

SCHOOL WITHOUT WALLS SENIOR HIGH SCHOOL

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School Without Walls High School Student Handbook

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1. General Information

Mission

School Without Walls (Walls) will provide every student with a rigorous, college preparatory, humanities program that incorporates global and local resources in an experiential and interdisciplinary methodology to teaching and learning.

Vision

To create life-long learners, global citizens, and students who embrace the SWW tradition of critical thinking, scholarly inquiry and problem solving.

Philosophy

- Students first.
- Teaching and learning are a joint venture among students, educators, parents, and the community.
- An inherent part of the learning process is to develop the ability to make responsible choices as leaders and to be accountable for those choices.
- Education is best accomplished when students acquire knowledge and skills for academic and career success in the context of humanities, sciences, technology, and community and thereby become conversant with the great ideas and events central with humanity's great ideas and central events.
- The intellectual, emotional, social and physical development of students is interrelated.

- All cultures and people are unique and should be valued and respected for what they are and what they can become.

History

School Without Walls was established in 1971, to offer an alternative to conventional instructional programs in which students could develop “methods of learning” outside the traditional classroom.” It was modeled after the successful Parkway Program in Philadelphia and provided a small school environment for students who had difficulty adjusting to the large traditional public high school.

WALLS started with just fifty students, six teachers, and one administrator.

In 1988, WALLS adopted a Humanities program that provides an interdisciplinary core curriculum. The humanities approach launches students on a quest to find personal meaning from their studies. It provides the framework for academic rigor by requiring the study of primary sources and their contexts, and by exploring the interrelationships of ideas, events and persons across academic disciplines.

The history of utilizing community and international resources to enrich and excel beyond textbook learning remains a tradition at WALLS. The instructional program encourages and emphasizes teaching approaches in which learning takes place throughout the community and internationally. The course offerings include Humanities, Science, Math, Social Studies, World Language, Art, Music, and Physical Education. WALLS also offers 23 Advanced Placement courses and a variety of electives. Additionally, Juniors and Seniors have an opportunity to enroll in college level classes at The George Washington University, and the University of The District of Columbia. WALLS also strongly encourages all 10th grade students to apply for the George Washington University Early College Program (GWECP).

While the school has changed over time, it has maintained its core vision to be an exemplary model of academic excellence, in the District of Columbia Public School System (DCPS) and nationally. Today, the school has 603 students and over 60 faculty, staff members, and three administrators.

DCPS describes WALLS as “a demanding alternative college preparatory program that seeks to foster independence and creativity.”

Community Partners

- American University Washington College of Law
- Carnegie Academy of Science Education
- Deloitte
- Environ Mentors
- Fried, Frank, Harris, Shriver & Jacobson LLP
- Georgetown University Law Center
- Learn Serve International
- National Capital YMCA

- The George Washington University
- The John F. Kennedy Center for the Performing Arts
- U.S. Department of State Office of Civil Rights
- University of the District of Columbia
- WALLS Home School Association (HSA)
- Washington National Cathedral
- Young Playwrights' Theatre

HSA-Home and School Association

The Home School Association (HSA) is a collaborative organization comprised of parents, students, faculty and administration. Its main objective is to maintain open channels of communication between home and school.

There are several elected HSA positions, including President, Vice President, Secretary, Treasurer and eight At-Large parent positions. The HSA conducts events including Ward Gatherings, Teacher Appreciation Breakfast and a Teacher Luncheon. The HSA also publishes the WALLS Student Directory, Penguin Nation, and provides funds for professional development opportunities for the faculty. The HSA have also supported international travel for students and engage in fundraising to support the school's academic programs.

SGA Student Government Association

The Student Government Association (SGA) is a student organization that serves as the voice of the student body. Members of the SGA exemplify leadership qualities and mobilize the student body to become active participants in school-sponsored events. **SGA officers must be students who are in good academic standing and model personal integrity.**

Students who are interested in serving in student government must complete an application, meet all eligibility requirements, and receive favorable teacher recommendations to appear on the ballot. Additionally, all students who serve must be duly elected by the student body.

LSAT Local School Advisory Team

This mandated body is composed of elected members from the faculty, staff, outside community, parents, and students. Working with administration, the LSAT deliberates issues that pertain to the school's vision, mission, and philosophy. The LSAT also recommends solutions for the school's present and future challenges. LSAT deliberates school budget, school climate, and policies affecting the school.

2. School Without Walls Academics

Grading Policy

The WALLS academic year is divided into four advisories. WALLS distributes report cards after each of these advisories. WALLS' students receive a letter grade in each class ranging from A to F, as set forth on the chart below. These grades are used to calculate an accumulative grade point average (GPA). A grade received in an Advanced Placement (AP) class—and any class taken through the GW University Early College

Program Walls (GWECP) receives – a 1.0 boost. A grade received in a Pre-AP class receives a – 0.5 boost. According to DCPS Grading Policy a grade is based on the following. **Student Engagement 10%** (Class Discussions, Warm-ups, Constructive comments and opinions, Thoughtful criticisms, Attentiveness). **Practice & Application 50%** (Written responses, Performance based assignments, Classwork, Homework). **Assessments 40%** (Quizzes, Unit test, Projects/Portfolio, Compositions, Quizzes, Lab projects, Performance based assignments). **School Without Walls will no longer use class rank. DCPS and School Without Walls will recognize the following to determine the level of honors for students.**

Summa Cum Laude 3.8 – 4.0

Magna Cum Laude 3.6 – 3.79

Cum Laude 3.4 – 3.59

(For more information regarding the DCPS Grading Policy, please visit [this link](#).)

Grading Scale		On Grade	Honors At pre sen t not at W AL LS	Advanc ed Pla ce me nt or G W EC P Co urs e
	93%-100%	4.0	4.5	5.0
-	90%-92%	3.7	4.2	4.7
+	87%-89%	3.3	3.8	4.3
	83%-86%	3.0	3.5	4.0
	80%-82%	2.7	3.2	3.7
-	77%-79%	2.3	2.8	3.3
+	73%-76%	2.0	2.5	3.0
	70%-72%	1.7	2.2	2.7
-	67%-69%	1.3	1.8	2.3
+				

	64%-66%	1.0	1.5	2.0
	63% and Below	0	0	0

Quarter Failure Warning, Progress Reports, Incompletes, Electronic Grade Book

Students will receive a minimum grade of F (63%) for any assignment where they put forth reasonable effort; reasonable effort includes evidence of student input, student response, and attempt at the task. Assignments should also be original work completed by the student. In an effort to keep students and parents informed of a students' academic progress WALLS issues failure warnings and progress reports at least two weeks prior to the end of each advisory. For any assignment that has not been submitted, a WS (50%) will be entered until the assignment is received. **If a student receives an Incomplete for a term grade, it will convert to an F (63%) after 10 days if coursework is not completed.** All teachers will use an electronic grade book system (Aspen) designated by the Principal to maintain student grades and will follow DCPS Secondary School Grading and Reporting Policy.

Athletic Eligibility

At the end of each advisory, students who do not have a 2.0 GPA will not be able to participate in after school sports activities for the remainder of the advisory.

Graduation Requirements

In order to graduate from WALLS, students complete 25.5 Carnegie Units, with a certain number of units in each subject area. This information is explained in more detail in the DCPS Course Catalogue. In addition, each student should consult with his/her academic counselor and review his/her Individual Graduation Plan (IGP) (on DCPS Bridge) to ensure that he/she is meeting the WALLS graduation requirement.

Additionally, each student must (a) perform 100 hours of community service, (b) satisfy the internship requirement, and **(c) complete a Senior Project that includes a 15 Page research paper and presentation. All seniors must successfully complete all components outlined above to receive a School Without Walls diploma. AP Research serves as an acceptable alternative to fulfilling the Senior Project requirement.**

Disciplinary Action

Administration follows guidelines outlined in DCPS Student Discipline Policy, DCMR Chapter 25 for administering disciplinary action.

Late Work/Absences

At the start of each course or advisory, each teacher will provide each student with a syllabus that includes assignment due dates and expectations for assessments, homework, projects, and written

assignments, etc. **Students are expected to turn in all class assignments on time.**

A student should inform each of his/her teachers in advance of a planned absence and is responsible for meeting all assignment deadlines. If a student has an excused absence, including absence due to suspension, it is their responsibility to follow the guidelines provided by the teacher in his/her classroom syllabus regarding make-up work. Students are responsible for the work missed even if the absence is unexcused. The maximum grade that a student can earn on an assignment that is submitted late is a "B" (a maximum grade of 86%).

It is the responsibility of the student to contact the teacher when they return to school, to clarify assignments or ask questions of work received through Canvas. Students must turn in any previously assigned written work (homework, papers, projects, etc.).

Advanced Placement (AP) Courses

All 10th grade students must enroll in AP World History. All 11th grade students must enroll in AP Language and Composition. In addition, WALLS offers a range of other AP courses in subjects such as Math, Language Arts, Science, Social Studies, World Language, and Music. Please refer to the course catalogue and engage with school counselors for a full description of AP courses and requirements for participation in these courses. **Each student enrolled in an AP course, including AP World History, must take the national College Board AP exam at the end of the school year. All students must take (1) AP course or college course to meet the School Without Walls graduation requirement. At the beginning of the school year, students have (2) weeks to decide if they will drop any course.**

College/University Courses

Students enrolled in grades 11 and 12 are eligible to apply for college courses. College course selection is determined by the student once he/she is approved to participate in the HI/SCIP program. Please refer to the Course Catalog and speak to the counselor about obtaining acceptance into the HI/SCIP Program. In addition, students who meet The George Washington University academic criteria may enter the Exposure Program by which students enroll in university courses after the completion of an application. Students should see their counselor to obtain additional information about enrollment in college courses. Students in the Classes of 2026 and 2027 must take any college courses outside of WALLS school hours. Any student who wishes to take accelerated courses outside of WALLS must have the course pre-approved by the principal and central administration.

George Washington University Exposure Program

Program Overview

The School Without Walls Exposure Program is a college preparatory program that provides opportunities for qualified rising juniors and seniors within School Without Walls to take classes at GWU. Students will earn university-level academic credits and an official transcript from GWU.

Students interested in participating in the SWW Exposure Program should speak to a School Without Walls Guidance Counselor to inquire about the admissions requirements, timeline, and application process. The application process takes place each semester (fall, spring and summer).

Interested students may only apply to one GW-SWW collaborative program at a time. GW will not accept applications for Exposure Summer Session and [GWEC-P-AA](#) concurrently. If you have any questions, please speak to your School Without Walls Counselor.

Family Education Rights and Privacy Act of 1974 (FERPA) Notice

Families should be aware that all GWU offices must follow the Family Education Rights and Privacy Act of 1974 (FERPA) for all GW students “in attendance” regardless of their age. [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) is a Federal law that protects the privacy of students' educational records (and students' personally identifiable information included these records). FERPA also establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate and misleading student information, through informal and formal hearings.

FERPA applies to any public or private elementary, secondary, or post-secondary school (including higher education) that receives Federal funds under an applicable program of the US Department of Education.

Participating students may inquire about submitting an official FERPA waiver to the University should they wish after registration is confirmed. Without a waiver on file, GWU will not release protected student information to third parties, including parents/legal guardians.

Expectations of Student Participants, School Without Walls, & GWU

Interested student participants are expected to submit an official non-degree application to GWU for review. The application includes, but is not limited to, the application form, a writing sample, high school transcript, student policy form, student consent form, and registration form. Further details regarding the application requirements and admissions process are shared by GWU via SWW Counselors at the start of each semester cycle. Student participants are expected to complete the application by the established deadline and supply all original work. Plagiarism and/or submission of fraudulent documents is grounds for immediate denial to and possible permanent ban from the SWW Exposure Program.

GWU assists with the student admissions process, registration, and will work closely with the SSW counseling office on course selections and registration when needed. Registration for requested courses requires that students have satisfied prerequisites, and that space is available in the course. GWU departments reserve the right to deny registration in a course based on registration restrictions posted in course listings. GWU reserves the right to cancel or change scheduled offerings, in which case students should contact the Office of Non-Degree Students for next steps.

The SSW Exposure Program tuition award covers the cost of tuition for one undergraduate course in the semester of admission to the SSW Exposure Program. GWU reserves the right to limit courses to introductory level (1000 or 2000 level) undergraduate courses. Students are required to reapply to the Exposure Program for each term/semester that they wish to participate in. It may take up to five days for the tuition award to be reflected on the student e-bill. Please note that students are responsible for books, lab and other course fees, and course materials. Late fees will be incurred for outstanding balances. Admitted students should pay special attention to their admission email for further instructions and information related to accessing their GWeb and E-bill portals. Failure to pay outstanding fees will result in holds on student records preventing future registration or receipt of transcripts.

Participants in the SSW Exposure Program will be admitted to the University as Non-Degree Students. They will be assigned a GWID student identification number, official GW email address, and hold an official student record at GWU. Students will be held to official GWU Policies and Procedures as they relate to non-degree students, [GWU Student Codes of Conduct](#), and [GWU Code of Academic Integrity](#).

Enrollment in courses is limited to one undergraduate course per semester. Registration is subject to space availability and satisfaction of prerequisites. Students will be registered by GW in the weeks leading up to the semester. If the courses indicated on the submitted registration form are closed, waitlisted, or not approved students will be contacted by GW via email to select a new course. Students are not permitted to register themselves for any courses.

Students and families should familiarize themselves with the [University Academic Calendar](#) in advance of submitting an Exposure Program application so they may plan accordingly. GWU does not follow the same academic calendar as DC Public Schools. Students are expected to attend all lectures and linked recitation or lab sessions of the course they enroll in. Failure to do so may result in negative impacts to their final grade. Please be aware that GWU does not have a standardized attendance policy for their students. At the start of each semester, the Professor of the course will go over their syllabus which should include detailed expectations around class attendance, missed assignments, and make-up/late assignments. The Office of Non-Degree Students will uphold the policies and class

expectations set forth by the Professor as stated in their syllabus. Students should be prepared to attend every lecture, lab and/or recitation section and be aware that absences may count against their final grade, possibly resulting in failure of the course and a negative result on their official GWU transcript. Foreseeable conflicts, including but not limited to vacations, extracurriculars, or other activities should be considered prior to participation in the program. Absences resulting from illness, bereavement, or other unforeseen circumstances will be addressed by the instructor on a case-by-case basis in accordance with policies stated in their syllabus.

Students who would like to add, drop, or swap courses after the first day of classes must contact the Office of Non-Degree Students within the first week of classes. Students are liable for non-refundable tuition charges for courses dropped after the first week of classes, along with any other financial penalties.

National Honor Society

According to the National Honor Society (NHS) website, “Unveiled over a century ago, the National Honor Society enshrines four pillars at heart: **Scholarship, Service, Leadership, and Character.**” More than mere badges of honor for NHS members, these principles are transformative keys that unlock potential, enhancing every student’s educational journey, and ultimately empowering them to make profound, enduring contributions to our world.

Toward that end, the School Without Walls Chapter will establish the following criteria for members of the Class of 2028 and 2029 beginning September 2024.

Candidates must

1. Be classified as a junior student – having completed Humanities I and II.
2. Have a cumulative grade point average (GPA) of 3.75 or higher.
3. Have at least 50 hours documented hours of community service.

Candidates who meet the above criteria will be invited to submit an application for membership along with three (3) recommendations from teachers at School Without Walls HS.

At this stage, each student’s application will be evaluated in terms of leadership and character.

After this process, students will be notified of membership status and next steps. Students who do not meet the criteria in their junior year may apply again in their senior year.

Students in the Class of 2026 and 2027 must meet the minimum cumulative GPA of 3.5 and submit a completed application. Once students submit their

application, students will be notified of their membership status and next steps.

Senior Project

In order to receive a WALLS diploma and participate in the WALLS graduation ceremony, seniors must successfully complete the Senior Project. The Senior Project must satisfy the criteria specified in the Senior Project booklet which states the project includes a 15-page research paper, a product, and a 15-minute presentation before a select panel. Additional information regarding the Senior Project is outlined in the Senior Project student booklet.

Professional School Counselors

The mission of the Counseling Department is to provide academic, emotional, and social support to students in the school community. Counseling may include academic advising, college and career resources, personal counseling- social emotional, and collaboration with parents. The school counselor will seek to help students establish academic goals and plans to help develop student personal strengths and interests.

MTSS

The Multi-Tiered System of Supports (MTSS) model will provide a coherent structure through which educators will be able to reflect upon the:

- Mindsets they hold about students and their families,
- Relationships they have with students and their families,
- Quality of the learning experiences they are providing to students, and
- Level of physical and emotional safety they are providing to students.

Whole-Child & Anti-Racist Foundations

MTSS@DCPS is grounded in the Whole-Child Design, that creates conditions to support the well-being of all students, and pillars of anti-racism in alignment with DCPS Equity Framework. In addition, MTSS fosters holistic conversations about students, and used data-driven supports and interventions to provide scaffolding for student skills and mindset. Students should communicate with teachers, counselors, social workers, psychologist, and administrators if you have any questions.

3. Student Code of Conduct

Honor Code

School Without Walls encourages students to demonstrate the highest standard of personal honesty and integrity in academic work, interpersonal relationships with other members of the school community, and participation in all school activities. Any form of dishonesty, plagiarism, or cheating violates the School Without Walls Honor Code. Examples of Honor Code Violations include, but are not limited to the following:

1. Lying—to state an oral or written untruth with the intent to deceive;
2. Copying someone else's class work, homework, quiz, composition, or test by manual or electronic means (i.e., computer, data disk, printout or any process of duplication);
3. Having someone else do his/her work by manual or electronic means (purchasing term papers, communicating answers through text messaging or through other electronic methods
4. Looking at someone else's paper or computer screen during a quiz, test, or examination. Allowing another student to look at his/her work or making a copy or printout for another person;
5. Using a textbook, class notes, or prepared "cheat notes" on a closed-book test;
6. Exchanging papers with another student during a test;
7. Giving or receiving written or oral answers from another student during a test;
8. Securing a copy of a test, answer key, or other testing materials prior to taking the test;
9. Failing to turn in a test or quiz paper at the teacher's designated time during class;
10. Removing a test paper, answer key, or other testing materials from the classroom without permission;
11. Relaying information or accepting information concerning test items and/or format;
12. Plagiarizing—using or copying material or ideas from another source and submitting it as his/her own work;
13. Taking a test for another student;
14. Falsifying data or information (scientific, experimental, bibliographic, etc.);
15. Communication in any form to a fellow student during a test or quiz without prior permission from the classroom teacher;
16. Changing a student's name on a printout or hard copy;
17. Other offenses not previously mentioned.

Examples of Evidence include, but are not limited to, the following:

1. The student's papers, whether handwritten or printed, where similarities exceed the probability of chance;
2. Handwriting comparisons;
3. Interviews;
4. Eyewitnesses must be willing to share information with the Principal or Assistant Principals;
5. Cheat notes;
6. Unauthorized possession of a test, answer key, or other test materials;
7. The original source (i.e., books, magazines) [see plagiarism; MLA Handbook];
8. Unauthorized possession of computer diskettes;
9. Duplicate copies of files from computer directories;
10. Duplicate copies of a hard copy.

Plagiarism/Cheating

Plagiarism is the use of others' words and ideas as if they were one's own words and are a form of cheating. Therefore, student written work that includes quizzes, tests, reports, exams, research papers, and homework will

be judged rigorously for honesty. Plagiarism or cheating in any form is a serious violation of trust between students and teachers and an impediment to true learning. School Without Walls will not tolerate any form of plagiarism or cheating in classrooms, home, or on resource sites used during and after school hours. School Without Walls takes seriously any referral made regarding allegations of plagiarism or cheating.

Academic Integrity

Issues of Plagiarism and cheating will be handled by the classroom teacher and administration in the following sequence.

		Share Documented Notification with Student	Hold Documented Meeting with Parent/Guardian	Initial Assignment Grade	Resubmission
Minor Offense	1st Offense	Yes	Optional	Graded as "F"	One resubmission allowed for full credit
	2nd Offense	Yes	Yes	Graded as "F"	One resubmission allowed with one letter grade reduction
	3rd Offense	Yes	Yes	Graded as "F"	No resubmission allowed
Major Offense	1st Offense	Yes	Yes	Graded as "F"	One resubmission allowed with one letter grade reduction
	2nd Offense	Yes	Yes	Graded as "F"	No resubmission allowed

Minor Offenses: Improper or lack of citations, plagiarizing a minor portion of an assignment, impermissibly using artificial intelligence (AI) on a minor portion of an assignment, copying answers on a minor portion of an assignment, or Practice & Application assignments.

Major Offenses: Using an AI program to plagiarize an entire assignment; copying answers or using AI on all or most an assignment; or cheating on an exam, project, or major assignment.

DCPS and School Without Walls Expectations for Daily Attendance

- Arrive to school and class on time. (School hours are 9:00AM – 3:30PM)
- Bring materials and supplies to class.
- Ask your teacher for missed work or make-up assignments for days when you are absent. (Use Canvas to access work if there is an absence)

- d) Ask school staff to help if you have academic or other concerns (i.e. safety or lack of transportation preventing you from coming to school.)
- e) See Mental Health Team staff to include: School Psychologist, Social Worker, and Counselors if you need academic and/or SEL support.

Implementation Requirements

1. Schools MUST continue to implement all existing DCPS attendance policies and interventions for ALL students. This includes accurate attendance records and specific documentation for all interventions in Panorama.
2. Schools must inform parents in writing or in attendance conferences after five unexcused absences and ten unexcused tardies.
3. All students always retain the right to return to their neighborhood schools regardless of the enrollment at this school.
4. This policy is effective for SY 2025 – 2026.

DCPS School Attendance Policy

A note must accompany any absence from school from a parent/guardian, doctor, official documentation from a court or other related entity. Students **must turn in notes to the Attendance Officer** for verification of absences.

1-2 Unexcused Absences: Teacher calls students' home.

3 Unexcused Absences: Notification letter is sent to students' home.

4 Total Absences: Phone call home (from designated staff member).

5 Unexcused Absences (per term): Notification letter is sent to students' home; School will hold a Student Support Team (SST) meeting.

7 Unexcused Absences: Metropolitan Police Department (MPD) warning letter is sent to students' home.

10 Unexcused Absences: Notification letter is sent to students' home; Referral to CFSA is submitted.

20 Unexcused Consecutive Absences: Student can only be withdrawn if the entire Attendance Protocol has been implemented.

DCPS Policy states, "Students must be present 80% of the day to be counted as "legally present". When a student returns to school after an absence, a note should be sent to the Attendance Counselor.

For additional information about attendance, students and parents can contact DCPS Student Intervention Office or contact our Attendance Counselor. DCPS students must have a certain number of contact hours in classes that are mandated by DC Public Schools.

Excused Absences include:

- Illness
- Medical/ dental appointments (a doctor's note is required)
- Death of immediate family
- Religious Holiday
- Visiting a parent in the military
- Court Appearance
- Suspensions

- Failure of DC to provide transportation where DC is legally responsible (Special Education)

Unexcused Absences include, but are not limited to.:

- Family vacation
- Babysitting
- Oversleeping
- Parent Illness
- Cutting Class
- Running errands

Documentation for an Excused Absence

Parent/Guardians must submit a written explanation/note to their school's attendance point of contact. The explanation must include:

- The Student's name
- Parent/guardian name
- Parent/guardian contact information
- Date of excuse note
- Date(s) of the absence from which the student is returning
- Reason for student's absence
 - If a student is absent for **five (5) or more consecutive days** further documentation **is required beyond communication by the parent for the absence to be excused. Written explanation of the student's absence must be submitted by a doctor or staff of relevant agency, on official doctor's office/agency letterhead and signed by a relevant official.**
- Medical or dental absences must be submitted on official doctor/dentist office stationery
- Student's required presence at judicial proceedings must be documented by a document from the court stating the need for the student's presence on all the relevant dates.

Late to School

It is strongly encouraged that students enter the building daily no later than 8:45 am. The warning bell will ring at 8:55 am. Students who are not seated in their first period class by 9:00 AM will be marked tardy. Repeated tardies to school by students are unacceptable and it leads to a reduction in instructional time in a subject area. Repeated tardies will result in a call to the parent, SST meeting, and may result in loss of off campus privileges during the lunch period.

Early Dismissal from School

Attendance is important for success in school. It is recommended a request for dismissal be for urgent reasons only. A parent or guardian requesting early dismissal for a student must report to the security desk to sign the student out of school. Students desiring early dismissal must comply with the following procedure: **A note must be signed by a parent/guardian stating the time of the dismissal, the reason for dismissal, a daytime**

telephone number, and a responsible adult who will pick up the student. (See Attendance Counselor).

A telephone call does not meet the requirement for early dismissal. Students must bring their notes to the main office in the morning to receive an early dismissal slip. It is important to remember if a parent has a different last name, the student's complete name must appear on the dismissal note. The student must submit all notes to the Attendance Counselor, Mrs. Jones-Hinnant.

For more information regarding the DCPS Attendance Policy, please visit [this link](#).

Signing in and Out of School

Students must sign out at the security desk **when exiting** the building after **9:00AM**. This includes reporting for internships. **Students are not allowed to go to the deli or any eating establishment during class time to obtain food/drink for self or an adult in the building.**

Metal Detectors

All students entering the building must proceed through the metal detector. Please see the list of prohibited items students are not allowed to bring to school.

1. Glass bottles;
2. Spray bottles;
3. Lighters/ Matches;
4. Weapons/ drugs/ alcohol;
5. Metal hair picks or combs;
6. Medication: over the counter and prescription;
7. Sunflower seeds;
8. Sharp objects;
9. Explosive devices.

Field Trips

All students must submit a general permission slip that covers all walking field trips. ([Daily Field Trip Permission Form](#))

Field trips are an integral part of the WALLS academic program and occur frequently. WALLS recognizes a distinction between two types of field trips: those affecting only a single class, and those affecting multiple classes. Single-class field trips occur routinely, and do not require a separate permission slip if they are within walking distance, since they are a part of WALLS curriculum. For trips extending beyond a class period, teachers have the right to deny permission for a student to attend if they are concerned about their missing class. Reasons a student may be denied permission include the following: poor attendance, poor academic performance or a conflict with a major assessment. Field trips that involve transportation, whether they are within a single class period or not, require an additional permission slip.

For field trips where students are asked to meet at a destination or return to school independently, they are expected to arrive on time.

For longer field trips, (outside of the Washington, DC metropolitan area) no student will be allowed on a field trip without completion of proper forms completed by a parent/guardian including insurance information. Students attending a field trip must have the approval from all teachers if a class is missed and they are responsible for completing the missed work.

For all trips, if there are behaviors that have been exhibited that do not represent the best of the Walls community, students may lose their privilege of attending a trip and lose money paid for a scheduled field trip. Teachers and students must follow DCPS expectations and protocols for field trips outside of the Washington, DC area.

Dance Policy

In order to maintain a safe dance environment for students and staff, the following school dance procedures have been developed. All dance sponsors and chaperones are required to support the SWW administration in implementing the SWW school dance procedures. All guests and WALLS students who attend the dance agree to abide by the WALLS School Dance Procedures. Administrators will follow the three strikes rule before shutting down a school dance and sending students home.

Administrators, Security Guards, and Chaperones

For a dance to be approved and allowed to proceed, the following personnel must be confirmed to attend the dance.

- Two WALLS Administrators
- Four Security Guards
- Eight Chaperones (Teachers or Parents)

For any dance held at School Without Walls and/or a venue where security must be secured, the sponsoring organization of the dance is required to pay the salary of four security guards for the hours worked during the dance.

Administrators and chaperones will complete a short training course on these procedures before the dance, if needed.

Guests of SWW Students

Each SWW student is allowed to bring one (1) guest to a school dance. Guests of SWW students are allowed to attend dances if the SWW student purchases a guest ticket and gives their guest's name to the dance sponsor in advance; this information will be gathered from the completed [Guest Permission Form](#). Sponsors will provide a written or typed list of guests to

chaperones. Guests will enter the dance with their SWW. No guest will be admitted to the dance unless they are on the guest list and already have a ticket. No tickets will be sold at the door, at the time of the dance, or during the dance.

Venue

Sponsors will secure a venue for the dance and set it up in such a way that chaperones and security personnel can easily, securely and efficiently check in students, issue wristbands (if applicable), check identification, and check bags and coats. The submission of a floor plan is part of the dance application procedure. If the venue is such that a secure bag check area is not available, a no-bags rule may be required for that event, at the discretion of the school administration.

Bag and Coat Check

Students who bring purses, bags or jackets will be subject to a search by security officers. All coats and bags must be checked in before entering the dance for its entirety. Students will have no access to bags during the dance.

Student Safety and Respectful Dancing

The administration and teachers at Walls want to keep all students safe at school sponsored dances. Students shall not slam into each other, jump onto each other or dance in a way that could injure another student. Students shall not treat the dance floor as a mosh pit. Please be respectful of another student's space. Also, students shall not dance inappropriately or demonstrate mock sexual acts on the dance floor.

Alcohol and Drug Use

Any student found to be under the influence of drugs or alcohol or found bringing alcohol or drugs to a dance will be removed from the dance immediately, and their parents will be called to escort them home. DCPS discipline policy- Chapter 25 will be followed and students are subject to appropriate disciplinary consequences for this behavior.

Additional Dance Protocol

Students planning to attend a school dance must be aware of the school dance policies. School dances are limited to WALLS students and their guests. Guests must be a student in grades 9 – 12 to attend dances. An older guest must have the approval of administration or the dance sponsor. No students below grade 9 are allowed to attend SWWHS dances.

Students are not allowed to come to a dance under the influence of a controlled substance. No drugs including alcohol and/or tobacco products are allowed on school property or property used for a school function. (See Drug and Alcohol Policy) Appropriate discipline per DCPS Chapter 25 will be administered. Metropolitan Police may be notified depending on the situation.

Failure to comply with rules, directions of chaperones, staff members, or police officers, will result in removal from the dance and disciplinary consequences.

Discipline Procedures and Regulations

School Without Walls follows the guidelines set forth in the District of Columbia Municipal Regulations as stated in Chapter 25.

Learning from one's mistakes is the basis of any disciplinary system. Students who violate a teacher's classroom or school rules will be held accountable for their behaviors. We, at WALLS, want our students to meaningfully reflect on their actions in ways that incorporate consequence, accountability, and improved behavior. Various consequences will be used to help students learn to modify their behavior and accept responsibility for their actions.

Teachers are encouraged to meet with students before or after class or, if necessary, after school to discuss what behaviors are expected in class. If a student continues to misbehave after meeting on more than one incident with a teacher, that teacher may choose to send the student to the office with a complete disciplinary form. The administration then acquires the responsibility of helping the student to modify his/her behavior.

The administration may use behavioral modification plans, school enhancement projects, after-school detention, in-house suspension, or out-of-school suspension as a means of reinforcing proper behavior in school. Parents will be notified of any action that takes place regarding discipline and behavior issues in school. Students will be given a twenty-four (24) hour notice if detention is assigned to a student. SWWHS will follow DCPS disciplinary policy for matters regarding student behavior.

Discipline is a cornerstone of any successful school. School discipline has two main goals, which are to ensure the safety of staff and students, and to create an environment conducive to learning. Our philosophy of discipline is based on the 4 R's. It is necessary for students to give and receive respect to provide a proper learning environment.

- Respect for Self
- Respect for Others
- Respect for School Property
- Respect for Others Right to Learn

Students are expected to maintain proper decorum on school grounds and school related events. School Without Walls and DCPS prohibit:

- Bullying
- Cheating/ Plagiarism

- Class cutting
- Cyber stalking
- Disorderly conduct
- Disrespect
- Failure to do class work
- Fighting
- Gambling/playing cards/computer games
- Harassment/Teasing/Slander/Libel
- Hazing
- Inappropriate behavior in the commons and corridor
- Inappropriate drawings/artwork/ craftsmanship
- Inhalants
- Insubordination
- Jewelry with inappropriate designs
- Lasers
- Leaving designated lunch perimeter
- Leaving the building without permission
- Possession of cigarettes, lighters and/or matches
- Possession of drug related items
- Profane and/or obscene language/gestures
- Public display of affection
- Spraying perfume, hairspray, and other aerosols
- Stealing
- Tardies to class and school
- Throwing snowballs
- Truancy
- Use of tobacco, drugs, or alcohol
- Vandalism to school property
- Weapons to include guns, knives, brass knuckles, etc.
- Wearing hats and other inappropriate attire

Alcohol, Tobacco and Other Drug Policies

School Without Walls takes seriously the use of drug and alcohol use.

Students will be disciplined according to DCPS Student Discipline Policy, DCMR Chapter 25 when such activity takes place. DC Public School drug policy regulation is also known as Chapter B25 and Title 5 of the DCMR.

Chapter 25 District of Columbia Municipal Regulations

The District of Columbia Municipal Regulations prohibit the use or possession of any alcohol, drug paraphernalia or controlled substance, irrespective of the amount or type, pursuant to the criminal statutes of the District of Columbia, codified at D.C. Official Codes Section 41101, et seq. (2001), when such activity takes place during school hours, on school premises, on school-related transportation, or during school sponsored events.

The purpose of the policies related to tobacco, alcohol, and the use of other substances is to prohibit the use, transfer, or being under the influence of

tobacco, alcohol, or other drugs. Students are at all times prohibited from use, possession, transfer, or being under the influence of tobacco, alcohol or other drugs.

- Non-students, involved in WALLS activities or on WALLS property, are at all times prohibited from use, possession, transfer or being under the influence of tobacco, alcohol and other drugs. This policy includes school and non-school events held on school property, twenty-four (24) hours per day, seven (7) days per week, by any person, student, employee or guest of the school. School events not held on school property are subject to the same restrictions.
- Possession means possession in or on your person, personal effects, motor vehicle, and any areas substantially entrusted to the control of the person such as desks, files, lockers, backpacks, etc.
- Controlled Substance(s) include any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, all illegal drugs and substances are included such as marijuana, heroin, morphine, cocaine, or opium derivatives, LSD, DMT, STP, amphetamines, methamphetamines, and barbiturates. This does not include prescription drugs prescribed by a registered physician, which are consumed by the student to whom they were prescribed. The nurse must be made aware of or notified of any use of prescription drugs.

Off-Campus Lunch

At Walls, we have an open campus for lunch. Students are permitted to leave the building to pick up lunch or eat off campus. Students are expected to conduct themselves in a respectful manner and not cause disruptions to the GWU students or surrounding businesses. Students must remain in the immediate area of the GWU campus. Students may not get on the bus or Metro. Students are to report back to the building in order to go through security abatement and be seated in their next class on time. Continued late arrivals can result in loss of off campus lunch privileges.

Lunch-Office Time

Students may be directed to spend their lunch period in the office or room 404 for the reasons listed below. Students are expected to report to the office or room 404 if notified by school administration or office personnel.

- Redirect behavior
- Study time required for classes
- Academic support from teachers
- Excessive tardies

Hostile Environment Regulations

Creation of a hostile environment is defined as engaging in prohibited activities that tend to degrade a student's self-esteem and/or ability to learn and thrive in school and school-related activities. Prohibited activities include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, appearance, and dress, learning style, interests or behaviors. Reports of such conduct are investigated, and disciplinary action will be taken by school administration.

Bullying/Cyberbullying

DCPS shall provide an educational environment free of intimidation, verbal abuse, or physical abuse for all students. Bullying/cyber bullying shall be defined as any conduct by an individual or a group perceived as threatening or designed to instill fear. Harassing or bullying is a type of behavior that may hurt, embarrass, or frighten another person. Bullying behaviors include, and are not limited to, teasing, verbal harassment, spreading rumors, name calling, making threats, putting people down, unwanted touches, physical attacks, and/or ostracism, be they physical or cyber in nature. More specifically, cyber bullying includes posts to Facebook, Twitter, TikTok, email, texting, and any social media etc. These activities may be reported to the police and parents will be notified of disciplinary action taken by the school.

Harassment/Sexual Harassment

- The staff of WALLS supports the belief that all students have the right to a positive and uninterrupted school environment. The school community will not permit harassment by any individual. Harassment of any kind, including any actions sexual or threatening in nature will not be tolerated.
- Conduct will be deemed harassment when it substantially interferes with a student's performance or an intimidating, bullying, hostile, or offensive environment is created. All people involved in harassment will be dealt with under due process in an appropriate manner that includes but is not limited to the following: parental involvement, detention, out-of-school suspension and notification of police.
- WALLS and DCPS are committed to safeguarding the rights of all individuals within the school district to work and learn in an environment free from all forms of sexual harassment. With respect to students, unwelcome sexual conduct would constitute sexual harassment in a school setting.
- Sexual harassment includes, but is not limited to, unwelcome flirtation, sexual advances or propositions, continual or repeated verbal abuse of a sexual nature, use of sexually degrading words, and the display in the school of sexually suggestive pictures. Deliberate, unsolicited and unwelcome verbal comments, gestures or physical contacts of a sexual nature also constitute sexual harassment.
- Sexual harassment is prohibited conduct by one employee or student toward another. The gender of the party involved is not a factor in sexual harassment.
- Prohibited activities also include, but are not limited to, harassment about race, gender, sexual preference, handicap, religion, ethnic or social group, and attire, learning style, interests or behaviors.

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or to any member of the school staff. Sexual harassment occurs when: submission to such conduct is made, either explicitly or implicitly, a term or condition of an

individual's education; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic or work environment.

Sexual harassment as defined above may include, but is not limited to verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, and un-welcomed touching.

If the student perceives comments, gestures or actions from any individual to be offensive, the individual should notify administration, a teacher, the nurse, or counselor.

Administrators and supervisors, who become aware of any allegation(s) of sexual harassment, or other types of harassment, shall report promptly such allegation(s) to school administration or the Instructional Superintendent.

Interrogation and Personal Search

It is the policy of the school to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials will observe the following:

- A student may not be interrogated on school premises by any outside authority without the knowledge of the Administration and/or Chancellor/designee.
- Any interrogation must be done in private, if possible. When a parent or guardian cannot be notified, the police shall be requested to conduct the interrogation at a time when parents are available. If this is not possible, the Administration may be present and an interrogation by the police may proceed.
- A student may not be released into the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority.
- Should a student be removed from the school by a legal authority, parents will be notified of this action by administration immediately.
- A warrant-less search of a student's personal possessions or articles may be conducted if there is a **reasonable suspicion** the search is necessary to protect the health and/or safety of students or staff or to detect a violation of school rules.
- In any of the forgoing enforcement actions, the administration/Chancellor designee is authorized to use K-9 dogs or any technological devices whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer/handler who will be responsible for the dogs' actions.

- Any indication by the dog or devices that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Off-Campus Behavior

Students may be disciplined for off-campus behavior. Off-campus speech or action when it causes, or is likely to cause, a substantial disturbance or when it creates a threat of danger at the school will be addressed by the administration. Students can be disciplined for misbehavior occurring off school grounds if there is a connection between the school and the off-campus behavior. This includes behavior around inappropriate use of social media, etc.

George Washington University

Access to The George Washington University (GW) is a privilege and students are expected to adhere to WALLS rules and GW campus policies. If students engage in inappropriate behavior on The GW campus, students risk consequences from The GW Police and WALLS school administration.

Computer, Cell Phone and Internet Acceptable Use Policy

All SSWHS students, along with a parent/guardian, will be responsible for reading and following the school Cell Phone Policy, which can be found [here](#).

Students are expected to follow the rules of network etiquette listed below.

- The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. WALLS believe in the importance of bringing network Internet access to teachers and students. The "Network" shall be used to describe the Internet (World Wide Web), the LAN (Local Area Network), and the WAN (Wide Area Network) contained in and for the use of DCPS and any of its facilities.
- The school's intent is to make technology available to further its educational goals and objectives. The benefits to students exceed any disadvantages. The school does not guarantee the appropriateness of all material on the Internet.
- Computer or network storage areas are school property. Users should not expect that files stored on WALLS systems are private. Network administrators may review files, communications and network sites visited to maintain the system's integrity and to ensure responsible use.
- When any student act of vandalism results in damage to electronic equipment or computer software, all costs incurred for repair or replacement will be the responsibility of the student and/or parent/guardian.
- Vandalism will result in loss of network privileges, disciplinary action, and/or possible legal referral. Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of computers, peripherals, or other network hardware or intent to harm or destroy data of another user or any other agencies or networks that are connected to the system. "Computer viruses" can destroy valuable programs and data and are considered vandalism.
- Purchasing of goods and other services via the technology network is prohibited.
- When violations occur, users run the risk of losing their privileges and access as well as facing additional disciplinary or legal action.

- Students working in classrooms are expected to be on task at all times when given the privilege of using a computer in the classroom.

Users are expected to abide by generally accepted rules of network etiquette. These include but are not limited to the following:

- Students may not use the teacher computer station in any classroom without teacher permission.
- Students will use appropriate language and conduct in all forms of communication on social media. (i.e. Twitter, Facebook, Instagram, etc.).
- Students who receive inappropriate material will refer the incident to a teacher, staff, or administration.
- Students will consider the work of all users to be valuable and will respect the privacy of others and their materials.
- Students may NOT use any computer without teacher permission and supervision.
- Students will alert the proper authorities if they observe someone abusing the equipment or system.
- Students will understand that electronic mail and personal files are not guaranteed to be private. People who operate the system do have access to all mail and files. Messages and files relating to or in support of illegal activities will be reported to the authorities.
- The use of computers during the school day will be restricted to school-related projects only.

Cyberstalking and Chat

It is against the law to transmit any communication by a computer to any person for the sole purpose of harassing that person or his or her family.

It is prohibited to post slanderous pictures, messages or other articles of media about fellow students, staff or faculty members on Internet databases such as My Space, Face Book, etc. Students who engage in this behavior are in violation of DCPS Chapter 25 regulations and will face consequences.

The Acceptable Use Policy for the Internet and other Internet-related policies and procedures will remain on file in the Main Office of WALLS. This and other related documents would be available for review by all parents, guardians, school employees, and other community members.

Electronic Devices

School administration reserves the right to confiscate electronic devices if students do not adhere to rules enacted by school administration. Students may not use electronic devices in the classroom unless given permission by their teacher. The school assumes no responsibility for loss or damage of electronic devices and their attachment. If students violate electronic device policy, students will meet with administration and a telephone call will be made to parents. Administration reserves the right to enact Chapter 25 if student behavior does not improve.

Due Process and Grievance Procedure

The U.S. Supreme Court in the *Goss vs. Lopez* 419 U.S. 565 (1975) decision requires that, except in emergencies, students be given notice of charges against them and an opportunity provided to be heard before they are suspended from public school. Students are also entitled to certain procedural rights in accordance with DCPS Policy including the following:

1. *Notice*-A student will be told what rule has been violated or will be given a written copy of the charge by the *Administration*.
2. *Hearing*- A student will be given an explanation of why he/she is believed to have broken the rule if the charges are denied. A student will be given a chance to tell his/her version of what happened. A meeting with the *Administration* and the teacher who originated the charge may be held.
3. *Appeal Process*- If the Assistant Principal takes the action, the first appeal will be to the Principal, who will issue a decision within five days.

If the decision of the Principal is going to be appealed, the student or parent may appeal in writing to the Instructional Superintendent of Schools within two school days. The Instructional Superintendent will then render a decision within five days of the conclusion of the appeals hearing.

4. Extracurricular Activities

ATHLETICS

School Without Walls offers a range of clubs and athletic programs. If a student wishes to start or participate in an organization that is not available at WALLS, the student must speak to the Principal to receive permission to start or participate in one of these activities.

Athletic Teams Sponsored:

- Boys Basketball
- Boys Baseball
- Boys Cross Country
- Boys Lacrosse
- Boys Soccer
- Cheerleading
- Coed Crew Team
- Coed Tennis
- Coed Ultimate Frisbee
- Girls Basketball
- Girls Bowling Team
- Girls Cross Country
- Girls Field Hockey
- Girls Lacrosse
- Girls Soccer
- Girls Softball
- Girls Volleyball
- Golf
- Skiing

- Weightlifting

See Mr. Kip Smith for additional information about athletics

CLUBS

- B.O.M.B. Squad Hip Hop Dance Team
- Bridge Club
- Cheese Club
- Chess Club
- Creative Expressions
- Dance Ensemble
- Debate Club
- Ethics Club
- Future Business Leaders of America (FBLA)
- It's Academic
- Literary Magazine
- Model UN
- MOST (Men of Strength)
- Poetry Club
- Robotics
- WALLS Concert Choir
- Yearbook

See Ms. Schulz for additional information about clubs

Administration welcomes the addition of new clubs with faculty sponsorship and with administration approval.

5. Regulations and Policies

Books and School Equipment

Textbooks are loaned to students for their use during the school year. Teachers will maintain a record of books issued to students. Parents are responsible for paying for any book that is lost or severely damaged.

No technology equipment will leave the building without students obtaining appropriate permission from the appropriate school official. Students are liable for lost equipment and damage to netbooks, laptops, and tablets. Students are directly responsible for all school property that they use.

Students will be held financially accountable for the replacement value of damaged school property or lost property for which they are responsible. This includes textbooks, library books, art supplies, laboratory equipment, culinary equipment, desks, computers, and/or computer equipment, musical instruments, athletic equipment, athletic uniforms and physical education equipment, personal property of others and any other item considered to be

the property of DCPS. Students are held accountable for lost or ruined property for the duration of their WALLS experience.

- Students will be held financially accountable for the repair of any school property that is damaged due to carelessness or vandalism.
- Students may not be issued final report cards or transcripts until all school property is returned.
- All students leaving WALLS including transfers out and seniors graduating, are required to complete a clearance sheet.

Class Dues

Each year class dues may be collected from each student and placed in escrow in the class account. Students and parents are notified by class sponsors as to the amount that will be collected =. Students are advised to follow the due date schedule for paying class dues given by class sponsors. Beginning in 9th grade, each class may participate in various fundraisers to offset costs of Senior Dues.

Visitor Policy

These are the guidelines for visitor policy regarding School Without Walls.

1. All visitors meeting teachers and staff should arrange an appointment to do so.
2. Visitors, including parents/guardians and alumni, will use the main entrance only.
3. Visitors will report to the security desk and sign in. A visitors' log will be kept at the security desk. (As a result of COVID-19, the school reserves the right to ask visitors or guests to engage with staff and students virtually.)
4. A visitor's pass will be issued.
5. All visitors must sign out at the security desk upon leaving school grounds.
6. Visitors will need an escort to the location they plan to visit in the building; visitors may not visit classrooms without the permission of administration.

FERPA- Family Educational Rights and Privacy Act

DCPS: Notification of Rights under FERPA for *Elementary and Secondary Institutions*

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or

eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
4. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Dispensation Of Over-The-Counter Medication

Students are not allowed to carry any over-the-counter medications or disciplinary action will be taken. Over the counter medications are defined as those medications that can be purchased for personal use without a prescription.

WALLS shall ensure the safe administration of over-the-counter medications to students.

When an over-the-counter medication is dispensed in a school building, by any person other than a parent or guardian, strict medical protocols must be followed.

A physician's order, which specifies the following, must be obtained and verified prior to administration of over-the-counter medication(s) by a school nurse or a certified professional. The physician's order must specify the following:

- The name of the student
- The specific over-the-counter medication
- The specific medical need
- The dosage
- The predetermined period

Written parent permission to administer medication to a student shall accompany the physician's order.

Health Services/Nurse/Medications

The school nurse is available from 9:00 AM until 3:30 PM daily. The nurse will see students who become ill during school or sustain an injury. One of the functions of the nurse is to help manage and give input to the school health program. In addition to assessing illness and injury and maintaining student health records, the nurse provides individual counseling and education to students and staff. At the beginning of every school year, a medical emergency form is sent home to be filled out and signed by a parent or guardian. This form is important for the nurse to have in order for parents to be contacted in the event of an emergency.

Every student visiting the nurse's office will be required to have a pass from his/her classroom teacher or from the main office; otherwise, he/she will be sent back to class except in an emergency. Students are to report to class first except in an emergency. If the nurse is not available, students will be instructed to report to the main office where necessary actions will be taken. Failure to report to the office or leaving school without permission from either the nurse or office should not occur at any time.

The nurse is authorized to dispense medication when needed. In order for the school nurse to safely dispense medication prescribed and over-the-counter medication for a student attending school the following conditions must be met:

- All medications must be in their original container.
- Written permission must be received from the parent.
- Written permission must be obtained from the physician.
- Parents assume responsibility to see that medication is safely delivered to school.
- Medication will remain in school for the duration that the medication is to be given and will not be sent home each day with the student.
- Students are not allowed to distribute medications. The nurse must distribute all medications. This includes over the counter medications such as aspirin, cold tablets, etc. (See [Authorization for Administration of Medication](#).)
- Students who need to carry inhalers shall provide the school with medical documentation that the inhaler has been legitimately prescribed and that the student needs to carry it on his/her person due to a medical condition.

- Students who cannot stay awake in class will be sent to the nurse, parents will be called, and students may be sent home with parents. Repeated incidents will result in the parent being advised to take the student to a doctor for health and/or other concerns.

The incidence of asthma and other respiratory illnesses among students and adults is on the rise. The use of body sprays, colognes, perfumes, hairsprays and other aerosols will not be permitted within any part of the school building including lavatories. These sprays can exacerbate illnesses causing emergency treatment and even hospitalization. Use of such products will lead to disciplinary action.

TITLE IX Policy

Definition of Title IX of the Education Amendments of 1972:

1. No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
2. Title IX requires an agency or institution for the establishment and maintenance of a mechanism whereby students and employees may seek an end to and redress from illegal sex discrimination, including sexual harassment, and whereby the agency or institution may continually be apprised of and evaluate possible discriminatory practices and policies and develop its own strategies or programs for the correction of discrimination.

For more up-to-date information, please continue to visit <https://dcpsstrong.com/>.

6. School Emergency Response Plan

All students are expected to know how to respond in the following situations.

Fire Drills

The following classrooms will exit the building according to their classroom fire evacuation map through the appropriate exit as indicated.

West Basement Exit Door	West Ground Exit Door		North Exit (between Room 127 and Room 128	
11	2 4	2 22	124	3 22
12	2 7	2 24	127	3 24
14		2 27	Commons B	3 27

		29	2	Commons	30	3
		30	2	C		

Then proceed **left** (west) down G Street towards 22nd Street. Turn left onto 22nd Street and proceed to F Street. Turn into the opening next to the South Hall dormitory. Proceed to the grassy knoll on the right.

Rooms that go through the Main Entrance (next to Main Office):

30	01	2	3	404
111	02	2	3	Library
Commons A	11	2	11	
130				

The above classrooms will exit the building according to their classroom fire evacuation map and exit through the Main Entrance (next to the Main Office) and proceed to the right (east) down G Street towards 21st Street. Turn right at the opening next to the GSEHD Building (2134 G Street). Proceed to the grassy knoll on the left.

Fire Drill Instructions

1. Make sure you understand the route to use out of the building and the appropriate route to the grassy knoll area based on your classroom.
2. Line up with your class, facing the brick sidewalk where your teacher will be taking attendance
3. There should be no talking or distracting behaviors. No cell phone usage, earphones, or horseplay.
4. Teachers should be the last person out of classrooms. Therefore, students should be knowledgeable about routes.
5. Teachers will take attendance at the designated meeting point and identify missing students.
6. When returning to school, go back using the same route and entrance that you used to exit

Evacuation

Why would we evacuate the building?

When conditions outside the building are safer than inside. For example: a fire within the building.

When the announcement is made informing the building to evacuate:

- Close windows and doors; do not lock.
- Be alert and assist any student with a disability if needed.
- Leave the building quietly and in an orderly fashion.

- Report to your designated area (where your class goes during a fire drill) and attendance will be taken.

Where do we go when we evacuate?

- Follow evacuation for Fire Drill: report to grassy area on G Street between 21st and 20th Streets.
- Once at the meeting location, wait for Administrator instructions to move to the 1st floor of the Student Services Center.

Lockdown

Why would we go into lockdown?

To protect students and staff from potential dangers in the building or outside.

When the announcement is made informing the building of a lockdown:

- Students in the main office, counselors' offices, or nurse's office will remain at these locations under the direction of staff present at the time.
- Students report to the nearest available classroom, including students in the Commons.

Commons A □ Room 111; Commons B and C □ Room 124, 127, or 130

- No one may remain in the hallways.
- Assist those needing special assistance, if you can safely do so.
- Turn off lights and pull-down blinds, if possible.
- All windows and doors should be closed and locked, if possible.
- Stay away from windows and doors. Hide behind something large, if possible.
- Stay quiet and await further instructions. Silence your cell phones.
- No one may leave for any reason until the "All-Clear" is given.

Armed Subject/Active Shooter

What is an Active Shooter?

One or more subjects who enter a building with weapon(s) with the intent to injure one or more persons

What do we do if an active shooter situation arises?

- Per Metropolitan Police, faculty, staff, students, and persons in the building should exit the building if possible. Go to the nearest exit if possible and exit building with your hands up.

If you can get out, GET OUT. Leave your belongings behind.

If you are in the commons and can safely get to an exit, evacuate. If not, report to closest classroom/office.

- If you are unable to exit, follow Lockdown procedures. Silence your cell phones.
- Call 911. Use the term "Active Shooter". Indicate clearly to the police dispatcher there is an "Active Shooter." Give the name, location, and telephone number of the school.

- Stay in lockdown mode until further instruction by school staff and/or law enforcement.

Hostage

What do we do if a hostage situation arises?

- Initiate Lockdown procedures.
- Call 911. (When talking to police, be sure the dispatcher understands there is a hostage situation in progress.)
- Follow police direction.

What to do if you become a hostage:

- Try to maintain your composure and stay calm.
- Do not challenge or confront the person.

Take no further action. Wait to be rescued or released.