

**1301 N. Stafford St.  
Arlington, VA 22201  
703-228-6200 (phone)  
703-524-9814 (fax)**

#### **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-Liberty 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-Liberty 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-Liberty will always pioneer excellence and equity in all of us and for all of us.

***The Washington – Liberty Handbook is aligned with the Arlington Public Schools Handbook.***

**ARLINGTON PUBLIC SCHOOLS ADMINISTRATION  
SCHOOL BOARD REPRESENTATIVES**

Ms. Cristina Diaz-Torres	Board Member
Mr. Reid Goldstein	Board Member
Dr. Barbara Kanninen	Board Member
Ms. Mart Kadera	Board Member
Mr. David Priddy	Board Member
Ms. Claudia Mercado	Clerk of the Board

**SUPERINTENDENT AND STAFF**

Dr. Francisco Durán	Superintendent
Dr. John Mayo	Chief Operating Officer
Mr. Stephen Linkous	Chief of Staff
Dr. Gerald Mann, Jr.	Chief Academic Officer
Ms. Kimberley Graves	Chief of School Support
Dr. Jason Ottley	Chief Diversity, Equity & Inclusion Officer
Ms. Catherine Ashby	Assistant Superintendent, School and Community Relations

**WASHINGTON-LIBERTY HIGH SCHOOL ADMINISTRATIVE STAFF**

Mr. Antonio Hall	Principal	(703) 228-6202
Mr. Miles Carey	Assistant Principal	(703) 228-6210/6244
Ms. Carmen De La Cruz	Assistant Principal	(703) 228-6210/6244
Ms. Vica Irving	Assistant Principal	(703) 228-6210/6260
Mr. Paul Jamelske	Assistant Principal	(703) 228-6210/6244
Ms. Timica Shivers	Assistant Principal	(703) 228-6210/6208
Ms. Jessica Gregory	Director of Counseling Services	(703) 228-6250
Ms. Julie Cantor	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

## Regular Schedule

W Day			L Day	
<b>7:30 - 8:12</b>	<b>Early Period</b>		<b>7:30- 8:12</b>	<b>Early Period</b>
8:20 - 9:50	Period 1		8:20- 9:50	Period 2
9:57 - 10:42	Period 3		9:57- 10:42	Period 3
10:49 - 11:24	Period 8	(Generals Period)	10:49- 11:24	Period 8
11:24- 11:59	Lunch A		11:24- 11:59	Lunch A
12:06 – 1:35	Period 5A		12:06 – 1:35	Period 4A
11:31- 12:17	Period 5B-1		11:31- 12:17	Period 4B-1
12:17- 12:52	Lunch B		12:17- 12:52	Lunch B
12:56 – 1:35	Period 5B-2		12:56 – 1:35	Period 4B-2
11:31- 1:00	Period 5C		11:31 - 1:00	Period 4C
1:00 – 1:35	Lunch C		1:00 – 1:35	Lunch C
1:42- 3:10	Period 7		1:42- 3:10	Period 6

### **COMPRESSED SCHEDULE EARLY RELEASE**

Early Period	7:30 - 8:13
1st or 2nd	8:20 - 9:19
3rd	9:26 - 10:07
4th or 5th	10:14 - 11:14
6th or 7th	11:20 - 12:25

### **COMPRESSED SCHEDULE 2HR. DELAY**

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

BELL:

1st or 2nd	10:20 - 11:23
3rd	11:30 - 12:00
4th or 5th Class A	12:42 - 1:52
Lunch A	12:00 - 12:35
Class B-1	12:07 - 12:40
Lunch B	12:10 - 1:16
Class B-2	1:18 - 1:35
Class C	12:07 - 1:15
Lunch C	1:17 - 1:52
6th or 7th	1:59 - 3:10

## PRINCIPAL'S MESSAGE

September 2022

Dear Washington-Liberty Parents and Guardians:

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

As always, communication will continue as a major focus. We have several avenues of communication available. This will be a critical part of how we operate during a global pandemic. We want to make sure each student is supported and cared for in this new school year. The 9th grade Small Learning Community will continue for our students in the class of 2025. 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 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-Liberty school policies. The Handbook is an extremely valuable tool.

The Washington-Liberty website another valuable communication tool, at [wl.apsva.us](http://wl.apsva.us) contains teacher homework postings, scheduling information, individual class information, and more on the Canvas link or individual teacher web pages. Updates on sports and other activities are also available at [www.wlathletics.org](http://www.wlathletics.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.

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

Sincerely,  
Mr. Antonio Hall  
Principal

## PTA PRESIDENT'S MESSAGE

### PTA PRESIDENT'S MESSAGE

W-L PTA 2022-2023

Studies show that students do better academically, socially, and developmentally when their families are actively involved with their education. Come join us to build and strengthen our school community.

As we start a new school year, please consider taking the following actions to help the W-L PTA, W-L students, and the W-L community:

**Join the PTA:** Join the PTA: Your \$20 annual dues, when multiplied by 1,000 or more families, provide vital funding supporting the PTA's programs and events supporting the W-L community (i.e. 9th grade welcomes, Holiday Bazaar, Staff Appreciation meals, grants for student and faculty programs, graduate yard signs, to name a few). There are two ways to submit dues: by paying online at <http://w-lpta.org/join>, or mailing membership dues to W-L PTA, [1301 North Stafford Street, Arlington, VA 22201](http://www.w-lpta.org) (include your name, student's name, and your email)

**Support our "No Sweat" Fundraiser:** 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. Money raised goes directly to support W-L in ways that members of the PTA agree are valuable to our community. TAX ID: 23-7374842

**Get Connected:** Sign up for our PTA electronic newsletters, go to <http://w-lpta.org/join>

**Link your Grocery Card:** Every year, the PTA receives funds from Harris Teeter. Please consider linking your Harris Teeter grocery card with the W-L PTA. Please note that you must re-link your card every year starting in August. Doing so only takes seconds and there is no cost to you. Please do so at [www.harristeeter.com](http://www.harristeeter.com) (W-L code 3917).

**Attend PTA Meetings:** We meet monthly to get updates from the W-L staff and to hear presentations on topics like school capacity, college preparation, social media, and substance abuse. We typically hold monthly meetings every second Monday at 7:30 PM. With social distancing, we will work to accommodate the new circumstances while continuing to provide a robust program.

**Volunteer to Help:** The PTA coordinates activities such as Student of the Semester, Staff Welcome Breakfast, and Science Fair that rely on parent volunteers. Look for notices in the newsletters and please volunteer for at least one event this year. **Even 1 hour helps! We call it the Power Hour!** We also have many opportunities available for liaisons, coordinators and chairs. There are many ways to contribute outside of events, too! If are interested in helping outside of events or in a PTA position, please email me at [president@w-lpta.org](mailto:president@w-lpta.org).

**Review the PTA Website:** On the W-L homepage under the "PTA" tab you will find contact info for PTA officers and committee chairs, meeting agendas and minutes, etc. You can also reach this page at <http://w-lpta.org>

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 [president@w-lpta.org](mailto:president@w-lpta.org).

Sincerely,

Happy - PTA President 2022-2023

## WASHINGTON-LIBERTY HONOR CODE

As mature individuals in the Washington-Liberty 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-Liberty High School:

- I will not lie, cheat, or steal nor will I tolerate such behavior from any other member of the Washington-Liberty community.
- I will not disrespect, slander, injure or embarrass any member of the Washington-Liberty community.
- I understand that there are disciplinary consequences for the below-listed infractions of the Honor Code.

### HONOR PLEDGE

Washington-Liberty 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 or accessing someone's homework, quiz or test answers, or teacher materials.
- 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.

#### Misrepresentation

- Purposely misrepresenting the truth.
- Forging signatures on any document (discipline consequence also applied).

#### 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" offense.
  - 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 (for all level infractions)**

- 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 discipline referral if appropriate.

## **GRADE REPORTING AND EXAMS**

### **INTERIM REPORTS**

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

#### **Interims Posted**

September 29, 30 & October 3

December 8, 9, & 12

February 28, March 1, 2

May 11, 12, & 15

## REPORT CARDS

### Report Period Ends

November 7  
January 27  
March 31  
June 16

### Report Cards Issued

November 18  
February 17  
April 28  
June 16

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.

Letter Grade	Percentages	Quality Points	AP & IB Quality Points
A	90,91,92,93,94,95,96,97,98, 99, 100	4.0	5.0
B+	87, 88, 89	3.5	4.5
B	80, 81, 82, 83, 84, 85, 86	3.0	4.0
C+	77, 78, 79	2.5	3.5
C	70, 71, 72, 73, 74, 75, 76	2.0	3.0
D+	67, 68, 69	1.5	2.5
D	60, 61, 62, 63, 64, 65, 66	1.0	2.0
E	0 – 59	0.0	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 world language, algebra, geometry, and world 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 when the student is enrolled in the corresponding course.

## Quarter, Semester, and Final Assessments 2022-2023

### 1st Quarter Assessment

Tues Nov 1st: Math, Social Studies, PE/Health, Art, Music & Theater  
Wed Nov 2nd: English, Science, World Language, CTE  
Thurs Nov 3rd: English, Science, World Language, CTE  
Fri Nov 4th & Mon Nov 7th: Make up days

### Semester Assessment

Fri Jan 20th: English, Science, World Language, CTE  
Mon Jan 23rd: English, Science, World Language, CTE  
Tues Jan 24th: Math, Social Studies, Art, Music, Theater, Health/PE  
Thurs & Fri Jan 26th & 27th: Make up days



### **3rd Quarter Assessment**

Fri March 24th: Math, Social Studies, Art, Music, Theater, Health/PE  
Mon March 27th: Math, Social Studies, Art, Music, Theater, Health/PE  
Tues March 28th: English, Science, World Language, CTE  
Wed March 29th: English, Science, World Language, CTE  
Thurs & Fri March 30th & 31st: Make up days

### **Final Assessments**

June 9 – June 14 Times and Class Periods TBD

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 - Use make up days.

### **FINAL EXAMS**

At Washington-Liberty 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 an 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 for the student currently enrolled. 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-Liberty promotes a respectful atmosphere conducive to learning. Students are expected to become aware of and abide by these expectations and responsibilities.

### **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**

- APS has developed a systemwide dress code standard to ensure consistency within and across all schools regarding dress expectations. APS values the importance of providing equitable learning opportunities and the rights of all students while ensuring student attire does not create a hostile or intimidating atmosphere or interfere with the health and safety rights of any student. In addition, APS strives to address the marginalization of any students or any student group in all areas of school life, including the clothing worn

by a student. All students should be able to dress comfortably for school while recognizing the role they play in creating a positive learning environment. This standard can aid in ensuring equitable responses and eliminating disparities in enforcement based on students' school location, race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

- By necessity, appropriate school dress is the responsibility of each student and their parents/guardians. Students may wear clothing that is comfortable for them, expresses their self-identity and adheres to their religious beliefs while meeting the values of equity and respect for all students. Clothing is defined as items worn on the body, on top of undergarments. Clothing for school requires top and bottom or a full one-piece apparel item. For safety reasons, attire such as hats and hoodies may be worn as long as the student's face is visible.
- APS defines "inappropriate" as clothing that does not cover the buttocks or genitals, underwear worn without any clothes covering (visible waistbands or straps on undergarments worn under other clothing are acceptable) swimwear as standalone apparel (outside of pool areas), and clothing with language or images that are vulgar, discriminatory, derogatory, or obscene. In addition, clothing that promotes the use of weapons, illegal acts or violence, drugs, alcohol/drug paraphernalia or gang involvement may not be worn to school. Any student not complying with any of these standards will be required to correct their clothing immediately. The student's parent/ guardian will be contacted, and the student will need to change into clothing in compliance with the APS dress code standard.

### **Cell Phones and Electronic Devices**

With classroom teacher approval, students may use their personal devices (smartphones, laptops, netbooks, tablets, etc.) to access the Internet and collaborate with other students during the school day. APS is not responsible for loss or damage of students' APS issued or personal devices. Parents are responsible for damages, repair cost, and loss as described in the APS Acceptable Use Policy.

### **Generals Flex Program (GENFlex)**

Students approved for the GENFlex program are required to attend an orientation in the fall to review requirements and responsibilities. Students are permitted to leave campus during their GENFlex period (s). Those students choosing to remain on campus will be permitted to stay in designated areas only.

### **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, and must identify themselves when asked by a staff member.

### **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**

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\_\_\_\_\_ parked. This visit may  
occur only during the student's scheduled lunch period.

**STUDENTS MAY NOT PARK IN STAFF PARKING SPACES, VISITORS 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 STICKERS MAY RESULT IN THE IMMEDIATE REVOCATION OF PARKING PRIVILEGES ON THE I-66 DECK.

TRANSPORTING UNDERCLASSEMEN OFF CAMPUS DURING SCHOOL HOURS WITHOUT PROPER AUTHORIZATION MAY 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.

### **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 3:10 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 3:10 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.

## **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 an intervention assigned by the teacher. Parents will be notified.
- Each additional tardy will result in another intervention.
- Five unexcused tardies will result in a referral to the student's administrator and may result in **Saturday School**.
- Seniors: After 4th tardy to 1st or 2nd period or 4th, 5th, 6th, or 7th period, after lunch, parking privileges will be lost and an intervention. For excessive tardies, those privileges may be revoked for the rest of the year.

### **Late to School**

Students arriving to school after 8:20 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 3:10 PM. The note should be presented to the attendance office where the student will sign out. In order to ensure student safety, the Attendance Office may communicate to a parent/guardian to verify that the student is approved to sign out. If the Attendance Office cannot reach a parent or guardian, the Attendance Office will seek approval from an administrator for the student to 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 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 an intervention.
- 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 an intervention.
- 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).
- Absences of 5 days or more require principal approval.

### **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 may be sent out on APS School Talk and the school website.

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.*

## **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.

## **COUNSELING DEPARTMENT**

The Washington-Liberty counseling office provides academic, personal, social and career development support for students. More information about your counselor and the services offered by the counseling department can be found here:

 <https://washingtonliberty.apsva.us/office-of-counseling-services/>.

## **Career Resource Center**

The Career Resource Center is located on the first floor in room 1030. The Career, Scholarship and Financial Aid Specialist, Ms. Elysse Catino, can be reached at 703-228-6228. Information on colleges, careers, and the military are also available in the Career Resource Center.

## **Schedule Changes**

Commitments for staff, textbooks, and supplies are made based upon the courses selected, and, therefore, schedule changes are discouraged. If there are extenuating circumstances, requests for schedule changes are carefully reviewed, based on the following:

- student has successfully completed course in summer school.
- scheduling error has occurred, e.g., requested Spanish III, scheduled for French III.
- student has changed career goal, as confirmed by counselor.
- student has been scheduled for the same teacher as previous year and desires change.
- student has been scheduled for a course which is not compatible with abilities, e.g., Geometry to Principles of Geometry or vice versa.

## **Secondary Course Withdrawal**

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 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.

### **Infractions and Discipline**

An assistant principal determines if a student is assigned ISAP, SSAP, or OSS. Parents are notified through a phone call and the mail of the reason(s) 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 or using e-cigarettes 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:
  - distribution 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-alikes
  - other activities which may violate the law, as well as school regulations



## SAFETY AND SECURITY

### Lockers

Each student will be assigned a hall locker upon request (see WL webpage). 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-Liberty 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 the 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.

### Safety Drills

The Fire Drill signal alarm is a series of short blasts. During a fire drill proceed, in an orderly single file, moving quietly and quickly to the designated exit. Teachers will instruct students on the procedures and where to exit the building.

## COMPUTER ACCEPTABLE USE POLICY (AUP)

*(Subject to change during the school year); Information Services School Board Policies - <http://www.apsva.us>*

All students are given an account on the Washington-Liberty Network. Only APS approved apps should be downloaded to the device. The computer network system and Internet access available to Washington-Liberty High School are intended for education purposes only. The use of 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.

### Code of Online Conduct

Students will...

- [Add a photo or bitmoji](#) of themselves to their Canvas and Office 365 profile.
- Actively attend and participate freely in class.
- Decide whether to turn on their camera during Microsoft Teams meetings (live video-conferencing); if using their video, they should have an appropriate background (to include using blur or another background choice).
- Mute their microphone when they are not speaking.
- Use appropriate language throughout all virtual interactions. Offensive or inappropriate language is not to be used in any form of communication (e.g., emails, discussion boards, group projects, submitted assignments).
- Treat each other, and their teacher(s), with courtesy and respect. Students have the right to express themselves in a safe online environment as if it were an in-person class.
- Notify the teachers and/or school administrator immediately if they receive inappropriate online interactions

### 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.

### **Internet Access**

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

### **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-Liberty 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).

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

### **Disruption of the network**

Any action that could take the network down or is dangerous to the integrity of the hardware on the premises, including:

- 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)

**Consequence:** Up to 10 days OSS, depending on the severity of offense. May include School Resource Officer referral.

### **Unauthorized downloading or saving of files**

Any unauthorized downloading or saving of files to the hard drive or the network, including:

- 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.

**Consequence:** Assistant Principal referral. May include loss of network privileges and school-provided laptop. Repeat offenses may incur more serious consequences, including up to 10 days OSS and referral to School Resource Officer.

### **Tampering, or attempted tampering, with an individual computer**

Making purposeful unauthorized alterations with the desktop and/or network configuration of an individual computer, including:

- 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

**Consequence:** Assistant Principal referral. May include loss of network privileges and school-provided laptop. Repeat offenses may incur more serious consequences, including up to 10 days OSS and referral to School Resource Officer.

### **Electronic cheating or plagiarism**

- Copying or accessing someone's homework, quiz or test answers, or teacher materials.
- 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).
- Plugging formulas into calculators, cell phones, or any other electronic device, unless specifically allowed by the appropriate staff member.

**Consequence:** Same as for other kinds of cheating per Washington-Liberty Academic Integrity Policy.

## **ATHLETICS AND ACTIVITIES**

### **Mission Statement**

*The W-L Activities Department strives to develop the educational, social, and emotional well-being of each student through teaching and modeling performance and moral character traits in order to become a positive, impactful citizen in our community.*

### **Activities Information**

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

- W-L Athletics website – [www.wlathletics.org](http://www.wlathletics.org).
- W-L Activities –WL Activities Canvas site and [www.wl.apsva.us](http://www.wl.apsva.us)

### **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 Activities Canvas site. If you do not find a club listed and would like to create one, please see the activities office for more information.

### **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 meet the guest criteria and complete the dance guest form prior to ticket purchase. W-L students must accompany their guests in order for them to gain entrance to the dance. Guests from outside of WL are only allowed at Homecoming and Prom.
- There will be no admittance to dances beyond 2 hours after the start time.
- No re-entry allowed.
- Outside drinks or food are not permitted.
- Bags are not permitted.
- There are no lockable spaces available. Students are responsible for their personal 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.) for one full year from date of infraction.

### **Guidelines & Procedures for Posting Flyers in High Schools <sup>[1]</sup><sub>SEP</sub> 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 the 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 W-L 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 W-L 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 W-L High School name and logo should be included on the flyer to designate the notice as an approved activity of W-L 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 flyers.

### **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 with W-L 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-Liberty High School.

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
August-November	November-February	February-June
Cheerleading	Boys & Girls Basketball	Baseball
Cross Country	Gymnastics	Boys & Girls Crew
Field Hockey	Rifle Team	Boys & Girls Lacrosse
Football	Boys & Girls Swim/Dive	Boys & Girls Soccer
Golf	Boys & Girls Indoor Track	Softball
Volleyball	Wrestling	Boys & Girls Tennis
Dance	Cheerleading	Boys & Girls Outdoor Track
Ultimate Frisbee	Dance	

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

The entrance fees for athletic contests are as follows:

<b>Adult</b>	<b>Student</b>
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Varsity Football	\$5.00	5.00
All Other Sports		
WL School Site	\$5.00	5.00
Other School Sites	\$5.00	5.00

District and Regional Tournaments entrance fees may vary.

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

**Washington-Liberty 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-Liberty 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 Athletic/Co-Curricular 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 performing arts programs when students are involved in multiple activities:

1. Student Athlete should pick the primary activity prior to the 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 extracurricular activities on that day. If a student is absent for any part of the school day, the absence must be excused to participate.

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

## **EXPENSES**

### **Class Dues**

Students are assessed class dues to help support the class activities and programs that benefit them as students at Washington-Liberty. 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 start at \$85; the cost for yearbooks will gradually increase until February, after which books will be available for \$100 as supplies last. All yearbook orders include a copy of the literary magazine, *Penman*.

### **Club Dues**

Dues are set by the specific club involved and approved by the Activities Office.

### **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.

### **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 week, announcements of special interest or concern are broadcast at the end of each week in 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. It is the student's responsibility to remain informed of what is happening by listening to and/or viewing announcements and bulletins. Announcements may be viewed from the Washington-Liberty website.

### **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. Flyer guidelines must be adhered to.

## **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 \$0 and milk is \$0. Reduced lunch is \$.00. Students may buy a la carte lunches. A variety of snacks and a salad bar are available. Breakfast is \$0. Reduced breakfast is free. Prices are subject to change. Adult breakfast \$2.85 and adult lunch \$3.85.

**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.

## **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, unless the student is 18 or older. 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 is kept in the clinic, except in cases where the medication has been authorized by both the parent/guardian and physician to be self-administered.** 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.

\* A more detailed explanation of School Health Services is in the APS handbook\*

# **LIBRARY**

## **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, and online databases are available for your use. We have a class instruction area, computers, and tables available for independent study.

## **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 W-L Library Canvas page to access these databases.

## **Canvas Course**

Enroll in our W-L Library Canvas course [bit.ly/w-llibrary](http://bit.ly/w-llibrary) for help with your research, including using our databases, eBooks, NoodleTools, and other resources.

## **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 and Canvas page, which can be accessed from the main W-L homepage.

# **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



school. (With social distancing, we will work to accommodate the new circumstances while continuing to provide a robust program). Meetings **tentative schedule:**

- Sept 12
- Oct 10 (May change because of the holiday)
- Nov 7

- Dec 12
- Jan 9
- Feb 13
- March 13
- April 10 (May change because of the holiday)
- May 8
- June 12

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.

## **DIRECTORY INFORMATION (JESSICA)**

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
- telephone listing

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.

## **SCHOOL CALENDAR 2022 - 2023 (SCHEDULE SUBJECT TO CHANGE)**

August	30	School Begins
September	2 & 5	Labor Day Holiday
September	21	Back to School Night-7: 00 PM
September	26	Rosh Hashanah (No School)
October	1	SAT (at Washington-Liberty)
October	5	Yom Kippur
October	10	Columbus Day Holiday (No Students)
October	24	Diwali Holiday (No School)
October	TBA	Financial Aid Workshop - TBA
October	TBA	College Night (Wakefield 6-8)
October	TBA	Small Learning Community Parent-Teacher Conferences
November	7	End of Reporting Period
November	8	Teacher Workday (No H.S. Students)
November	5	SAT (Not at Washington-Liberty)
November	11	Veterans Day Holiday
November	23-25	Thanksgiving Day Holiday
December	3	SAT (Not at Washington-Liberty)
December	7	Early Release for High School Students
December	19 -30	Winter Vacation Begins at Close of School Day

January	2	School Reopens
January	16	Martin Luther King's Birthday Holiday
January	19	Postsecondary Planning Night (open to all grades) - TBA
January	27	End of Second Semester
January	30	Teacher Workday (No H.S. Students)
February	2	Rising 9th Grade Parents Scheduling Meeting – TBA
February	3	Parent Scheduling Meeting-7:00 PM – TBA
February	8	Early Release for High School Students
February	20	President's Day Holiday
March	11	SAT (Not at Washington-Liberty)
March	15	Early Release for High School Students
March	31	End of Reporting Period
April	3-7	Spring Vacation Begins at Close of School Day
April	10	Teacher Workday (No H.S. students)
May	3	Early Release (PL for Staff)
May	6	SAT (Not at Washington-Liberty)
May	29	Memorial Day Holiday
June	3	SAT (at Washington-Liberty)
June	10-15	Final Exams
June	14	Last Day of School
June	15	Graduation

*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	703-228-6210/6244
Attendance Office	703-228-2727
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 Achievement Office	703-228-6006
Principal's Office	703-228-6202
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-Liberty Main Office	703-228-6200