

*"In the Spirit of Courageous Women"*

## Washington School for Girls Family/Student Handbook

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# Part I

## MISSION AND BELIEFS





## 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**

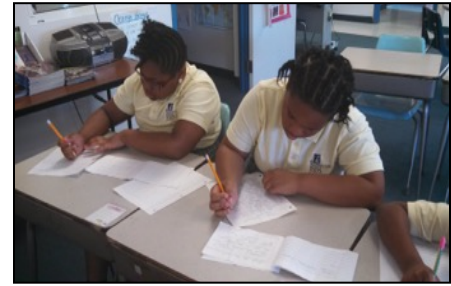
We believe that the mark of authentic education is found in the ability and willingness to contribute positively to society and the world. WSG provides numerous concrete experiences that foster an attitude of stewardship and a spirit of generosity within the WSG community and beyond.

## Our Founding Spirits

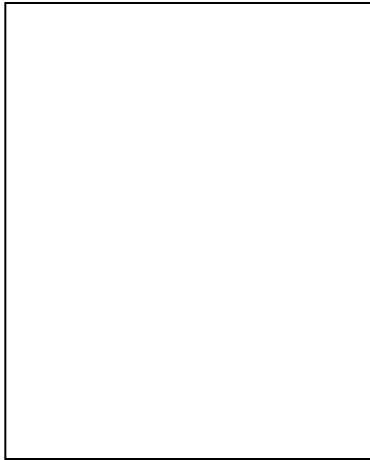
### The National Council of Negro Women

*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 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.

*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.



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

## **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.



**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 a written application, including one written essay from the student and one from the parent/guardian. 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 will be sought to support the student in her school life at WSG.

## **ASSESSMENT & GRADING SYSTEM**

### **Grading System**

#### Grades:

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

#### GPA:

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

*To calculate a GPA: 1) assign a number point value to each letter grade; 2) add all point values together; 3) divide point values by the number of classes.*

### **Progress Reports**

Updated grades will be posted online on the 1<sup>st</sup> and 15<sup>th</sup> of each month. 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, the student will not be able to return to class until the school has been contacted to arrange another meeting. 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. Advisors will work with the parent/guardian to schedule an appointment at the end of the quarter. A parent/guardian or person designated as an emergency contact must attend the conference to pick-up the report card. If the report card is not picked up by a parent/guardian or designee, the student will not be able to return to class until the school has been contacted to arrange another meeting. 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. 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). There is a fee (approximately \$45) for this exam included in the Graduation Fee. Payment arrangements can be made with the Director of Graduate Support.

## **Student Promotion and Summer School**

In order to be considered for promotion to the next grade level, a student must have a satisfactory and passing final grade in all her classes but most especially in math and reading. Other factors such as attendance, teacher observations/recomendations and standardized test scores are considered. At THEARC, if a student earns a final grade that is failing (F) in one subject (either reading or math) but has satisfactory grades in all other classes. Or if a student earns an unsatisfactory grade (D) in both reading and math but has satisfactory grades in all other subjects, she may be given the opportunity to attend and pass summer school in lieu of retention. Students with unsatisfactory attendance records may be retained and will be required to attend summer school.

## **Student Privacy**

WSG will comply with all DC regulations regarding student privacy. We respect the privacy of all parents/guardians and students in regards 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-Thursday	Monday-Thursday
7:30am-3:30pm	7:30am-5:30pm
Friday	Friday
7:30am – 2:30pm	7:30am-2:35pm

### **School Attendance Plan**

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 or Vice 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.

A student attending a school in the district must attend at least 80% of the school day to be considered present. This means students who arrive at or after 9:30 am or are dismissed before 2:00 pm will be marked absent.

### **Standard Absent Student Procedure (SASP)**

Parent/guardian should call school by 8:00 AM to notify school of student's absence and send a written statement with student upon her return to the school. A student without a written note will be considered unexcused. Telephone calls will be made by 9:00 AM for all unaccounted students.

### **Late Arrival**

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. At THEARC campus, every late student will be required to serve a Detention the following Thursday or Friday. At The VIEW consequences will be assessed on a case by case basis.

### **Early Dismissal**

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 student from the main office. Except in an emergency, a student will not be dismissed to an individual other than parent/guardian without a written note with signature of parent/guardian.

\*Every 5 accumulated tardies and/or early dismissals will be recorded as an unexcused absence.

### **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 (10 days) will be required to attend and pass summer school in order to be promoted. At WSG, any student who is chronically absent with 18 or more missed school days will not be promoted to the next grade.

All notes will be kept in student file.

### **Regular Dismissal**

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 and The VIEW student will wait inside the reception area.

Families at The VIEW must complete a written dismissal plan. WSG will adhere to the plan unless written permission with a parent signature is **RECEIVED** and **CONFIRMED** in advance by WSG staff. Please plan ahead. Class Dojo, text message, phone, and email are not valid ways to change her transportation plans. The only exception to a written notice is if a parent/guardian is present and checks in at the front office prior to dismissal.

Students participating in THEARC partners are required to sign in at the partner and will be under the partner supervision. Please be sure to have a back-up plan in place in case something disrupts the regular dismissal/pick-up plan.

### **MORNING AND AFTERNOON BUS**

WSG is happy to provide a bus in keeping with its commitment to offer the best services to our students. Families who would like to partake in this benefit must sign a Bus

Contract and agree to abide by all expectations outlined in the contract. 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 ride.

## **BOOKS AND SCHOOL SUPPLIES**

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

## **COMMUNICATION**

### **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. Replacement folders can be purchased for **\$2.00** each. A \$2.00 fee will be assessed to monthly fee if folder is not returned by Friday of each week. Students who forget, lose, or do not return their folder by the Friday of each week will receive consequences that include loss of privileges, reflection room report, or points withheld.

### **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](http://www.washingtonschoolforgirls.org).

### **Use of School Phones by Students**

The school phones are for school related business and emergencies only. Parents/guardians should communicate with their child before and after school. In emergency cases only, messages will be delivered to students at the end of the school day.

### **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](http://www.washingtonschoolforgirls.org) or through the parent portal.

## **COMPUTER/INTERNET**

Computers offer diverse and unique resources to students. It is the goal of the Washington School for Girls to provide this service to promote educational excellence.

Students may use computers/electronic devices only when supervised by a teacher or other authorized adult and will use computers/electronic devices and internet only for school projects and visit only websites assigned by teachers.

WSG uses an internet filtering system to protect students from exposure to offensive or inappropriate materials. If a student has a question about the appropriateness of an internet action, she should immediately ask the supervising adult before moving forward.

The parents/guardians of our students are ultimately responsible for setting the standards that their children should follow when using computers at school and at home. It is critical that all parents/guardians read and discuss the terms and conditions for computer/electronic device and internet use with their student (see appendix.).

Once the Responsible Use Form has been understood thoroughly, please sign the agreement in the appropriate places and return the signed agreement to your student's school. Students will not be allowed to use any computer or electronic device without the signed agreement on file.

## **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 Director of Student Life, Principal, Assistant Administrator, or any WSG faculty or staff member.

### **Advisory/Homeroom**

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.

## **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 Head of School in collaboration with the Leadership Team.

1. Bringing any weapon (real or fake) to school
2. Possession, use, or distribution of any drug
3. Physical, verbal or sexual harassment, bullying/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. Repeated use of cell phones 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. All parent/guardians and students must sign this policy in order to attend the school.

## **ELECTRONICS POLICY**

### **Student Cell Phones**

Students are permitted to carry a cell phone to school if it is for emergency use only. 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 may turn their cell phones in to the school secretary in the morning and pick up after school from the Main Office.

- The **first** time a student's phone is confiscated; a parent/guardian can pick up the phone at their convenience, during school hours, Monday through Friday.
- Any subsequent times 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, the following Friday.

If a student uses a cell phone during the school day, they will automatically be **suspended**.



### **MP3 Players, Tablets, and iPods**

Students are not permitted to carry MP3 Players, Tablets, iPods or any other electronic devices to school. WSG is not responsible for any item a student brings to school. If the CD MP3 Players, Tablets, and iPods are in plain view, they will be taken and kept in the main office and only returned to parents/guardians. The same guidelines as the electronics 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. 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 20 family contact hours (no matter how many children are in the school)** each school year. These hours can be earned through **direct service to the school** (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.

There are sometimes fees associated with taking field trips. Also, a signed permission slip is required. Permission slips will go home with specific details about the trip (date, time, location, cost, etc.) a minimum of five days in advance. 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**

The cost per student at WSG is approximately **\$20,000** per year. The Development Office of WSG works hard to seek funding from numerous foundations and generous individuals who provide scholarships for WSG students. All families must pay **\$25.00** per month towards this amount. This equates to **\$300.00** a year for WSG's year round program from **July - June**. Families with multiple students in the school will pay according to the following sliding fee:

2 students	\$40 per month
3 students	\$45 per month
4+ students	\$50 per month

THEARC families contribute a \$30 activities fee in August to help offset some Extended Day expenses. This fee is to be paid to your student's advisor during the family re-enrollment meeting, prior to the first day of school. All families also contribute a \$25 one-time fee for classroom supplies needed by the teacher.

In all cases, parents/guardians are expected to pay a monthly fee of **\$25.00**, and to provide the complete school uniform. The monthly fee is due by the **5<sup>th</sup>** of every month. A late fee of **\$5.00**

will be assessed after the 5<sup>th</sup>, making the amount due **\$30.00**. Students will not participate in field trips and special events if the family account is not current. If a family is more than two months delinquent in payment, the student will not be admitted to class until payment has been arranged.

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.

Any exceptions to the above or requests for deferred payments must be made to the Head of School or Principal.

## **GUEST/VISITORS**

All visitors, including parents/guardians, must sign-in at the main office before going elsewhere in the building. 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.

WSG cooperates with the DC Dept. of Health to insure that all students receive required immunizations. 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**

WSG is fortunate to have the Children's National Medical Center Mobile Health Clinic Outreach located on the first floor in THEARC 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 should 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.

## **HOMEWORK**

WSG takes homework seriously. It is our practice to assign homework every night at THEARC for all core subjects. 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 promptly when due. Parents/guardians should check all homework assignments and sign the planner every night once the assignments are complete. Serious penalties that affect a student's grade will be incurred for late homework.

## **LEGAL ISSUES**

### **Child Abuse: Preventive Intervention Procedure**

WSG follows the legal imperative to report to DC 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 Head of School/or Administrator. The Head of School and/or Administrator 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.

## **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. *Students are not permitted to bring lunch from home.* Only under extreme circumstances (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 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 students' religious traditions and beliefs, WSG does require respectful participation in all of the religious and spiritual activities of the school and deems it essential to our holistic program.

## **STUDENT SUPPLY LIST**

A full list of necessary school supplies is provided during the summer. 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 be neat and clean at **ALL** times and should take pride in their appearance. A parent/guardian will be called in for a conference if this is a recurring issue.
- » School uniforms are to be worn Monday through Friday, **both to and from school**. Pants may be worn under the skirt for warmth while traveling but must be removed before the start of the school day.
- » Tennis shoes and boots may be worn to and from school, but **NOT IN CLASS**. Students should store their shoes in the appropriate place.
- » Shorts may be worn under the uniform skirt **if not visible**.

### **Uniform Requirements:**

- » Kilt skirt (5th-8th Grade, **no elastic waist banded skirts**)
- » 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 3rd, 4<sup>th</sup> & 5<sup>th</sup> grades... yellow
- » WSG logo navy blue v-neck pullover sweater (optional but recommended)
- » White, navy blue, or steel gray socks (knee-hi or crew) or tights
- » Black oxford or penny loafer style school shoes

### **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 (Year Round Program Only)**

- » WSG embroidered navy skort
- » WSG logo t-shirt
- » Tennis Shoes
- » White, navy blue or steel gray socks

### **Other Requirements:**

- » Hair must always be neat and appropriate with no extreme styles or colors
- » Stud earrings ONLY- No hoop earrings, multiple ear piercings (or other visible body piercing), watches, necklaces, rings, make-up, acrylic nails, hats, or scarves.
- » NO nail polish

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 student 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  
5112 Berwyn Road  
College Park, MD 20740

Toll free: 888-923-0700

Store: 301-220-1987

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

#### **I.D. Cards for all WSG Students at THEARC**

It is mandatory that all WSG students obtain a THEARC I.D. card in order to enter the main building and the WSG space each day. It is an official part of their complete uniform. A form must be completed for each student so a photo I.D. card can be made. The initial I.D. card will be created at **no charge**. If a student does not have the I.D., they will receive a Reflection Room Report for being “Out of Uniform”.

Scanners have been placed in each partner suite and the main desk so students can scan I.D.’s cards each day upon arrival and dismissal to WSG and THEARC partners. This is how attendance is tracked and student safety issues are addressed while in the building.

#### **VOLUNTEERS**

WSG welcomes volunteers who might offer special services to our administration, faculty, and staff. In all cases, volunteers will work under the direct supervision of a WSG staff person.

#### **WEATHER-RELATED SCHEDULES AND CLOSURES**

In all cases, 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. In this case, faculty, staff and students are not expected to report to school.

During the summer months, 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 Common Threads

WSG Scholars Program

Karen Noonan Center

Joy of Motion Club

Summer Camp

Buddy Bison



## **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. These opportunities serve 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.

#### **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, 3:15 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. The 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**

WSG is fortunate to have a group of supporters, each of whom has agreed to sponsor a student for three years at the cost of \$15,000 per year. We are deeply grateful to these individuals. At certain times during the year, students are asked to communicate in different ways with sponsors (a special note of thanks, greeting sponsors at special events, etc.). These opportunities present students with occasions to be aware of the support of people in the community, as well as the need to be thankful for the many special opportunities afforded them.

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. Intersession programs are offered to all students on a balanced calendar track at WSG. Families are required to sign up their student in advance and a small fee may be assessed for programming.

## **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, Covenant House and the Parklands Community Center. 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.

WSG is proud to be part of this vital state-of-the-art community resource and encourages all to take full advantage of its offerings

# **PART IV**

# APPENDIX



## **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 – 4<sup>th</sup> & 5<sup>th</sup> Grades**

**Phone (202) 678-1714**

**Fax (202) 678-5515**

**President**

Beth Reaves

breaves

**Principal**

Brianne Wetzel

bwetzel

**Assistant Principal**

Kelley Lockard

klockard

**Director of Student Life/**

**Director of Graduate Support**

**Director of Out of School Time**

**Programming and Volunteer**

**Services**

Joseph Kitchen

jkitchen

**ALL staff email addresses are first initial then last name:**

**@wsgdc.org**

## NON-NEGOTIABLE EXPECTATIONS

At WSG, we have very high expectations for all of our students. Our high expectations for our students include not only academic expectations, but also behavior expectations.

At WSG we expect our students to:

- **Adhere to the Commitment to Excellence Contract.**
- **Adhere to the WSG Credo:**
  - If there is a problem, we look for a solution.
  - If there is a better way, we try to find it.
  - If a teammate needs help, we give.
  - If we need help, we ask.
- **Work Hard.** Put forth your best effort on every assignment and in every class. This means follow directions, raise your hand, ask questions, and use your best handwriting.
- **Be Nice.** Respect your teammates and everyone on our team. Always use words to solve your problems and never put your hands on a teammate.
- **Assign Yourself.** Do the right thing without being told.
- **Be on task.** In class you should be sitting up, following directions, and working hard on your assignments.
- **Track your teachers and teammates when they speak.** Always look at the person speaking and give him/her your full attention.
- **Respond appropriately to all questions.** Non-verbal actions matter. No eye-rolling, teeth sucking, or any other negative body language. Follow directions the first time they are given.
- **Tell the truth.** Being honest is one of the most important character traits here at WSG.
- **Follow the dress code.** Our dress code is blue plaid skirts with our uniform shirt. Following the dress code is a sign of respect for our school and its mission.
- **Be prepared for class everyday.** Respect your books and supplies, do all of your homework every night, put your heading on all of your papers, keep all of your work in the appropriate folder, get your planner signed every night, and get all tests and quizzes signed.
- **Come to school on time everyday.** After 8am you are late. Perfect attendance also means coming to Summer School.

## 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/>