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Part I

MISSION AND BELIEFS
Mission Statement
The Washington School for Girls

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

In their spirit, our mission is to close the educational gap and broaden the educational opportunities for girls from economically disadvantaged communities in grades 3-8. We provide an excellent academic program and supportive environment which engages families and the community in the social, emotional, and spiritual growth of its students and graduates.

*Our strength* is our commitment to each student and our belief in her gifts, talents, and potential.

*Our promise* is that from such an experience will emerge young women of academic competence, compassion, and commitment to leadership in their families and communities.
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.

(Living Document School Year 2001-2012)
Our Founding Spirits

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.”

The Society of the Holy Child Jesus
*Founded by Cornelia Connely (1846)*

Cornelia Connely, 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.

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

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.
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.
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 5th grade students and a limited number of 6th and 7th grade students. The 8th grade class is comprised of the previous year’s 7th 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:

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Failing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ = 100</td>
<td>B+ = 87-89</td>
<td>C+ = 77-79</td>
<td>D = 65-69</td>
<td>F = Below 65</td>
</tr>
<tr>
<td>A = 94-99</td>
<td>B = 84-86</td>
<td>C = 73-76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A- = 90-93</td>
<td>B- = 80-83</td>
<td>C- = 70-72</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GPA:

<table>
<thead>
<tr>
<th>A+ = 4.0</th>
<th>B+ = 3.3</th>
<th>C+ = 2.3</th>
<th>D = 1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4.0</td>
<td>B = 3.0</td>
<td>C = 2.0</td>
<td>F = 0.0</td>
</tr>
<tr>
<td>A- = 3.7</td>
<td>B- = 2.7</td>
<td>C- = 1.7</td>
<td></td>
</tr>
</tbody>
</table>

GPA is calculated by our Gradebook 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 40%
- Classwork 30%
- Homework 20%
- 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 effect an academic grade. Teachers in all classes are expected to use equitable practices and professional judgement when deciding which assignments to include in the gradebook, the appropriate number of points to designate and how the assignment will be assessed. In all classes teachers are required to record a minimum of ___ grades over the course of the quarter in each category classwork, homework and effort/organization and minimum of ___ grades in assessments. Teachers should aim to record at least two new grades per week.

**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 grade each assignment and post grades to the electronic gradebook within five school days after the due date with the understanding that major projects/papers may require additional time to ensure quality feedback.

**Communication with Families:** Teachers are expected to make a reasonable effort to engage families in their student’s progress as it related to her grade. 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. Teachers are required to contact parents immediately via phone, email or in-person if a student fails more than two assignments in a given category. Teachers are asked to keep a record of this contact either by noting the date, method and outcome or by keeping a record of the email/dojo messages. Before a child may be assessed an F on her report card, at least three efforts (in person or by phone) should be made to communicate with the parent/guardian about the failing grade.

**Additional Opportunities to Demonstrate Proficiency:** Teachers may use their professional judgement 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 may 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 (such as M for missed, I for incomplete, etc.) should be entered into the gradebook. If a student has been given the opportunity to complete the work and has not done so, a zero may be entered in the gradebook in accordance with the reasonable late work policy established by the teacher.

**Extra Credit:** Teachers may provide all students with opportunities for extra credit. Extra credit is given at teacher discretion. Extra credit assignments must be related to the course objectives and provide the students with an opportunity to demonstrate mastery of a skill or provide an enrichment opportunity related to course objectives. Students should always strive to do their very best on required assignments as teachers are not required nor expected to provide extra credit opportunities.

**Progress Reports**
As previously stated, teachers have five business days to input graded assignments into the electronic gradebook (with the understanding that major assessments/projects may require more time to give quality feedback) so that families may track grades via plus portals. Teachers may send home an informal progress report with students at any time.

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 advisors 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 are required to attend the conference to pick-up the report card. If no one is available to attend on the scheduled date; advisors 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**
This national educational assessment is taken three times a year at WSG. These scores are included in the student's cumulative file. A student who scores Low Average in math and/or reading is subject to be retained.

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.
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. 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. Other factors such as attendance, teacher observations/recommendations, additional class grades and assessments are considered. Any student who is chronically absent (10 days) 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.

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, work with the reading specialist (VIEW campus only), etc. 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 extra 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

<table>
<thead>
<tr>
<th>The VIEW campus</th>
<th>THEARC campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>Monday-Friday</td>
</tr>
</tbody>
</table>
8:00am-3:00pm  
Extended Day Schedule  
Monday - Thursday  
8:00am-5:30pm

The school building opens at 7:30 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  
→ Others with written request submitted and advance approval by Principal or Assistant 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 school of 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**

If a student is late to school, it is preferred that a parent/guardian escort her into the school building. A note with an explanation for the tardy and a parent/guardian signature is required 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.
**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, as Mandatory 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 events and activities with the school (The VIEW) or 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.

**The View Campus**

Families at The VIEW must complete a written dismissal plan. WSG will adhere to the plan 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, not from the classroom. 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.

**MORNING AND AFTERNOON BUS**
WSG is happy to provide a bus to provide transportation to school in the morning, and from The View campus to the Boys and Girls Club in the afternoon, in keeping with its commitment to offer the best services to our students. Families who would like to participate in this benefit must attend a bus meeting, sign a Bus Contract, and agree to abide by all expectations outlined in the contract. The afternoon bus is only available to students who are members of the Boys and Girls Club and the afternoon bus will only operate when the Boys and Girls Club is open. To assure student safety, families must pick up their student from inside the Boys and Girls Club; no student will be permitted to go directly from the bus to a parent/guardian or car. Riding the bus is a privilege and we expect our students to be on their best behavior at all times. If we do not feel that a student has shown the level of self-control or discipline needed to ride the bus, she will not be allowed to ride on the bus.

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 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 and meaningful communication between home and school. Google Classroom, Plus Portals, emails, Class Dojo and other programs are efforts by WSG to support you and your student and bridge the gap between home and school. 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.

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 Rediker) are FERPA compliant and can hold information that falls under
FERPA.

WSG does collect tax and income information for the national school lunch program from students and families. WSG also collects drivers licenses from some guests and individuals who pick up students, but these copies are not in WSG’s information system. This information is stored on paper. Sensitive data on paper is housed in a secure area and only the appropriate staff members will have access to the information.

**Website:** 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 are encouraged to visit us at www.washingtonschoolforgirls.org or through the parent portal, Plus Portals. WSG uses Plus Portals to inform parents/guardians about student grades. Teachers update the Plus Portals every Friday. If the Friday falls on a holiday, it will be updated on the following school day.

**Class Dojo and Google Classroom:** Teachers at the VIEW use an application called Class Dojo to keep families informed of important classroom information and to communicate regarding student progress. Class Dojo also has a feature that allows teachers to track student behavior and attentiveness throughout the day, parents who log in to this application can check on their student throughout the day. Teachers at THEARC use Google Classroom, it provides one space for students and families to receive updates regarding homework and assignments. Parents/guardians are also able to use this platform to communicate directly with your student's teacher.

**Parent Communication Folders:** The Parent Communication Folders are distributed every Wednesday. These folders contain 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 folder and sign the enclosed signature page. This signifies that a parent/guardian has read the enclosed documents. Please call the school secretary for clarification or an extra copy of any communication received is needed. Beginning in 2019-2020 school year, WSG will pilot an electronic communication folder.

**Monthly Calendar:** The monthly calendar is distributed in the Parent Communication Folders on the last Wednesday of every month for the upcoming month (example: the October calendar will be sent home on the last Wednesday in September). The basic school calendar may be accessed by logging into the school’s website: www.washingtonschoolforgirls.org.

**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.

**Rediker Notify and 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 Rediker Notify to send out automated voice calls, text messages and emails. 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.

**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 is able to provide a personal computer/device to each student for their use at school as part of the educational program. Students in grade 3 will be assigned an iPad for use at school, while students in grades 4-8 will be assigned a Chromebook for use at school. Students also have access to shared devices in common areas (desktops, iPads and Chromebooks) when supervised by an adult. Please note that students are not able to use their cell phones at school for any reason. Student cell phones must be checked in at the front door at THEARC and Homeroom at the VIEW each day.

**Software Notice/COPPA:** At WSG, teachers have the freedom to use the electronic tools that they feel are most effective in their classrooms. Therefore, students 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. This is mostly out of an abundance of caution on the part of the software providers. These services are typically tied to your student’s WSG email account, and the accounts do not pose any risk to the students. 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 jearnest@wsgdc.org. A school email account, a school device and access to essential core services (Google Apps, Office 365, Pearson Mathematics, PlusPortals, Freckle, Newsela, Class Dojo) 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
• Plus Portals, 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. 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 $100 repair fee which will be added and handled as a monthly/yearly fee.

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 may not use social media at school or create social media content at school. 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 has the right to search for student social media accounts and may require that any content that reflects poorly on the school be deleted. The school may also request that students delete their social media accounts altogether. The school reserves the right to use its best judgement 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. The school will determine what consequences are necessary based on the situation.

Family/Student Contract: Families and students will sign a technology contract 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

School counselors at all levels help students to understand and deal with social, behavioral, and personal problems. These counselors emphasize 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. Counselors interact 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, Assistant Principal, or their student’s teacher.

Student Advisory System (SAS)

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. 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.

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 and/or Assistant 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 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.

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 to the main office at the start of each day.

All 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 to the Main Office in the morning and pick up after school from the Main Office.

- At the VIEW when a student's phone is confiscated; a parent/guardian can pick up the phone at their convenience, during school hours, Monday through Friday.
- At THEARC when a student's phone is confiscated; they will serve a detention and a parent/guardian can pick up the phone at their convenience, during school hours, Monday through Friday.
- If a student violates the cell phone policy multiple times additional consequences will be assessed.

If a student uses a cell phone during the school day, they will automatically be suspended. WSG is not responsible for lost, stolen or damaged cell phones that are not turned in to the main office.

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 or each donation is made, 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. In addition, it is the family’s responsibility to ensure that all health forms are up to date and all fees are paid at least 24 hours before 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. Parents/Guardians should contact the school immediately with concerns regarding the fee or signed permission slip.

**FINANCIAL OBLIGATIONS/SCHOOL FEES**
The cost of educating a student at WSG exceeds $18,000 per year. All WSG students are eligible for generous scholarship assistance towards this tuition. The Development Office of WSG works hard to seek funding from numerous foundations and generous individuals who provide scholarships for WSG students. As a sign of commitment to their student’s education, all families must pay a $300 annual fee. Families may opt to split this cost over the course of 12 months. Families with multiple students in the school will pay the annual fee according to the following sliding fee:

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 student</td>
<td>$300</td>
</tr>
<tr>
<td>2 students</td>
<td>$480</td>
</tr>
<tr>
<td>3 students</td>
<td>$540</td>
</tr>
<tr>
<td>4+ students</td>
<td>$600</td>
</tr>
</tbody>
</table>

In addition to the annual fee, all families also contribute a $25 one-time fee for classroom supplies needed by the teacher. THEARC families contribute an one-time $25 activities fee to help offset some Extended Day expenses. Total one-time expenses due in July for THEARC families is $50 and THEVIEW is $25. 8th 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 8th grade promotion.

Students may not participate in field trips, shadow days and special events if the family account is not current. 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.
All students must receive required immunizations as dictated by the DC Department of Health. Updated medical forms may be given to the school at any time during the school year. Quarterly notices are sent home if your student is non-compliant at any time. Students must be compliant to remain enrolled at WSG.

**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 considered mandatory 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.

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 or Assistant 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 Thévenet, 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; parents/guardians contribute $25 per child annually toward the purchase of student supplies. 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
  - 8th grade... white
  - 6th & 7th grades... navy-blue
  - 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 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, bracelets, watches, fitness bracelets, necklaces, rings, make-up, acrylic nails
» 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

VOLUNTEERS
WSG welcomes volunteers who might offer special services to our administration, faculty, and staff. WSG adheres to all local and federal requirements for adults who work directly with children, therefore 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

**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

WSG Common Threads

Karen Noonan Center

Summer Camp

Buddy Bison

WSG Scholars Program

Joy of Motion Club
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 in 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
serving as an ambassador for WSG helps students build self-confidence and public speaking skills that will help students in high school and beyond.

All WSG families are invited to join in gratitude for this wonderful generosity that helps to support tuition at WSG.

**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**

Additional academic and enrichment opportunities are available to all WSG students through the Saturday School Program. 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.
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
PART IV

APPENDIX
Staff and Contact Information

THEARC Campus – 6th, 7th, and 8th Grades
Phone (202) 678-1113
Fax (202) 678-1114

The VIEW Campus – 3rd, 4th & 5th Grades
Phone (202) 678-1714
Fax (202) 678-5422

President
Beth Reaves
breaves@wsgdc.org
Principal  
Brianne Wetzel  bwetzel@wsgdc.org

Assistant Principal  
Kelley Lockard  klockard@wsgdc.org

Director of Graduate Support  
Erin Martin  emartin@wsgdc.org

Director of Out of School Time Programming and Volunteer Services  
Joseph Kitchen  jkitchen@wsgdc.org

ALL staff email addresses are first initial then last name @wsgdc.org
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.ipj-ppj.org/