

Washington School for Girls  
Family/Student Handbook  
2022-2023

*"In the Spirit of Courageous Women"*

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## Part I

# MISSION AND BELIEFS



# **Mission Statement**

## **The Washington School for Girls**

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, resiliency 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.

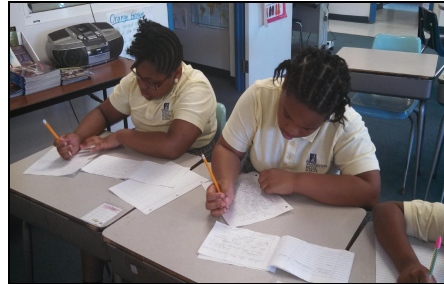
## Our Founding Spirits

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

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

### The Religious of Jesus and Mary

*Founded by Claudine Th  venet (1818)*

As a leader of a group of churchwomen at the time of the French Revolution, Claudine Th  venet 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.



## 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 Th evenet 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.

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.

**PART II**

**ACADEMICS**

**and**

**SCHOOL POLICIES**





## **ADMISSION**

WSG actively recruits 3rd, 4th and 5<sup>th</sup> grade students and a limited number of 6<sup>th</sup> and 7<sup>th</sup> grade students. The 8<sup>th</sup> grade class is comprised of the previous year's 7<sup>th</sup> grade students. All applicants must complete an application, including one written essay from the student and one from the parent/guardian. Testing and a personal interview is required. At the time of the application interview, 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.

## **ASSESSMENT & GRADING SYSTEM**

**Philosophy:** The purpose of reporting grades is to engage families, students and teachers in evaluating and monitoring student academic mastery. WSG's grading system is designed to communicate student evaluation in a manner that is equitable, accurate and useful.

## Grading System

Teachers evaluate their students' progress and achievement through a combination of homework, class participation, classroom behavior, quizzes, tests and other assessments. All student grades are recorded and calculated in the electronic Gradebook.

### Grades:

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

### GPA:

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

GPA is calculated by our Blackbaud software, quality points as well as class weights are accounted for in the calculation. WSG celebrates excellence in education. Students may earn Founding Spirit Honors by achieving all A's on the report card. Second Honors is earned by achieving a minimum 3.0 GPA.

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

- Assessments 45%
- Classwork 30%
- Homework 15%
- Effort/Organization 10%

Grades are a function of teacher evaluation and take into account the fact that numerical grades cannot be assigned to every piece of work. All graded work should be relevant to the applicable skills and standards of the course. Graded work serves as an evaluation of mastery of the content therefore, student behavior or parental involvement may never influence or affect an academic grade. Teachers in all classes are expected to use equitable practices and professional judgment when deciding which assignments to include in the gradebook, the appropriate number of points to designate and how the assignment will be assessed. Grades are entered into the gradebook on the 15th and 30th of each month. Teachers should aim to record at least five new grades per week, per subject. Teachers have until 11:59 pm on the aforementioned days to input grades.

**Feedback:** Students should experience frequent and ongoing assessment and feedback as it relates to the quality of work and course objectives throughout the quarter. Quizzes, tests, examinations, essays, homework, projects, classwork or papers are evaluated and/or graded and returned promptly to the student. Teachers are expected to post grades to the electronic gradebook on the 15th and 30th of each month. The exception to this will be for special projects and long term assignments. In those cases, teachers will grade materials and provide feedback closer to the due date of the assignment.

**Communication with Families:** Teachers are expected to make a reasonable effort to engage families in their student's progress as it relates to her grade. Communication will primarily be done using Blackbaud. Blackbaud is our system for grades, behavior and communication with parents. Parents are expected to login to Blackbaud on a regular basis to monitor student grades. Parents/guardians should be contacted if a student's grade drops or a student shows inconsistent completion of or poor quality of work on assignments. Blackbaud maintains a log of communication between families and the school. Teachers and parents will use Blackbaud as the primary method of communication.

**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:** Homework is an important part of establishing solid study skills for our students' futures. As a result, WSG takes homework seriously. Students will receive regular homework in all subject areas. In addition, an enrichment packet may be sent home during all long breaks. Generally, new skills will not be introduced as homework. Students are responsible for returning homework on the due date. Parents/guardians should check all homework assignments and sign the planner every night once the assignments are complete. A student's grade will be impacted by late homework.

**Late Work:** Late work may be accepted to document learning/mastery. Teachers must set reasonable guidelines for accepting late work to encourage work completion by their students. These guidelines as well as the consequences of late work are to be spelled out in the course syllabus. If a student misses an assignment, a placeholder of '0' will be entered into the gradebook. If a student has been given the opportunity to complete the work and has not done so, the zero may be maintained in the gradebook in accordance with the reasonable late work policy established by the teacher.

**Academic Dishonesty(Plagiarism/Cheating Policy:** Students at WSG are expected to uphold the ethical standards of education as outlined within our policy. 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 is not limited to: copy 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: Is defined as a dishonest violation of rules or giving or receiving unauthorized information in academic, extracurricular or other school work, so as 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.

#### 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

**Extra Credit:** Teachers will not provide students with extra credit work. Students are expected to complete all assignments to the best of their ability.

#### Progress Reports

At the mid-term of the academic quarter, formal Progress Report conferences will be held with the student's teachers. A parent/guardian or person designated as an emergency contact must be present to pick-up the progress report on the designated pick-up day. If the progress report is not picked up by a parent/guardian or designee within 5 days of the conference, the student will not be able to return to class until the school has been contacted to arrange another meeting. Families and teachers may request an informal meeting at any time.

#### Report Cards

WSG issues report cards on a quarterly basis. For the first three quarters, WSG teachers and students work together to prepare a 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 to pick-up the report card. (In the event that we have to make a shift due to COVID, both the conferences and report card will be provided to the parent or guardian electronically). 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. The final report card is mailed home.

#### Standardized Tests

##### NWEA-Measures of Academic Progress (MAP)

The Measures of Academic Progress (MAP) assessment is an adaptive and computerized test designed to measure student growth in Math, Reading and Language over time. When taking the MAP test the difficulty of each question is based on how well a student answers the previous questions. As the student answers correctly, the questions become more difficult. As the student answers incorrectly, the questions become easier. In an optimal test, the student answers half correctly and half incorrectly. The final score is an estimate of the student's achievement level.

This national educational assessment is taken three times a year at WSG. All scores are included in the student's cumulative file and reports are uploaded to Blackbaud. A student who consistently scores Low Average in math and/or reading is subject to be retained. Grades are also considered prior to determining retention of students.

## HSPT

Eighth graders are required to take at least one additional exam (High School Placement Test-HSPT) as part of their preparation for high school. The HSPT is a requirement for admission to Catholic High Schools. The Manager of Graduate Success works with the middle school students in preparation for the assessment. As a part of that preparation, students take a practice test prior to being administered the actual HSPT. There may be an additional fee charged for this testing (see Financial Obligations on p. 20).

## **Student Promotion**

In order to be considered for promotion to the next grade level, a student must have received a passing grade in math and reading. The final grade is cumulative and must average out to be a C- (70% or better) or higher in order to be promoted to the next grade. Other factors such as attendance, teacher observations/recommendations, additional class grades and assessments are considered. Any student who is chronically absent (10 days or more unexcused) will be at risk for retention. At WSG, any student who is chronically absent with 18 or more missed school days (excused and/or unexcused) will not be promoted to the next grade. Students are expected to arrive at school on time. Our school day begins at 7:45 am and students are considered tardy if they arrive at school at 8:15 am or later.

## **Student Support**

WSG makes every effort to meet individual learning needs. Student Support services may be available for students whose learning needs require consistent accommodations and interventions above and beyond best 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 work with our learning specialist. A Student Support Plan (SSP) will be developed for students who need formalized learning supports and/or have identified learning differences and needs. A Catholic Accommodation Plan (CAP) will be developed for students who have a diagnosed disability and require learning supports. There may be students whose particular learning and/or social-emotional needs are not able to be met by classroom teachers and available support services at WSG. In those instances, WSG teachers and the Principal will work with parents/guardians to identify suggested alternatives. Parents/guardians and students are also welcome to contact a classroom teacher, the school counselor or any WSG faculty or staff member throughout the year regarding ongoing academic or social and emotional concerns which may require increased attention or support. Please refer to the Student Support Policy for more information.

## **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 in regard to 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 will not be released at the end of the year to parents/guardians or any other educational institution until all student fees (monthly fee, library, etc.) have been paid in full.

## **ATTENDANCE**

### **School Schedule**

| <b>The VIEW campus</b>                     | <b>THEARC campus</b>                       |
|--------------------------------------------|--------------------------------------------|
| Monday-Friday                              | Monday-Friday                              |
| 7:45 am-3:35pm                             | 7:45 am -3:35pm                            |
| Extended Day Schedule<br>Monday - Thursday | Extended Day Schedule<br>Monday - Thursday |
| 3:35 pm - 5:30 pm                          | 3:35 pm -5:30pm                            |

The school building opens to students at 7:45 am daily.

### **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. The DCPS Student & Parent Guide for School Attendance is our basic guide for standards.

#### *Examples of Unexcused Absences:*

- Oversleeping
- Babysitting
- Shopping
- Doing errands
- Cutting classes
- Job hunting
- Hairdresser

#### *Examples of Excused Absences:*

- Death in student's immediate family (3 days)
- Student illness (Dr.'s certificate required for 3+days)
- Observance of a Religious Holiday
- Doctor's Appointment
- Others with written request submitted and advance approval by Principal
- Court mandated appearance by student  
(Supporting documents needed)

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.

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.

### **Standard Absent Student Procedure**

Parent/Guardian should call school 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 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 8:15 am. If a student is late to school, she should report directly to late prayer where she will participate in that space. She will be dismissed to go to class after prayer has concluded. It is preferred that a parent/guardian escort her into the school building whenever possible. A note with an explanation for the tardy and a parent/guardian signature is requested for all late arrivals. 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 therefore, WSG reserves the right to assess consequences when a student is tardy to school or class. Arrival after 8:30 am could result in lower grades based on missed instruction. In addition, we want to ensure that we adequately prepare our students for their time beyond WSG. As such, we strongly adhere to our procedures as it relates to being tardy. 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.

### **Chronic Absenteeism**

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 not be promoted to the next grade.

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.

### **Regular Dismissal**

#### **THEARC Campus**

Students must leave the school building at dismissal unless they participate in extended day and/or events and activities with the school THEARC partners (The Washington Ballet, Levine School of Music, Covenant House, etc.). Student pick-up should occur within 15 minutes of dismissal. If a parent/guardian is detained and will not arrive by the 15-minute window, THEARC student will be required to go to the Boys and Girls Club immediately to await pick-up. Families are **required** to enroll their students in the Boys and Girls Club.

#### **The View Campus**

Families at The VIEW must complete a written dismissal procedure. WSG will adhere to the procedure unless permission from a parent is **RECEIVED** and **CONFIRMED** in advance by WSG staff. Please plan ahead. Students who are picked up at the VIEW will only be released to an authorized person from the front office. Authorization is given to those persons who are listed on the Emergency Contact List. Persons on the Emergency Contact List will need to show ID until WSG can verify his/her identity. In cases of emergency, a parent may give authorization to a person who is not listed if he/she notifies the school in writing of the authorization and includes the full name of the person. That person will be required to show ID and only when his/her identity is verified will the student be released. Any person picking up a student must park and walk into the building at dismissal. No student will be allowed to leave the school

without an adult. Student pick up must occur within 15 minutes of dismissal. If a parent/guardian is detained and will not arrive on time, the VIEW student will wait inside the reception area. If a pattern emerges the parent may be required to meet with the Principal to discuss an alternative plan.

### **Early Dismissal - Both Campuses**

If a student has a medical or dental appointment or a family emergency, requiring an early dismissal, a written note ahead of time is appreciated. All early dismissals are made from the main office only, not from the classroom or recess space. Parent/guardian or other properly authorized and identified adult (**18 years of age and older with written authorization from parent/guardian and with proper photo identification**) is required to sign-out the student from the main office and escort her out of the building. A student will never be dismissed to an individual other than her parent/guardian or emergency contact without written notice from the parent/guardian.

### **The Boys and Girls Club and other THEARC Partners**

Students participating in THEARC partners 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 other THEARC Partners.

### **BOOKS AND SCHOOL SUPPLIES**

WSG will supply all necessary textbooks for each class. The proper care of books and other materials are 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 2-business days. Staff Email 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. A staff directory is available on the WSG website. Parents/guardians are also encouraged to contact the front office for any questions regarding staff contact information.

**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 daughters. 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](http://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.

**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 2 business day(s).

**Use of School Phones by Students:** The school phones are for school related business and emergencies only. Parents/guardians should communicate with their student 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 permission from the office and make the call in the office.

**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 at WSG.

## **TECHNOLOGY PROGRAM**

**Program Philosophy:** The Washington School for Girls provides access to hardware, network and information resources for students, faculty, staff 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. 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.

**Devices:** Personal computing devices offer diverse and unique resources to students. WSG will provide a Chromebook to each student for their use at school as part of the educational program. Students also have access to shared devices in common areas (desktops and iPads) when supervised by an adult. WSG participates in the federal government's ECF program. The program enables WSG to provide an LTE enabled Chromebook for your student to use at home to complete schoolwork. For more information on the ECF program, please contact [jeanest@wsgdc.org](mailto:jeanest@wsgdc.org).

**Software Notice/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 [jearest@wsgdc.org](mailto:jearest@wsgdc.org). A school email account, a school device and access to essential core services (Google Apps, Office 365, Pearson Mathematics, BlackBaud, Freckle, Literacy Benchmark, Senor Wooly, Clever, FOSS and Teach TCI) are a part of our educational program requirements 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).

**Student Safety/CIPA:** Student safety with technology is our number one priority. Students may not view any unauthorized content. Students have access to Internet and technology resources on authorized WSG devices only when supervised by WSG faculty/staff. 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, inappropriate, and illegal websites for all users and guests at WSG. The second level pertains only to students and blocks any website that has not been previously authorized by a staff member at WSG. This second layer of filtering is tied to the student's Google account. 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.

**Broken/Stolen 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. Additionally, it is the responsibility of the student to make sure that devices are put away properly at the end of the day and plugged in. Students will be held responsible for devices that are mishandled or stolen because they are not appropriately secured. If it is determined that a device was damaged or stolen due to the negligence or carelessness of a student, the student's family will be assessed a \$175 repair fee which will be added and handled as a monthly/yearly fee. A broken/vandalized/damaged charger will result in a \$25 fee.

**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 to 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 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.

**Family/Student Contract:** Families and students will sign a technology contract (Appendix I) at the beginning of the school year and are expected to follow these procedures related to the use of technology at school. 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 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.

## **COUNSELING SERVICES**

WSG has a full time clinical social worker on staff. The School Social Worker 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, Deans, 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. At the View, student advisory groups (SAS) meet weekly on Friday. Groups are mixed-grade and students learn about WSG core values while participating in community building activities.

## **DISCIPLINE**

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.

### **Major 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

### **Fighting Policy**

There is a no fighting policy at WSG. It is understood that if students fight one another, they may be subject to in or out of school suspension or expulsion from 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 girl 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.

## **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 provided rack outside 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. 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.

## **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 to work 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**

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 25 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** (annual appeal mailing, chaperoning field trips, etc.), **in- school contact** (shadowing student, tutoring, assisting with celebrations, etc.), **participating in off- campus activities/events** (National Book Fair, 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.

When each activity is completed, the family will need to complete the WSG Family Contact Hours form and return to the School Secretary. These forms will go home periodically in the Communication folder or can be obtained from the School Office.

## **FIELD TRIPS**

Field Trips are one of the many ways we expand the educational and social horizons of students and affirm students' 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 prior to 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 activities fee of \$350.00 and provide the complete school uniform. All families must submit this payment per academic year from July - June. This payment of \$350.00 is due by October 31, 2023.

8<sup>th</sup> grade families are also expected to pay a \$100 fee for graduation, which includes the cost of the high school placement test, cap and gown, and other costs associated with 8<sup>th</sup> grade promotion.

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 Director of Finance, 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.

## **GUEST/VISITORS**

To ensure the safety and security of our school students, all visitors, including parents/guardians, must sign-in at the main office before entering school premises. During school hours all visitors, including parents/guardians, must be escorted at all times. Parents/guardians are welcome to visit classrooms with the authorization of school administration. It is preferred that they call ahead of time to inform the school of the intention to visit. If a teacher is having a special closed activity, she/he may request not to accept visitors at that time.

## **HEALTH**

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 and must be updated annually.

- DC Universal Health Certificate
- DC Oral Health Assessment
- 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 school.**

**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, the school will issue a warning letter stating they will have 20 school days to present the proper immunization documentation to the school (DC Official Code § 38–505). If the proper immunization documentation is not presented to the school 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 school, 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<sup>[2]</sup> 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 in THEARC West building. Parents/guardians are encouraged to use their services for primary care physician, 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 prescribed container with the appropriate prescription 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. For further information on medication or any health-related issues, please call the school secretary.

## **LEGAL ISSUES**

### **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 Assistant Principal. The President, Principal or Assistant Principal will document the occurrence and intervene with the employee/volunteer, reminding them of policies and procedures and professional boundaries. If this is not sufficient, more substantial action will be implemented.

WSG will work in cooperation with all public agencies to ensure the safety and protection of all students.

### **LOCKERS (THEARC)**

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

## **LUNCH**

Lunchtime is an important part of the school day, as it allows the students to interact and communicate on an informal level. A nutritious lunch is provided to each student *free of charge* every day. WSG is committed to providing equitable and 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 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 Th  venet, WSG draws inspiration from the legacies of these three women.

Within this context, 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. Each student studies religion/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 families' religious traditions and beliefs, WSG does require respectful and reflective 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. Pants may be worn under the skirt for warmth while traveling but must be removed before the start of the school day.
- » 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 (5th-8th Grade)
- » WSG logo jumper (3rd and 4th Grade)
- » WSG logo polo shirt
  - o 8<sup>th</sup> grade... white
  - o 6<sup>th</sup> & 7<sup>th</sup> grades... navy-blue
  - o 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> 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 black flat shoes: casual canvas, ked, oxford or penny loafer style school shoes (shoes may not cover the ankle or have heels)

**Physical Education Uniform:**

- » WSG logo navy blue mesh shorts or navy-blue sweatpants
- » WSG logo navy blue t-shirt
- » Tennis Shoes
- » White, navy blue or steel gray socks

**Summer Uniform (May – September Only)**

- » WSG embroidered navy skort
- » WSG logo t-shirt
- » Tennis shoes or plain black flats, oxford or penny loafer style school shoes
- » 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 in the communication folder.

**Other Requirements:**

- » Hair must always be neat and appropriate for school
- » Stud earrings ONLY- No hoop earrings, visible body piercing, watches, fitness bracelets, necklaces, rings, make-up, acrylic nails
- » 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. The school will reserve the right to loan or bill the family for loaner/new uniform articles.

**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](http://www.rissebrothers.com)

## **VOLUNTEERS**

WSG welcomes volunteers who might offer special services to our administration, faculty, and staff. All volunteers undergo an extensive screening and orientation process.

## **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.

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](http://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](http://www.pgcps.org)**



# PART III

## SPECIAL PROGRAMS

### WSG's SCHOLARS PROGRAM



THE KAREN NOONAN CENTER



and many more!

## **EXTENDED DAY PROGRAM**

### **THEARC**

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 that serve as tutors, club moderators, speakers, and mentors. All students receive an Extended Day grade on their report card. Students are graded on being prepared, being present and participating fully in the activities each semester.

#### **Goals:**

- To practice self-responsibility and accountability
- To provide an interactive academic environment
- To provide a physical and emotional health-enriched atmosphere

#### **Activities:**

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

#### **Schedule:**

- Monday, Tuesday, Wednesday & Thursday, 3:00 pm to 5:30 pm

## **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. Healthy patterns carefully learned on the middle school level will continue to encourage each Graduate to become “a young woman of competence, compassion, and commitment ...” (*excerpt from the WSG Mission Statement*)

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.

## **SCHOLARS PROGRAM**

The full cost per student at WSG exceeds \$18,000 per year, and 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.) Serving as an ambassador for WSG helps students build self-confidence and public speaking skills that will help students in high school and beyond.

## **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 break. In the summer, WSG identifies a community partner and provides grants for select weeks for qualifying 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: Word Dance Theater, The Boys and Girls Club and Young Playwrights Theater.

## **SATURDAY SCHOOL**

The Saturday School Program is designed as one of our targeted areas for recruitment. Prospective families are invited to attend Saturday School to learn new skills or reinforce skills. Saturday school takes place at THEARC from 9:30 am – 12:00 pm on designated Saturdays. Students are strongly encouraged to attend. Students work one-on-one or in small groups with teachers and volunteers to increase their achievement in math and literacy. In addition to the academic program there are occasionally family enrichment options offered in the afternoons which may extend Saturday School to 3:00 pm. Please see the monthly calendar for more information.

## **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**



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.

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Student Name (Printed)

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Student Signature

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Parent Name (Printed)

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Parent Signature

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Date

## 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. Reports of bullying should be sent to either WSG Director of Student and Alumni Success Tracy Johnson at [trjohnson@wsgdc.org](mailto:trjohnson@wsgdc.org) or Principal Kelley Lockard at [klockard@wsgdc.org](mailto:klockard@wsgdc.org). 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 for 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. Responses to acts of bullying include but are not limited to:

- Reprimand/Warning
- Disciplinary meeting with school Dean
- Disciplinary meeting with administrators and parents
- Deprivation of WSG privileges
- Ban on participating in extracurricular activities at WSG
- Out of School Suspension
- Expulsion

### **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 workers who provide 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.

### **Student Code of Conduct**

All students at WSG are expected to contribute to and support, through their actions and words, a safe and positive learning environment. As such, students must:

- Treat all students, teachers, staff, and volunteers at WSG with respect
- Respect the property of WSG, teachers, staff, volunteers and other students
- Abide by all classroom and school rules

In addition, there is a no fighting policy at WSG. It is understood that if students fight one another, they may be subject to expulsion from WSG. In order to prevent this from happening, there is no hitting (play or otherwise), pushing, hitting or pushing back, or any other physical contact that may be construed as violent. All parents/guardians and students are required to sign this policy.

### **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.



## **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.**

## **PEACE BEGINS WITH ME**

### **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.ipi-ppj.org/>



## **Staff and Contact Information**

**THEARC Campus – 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grades**

**Phone (202) 678-1113**

**Fax (202) 678-1114**

**The VIEW Campus – 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades**

**Phone (202) 678-1714**

**Fax (202) 678-5422**

**President**

Beth Reaves

[breaves@wsgdc.org](mailto:breaves@wsgdc.org)

**Principal**

Kelley Lockard

[klockard@wsgdc.org](mailto:klockard@wsgdc.org)

**Director of Student and Alumni Success**

Tracy Johnson

[trjohnson@wsgdc.org](mailto:trjohnson@wsgdc.org)

**Chief Development Officer**

Lina Permut

[lpermut@wsgdc.org](mailto:lpermut@wsgdc.org)

**Director of Finance and Operations**

Lori Palmer

[lpalmer@wsgdc.org](mailto:lpalmer@wsgdc.org)

**ALL staff email addresses are first initial then last name @wsgdc.org**