribute any computer code or program designed to self-replicate, damage, or hinder the performance of any computer system or software.
- « Students will not intentionally modify or destroy hardware that belongs to the Washington Latin School, including keyboards and monitors.
- « Students will not attempt to breach the security system or disrupt the normal operation of the network.
- « Students will acknowledge information and images obtained from the Internet as belonging to others using appropriate citation methods.
- « Students will respect the intended privacy of email messages and will not tamper with the mail of others or circulate or distribute email messages of any sender without permission. Students will not misrepresent themselves as another person in electronic communications.
- « Students will not take images of staff or fellow students on campus or during school sponsored events and post them on public access sites.

By signing below, you acknowledge understanding and acceptance of the aforementioned guidelines:

Parent/guardian: _____ **Student name:** _____ **Grade:** _____

Signature: _____ **Signature:** _____

APPENDIX G: ORGANIZATION CHARTS



APPENDIX H: NO POLICY PREVENTING/DENYING CONSTITUTIONALLY PROTECTED PRACTICES

As a condition of receiving funds under the reauthorized Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, local educational agencies (LEAs) must certify that they have no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in Section 9524. The Office of the State Superintendent of Education (OSSE) is required to collect this certification from LEAs annually.

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

Washington Latin Public Charter School
Family Handbook
2018-19

Acknowledgement Form

All students and parents need to become familiar with the guidelines for expected behavior and the consequences for failure to live up to these expectations. Please read this handbook carefully, then sign below and return this page to your advisor.

I have read the WLPCS Family Handbook, understand what is expected, and I am committed to living up to and supporting the standards for behavior outlined.

| | | |
|----------------|---------------------|-------|
| <hr/> | <hr/> | <hr/> |
| Student's Name | Student's Signature | Date |

| | | |
|------------------------|-----------------------------|-------|
| <hr/> | <hr/> | <hr/> |
| Parent/Guardian's Name | Parent/Guardian's Signature | Date |

Please note that it is crucial for the school to maintain up to date contact information for each family. Please provide the most current information below, and contact us immediately if this information changes.

Parent/Guardian Name(s): _____

Street address(es): _____

Telephone (home): _____

Telephone (mobile): _____

Email: _____