Washington-Lee High School
2016/2017

1301 N. Stafford Street
Arlington, VA 22201
(703) 228-6200
(703) 524-9814
www.apsva.us/washingtonlee

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The information in this book was the best available at press time. Watch for additional information and changes.

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**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 2325 students strong, and our faculty numbers 180 teachers and more than 45 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

Dr. Barbara Kanninen  Board Member
Ms. James Lander  Board Member
Mr. Reid Goldstein  Board Member
Ms. Nancy Van Doren  Board Member
Dr. Emma Violand-Sánchez  Board Member

SUPERINTENDENT AND STAFF

Dr. Patrick Murphy  Superintendent
Ms. Julia Burgos  Chief of Staff
Dr. Kristi Murphy  Assistant Superintendent, Personnel
Dr. Tara Nattrass  Assistant Superintendent, Instruction
Mr. John Chadwick  Assistant Superintendent, Facilities and Operations
TBA  Assistant Superintendent, Finance
Mr. Raj Adusumilli  Assistant Superintendent, Information Systems
Dr. Brenda Wilks  Assistant Superintendent, Student Services
Ms. Cintia Johnson  Assistant Superintendent, Administrative Services
Ms. Linda Erdos  Assistant Superintendent, School and Community Relations

WASHINGTON-LEE HIGH SCHOOL ADMINISTRATIVE STAFF

Dr. Gregg Robertson  Principal  (703) 228-6202
Ms. Julie Cantor  Assistant Principal  (703) 228-6210
Mr. Antonio Hall  Assistant Principal  (703) 228-6210
Ms. Marleny Perdomo  Assistant Principal  (703) 228-6210
Ms. Claire Peters  Assistant Principal  (703) 228-6210
Ms. Jessica Gregory  Director of Counseling Services  (703) 228-6250
Mr. Chad DeMagistris  International Baccalaureate Coordinator  (703) 228-6234
Ms. Carol Callaway  Director of Student Activities  (703) 228-6207
Mr. Justin Bolfek  Assistant Director of Student Activities  (703) 228-6207

Washington–Lee High School
Arlington Virginia
## W-L Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>W Day Early Period</th>
<th>L Day Early Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:12</td>
<td>Early Period 1</td>
<td>7:30 - 8:12</td>
</tr>
<tr>
<td>8:19 - 9:45</td>
<td>Period 1</td>
<td>8:19 - 9:45</td>
</tr>
<tr>
<td>9:52 - 10:37</td>
<td>Period 3</td>
<td>9:52 - 10:37</td>
</tr>
<tr>
<td>10:44 - 11:19</td>
<td>Period 8 (Generals Period)</td>
<td>10:44 - 11:19</td>
</tr>
<tr>
<td>12:04 - 12:07</td>
<td>Period 5A</td>
<td>12:04 - 1:29</td>
</tr>
<tr>
<td>12:07 - 12:45</td>
<td>Lunch B</td>
<td>12:07 - 12:45</td>
</tr>
<tr>
<td>12:49 - 12:45</td>
<td>Period 5B-2</td>
<td>12:49 - 1:29</td>
</tr>
<tr>
<td>11:26 - 12:51</td>
<td>Period 5C</td>
<td>11:26 - 12:51</td>
</tr>
<tr>
<td>12:51 - 12:51</td>
<td>Lunch C</td>
<td>12:51 - 1:29</td>
</tr>
<tr>
<td>1:36 - 3:01</td>
<td>Period 7</td>
<td>1:36 - 3:01</td>
</tr>
</tbody>
</table>

### Compressed Schedule Early Release

- Early Period: 7:30 – 8:12
- BELL: 8:12
- 1st or 2nd: 8:19 – 9:21
- 3rd: 9:29 – 10:12
- *Career Center Students released at 10:05
- 4th or 5th: 10:19 – 11:21
- *Career Center Students released at 11:19
- 6th or 7th: 11:28 – 12:30

### Compressed Schedule 2HR. Delay

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

- BELL: 10:12
- 1st or 2nd: 10:19 – 11:21
- 3rd: 11:28 – 11:58
- 4th or 5th Class A: 12:40 – 1:50
- Lunch A: 11:58 – 12:33
- Class B-1: 12:05 – 12:37
- Lunch B: 12:37 – 1:12
- Class B-2: 1:16 – 1:50
- Class C: 12:05 – 1:15
- Lunch C: 1:15 – 1:50
- 6th or 7th: 1:57 – 3:01

### Career Center Class Periods

- 1ST/2ND: 8:00 – 9:30
- 5TH/6TH: 11:10 – 12:30
- 7TH/8TH: 1:40 – 3:10
September 2016

Dear Washington-Lee Parents and Guardians:

Welcome to Washington-Lee, home to a fine tradition of excellence. I look forward to a fantastic 2016-17 school year.

As always, communication will continue as a major focus. We have several avenues of communication available. The Freshman Small Learning Community 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 2016-17 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 washingtonlee.apsva.us 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 at www.wlhsathletics.org or on Twitter @WLHSAthletics. 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 washingtonlee.apsva.us, and clicking on APS Schooltalk icon.

Thanks so much for your assistance and support. I look forward to a 2016-17 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
Studies show that students do better academically, socially, and developmentally when their parents and guardians are actively involved with their education. So, as we start a new school year, please take the following actions now to help the W-L PTA help your student:

- **Join the PTA:** Your $10 annual dues, when multiplied by 1,000 or more families, provide vital funding supporting the PTA’s work. There are three ways to submit dues: in the membership envelope that accompanied the First Day Packet, by returning the form posted at www.apsva.us/Page/10534, or by paying online at http://w-lpta.org/join.

- **Support our “No Sweat” Fundraiser:** Dues cover the PTA’s core operations, but we rely on additional donations to fund grants to teachers and student clubs for enrichment activities not covered by the school budget. We call it "No Sweat" because these donations eliminate the need for parents to do bake sales, sell wrapping paper, etc. Please include your 100% tax-deductible donation when you pay your dues.

- **Get Connected:** Sign up for our main PTA listserv (to receive weekly e-mail updates) and for your student's grade-level listserv (for occasional grade-specific updates). There are three ways to sign up: fill out the membership envelope that accompanied the First Day Packet, return the form posted at www.apsva.us/Page/10534, or register online at http://eepurl.com/buAzZ5. [No need to sign up if you were subscribed last year.]

- **Link your Grocery Card:** Last year, the PTA received over $10,000 from Harris Teeter, Giant, and Target to support W-L. Grocery cards must be re-linked every year. Doing so only takes seconds and there is no cost to you. Please do so at www.harristeeter.com (W-L code 3917), www.giantfood.com (W-L code 02195), and www.target.com (W-L code 103263). For detailed instructions, see www.apsva.us/Page/22069.

- **Attend PTA Meetings:** We meet monthly (except Dec) to get updates from the W-L staff and to hear presentations on topics like school capacity, social media, and substance abuse. Meetings are 7:30 PM in the W-L library on Sept 12, Oct 17, Nov 14, Jan 9, Feb 13, March 13, April 3, May 8, and June 12. Look for meeting agendas in PTA listserv messages.

- **Volunteer to Help:** The PTA coordinates activities such as Student of the Semester, Staff Appreciation Breakfast, and Science Fair that rely on parent volunteers. Look for notices on the PTA listserv and please volunteer for at least one event this year.

- **Review the PTA Website:** On the W-L homepage under the “Parents” tab you will find contact info for PTA officers and committee chairs, meeting agendas and minutes, etc.

On behalf of your PTA, we look forward to a great year of working together to support W-L. If you have questions, concerns, or suggestions, please e-mail me at wlpta@hotmail.com.

Sincerely,

John K. Naland
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.

HONOR PLEDGE
Washington-Lee students are expected to honor this principle. Failure to do so will result in disciplinary action.

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.

Mispresentation
• Purposely misrepresenting the truth.
• Forging signatures on any document (automatic level 2 consequence).

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.

Interims Posted ......................................................................................... Interims Mailed
September 28, 29, 30 ........................................................................................... October 6
December 7, 8, 9 ............................................................................................. December 14
February 22, 23, 24.......................................................................................... March 2
May 3, 4, 5 ........................................................................................................ May 11

REPORT CARDS
Report Period Ends ......................................................................... Report Cards Issued
November 7 ..................................................................................................... November 18
February 2 .......................................................................................................... February 14
April 7 ................................................................................................................ April 26
June 20 .............................................................................................................. June 30

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. Interim reports and report cards will be
mailed home.

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.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentages</th>
<th>Quality Points</th>
<th>AP &amp; IB Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>B+</td>
<td>87, 88, 89</td>
<td>3.5</td>
<td>4.5</td>
</tr>
<tr>
<td>B</td>
<td>80, 81, 82, 83, 84, 85, 86</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>C+</td>
<td>77, 78, 79</td>
<td>2.5</td>
<td>3.5</td>
</tr>
<tr>
<td>C</td>
<td>70, 71, 72, 73, 74, 75, 76</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>D+</td>
<td>67, 68, 69</td>
<td>1.5</td>
<td>2.5</td>
</tr>
<tr>
<td>D</td>
<td>60, 61, 62, 63, 64, 65, 66</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>E</td>
<td>0 – 59</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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, ge-
ometry, 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, SEMESTER, AND FINAL ASSESSMENTS
2016-2017

1st Quarter Assessment
Monday, October 31, 2016 (W):
Science, English, HILT, World Languages, Family/Consumer Science

Tuesday, November 1, 2016 (L):
Science, English, HILT, World Languages, Family/Consumer Science

Wednesday, November 2, 2016 (W):
Math, Social Studies, Art, Music & Theater Arts, Tech Ed, Business, PE/Health

Thursday, November 3, 2016 (L):
Math, Social Studies, Art, Music & Theater Arts, Tech Ed, Business, PE/Health

Friday, November 4 (W) & Monday, November 7 (L): Make-ups

Semester Assessment
Thursday, January 26, 2017 (W):
Math, Social Studies, Art, Music & Theater Arts, Tech Ed, Business, PE/Health

Friday, January 27, 2017 (L):
Math, Social Studies, Art, Music & Theater Arts, Tech Ed, Business, PE/Health

Monday, January 30, 2017 (W):
Science, English, HILT, World Languages, Family/Consumer Science

Tuesday, January 31, 2017 (L):
Science, English, HILT, World Languages, Family/Consumer Science

Wednesday, February 1 (W) and Thursday, February, 2 (L): Make-ups

3rd Quarter Assessment
Friday, March 31, 2017 (W):
Science, English, HILT, World Languages, Family/Consumer Science

Monday, April 3, 2017 (L):
Science, English, HILT, World Languages, Family/Consumer Science

Tuesday, April 4, 2017 (W):
Math, Social Studies, Art, Music & Theater Arts, Tech Ed, Business, PE/Health

Wednesday, April 5, 2017 (L):
Math, Social Studies, Art, Music & Theater Arts, Tech Ed, Business, PE/Health

Thursday, April 6 (W) and Friday, April 7, 2017 (L): Make-ups

Final Assessments
Tuesday, June 13, Wednesday, June 14, 2017: AM Periods
Thursday, June 15, 2017: 2nd period
Friday, June 16, 2017: 1st & 3rd periods
Monday, June 19, 2017: 4th & 5th periods
Tuesday, June 20, 2017: 6th & 7th periods

Students should NOT be given any quizzes, tests or projects by subjects not assigned that test day. Schedule will not change in case of emergency days.
FINAL EXAMS
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 exam 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
At the teacher’s discretion, students 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. The student must also pass the SOL affiliated with the class. Students completing AP and IB courses and examinations may also be eligible for exemption from final exams. Seniors participating in Senior Experience will also be exempt.
Final exam exemption forms must be completed and signed by parent.

There are some courses that may not allow final exam exemptions. They include: Virtual Virginia, Dual Enrollment, and other courses administered outside APS.

Teachers of AP/IB courses have the discretion to revoke a final exam exemption for a student who has in excess of 10 total absences for that course.

AP AND IB EXAMS
Arlington Public Schools (APS) pays for the examination fees for all AP and IB courses. Any student who registers for an AP or IB course, but does not take the corresponding exam or complete the required IB internal assessment (IA), will be required to reimburse APS for their examination fee(s). The cost of each exam is established by the College Board and International Baccalaureate Organization.

STUDENT RIGHTS AND RESPONSIBILITIES
Washington-Lee promotes a respectful atmosphere conducive to learning. Appropriate clothing should be worn to maintain the learning atmosphere. 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, cleavage, and undergarments.
• Spaghetti straps, halter-tops and transparent clothing are not acceptable.
• Chains are not allowed in school.

Cell Phones and Electronic Devices
Cell phones and electronic devices are not to be turned on, displayed, or used during instructional time, unless permitted by teacher. Students may use cell phones before school (8:19 am) and after school (3:01 pm) and during lunch.
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 cell phones, digital cameras, and large amounts of cash to school.

Off Campus Privileges
Only seniors have off-campus privileges at lunch. Underclassmen are expected to stay on campus at all times.

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.

Wilful 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 greenery. 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 7:30 AM to 4:45 PM only. Any student who remains after 4:45 PM must be under a staff member’s supervision.

The Administrator reserves the right to revoke a student’s ability to remain on campus after 3:01 pm.

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.
Smoking
The Arlington Public Schools prohibits smoking or use of tobacco products, including e-cigarettes, on school property by anyone or at any time. The Arlington Public Schools work cooperatively with other county agencies to provide awareness activities aimed at avoiding student use of tobacco products. The school division shall take appropriate disciplinary action when students are found to be in violation of this policy. (Please refer to the School Board Policy 25-1.3, 25-1.7).

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 8:19 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 and parent/guardian will be contacted to verify the note. All students must sign out in the attendance office. A student who leaves school without signing out will have an unexcused absence.

According to state guidelines and 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
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.
- “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). Student will be referred to the Attendance Specialist and their administrator for further disciplinary action.

Attendance Incentives

- Teachers of AP/IB courses 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 school-sponsored activities.

School Attendance Specialist

The School Attendance Specialist monitors student attendance, coordinating with community agencies and the juvenile court when students have five 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 (excused or unexcused), a doctor’s note is required for any additional absences to be excused. If a student is withdrawn he/she will need to re-enroll with the school registrar.

Emergency Closings

Inclement weather and other school closings will be broadcast over local TV and radio or call 703-228-4277 for a recorded message or check the web at www.apsva.us.

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 an administrative assistant, in the main office (be sure the administrative assistant 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). 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.

1. To appeal, a parent/guardian must contact the principal via email and include why s/he feels the assigned consequence is unwarranted.
2. Student may return to school until appeal is completed if the student’s return would not pose a danger to persons or property, and would not constitute an ongoing threat of disruption to the school's educational program.
3. If the principal deems necessary, the disciplinary action may be decreased or increased as determined appropriate.
4. A meeting between the parent/guardian and the principal or the principal's designee will be scheduled at the earliest possible opportunity during school hours.

Saturday School Alternative Program (SSAP)
The Saturday School Alternative Program (SSAP) is an alternative to Out of School Suspension (OSS) for lesser offenses requiring OSS or for students receiving ISAP for more severe offenses. 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.

Second Chance Program
Second Chance is a three-day substance use prevention and early intervention education program for Arlington middle and high school students who are caught for the first time at school or by the police in possession or under the influence of alcohol, marijuana, or other illegal drugs.

Students who participate in the Program will learn skills to deal with peer pressure, learn about the harmful effects of drugs and alcohol, and develop action plans to help them make healthy choices.

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 regulations

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) (Subject to change during the school year)
Information Services School Board Policies - http://www.apsva.us/Page/3167
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, autoboot.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 and with school-provided laptop.

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

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

Clubs
Numerous clubs and societies offer students opportunities to participate in activities across a wide spectrum of interests. These clubs may be career-oriented, curriculum-related, recreational, academic, or of a service interest. Information regarding individual honor society requirements may be obtained from the society sponsor. A list of clubs, meeting schedules and sponsors are listed on the W-L web site. If a student club or group wishes to post a flyer, 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. If you do not find a club listed and would like to create one, please see the activities office for more information.

Guidelines & Procedures for Posting Flyers in High Schools by School/Student Activities
When posting flyers for high school clubs or other school activities, the following outlines the procedures and requirements:
• Administrative approval must be obtained prior to posting flyers. Approval will be noted by administrator’s initials on the front of flyer.
• The size of flyers should be 8.5” x 11” or smaller (larger posters may be approved for special school-wide events such as homecoming, student government elections, school athletic and arts events)
• The flyer should include the name, date, time and location of meetings/events.
• The flyer should include a brief description and/or statement of purpose of the club, meeting or event.
• Flyers should only promote XYZ high school activities. They may not be used to promote non-school sponsored meetings, events, (sales or promotions) or services.
• All text and descriptions on the flyer should be positive and should reflect the mission, vision and core values of Arlington Public Schools and XYZ High School. Hateful and degrading statements are not allowed.
• Pictures and graphics may be used as long as they comply with all APS and school rules.
• The XYZ High School name and logo should be included on the flyer to designate the notice as an approved activity of XYZ High School.
• Prior to submitting the flyer to a school Administrator for approval, the club/activity sponsor should sign or initial the back of the flyer to indicate that he/she has reviewed and approved the content of the flyer.
• When submitted, each club/activity should indicate the starting and ending date for posting the flyers. The end date should be noted in the lower right corner in the following format: MM/DD/YY.
- Flyers may be posted no longer than 2 weeks.
- Groups are responsible for removal of outdated flyers.
- No more than 5 copies may be posted on each floor of the high school. Please refrain from posting on painted surfaces.
- Flyers should not be placed over other clubs’ flyers. Other clubs’ flyers should not be moved or removed by students in order to make space for new flyer.

Athletics

W-L’s athletic program for both boys and girls is large and diversified. Varsity, junior varsity, freshman, and intramural sports are offered. Check out the Generals Athletic webpage for detailed information for each sport. [WWW.WLATHLETICS.ORG](http://WWW.WLATHLETICS.ORG) or visit the student activities office.

Athletes are expected to be in good standing in all their classes when participating in an athletic team. Grades will be monitored by athletic coaches and the Director of Student Activities to assure athletes are working towards academic success.

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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>August-November</td>
<td>November-February</td>
<td>February-June</td>
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<tr>
<td>Cheerleading</td>
<td>Boy’s &amp; Girls’ Basketball</td>
<td>Baseball</td>
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<tr>
<td>Cross Country</td>
<td>Gymnastics</td>
<td>Boy’s &amp; Girl’s Crew</td>
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<tr>
<td>Field Hockey</td>
<td>Rifle Team</td>
<td>Boy’s &amp; Girl’s Lacrosse</td>
</tr>
<tr>
<td>Football</td>
<td>Boy’s &amp; Girl’s Swim/Dive</td>
<td>Boy’s &amp; Girls’ Soccer</td>
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<tr>
<td>Golf</td>
<td>Boy’s &amp; Girl’s Indoor Track</td>
<td>Softball</td>
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<tr>
<td>Volleyball</td>
<td>Wrestling</td>
<td>Boy’s &amp; Girl’s Tennis</td>
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<tr>
<td>Dance</td>
<td>Cheerleading</td>
<td>Boy’s &amp; Girl’s Outdoor Track</td>
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<tr>
<td></td>
<td>Dance</td>
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Dance Guidelines (W-L Dance Expectations)

- Dance tickets must be purchased prior to the evening of the dance. No tickets will be sold at the door.
- Students’ ID’s must be used when entering a W-L dance.
- Student may buy a maximum of two tickets for dances, one for themselves and one for a guest. Non-W-L students must complete the dance guest form prior to purchase. W-L students must accompany their guests in order for them to gain entrance to the dance.
- There will be no admittance to dances beyond 2 hours after the start time.
- No-reentry allowed.
- Outside drinks or food are not permitted.
- Bags are not permitted.
- There are no lockable spaces available. Students are responsible for their personnel belongings.
- All school rules will be enforced at dances. Appropriate dancing behavior and dress are expected. Failure to meet these expectations could result in the removal of the student from the dance, and other disciplinary action or consequences.
- Disciplinary issues occurring in connection with a dance, could result in the loss of privileges to attend future W-L dances. (Prom, homecoming, etc.)

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 on an athletic team must be cleared by a doctor and meet all eligibility standards. Please see the website for more information on both of these aspects.

Athletic Clearance is mandatory prior to participating or trying out for any sport. Athletic clearance is also needed to participate in out-of-season practices (green days). It is not required for conditioning sessions or intramurals.

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 and is enrolled at an APS middle school. (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 W-L Athletic website. The completed 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 W-L Athletic 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 student insurance can be found on the athletic website or in the Activities Office.

5. Athletics must 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 website or by contacting the Activities 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. Student Athlete should pick the primary activity prior to season and communicate this choice to all parties involved.

2. 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.

3. Official Scrimmages vs. Practices/rehearsals

   Priority to Scrimmages

4. Performances/games vs. Scrimmages

   Priority to Performance/games

5. 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.

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.

7. At any time, if a student athlete feels they are in a difficult situation, they should talk with the DSA.

8. Attendance: Students must attend school a minimum of ½ day to be eligible to participate in extra-curriculum
participation on that day. If a student is absent for any part of the school day it must be excused to participate.

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

SENIOR EXPERIENCE
The Senior Experience is an opportunity during the last three to four weeks of school (following IB and AP exams) for qualifying seniors to participate in a unique transitional learning opportunity outside of school. This full-time (at least 5 hours per day or 25 hours per week) experience allows students to work, intern, or participate in 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 submit a one-page written reflection at the end of the program.

Participating students must meet the following criteria:

• Have a GPA of at least 2.0 through the first semester of senior year;
• Sit for any required SOL/IB/AP examinations;
• Students failing a required class for graduation must be registered for summer school prior to the start of Senior Experience;
• 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 a one-page written reflection to the coordinator at the end of the program.

Seniors selected to participate will receive the 4th 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 to four 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 this time period. Seniors enrolled in Career Center courses may be required to schedule certification exams before graduation.

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 senior picnic.

Dues information is included in first day packets and can be found on the school website. Students are eligible to purchase Homecoming and prom tickets once dues are paid.

Yearbook
Pre-orders for W-L’s full-color yearbook are $79. The cost for yearbooks will gradually increase until January, after which books will be available for $94 as supplies last. All yearbook orders include both the winter and spring issues of the literary magazine, *Penman*. 
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.

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 are as follows:

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<tr>
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<th>Adult</th>
<th>Student</th>
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</thead>
<tbody>
<tr>
<td>Varsity Football</td>
<td>$5.00</td>
<td>$5.00</td>
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<tr>
<td>All Other Sports</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>WL School Site</td>
<td>$5.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Other School Sites</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

District and Regional Tournaments reserve the right to increase admission.

Textbooks
Students are issued textbooks for 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.

Fine and Performing Arts Fees
Dues are set by specific courses and are based on county guidelines.

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.

ANNOUNCEMENTS
Each day, announcements of special interest or concern are broadcast at the beginning of Generals 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.

Bulletin Boards
Bulletin boards throughout the building may be used to display posters and flyers on upcoming W-L events. No items of a personal, commercial, political, or religious nature may be displayed or distributed.

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 $2.90 and milk is $.75. Reduced lunch is $.40. Students may buy a la carte lunches. A variety of snacks and a salad bar are available. Breakfast is $1.60. Reduced breakfast is free. Prices are subject to change.

ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA, DESIGNATED AREAS ON THE
FIRST FLOOR, 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
The Washington-Lee counseling office provides academic, personal, social and career development support for students.

Career Resource Center
The Career Resource Center is located on the first floor in the Counseling Office. The Career, Scholarship and Financial Aid Specialist, Mr. Eric Hill, can be reached at 703-228-6228. 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 703-228-6223 or 703-228-6224. 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.

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. 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. Prescriptive medication other than Epi pens and inhalers must be kept in the clinic and administered by clinic staff. 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. An additional policy can be purchased through student insurance for football participation.

**THE LIBRARY MEDIA CENTER**

**Facilities**
The W-L Library is located on the second floor of the school building. Our balcony overlooks the football field. Over 20,000 items including books, eBooks, audiobooks, magazines, and online databases are available for your use. We have a class instruction area, computers, tables available for independent study, and an atrium with comfortable chairs for reading.

**Hours**
The library is open 7:30 AM to 4:30 PM Monday through Thursday, and from 7:30 AM to 3:15 PM on Friday. The library closes early on the first Wednesday of each month.

**Library Visits**
Students are free to visit the library before school, after school and during their lunch period. During class time, students must have a pass to come to the library or be accompanied by a teacher. To come to the library during General’s Period, students need an online reservation as well as a paper pass.

**Circulation**
Students may check out books using their school ID number. All books check out for three weeks. While fines are not charged, students will receive individual overdue notices. 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.

**Computer Use**
All students are advised to review and adhere to the Computer Acceptable Use Policy. Consequences for misuse of the Internet are also described in this handbook, as well as on the school web site.

**Databases**
The library offers students and faculty a wide variety of subscription databases for targeted, accurate research. See the library website for or a complete list. To access these databases outside of school, please visit [http://arlington.mackinvia.com](http://arlington.mackinvia.com) and log in with your One Login.

**Reference Assistance**
Our librarians are always happy to help you with your research projects. Please don’t hesitate to ask one of them for assistance.

For more information, please visit the W-L Library website which can be accessed from the main W-L homepage.

**STUDENT PARKING REGULATIONS**
As part of Arlington’s Car-Free Initiative, students are encouraged to walk or bike to school.

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. 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 ARE SUBJECT TO A FINE AND/OR TOWING, AS WELL AS REVOCATION OF PARKING PRIVILEGES EXCEPT ON DECK E.

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.

TRANFERRING 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
Each student will be assigned a hall locker. Students will be required to purchase a $7.00 combination lock. 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 procedure to report the incident to the School Resource Officer.
• Obtain a copy of the appropriate form from the secretary in Main 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 – 2016 - 2017

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, 2016
October 17, 2016
November 14, 2016
No Meetings in December
January 9, 2017
February 13, 2017
March 13, 2017
April 3, 2017
May 8, 2017
June 12, 2017

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 2016-2017 (SCHEDULE SUBJECT TO CHANGE)

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
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<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>6 School Begins</td>
<td>14 Senior/Parent College Application Planning 7:00 PM</td>
<td>21 Back to School Night-7:00 PM</td>
<td>1 SAT (at Washington-Lee)</td>
<td>10 Columbus Day Holiday (No Students)</td>
<td>18 College Night (Washington-Lee)</td>
<td>19 PSATs for 10th &amp; 11th Graders (during school)</td>
<td>19 Early Release for High School Students</td>
<td>19 Small Learning Community Parent-Teacher Conferences</td>
<td>5 SAT (Not at Washington-Lee)</td>
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</table>
January 21  SAT (Not at Washington-Lee)
January 31  Rising 9th Grade Parents Scheduling Meeting – 7:00 PM – Library
February 1  Parent Scheduling Meeting-7:00 PM – Library (Grades 10-12)
February 2  End of Reporting Period
February 3  Teacher Workday (No H.S. Students)
February 10  Early Release for High School Students
February 14  Report Cards Mailed (H.S. Students)
February 20  President’s Day Holiday
March 11  SAT (Not at Washington-Lee)
April 7  End of Reporting Period
April 7  Spring Vacation Begins at Close of School Day
April 17  Teacher Workday (No H.S. students)
April 18  School Reopens
April 26  Report Cards Mailed (H.S. Students)
May 6  SAT (Not at Washington-Lee)
May 29  Memorial Day Holiday
June 3  SAT (at Washington-Lee)
June 15-20  Final Exams
June 20  Last Day of School
June 21  Graduation
June 30  Report Cards Mailed

REMINDER: Throughout the year, activities of interest to students/parents are scheduled. Keep up to date by consulting PTA e-mail or viewing the W-L web site.

FREQUENTLY CALLED NUMBERS
Assistant Principals’ Office  703-228-6210
Attendance Office  703-228-6225, 6226
Career Counseling  703-228-6228
Clinic  703-228-6223, 6224
Counseling Dept.  703-228-6250
Facilities Coordinator  703-228-6241
Gifted Resource Teacher  703-228-8657
Health/P.E. Dept.  703-228-6229/6230
HILT Resource Counselor  703-228-2009
IB Office  703-228-6234
Library Media Center  703-228-6242
Minority Student  703-228-6006
Achievement Office
Psychologist  703-228-7647
Registrar  703-228-6249
School Attendance Specialist  703-228-8659
School Resource Officer  703-228-6206
Social Worker  703-228-7648
Special Education Office  703-228-6236
Student Activities Office  703-228-6207
Substance Abuse Counselor  703-228-2028
Transition Coordinator  703-228-6261
Transportation  703-228-6640
Treasurer  703-228-6203
Washington-Lee Main Office  703-228-6200
Washington-Lee  703-228-6202
Principal’s Office