

WASHINGTON JESUIT ACADEMY
PARENT STUDENT HANDBOOK
2016-2017

Washington Jesuit Academy
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**WASHINGTON JESUIT ACADEMY
PARENT STUDENT HANDBOOK**

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ADMINISTRATION AND FACULTY 2015-2016

Administration

Mr. William Whitaker, President

Ms. Jessica Vartughian, EA to the President

Mr. Marcus Washington, Headmaster

Mr. Gregory Naleski, Chief Development Officer

Mrs. Suzanne Armstrong, Director of Annual Giving and Foundations

Ms. Caitlin DeLaurentis, Development Associate

Ms. Shanna Huddleston, Accountant

Ms. Jessie Kemp, Executive Assistant to the Headmaster

Note: All faculty and staff email addresses are formed by the first initial of the first name plus the full last name, followed by @wjademy.org. (Example: Email address for Marcus Washington is mwashington@wjademy.org)

Student Services

Mrs. Adrienne Biel, Social Worker

Mr. Howard Blue, Athletic Director & Director of Graduate Support

Mr. Aaron Brace, Faculty

Mrs. Analise Brower, Faculty

Mr. Brian Farmer, Assistant Headmaster, Faculty

Ms. Chelsea Gund, Faculty

Mr. Sean Johnson, Faculty

Mr. Peter Jorgensen, Faculty

Ms. Brittany Livingston, Social Worker

Ms. Rosie MacInnes, Faculty

Ms. Kelly Mallahan, Learning Specialist, Faculty

Mr. David Nesbitt, Faculty

Mr. Corey Richardson, Faculty

Mr. Dewey Sampson, Director of Graduate Support

Mr. John Scheibel, Faculty

Mr. Aaron Shepperd, Faculty

Mr. Kelvin Ventura, Faculty

Mr. Robert Wassmann, Ignatian Coordinator, Faculty

Mr. Kevin Winston, Dean of Students, Extended Day Coordinator

MISSION STATEMENT:

The mission of the Washington Jesuit Academy is to provide a high quality and comprehensive education to boys from low-income communities, offering them a safe, rigorous academic setting and advancing their spiritual, intellectual, emotional and physical growth.

I. PROCEDURES

A. Attendance

Regular attendance is vitally important to a student's success at Washington Jesuit Academy. We require our parents' cooperation in ensuring that our students are present every day and for all parts of the WJA program.

Excused vs. Unexcused Absences

If a student will be absent for a particular school day and has not notified the school in advance, a parent or guardian must call 202-832-7679 or email admin@wjacademy.org no later than 8:30 am to let the school know he will be out for the day. Failure to call/email by that time on the day of the absence will be considered an "unexcused" absence. **Students who are frequently and repeatedly absent from school will be subject to probation and, if uncorrected, dismissal from the Academy.**

- ONE "unexcused absence" for the semester will result in an email home to parents.
- TWO "unexcused absences" for the semester will result in a mandatory meeting with the Dean of Students.
- THREE "unexcused absences" for the semester will result in a mandatory meeting with the Headmaster to discuss the student's future status at the school.

Absences for school visits, doctor's appointments, or other planned activities that the school knows about in advance are considered excused absences.

B. Tardiness

A student is considered late to school when he is not present for the beginning of the morning assembly-7:50 am during the regular academic year and 8:50 am during the summer. Each Tardy carries a Discipline Point/Level penalty (see "Behavior" section). If you know that your student will be late to school, please call 202-832-7679 or email admin@wjacademy.org and leave a message if necessary.

- FIVE tardies for the SEMESTER will result in an email home to parents. Each subsequent tardy will result in a detention for that student.
- TEN tardies for the SEMESTER will result in a mandatory meeting with the Dean of Students. There will be an increase in discipline points as well.
- TWENTY or more tardies for the YEAR will result in a mandatory meeting with the Headmaster to discuss the student's future status at the school.

Class Tardiness

During the school day, students are allowed frequent opportunities for breaks, visits to lockers, and use of restrooms. Thus, lateness to class is unacceptable unless in specific circumstances as approved by the Assistant Headmaster. Any instance of lateness to class is subject to disciplinary consequences at the judgment of the specific teacher.

C. Dismissal

Students will be dismissed from school at one of three times **Monday-Thursday** (please see section on “Evening Study Hall” for further guidelines):

4:30-Dismissal 1 (Fifth Graders and approved Eighth Graders who choose NOT to stay for dinner)

5:00-Dismissal 2 (Fifth Graders and approved Eighth Graders who stay for dinner)

6:15-Dismissal 3 (all other students following Evening Study Hall)

*****On Fridays, ALL STUDENTS will be dismissed at 3:15PM*****

****** Please abide by these 3 dismissal times******

Any requests for changes to your son’s dismissal time should be sent to admin@wjacademy.org

D. Medical Emergency Forms, Medications, Illness

1. Families are asked to provide – and to update when necessary – the contact information for all students in the event of emergencies. All student forms are due to the main office no later than the first day of school. **Students will not be able to attend school if they have not turned in a Health Certificate.**
2. Students who are required to take medications must bring that medication, along with clear, written instructions for its use, to the school office. This procedure ensures the safety of the student as well as his classmates and guarantees that the school administration is aware of any potential health risks.
3. Students should not be sent to school in any contagious condition or when they exhibit a fever. When students become ill at school, parents will be notified to come to school to bring the student home. In emergency circumstances, the Headmaster or his designee may make the judgment to seek emergency care while the process of notifying the parent is underway.

E. Snow Days/Early Dismissal

Washington Jesuit Academy will follow the policies of Prince Georges’ County Schools in regard to closings or late openings due to snow. In the event of a delayed opening, **NO MATTER HOW LONG PG COUNTY IS DELAYED**, WJA will begin breakfast and assembly at **9:00 am** with **classes beginning at 9:30 am**.

Early Dismissal Schedule

Early dismissal days will be designated in advance on the annual or monthly calendar. In emergency situations such as severe weather conditions, parents will be contacted via email or phone if necessary.

F. Transportation

Transportation to and from the Academy is the responsibility of each family. We ask parents to make arrangements to ensure that students arrive by 7:30 am and are picked up at their designated dismissal times. WJA's location is convenient to public transportation and car-pooling arrangements may also be possible among some of our families. For safety reasons, all students should be picked up in the WJA parking lot.

Evening Study Hall is dismissed at 6:15 pm. It is extremely important that all students be picked up promptly. Repeated lateness for pick-up can lead to a meeting with the Headmaster.

G. Meals

The Academy will provide three meals each day: breakfast, lunch and dinner. **Students may not bring outside food or drink to school.** We ask that families refrain from providing additional snacks during the day. Students are also prohibited from buying sodas or candy on their way to school in the morning: these are not healthy choices and do not support the student's ability to learn or WJA's commitment to nutritional development.

H. Books, Materials and Supplies

WJA will supply all necessary textbooks and supplementary materials for each of the classes at the Academy. The proper care of these books and other materials is very important for the success of our current students and for those other students who will use these materials in the future. Students are obliged to take good care of their books by covering them and by treating them with respect. In addition, students are expected to always be prepared for each class with proper notebooks, pencils, pens, etc. as necessary. All materials for class will be provided to students but they are responsible for bringing them to class and keeping them in good condition.

I. Activities Fee

While all tuition is provided by the Academy, we do require a \$30 per month fee in support of student activities. For the 10-month period, this fee totals \$300 per year. This amount may be paid in full by September 15; by semester -- in two installments of \$150 each on September 15 and February 1; or, by month – due at the **beginning** of each month from September through June. If appropriate arrangements are not made with the Headmaster, students may be withheld from participation in activities if the fees are not up to date.

J. Sponsorship

The Washington Jesuit Academy provides an outstanding educational opportunity for our students, an opportunity made possible by the generous support of our many benefactors. Many individuals and groups of individuals have been generous in providing tuition support for our students. In appreciation of this assistance, our students are asked to write periodically to their sponsors. With the assistance and guidance of their Language Arts teachers, the young men of the Academy will be asked to keep the sponsors informed of the activities of the school, as well as the progress of each student.

K. Visitors

Parents and guardians are welcome to visit the Academy at any time; however we value the accountability and responsibility of every student and therefore ask that parents not deliver items that are not of extreme importance.

We also ask that all visitors to campus check in with Ms. Kemp in the front office to be escorted down the main hallway. Any visits to classes must be preapproved by the Headmaster. If parents or guardians wish to meet with the Headmaster or with particular teachers, arrangements should be made in advance to guarantee that the appropriate persons are available.

L. Parent Communication

It is very important to the success of our program that the teachers and staff of the Academy maintain close contact with the parents and guardians of our students. In addition to regularly scheduled Parent-Teacher Conferences, we will use a regular weekly system of communication by means of email.

Teachers will attempt to answer all parent emails within 24 hours of receiving them. Any phone calls to either the Headmaster or Assistant Headmaster after 4:45 PM will be returned the following day. If more immediate attention is needed, please email instead.

Your primary point of contact after 3:30 PM will be Mr. Winston. Please email him with any after school concerns as he will be on duty each night through all three dismissals. In addition, requests for any early dismissal should be sent to admin@wjacademy.org.

II. ACADEMICS

A. Spiritual Life

Washington Jesuit Academy rests on a strong spiritual foundation in the tradition of the Society of Jesus. Our approach to academics is rooted in the Ignatian belief that the glory of God is present throughout creation. Therefore, the study of all aspects of human experience is a reflection on the presence of God's grace.

In keeping with this foundation, the WJA experience includes a number of crucial religious elements. Every day begins with an assembly, prayer and reflection on the mission of our school. Each student studies religion as part of the core academic curriculum. Opportunities for reflection and religious growth, as well as for worship, are provided throughout the school year. The importance of Christian service is recognized by our students' participation in regular service projects.

While our approach is respectful of all students' religious traditions and beliefs, WJA does require respectful participation in all of the spiritual activities of the Academy as essential to our program. **As such, attendance at all class retreats is mandatory.**

B. Curriculum

The core of the WJA curriculum is the study of the academically central subjects: reading, language arts, math, science, social studies, health and religion. Throughout the curriculum, instruction will incorporate such necessary skills as oral presentation, computer skills and study skills.

Every student is expected to maintain a minimum 2.0 grade point average. Failure to maintain this average results in a mandatory meeting with the Headmaster and possible dismissal from the Academy.

C. Homework

The WJA curriculum is rigorous and challenging. Academy students are expected to approach their studies with the highest standard of effort and enthusiasm. Homework will be assigned in the core subjects on most evenings, including weekends. While students will have opportunities to work on homework during the supervised homework sessions at the Academy, there may be times when students need to finish work at home. While parents may assist students with their work, it is important that each student develop the habit of doing his own work even when that means making mistakes with material that is initially difficult.

It is especially important that good habits of reading be encouraged at home. Even when no specific homework is required, it is always required to reserve a specific reading time at home in the evening. There is no habit and skill more important to future academic success than the habit of being a frequent and enthusiastic reader.

Fifth and Sixth graders will begin their year at WJA on a homework schedule that modifies the amount of homework they receive nightly. This is done to help ease their transition to the Academy. Parents and students should expect the workload to increase over time.

Daily and weekly assignments can be found on Panther Place (<http://www.wjacademy.org/panther-place/instructor>). Assignments are listed by class.

D. Evening Study Hall (5:00 to 6:15pm)

Evening Study Hall has proven to be an extremely important component of the WJA Program. Thanks to the efforts of many volunteer tutors, our students receive considerable assistance in completing their homework assignments. *****Only in special circumstances or emergency situations are students to be excused from participation in the evening study hall.**

Study Hall expectations vary by grade.

For 8th graders – who will soon be moving on to high school – there is an increasing need for the students to be able to manage all of their assignments independently. In the spirit of progressively developing this important skill, the 8th grade students will be gradually removed from participation in the evening study hall, beginning with those who were on honor roll during the final semester of their 7th Grade year. Each quarter, more students will be allowed to make study hall **optional with parental permission**. It should be very clear when each student is to leave campus in accordance with his parents' wishes--“Dismissal 1”, “Dismissal 2” or “Dismissal 3”. By the 2nd semester, **ALL 8th grade students** will be excused from study hall, unless it is deemed necessary for them to participate due to Academic Probation.

For 7th Graders- *Nightly Evening Study Hall is required for all students without exception.* If a student remains in good academic and disciplinary standing, arrangements may be made **ONE NIGHT PER WEEK** for Evening Study Hall to be missed due to participation in an outside activity. Decisions of this nature must be approved in advance and at the discretion of the Headmaster or Assistant Headmaster and may be revoked at anytime.

For 6th Graders- *Nightly Evening Study Hall is required for all students without exception.* If a student remains in good academic and disciplinary standing, arrangements may be made **ONE NIGHT PER WEEK** for Evening Study Hall to be missed due to participation in an outside activity. Decisions of this nature must be approved in advance and at the discretion of the Headmaster or Assistant Headmaster and may be revoked at anytime. **Please note: 6th grade requests to leave early on a weekly basis will only be considered for students in excellent academic and disciplinary standing.**

For 5th Graders- Evening Study Hall is not required. Homework should be completed during the Afternoon Study Hall Session. Students will be dismissed either before or after dinner--**4:30 PM or 5:00 PM (“Dismissal 1” or “Dismissal 2”)**. Any pick-ups after that time will need to be pre-approved by either the Headmaster or the Assistant Headmaster in advance.

E. Exams

At the end of each semester, students (**Grades 6-8 only**) will take final exams. The first semester exams will cover the entire semester. In second semester, though some material from first semester may be necessarily included, the bulk of the exam will focus on second semester material. Because of the importance of the exams, teachers will spend multiple days and class periods in review for them. Exams for the 6th grade are worth 10% of their final grade. While the exams for the 7th & 8th graders are worth 20% of their final grade. In order to prepare the 5th graders for the exams they will take beginning as 6th graders, they will take an exam at the end of the 2nd semester. The exam will count as a normal test grade.

F. Grading Scale

The grading system at Washington Jesuit Academy is based on letter grades according to the following scale:

| | | |
|----|----------------------------|--------------|
| A+ | Excellent Performance | 97%-100% |
| A | | 94%-96% |
| A- | | 90%-93% |
| B+ | Good Performance | 87%-89% |
| B | | 84%-86% |
| B- | | 80%-83% |
| C+ | Satisfactory Performance | 77%-79% |
| C | | 74%-76% |
| C- | | 70%-73% |
| D | Unsatisfactory performance | 60%-69% |
| F | Failure | 59% or lower |

Grade Point Average Calculations

A student's grade point average (GPA) is calculated by (1) adding the point values for the grade earned in each of his classes together, then (2) dividing that number by the total number of classes. Point values are assigned to each letter grade as follows:

| <u>Grade</u> | <u>Point Equivalent</u> | <u>Grade</u> | <u>Point Equivalent</u> |
|--------------|-------------------------|--------------|-------------------------|
| A+ | 4.0 | C+ | 2.3 |
| A | 4.0 | C | 2.0 |
| A- | 3.7 | C- | 1.7 |
| B+ | 3.3 | D | 1.0 |
| B | 3.0 | F | 0.0 |
| B- | 2.7 | | |

Example: Student Y earned the following grades:

| | | | | | |
|----------------|---|---------------|----|----------|---|
| Math | A | Language Arts | A- | Reading | A |
| Social Studies | C | Science | B- | Religion | A |

Student Y's GPA is 3.4 and is calculated as follows:

$$(1) 4.0 + 3.7 + 4.0 + 2.0 + 2.7 + 4.0 = 20.4$$

$$(2) 20.4 \div 6 = \mathbf{3.4}$$

G. Application and Conduct Marks

In addition to performance grades, each student will receive marks in Application, indicating the quality of effort and persistence in his class work, and in Conduct, indicating the quality of behavior in the class.

These marks will be noted as:

| | |
|---|-------------------|
| 1 | Excellent |
| 2 | Satisfactory |
| 3 | Needs Improvement |
| 4 | Unsatisfactory |

H. Grade Reports and Conferences

Parents are expected to pick up report cards at the school at the times designated for parent-teacher conferences. (Please note: federal law requires employers to grant parents time to visit their children's schools.) The conferences are an extremely important opportunity for parents and teachers to communicate regarding the student's academic progress. The Academy requires parental attendance at conferences in order to receive report cards. Exceptions will be made only in extenuating circumstances. Parents who do not attend conferences will be required to pick up the report card by appointment with the Headmaster or the Assistant Headmaster.

Progress Reports are sent home once per month with the students. It is the responsibility of the Parent/Guardian to review your student's progress in all classes. If you would like to schedule a meeting as a result of the Progress Reports please call or email the appropriate teacher.

I. Academic Probation and Dismissal

Students whose grades indicate a consistent inability or unwillingness to perform at a satisfactory academic standard will have their situation reviewed by the Headmaster. Such review may result in a specific probationary plan for the student or may result in the dismissal of the student from the Academy. Any student who fails to maintain at least a 2.0 Grade Point Average will be subject to dismissal.

Academic Probation- Any student who has two or more D's or F's on their progress report (which are sent home twice a marking period at three-week intervals) will be in danger of being placed on Academic Probation.

Any student on Academic Probation **will not be allowed to participate in extra curricular activities** (student-athletes may not practice nor play in games during academic probation) until the next progress report or the end of the quarter, whichever comes first. The student's probationary status will be reviewed again at that time.

Students on Academic Probation must attend afternoon study hall each day in lieu of their scheduled afternoon activity.

All decisions relating to probation and dismissal shall be made by the Headmaster in consultation with the faculty and subject to the approval of the President.

J. Standardized Testing

Standardized tests will be administered in the fall and spring of each year. Parents who would like to review their son's scores may request a meeting to interpret the scores with the Headmaster.

K. Awards and Honors

After each quarter, the outstanding performance of students in academic endeavors will be recognized by the awarding of honors: 1st honors will be awarded to any student who has earned a grade of "A" in every core subject; 2nd honors will be awarded to students who have "A's" and no more than two "B's" in core subjects; 3rd honors will be awarded to students who have no grades less than "B".

In addition, excellent performance of students in activities and extra-curriculars will be periodically recognized as appropriate.

L. Academic Integrity

Academic integrity is central to the mission of Washington Jesuit Academy. Students are expected to be truthful and honest in regard to their schoolwork and assignments, in their relationships to other students, and in their relationships to teachers and staff. All of the Academy's efforts to assist in students' academic and personal development depend upon an honest presentation of student work. Cheating in any of its forms violates this basic principle and is subject to severe disciplinary consequences appropriate to the degree of the offense.

III. BEHAVIOR

A. Introduction

Washington Jesuit Academy believes that developing strong character is of the highest importance in a young man's life. WJA strives to provide exemplary role models for our students by hiring incredible faculty, staff, and administration. In addition to providing strong role models for our students, WJA has created a discipline system to help students know which behavior choices are acceptable and which behavior choices are unacceptable. We hope to teach students to use sound judgment and make positive choices in their daily lives.

WJA emphasizes the importance of making responsible choices in school, at home, and in the community. It is our belief that students should be acknowledged for positive choices and that negative choices should be addressed and corrected. Thus, WJA has developed a discipline system which we hope is comprehensive, transparent, and effective in developing our students into Men for Others.

B. Discipline System

There are quantifiable systems in place to keep track of the behavioral choices – both positive and negative – of our students. By tracking behavioral choices, WJA is better able to communicate with parents, teachers, faculty, and staff regarding each student's progress.

Discipline Points

Students who make poor behavioral choices will be assessed points based on the severity of the mistake – Level 1, Level 2, or Level 3.

Level 1 – 10 points

If a student makes a mistake and is willing to fix it quickly, he may be assessed 10 Discipline Points at the discretion of the teacher or staff member present when the mistake occurs. Examples of Level 1 mistakes include: being out of uniform, being tardy for school or class, bringing food or candy to school, violation of the electronic device policy, and mischief.

Level 2 – 25 points

Students who make more severe mistakes, or who show an unwillingness to quickly fix mistakes, will be given a Detention and will be assessed 25 Discipline Points. Examples of mistakes which may lead to a Detention include: disrupting class, disrespect or rudeness, not following directions, and repeated Level 1 mistakes. Students who receive a Detention will serve the Detention at an agreed upon time with the appropriate teacher or staff member. During this time, the student will reflect on his mistake, make any necessary apologies, and develop a plan to avoid making the same mistake in the future.

Level 3 – 50 points

When a student's choices make it so that his classmates are unable to learn and/or his teacher is unable to teach the class, a student will be asked to leave the classroom and report to the Dean of Students. The student will then work with the Dean of Students and

his classroom teacher to fix the mistake and develop a plan for future success. Students who are asked to leave a class will be assessed 50 Discipline Points.

Suspension – *100-200 points (at the discretion of the Dean of Students)*

Students may be suspended or expelled for engaging in more severe, dangerous, intentional, or damaging behavior. Suspensions may be given in-school or out-of-school. Examples of behavior which may lead to a suspension are:

- Threatening physical harm
- Possession of a weapon, dangerous substance, or dangerous object
- Use or possession of drugs, alcohol, or tobacco
- Fighting
- Verbal or physical abuse
- Stealing
- Vandalism or willful damage of property
- Cheating
- Leaving the grounds without permission
- Persistent dishonesty
- Unsportsmanlike conduct
- Consistent neglect of individual responsibilities

C. Behavioral Thresholds

Students who continue to make poor behavioral choices at WJA will be referred to the Headmaster for possible dismissal from WJA.

5th graders who accumulate over **1100 Discipline Points** at any point in the academic year will be referred to the Headmaster for dismissal from WJA.

6th graders who accumulate over **900 Discipline Points** at any point in the academic year will be referred to the Headmaster for possible dismissal from WJA.

7th graders who accumulate over **800 Discipline Points** at any point in the academic year will be referred to the Headmaster for possible dismissal from WJA.

8th graders who accumulate over **700 Discipline Points** at any point in the academic year will be referred to the Headmaster for possible dismissal from WJA.

D. Disciplinary Process

Disciplinary cases involving suspension or possible expulsion will be handled by the Headmaster, Dean of Students, and/or Assistant Headmaster. They will be responsible for determining the facts of the case, determining the responsible party or parties, and making the judgment of appropriate consequences.

E. Positive Behavior Choices

The **Spirit Point System** is designed to reward students and Advisories for behavior in and out of the classroom that exemplifies the WJA “Men for Others” motto. Students are awarded Spirit Points for demonstrating the values and character stressed in Advisory – such as exemplary behavior during Evening Study Hall, accepting correction, taking responsibility, helping others,

and taking the initiative to do more than what is asked. A system is in place to reward students as part of an Advisory for these behaviors.

In addition to Spirit Points, WJA believes that individual students who consistently make positive behavior choices should be acknowledged and rewarded. These students will have points deducted from their Discipline Point total. Students earn point deductions in the following circumstances:

- Winning “Most Improved Student” = -50 points
- Winning “Student of the Month” = -70 points
- Winning “Man for Others” = -100 points
- Earning 3rd Honors at the end of a quarter = -35 points
- Earning 2nd Honors at the end of a quarter = -50 points
- Earning 1st Honors at the end of a quarter = -75 points

Top Ten

There will be a “Top 10” list announced at the end of each semester for the ten students who have the lowest point totals at that time. Those students will be rewarded for their positive choices.

F. Special Situations

In some circumstances, students should exhibit especially excellent conduct. Examples of such occasions are:

- Chapel or prayer services
- Assemblies
- Presentations by guests or other students
- Field trips
- Athletic events
- Service opportunities

***Consequences for failing to exhibit proper behavior at these events may increase disciplinary actions taken as a result.

Whenever students are involved in any way with Academy activities, they must maintain the standards of behavior expected of Academy students. They remain subject to discipline for any poor choices. Severe misbehavior by a student while on any school trip or involved in any school activity – including field trips, sports, summer camp, and service activities – may require that the student’s parent or guardian be contacted to pick the student up immediately regardless of location or expense.

G. Communication with Parents

Parents will be notified on each progress report and report card of their student's Discipline Point total. Students who have established a pattern of poor behavior choices will be monitored closely and contact will be made with parents to facilitate parent meetings as necessary. **There should be no surprises.**

IV. GUIDELINES FOR UNIFORMS AND GROOMING

A. Dress Code

The dress code at Washington Jesuit Academy is in line with the seriousness of the academic purpose of the school. Some items of the required attire are provided by the Academy; others must be provided by the parents. In disputed cases, the Headmaster's judgment will be the final authority.

Students should arrive each day in full uniform in accordance with the Dress Code below: clean, groomed and in proper attire. The boys are allowed to wear sneakers or boots to school, however, they must change into their school shoes upon arrival. The proper dress for an ordinary school day includes:

- The WJA provided shirt
- Trousers of appropriate size and length in twill or 'khaki' material; tan, navy, gray and black are acceptable colors. (provided by family)
- A belt (provide by the family)
- Dress shoes (brown or black leather shoes, with no mesh, no logos, no stripes. Boots, sandals and sneakers are **not** "dress shoes"- provided by the family)

Failure to be in appropriate school uniform throughout the school day may result in such disciplinary consequences as loss of recess or detention. (In severe weather, students may wear sneakers or boots to school but must change to dress shoes upon arrival.) Students involved in athletics are also obliged to have with them (on Monday through Thursday) clothes for sports and recreation. These should include: t-shirt and/or sweatshirt; athletic shorts or sweatpants; socks; sneakers.

Additional guidelines:

1. Students may wear the windbreaker or pullover (provided by the Academy) or a plain, v-neck or cardigan sweater when weather is cooler, provided that a WJA shirt is always worn underneath.
2. Hats are not to be worn inside the building. Violation of this rule may lead to confiscation of the hat.
3. Outdoor coats are not to be worn in the school building, except when entering or leaving.
4. Jewelry (chains, earrings, etc. are not to be worn in school). In addition, wristbands (unless it is a WJA "Men for Others" band) of any sort are not to be worn in school.
5. All clothes shall be neat and clean; items that are torn, frayed, dirty or stained are not permitted.
6. Students who lose or need to replace clothing provided by the Academy will be required to pay for the item(s).

B. Grooming

Students should come to school well groomed. Hair shall be clean and neatly trimmed. Dyed hair or any hair style which is judged to be excessive or distracting is prohibited (including the Mohawk or anything made to resemble it). Very long hair must be bound or tied.

C. Uniform Violations will be enforced in accordance with the Discipline Plan outlined above.

V. COUNSELING AND GUIDANCE

WJA has two social workers on staff dedicated to assisting WJA families with issues that are impeding students' ability to learn. They are knowledgeable regarding many community resources that may be of value to our families. Parents and guardians are especially encouraged to inform our social workers of any changes in their sons' lives that may explain a change in behavior. In many cases, this may allow us to provide extra support to a student when we know he is in need.

Parent Workshops and Seminars

Because some educational experiences are best suited to a family setting, the Academy will occasionally provide workshops and seminars on topics of value to the parents and guardians as well as to the students themselves. On those occasions, we will invite and strongly encourage parent and guardian participation.

The teachers and staff of Washington Jesuit Academy are committed to the academic and personal well being of all of our students. Students and their parents or guardians should not hesitate to seek advice and assistance from the staff of the Academy. We have a very gifted and capable community of resources – among our parents, teachers and staff and in the surrounding community, there are a great many sources of wisdom and caring assistance. ***Because we all share in our concern for our students, we should all feel free and capable of asking and receiving such help when necessary.***

Mandatory Volunteer Hours

In an effort to support the various needs of Washington Jesuit Academy and your sons' education, families are now required to conduct **15 service hours** for a complete school year (fall through summer). Please make sure to document your hours with the volunteer tracking sheet that can be found in the front office. Those with the most service hours at the end of the year will be rewarded at the Summer BBQ. Below are various ways to obtain these hours:

- Attend Parent Education Programs
- Attend a school event, like the Spelling Bee, Talent Show, Gridiron Classic, award ceremonies, sporting event, etc.
- Wash the sports teams' uniforms after games
- Work for the Home School Association
- Work at the annual uniform drive
- Help organize or shop in the clothes closet
- Donate old uniforms: shirts, belts, blazers, etc.
- Attend parent/teacher conferences
- Attend meetings with teachers or administrators
- Bring food to end of the year barbecue, teacher appreciation week, Christmas celebration
- Attend meetings with school counsellors, including new parent meeting
- Carpool
- Decorate the school for Christmas
- Attend/help out with the family retreat
- And many more...**

Please contact a Mrs. Biel or Ms. Livingston with any questions.

VI. SPORTS, ACTIVITIES AND EXTRA-CURRICULARS

A. Participation

Washington Jesuit Academy considers sports and extracurricular activities to be an important part of our program. In addition to the opportunities for regular exercise and fitness, they also provide a variety of learning experiences. Students can come to develop a variety of forms of thinking, the ability to work well with others, a respect for the value of competition and cooperation, a sense of sportsmanship, an appreciation of the importance of practice and an increased capacity to enjoy multiple dimensions of human experience.

B. Eligibility

All 6th-8th grade students *in good Academic and Disciplinary standing* are eligible to participate in activities and athletics. On an individual basis, the Headmaster may make the decision to remove a student from participation for a period of time for reasons of educational or character improvement.

***Special Note: Because WJA competitive sports and clubs meet during the Afternoon Study Hall Period, 5th Grade students will not be eligible to participate in either program in the fall. Decisions regarding winter and spring sports will be considered on a case by case basis.

C. Competitive Sports

The Academy will offer soccer, basketball, track, baseball, and football. These will be practiced and played on a regular, if not daily basis, during the appropriate season. In addition, these sports will include competitive games both as intramural and as interscholastic activities. During all such activities – whether practices or games – the Academy will provide proper supervision and coaching. Students are expected to participate with enthusiasm and with proper respect for the instructions of their coaches.

While the academy will provide the necessary athletic equipment for these sports, students must be sure to bring appropriate clothes and footwear for these activities as instructed by the coaches.

D. Clubs

Students (grades 6-8) not participating in competitive sports will participate in clubs (Monday-Thursday). The full slate of club options will be determined by student interest and faculty availability. Proper supervision and instruction will be provided and students are expected to respect the instructions of those supervisors.

E. Sportsmanship

Sportsmanship is a very important value at the Academy. Students will learn to respect themselves, their playing partners, their opponents and the games and activities themselves. Any behaviors or attitudes that do not meet the standard of such full respect will be addressed as serious disciplinary matters.

F. Transportation

The Academy provides transportation to and from all activities and sports competitions during the school week. On weekends students will be required to provide their own transportation to games and activities. In order to ensure the safety and supervision of our students, when WJA transportation is provided, students will not be allowed to use other modes of transportation without the explicit written permission of parents and designated school official(s).

V. FACILITIES

A. Clean Up

Learning to take care of our school is an important part of being a member of the WJA community. WJA students will assist in the regular, daily clean-up of the WJA building. These duties will be assigned on a rotating basis, with teacher supervision and will be completed each day.

During the course of the day, all students and staff share the responsibility to keep the facility in the cleanest possible manner. While no one should litter or leave any messes, all should be attentive to restore what may have been neglected through oversight. Picking up and discarding the stray bit of trash is one of the ways in which WJA students “take the extra step” to improve their school community. Each student is especially responsible to take care of his personal locker area, keeping it free from loose papers and any unnecessary materials.

B. Lockers

Each student is assigned a locker. Because we expect the highest degree of honor and honesty from our students, we do not put locks on our lockers. WJA may inspect lockers at any time at the discretion of the administration.

C. Telephones

The Academy has phones in our administrative areas. These may be used by students – with specific permission – for any important or necessary calls. We ask that such calls be limited to those that are absolutely necessary. Any abusers of the phone privilege will be limited or denied their use.

D. Cell Phone Use Policy

Students are allowed to have cell phones* but must adhere to the following policy. Cell phones must be turned off (not on vibrate or silent) during school hours and on school property. They are not to be used for any functional purpose during school hours (7:30am-6:15pm). Students found with a cell phone on or in use will be required to turn that phone into the Dean of Students. In order for the phone to be returned a parent or guardian must come to school to retrieve the phone. Students violating this policy a second time will be given a detention, will be required to write an essay, and a parent or guardian will need to retrieve the phone from the Dean of Students. Any students violating this policy a third time will be suspended from school for one day. Consequences for further violations will be at the discretion of the Dean of Students.

*Please note that students who do not need cell phones in order to safely make the trip to and/or from school should not bring cell phones to school at all.

E. Books and Materials

Taking good care of books and all other educational materials is an important sign of respect for the programs of the Academy. Such good and responsible use ensures that many classes of

students will be able to take advantage of the resources provided by the school and our supporters. Failure to care for one's books or materials is a clear signal that the student is not fully committed to the Academy and our programs. Fees will be assessed for lost or deliberately damaged books or materials.

F. Building Hours

The Academy building will be open to students from 7:20 am until 15 minutes after the end of the day's programs and activities. Note: In ordinary circumstances, the school's activities conclude at 6:15 pm on Monday through Thursday and at 3:15 pm on Fridays. Students will not be allowed to linger in the building, on the grounds or in the vicinity of the Academy after these times as the school is not able to ensure supervision and reasonable safety beyond our operating hours.

G. Fire Drills and Emergency Plans

Procedures during fire drills, lock-downs and other forms of emergency will be taught to the students and practiced at the Academy. Careful and consistent adherence to these procedures is always essential. Any violations will be treated as a serious disciplinary matter.

V. COMPUTER USE

Acceptable Use Policy for Student Computer/Network Access

WJA information systems are operated for the mutual benefit of all users. The use of the WJA network 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 or work of other WJA employees.

The WJA network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers. All access to the WJA network shall be preapproved by a teacher or administrator. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. WJA implements Internet filtering on all WJA sites in accordance with the federal Children's Internet Protection Act. Students using privately owned electronic devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the WJA network.

Any failure by a student to adhere to this policy on any account is grounds for suspension or expulsion from the Washington Jesuit Academy. Appropriate disciplinary action is at the discretion of the Headmaster.

Respect for Others

Users should respect the rights of others using the WJA network by:

- Using assigned workstations as directed by the teacher.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

Ethical Conduct for Users

Accounts on the WJA network, both school-based and central, are considered private, although absolute security of any data cannot be guaranteed. It is the responsibility of the user to:

- Use only his or her account or password. It is a violation to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Restrict the use of the WJA network and resources to the mission or function of the school system. The use of the WJA network for personal use or for private gain is prohibited.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of WJA network and resources to illicitly access, tamper with, or experiment with systems outside WJA.
- Refrain from using offensive, obscene, or harassing language when using WJA network systems.
- Abstain from accessing, changing, or deleting files belonging to others.

Respect for Property

- The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted.
- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher or program manager.
- Leave workstations and peripherals in their designated places.

Internet Safety and Security

- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the Headmaster or Director of Communications.
- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher or program manager.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all materials they seek.
- Users are responsible for reporting any inappropriate materials they receive.
- Users are prohibited from accessing portions of the Internet that do not promote the instructional mission of WJA.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students have the responsibility to cite and credit all Internet material used.
- Students are not to visit any social media site, on WJA network or personal device, without the direct instruction or permission of the teacher.
- Students are prohibited from downloading illegal material or inappropriate content, including but not limited to:
 - Content that is sexual in nature
 - Content that promotes illegal acts
 - Content that promotes violence or depicts violent acts
 - Content that is harmful to juveniles or child pornography