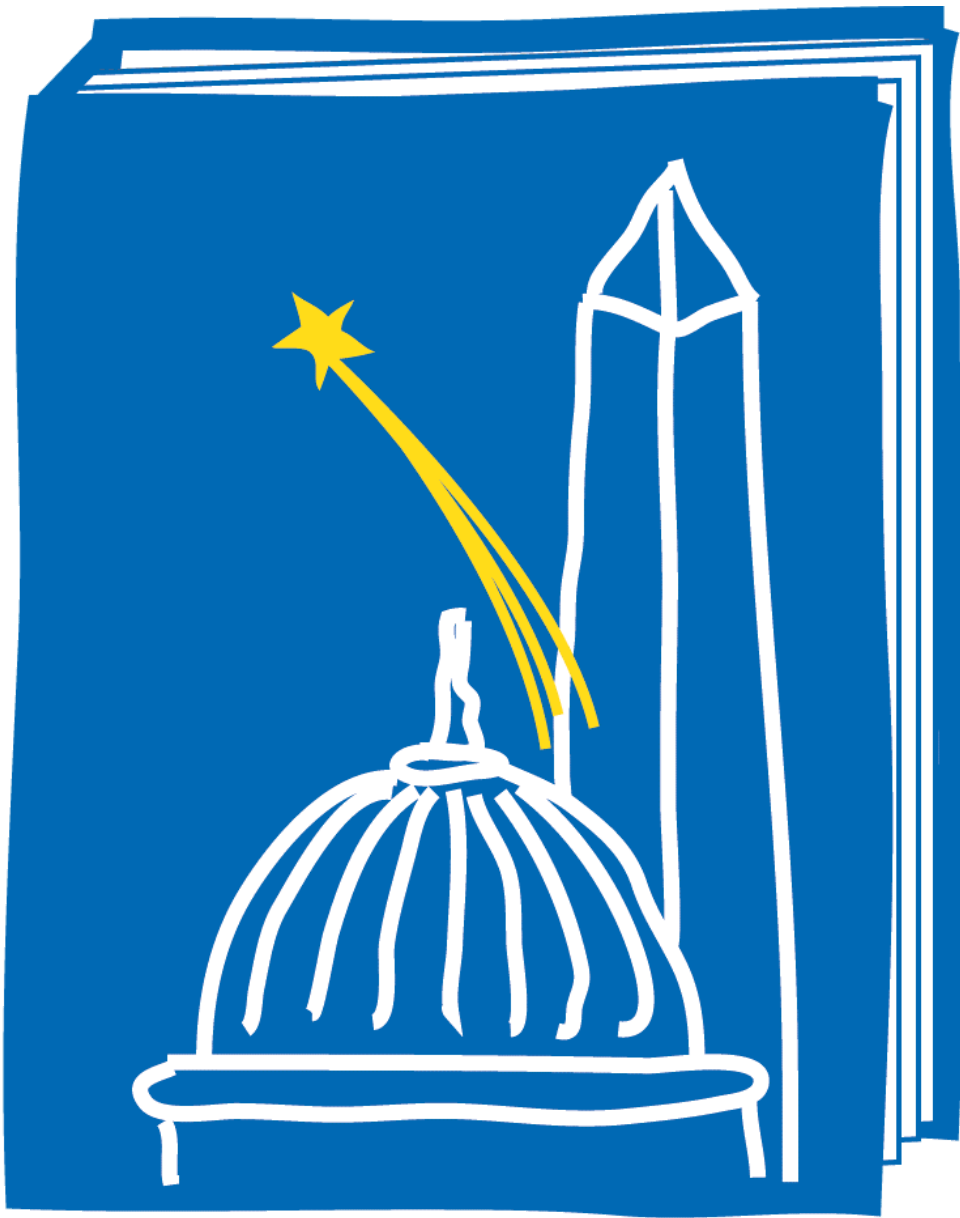


"In the Spirit of Courageous Women"



Washington School for Girls
Family/Student Handbook
2024-2025

WSG QUICK GUIDE

Below is a quick guide on WSG policies and procedures about Communication, Attendance, Cellphone Policy, and Grading.

COMMUNICATION

Communication will primarily be via our Student Information System (SIS) Blackbaud, text message (if opt-in), email, and weekly newsletter.



ATTENDANCE

WSG values the educational experience and regular attendance. WSG complies with the laws of the D.C. Government regarding student attendance.



CELLPHONE POLICY

Students are permitted to carry a cellphone but they must turn the phone OFF during school hours and turn it in using the provided cellphone holder at each campus. Cellphones will be confiscated if this policy is not followed.



GRADING

Teachers evaluate student academic progress through a combination of homework, classwork, quizzes, tests, and other assessments. All student grades are recorded and calculated in the e-Gradebook.



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Part I: MISSION AND BELIEFS



The Washington School for Girls
Mission Statement

The Washington School for Girls ignites the joyful pursuit of learning and inspires lives of faith-filled purpose, leadership, and service.

WSG is an all-scholarship, independent, Catholic day school educating girls in grades 3-8. Located in Ward 8 and serving the surrounding communities, the school provides an excellent academic program in a supportive environment which engages families and the community in the social, emotional, and spiritual growth of its students and graduates.

Statement of Core Values

The Washington School for Girls, founded in the Spirit of three courageous women- Mary McLeod Bethune, Cornelia Connelly, and Claudine Thévenet- endeavors to love and teach the values and virtues inspired by our founding vision. The following core values are the foundation for the life of the Washington School for Girls:

Confidence

We believe that the secure environment of WSG assists the faculty and staff in the formation of students who can demonstrate skills of leadership, fortitude and resilience. It is with these qualities that students will engage with the world and exert a positive influence.

Excellence

We strive for excellence in teaching and learning that develops critical thinking skills and a thirst for knowledge and truth. We believe in expanding the hearts and minds of our students through experiences beyond the classroom.

Faith

We believe that God is the source of our lives and strength and so we support all faith expressions and encourage each student's deepening of her spirituality through the Catholic faith tradition, shared prayer experiences and our school culture.

Goodness

We believe in God's goodness and the unique gifts of each student. We encourage each one to respect her own dignity and goodness, as well as that of others, thereby contributing positively to her school and family, country and world.

Joy

We believe that children learn when they are happy and feel safe. Therefore, we work to create an environment permeated by joy and attentiveness to the growth of the whole child: body, mind, heart, and spirit.

Peacemaking

We are convinced, by teaching and modeling forgiveness, that we can help our students shape an alternative future for our world, one that leads to harmony and peace in our families, our nation, and the global community.

Perseverance

We strive to have both the curriculum and the culture of the school reinforce the value of perseverance. We strive to have the students gain strength from the lives of our three founding women, as well as from the current example of WSG staff and administration, to face inevitable obstacles in their own lives to pursue their goals with faith, vision, resilience and courage.

Generosity

We believe that the mark of authentic education is found in the ability and willingness to contribute positively to society and the world. WSG provides numerous concrete experiences that foster an attitude of stewardship and a spirit of generosity within the WSG community and beyond.

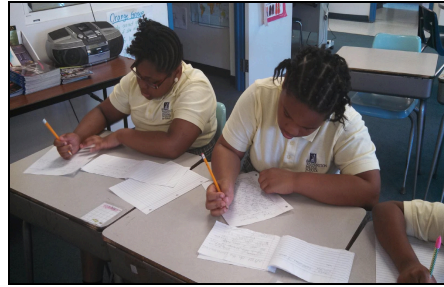
Our Founding Spirit

WSG is rooted in the heritage of three courageous women and educators:
Mary McLeod Bethune, Cornelia Connelly, and Claudine Thévenet.

The National Council of Negro Women

Founded by Mary McLeod Bethune (1935)

Dr. Bethune was an African-American educator and civil rights activist who founded Bethune-Cookman College. She was known as an advisor to every President from Coolidge to Roosevelt. One of her greatest accomplishments was founding The National Council of Negro Women.



"Enter to Learn, Leave to Serve."



"Trust the children and never let your confidence in them be shaken. Confidence begets confidence."

The Society of the Holy Child Jesus

Founded by Cornelia Connelly (1846)

Cornelia Connelly, a woman ahead of her time, promoted an approach to education based on trust and reverence for every human being. Her schools encourage children to develop to their full potential, based on her firm belief that all fields of study contribute to the development of that potential.

The Religious of Jesus and Mary

Founded by Claudine Thévenet (1818)

As a leader of a group of churchwomen at the time of the French Revolution, Claudine Thévenet opened small "Providences," residences for girls. She was devoted to their instruction, providing young women with opportunities for work to help them reach their full potential as Christian women with economic autonomy and a sense of dignity.



"The greatest misfortune is to live and die without knowing God."

Morning Prayer

Good morning God, my Creator.
Thank you for today.

Watch over me and those I love
and keep us safe I pray.

And bless each thought,
each word, each deed I think or say or do
so that each step I take will be directed,
God, by You.

I'd rather walk by faith,
a path that's dark to me, unknown
then trust my sight in broad daylight
to find my way alone.

Amen.

Prayer for the Intercession of WSG's Founding Spirit

Dear God,

We praise and thank you for the courageous women whose spirit inspires our school, and whose lives give us an example to follow.

Help us to become courageous women:

To forgive as Claudine Thévenet forgave, that we might answer violence and hatred with love and compassion;

To reverence others as Cornelia Connelly did, that we might see and honor your presence in all people;

To cherish education and the exercise of our civil liberties, as Mary McLeod Bethune did, that we might work to bring about a peaceful and just world.

We make our prayer with faith in your abiding goodness, through the intercession of the most courageous woman, Mother Mary...

Hail Mary,
full of grace
the Lord is with you.
Blessed are you among women
and blessed is the fruit of your womb,
Jesus.

Holy Mary,
Mother of God,
pray for us sinners,
now and at the hour of our death.

Amen.

WSG Scholarship Program

WSG offers a full scholarship for our full academic program to every student enrolled. The full cost per student for the educational program at WSG exceeds \$18,000 per year. WSG relies on the generosity of donors to provide scholarship support to cover the cost for each student. We are deeply grateful to the more than 1,000 donors who are partners in our mission each year, either by supporting specific programs at the school or providing general scholarship support via the Scholars Circle. Throughout the year, students and families may be asked to communicate in different ways with our supporters (a special note of thanks, greeting sponsors at special events, giving school tours, or participating in supporter lunches during the school day). Allowing WSG students to serve as an ambassador for WSG guests is an important leadership opportunity that helps students build self-confidence and public speaking skills that will help students in high school and beyond.

PART II: ACADEMICS and SCHOOL POLICIES



ADMISSIONS AND ENROLLMENT

WSG actively recruits 3rd, 4th and 5th grade students and a limited number of 6th and 7th grade students on a rolling basis. The 8th grade class is comprised of the previous year's 7th grade students. All applicants must complete an application via Blackbaud, and attach all required admission documents. A personal interview is required as a final admissions requirement. Upon acceptance, parents/guardians will be asked to commit themselves to active support of the entire WSG Program. In cases where a parent/guardian is not able to complete these obligations, another relative or adult must be identified to support the student in her school life at WSG. After acceptance, all families will be required to complete an Enrollment Contract that explicitly states their obligations to a private school education at WSG. In addition to the Enrollment Contract, all families are mandated to complete enrollment forms to include health documents prior to the start of the school year. Enrollment for the following school years typical starts towards the end of January or early February.

Non-Discrimination Policy:

WSG admits qualified girls of any race, ethnicity, religion, national origin, or mental or physical disability, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. WSG does not discriminate on the basis of race, color, religious creed, ancestry, age, national origin, or mental or physical disability, or any other status protected by applicable law in the administration of its admissions, scholarships, and its educational, athletic, and other programs.

PARENTS AS PARTNERS

The Washington School for Girls acknowledges parents as the primary educators of their children. Parents are expected to demonstrate respect and support for the school's staff and the educational process by:

- Upholding the school's mission and commitment to Catholic principles;
- Adhering to the school's policies as outlined in the Family/Student handbook, and ensuring their student reviews this handbook annually;
- Actively participating in school programs designed to support their children's education;
- Staying informed about and involved in their student(s)' holistic educational experience.

Parents have the right and responsibility to serve as primary role models for their student(s) in spiritual, academic, physical, emotional, and psychological development. **Choosing the Washington School for Girls entails a commitment to these values.**

ASSESSMENT & GRADING SYSTEM

Philosophy:

The purpose of reporting grades is to help families, students, and teachers work together to understand and track student academic mastery. WSG's grading system aims to provide clear, fair, and helpful feedback on student progress.

Grading System

Teachers assess their students' progress and performance using a mix of homework, class participation, classroom behavior, quizzes, tests, and other evaluations. All student grades are entered and calculated in the electronic Gradebook, Blackbaud

Grades:

<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Failing</i>
A+ = 100	B+ = 87-89	C+ = 77-79	D = 65-69	F = Below 65
A = 94-99	B = 84-86	C = 73-76		
A- = 90-93	B- = 80-83	C- = 70-72		

GPA:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D = 1.0
A = 4.0	B = 3.0	C = 2.0	F = 0.0
A- = 3.7	B- = 2.7	C- = 1.7	

WSG uses GPAs to prepare students for high school. GPAs are calculated by our gradebook software, Blackbaud. Credits are awarded for successfully completing academic coursework at WSG. Each quarter contributes 25% of the total credit a student can earn for each class. Students can earn two credits by achieving a grade of 65 or higher in Math and English Language Arts for all four quarters. One credit is awarded for earning a grade of 65 or higher in all other core classes for all four quarters.

WSG celebrates academic excellence. Students can earn Founding Spirit Honors by achieving a 3.7 GPA (A average) on their report card. Second Honors is awarded for achieving a minimum 3.0 GPA (B average). To be on the Honor Roll, students must not have any Ds or Fs on their report card. While not all classes count towards the calculation of a student's GPA, all entries on the report card count towards honor roll eligibility. A grade of D is passing, but it does not meet the standards required for honor roll.

Students receive a Pass or Fail grade in the Extended Day Program. Although a failing grade in Extended Day does not affect GPA, it does impact honor roll status.

WSG grades are made up of three categories: homework/organization, classwork, and assessments. The breakdown and weight of each of these categories is as follows:

- Assessments 45%
- Classwork 30%
- Homework/Organization 25%

Grades reflect a teacher's evaluation of a student's understanding of the class content.. All graded work should align with the relevant skills and standards of the class. Since grades measure mastery of content, they are not influenced by student behavior or parental involvement.

Teachers are expected to use fair practices and professional judgment in deciding which assignments to include in the gradebook, the number of points each assignment is worth, and how it will be assessed. By the end of each quarter, students should have at least 4 assessment grades, 9 classwork grades, and 9 homework grades in each standard class, with at least half of these grades entered before progress reports. Grades are accessible via Blackbaud as soon as

they are entered into the teacher's gradebook. Teachers have until 11:59 pm to input grades. At a minimum, grades are updated on the 15th and 30th of each month, with teachers aiming to record at least five new grades per week per subject.

Feedback

Students and families should regularly receive assessments and feedback on the quality of work and progress towards class objectives throughout the quarter. Quizzes, tests, exams, essays, homework, projects, classwork, and papers are graded and returned to students promptly. Teachers are expected to update grades in the electronic gradebook, Blackbaud, in a timely manner. The only exception is for special projects and long-term assignments, which will be graded and feedback provided closer to their due dates.

Communication with Families

Teachers are expected to actively involve families in monitoring their student's progress and grades. Communication will mainly occur through Blackbaud, where parents can check messages and updates at any time. Blackbaud is our system for tracking grades, behavior, and communicating with parents. Parents and guardians should regularly log in to Blackbaud to keep an eye on their student's grades. They will be contacted if a student's grades drop or if there are issues with completing assignments or the quality of work. Blackbaud also keeps a log of all communications between families and the school in the Messages section.

Additional Opportunities to Demonstrate Proficiency

Teachers may use their professional judgment and discretion when providing students with an opportunity to be reassessed. This may take the form of a retake, completion of test corrections, revision of work, or other similar opportunity. If additional opportunities are provided, they will be outlined in the course syllabus.

Homework and Late Work

Homework is crucial for developing strong study skills for our students' futures, and WSG takes it seriously. Students will regularly receive homework in all subjects, and an enrichment packet may be sent home during long breaks. Typically, new skills will not be introduced as homework. Students are responsible for turning in homework on the due date. Parents and guardians should check Blackbaud and/or school planner to see what work is assigned and when it is due. Late homework will affect a student's grade, but late work may be accepted to show learning and mastery. Teachers will set reasonable guidelines for accepting late work to encourage students to complete their assignments. These guidelines and the consequences for late work will be detailed in the course syllabus. If a student misses an assignment, a placeholder of '0' will be entered into the gradebook. If the student has had the opportunity to complete the work and still has not done so, the zero may remain in the gradebook according to the teacher's late work policy.

Academic Integrity (Plagiarism/Cheating/ChatGPT/Artificial Intelligence Use Policy)

Students at WSG are expected to follow our ethical standards for education as outlined in our policy. This policy sets clear expectations for everyone in the WSG community. It addresses traditional forms of cheating and plagiarism, such as copying from someone else's paper, and also considers how new technologies can affect students' ability to create original work. It is important that students submit their own original work and take responsibility for what they turn in.

Our policy states:

- Plagiarism and/or cheating is not allowed under any circumstances.
- *Plagiarism* as a definition: Consists of using ideas, thoughts, or words (i.e. phrases or sentences) that are someone else's without giving credit to that person.
- Examples of plagiarism include but are not limited to copying and pasting directly from a text, article, etc., and submitting those words as your own (without using quotation marks or giving credit to the original author)
- *Cheating* definition: This is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular, or other school work, to give an unfair advantage.
- Examples of cheating include, but are not limited to: unpermitted collaboration on assigned work, unauthorized use of a cheat sheet, reference materials, or electronic resources, passing test or quiz information to other students, unauthorized use of previously administered assessment
- There is zero tolerance in regards to cheating/plagiarism.
- Any student or family use of AI-generated work to outline, write, create, or edit assignments will be considered an academic integrity violation. All AI-tools are blocked on student devices and student networks, although teachers may still introduce students to AI and use it as a tool in class.

Our Academic Integrity policy now covers the use of all Artificial Intelligence Tools (also known as AI). The most popular AI application in the news is called ChatGPT. There are also several alternatives to ChatGPT like Google Bard, Jasper.ai, and Microsoft Bing Sydney. AI tools are easily accessible to everyone via a web browser or smartphone app. AI applications are trained to compose intelligent answers based on data the application can learn from the Internet. AI makes it possible for a student to ask an AI application to write an essay on any topic. The application typically provides a result in a few seconds. If the student then decided to submit the essay that was written by the AI application, that would be considered academic dishonesty as the student did not create the work.

Consequences

- If a student cheats or plagiarizes on any class work or assessment (tests/quizzes), that student will receive a zero and their parent/guardian will be notified by the class teacher, Campus Dean, and or school administration; the behavior will be recorded in Blackbaud and it could result in further disciplinary action if the behavior persists.

- The student will be required to redo the assignment with at least 20% points deducted from the total grade of the assignment
- Any student who assists another student in the act of cheating/plagiarizing will experience the same consequences

Progress Reports

Definition of **Progress Report**: A snapshot of a student's progress midway through the quarter. At the mid-term of the academic quarter, a formal Progress Report will be generated. These reports are accessible online and available in-person during parent-teacher conferences.

Report Cards

Definition of **Report Card**: A report card is a written evaluation of a student's performance given to the student and parent once a quarter. It includes grades, GPA, comments, and attendance records.

Definition of **Student-led Conference**: A student-led conference is a pre-planned meeting where students present their work to their parents and teachers to show their academic progress and goals. During the conference, students discuss their progress and goals, with the Advisor or Teacher facilitating the discussion.

WSG issues report cards on a quarterly basis. For the first three quarters, WSG teachers and students work together to prepare a formal presentation of the report card called a *Student-led Conference*. WSG designates one school day at the end of the quarter for Student-led Conferences. A parent/guardian or person designated as an emergency contact is required to attend the conference. If no one is available to attend on the scheduled date; teachers and/or school secretaries will work with the parent/guardian to schedule an appointment before students return from intersession break. Students are not permitted to return after the break unless the required student-led conference takes place. Quarterly report cards are available electronically; the final report card is mailed home provided that the family is up-to-date on financial obligations to the school.

Standardized Tests

NWEA-Measures of Academic Progress (MAP)

The Measures of Academic Progress (MAP) assessment is an adaptive, computerized test that measures student growth in Math, Reading, and Language over time. The test adjusts the difficulty of each question based on the student's previous answers. If a student answers correctly, the questions become harder; if they answer incorrectly, the questions become easier. Ideally, the student answers half the questions correctly and half incorrectly, providing a final score that estimates the student's achievement level.

At WSG, students take the MAP test three times a year. All scores are recorded in the student's cumulative file, and reports are uploaded to Blackbaud.

i-Ready Assessments

i-Ready is an adaptive assessment program that measures students' progress in Reading and Math. It gives teachers valuable information about each student's strengths and challenges, helping them to tailor instruction to meet individual needs. i-Ready offers a personalized learning experience and helps identify areas where students might need extra support. Students take i-Ready assessments three times a year at WSG. All scores are recorded in the student's cumulative file, and reports are uploaded to Blackbaud.

High School Placement Test (HSPT)

Eighth graders must take at least one additional exam, the High School Placement Test (HSPT), as part of their high school preparation. The HSPT is required for admission to Catholic High Schools. The Manager of Graduate Success helps middle school students get ready for this test. To prepare, students take a practice HSPT test in 7th grade before taking the actual HSPT in 8th grade.

Procedures Pertaining Retention of Students

Retention – The term means repeating an academic year of school. Retention in school is also called *grade retention*, *being held back*, or *repeating a grade*.

Retention

A combination of two or more of the following factors may indicate that a student would benefit from repeating the current grade:

1. Below grade-level achievement in reading objectives
2. Below grade-level achievement in math objectives
3. Significant difficulty with written communication
4. Significant difficulty following two- and three-part directions
5. A documented pattern of chronic absenteeism (attendance should be monitored)

Any student who is chronically absent is at risk for retention. We aim to communicate any concerns about the possibility of retention with families before the end of Quarter 2. While data points may initiate a conversation about retention, the final decision rests with the Principal and is based on the factors above, along with input from various WSG team members, including the student's family. Families may request retention in writing.

Student Support

WSG makes every effort to meet individual learning needs. Student Support services are available for students who require consistent accommodations and interventions beyond regular teaching practices. Examples of Student Support include classroom or testing accommodations, tutoring with a volunteer, sessions with the school counselor, support from a peer mentor, and/or assistance from our learning specialist.

For students who need formalized learning support or have identified learning differences, a Student Support Plan (SSP) will be developed. For students with a diagnosed disability or other health impairment requiring learning support, an Accommodation Plan (AP) will be created.

There may be students whose specific learning or social-emotional needs cannot be met by classroom teachers and available support services at WSG. In such cases, WSG teachers and the Principal will work with parents/guardians to identify alternative solutions.

Parents/guardians and students can contact a classroom teacher, the school counselor, or any WSG faculty or staff member throughout the year for academic or social and emotional concerns that may need additional support. For more information, please refer to the Student Support Policy.

Student Privacy

WSG will comply with all DC regulations regarding the privacy of student records and information. We respect the privacy of all parents/guardians and students regarding student records.

Student Records

Parents/Guardians of current WSG students may access their student's file by checking in with the school secretary in the main office. The secretary will give the parent/guardian the file to review in the office, but the file may not leave the school. Student records (electronic or paper) will not be released at the end of the year to parents/guardians or any other educational institution until all student fees (annual/monthly fee, technology repair/replacement, late pick-up, graduation etc.) have been paid in full and technology is returned. Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. Every change of address, phone number, or family name must be reported to the school main office as soon as possible.

VIRTUAL LEARNING/ASYNCHRONOUS DAYS

The Washington School for Girls is an in-person school community. While we value online and digital learning, there will be specific days throughout the year when students work from home to complete academic tasks. This option is only available when it is a school-wide policy and not for individual situations. On pre-announced virtual learning or asynchronous days, students are expected to complete and submit their assigned coursework on that day. Teachers will post the assignments by 8 am on these days.

POLICY FOR VIRTUAL LEARNING/ASYNCHRONOUS DAYS

On designated virtual learning/asynchronous learning days, students are expected to complete their assigned tasks and activities independently at their own pace. They must log into Blackbaud to access and submit assignments, participate in virtual discussions (if applicable), and communicate with teachers as needed. Families are responsible for ensuring that students have access to their Chromebook for these assignments. If there are any internet connectivity issues, we strongly encourage families to reach out to their student's teacher or advisor for school-provided resources to support learning at home. Students must adhere to deadlines and expectations set by their teachers, who will provide clear instructions and guidelines. Attendance on virtual learning/asynchronous days will be based on student participation and the completion of assigned tasks as determined by the teachers.

ATTENDANCE OVERVIEW

School Day Schedule	Extended Day Schedule
Monday - Friday	Monday - Thursday
7:45 am -3:35pm	3:35pm - 5:30pm (THEARC); 3:35pm - 4:30pm (View Campus only)

The school building opens to students at 7:45 am daily and hot or cold breakfast will be served.

School Attendance Plan

WSG values the educational experience and regular attendance at school is a necessary part of academic success. We strive for 100% attendance every day. A parent/guardian conference will be scheduled immediately in cases of unexcused absenteeism or tardiness if a pattern is forming.

Examples of Unexcused Absences

Oversleeping/alarm failure
Family vacations that have not been pre-approved
Errands (Shopping, transporting a person, etc)
Missed the Bus
Needed at home/babysitting

Examples of Excused Absences

Death in student's immediate family as approved by the school (3 days)
Student illness (Doctor Certificate required for 3+ days)
Health Appointment
Court mandated appearance by student
Others with written request submitted and advance approval by Admin

Students are always responsible for keeping up with their class work in the event of an absence. If a student is not present in school for the entire day, she will have one day after her return to make up her work. Make up days correspond to the number of missed school days, for example, if a student misses two consecutive days she will have two days after her return to school to make up the work. If however, she is present for any part of the school day, she will be expected to make up her work immediately.

Chronic Absenteeism

Definition of Chronic Absenteeism: is defined as missing 10 percent or more of the school year. Chronically absent students are those who miss 18 or more days per our school calendar for the school year 2024-2025. Chronic absenteeism counts all absences: excused, unexcused, and suspensions.

Definition of Truancy: is defined as accruing ten or more unexcused absences at any point of the school year. Truancy only counts unexcused absences

The [DCPS Student & Parent Guide for School Attendance](#) is our basic guide for standards. WSG complies with the laws of D.C. Government regarding student attendance.

Chronic absenteeism is the accumulation within one school year of 10 or more school days on which a student is marked absent including excused and unexcused absences. Any student who is chronically absent from school or an individual class (10 days) will be at risk for retention and/or failing that class. At WSG, any student who is chronically absent with 18 or more missed school days (excused and/or unexcused) will be considered for retention.

All notes will be kept in the student's file. In accordance with the policy required by DC law, and as Mandated Reporters, WSG has an obligation to report when a student has reached 10 unexcused absences from school.

Standard Absent Student Procedure

Parent/Guardian should call the school or email attendance@wsgdc.org by 8:00 AM to notify the school of the student's absence and send a written statement with the student upon her return to the school. A student will have 1-week from the date of the absence to provide a written note in order for the absence to be excused. A note will not be accepted after that time. A student without a written note will be considered unexcused. Telephone calls will be made by 10:00 AM for all unaccounted students.

Late Arrival/Tardy Policy

Students are considered tardy if they arrive at school after 8:10 am. If a student is late to school before 8:30am, the student should sign-in and report to the designated space during prayer. If a student is late after 8:30am, parents are encouraged to escort their student into the school building. **Parents** should sign-in, and provide a note with an explanation for the tardy with parent signature. All tardies are marked as unexcused except where proper documentation regarding a medical/dental appointment or mandated court appearance is provided. At WSG, we take punctuality seriously. In addition, we want to ensure that we adequately prepare our students for their time beyond WSG. As our students matriculate to high school, they need to understand the importance of punctuality as it relates to coming to school on time and for adhering to due dates on high school applications. Due dates for high school applications are firm and failure to comply could result in your child not being able to attend her high school of choice.

Late Pick Up Policy

The Late Pick-up Policy is as follows:

If a parent/guardian is late for pick-up of their child at dismissal:

- **1st violation within 1 calendar month:** Parents will be charged a per-child late fee of \$10 for arrival at 10 minutes **after dismissal of the school day or extended day**, and an additional \$25 for arrival at 11 minutes and beyond.
- **2nd violation within 1 calendar month:** Parents will be charged a per-child late fee of \$20 for arrival at 10 minutes **after dismissal of the school day or extended day**, and an additional \$25 for arrival at 11 minutes and beyond.
- **3rd violation within 1 calendar month:** Parents will be charged a per-child late fee of \$40 for arrival at 10 minutes **after dismissal of the school day or extended day**, and an additional \$25 for arrival at 11 minutes and beyond.
- If there are 4 or more violations within 1 calendar month, a meeting will be set up with the parents, Principal, and Counselor to discuss continuation of enrollment at the Washington School for Girls.

Late Pick-Up fees will be collected electronically.

If a parent has not arrived to pick up their child and cannot be reached by phone within 10 minutes of closing time, we will call the emergency contact(s) listed on their enrollment forms to pick-up your child. If parents or emergency contact cannot be reached or do not arrive within 30 minutes of dismissal time, it will be presumed that there is an emergency and The DC Child and Family Services Agency will be contacted for assistance.

REGULAR DISMISSAL

THEARC Campus

Students must leave the school building at dismissal unless they participate in extended day and/or WSG events and activities or have been instructed to attend an event or activity with THEARC partners (The Washington Ballet, Levine School of Music, Boys and Girls Club, etc.). The Late Pick-Up Policy will apply if a student is not picked up by dismissal.

When the extended day program is not in session, students are dismissed from the WSG suite at 3:35pm to either the Boys and Girls Club, picked up by a parent, or picked up from the main office. Anyone picking up a student from WSG must be listed in Blackbaud as a parent/guardian or an emergency contact. The Emergency contact list can only be updated in writing by a WSG Staff member. All individuals who pick up students must show ID. The name in Blackbaud must match what is on the government-issued ID.

The View Campus

Families at The View Campus must complete a written dismissal procedure. WSG will adhere to the procedure unless permission from an approved family member is received and confirmed in advance by WSG staff. Students who are picked up at the View will only be released to an authorized person from the front office staff, dean, or an administrator. Authorization is given to those persons who are listed on the Emergency Contact List. Anyone picking up a student from WSG must be listed in Blackbaud as a parent/guardian or an emergency contact. The Emergency contact list can only be updated in writing by a WSG Staff member. All individuals who pick up students must show ID. The name in Blackbaud must match what is on the government-issued ID.

Any person picking up a student must park and walk into the building at dismissal or notify our front office or security guard of your car's arrival in the parking lot. Students will remain in the classroom or hallway of the school until she is called for dismissal via walkie-talkie. The Late Pick-Up Policy will apply if a student is not picked up by dismissal. If a parent/guardian is delayed and will not arrive on time, the View student will wait inside the reception area.

Sibling/Relatives Pick-Up Policy

The Washington School for Girls understands some families may need their secondary school-level children to pick up siblings or relatives during dismissal. Unfortunately, for the safety and security of our students, we will only allow siblings and relatives ages 18+ who are listed on the emergency contact list to pick up students during dismissal.

Early Dismissal - Both Campuses

If a student has a medical or dental appointment, family emergency, or needs to be picked up early for any reason, all early dismissals must be requested in writing by emailing attendance@wsgdc.org at least 1 hour before the early dismissal time. All early dismissals are handled through the main office, not from the classroom, recess space, or other areas. The student must go directly to the main office to meet the parent/guardian for early dismissal.

A parent/guardian or another authorized adult (18 years or older with written authorization from the parent/guardian and proper photo ID) listed in Blackbaud is required to sign the student out from the main office and escort her out of the building. A student **will not** be dismissed to anyone other than the parent/guardian or emergency contact without advance written notice from the parent/guardian.

Early Dismissal Cut-Off Time Policy

The cut-off time for early dismissal for the school day is 2:45 p.m. from the main office at either campus. The cut-off time for early dismissal for Extended Day is 4:30 p.m. from the main office at either campus. All early dismissals must be provided in writing to attendance@wsgdc.org no less than 1 hour before the early dismissal time. No verbal authorization to remove a child from the premises will be accepted. Each parent/guardian must provide their state-issued identification card or be listed on the student(s) emergency contact via Blackbaud. If the individual picking up the student is not listed on the emergency pick-up via Blackbaud, the student will not be released. Each parent/guardian/adult picking up the student(s) is required to sign the student(s) out in the main office for attendance recording purposes.

THEARC Partners and the Boys and Girls Club

Students participating in THEARC partners after school are required to sign in at the partner and will be under the partner supervision. Although WSG has a special relationship with our partners, it is important to note that these organizations are separate from WSG. Questions or concerns about incidents, governance, or discipline at these organizations must be brought directly to the organization. It is ultimately the parent/guardian responsibility to stay informed of all schedule changes or closings at the Boys and Girls Club or THEARC Partners. WSG will, however, inform families of closings when notified.

Books and School Supplies

WSG will supply all necessary textbooks for each class. The proper care of books and other materials is very important for the success of current students and those who will use them in the future. Students are **required** to treat all school books and materials with care. Families are responsible for the cost of any misplaced, stolen, or lost books. Excessive wear and tear to books will incur a replacement fee assessed to the family for the book. In addition, students must ALWAYS have their assigned classroom supplies such as pens, pencils, notebooks, paper, etc., and replenish them as necessary.

COMMUNICATION

General Policy

WSG values frequent, meaningful, and cordial communication between home and school. Our student information system, BlackBaud, provides families with a comprehensive way to track student progress and communicate with the school. Staff may also utilize emails and phone calls as appropriate. WSG staff will reply to all email and telephone inquiries within 48 business hours. All WSG staff are assigned an email address. Email is typically the first initial of the teacher's name and his/her last name @wsgdc.org. For example, if a teacher's name is Claudine Thevenet, her email will be cthevenet@wsgdc.org. Parents/guardians are also encouraged to contact the front office for any questions regarding staff contact information. In order to facilitate learning in the school environment, classes should not be interrupted during the school day. Please remember that the teachers must be present to all of their students beginning at 7:45 AM, and that teachers are required to supervise all of the students present. If a parent/family needs to communicate with the teacher, please do so by email or contact the main office. Teachers will make every effort to get back within 48 business hours. Teachers are not expected to answer emails during instructional time. The Principal and other administrators are available to meet with parents to discuss any interests or concerns. Please schedule an appointment, via email, in advance to avoid scheduling conflicts. If the concern involves the student, classroom, or teacher, it is suggested that the parent meet with the classroom teacher to resolve the concern prior to scheduling a meeting with the Principal.

BlackBaud

BlackBaud is a comprehensive solution that allows families to use one login to perform all of the following functions:

- Communicating and sending messages to staff
- Checking grades and the electronic portfolio with important documents
- Checking assignments and missing work
- Tracking student attendance and conduct

Families are expected to login to be partners in the educational journey of their student. Accordingly, families should login to BlackBaud daily to stay informed.

Information Security

WSG does collect sensitive information from parents, students, faculty/staff and volunteers. The purpose of this policy is to provide transparency as it pertains to the management of this sensitive information. As a best practice, WSG strives to follow the guidelines outlined by FERPA and seeks to protect all sensitive data belonging to students, families, faculty/staff, and volunteers. Due to the agreements that have been signed with the vendors that manage WSG's information, WSG's cloud services (Office 365, Google Apps and BlackBaud) are FERPA compliant and can hold information that falls under FERPA.

Websites and Newsletter

WSG is proud of its website and the growing opportunity that this offers for communication among members of the WSG family and the wider community. Parents/Guardians may visit www.washingtonschoolforgirls.org at any time. There is also a weekly newsletter that is sent to families each week with important information and updates. The newsletter contains important information about the school, such as the monthly calendar, schedule of events, updates, etc. It is the parent/guardian's responsibility to review the contents of the newsletter. Please call the school secretary for clarification or an extra copy of any communication received is needed.

Media Release

From time to time, the Washington School for Girls may want to record, use, and publicize the name, image, and other information which may be provided in interviews WSG conducts with the student for any purpose, including but not limited to, recruitment, fundraising, educational objectives, advertising, social media accounts, and public relations efforts. WSG provides a Media Release Form Agreement to all families, annually, asking for permission and authorization for purposes listed in the form agreement.

Telephones

WSG families are welcome to contact staff by calling the front office at each campus. Teachers and staff will return your call as soon as possible and within 48 business hours.

Use of School Phones by Students

The school phones are for school-related business and emergencies only. Parents/guardians should communicate with their students before and after school. Emergency messages will be delivered to students at the end of the school day. Students may not use the phones in the classrooms. If a call must be made during the day, the student is expected to receive authorization from the front desk staff to utilize the desk/office phone to make a phone call.

Contact Information

Families must keep all contact information (address, email address(es), emergency contacts and phone numbers) up to date with the school. The school will use BlackBaud to send out messages. Families may miss important communications if their contact information is not up to date. Families wishing to update their contact information can do so by calling the main office of the campus that their student attends.

Transparent Partnership

The Washington School for Girls prides itself on integrity when it comes to transparency in our communication with parents and guardians. As such, we ask the same of our students and families. With a myriad of school choices in the areas in and around the District of Columbia sometimes information gets crossed. We want to ensure that our families understand the need to share all information as it pertains to the academic well-being and social-emotional well-being of our students. Parents must share information as it relates to student behavior,

academic performance, and support received at past educational facilities. During the admissions process, parents must disclose any services provided by the previous educational facility or outside agency. Support can include but is not limited to Counseling services, Individualized Education Plans (IEP), 504 Plans, therapeutic services both physical and occupational, speech therapy, etc. All documentation is kept confidential and is only shared with specific staff members on a need-to-know basis. Failure to share documentation during the application process could affect student tenure/time at WSG.

TECHNOLOGY PROGRAM

Program Philosophy: The Washington School for Girls provides access to hardware, network and information resources for students, faculty, staff, volunteers and guests. These resources also include several cloud based services and hardware peripherals. The intent of the technology program is to expand opportunities for teaching and learning in and out of the classroom. WSG strives to create a private school experience for the students who attend WSG and the technology program reflects that motivation. Resources that are property of The Washington School for Girls are provided for academic pursuits. The policies outlined in the Family/Student handbook ensure that students handle and use the school's resources properly and in line with the mission of The Washington School for Girls. The school expects that students will strive for excellence, honesty and integrity at all times. Therefore, students should be mindful of their technology use regardless of whether or not they are using a school-owned device or a personal device. These standards apply on and off campus.

General Policy: The Washington School for Girls retains sole right of possession over all school equipment and services. The school retains the right to inspect, collect, maintain or monitor this equipment at any time. The school may add or remove software or services as it sees fit.

Information Security and Student Privacy

WSG does collect sensitive information from parents, students, faculty/staff and volunteers. The purpose of this policy is to provide transparency as it pertains to the management of this sensitive information. As a best practice, WSG strives to follow the guidelines outlined by FERPA and seeks to protect all sensitive data belonging to students, families, faculty/staff, and volunteers. Additionally, WSG will comply with all DC regulations that have been outlined for private schools. We respect the privacy of all parents/guardians and students in regard to student records and personal information. Due to the agreements that have been signed with the vendors that manage WSG's information, WSG's cloud services (Office 365, Google Apps and BlackBaud) are FERPA compliant and can hold information that falls under FERPA.

One-to-one Device Program

Overview: Personal computing devices offer diverse and unique resources to students. WSG will provide a Chromebook and a case to each student for their use at school as part of the educational program. Students will transport their Chromebook between home and school every day. Students will be responsible for this device at all times and all families will be charged a nominal fee (\$50) at the beginning of the year so that they are participants in this

responsibility. Participation in the one-to-one device program is required (not optional) if a student is attending The Washington School for Girls may revoke individual device privileges at any time. Students will be given access to a stationary computer station. The ability to have a school-issued device is a privilege, not a right. Teachers plan their lessons and homework with the understanding that students have consistent access to a school-owned device. The Washington School for Girls is pleased to support a robust technology program. We believe that learning how to use technology responsibly is a fundamental component of a 21st century education. For students with limited Internet access at home, WSG also has the ability to provide a Chromebook with LTE technology so that the student can work from anywhere with a decent cellular signal. Students may also have access to shared devices in common areas (desktops and iPads) when supervised by an adult.

Broken/Lost Device Policy

Vandalism is defined as any malicious attempt to harm or destroy physical equipment, software, or electronic data of another user or entity. This includes, but is not limited to physical damage of computers, monitors, cabling, printing equipment and associated equipment, the purposeful uploading or downloading of any computer viruses, attempts at gaining unauthorized access, use of stolen passwords or access codes, uploading of software, or changing of network, local software or online materials without permission. Students are considered partners when it comes to the care and maintenance of the technology resources provided by the school. In the spirit of a one-to-one device program, students must exercise care when transporting and using their device or any WSG owned device. Students will be held responsible for devices that are mishandled or stolen because they are not appropriately secured or handled. If it is determined that a device was damaged due to the negligence or carelessness of a student or their family, the student's family will be held responsible. Examples of negligence include broken screens, broken bezels, liquid damage, heat damage, food damage, cracked frames, unauthorized operating system changes and loose cables (if the issue is the result of a documented hardware or software glitch, there is no charge). Families will also be responsible for the fee if their student breaks the computer of another student. Fees may be assessed and an incident report will be attached to the fees for the broken devices according to the following schedule:

- 1st time: No charge if fee has been paid (\$50 on top of the \$50 fee if the fee has not been paid)
- 2nd time: \$175 fee
- Each subsequent instance: \$175 fee

A broken/vandalized/damaged/lost or stolen charger will result in a \$30 fee. 3rd party chargers should not be purchased as incorrect wattage may damage the Chromebook's battery. Additionally, a lost or stolen Chromebook will result in a \$225 replacement fee immediately. It is important that these fees are taken seriously if assessed; a student loses her ability to complete academic work easily without a device and WSG may or may not issue a new device depending on the situation. WSG is not responsible if a student cannot complete academic

work without a computer. The decision to provide or not provide an individual device is solely at the discretion of WSG.

Student Safety/Children Internet Protection Act (CIPA)

Student safety with technology is our number one priority. Students may not view any unauthorized content on or off campus. WSG has two levels of filtering and maintains CIPA compliance. CIPA requires that students not be exposed to harmful or pornographic content while at school or while using a school-owned device. The first level of the firewall blocks identified pornography, and inappropriate, and illegal websites for all users and guests at WSG. The second level pertains only to students and blocks general websites that have been flagged by a staff member at WSG. This second layer of filtering is tied to the student's Google account. This filtering is not perfect, but it can easily be updated. Additionally, The WSG email server prevents students in grades 3-7 from sending and receiving messages from outside email addresses. 8th grade students are granted permission to send emails beyond the WSG domain so that they may inquire and apply to high schools. Additionally, student web history is stored and student devices may be subject to remote monitoring. Students should not assume that their computer activity is private. Anything that a student would not say out loud to her teacher, principal or parent/guardian should not be written in a message or a document. The use of WSG Technology Services is a privilege, not a right.

Software Notice/Children's Online Privacy Protection Rule (COPPA)

At WSG, teachers have the freedom to use the electronic tools that they feel are most effective in their classrooms. Students, therefore, may have several different software accounts tied to their school email account. Most software and web software providers require parental notice, and the option to opt out before we can create accounts for students under the age of 13. These services are typically tied to your student's WSG email account and parental notice is required out of an abundance of caution on the part of the software providers. If you are aware of any software that is used in class that you would not like your student to use, or you are interested in learning about the terms and conditions of specific software, please e-mail jeanest@wsgdc.org. A school email account, a school device and access to essential core services (Google Apps, Office 365, Pearson Mathematics, BlackBaud, i-Ready, Literacy Benchmark, Senor Wooly, Clever, FOSS and Teach TCI) are a part of our educational program requirements and therefore required for all enrolled students.

Internet Access

We believe that the Internet offers valuable, diverse, and unique resources to students, teachers and staff. Our goal in providing this service to students is to promote educational excellence by facilitating access to educational resources. Students have access to:

- Information and news from major information sources;
- Hundreds of educational websites and software;
- Graphics and images from a variety of sources, and

- BlackBaud, WSG Email, Google Apps and Microsoft Office 365 Accounts

The Internet connects thousands of computers all over the world, and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may be not considered to be of educational value in the context of a school setting. Students will be exposed to appropriate uses of the Internet in an academic setting. The purpose of using the Internet in our school is to support education by providing access to information related to curriculum topics for: in class reading, discussion, student research/projects, and to obtain educational objectives regarding information technology, organization, use and interpretation of information (e.g., information literacy).

General Social Media Use

Students are considered representatives of WSG and are expected to conduct themselves accordingly when they are online—even at home. The school understands that students often have phones and other devices that can be used to access the Internet and social media. This includes the cultivation of a social media presence. Students and families must understand that information posted online can cause unintended consequences.

Social Media Use at School

Social media may not be used at school under any circumstances. Students are not permitted to sign up for social media services with their school email accounts. Using social media at school or using a school email account to sign up for social media services constitutes a violation of the acceptable use terms. The school will determine what consequences are necessary based on the situation.

Social Media Use Outside of School

The school is aware that most social media applications have gone mainstream and are widely available. Most of these companies prohibit users who are under 13 years of age from signing up to use their platforms. In many cases, this does not prevent students from creating and using these accounts. Parents are always encouraged to monitor the use of home computers, tablets and cell phones (social media sites are blocked on school devices) and the school has resources available for parents who need help setting up monitoring for their families. Parents will also be required to notify the school that their students are using social media services. Unfortunately, these accounts are often used in incidents of cyberbullying. Even if the cyberbullying takes place outside of school, students may still be held accountable. WSG will take any necessary actions to maintain a safe learning environment for all students. Social media posts that are harassing, slanderous, threaten bodily harm or emotionally damaging will be referred to The Metropolitan Police Department immediately. The school has the right to search for student social media accounts and may require that any content that reflects poorly on the school or another student be deleted. The school may also request that students delete their social media accounts altogether. The school reserves the right to use its best judgment in determining consequences for any cyberbullying, inappropriate posts, or other misuse of social media at home or at school. Consequences that may include but are not limited to a

parent meeting, social media course, suspension and/or expulsion will be enforced at school if students are found to be misusing social media. WSG will also create a way for students and families to report instances of cyberbullying.

THREAT

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, WSG reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to herself or others, or may be subject to disciplinary action including expulsion.

SOCIAL WORK/COUNSELING SERVICES

WSG has a full time mental health professional on staff. The school social worker/counselor is available as a resource to help students to understand and deal with social, behavioral, and personal problems. S/he emphasizes preventative and developmental counseling to provide students with the life skills needed to deal with problems before they occur and to enhance students' personal, social, and academic growth. S/he interacts with students individually, in small groups, or with entire classes. When needed, they consult and collaborate with parents, teachers, school administrators, etc. in order to develop and implement strategies to help students be successful in the education system. Parents/guardians are encouraged to seek counseling assistance or referrals for counseling services by contacting the Principal, or their student's teacher.

Student Advisory System

In order to meet the unique developmental needs of each student, WSG will assign an advisor to each student at THEARC. Advisory groups are small and personal settings where students may experience positive peer support and guidance from an adult. Advisory groups meet weekly. As such, the advisory group will provide a home base of support, encouragement, and counsel for each student. Groups are mixed-grade and students learn about WSG core values while participating in community building activities.

Outdoor Play/Recess Safety Policy

Outdoor play/recess safety is of the utmost concern to our children. Children are expected to follow all directives of the teachers.

Discipline Overview

Please note: Additional information on an updated Strategies, Approaches and Responses to Discipline Policy will be available for the start of the new school year in July 2024, and will be included as an Appendix to this Handbook.

All faculty and staff work as a team at the Washington School for Girls to provide a caring and safe environment for each student. Discipline includes clear and concise rules, expectations and consequences that will guide each student's growth in the development of positive self-control and the ability to make decisions that benefit themselves and others.

Parents/guardians and teachers working together is an essential component of a successful discipline system. In addition, restorative practices provide students and caring adults with an intentional, inclusive, and respectful way of thinking about, talking about, and responding to issues or problems that arise. Our Campus Deans work with administrators, teachers, and students throughout the process to ensure that students learn how to communicate more effectively with their peers.

Types of Misbehavior/Violations

These are examples of major violations subject to suspension and/or expulsion. The final decision for expulsion will be made by the President in collaboration with the Principal.

1. Bringing any weapon (real or fake) to school
2. Possession, use, or distribution of any drug
3. Physical, verbal or sexual harassment, bullying and/or cyber bullying
4. Use of coarse or profane language
5. Vandalism
6. Possession or distribution of indecent literature or pictures
7. Truancy
8. Forging parent/guardian name on school correspondence
9. Continued disobedience or blatant and ongoing defiance of school rules
10. Cheating and dishonesty
11. Fighting
12. Leaving the classroom or school building without permission
13. Repeated use of cellphones in school building

Responding to off-task and misbehavior : Loss of Privilege

A consequence consistent with our discipline approach is the use of "loss of privilege" as a response to misbehavior. This can be as small as the loss of talking or group work during a class assignment, or as large as the loss of the opportunity to be a student at WSG. Teachers and administrators work together to ensure as consistent and as immediate of feedback as possible when responding to misbehavior.

Fighting Policy

There is a no-fighting policy at WSG. In order to prevent this from happening, there is no hitting (play or otherwise), pushing, hitting, pushing back, hitting back or any other physical contact that may be construed as violent. Students at WSG are supervised by adults at all times. Teachers and support staff work diligently to ensure that students are following expectations in all spaces- in classrooms, hallways, during recess and in transitions to areas associated with our campuses.

WSG expects each student to help maintain the school community. Therefore, students who are in the presence of others who are violating school rules must remove themselves or they may face the same penalties as the primary offender. Furthermore, if students find themselves

with another student who may be in need of adult help, they must seek help immediately if at all possible.

WSG Anti-Bullying Policy

The Washington School for Girls (WSG) is committed to providing a safe and healthy learning environment for all students. As such, WSG takes a strong stance against bullying, harassment, and intimidation, which are violations of the school's code of conduct. In accordance with our mission, WSG has established the following anti-bullying policy that encourages students to practice positive communication and conflict resolution skills and to respect the dignity of all members of the school's community.

Definition of Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Prohibition Against Bullying

Acts of bullying, including physical, verbal, and cyber harassment, are strictly prohibited. Enforcement of this prohibition includes incidents that take place:

1. On WSG grounds, including all property owned by and immediately adjacent to THEARC and Our Lady of Perpetual Help, where our two school campuses are located; at WSG-sponsored or related events on or off campus; on any vehicle used for school activities; at any transit stop at which students wait to be transported to WSG; or through the use of any electronic devices owned or leased by WSG or used for school activities; and
2. At a location or function unrelated to WSG, through the use of electronic devices, including those not owned or leased by the school, if the acts of bullying or cyberbullying create a hostile environment at WSG for the victim or witnesses, infringe on their rights, or materially and substantially disrupt the orderly operation of WSG.

Retaliation against a student, volunteer, teacher, or staff member who reports bullying, including providing information about or witnessing an act of bullying, is also strictly prohibited.

Reporting Incidents of Bullying

WSG requires all teachers, staff, and volunteers to report incidents of bullying or retaliation they witness or are made aware of. Incidents must be reported to school administrators or counselors, who will create a written report of the incident and initiate an investigation.

Students, parents, guardians, and community members are encouraged to report any incidents of bullying that they witness or are made aware of directly to the Principal, Director Student and Alumni Success, or any administrator. Anonymous reports may also be made but disciplinary action may be withheld by WSG unless actionable information is provided or uncovered by investigation. Written and transcribed oral reports will be included in school records. Information on how to report incidents of bullying will be communicated to students

and family members during WSG orientation sessions and via mailings as deemed necessary by school administration.

Initial Response and Investigation

Prior to the investigation of a reported incident teachers will consult with school administrators and counselors to determine what steps should be taken to ensure the safety of the alleged victim. Actions for protecting a victimized student and restoring a sense of safety include but are not limited to: changing seating assignments to reduce contact between students involved in the incident and designating a teacher or staff member as a “safe” person for the alleged victim. Following a thorough investigation, WSG will determine if further action is needed to protect the victim from additional incidents of bullying or retaliation.

All complaints and incidents of bullying are taken seriously and immediately investigated after the victim’s safety has been secured. Parents/Guardians of victims, offending students, or if appropriate, witnesses to an act of bullying, will be notified of the incident if deemed necessary by school administrators.

WSG staff will conduct investigations with the goal of determining whether a reported incident involves victimization, an indication of bullying, or a conflict between students that can be otherwise resolved. If school administrators conclude that bullying has occurred, they will take the necessary steps to prevent a recurrence of the incident.

Consequences and Disciplinary Action

WSG ensures that all consequences for bullying are applied consistently, fairly, and equitably while allowing for flexibility to adapt to individual contexts. Disciplinary action is determined based on the nature of the incident, the disciplinary history of the student(s) involved, and the age and developmental status of the student(s) involved. The Disciplinary Action Policy will be followed in cases of bullying.

Counseling and Referrals to Services

In order to ensure that single acts of bullying do not become recurring problems, WSG provides on-site counseling and referrals to outside services for all students involved in a bullying incident.

WSG employs a certified social worker/counselor who provides individual, group, and family counseling on campus as well as referrals to outside services if needed. Students involved in an incident of bullying, including the victim, bully, and witnesses, will attend individual counseling sessions as deemed necessary by school administrators. For severe and/or persistent bullying incidents, students may be referred to outside services. Information regarding the incident and investigation will be provided by either a counselor or a school administrator. Relevant information such as the type of service needed, the reason for the referral, and the expected outcome of the particular services provided. If outside agencies are contacted, the student’s

parents or guardian will be contacted and asked to provide written consent. If consent is not obtained, on-site counseling services will be provided or continued in conjunction with any disciplinary action applied.

Other Services

If a student is determined to have participated in an act of bullying, WSG will provide remedial, non-punitive services to help the student learn more constructive behaviors and skills. Remedial services may include workshops on life skills, conflict resolution, positive communication skills, problem-solving, emotional control and anger management, and peer-to-peer relationship building. The goal of these services is to restore a sense of safety within the WSG community and empower students to resolve personal conflicts and incidents of bullying without aggression or violence.

School Culture and Prevention

WSG is committed to establishing a school culture of respect and safety. As a result, WSG incorporates bullying prevention into our academic curriculum, professional development, and code of conduct. Both students and staff are expected to create a positive and respectful learning environment and to participate in bullying prevention workshops and training as needed.

Active parent and community engagement is an essential part of WSG's inclusive and collaborative structure. Accordingly, WSG regularly communicates with parents and guardians of students about available presentations and workshops, including bullying prevention education and training. Potential topics include: anti-bullying activities at home, dynamics of bullying and impact on youth, internet safety and cyberbullying, and available administrative and legal resources to bullying.

Anti-Bullying Curriculum

In order to prevent bullying both in and out of the classroom, WSG incorporates social and cognitive skills development into a comprehensive academic curriculum. This curriculum emphasizes positive and nurturing relationship-building and the development and practice of self-control and other skills, including:

1. Self-Regulation (i.e. impulse control, listening and learning skills, empathy training, and focusing attention)
2. Perspective-Taking (i.e. respect for others' similarities and differences and recognition of the feelings of others)
3. Emotion Management (i.e. recognizing and understanding of one's own feelings, strategies for coping with strong emotions, and anger/stress/anxiety management)
4. Problem-Solving and Conflict Resolution (i.e. strategies for solving problems and reducing stress, goal setting, positive communication, and negotiation and compromise)
5. Friendship Building (i.e. cooperation, respect, inclusivity, participation, and teamwork)

Students have the opportunity to utilize the skills they learn during extracurricular programming and service-learning projects.

Electronics Policy

Student Cell Phones

Students are permitted to carry a cell phone to school however, they must turn the phone OFF during school hours and turn it in using the designated space in the main office at the start of each day.

In order for the cell phone to be brought on to school property, parents must identify that their student has a cellphone on their re-enrollment forms. Cell phones that have not been made known to school staff will not be allowed on campus and subject to confiscation.

All permitted student cell phones must be OFF, not just on vibrate or silent while in the building. If any phone is on, visible, or making noise it will be confiscated, regardless of whether the phone was put away. Students are required to turn their cell phones in using the provided rack outside the Main Office in the morning and pick up after school from the Main Office. If a student does not turn in their cell phone upon arrival to school, the following consequences will be enforced:

-1st Offense/Unknown Phone: Device is confiscated and can be picked up by the parent/guardian at the end of the day. Student receives detention.

-2nd Offense: Device is confiscated and can be picked up by the parent/guardian after the parent/guardian meets with the campus dean.

-3rd Offense: Student is suspended and the cell phone is no longer permitted in school.

Other Personal Electronic Devices

Students are not permitted to carry any other electronic devices to school (ex. tablets, iPads etc). WSG is not responsible for any item a student brings to school. If the electronic devices are in plain view, they will be taken and kept in the main office and only returned to parent/guardian. The same guidelines as the cell phone policy will be followed.

Toys, Games, & Gadgets

Students are not permitted to bring toys of any kind to school. All toys, cards, games, etc. will be confiscated and not returned. Any major electronic games (PSP, DS, etc.) will be taken and kept in the main office and can be returned to a parent/guardian upon request. The same guidelines as the electronics policy will be followed.

WSG is not responsible for any damage to any personal devices brought to school.

Specific Student Responsibilities

While technology allows us to perform tasks that were once unimaginable, it is very easy for technology to become a distraction or to be used in an inappropriate manner. Students should

make sure that they are familiar with ALL of the above policies. Additionally, each WSG student should be aware of her specific responsibilities:

- I will turn in my cell phone to the cell phone rack in the front office every morning.
- I will not bring any outside electronics (computers, iPads video games etc) to school.
- I will handle all of the school's technology carefully and will be responsible for my actions.
- I will not leave my school devices out overnight.
- I will carry my school issued device between home and school regularly and keep my device charged.
- I will make sure that my device is in a case and clearly labeled at all times.
- I will not do anything illegal using the school's technology resources.
- I will use all technology in a safe and responsible manner while supervised by an adult.
- I will keep my device locked and not share my password with anyone.
- I will not use someone else's device or accounts while at school or outside of school.
- I will not share any of my personal information or the information of another student online or on social media.
- I understand that if my school device is stolen, lost or damaged because of my intentional actions, my family will have to pay for the device.
- I will not use technology to bully someone or hurt the school.
- I understand that if I use social media inappropriately, even outside of school on my own phone, that I will face consequences in school.
- I understand that WSG's rigorous academic program requires me to use my school device; I also understand that my use of technology is a privilege and that I am placing myself at a disadvantage if I lose/damage my device.
- I will use the school's technology to pursue academic excellence.

Family/Student Technology Contract:

Students are expected to adhere to the following policies:

- Students will not use school resources to commit illegal acts (fraud, harassment, stealing, hacking, vandalizing, copyright infringement etc.).
- Students will not purchase or commit to purchase goods and services through the internet at The Washington School for Girls.
- Students will not use technology to release sensitive school information or damage the reputation of the school.
- Students will not create or send, or encourage others to design, create, or send abusive or threatening messages or engage in cyberbullying on or off-campus, using WSG devices, or personal devices.
- Students will not access social media sites or apps at school unless it is required for an assignment
- Students will use social media in a safe manner at home on personal devices
- Students may use computers/electronic devices only when supervised by a teacher or other authorized adult and will use computers/electronic devices and the Internet only for school projects and visit only websites assigned by teachers.
- Students will not post any personal information regarding themselves, other students or faculty/staff including their name, address, phone number, any photographs, email addresses or other personally identifying materials on any websites.
- Students will store documents and electronic files they have created on the Google

Drive/School Email issued to them.

- Students understand that they must follow copyright laws in the areas of print and electronic media.
- Students will not use any equipment designated for use by staff only (copiers, printers etc.)
- Students will not use the devices of other students, the accounts of other students or do anything to impersonate another student.
- Students will not share ANY passwords with other students and will report any suspicion of unauthorized access of their accounts to technology staff.
- Students will log out of devices and will not leave their computers unlocked.
- Students will be held responsible for activity that takes place on their device.
- Missing or damaged devices will be reported to staff members immediately.
- Families will be held financially responsible for broken/lost/stolen devices.

The parents/guardians of our students are ultimately responsible for setting the standards that their children should follow when using computers at home. Parents should be thoughtful about the devices that they provide to their children, and should use the appropriate parental controls to ensure the safety of their child. Parents are responsible for reinforcing the technology standards at school. It is critical that all parents/guardians read and discuss the above terms and conditions for computer/electronic device and Internet use with their student. By agreeing to the contents of the Family/student handbook, you and your student are also agreeing to follow the technology policies and responsibilities outlined here.

EMERGENCY PREPAREDNESS

WSG recognizes its legal and moral responsibility to provide for the safety of its students and staff, especially in disaster situations. The school is also aware of its role in working cooperatively with other community agencies to prepare for and effectively deal with a disaster situation in the community. Because disasters may strike quickly and without warning, WSG has developed an effective disaster preparedness plan and provides the appropriate instruction and practice to carry out the plan through drills such as fire, evacuation, and active shooter. These events can be frightening for adults, but they are traumatic for children. Emergency preparedness planning can reduce fear, anxiety, and losses that accompany emergencies and disasters. Drills will be conducted throughout the year to ensure a working knowledge of emergency procedures.

FAMILY ENGAGEMENT

Decades of research show that when parents are involved in school life, students have higher grades, test scores, and graduation rates; better school attendance; increased motivation, better self-esteem; lower rates of suspension; decreased use of drugs and alcohol; and fewer instances of violent behavior. All WSG families are encouraged to establish the following attitudes to supplement academic learning outside of the school:

1. Establish a daily family routine (e.g. provide time and a quiet place to study, assigning responsibility for household chores, and being firm about bedtime).
2. Monitor out-of-school activities (e.g. setting limits on TV watching, arranging for after-school activities and supervised care).

3. Model the value of learning, self-discipline, and hard work (e.g. communicating through questioning and conversation or demonstrating that achievement comes from working hard).
4. Express high but realistic expectations for achievement (e.g. setting goals and standards that are appropriate for children's age and maturity, recognizing and encouraging special talents, informing friends and family about successes).
5. Encourage children's development/ progress in school (e.g. maintaining a warm and supportive home, showing interest in children's progress at school, helping with homework, discussing the value of a good education and possible career options, staying in touch with teachers and school staff).

Family Contact Hours Requirement

The faculty and staff of WSG love to keep families directly involved in all that is done. WSG needs families to actively support student education both at home and at school. All WSG families are to contribute a MINIMUM of 20 family contact hours (no matter how many children are in the school) each school year. These hours can be earned through direct service to the school (chaperoning field trips, volunteering in the classroom, etc.), in- school contact (shadowing student, tutoring, assisting with celebrations, etc.), participating in off- campus activities/events (STEM Festival, Library Day, NASA Day, museums, etc.) or in-home activities (book club reading, science fair project, career exploration, etc.). A current list of suggested activities/needs will be distributed monthly along with the school calendar.

Parent/Caregiver Volunteer Policy

At The Washington School for Girls, we highly value the involvement of parents in our school community. To ensure the safety and well-being of all students, we require all parent volunteers to comply with the following:

1. FBI Background Check: All parent volunteers must complete an FBI background check. This ensures that all volunteers meet the safety standards required to work with children.
2. VIRTUS Protecting God's Children Training: All parent volunteers must complete the online VIRTUS Protecting God's Children training program. This training educates volunteers on how to create a safe environment and protect children from abuse.

These compliance requirements are mandatory for any parent wishing to volunteer in a parent leadership and/or support capacity. This includes but is not limited to classroom assistance, chaperoning field trips, and participating in specific-school events.

Guests/Visitors

To ensure the safety and security of our school students, all visitors, including parents/guardians, must present their arrival and sign-in at the main office before entering school premises. All parents, volunteers, partners, and visitors are required to receive and wear a Visitor's Pass.. The visitor(s) must remain visible. Parents who wish to confer with teachers must make an appointment in advance. No visitors may go to any other location other than designated during sign-in. All visitors must sign-out and return visitor passes prior to departure.

Classroom Observation Policy

WSG values and prides itself on our partnership with families. We believe families are children's first teachers and therefore we embrace parents, guardians, and family involvement within our School. Participation by parents, guardians, and other family members, conveys a positive impression to children. Children feel supported and a sense of belonging and well-being is promoted. We believe in offering an open-door policy welcoming families to visit the School when it's convenient for them.

The expectations for classroom observations are as follows:

1. Parent/Caregiver are required to schedule appointments for observation minimally 48 business hours in advance. This rule does not apply on Family Observation Days.
2. Parent/Caregiver will be provided shared norms our school community follows within our classroom environment.
3. Parent/Caregiver are allotted a max of 20 minutes for a classroom observation per day as long as it doesn't interrupt student learning.
4. To ensure the flow of student learning is uninterrupted, only one parent observation is permitted per day.
5. Principal or other designated admin may request to temporarily restrict building access for all visitors after any serious incident that compromises the safety and security of students and staff or disrupts school instruction, operation, or activities.

FIELD TRIPS

Field Trips are one of the many ways we expand the educational and social horizons of students and affirm their growth. Students earn field trips either through their homework, attendance, grades, behavior, or other criteria. It is the family's responsibility to ensure all required forms are submitted before the start of a scheduled field trip.

There are sometimes fees associated with taking field trips. An annual universal permission slip is required for all trips that take place during typical school hours. Information will go home with specific details about the trip (date, time, location, cost, etc.) a minimum of five days in advance. If a parent/guardian wishes to opt out of a specific trip, he/she is encouraged to contact the office immediately. For trips that take place outside of school hours, an additional signed permission slip is required. Both the signed permission slip and the appropriate fee must be returned two days before the day of the trip, or the student will not be able to attend. WSG is committed to ensuring all students have equitable access to field trips, Parents/Guardians should contact the school immediately with concerns regarding financial obligations or other questions.

FINANCIAL OBLIGATIONS/SCHOOL FEES

The cost of educating a student at WSG exceeds **\$18,000** per year. All students who are accepted to WSG will receive a scholarship. The Development Office of WSG works hard to seek funding from numerous foundations and generous individuals who provide scholarships for WSG students. In all cases, parents are expected to pay an annual fee of \$400.00 (\$350 annual fee and \$50 technology fee) and provide the complete school uniform. All families must submit this payment per academic year from July - June. This payment of \$400.00 is due by October 31, 2024. If families are unable to pay by the October 31, 2024 deadline, parents/caregivers are responsible for connecting with the Business Office to solidify a payment plan.

8th grade families are also expected to pay an additional \$125 fee which includes the cost of the high school placement test, cap and gown, 8th Grade End-Of-Year Event, and other costs associated with 8th grade promotion.

If financial obligations are not met or families do not connect with the Academic Office to solidify a payment plan, Blackbaud accounts will be locked. If financial obligations are not met by year end, academic transcripts may be withheld and the school is entitled to be reimbursed for any attorney fees and costs associated with attempts to collect any unpaid fees.

Any exceptions to the above or requests for deferred payments must be made to the President or Principal.

During the school year, students may be asked to contribute toward the cost of some extracurricular activities such as field trips, educational and book supplies, and school celebrations. These costs will be made known through the weekly Communication folders.

HEALTH OVERVIEW

Parents/guardians should notify WSG of any health issues that might affect a student's physical, academic, or social activities or performance.

Health Forms

WSG maintains the following up-to-date documents as a part of the students confidential health record. **Each document is valid for 365 days from the doctor's signature and must be updated annually.**

- [DC Universal Health Certificate](#)
- [DC Oral Health Assessment](#)
- [HPV Opt-Out \(If Applicable for 6th - 8th Grade only, \)](#)
- WSG Medication Authorization
- Asthma Action Plan (If Applicable)

Immunizations

All students must receive required immunizations as dictated by the DC Department of Health, OSSE and DC Law. It is the goal of WSG to keep all students healthy while in school. In an effort to protect the health and wellness of all students, District of Columbia law requires all students in the District to provide their schools with up-to-date immunization documentation or proof of medical or religious exemption in order to attend school (DC Official Code § 38–501 et seq.).

At the time of enrollment, all students must present proper immunization documentation in order to attend the Washington School for Girls.

Once enrolled, students must remain up to date with all required vaccinations as outlined by the DC Department of Health. If a student is discovered to not have received their proper immunizations, WSG will issue a warning letter stating they will have 20 school days to present the proper immunization documentation to WSG (DC Official Code § 38–505). If the proper immunization documentation is not presented to WSG within the 20-school day period, the

student will be removed from school and will receive an “unexcused absence” each day they are out of school. Once the proper immunization documentation is presented to the WSG, the student will be allowed to return and the missed days will be changed to “excused absences.”

DC Health immunization requirements are based on a student’s age. If you are not sure if your student’s school has the immunization records they need, contact the school to find out. You may also contact your primary health provider or make an appointment for your student to receive their annual wellness visit. During the wellness visit, ensure the health provider completes the Universal Health Certificate[2] or provides you with appropriate proof of immunization or medical exemption. You will need to give this immunization documentation to the school.

To find a health provider or immunization location near you, please refer to the list provided by DC Health. If you do not have health insurance or need a healthcare provider, please refer to DC Health Link or contact the Citywide Call Center by dialing 3-1-1.

Children’s National Medical Center Clinic- THEARC West

WSG is fortunate to have the Children’s National Medical Center Mobile Health Clinic Outreach located on the first floor of THEARC West building. Parents/guardians are encouraged to use their services for primary care physicians, and for medical emergencies that occur in the school day. Please feel free to contact the clinic directly for more information: **202-476-3033**

Medication at School

WSG strongly encourages families to dispense both temporary and maintenance medications outside of school hours. If this is not possible, the medication must be in the original container with the appropriate prescription label or over the counter label. A **Student Health Authorization for Administration of Medication Form** must be completed by a parent/guardian (obtained by the main office). Medicine is stored in a secure location in the main office. This medical form must be filled out for both the prescription and over the counter medications. For further information on medication or any health-related issues, please call the school secretary. Medications carried by students on school property without labeling information and the appropriate physician orders will be confiscated and parents will be contacted.

Return to School After Illness Policy - 24 Hour Rule

The best way to prevent the spread of illness in our schools is for children and staff/faculty to stay home when they are sick. The below policy applies to WSG staff/faculty and students.

FEVER

Any child with a temperature of 100 degrees or more is excluded from school. Children must be FEVER-FREE (temperature below 100 degrees) for a full 24 hours without the use of fever-reducing medicine, BEFORE returning to school. Children’s temperatures do not remain constant throughout the day. It is important to check your child’s temperature a few times

throughout the day, not just in the morning or at night, to be certain they have completely recovered from their illness.

VOMITING AND/OR DIARRHEA

Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate or some other reason; therefore, any child who vomits or has diarrhea is excluded from school. Children who vomit or have diarrhea should remain home until they have not vomited or had diarrhea for a full 24 hours. Children should be tolerating regular meals without discomfort before returning to school.

COUGH

Children who are coughing continuously should remain home if; the cough is such that it interferes with their ability OR the ability of others to concentrate on school work, even if they are fever-free.

MANDATED REPORTING

Child Abuse: Preventive Intervention Procedure

WSG Faculty and Staff are mandated reporters. As such, WSG follows the legal imperative to report to Child Protective Services any evidence or suspicion of child abuse or neglect that might be experienced by any student at WSG. All reports to CPS remain confidential. WSG will not discuss or confirm any report that is made by the school to anyone other than designated authorities or appropriate school staff.

Any parent/guardian or adult who observes an employee or volunteer behaving in a manner which may pose a potential risk to a child should report concerns confidentially to the President, Principal or Dean. The President, Principal or Dean will document the occurrence and intervene with the employee/volunteer, reminding them of policies and procedures and professional boundaries. WSG will work in cooperation with all public agencies to ensure the safety and protection of all students.

LOCKERS AND CUBBIES

Each student is assigned a locker or cubbie for her belongings. Because we expect the highest degree of honesty and honor from our students, we do not put locks on the lockers or covers on the cubbies. WSG staff may inspect lockers or cubbies at any time at the discretion of the administration. At the middle school campus, students may be required to share locker space.

BREAKFAST, LUNCH, AND SNACK

Breakfast, Lunch, and Snack are important parts of the school day, as it allows the students to interact and communicate on an informal level. A nutritious lunch is prepared by DC Central Kitchen to each student **free of charge** every day. WSG follows the National School Lunch Program and Smart Snack Guidelines. To review the National School Lunch Program and Smart Snack Guidelines, please visit <https://www.fns.usda.gov/nslp>. WSG is committed to providing an equitable, healthy lunch and snack each day for all of our students, therefore, students are not permitted to bring lunch from home. Only under extreme circumstances and in cases where WSG is unable to meet required accommodations (official medical diagnosis with

prescribed diet) will the option of a bag lunch be considered. However, under **NO** circumstances is a student permitted to use the kitchen facilities to store or prepare her lunch. A parent/guardian **MUST** contact the Principal or designated staff member to receive and complete the official form before any consideration will be made.

SPIRITUAL LIFE

As an independent Catholic school, WSG is grounded in the Catholic tradition. Founded in the Spirit of three courageous women- Mary McLeod Bethune, Cornelia Connelly, and Claudine Thévenet, WSG draws inspiration from the legacies of these three women.

The WSG community shares in a number of crucial religious experiences. Every day begins with morning prayer/devotion and time of reflection, as well as intercessory prayer. We challenge our students to recognize God in one another and in their surroundings and to experience God in a new and vibrant way. Each day begins with Morning Prayer and Devotion; a time set aside for the reading of scripture, reflection, offering of intentions, and song. This time is crucial for our community to join together in faith before embarking on the daily academic journey.

Additionally, each student studies religion and theology as part of the core academic curriculum. This curriculum gives students opportunities for Christian service and various types of religious experiences, including Days of Reflection and Retreats. While our approach is respectful of all students' religious traditions and beliefs, WSG does require respectful participation in all of the religious and spiritual activities of the school and deems it essential to our holistic program.

STUDENT SUPPLIES

WSG provides students with all necessary school supplies. It is the parent/guardian's responsibility to replace any missing or lost supplies. All non-approved school supplies should remain at home. In addition, each student receives a student planner to keep track of her homework assignments. *If a student needs a replacement planner, it must be purchased for \$10.*

UNIFORM AND DRESS CODE

General Dress Code

- » Students should take pride in their appearance.
- » School uniforms are to be worn Monday through Friday.
- » Non-uniform shoes and boots may be worn to and from school.
- » Students should store their shoes in the appropriate place.
- » Shorts may be worn under the uniform skirt if not visible.

Uniform Requirements

- » WSG Kilt skirt, logo jumper, or pants
- » WSG logo polo shirt
 - o 8th grade... white
 - o 6th & 7th grades... navy-blue
 - o 3rd, 4th & 5th grades... yellow
- » WSG logo navy blue v-neck pullover or button up sweater (optional, but recommended)
- » White, navy blue, or steel gray socks (knee-hi or crew) or tights

- » Plain all black flat shoes: sneakers, casual canvas, ked, oxford or penny loafer style school shoes (shoes may not cover the ankle or have heels - no crocs or boots)
- » **Note:** Every WSG student should have one plaid kilt skirt to be worn on special occasions as required by WSG

Physical Education Uniform

- » WSG logo navy blue mesh shorts or navy-blue sweatpants
- » WSG logo navy blue t-shirt
- » Sneakers (any color)
- » White, navy blue or steel gray socks

Summer Uniform (After Spring Break – September 30 Only)

- » WSG embroidered navy skort
- » WSG logo t-shirt
- » Sneakers (any color)
- » White, navy blue or steel gray socks

Field Trips

Student attire may vary depending on what is appropriate for a particular trip's activities. Students should wear their full uniform unless directed otherwise. Typically all changes to uniform requirements will be communicated ahead of time via the field trip notice.

Other Requirements

- » Hair must always be neat and appropriate for school
- » Stud earrings, bracelets, and one small necklace ONLY- No hoop earrings, visible body piercing, smart watches, fitness bracelets, rings, make-up
- » Students are permitted to wear bracelets. Bracelets may not be a distraction to self or peers
- » WSG uniform plaid, gray, white or navy headbands and small bows ONLY (no hats, animal ears, cheer bows, bandanas, scarves etc.)
- » NO acrylic or gel nails

WSG reserves the right to refuse to let students participate in fads of personal appearance that may distract their attention from class work and conflict with the ideals of the school and the spirit of family and unity for which we strive. WSG students are expected to be in full uniform every day. Consequences will be assessed for any dress code violation. WSG has loaner uniform pieces available to use during the day and will require students to swap clothing items that will be returned at the end of the day upon return of the loaner item.

Location:

Risse Brothers School Uniforms
9700 Martin Luther King Jr
Highway Suite B
Lanham, MD 20706

Toll free: 888-923-0700

Store: 301-220-1985

Website: www.rissebrothers.com

WEATHER-RELATED SCHEDULES AND CLOSURES

Please refer to the **Prince George's County Public School System** for information on whether WSG will be open. WSG follows Prince George's County weather decisions for the regular school day and Extended Day (after school activities). However, if the situation presents that WSG is in session and Prince George's County schools are not, we would then follow Elizabeth Seton High School schedule.

Parents/guardians may check the WSG website and sign up for text-message reminders regarding weather related schedules and closures.

For school updates:

School Webpage:

www.washingtonschoolforgirls.org

Radio Stations:

WPGC- 95.5
WKYS- 93.9
WTOP- 103.5

TV Stations:

NBC-4
ABC-7
CBS-WUSA-9

School Closing Hotline:

(301) 952-6000 – listen to options; select school status report

Prince George's County Public Schools Website: www.pgcps.org

PART III: SPECIAL PROGRAMS

EXTENDED DAY, INTERSESSION, SATURDAY SCHOOL,
GRADUATE SUPPORT, AND OTHER PARTNERS



EXTENDED DAY PROGRAM

In order to further enrich the educational life of each student, WSG offers a program that provides extra-curricular activities and a fine arts experience. Extended Day is a **required** part of our program and serves to exercise talents that support the spiritual, cultural, social and cognitive development of each student. These opportunities are made possible by the core staff in addition to community volunteers and program partners that serve as tutors, club moderators, speakers, and mentors. Students will receive an Extended Day pass or fail grade for being prepared, being present and participating fully in the activities each semester. The use of grades is solely at the discretion of the Director of Student and Alumni Success and Out of School Time Coordinator.

Goals

- To practice self-responsibility and accountability
- To provide an interactive academic environment
- To provide exposure and engagement in a wide range of activities and experiences to include Leadership, STEM, Sports and fine arts

Activities

- Homework assistance by the use of small group tutoring sessions
- Student clubs
- Fine arts classes in art, dance and music offered by THEARC and external partners
- Mini-series workshops in topics of interest to the students
- Special presentations and exhibits by guest speakers and community advocates

Schedule

- **Extended Schedule - View Campus** Mon - Thurs 3:30 pm to 4:30 pm - focus on homework help
- **Extended Schedule - THEARC Campus**
- **Study Hall** 3:30pm - 4:30pm and **Extended Day Clubs** 4:30pm - 5:30pm

GRADUATE SUPPORT PROGRAM

The WSG Graduate Support Program (GSP) builds the foundation in middle school for students to graduate from secondary school and post-secondary schools. WSG Graduates are empowered with the extra resources needed to be successful throughout their academic and professional lives by gaining access to a network of peers and adult mentors.

WSG's GSP intensively engages graduates, providing the early intervention critical to increasing success in high school, post-secondary school, career placement, and beyond. The program recognizes, encourages, and celebrates the role that WSG Graduates will play in the future success of WSG, the community, and society at large.

Support for students begins in 7th grade where students participate in a year-long High School Prep Class. This class assists students in preparing for the pre-high school placement test taken during the last quarter of school. In 8th grade, students continue with preparation for best practices in test-taking. 8th grade students take the High School Placement test during the second quarter of the school year.

Students and families work closely with the Manager of Graduate support to complete high school applications for the schools of their choice. WSG believes in a step by step approach

to support students and families with this new process. In addition, we work closely with dedicated volunteers who provide our students with feedback on essay writing and mock interview practice. These opportunities help to build confidence and security with choosing the best fit high school.

WSG values student achievement beyond their years with us, and we continue to support our students in high school and track their progress. We are committed to visiting our high school students on a regular basis, providing them with tuition assistance, planning events to stay connected and creating opportunities for support with tutoring and various other ways to assist students, providing on-going scholarship opportunities for college.

In celebrating student success, we acknowledge our graduates achievements in their high schools, within our school community and on our social media pages.

INTERSESSION PROGRAMS

Intersession provides students with the opportunity to extend their learning beyond their classroom. This may include opportunities for remediation, enhancement and enrichment in the arts, sciences, service learning or civic engagement. WSG will provide one week of intersession camp during its fall and spring intersession breaks. In the summer, we provide a two week intersession for students. Families are required to sign up their student in advance and a small fee may be assessed for all programming. Past programming partners have included: Rising Stars, Girl Up, and Young Playwrights Theater.

SATURDAY SCHOOL

The Saturday School Program is designed to provide students with an outside of the box school experience where students focus on academic support, learn both soft and life skills, as well as dive into learning experiences that wouldn't be available during the school day. Registration for Saturday School is open to students in grades 4-7 and Saturday school days occur **once a month** from 9:30am - 1:30pm for the 2024-2025 school year.

THEARC (Town Hall Education, Arts, Recreation Campus)

WSG is a resident partner of THEARC, and all WSG students are members of THEARC. This makes it possible for them to take full advantage of programs from other partners such as: The Boys and Girls Club, Children's National Medical Clinic, The Levine School of Music, The Washington Ballet, ArtREACH, the Phillips Collection, Covenant House and more! Also, Trinity University has special post high school and college offerings for parents and family members who wish to pursue higher education.

All students at WSG have the tremendous opportunity to participate in programs with these partners during WSG's Extended Day Program. In addition, students and family members are urged to participate in the many other community programs held at THEARC during evenings and weekends.

There are two campuses of THEARC, THEARC East and THEARC West. WSG is proud to be located in THEARC East and part of this vital state-of-the-art community resource. We encourage all to take full advantage of the offerings at THEARC.

PART IV: APPENDIX

ATTENDANCE POLICY AND FAMILY NOTIFICATION FOR UNEXCUSED
ABSENCES

STRATEGIES, APPROACHES, AND RESPONSES TO DISCIPLINE POLICY
TECHNOLOGY AGREEMENT

UNIVERSAL FIELD TRIP PERMISSION FORM

MEDIA RELEASE FORM

ATTENDANCE POLICY AND FAMILY NOTIFICATION FOR UNEXCUSED ABSENCES

Number of Unexcused Absences	Family Notification	School Actions	WSG Staff Member
1-2	Will be contacted by phone, email and text (if opted in) after an unexcused absence.	Call, email and send text via Blackbaud to parent/ guardian.	Secretary
3	Will receive a wellness check phone call to check in on the student as well as an email and text.	Make a wellness check via phone call. Email and text via Blackbaud.	Secretary
5	Will receive a notice about attendance concerns asking for documentation to excuse absences. If documentation is not received, parents/ guardians will receive a phone call and/or email from the counselor to arrange an attendance meeting.	Send home notice (paper with child, email and via Blackbaud). If no additional documentation is received, organize meeting with parent/ guardian, student and counselor to develop an action plan to support attendance interventions.	Counselor
7	Will receive a notice including information that the school is mandated to report absences to CFSA if the total reaches 10 unexcused absences. Will receive a phone call and/ or email to arrange an attendance meeting with the counselor and member of school leadership.	Send home notice (paper with child, email and via Blackbaud). If no additional documentation is received, organize meeting with parent/ guardian, student, counselor and member of school leadership. The action plan will be reviewed and revised.	Counselor, Member of School Leadership
10	Will receive an attendance notice. Will receive a phone call and/or email to arrange an attendance meeting. A Mandated Reporter will contact CFSA.	Send home notice (paper with child, email and via Blackbaud). Organize a meeting with parent/ guardian, student, counselor and member of school leadership. The action plan will be reviewed and revised. Make truancy report to CFSA.	Counselor, Member of School Leadership
12	Will receive an attendance notice. Will receive a phone call and/or email to arrange an attendance meeting.	Send home notice (paper with child, email and via Blackbaud). Organize a meeting with parent/ guardian, student, counselor and member of school leadership. The action plan will be reviewed and revised.	Counselor, Member of School Leadership
16	Will receive an attendance notice. Will receive a phone call and/or email to arrange an attendance meeting.	Send home notice (paper with child, email and via Blackbaud). Organize a	Counselor, Member of School Leadership

		meeting with parent/ guardian, student, counselor and member of school leadership. The action plan will be reviewed and revised.	
18	Will receive an attendance notice confirming that the student may be ineligible for promotion and eligible for withdrawal.	Send home notice confirming that the student may be ineligible for promotion and eligible for withdrawal.	Counselor

STRATEGIES, APPROACHES, AND RESPONSES TO DISCIPLINE POLICY

Discipline Overview

All faculty and staff work as a team at the Washington School for Girls to provide a caring and safe environment for each student. Within this context, a straightforward discipline plan is formulated with clear and concise rules, expectations and consequences that will guide each student's growth in the development of positive self-control and the ability to make decisions that benefit themselves and others. Parents/guardians and teachers working together is an essential component of a successful discipline plan. In addition, restorative practices provide students and caring adults with an intentional, inclusive, and respectful way of thinking about, talking about, and responding to issues or problems that arise. Our Campus Deans work with administrators, teachers, and students throughout the process to ensure that students learn how to communicate more effectively with their peers.

Behavior Expectations at WSG

Parents will be notified immediately whenever there is a major infraction and disciplinary measures will be taken. In order to maintain a school climate proper for teaching and learning, it is important that students, staff and parents understand and uphold the discipline policy. Doing so will accomplish several goals that WSG considers vital, including:

- Maintaining orderly classrooms in which instruction can take place
- Ensuring that students respect staff, faculty, volunteers, and peers
- Building partnerships with parents as they attempt to their children
- Ensuring the safety of each student by preventing the occurrence of serious problems

Expectations

- A. Students will follow instructions given by all authority figures. Given a request by an authority, a student is expected to acknowledge instruction and follow the request. (An authority figure is any adult who speaks to the student during school hours on behalf of WSG, and includes administrators, teachers, staff, substitutes, and occasionally any other adult who has been entrusted with an authoritative role.)
- B. Students will respect peers and property. Students are expected to honor their peers by treating others in a manner that they would like to be treated. Students are also expected to ask permission before using the property of another person.
- C. Students will respect and honor others with their speech and mannerisms. Students' speech and mannerisms will appropriately honor God, authority figures, and peers. At WSG appropriate speech and manners are expected.
- D. Students will participate in the learning process regardless of ability or limitations, and to put forth her best effort at all times. This applies to projects, extracurricular activities, as well as classes.

Additionally, since WSG is a Catholic school centered learning institution, students are expected to uphold these ideals on school grounds and off. Our overarching goal is to help our students grow not only academically, but emotionally and spiritually. We want to encourage our students to always exemplify our core values - faith, perseverance, joy, confidence, excellence, goodness, peacemaking and generosity. The discipline policies of WSG do not focus on "punishment" for punishment sake, rather, it will seek to give the offender the chance to redeem herself with disciplinary measures that will help students focus on, and provide time to reflect on the nature of their actions. WSG focuses on *restorative practices* to create a supportive and inclusive environment where students feel valued and empowered to take

ownership of their actions. This approach emphasizes accountability, empathy, and collaboration to address behavioral issues. Examples of the Restorative Practices approaches include circles, peer-conferencing, community-building activities, responsible decision-making, and effective communication skills.

Discipline Action

In order to maintain a safe and productive learning environment, some behaviors will not, and cannot be tolerated, while others will be considered as minor infractions. A demerit system has been established to guide the students and foster communication from parents. Please note all infractions will be entered into Blackbaud which will be sent directly to the parent(s).

Minor Infraction:

Student misbehavior will be considered *minor* if, in the judgment of the administration and/or the authority who witnesses the actions of the student:

- A. The behavior was not malicious or intended to cause harm to another person or another person's property, and
- B. The intention of the student was not to be disrespectful to a peer or authority (i.e. the behavior was careless, not premeditated), and
- C. The behavior did not reflect a pattern of similar misbehavior

Major Infraction:

Student misbehavior shall be considered *major* if, in the judgment of the administration and/or the authority who witnesses the actions of the student:

- A. The behavior was malicious or intended to cause harm to another person or another person's property, or
- B. The behavior of the student reflected the intention of being disrespectful to a peer or authority (intentional disobedience), OR
- C. The behavior reflected a pattern of similar misbehavior.

SPECIFIC INFRACTION

The following list is meant to be a guide and most certainly does not include all potential infractions. Consequences for infractions are progressive in nature and will be at the discretion of administration.

Step 1: Classroom interventions, parent contact, and restorative practices.

Step 2: Detention, classroom interventions, parent contact, and restorative practices.

Step 3: Parent contact and/or meeting, detention or ISS/OSS, possible referral to Student Support Services, and restorative practices.

Step 4: Parent meeting, ISS/OSS, referral to Student Support Services, and restorative practices.

Step 5: Mandatory parent meeting with administration, extended OSS or expulsion, and restorative practices.

Level 1 (minor) infraction, which occurs without teacher permission:

- Chewing gum at any time. Eating outside of designated times.
- Violating dress code by not wearing WSG apparel and/or shoes (navy blue skort, kilt, jumper, blue, white, or yellow polos - only).

- Bringing a cell phone or any non-WSG-issued device (smart watch, iPad etc) to school, athletic trips and not turning it into the Main Office. The device will be collected and held in the front office.
- Displaying disruptive behavior in the halls (ex. running, no shoes, yelling, using profanity, etc).
- Displaying unacceptable behavior during Mass or prayer services.
- Working on something other than that which is assigned by the teacher during a particular class (ex. YouTube, visiting unauthorized websites, playing music etc).

	Step 1	Step 2	Step 3	Step 4	Step 5
Grades 3-8	X	X	X		

Level 2 (minor) infractions (Detention):

- Talking persistently, displaying disruptive and/or disrespectful behavior during class, library, study hall, assembly, prayer service, or Mass.
- Creating or participating in google chats or groups or other chat platforms during class, study hall, assemblies, or at prayer services and Mass.
- Leaving class without an assigned hall pass.
- Accessing another student's Google Account.
 - Inappropriate Touching (*Inappropriate touching* involves play fighting, etc.).
 - Careless broken Chromebook (no detention, but family billed after second break)

	Step 1	Step 2	Step 3	Step 4	Step 5
Grades 3-8		X	X		

Level 3 (major) infractions (ISS/OSS):

- Showing disrespect for teacher, staff, or other students
- Missing an assigned detention or any class without prior permission from administration or faculty
- Intentionally going to an unsupervised area before, during, or after school
 - Plagiarism (Careless and Intentional)
 - Sending inappropriate Emails with offensive content (sharing Drive files also counts)

	Step 1	Step 2	Step 3	Step 4	Step 5
Grades 3-8			X	X	

Level 4 (major) infractions (ISS/OSS):

- Using inappropriate language (verbal, written or non-verbal/non-written)
- Destroying or defacing school property (including Chromebooks) or the personal property of others
- Cheating, including copying another's homework as your own, or allowing your homework to be copied.
- Lying (ex.
- Offensive Touching (*Offensive touching* refers to physical contact that is intentionally disrespectful, provocative, or meant to provoke a negative reaction. Unlike inappropriate touching, it may not necessarily involve physical harm but is deemed offensive due to its disrespectful or aggressive nature. Ex. Slapping, hitting, pushing, or any physical contact that is intended to intimidate, insult, or provoke another person. This can include actions that are meant to demean or belittle someone's dignity or personal space.)
- Inappropriate use of social media includes actions like posting offensive or hurtful content, sharing inappropriate images or messages, and cyberbullying (which involves harassing or intimidating others online).

	Step 1	Step 2	Step 3	Step 4	Step 5
Grades 3-8			X	X	

Level 5 (extended OSS or expulsion) infractions:

- Possession or use of e-cigarettes, cigarettes, drugs, alcohol, vaping, etc
- Fighting/Assault of a student and/or staff member
- Stealing or "borrowing without permission"
- Forging signatures
- Possession of weapons, dangerous instruments, arson, inappropriate discharging or activation of protective devices such as fire alarms, fire extinguishers, etc.
- Any other illegal activity
- Compromising WSG technology security and/or firewalls
- Leaving school against school policy, i.e., without permission or without signing out (applies to both regular school hours and out-of-school time)

	Step 1	Step 2	Step 3	Step 4	Step 5
Grades 3-8					X

Fighting Policy

There is a no-fighting policy at WSG. It is understood that if students fight one another, they may be subject to a Level 5 infraction. To prevent this from happening, there is no hitting (play or otherwise), pushing, hitting, pushing back, hitting back, or any other physical contact that may be construed as violent. Students at WSG are supervised by adults at all times. Teachers and support staff work diligently to ensure that students are following expectations in all

spaces- in classrooms, hallways, during recess, and in transitions to areas associated with our campuses.

WSG expects each student to help maintain the school community. Therefore, students who are in the presence of others who are violating school rules must remove themselves or they may face the same penalties as the primary offender. Furthermore, if students find themselves with another student who may require adult help, they must seek help immediately if at all possible.

WSG Anti-Bullying Policy

The Washington School for Girls (WSG) is committed to providing a safe and healthy learning environment for all students. As such, WSG takes a strong stance against bullying, harassment, and intimidation, which are violations of the school's code of conduct. In accordance with our mission, WSG has established the following anti-bullying policy that encourages students to practice positive communication and conflict resolution skills and to respect the dignity of all members of the school's community.

Definition of Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time.

Prohibition Against Bullying

Acts of bullying, including physical, verbal, and cyber harassment, are strictly prohibited. Enforcement of this prohibition includes incidents that take place:

1. On WSG grounds, including all property owned by and immediately adjacent to THEARC and Our Lady of Perpetual Help, where our two school campuses are located; at WSG-sponsored or related events on or off campus; on any vehicle used for school activities; at any transit stop at which students wait to be transported to WSG; or through the use of any electronic devices owned or leased by WSG or used for school activities; and
2. At a location or function unrelated to WSG, through the use of electronic devices, including those not owned or leased by the school, if the acts of bullying or cyberbullying create a hostile environment at WSG for the victim or witnesses, infringe on their rights, or materially and substantially disrupt the orderly operation of WSG.

Retaliation against a student, volunteer, teacher, or staff member who reports bullying, including providing information about or witnessing an act of bullying, is also strictly prohibited.

Reporting Incidents of Bullying

WSG requires all teachers, staff, and volunteers to report incidents of bullying or retaliation they witness or are made aware of. Incidents must be reported to school administrators or counselors, who will create a written report of the incident and initiate an investigation.

Students, parents, guardians, and community members are encouraged to report any incidents of bullying that they witness or are made aware of directly to the Principal or Director Student and Alumni Success. Anonymous reports may also be made but disciplinary action may be withheld by WSG unless actionable information is provided or uncovered by investigation. Written and transcribed oral reports will be included in school records. Information on how to report incidents of bullying will be communicated to students and family members during WSG orientation sessions and via mailings as deemed necessary by school administration.

Initial Response and Investigation

Prior to the investigation of a reported incident teachers will consult with school administrators and counselors to determine what steps should be taken to ensure the safety of the alleged victim. Actions for protecting a victimized student and restoring a sense of safety include but are not limited to: changing seating assignments to reduce contact between students involved in the incident and designating a teacher or staff member as a “safe” person for the alleged victim. Following a thorough investigation, WSG will determine if further action is needed to protect the victim from additional incidents of bullying or retaliation.

All complaints and incidents of bullying are taken seriously and immediately investigated after the victim’s safety has been secured. Parents/Guardians of victims, offending students, or if appropriate, witnesses to an act of bullying, will be notified of the incident if deemed necessary by school administrators.

WSG staff will conduct investigations with the goal of determining whether a reported incident involves victimization, an indication of bullying, or a conflict between students that can be otherwise resolved. If school administrators conclude that bullying has occurred, they will take the necessary steps to prevent a recurrence of the incident.

Consequences and Disciplinary Action

WSG ensures that all consequences for bullying are applied consistently, fairly, and equitably while allowing for flexibility to adapt to individual contexts. Disciplinary action is determined based on the nature of the incident, the disciplinary history of the student(s) involved, and the age and developmental status of the student(s) involved. The Disciplinary Action Policy will be followed in cases of bullying.



Technology Agreement

Dear WSG Students and Families,

The Washington School for Girls is pleased to support a robust technology program. We believe that learning how to use technology responsibly is a fundamental component of a 21st century education. While technology allows us to perform tasks that were once unimaginable, it is very easy for technology to become a distraction or to be used in an inappropriate manner. Therefore, we require students and families to sign this agreement. By participating in WSG's technology program, you agree to the following terms and conditions as a student:

1. I have read and understand all of the technology policies located in the handbook; I will use the school's technology to pursue academic excellence.
2. I will not do anything illegal using the school's technology resources.
3. I will use all technology in a safe and responsible manner while supervised by an adult.
4. I will keep my device locked and not share my password with anyone.
5. I will not use someone else's device or accounts while at school.
6. I will not share any of my personal information or the information of another student online or on social media.
7. I understand that my cell phone must be checked-in at the front door every day.
8. I will not use technology to bully someone or hurt the school.
9. I understand that if I use social media inappropriately, even outside of school on my own phone, that I will face consequences in school.
10. I understand that if my school device is stolen or damaged because of my intentional actions, my family will have to pay for the device.

Please sign and date below to confirm agreement with the above contract.

Student Name (Printed)

Student Signature

Parent Name (Printed)

Parent Signature

Date



Universal Field Trip Permission Form

Instructions: Please complete this form and read this entire document carefully before signing. Student's Name: _____

Please return this Universal Field Trip Permission Form (the "Form") to the Enrollment Team in order for [you or] your child to participate in currently scheduled or any subsequently scheduled field trips with the Washington School for Girls ("WSG") during the 2024-2025 school year (the "WSG Field Trip Program").

If you do not understand this Form or have any questions or concerns, please contact the Enrollment Team.

I acknowledge and agree as follows:

1. As the parent or legal guardian of the above-named student, I acknowledge that I must sign this Form before my child can participate in the WSG Field Trip Program, and I hereby give permission for my child to participate in such program.
2. I acknowledge that I have reviewed and understood all documents provided by WSG describing the WSG Field Trip Program, including the location of currently planned activities, the duration, method of transportation, educational merits, inherent risks associated with such activities involved and the voluntary nature of the field trip(s).
3. All participants in the WSG Field Trip Program, including chaperones, will observe all safety rules, WSG policies, and will use care in the performance of all activities.
4. I acknowledge that there are risks associated with the WSG Field Trip Program, and I agree to assume any and all risks as may be reasonably foreseeable to result from such field trip on behalf of myself and/or my child, subject to the limitations set forth in this Form. I understand that not all inherent risks connected with the field trip can be described in the documentation provided by WSG regarding the WSG Field Trip Program.
5. I understand that I and/or my child may choose to opt out of participation in the WSG Field Trip Program or any particular component of the WSG Field Trip Program by providing prior written notice to WSG, and that attendance in any the WSG Field Trip Program is in no way conditioned on full participation in every scheduled event.
6. I understand that WSG reserves the right to cancel a field trip or other activity at any time. In addition, WSG is not responsible for any financial losses if a field trip or other activity is canceled for any reason whatsoever.
7. I understand that the Washington School for Girls Family/Student Handbook and the student discipline provisions contained therein are in effect and apply to this field trip.

8. I understand that a violation of any policy, rule, regulation or failure to follow the instructions of WSG staff or field trip chaperones related to the WSG Field Trip Program or student conduct in general may result in the participant being sent home at their expense.
9. I agree that neither I, nor anyone acting on my behalf, will make a claim or file a lawsuit against WSG or any employee, officer, agent or representative of WSG with respect to or in any way relating to the field trip listed above, including any claim or lawsuit brought on the basis of negligence, and I hereby waive and release all such claims, except to the extent such claim relates to an injury, damage or other loss resulting from the intentional or reckless acts or omissions of any employee, officer, agent or representative of WSG.
10. I understand and acknowledge that it is not always practicable for WSG to independently evaluate or affirm the credentials or skills of any individual person driving, flying, or otherwise operating any vehicle or vessel used in connection with the field trip. WSG relies on representations made by contractors regarding the safety and state of any vehicle or vessel used during the WSG Field Trip Program.
11. I understand and acknowledge that I have the right to consult with an attorney prior to signing this Form.
12. Any portion of this Form being deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect.
13. In the event of any conflict between the provisions of this Form and any other field trip release relating to the WSG Field Trip Program, this Form shall govern, unless such other field trip release expressly mentions this Form and the specific sections of this Form which shall be modified by such other field trip permission form.¹
14. This Form is made pursuant to and shall be construed under the laws of the District of Columbia. The parent or legal guardian of any student participating in the WSG Field Trip Program is required to sign below.

I have carefully read, understand, and voluntarily sign this Form and acknowledge that it shall be effective and binding upon me, my child and other family members, and my heirs, executors, representatives, assigns and estate.

Parent/Guardian Name (Printed)

Parent Signature

Date



Media Release Form SY24-25

From time to time, the Washington School for Girls ("WSG") may desire, with respect to the minor individual named below (the "Student"), to record, use, and publicize the name, image, [likeness], and other information which may be provided by Student in interviews WSG conducts with Student] (the "Student's Likeness") for [any purpose, including but not limited to, recruitment, fundraising, educational objectives, advertising, social media accounts, and public relations efforts, of the Permitted Users]² (the "Permitted Purpose").

Student and I, on my own behalf and on behalf of Student, hereby irrevocably permit, authorize, and license WSG and its affiliates, successors, licensees, contractors, agents, assigns, and those acting on WSG's behalf (the "Permitted Users") the rights to reproduce, prepare derivative works of, distribute, publicly perform, display publicly, transmit, record, photograph, digitize, modify, alter, edit, adapt, otherwise use, and permit others to use, the Student Likeness, and all materials created by or on behalf of WSG that incorporate the Student Likeness (the "Materials") in perpetuity throughout the world in any medium or format whatsoever now existing or hereafter created, on any platform, without further consent from me or the Student, and without royalty, payment, or other compensation to me or the Student for the Permitted Purpose.

As among WSG, me, and Student, I and Student acknowledge that WSG shall be the exclusive owner of all rights, including copyright, in the Materials, and to the extent Student obtains, or I obtain, any right, title, or interest in or to such Materials, Student and I, on my own behalf and on behalf of Student, hereby irrevocably transfer, assign, and otherwise convey to WSG our entire right, title, and interest, if any, in and to the Materials and all copyrights and other intellectual property rights in the Materials arising in any jurisdiction throughout the world in perpetuity, including all registration, renewal, and reversion rights, and the right to sue to enforce such copyrights against infringers.

To the fullest extent permitted by applicable law, Student and I, on my own behalf and on behalf of Student, hereby irrevocably waive all legal and equitable rights relating to all liabilities, claims, demands, actions, suits, damages, and expenses, including but not limited to claims for copyright or trademark infringement, infringement of moral rights, libel, defamation, invasion of any rights of privacy (including intrusion, false light, public disclosure of private facts, and misappropriation of name or likeness), violation of rights of publicity, physical or emotional injury or distress, or any similar claim or cause of action in tort, contract, or any other legal theory, now known or hereafter known in any jurisdiction throughout the world (collectively, the "Claims"), arising directly or indirectly from the Permitted Users' exercise of their rights under this Agreement or the production, exhibition, exploitation, advertising, promotion, or other use of the Materials, and whether resulting in whole or in part from the

negligence of the Permitted Users, and Student and I, on my own behalf and on behalf of Student, hereby covenant not to make or bring any such Claim against any Permitted Users and forever release, discharge, and hold harmless the Permitted Users from liability under such Claims.

Any portion of this Agreement being deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect. This Agreement is made pursuant to and shall be construed under the laws of the District of Columbia.

I have carefully read, understand, and voluntarily sign this Agreement and acknowledge that it shall be effective and binding upon me and my heirs, executors, representatives, assigns and estate.

Student Name (Printed)

Student Signature

Date

I am the parent or legal guardian of the Student named above. I have the legal right to consent and, by signing below, I hereby do consent in all respects to the terms and conditions of this Agreement and agree that both the Student and I shall be bound by all of its terms and conditions.

Parent/Guardian Name (Printed)

Parent Signature

Date

Peace Begins With Me Prayer

I pledge...

To Respect

To respect myself and others, to affirm others and to avoid uncaring criticism, hateful words, physical attacks and self-destructive behavior.

To Communicate Better

To share my feelings honestly, to look for safe ways to express my anger, and to work at solving problems peacefully.

To Listen

To listen carefully to others, especially those who disagree with me, and to consider others' feelings and needs rather than insist on having my own way.

To Forgive

To apologize and make amends when I hurt others,
to forgive others, and to keep from holding grudges.

To Be Courageous

To challenge violence in all its forms whenever I encounter it, whether at home, at school, work, or in the community.

To Be Persistent

To work for peace without counting the costs.

Adapted from Institute for Peace and Justice
<http://www.ipj-ppj.org/>

CAMPUS CONTACT INFORMATION

THEARC Campus – 6th, 7th, and 8th Grades

Phone (202) 678-1113

Fax (202) 678-1114

The VIEW Campus – 3rd, 4th and 5th Grades

Phone (202) 678-1714

Fax (202) 678-5422

SCHOOL LEADERSHIP TEAM

President

Dr. Beth Reaves

breaves@wsgdc.org

Principal

Ms. Shafra Collazo

scollazo@wsgdc.org

Director of Student and Alumni Success

Ms. Tracy Johnson

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