

# HISTORY

**Washington-Lee High School** was named for two distinguished Virginians, George Washington and Robert E. Lee. The cornerstone was laid in November of 1924, and the new building opened on October 6, 1925. The building was built on the site of a nineteenth century silkworm farm. Spout Run flowed behind the school property in a forested area now known to us as I-66. There were approximately 600 students when the school opened in 1925, in grades 7 through 11, with the first official senior class attending in 1926. In the 1970s, the grade configuration was changed to grades 9-12. Many rich and lasting traditions were established in those first years. The first W-L yearbook was produced in 1927, the school newspaper, *Crossed Sabres*, debuted in 1932, and the W-L chapter of the National Honor Society was established in May 1937. Over the years, the school building has undergone many renovations and nothing of the original building remains. However, our activities, clubs, societies, and athletic teams continue to flourish at W-L today. Our diverse student body is approximately 1800 students strong, and our faculty numbers 130 teachers and more than 50 supporting staff members.

## MISSION STATEMENT

Our mission is to provide a positive climate for supporting the learning potential of all students and to enable our students to be successful members of the global community.

## VISION

A shared vision is a collaborative sense of direction. At Washington-Lee we believe we can achieve our best when working together in a caring, stimulating, and safe environment. It defines our purpose and provides guidelines as to how we, the Washington-Lee community, will embrace the future in the global environment.

Just as we value the development of the whole person in our students, we value the on-going development of staff and provide support for their development. We respect ourselves, students, teachers, and staff. We take pride in our work and celebrate our accomplishments.

We respect, value, and celebrate diverse traditions, beliefs, languages and cultures. We strive to provide children and their teachers, opportunities to explore their interests, broaden their horizons and develop their talents and creativity.

Washington-Lee will always pioneer excellence and equity in all of us and for all of us.

## ALMA MATER

With faith in thee eternally we hail the blue and grey  
For thy proud walls and hallowed halls we honor thee today.

### CHORUS:

Washington-Lee, Washington-Lee  
Humbly for thee we pray.  
Oh may thy guiding hand  
be ever our command;  
show us thy truth and thy way.

As time now moves each hour proves how strong our bond has grown.  
And through each year we hold so dear the memories we own.

### CHORUS

Washington-Lee, Washington-Lee  
Humbly for thee we pray.  
Oh may thy guiding hand  
be ever our command;  
show us thy truth and thy way.

# **ARLINGTON PUBLIC SCHOOLS ADMINISTRATION**

## **SCHOOL BOARD REPRESENTATIVES**

Ms. Sally Baird	Board Member
Mr. Libby Garvey	Board Member
Ms. James Lander	Board Member
Ms. Abby Raphael	Board Member
Ms. Emma Violand-Sanchez	Board Member

## **SUPERINTENDENT AND STAFF**

Dr. Patrick Murphy	Superintendent
Dr. Betty Hobbs	Assistant Superintendent, Personnel
Dr. Mark Johnston	Assistant Superintendent, Instruction
Mr. Clarence Stukes	Assistant Superintendent, Facilities and Operations
Ms. Mary Beth Chambers	Assistant Superintendent, Finance
Dr. Salah Khelfaoui	Assistant Superintendent, Information Systems
Dr. Alvin Crawley	Assistant Superintendent, Student Services
Ms. Meg Tuccillo	Assistant Superintendent, Administrative Services
Ms. Linda Erdos	Director, School and Community Relations

## **WASHINGTON-LEE HIGH SCHOOL ADMINISTRATIVE STAFF**

Mr. Gregg Robertson	Principal	(703) 228-6202
Ms. Margarita Cruz	Assistant Principal	(703) 228-6210
Mr. Paul Jamelske	Assistant Principal	(703) 228-6210
Mr. Antonio Hall	Assistant Principal	(703) 228-6210
Ms. Jessica Baith	Director of Counseling Services	(703) 228-6250
Mr. Chad DeMagistris	International Baccalaureate Coordinator	(703) 228-6233
Ms. Carol Callaway	Director of Student Activities	(703) 228-6204
Mr. Justin Bolfek	Assistant Director of Student Activities	(703) 228-6201



## W-L BELL SCHEDULE

W Day		L Day	
7:30 - 8:10	Early Period	7:30 - 8:10	Early Period
8:19 - 9:45	Period 1	8:19 - 9:45	Period 2
9:52 - 10:42	Period 3 (announcements)	9:52 - 10:42	Period 3
10:49 - 11:19	Generals Period	10:49 - 11:19	Generals Period
11:19 -11:57	1 <sup>st</sup> Lunch	11:19 - 11:57	1 <sup>st</sup> Lunch
11:26 - 12:51	Period 5A	11:26 - 12:51	Period 4A
12:51 - 1:29	2 <sup>nd</sup> Lunch	12:51 - 1:29	2 <sup>nd</sup> Lunch
12:04 - 1:29	Period 5B	12:04 - 1:29	Period 4B
1:36 - 3:01	Period 7	1:36 - 3:01	Period 6

### COMPRESSED SCHEDULE EARLY RELEASE

Early Period	7:30 - 8:10
BELL:	8:11
1 <sup>st</sup> or 2 <sup>nd</sup>	8:18 - 9:21
3 <sup>rd</sup>	9:28 - 10:03
4 <sup>th</sup> or 5 <sup>th</sup>	10:10 - 11:12
6 <sup>th</sup> or 7 <sup>th</sup>	11:19 - 12:21

### COMPRESSED SCHEDULE 2HR. DELAY

*\*Early Period, Zero Period, and Penman will be canceled\**

BELL:	10:11
1 <sup>st</sup> or 2 <sup>nd</sup>	10:18 - 11:21
3 <sup>rd</sup>	11:28 - 12:03
4 <sup>th</sup> or 5 <sup>th</sup>	Class A 12:10 - 1:13
	1 <sup>st</sup> Lunch 12:03 - 12:41
	Class B 12:48 - 1:51
	2 <sup>nd</sup> Lunch 1:13 - 1:51
6 <sup>th</sup> or 7 <sup>th</sup>	1:58 - 3:01

### CAREER CENTER CLASS PERIODS

1 <sup>ST</sup> /2 <sup>ND</sup>	8:34 - 9:40
4 <sup>TH</sup> /5 <sup>TH</sup>	11:16 - 12:26
6 <sup>TH</sup> /7 <sup>TH</sup>	1:41 - 2:51

# PRINCIPAL MESSAGE

September 2011

Dear Washington-Lee Parents and Guardians:

Welcome to Washington-Lee, home to a fine tradition of excellence. I look forward to a fantastic 2011 - 12 school year.

As always, communication will continue within as a major focus. We have several avenues of communication available. The Freshman Connection will continue for our grade 9 students. The Small Learning Communities will continue to foster positive relationships between and within our student, teacher, and parent community. Additionally, the learning communities will assist in promoting life-long learning, social awareness and development, emotional growth, and a healthy lifestyle.

The 2011-12 Student/Parent Handbook/Planner contains a wealth of information that will contribute to improving organization for students and parents during the year. It contains a schedule of major intra- and extracurricular activities and the specifics related to many APS and Washington-Lee school policies. The Handbook/Planner will continue to improve home/school communication at Washington-Lee. It is an extremely valuable tool.

The Washington-Lee web site, another valuable communication tool, at [www.apsva.us/washingtonlee/site/default.asp](http://www.apsva.us/washingtonlee/site/default.asp) contains teacher homework postings, scheduling information, individual class information, and more on the Blackboard link or individual teacher web pages. Updates on sports and other activities are also available on the Activities Hotline, 703-228-6220, or [www.viewmyschedule.com](http://www.viewmyschedule.com), "Washington Lee." As always, if you have any questions or comments, please contact us at 703-228-6200.

Additionally, I will utilize APS Schooltalk to provide specific updates, as needed, throughout the year. You may access APS Schooltalk by going to the Washington-Lee website <http://www.apsva.us/washingtonlee/site/default.asp>, and clicking on APS Schooltalk icon.

Thanks so much for you assistance and support. I look forward to a 2011-12 school year filled with opportunities and extraordinary possibilities for all our students. "Washington-Lee High School: A Once In A Lifetime Opportunity."

Sincerely,

Gregg Robertson  
Principal

# PTA PRESIDENT'S MESSAGE

September 2011

Dear Washington-Lee Parents and Guardians:

On behalf of the Washington-Lee PTA, welcome to the 2011-12 school year! Whether you are new to W-L or returning, I know we have terrific year ahead of us.

The mission of the W-L PTA is to 1) help families connect effectively with the school, 2) provide opportunities for parents and family members to get involved in the student's education and the school, 3) keep parents informed on issues and activities, 4) support the teachers and administrators in their work, and 5) encourage learning and fun!

There are many ways to get involved and stay informed. I invite you to join the PTA, come to a meeting, or volunteer with one of the many activities organized and supported by the PTA. We have opportunities to fit every schedule and every interest.

Keeping connected is important and we have several ways to keep you informed:

- Our PTA meets monthly, usually on the second Monday of the month. Principle Gregg Robertson and other W-L administrators attend the PTA meetings and provide updates on the academic programs and the learning environment in the school, we also find out about the work of our committees, plan activities, and share with each other strategies for raising teenagers without going crazy
- List serve with our electronic newsletter, as well as list serves specific to each grade –e-mail [washingtonleepta-subscribe@yahogroups.com](mailto:washingtonleepta-subscribe@yahogroups.com) now to join
- PTA web pages (see the “parent” tab of the W-L website) with a host of information and opportunities for parent involvement
- Back-to-school packets
- Chats for freshman parents for discussion of issues related to the freshman year and opportunity to meet more experienced parents and school staff

Whatever your interests are in supporting Washington-Lee, we need you. Whether you want to raise funds, spend money, chaperone, or bake, we know how to put you to work. Please come to a meeting or an event to see how you might best become involved. If you have any questions, concerns, or suggestions, I invite you to call me at 202-431-5456 (c) or send an e-mail to [dunlapjm@hotmail.com](mailto:dunlapjm@hotmail.com).

Thanks. I look forward to working with you!

Sincerely,  
Jennifer Dunlap  
PTA President

# WASHINGTON-LEE HONOR PRINCIPLE

## PREAMBLE

As mature individuals in the Washington-Lee High School community, worthy and capable of maintaining a bond based on honor, we declare our intent to learn, work, and conduct ourselves at all times in accordance to the expectations set forth by the principles of our Generals' Pride:

- valuing education
- following the rules
- maintaining self-control
- working to the best of our abilities
- respecting the properties of others
- being courteous to others
- respecting the diversity of all cultures, creeds, or sects
- being responsible for our actions
- preparing for our future

I agree that:

- I expect the highest level of social responsibility from myself, my peers and other members of this community.
- I believe our community is capable of maintaining an environment based on honor.
- I accept the responsibility of governing my own behavior through practices and procedures based on mutual trust and respect.

To this end, as a student at Washington-Lee High School:

- I will not lie, cheat, or steal nor will I tolerate such behavior from any other member of the Washington-Lee community.
- I will not disrespect, slander, injure or embarrass any member of the Washington-Lee community.
- I understand that there are disciplinary consequences for the below-listed infractions of the Honor Code.
- I will be asked to sign an Honor Pledge when submitting certain assignments.

### HONOR PLEDGE

At the discretion of individual teachers, students may be asked to sign an honor pledge for certain assignments. By signing the pledge, students will acknowledge they understand the Honor Policy and have not violated it. A sample pledge is shown.

"On my honor, I pledge that this assignment reflects my own efforts and work."

### INFRACTIONS and CONSEQUENCES

The following is a list of infractions that, if committed, will result in appropriate consequences.

#### Cheating

- Copying someone's homework, quiz or test answers, or teacher manual.
- Allowing another student to copy from your work (homework, class work, essays, test answers, research, lab reports, or anything else specified by a faculty member or school administrator).
- Using "cheat sheets", writing hints or answers on any article of clothing, skin, or anything that can be accessed during the test.

- Plugging formulas into calculators, cell phones, or any other electronic device, unless specifically allowed by the appropriate staff member.
- Recycling your own work from a previous class or assignment.

### Plagiarizing

- Using someone else's work without citing the source.
- Using any type of technology in an inappropriate manner and/or using information from these technological sites and passing it off as one's own, original work.

### Lying

- Purposely misrepresenting the truth.
- Forging signatures on any document.

### Stealing

- Taking another person's tangible property without permission.
- Going through someone else's personal property, including such items as lockers and back-packs, without the owner's permission.

### **Consequences**

- **Level "0"** is a minor infraction that a teacher handles inside the classroom.
  - CONSEQUENCES ARE HANDLED ON AN INDIVIDUAL BASIS BY EACH TEACHER.
  - The student's counselor receives a signed copy of the Teacher Intervention Form to place in the student's file as documentation of a Level "0" offence.
  - A subsequent infraction (on any assignment/class while at WLHS) will be treated as a Level "1" or "2" infraction.
- **Level "1"** is the first infraction in which a teacher involves the student's counselor and parent/guardian in a formal meeting.
  - Grade of zero received on the assignment.
  - Included in student's official record.
  - The IB coordinator, activity sponsors and coaches are notified.
  - Any subsequent infractions are considered Level "2".
- **Level "2"** is any subsequent infraction in which a teacher involves the student's counselor, parent/guardian, and assistant principal in a formal meeting.
  - Grade of zero received on the assignment.
  - Included in student's official record.
  - The IB coordinator, activity sponsors and coaches are notified.
  - WILL BE REFLECTED IN INFORMATION PROVIDED TO COLLEGES AND EMPLOYERS.

### **Teacher Responsibilities**

- Approach honor in an educational manner.
  - Review Honor Code policies with students at the beginning of the school year and throughout the year, as applicable.
  - Provide clear instructions and expectations for assignments including guidelines for complying with the Honor Code.
  - Regarding possible infractions:
    - Notify counselor in writing, including submitting the Teacher Intervention Form.
    - Notify parent/guardians (confirmed personal contact).

- Meet with student and counselor (parent/guardian will also be invited).
- Complete incident report.

## **GRADE REPORTING**

### **INTERIM REPORTS**

Interim progress reports are issued at the midpoint of each grading period.

October 7, 2011

December 15, 2011

March 2, 2012

May 15, 2012

Interim reports and report cards will be mailed home.

### **REPORT CARDS**

**Report Period Ends.....Report Cards Issued**

November 7 ..... November 17

January 20 ..... February 1

March 30 ..... April 19

June 20 ..... June 26

Each report card reflects the number of days a student has been absent from each of his or her classes. Effort grade and teacher comments may also be reflected. The total daily absence at the top of the report card indicates the days reported absent from every period in a day. Report cards are to be signed by parents and returned to first period teachers the following day.

### **HONOR ROLL**

At the end of each reporting period the "HONOR ROLL LIST" is published. Students who have all A's and B's qualify for this list.

Grade Values:

<u>Mark</u>	<u>Numerical Value by Level</u>	
	Advanced Placement/ International Baccalaureate (Level 1)	Regular (Level 2)
A	5	4
B	4	3
C	3	2
D	2	1
E	0	0

If a student repeats a course, the higher grade is the grade counted in computing class rank. "LC" (Loss of Credit) is considered the same as a withdrawn course in the computation.

Parents were offered the option by their middle school of accepting credits for foreign language, algebra, geometry, and geography and having the grade received computed for use in class rank calculations.

AP and IB exams must be taken in order to receive the extra quality point. These exams are paid for by Arlington Public Schools.

## QUARTER EXAMS

**First Quarter** -October 28 –November 4, 2011

October 28, Friday	October 31, Monday	November 1, Tuesday	November 2 Wednesday	November 3 Thursday	November 4 Friday
1 <sup>st</sup> Period <b>EXAM</b>	2 <sup>nd</sup> Period <b>EXAM</b>	1 <sup>st</sup> Period Class	2 <sup>nd</sup> Period Class	Make Ups	Make Ups
3 <sup>rd</sup> Period Class	3 <sup>rd</sup> Period Class	3 <sup>rd</sup> Period <b>EXAM</b>	3 <sup>rd</sup> Period <b>EXAM</b>		
5 <sup>th</sup> Period <b>EXAM</b>	4 <sup>th</sup> Period <b>EXAM</b>	5 <sup>th</sup> Period Class	4 <sup>th</sup> Period Class		
7 <sup>th</sup> Period Class	6 <sup>th</sup> Period Class	7 <sup>th</sup> Period <b>EXAM</b>	6 <sup>th</sup> Period <b>EXAM</b>		

**Second Quarter** - January 12-20, 2012

January 12, Thursday	January 13, Friday	January 17, Tuesday	January 18, Wednesday	January, 19 Thursday	January 20, Friday
1 <sup>st</sup> Period Class	2 <sup>nd</sup> Period Class	1 <sup>st</sup> Period <b>EXAM</b>	2 <sup>nd</sup> Period <b>EXAM</b>	Make Ups	Make Ups
3 <sup>rd</sup> Period <b>EXAM</b>	3 <sup>rd</sup> Period <b>EXAM</b>	3 <sup>rd</sup> Period Class	3 <sup>rd</sup> Period Class		
5 <sup>th</sup> Period Class	4 <sup>th</sup> Period Class	5 <sup>th</sup> Period <b>EXAM</b>	4 <sup>th</sup> Period <b>EXAM</b>		
7 <sup>th</sup> Period <b>EXAM</b>	6 <sup>th</sup> Period <b>EXAM</b>	7 <sup>th</sup> Period Class	6 <sup>th</sup> Period Class		

**Third Quarter** – March 23 – March 30, 2012

March 23, Friday	Mach 26, Monday	March 27, Tuesday	March 28, Wednesday	March 29, Thursday	March 30, Friday
1 <sup>st</sup> Period <b>EXAM</b>	2 <sup>nd</sup> Period <b>EXAM</b>	1 <sup>st</sup> Period Class	2 <sup>nd</sup> Period Class	Make Ups	Make Ups
3 <sup>rd</sup> Period Class	3 <sup>rd</sup> Period Class	3 <sup>rd</sup> Period <b>EXAM</b>	3 <sup>rd</sup> Period <b>EXAM</b>		
5 <sup>th</sup> Period <b>EXAM</b>	4 <sup>th</sup> Period <b>EXAM</b>	5 <sup>th</sup> Period Class	4 <sup>th</sup> Period Class		
7 <sup>th</sup> Period Class	6 <sup>th</sup> Period Class	7 <sup>th</sup> Period <b>EXAM</b>	6 <sup>th</sup> Period <b>EXAM</b>		

Students should **NOT** be given any quizzes, tests or projects by block periods not assigned that test

day. Schedule will not change in case of emergency days.

## **FINAL EXAMS**

Here at Washington-Lee we recognize there are many wonderful opportunities that can occur before the school year ends. In an effort to be responsive to student needs we have established final exams makeup procedures. Makeup exams will be permitted after the school year ends providing previous arrangements were made with the student's counselor and the absence was pre-approved by an administrator. No final exams will be permitted early.

## **EXEMPTIONS FROM FINAL EXAMS**

Seniors who have demonstrated outstanding achievement in a course may be eligible for exemption from the final examination in that course. To qualify for consideration, the student must have an "A" average in the class and have no outstanding obligations. One "B" in either the first or second quarter is allowed. Students completing AP and IB examinations may also be eligible for exemption from final exams. Exemptions for those eligible will be granted at the classroom teacher's discretion.

Seniors participating in Senior Experience are exempt from final exams.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

In order to help create an atmosphere conducive to learning, the following statements of behavior are listed. Students are expected to become aware of and abide by these expectations.

### **Assemblies**

A variety of assemblies are scheduled during the school year. All students attending assemblies or class meetings are expected to conduct themselves respectfully.

### **Dress Code**

Appropriate clothing should be worn to enhance the learning atmosphere at Washington-Lee High School. Clothing that detracts from that atmosphere will not be allowed. Failure to comply to the dress code may result in requiring parent to bring appropriate clothing or student may have to wear an article of clothing provided by the school.

- Hats (including bandannas and other headgear), sunglasses, and coats may be worn only to and from school with exceptions for items worn for religious or medical reasons.
- Tee-shirts may be worn, but clothes with pictures or references to guns or drugs, offensive language, sexual content, or phallic symbols will not be allowed.
- Shorts may be worn (no skin-tight or short-shorts).
- Skirts must be of reasonable length.
- Clothing must cover midriff and cleavage.
- Tank tops, spaghetti straps, halter-tops and transparent clothing are not acceptable.
- Chains are not allowed in school.
- CD players, iPods, MP3 players and all other similar electronic devices may only be used during non-instructional time.

### **Cell Phones**

Cell phones are not to be turned on, displayed, or used for any purpose during instructional time. Students may use cell phones before school (8:19 am) and after school (3:01 pm) and during lunch (1<sup>st</sup> lunch 10:59 – 11:37 and 2<sup>nd</sup> Lunch 12:41 – 1:19).

### **Fire Drills**

The Fire Drill signal is the sounding of a horn. During a fire drill move quietly, orderly, and quickly, but do not run. Windows and doors are to be closed during the fire drill. Teachers will instruct students on the procedures and where to exit the building.

### **Hall Passes**

To make the best use of instructional time students are expected to remain in their class at all

times. However, if the need should arise to leave the class, a student must:

- Obtain permission from his/her teacher,
- Receive the official class pass,
- Complete his/her errand and return to class as soon as possible,
- Obtain a return pass from the appropriate staff member.

**Staff members will ask students why they are in the hallways during instructional time. Students are expected to show a hall pass for inspection upon the request of any staff member and to politely identify themselves when asked. If students are in the hallway without a pass, they may be asked to accompany the staff member to the office or class.**

### **Identification**

While in school, students are required to have their school ID badge. The first badge is issued free of charge through the main office. Replacement badges cost \$7.00, checks payable to Washington-Lee High School.

### **Non-instructional Equipment**

To avoid the loss of instructional time and expensive items, students are encouraged to avoid bringing non-instructional items such as CD players, cell phones, digital cameras, MP3 players, iPods, and large amounts of cash to school.

### **Off Campus Privileges**

Only seniors have off-campus privileges at lunch. See page 18 for details.

### **Respectful and Considerate Behavior**

Students' language and actions must not be offensive to others. It is a function of the school to provide a proper atmosphere for learning. Conduct that encourages and supports teaching or learning is expected of all students and staff.

Any forms of dishonesty, such as cheating, lying, forgery, plagiarism or stealing or that involve trespassing on the rights of others will not be condoned. Cheating results in harm to the cheater as well as to his or her classmates. Any form of cheating may result in academic failure. Anyone committing forgery will be referred to an assistant principal.

Willful or thoughtless harm to school property will increase the cost of education and detract from its effectiveness, since the money that might have been spent to expand educational opportunities must be used for repair and replacement of equipment, books, etc. Students will be charged fines and referred to the police for damages that they cause to school property.

The school must be concerned for the health and welfare of the entire student population. Therefore, students buying, selling, possessing or being under the influence of alcohol or illegal drugs will be excluded from the school until such time as their return is considered advisable by the school administration.

The School Board has issued a ban on the use of tobacco on all school property.

Students are expected to respect the building, grounds and shrubs. For safety reasons, skateboards, roller blades, bicycles, scooters and other riding objects are not to be used within the building.

### **Student Supervision**

Teachers in the building before 7:30 AM and after 3:25 PM have other responsibilities and are not normally available for student supervision. The school is open for students from 7:45 AM to 3:25 PM only. Any student who remains after 3:25 PM must be under a staff member's supervision.

### **Weapons**

Weapons of any kind, including look-a-like weapons, are illegal on school grounds. Students are subject to prosecution and possible expulsion by the School Board if they have any weapon whatsoever on school grounds.

## ATTENDANCE POLICY

### Absences

If your child has been absent for any reason, you must notify the school as soon as practical, but no later than two (2) school days after he or she returns to school. The notification must be done in writing, and is subject to monitoring and verification.

Students returning from excused absences have one week from the last day of the absence to complete assignments missed during their absence, unless special arrangements have been made with the appropriate dean.

Teachers will, within reason, assist students when the absence is excused. Students are responsible for work missed even if the absence is unexcused. However, according to APS policy, credit for make-up work is only given when the absence is excused.

Pre-arranged, extended absences must be approved by the Principal at least 10 days prior to the absence. No more than 10 days will be approved. The student must be in good academic standing.

### TARDY POLICY

- Three unexcused tardies (UC's) during one quarter will result in a detention assigned by the teacher. Parents will be notified.
- Each additional tardy will result in another detention.
- Five unexcused tardies will result in a referral to the student's administrator and may result in Saturday School.

### Late to School

Students arriving to school after 8:35 AM must sign-in at the attendance office in order to be marked present for the day.

### Leaving School Early

A student must have a parental/guardian note to leave school grounds before 3:01 PM. The note should be presented to the attendance office where the student will sign out. **A student who leaves school without signing out will have an unexcused absence.** There will be no exceptions to this procedure.

**According to APS policy, the following are considered excused absences:**

- Illness or quarantine of student
- Doctor or dentist appointment
- Death in the family
- Observance of a religious holiday
- Summons to a court of law
- Violent storms or state emergencies
- Suspensions
- Severe family emergencies

**Advanced approval from an administrator is required in order for any other absence to be treated as excused.** A note explaining the absence, signed by a parent or guardian, must be presented to the administrator. After the absence is approved by the administrator, the note must then be taken to all the student's teachers for their notification. The note must then be taken to the Attendance Office. College visits are excused when a College Visitation Verification Form is submitted to the administrator prior to the visit. This form is available in the Counseling Office. Upon return, the form is to be submitted to the attendance office.

### Unverified Absences

- Three unverified absences in any class will result in referral to the student's administrator, parent notification and assigning of Saturday School or alternate consequence.
- If a student has three full days of unverified absences parents will be notified directly by the attendance office. Student will be referred to the Attendance Specialist and their administrator

for further disciplinary action.

- “If students are absent without indication of parents’ awareness and support for five days, the Code of Virginia requires school staff, parents and students to jointly develop a plan to resolve the student’s nonattendance.” (from the APS School Board Policies)

### **Attendance Incentives**

- Teachers of AP/IB courses and teachers of seniors have the discretion to revoke a final exam exemption from a student who has in excess of 10 total absences for that course.
- Students must attend school for at least one-half of the day in order to participate in VHSL competitions.

### **School Attendance Specialist**

The School Attendance Specialist monitors student attendance, coordinating with community agencies and the juvenile court when students have three or more days of unexcused absences.

### **Excessive Absences**

Fifteen consecutive unexcused absences will result in the student being withdrawn from school. After 10 total absences, a doctor’s note is required for any additional absences to be excused.

### **Emergency Closings**

Inclement weather and other school closings will be broadcast over local TV and radio or call 866-322-4277 for a recorded message or check the web at [www.apsva.us](http://www.apsva.us).

Synvoice™, the automated telephone absence notification system, will call the home of any W-L student who is absent from one or more classes.

### **Students returning from an excused absence have two responsibilities:**

1. Previously assigned work:
  - a. Students must turn in any previously assigned written work (homework, papers, projects, etc.) by the end of the first school day of their return.
  - b. Written work may be submitted directly to the teacher, digitally to the teacher, or to a secretary in the main office (be sure the secretary signs and dates your assignment).
  - c. Students must be prepared to complete any quizzes, tests, or presentations at the start of the next class they attend. Teachers may choose, in conjunction with the student, to schedule the make-up work for a time outside of class.
2. Any work missed during the absence:
  - a. Unless special arrangements have been made, students have one week from the last day of the absence to submit make up work.
  - b. Teachers will, within reason, assist students when the absence is excused.
  - c. Students are responsible for the work missed even if the absence is unexcused. However, according to APS policy, credit for make-up work is only given when the absence is excused.

*If a pattern of absences appears on days when larger assignments are due, the student may be subject to administrative action.*

### **CODE OF BEHAVIOR**

To insure a respectful, pleasant and safe learning environment and to teach the total school community responsibility, accountability and commitment, the W-L staff has defined and adopted the following behavior guidelines and consequences.

### **Out of School Suspension (OSS)**

Students may be suspended for reasons outlined in accordance with School Board Policy (SBP 25-1.3, Revised July 2003). SBPs are available in the school library and on the APS web site. While on suspension, a student may not be on any Arlington Public School property or buses. Out of school suspensions may be appealed.

### **Saturday School Alternative Program (SSAP)**

The Saturday School Alternative Program (SSAP) is an alternative to Out of School Suspension (OSS) for lesser offences requiring OSS or for students receiving ISAP for more severe offences. Students receiving SSAP must report to school on time on a prearranged Saturday and remain

there for the duration of the session. SSAP assignments are made at the discretion of the appropriate grade level administrator. Students may also, attend tutoring and remediation voluntarily as a segment of the Saturday School Alternative Program.

### **In School Alternative Program (ISAP)**

The In School Alternative Program (ISAP) is a temporary placement of students who violate school rules to the point where the learning environment is interrupted. This program allows students assigned to ISAP to stay in school rather than at home. Regular ISAP will begin at 8:19 AM and end at 3:01 PM. Extended ISAP will be assigned at the discretion of an administrator depending on the frequency or severity of disciplinary situations and will begin at 8:19 AM and conclude at 4:30 PM. Students complete their regular class assignments as provided by each teacher while in ISAP. A teacher supervises ISAP.

The appropriate assistant principal determines if a student is to be placed in ISAP, SSAP, or OSS. Parents are notified through a phone call and the mail of the reason(s) for placement in ISAP, SSAP, and OSS. OSS, SSAP, and ISAP are assigned as close in proximity to the incident requiring the disciplinary action as possible.

- I. Depending on frequency or severity, actions which may result in out-of-school suspension (up to 10 days) or assignment to ISAP may include:
  - excessive unexcused absences, tardies, and chronic truancy (truancy)
  - leaving campus or transporting others off campus without proper authorization
  - failure to serve detention
  - display and use of electronic communication devices during instructional time, i.e. cell phones
  - misbehavior in the building, on grounds, on the buses or on school sponsored activities and field trips
  - profane or obscene language, orally or in writing, to include remarks intended to demean a person's race, religion, sex, creed, national origin, disability or intellectual ability.
  - smoking on school property or possession of tobacco products
  - forgery of notes or signatures, cheating
  - plagiarism - the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, .e.g. claiming original work from the Internet or textbooks as one's own.
  - misuse or inappropriate use of technology
  - possession or creation of pornographic material
  - sexual harassment of other students or staff
  - gambling
  - insubordination
  - indirect or direct threats to student or staff
  - verbal abuse of student or staff
  - abuse or misuse of legal substances, such as over the counter non-prescription drugs and other substances or look-a-likes
  - willful destruction of property (students may be required to make restitution for damaged property)
  - activities that threaten the physical safety of students or staff members
  - physical altercations or fighting
  - violations of school parking policies
  - other activities which may violate the law, as well as school regulations
- II. Actions requiring immediate out-of-school suspension (up to 10 days) and possible referral to the police and/or fire marshal may include:

- being under the influence of a controlled substance
  - sale, possession, use, or being under the influence of alcohol
  - possession of weapons or look-a-likes
  - indirect or direct threats to student or staff
  - physical assault on a member of the school staff
  - setting fires or use or possession of explosives or fireworks on school property
  - false alarms and bomb threats
  - theft or extortion
  - acting as a mob
  - other activities which may violate the law, as well as school regulations
- III. Actions requiring immediate out-of-school suspension (10 days) and recommendation for expulsion may include:
- possession of controlled substance, imitation controlled substance, or marijuana or look-a-likes on school property
  - other activities which may violate the law, as well as school regulation
- IV. Actions requiring immediate out-of-school suspension (10 days), referral to the police, and recommendation for expulsion:
- possession of a firearm, other weapon, or look-a-likes
  - other activities which may violate the law, as well as school regulations

## **COMPUTER ACCEPTABLE USE POLICY (AUP)**

All students are given an account on the Washington-Lee Network. The computer network system and Internet access available to Washington-Lee High School are intended for education purposes only. The use of the computers, printers and other technologies, as well as the Internet, is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, and/or interfere with the learning of other students. The following guidelines are intended to help users understand appropriate use.

### **Ethical Conduct for Computer Users**

It is the responsibility of all users:

- To recognize and honor the intellectual property of others.
- To comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- To restrict the use of the computer systems and resources to the mission or functions of the school system.
- To help maintain the integrity of the school information system.

Deliberate tampering or experimentation, such as navigating network drives; storing files in unauthorized directories; and modifying configuration of systems, is a violation of this AUP.

### **Educational Use**

The computers and network accounts are intended for educational purposes. Users are responsible for the ethical and educational use of their network accounts.

- School related files are the only files to be saved on accounts.
- Storing commercial software and/or games or hidden files to accounts is not permitted.
- Saving to the hard disk drive is granted only by permission of teacher.

### **Respect for Others**

Users should respect the rights of others using a lab and/or the network.

- *Always* log off your work station.
- Deliberately attempting to disrupt system performance or interfering with the work of another

user will not be tolerated.

- Use only your account/password. It is a violation to give access to your account to any other user.
- Leave equipment and the room in good condition for next user/class.

Accounts on the computer systems at Washington-Lee High School are considered secure, although absolute security of any data cannot be guaranteed. Teachers and administrators have access to student files for instructional or evaluative purposes.

#### **Software Installation:**

Software of any kind may only be installed on the school computers with prior approval of the teacher or Instructional Technology Coordinator (ITC).

#### **Internet Access**

All users are prohibited from accessing portions of the Internet which do not promote the instructional mission of Washington-Lee High School and ***which do not comply with the Washington-Lee Code of Behavior for language and respect for others.***

#### **COMPUTER/NETWORK VIOLATIONS AND CONSEQUENCES**

Disruption of the network, to include any action that could take the network down or is dangerous to the integrity of the hardware on the premises. Includes:

- Removal of computer components, including mice, keys from keyboards, computer parts, or otherwise disabling a computer is considered theft or vandalism.
- Exploration of network drives looking for security breaches in Wide Area Network (WAN) of Arlington County (hacking)

Consequences: Could be up to 10 days OSS, depending on the severity of offense. May include resource Officer Referral.

Unauthorized downloading or saving of files to the hard drive or network. Includes:

- Downloading and installing unauthorized plug-ins for browsers
- Loading unauthorized software or files to the local hard drive
- Loading unauthorized software or files to a network drive/user account
- Storing commercial games, software or hidden files to local or network drive
- Sharing a password and/or account with another student.
- Tampering, or attempted tampering, with the desktop and/or network configuration of an individual computer. Includes:
- Altering config.sys, ini files, autoexec.bat, system folder, control panel files
- Visiting any unsupervised, non-educational chat rooms
- Harassment, inappropriate language
- Viewing of pornography
- Assistant Principal Referral. Loss of network privileges.

Repeat offenses may incur more serious consequences, including up to 10 days OSS.

Electronic cheating or plagiarism.

Same as for other kinds of cheating per Washington-Lee Code of Behavior.

#### **NETWORK ACCOUNTS**

All students receive access to the APS network which provides 25MG of storage. In addition students have access to online storage at <http://wlhs.schoolweblockers.com/>. Storage for files, audio and pictures files, as well as a digital drop box for turning in your home will be available to you in and out of school if you have internet access at home. School Web Lockers is backed up daily and virus checked. Files may be saved there during your years at W-L.

## INDEPENDENT FIELD TRIPS

Students may receive offers to travel to a foreign country or to have other unique experiences (ski trips, etc.) as part of a trip sponsored by an entity other than Arlington Public Schools. Teachers from the school are sometimes asked by tour companies, outside of their school responsibilities, to assist with, or lead these trips. Therefore contact, which must not take place during instructional time, may even come through a teacher. Please be aware that these trips are independently organized. Many families choose to take these opportunities for their students but, unless you receive an Arlington Public School field trip permission form, it is not an APS field trip. The school system does not warrant, sponsor, review or approve any offers or representations made concerning these trips.

## ATHLETICS AND ACTIVITIES

### Activities Information

Up-to-date information about student activities may be accessed through:

- Athletic Hotline – (703) 228-6220
- W-L Activities and athletic on WL web site – [www.apsva.us/washingtonlee/site/default.asp](http://www.apsva.us/washingtonlee/site/default.asp), and go under activities.

### Clubs

Numerous clubs and societies offer student activities across a wide spectrum of interests. These clubs may be career-oriented, curriculum-related, recreational, academic, or of a service interest. Club meetings and activities are broadcast on the morning announcements and on the W-L web site. Information regarding individual honor society requirements may be obtained from the society sponsor. A list of clubs, meeting schedules and sponsors will be distributed in the fall and are listed on the W-L web site.

### Bulletin Boards

Bulletin boards throughout the building may be used to display posters about upcoming W-L events. No items of a personal, commercial, political, or religious nature may be displayed or distributed. If a student club or group wishes to post an announcement, it must be stamped “approved” or signed by an administrator prior to posting. Unapproved posters will be removed. Posters are not to be put on any painted or varnished surface.

### Athletics

The mission of the Washington-Lee's athletic program is to provide a positive and spirited environment in which leadership, self-discipline, teamwork, competitiveness and self-advocacy is promoted. Our goal is to assist our athletes in developing and implementing lifelong character traits, including sportsmanship, while participating on an athletic team.

W-L's athletic program for both boys and girls is large and diversified. Varsity, junior varsity, freshman, and intramural sports are offered. Students should talk with the Director of Student Activities, sports coach, or their physical education teacher for information about a specific sport of interest. Check out the Generals Athletic webpage for detailed information for each sport.

The following sports are offered at Washington-Lee High School.

#### Fall

August -November  
Cheerleading  
Cross Country  
Field Hockey  
Football  
Golf  
Volleyball  
Dance

#### Winter

November-February  
Boy's & Girl's Basketball  
Gymnastics  
Rifle Team  
Swim/Dive  
Indoor Track  
Wrestling  
Cheerleading  
Dance

#### Spring

February-May  
Baseball  
Crew  
Boy's & Girl's Lacrosse  
Boy's & Girl's Soccer  
Softball  
Boy's & Girl's Tennis  
Outdoor Track

## **Eligibility in Virginia High School League**

Washington-Lee is a member of the Virginia High School League (VHSL), which governs interscholastic sports and activities in Virginia. The VHSL establishes and maintains standards for student activities and competitions that promote education, personal growth, sportsmanship leadership and citizenship. One of these standards is the eligibility requirements for athletes.

Students who are interested in participating in an athletic team at W-L must be cleared by a doctor and meet all eligibility standards. Please see the website for more information on both of these aspects. For questions regarding eligibility, students should see the coach of the sport in which they wish to participate, or the Student Activities Office. Students must not be 19 by October 1 of the current school year.

### **Athletic Clearance Process**

To be cleared to participate on an Athletic team at Washington-Lee High School, the following guidelines need to be met.

1. The student must be enrolled at W-L, an HB student whose home school is W-L, or an 8th grader who lives within the W-L boundaries. (8th graders are allowed to participate in the high school sports that are not offered at the middle school level)
2. The Athlete must have a completed VHSL physical form packet. A new physical is needed for each school year. The exam must have been completed after May 1st of the beginning of that school year. The physical form can be downloaded from the website. After it is complete, this form should be turned into our Athletic Trainer.
3. The Arlington Public Schools Parent Athletic Participation Agreement form must be signed and turned in with the VHSL physical form. To download this form, go to the website. Please attach this to the VHSL physical form. Both forms are to be submitted to the Athletic Trainer.
4. All athletes must have health insurance. If needed information on school insurance can be found in the Activities Office.
5. The athlete needs to have met the VHSL guidelines to be eligible to participate. An appeal can be considered and granted by the VHSL if an athlete presents a valid, compelling case. The VHSL rules are listed below. If you have any questions concerning these guidelines, more information can be found at the VHSL link on the left or by calling our office.

To be eligible to represent your school in any VHSL interscholastic athletic contest, you ...

- must be a regular bona fide student in good standing of the school you represent.
- must have enrolled not later than the fifteenth day of the current semester.
- must be currently enrolled in at least five subjects
- must have passed at least 5 subjects at the conclusion of the last semester
- must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move.
- must not have reached your nineteenth birthday on or before the first day of August of the current school year.
- must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- must have submitted a completed Athletic Participation/Parental Consent/Physical Examination Form.
- must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules.

## ACTIVITIES PARTICIPATION

### Policy

The following principles will be followed by athletic and musical programs when students are involved in multiple activities:

1. Practices/rehearsals vs. Rehearsals/Practices

Coaches and Directors hold conferences to resolve any known conflicts. When practical and as often as possible, this is to be done prior to the beginning of the season. If it is determined by the director or the coach that the student-athlete is needed for an entire rehearsal or practice, a preliminary director-coach conference is required.

2. Official Scrimmages vs. Practices/rehearsals

Priority to Scrimmages

3. Performances/games vs. Scrimmages

Priority to Performance/games

4. A student's status on an athletic team or in the fine arts program may not be affected if one activity commitment is made over another.

5. It is extremely important that the directors and coaches convey this information to students, athletes and parents in writing. A parent meeting is encouraged to accomplish this. COMMUNICATION is the key to success. If unsuccessful, immediate contact is to be made by the director or the coach to the Director of Student Activities to help resolve the situation.

6. It is understood that student-athletes would be released early from music rehearsals in order to catch any off-campus practice transportation or to arrive at athletic practices.

**\*Athletes must be in school ½ day to be eligible to participate in practice or games\***

### SENIOR EXPERIENCE

The Senior Experience is an opportunity during the last three weeks of school (following the conclusion of IB and AP exams) for qualifying seniors to participate in a unique transitional learning opportunity outside of school. This full-time (at least 6 hours per day or 30 hours per week) experience typically places students in work, internships, or service positions outside of the school community, although a senior project overseen by a W-L faculty member may also be considered. Students are required to keep a daily record of their experience and participate in a final seminar at the end of the program in order to reflect on their experience and address a variety of work-related issues.

Participating students must meet the following criteria:

- Have a GPA of at least 2.0 through the first semester of senior year;
- Students failing a required class for graduation must be registered for summer school prior to the Senior Experience Orientation;
- Have no significant disciplinary or attendance problems;
- Meet all financial obligations including payment of senior dues and return of, or reimbursement for, textbooks and other course materials or equipment;
- Have faculty-administrative committee approval (if necessary);
- Have parental authorization;
- Sign a written agreement to adhere to the requirements of the program;
- Submit a mentor-student contract that gives the details of the work experience and specifies the day/hours that will be worked;
- Have a timesheet signed by the mentor submitted at the end of the work experience;

- Keep a written record of the experience and submit it to the coordinator at the end of the program;
- Attend a mandatory final seminar scheduled for the day following the work experience.

Seniors selected to participate will receive the 4<sup>th</sup> quarter and final grade they have earned in each course at the time they leave school for the Senior Experience. No grade will be assigned for the internship experience.

Seniors selected to participate will be exempt from all course work for the final three weeks of school and will not sit for final exams. All work must be completed before the work experience begins in order for the administration to give final approval and for the attendance office to issue excuses for the last three weeks of classes.

Any student who fails to participate in any of the required in-school or work activities, or who misrepresents the mentor contract in any way, will be dropped from the program, sent back to regular classes, required to make up any work or exams that are missed, or receive a 'zero' for the final exam grade in each course of study for which work is missing.

## **EXPENSES**

### **Class Dues**

Students are assessed class dues to help support the class activities and programs that benefit them as students at Washington-Lee. These dues help supplement the production of the newspapers, yearbook, class pictures, purchase of cap and gown, publication of graduation program, and senior activities, such as the prom and presentation of class gift to the school.

Dues for each class will be assessed by the class officers following a review of the class budget at the beginning of each school year. Dues information is included in first day packets.

### **Yearbook**

Pre-orders for W-L's first full-color yearbook are \$72. You must pre-order by January to reserve a copy. A limited number of extra copies will be available at distribution in June on a first-come, first-serve basis for \$90.

### **Club Dues**

Dues are set by the specific club involved.

### **Physical Education Fees**

A list of PE expenses will be distributed by the PE teacher.

### **Driver's Education Fees**

All students enrolled in Driver's Education must pay a fee of \$400.00.

### **Guidelines for Accepting Checks**

A check from a parent for a student must have the student's name written on it as well as the parent's imprinted name, address, and phone number.

### **Entrance Fees for Athletic Contests**

The entrance fees for athletic contests at Washington-Lee and the Northern Region are as follows:

	<b>Adult</b>	<b>Student</b>
Varsity Football .....	\$5.00 .....	5.00
Freshman & JV Football		
All Other Sports		
WL School Site .....	\$5.00 .....	2.00
Other School Site .....	\$5.00 .....	5.00

District and Regional Tournaments reserve the right to increase admission.

## **Textbooks**

Students are issued textbooks free and are responsible for them. If for any reason, they are not returned at the end of the school year, the student is required to pay for them. Students can be assessed fines for damage to textbooks or other instructional materials.

## **Obligations List**

Any student who fails to return textbooks and other instructional materials or to pay fines, fees or dues will have his/her name placed on the "Obligations List."

# **SERVICES**

## **ANNOUNCEMENTS**

Each day, announcements of special interest or concern are broadcast at the beginning of third period. Announcements include reminders, changes in original schedules, explanations, etc. Students are asked to be considerate of others in the class during the announcement period so that the information may be heard by all. Two televisions in the Commons provide continuous viewing of the announcements. It is the student's responsibility to remain informed of what is happening by listening to and/or viewing announcements and bulletins. Announcements must be submitted to the office 24 hours before they are to be read and must be approved, in writing, by an administrator.

## **CAFETERIA**

### **Lunch Time**

All ninth, tenth, and eleventh grade students are required to remain on school grounds at lunchtime. Seniors are permitted to leave campus provided they have submitted a permission form and display a senior ID badge. Tardiness or absence from the period(s) following the lunch period will be regarded as truancy and may result in revocation of the lunchtime off-campus privileges.

### **Lunch Periods**

Students are expected to exhibit appropriate behavior in the cafeteria, including placing trash into receptacles and waiting in line.

Price of the type "A" lunch is \$2.65 and milk is \$.55. Reduced lunch is \$.40. Students may buy a la carte lunches. A variety of snacks and a salad bar are available. Breakfast is \$1.35. Reduced breakfast is \$.30.

**ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA OR OUTSIDE AREAS ADJACENT TO THE CAFETERIA. Bottled water is allowed for consumption outside the cafeteria at teacher discretion.** Students may use the Library during their lunch period without a pass.

## **COUNSELING DEPARTMENT**

### **Career Resource Center/Student Job Placement Service/Work Permits**

The Career Resource Center is located on the first floor in Room 1030. The Career, Scholarship and Financial Aid Specialist, Mr. Eric Hill, can be reached at 703-228-6228. Please call him for forms to be completed and signed: one by the parent/guardian, one by the employer. Students need to bring a birth certificate that shows date and place of birth. Students seeking full-time and part-time employment are encouraged to see Mr. Hill. Information on colleges, careers, and the military are also available in the Career Resource Center.

## **DIRECTORY INFORMATION**

Student educational records are maintained for the use of parents and staff and for the benefit of students.

Directory Information is that part of a student's educational record that may be released to others without specific prior approval.

The following areas of personally identifiable information in a student's educational record are classified as Directory Information:

- name of student in attendance or no longer in attendance
- address
- date and place of birth
- telephone listing
- dates of attendance
- participation in officially recognized activities and sports
- height and weight, if a member of an athletic team
- awards and honors received

Parents and students 18 years of age and older have a right to refuse to allow these items to be released/disclosed without specific prior consent.

School Board policy (SBP 25-1.9) provides two weeks for completing the first day packet forms and returning it to the principal of your child's school if you wish to refuse to allow these students record items to be released without prior consent. If you do not return the form, the school will consider that it can release this information without further consent from you.

## **HEALTH SERVICES**

The school health program at W-L is administered by a Public Health Nurse who may be reached at 228-6223 or 228-6224. Any student reporting to the clinic (Room 1310) must have a pass from a teacher, counselor, or an administrator unless an emergency exists.

### **Screening Program**

State mandated hearing and vision screenings are conducted by Arlington County school health services for all 10th grade students. Hearing and vision screenings are conducted for all students new to Arlington Public Schools.

### **Counseling**

Counseling services are provided for students, parents and school personnel on health problems discovered through the testing program and other sources. Referrals are made to outside resources as needed. The Public Health Nurse is available for parent conferences about a student's health problems.

### **Homebound Instruction**

Students with disabilities that prevent their continued school attendance may have homebound instruction granted by the Department of Student Services in agreement with the family physician. Parents must apply for this service through the Department of School Health. These forms may be obtained from the school nurse. Families are urged to apply as soon as possible after the situation occurs to reduce the loss of instructional time.

### **Illness and Injury**

First Aid is rendered to ill or injured students by the Clinic Aide and/or the Public Health Nurse. Should conditions necessitate, students may be transported by ambulance to the Virginia Hospital Center (formerly, Arlington Hospital). Students who are ill will not be permitted to go home without the permission of a parent, legal guardian or persons listed on the emergency card. Except in cases of emergency, students should report to the clinic where a medical assessment will be made by the school clinic staff and a parent notified. Students should not call parents to be picked up when they are ill.

### **Medication**

Prescriptive medication must be accompanied by a medical authorization form that has been signed by both the parent/guardian and the physician. High school students may carry and self administer no more than two doses per day of non-prescribed over the counter medication in the original container with parent permission. Medication may not be shared with others.

### **Insurance**

Information on enrollment in a student accident and dental insurance program will be included in the

first day packet. This program provides coverage for all school activities except for football. Information on enrollment in a separate football insurance program may be obtained from the Director of Student Activities.

## THE LIBRARY MEDIA CENTER

### Facilities

The W-L Library Media Center (LMC) is located on the second floor of the school building. Over 30,000 items including books, magazines, videotapes, DVDs, computer and CD-ROM programs are available for your use. Network access is provided for the use of students and staff, a multi-media presentation area, and multiple points of access through computers to meet your information and research needs, including a 28 - computer lab.

### Hours

The LMC is open 7:50 AM to 4:40 PM Monday through Thursday, and from 7:50 AM to 3:15 PM on Friday.

### Passes

An official W-L hall pass is required at all times during the school day, except lunch periods. The pass should clearly indicate the topic of research.

### Network and User Accounts

Searching the on-line catalog, using the Internet research subscription sites, and databases are only accessible through the W-L local area network (LAN). All students are given LAN user accounts, which are private areas on the network file server that is secured with a private password. Students are given these accounts exclusively for **educational purposes**. All other use is prohibited. Internet access is part of the users account and does not require special permission. However, Internet access is restricted to research and educational purposes only.

All students are advised to review and adhere to the Computer Acceptable Use Policy or view it on the W-L web site at <http://www.apsva.us/washingtonlee/site/default.asp>. Consequences for misuse of a user account are also described in this handbook, as well as on the web site.

Training on logging in procedures is done in 9th grade English classes. Students new to W-L may request after school assistance in the use of the login, save, and retrieve procedures.

If an account fails or a password is not working, students are asked to fill out a request for help form, which can be obtained from any LMC staff member or at the Information desk of the library.

### Circulation

Students may check out materials with the use of a student ID badge issued by W-L.

Most materials circulate for three weeks; reference books circulate overnight only; magazines circulate for one week.

While fines are not charged for overdue materials, a list of students having overdue materials is circulated to teachers and reminder calls are made to home telephone numbers. Students, whose names appear on this list, may not check out any additional materials until the overdue items are returned. Students may also receive individual overdue notices periodically. Students must pay for the replacement costs of materials lost or damaged while checked out in their names.

Inter-library loan (ILL) service with other Arlington school libraries is available to W-L students. ILL request forms are located at the circulation desk of the library. The completed ILL request form may be turned in to any librarian. Students will be notified when the requested item arrives at W-L.

## STUDENT PARKING REGULATIONS

Student pickup and drop off points are located at the entrance on Stafford Street.

To help provide security for students and automobiles, and to identify unauthorized cars and persons who are not supposed to be on school property, any car parked on school property must be registered and display a current Washington-Lee parking tag.

Parking on the I-66 Deck A is a privilege reserved only for Seniors. **However, possession of a parking tag in no way guarantees any senior a parking space on the I-66 Parking Deck A.**

Underclassmen are asked to obtain a free underclassman (UC) parking tag. Students must register the car they are parking on the I-66 Parking Deck A with the School Resource Officer and pay a non-refundable fee of \$50.00. A valid driver's license and registration must be presented at the time of application. Only one tag will be issued per student. The parking stickers must be placed in the rear window of your vehicle. **CARS WITHOUT A W-L PARKING TAG PARKED ON THE I-66 PARKING DECK A ARE SUBJECT TO A FINE AND/OR TOWING, AS WELL AS REVOCATION OF PARKING PRIVILEGES.**

**Only seniors may park in the I-66 Parking Deck A. Any student may park in the following areas:**

- On adjacent neighborhood streets where it is legal;
- And Deck E of the Parking Facility over I-66.
- All students must register their car.

**Only seniors displaying an ID badge may visit a car parked on the deck once it is parked. This visit may occur only during the student's scheduled lunch period.**

STUDENTS MAY NOT PARK IN VISITOR AND HANDICAPPED-ONLY SPACES.

**Violation of the above parking regulations may result in:**

- The student having his/her parking privileges suspended and parking pass revoked.
- The student receiving a parking citation.
- **No warnings or further announcements will be made.**

**TRANSFERRING TAGS WILL RESULT IN THE IMMEDIATE REVOCATION OF PARKING PRIVILEGES ON THE I-66 DECK.**

**TRANSPORTING UNDERCLASSMEN OFF CAMPUS DURING SCHOOL HOURS WITHOUT PROPER AUTHORIZATION WILL RESULT IN THE IMMEDIATE REVOCATION OF PARKING PRIVILEGES ON THE I-66 DECK.**

### **Visitors and Parking**

All visitors must report to the Main Office upon entrance to the building to receive a visitor's pass and parking information. Any unauthorized person in the building or on school property will be considered a trespasser and will be subject to prosecution. Visitors to the building must park in the designated visitor spaces at the front of the building and report their vehicle's presence immediately upon arrival, and obtain a visitor parking permit to be placed on the dashboard of their car. Otherwise, the vehicle may be subject to towing. Student visitors are not permitted under normal circumstances.

### **SAFETY AND SECURITY**

#### **Lockers**

English teachers will assign students a hall locker and a locker partner. Students will be required to purchase a \$7.00 combination lock from their English teacher before a locker will be assigned. Students who are enrolled in physical education must purchase an additional lock from their physical education teacher before a locker will be issued. Students may go to their lockers only between class periods, unless authorized by an official school pass from a teacher or an administrator. Lockers must be completely locked at all times. **Washington-Lee will not assume responsibility for items left inside student lockers including books.** DO NOT give your combination to others! Any school items removed from your locker through theft, pranks, or other means are the responsibility of the student.

#### **Lost and Found**

All "lost and found" articles should be brought to the Main Office where they may be identified and claimed. Textbooks with proper identification will be returned to the appropriate classroom teacher's box.

### **INCIDENT REPORT**

If something is stolen from you or you are involved in a serious incident, use the following proce-

sure to report the incident to the School Resource Officer.

- Obtain a copy of the appropriate form from the secretary in the Assistant Principals' Office.
- Take the completed form to any school administrator or the School Resource Officer. The School Resource Officer will interview the complainant before conducting an investigation.

## **TRANSPORTATION**

Students who ride a school bus are expected to show respect for the driver and the vehicle. They should conduct themselves in an orderly manner. Bus route schedules are mailed home. Additional copies may be obtained from the Assistant Principals' Office.

Buses are expected to arrive at school in time for students to report to class before the tardy bell. In the event a bus should arrive late, report directly to your class. Students will be issued a late pass.

Late buses leave the school at 4:45 PM and 6:45 PM. Students may wish to arrange alternate transportation if an after-school activity is over earlier than the departure time for the late bus. These buses have a more limited stop schedule. They will take you to your general neighborhood location, but may not leave you as close to home as the regular afternoon bus. Separate buses are scheduled for students whose authorized athletic activity holds them past the regular late bus time. See a coach for the schedule.

## **WASHINGTON-LEE PTA MEETINGS – 2010-2011**

The PTA meets in the Little Theater on the second Monday of each month during the school year, except when there is a holiday on that Monday. In that case, the meeting will be on the following Wednesday. The meetings begin at 7:30, with social time from 7:00 PM to 7:30 PM. We encourage all parents to attend to meet school administrators, teachers, and other parents and to learn more about what is going on in the school.

September 12, 2011

October 17, 2011

November 14, 2011

No Meetings in December

January 9, 2012

February 13, 2012

March 14, 2012

April 9, 2012

May 14, 2014

No Meetings in June

Also, parents are invited to attend the County Council of PTA meeting, where issues of concern to the whole Arlington school community are discussed. These meetings are generally held the third Monday of each month, although they may be changed because of holidays.

## **SCHOOL CALENDAR 2011-2012(SCHEDULE SUBJECT TO CHANGE)**

September	6	School Begins
September	21	Senior/Parent College Application Planning 7:00 PM
September	26	Back to School Night-7: 00 PM
October	1	SAT (Register by 9/9, at Washington-Lee)
October	10	Columbus Day Holiday
October	12	College Night (Ballston Commons)
October	12	PSATs for 10th & 11th Graders (during school)

October	14	Early Release for High School Students
November	5	SAT (Register by 10/7, Not at Washington-Lee)
November	7	End of Reporting Period
November	8	Teacher Workday (No H.S. Students)
November	10	Small Learning Community Parent-Teacher Conferences
November	11	Veterans Day Holiday
November	17	Report Cards Mailed (H.S. Students)
November	23, 24, 25	Thanksgiving Day Holiday
December	2	Early Release for High School Students
December	3	SAT (Register by 11/8, Not at Washington-Lee)
December	22	Winter Vacation Begins at Close of School Day
January	3	School Reopens
January	11	Sophomore Information Night
January	16	Martin Luther King's Birthday Holiday
January	20	End of Reporting Period
January	23	Teacher Workday (No H.S. Students)
January	25	Junior Year College Planning Night 7:00 PM
January	TBA	Financial Aid Workshop 7:00 PM – Library
January	28	SAT (Register by 12/30, Not at Washington-Lee)
January	31	Rising 9 <sup>th</sup> Grade Parents Scheduling Meeting – 7:00 PM – Library
February	1	Report Cards Mailed (H.S. Students)
February	1	Parent Scheduling Meeting-7:00 PM – Library (Grades 10-12)
February	10	Early Release for High School Students
February	20	President's Day Holiday
March	10	SAT (Register by 2/10, Not at Washington-Lee)
March	30	End of Reporting Period
March	30	Spring Vacation Begins at Close of School Day
April	9	Teacher Workday (No H.S. students)
April	10	School Reopens
April	19	Report Cards Mailed (H.S. Students)
May	5	SAT (Register by 4/6, Not at Washington-Lee)
May	28	Memorial Day Holiday
June	2	SAT (Register by 5/8)
June	15-20	Final Exams
June	20	Last Day of School
June	21	Graduation
June	26	Report Cards Mailed

*REMINDER:* Throughout the year, activities of interest to students/parents are scheduled. Keep up to date by calling the Activities Hotline (703) 228-6220, consulting PTA e-mail, consulting [www.myviewschedule.com](http://www.myviewschedule.com) or viewing the W-L web site.

## FREQUENTLY CALLED NUMBERS

Activity Hotline	703-228-6220	Hispanic Social Worker	703-228-2009
Assistant Principals' Office	703-228-6210	Library Media Center	703-228-6243
Attendance Office	703-228-6225, 6226	Minority Student	703-228-6006
Career Counseling	703-228-6228	Achievement Office	
Clinic	703-228-6223, 6224	Psychologist	703-228-7647
Counseling Dept.	703-228-6250	Registrar	703-228-6249
Student Activities Office	703-228-6207	School Attendance	703-228-8659
Gifted Resource Teacher	703-228-8657	Specialist	
Health/P.E. Dept.	703-228-6229/6230	School Resource Officer	703-228-6206
IB Office	703-228-6234	Transportation	703-228-6640
Social Worker	703-228-7648	Treasurer	703-228-6203
Special Education Office	703-228-6236	Washington-Lee	703-228-6200
Substance Abuse Counselor	703-228-2028	Main Office	
Transition Coordinator	703-228-6261	Washington-Lee	703-228-6202
		Principal's Office	