



# **SCHOLAR/PARENT HANDBOOK**

## **2016-17**

**PERRY STREET PREPARATORY PUBLIC CHARTER SCHOOL**

**Empowering Scholars to be productive and caring members of their community**

**1800 Perry Street, NE, Washington, DC 20018**

**Phone: 202.529.4400 | Fax: 202.526.2214 | Web: [www.pspdc.org](http://www.pspdc.org)**



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## School Profile

**Mission:** The mission of Perry Street Preparatory Public Charter School (PSP) is to prepare a community of diverse learners and cultivate relationships with families while empowering scholars to be college-ready and to thrive in a global society.

**History:** Joseph W. Gauld of Hyde Schools founded our school in 1999. Then known as Hyde Leadership Public Charter School, our school was one of the first charter schools to open in the District of Columbia (DC) and has grown to become one of the largest. We ended our affiliation with Hyde Schools in 2011, but our belief in the importance of character, stringent academics and parental involvement remains strong.

**Location:** Our newly-renovated, state-of-the-art building offers high-tech classrooms, a spacious media center and other amenities that support a 21<sup>st</sup> century college preparatory education.

**College Prep:** We direct all of our financial and human resources to providing a 21<sup>st</sup> century, college preparatory education to each and every Scholar, K-8. We believe every child deserves a high-quality education that prepares them for post-secondary education, the workforce and beyond.

**Curriculum:** Our curriculum is aligned to the National Common Core and DC standards and has a college-readiness focus. We provide additional resources in the manner of academic, social-linguistic and social-emotional support to ensure that Scholars with diverse needs have the same access and opportunities as their peers.

**Teachers and Instructional Staff:** We hire highly qualified and highly committed teachers. We provide our teachers with extensive professional development in instructional methods and best practices to ensure that all of our Scholars receive individualized and tailor-made instruction that meets their needs.

**School Culture:** Our school offers a safe and secure learning environment. There are no metal detectors at Perry Street Prep! Three character values – Respect, Responsibility and Perseverance – are integrated daily within the classroom and throughout the school community.

**Parent Participation:** We build strong relationships with parents and guardians through our Parent Program, which provides a variety of activities and opportunities to empower and support families.



## **Notice of Nondiscrimination**

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Age Discrimination Act of 1975 (“The Age Act”), applicants for admission and employment, Scholars, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Perry Street Prep Public Charter School (“Perry Street Prep”) are hereby notified that Perry Street Prep does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs and activities.

Scholars, parents and/or guardians having inquiries concerning Perry Street Prep’s compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to Scholars or who wish to file a complaint regarding such compliance should contact:

## **Notice of Grievance Procedures for Parents and Scholars**

Anyone who believes that Perry Street Prep has violated the regulations of Section 504, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act by discriminating on the basis of race, color, national origin, sex, age, or disability can submit a complaint pursuant to Perry Street Prep’s Grievance Procedures found at the end of this Handbook.



## **School Operations**

### **School Contact Information**

#### **School Address**

Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018

<http://www.pspdc.org/>

#### **Important Phone Numbers**

Main Phone Number	202.529.4400
Fax	202.526.2214
Front Office Receptionist	202.529.4400, press 0
Special Education Program	202.551.0821

### **School Calendar**

The school calendar is located on the school's website. We encourage you to visit this calendar frequently as changes are made throughout the school year.

### **School Closures**

For all school closing / delayed openings due to inclement weather, Perry Street Prep follows DCPS. In the event of school closings, delayed openings, or early dismissals, please refer to local television networks for information regarding the schedule for that day. In addition, PSP will send messages to your home telephone numbers. Finally, visit the PSP website for updates: [www.pspdc.org](http://www.pspdc.org).





## **General Policies**

### **Enrollment**

Scholars must have all enrollment information completed and turned in prior to Scholar attending school; it is imperative that all information is correct. Scholars without proper contact information will receive notice at home for correction.

### **Residency**

All guardians must prove DC residency during the designated enrollment slot for each student. If there are any residency disputes, the guardian has three (3) calendar days to submit the additional documentation. If residency cannot be proven by this time, the child will automatically be un-enrolled. DC residency must be proven by the legal guardian. If anyone besides the birth mother or birth father is proving residency, legal documentation must be submitted proving guardianship. Perry Street Prep will initiate a residency investigation upon receiving evidence that a family is not living in the District of Columbia.

### **Emergency Contact Information**

All students must have Emergency Contact Information on file, listing the names and phone numbers of any adults (18 or older) who may be contacted in the case of an emergency. It is the parent/guardian's responsibility to keep this information accurate and current. Students and/or student records will not be released to any individual not listed on the Emergency Contact Information. Changes and/or updates to the Emergency Contact Information must be done in writing by the primary parent/guardian. Verbal changes will not be accepted.

### **Transfer or Withdrawal of Scholar:**

Students may withdraw from Perry Street Prep during the school, before the school year or after the school year. Students who wish to withdraw must complete the Withdrawal Form, return all assigned textbooks, and pay all outstanding school fees. A parent or guardian of record is required to come to the school and sign the necessary forms for a Scholar withdrawal or transfer from PSP. Parents/Guardians must provide proof of enrollment in a subsequent school within ten (10) calendar days. Failure to do so will result in the student being considered truant. Proper truancy protocols will be followed.

Students who withdraw from Perry Street Prep at any point may not re-enroll during the same school year. Students must begin the enrollment process as new students for subsequent school years and follow enrollment and lottery protocols.

### **Re-Enrollment Deadline**

In December 2016, we will announce our re-enrollment period for eligible returning Scholars who have first rights to reserve a space for the next school year. We will announce the re-enrollment process and deadlines via community flyers, letters sent home, website updates, Power Announcements® and other communications. Please adhere to the deadline so that we may welcome your children back for the 2017/2018 school year. Once we start our admissions process to admit new Scholars, your child may forfeit their space if they have not officially re-enrolled.

### **Clearance Process**

The Clearance Process stipulates that Scholars be cleared of fee balances or commitments concerning textbooks, lockers, library books, lunch balances, academic standing, After-Care balances, summer school



and service learning hours. K-8 Scholars must complete the Clearance Process in order to participate in a promotion or graduation ceremony or to receive their final report card.

### **Damaged, lost or stolen items**

Perry Street Prep is not responsible for any student personal property or school issued materials to a student that are damaged, lost or stolen. Students should only bring necessary school supplies with them to school. Perry Street Prep strongly discourages students from bringing in costly items such as electronics, jewelry, or toys. The school will not reimburse students for damaged, lost or stolen items.

### **Electronic Usage Policy**

PSP is not responsible for lost, stolen or damaged electronics (e.g. cell phones, game systems, tablets, laptops e-readers, etc.) or students bring to school.

Scholars may possess cell phones on school property. No other electronic devices beyond cell phones are permitted at this school unless it is a part of a Scholar's educational plan. As a part of this agreement Scholars must turn off phones upon entering the property and store cell phones in locker until the end of the school day. Scholars in grades K-3 Are not permitted to have cell phones while on school property.

Violation of this policy will result in:

- 1<sup>st</sup> infraction- immediate confiscation of cell phone or electronic device to be returned at the end of the school day.
- 2<sup>nd</sup> infraction- immediate confiscation of cell phone or electronic device to be returned to a parent or guardian only.
- 3<sup>rd</sup> Infraction- Scholar must turn in cell phone upon entering school building to security for storing or forfeit the privilege of being able to bring a cell phone to school.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

### **Homeless Students/ McKinney-Vento**

Perry Street Prep provides services for students who qualify as homeless under the McKinney Vento Act. Families receive information on the McKinney-Vento Homeless Education Assistance Act annually. The school's McKinney-Vento liaison acts as the main point of contact for families and government agencies. Referrals may be made to the student's Dean or McKinney-Vento liaison.

The McKinney-Vento liaison annually informs staff and parents/guardians of steps to take when referring a child for assessment, common signs of homelessness, and services that will be made available to all identified students. Referrals and assessments will be on-going throughout the year. Once a student



is successfully identified, the liaison—in cooperation with school staff—ensures and records that all services are being rendered to the student if need is presented; Metro cards, uniforms, and supplies will be handled through the office of the liaison. All students, regardless of situation, are tracked academically through their Divisional Dean. If a student is identified for having an IEP, through the statewide database system, they will receive Special Education in a timely manner from the Special Education Department. On a quarterly basis, the McKinney-Vento liaison will check in with all students identified as homeless to verify that services are being provided. If, at any time, a disciplinary hearing is required due to an identified student's actions, the liaison will sit in on the meeting to verify that those actions were not as a result of their living situation.

All identified students will be re-assessed annually, unless a change in living situation is presented to the school.

## **Locker Usage Policy**

Scholars in grades 3-8 will receive a locker at the beginning of the school year with their individual combination. Scholars should not share combinations with anyone. The sharing of lockers is strictly prohibited. Scholars that share lockers may risk the loss of locker usage privilege. Each student is responsible for any items found in his or her assigned locker, as well as for any items missing. Scholar lockers should remain clean and tidy at all times. Lockers should not be used to store food and or clothes in excess of the school day. **Each student's locker is school property and may be searched by school officials at any time.**

Violation of this policy will result in:

- 1<sup>st</sup> infraction – warning
- 2<sup>nd</sup> infraction – parent contact and Scholar reprimand
- 3<sup>rd</sup> infraction – Loss of locker usage privilege

Lockers will be cleaned out on the last day of school each year and any remaining contents will be disposed of.

## **Lunch Application Deadline/ Fees**

All families are required to fill out the "Free and Reduced Price School Meals Family Application" to determine their eligibility for free or reduced-price lunches before Friday, September 26, 2015. This form does not carry over from the prior school year. Parents must complete and sign a new form each school year. New Scholars enter on a "full pay" basis until they turn in their form and receive a letter indicating the disposition.

PSP is in the National School Lunch program and serves both breakfast and lunch to all Scholars. Breakfast is free for every Scholar, and lunch costs \$2.75. Each year, all families are required to fill out the "Free and Reduced Price School Meals Family Application" to determine their eligibility for free lunches. Forms are available in the Main Office, the Business Office or on the school website. Parents must complete a form each year; they do not carry over from the prior school year. Any Scholar who has not submitted an application by Friday, September 25, 2015, will be considered full-pay. Each Scholar is assigned a meal code, which he or she will be required to use to obtain a meal. This code should not be shared with any other Scholar as it is used to monitor meal balances and generate bills. The cost of a full-pay lunch is \$2.75. Certainly, Scholars can always choose to bring their own breakfast or lunch from home. Please understand that for safety reasons we cannot permit Scholars to use the cafeteria



microwave. Scholars and parents are not permitted to order food from outside sources for delivery to the school. Scholars are not permitted to leave campus to purchase food or carry-out. Parents, guardians and other family members are welcome to join their Scholars at breakfast or lunch. Guests are charged \$2.00 each for breakfast and \$3.00 each for lunch.

## Prohibited Items

Drugs, alcohol, tobacco products, weapons, sharp objects, and other potentially dangerous substances or objects that are, or could be, intended to inflict harm are prohibited. Possessing or using prohibited items are grounds for expulsion.

## Scholar Technology and Internet Acceptable Use Policies (AUP)

PSP has clear expectations regarding acceptable use of the school's computer network. These expectations pertain to any computer, with or without Internet access, when used within the school's building, as well as computers that use wireless/remote usage to connect with the school's network or server from off-campus. As such the following policies apply:

- The administration reserves the right to monitor and inspect internal, incoming and outgoing messages, without prior notice, to insure that school policies are being maintained. **Sensitive and personal information should not be sent using the school's system.**
- Scholar emails must abide the internet safety policies detailed in this *Handbook* (i.e. no profanity, explicit images, derogatory language, etc.)
- Scholars must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other media belonging to others.
- Using the network resources and facilities for any purpose which violates any applicable laws or regulations is strictly prohibited. This includes but shall not be limited to offensive language, sexually explicit material, material that is harmful to minors or material that harasses an individual or group because of sex, race, religious beliefs, national origin, physical attributes or sexual orientation.
- Violations of the Perry Street Prep Internet Safety and Acceptable Use Policy will be reviewed on a case-by-case basis. Scholars in violation of the policy are subject to disciplinary action by Perry Street Prep.

## School Materials

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parents/guardians are responsible for the cost of any school property that is lost or damaged. Students purchase their own notebooks, folders, pens, pencils, paper, and other necessary school supplies.

## Student Fees

Student fees accumulated during any school year must be paid in full to receive final report cards, transcripts, or school records when graduating, withdrawing or transferring a student. Students at terminal grades with an outstanding balance will not be allowed to participate in promotion activities. If students have outstanding bills, they may not be able to participate in school activities throughout the school year or subsequent school years.



Families receive updates of student account bills throughout the school year. Student fees are assessed for the following:

- Textbooks
- Lunch bill
- School uniforms
- School IDs
- School supplies
- Student consumables (workbooks, novels, lab materials, any other supply provided to a student).
- School issued electronic devices used by the student (laptop, e-reader, tablet, etc.)
- Student field trips
- Any other item where a fee is assessed by the school

## **Video/ Audio Recording**

Video and audio recording of events not open to the public involving a) school employees carrying out their school-related duties, and/or b) students, and/or c) parents and/or d) others involved in school-related business, including but in no way limited to meetings between parents and teachers/administrators, IEP team meetings and other special education – related meetings, meetings between or among administrators and school employees and/or meetings between or among school employees only and/or meetings between or among administrators only shall not be permitted.

Exceptions to this policy may be granted by the Executive Director in her/his sole and exclusive judgment. Prior written requests to video or audio record events as aforesaid must be made to the Head of School at least 48 hours prior to the event that the requestor seeks to video or audio record. Such permission should only be granted under extraordinary circumstances and where doing so will be in the best interests of PSP in pursuing its educational mission and in the best interests of students. If permission is granted to video and/or audio record an event, under no circumstances may any recording of any kind whatsoever be made public, posted on the internet, or sold.

Nothing herein shall be interpreted to prohibit any person from video or audio recording any school-related event which is open to the general public, including but not limited to athletic contest, fine arts performances, debate tournament, etc. A person may not profit directly or indirectly from the recording of any such public event by selling or posting such recordings on the internet for a fee.

## **Video Surveillance**

Perry Street Prep is secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Students and/or visitors to the building should not have the assumed right to privacy. Video footage will be reviewed as deemed necessary by school administration, Deans, and/or security. Video footage is the property of Perry Street Prep and will not be released except to law enforcement. To ensure the privacy of all students, the school will not honor any requests to view video footage by anyone except law enforcement.

## **Visitor Policy**

Family members of students and other guests are welcome at Perry Street Prep. To ensure the safety of all members of the community, the school established the following visitor policy:

1. All visitors must present identification and sign in and out at the front desk at the school entrance.



2. A visitor wishing to meet with a teacher or other staff member should make an appointment in advance with that person.
3. Any visitor who interferes with the work of students or employees of Perry Street Prep will be asked to leave immediately.
4. Any visitor wishing to visit a current student must be included on the student's Emergency Contact Form. The school will not allow anyone to see a student if he/she is not included on the form. Any changes to the Emergency Contact Form must be done so in writing from the parent/guardian listed as the primary contact for the student.



## Academics

### Academic Overview

PSP offers a rigorous college preparatory program with high expectations for Scholar performance and work habits. In each classroom, the Scholar will be challenged by teachers and peers to perform at their highest potential. The teachers will instruct Scholars through a rich, liberal arts curriculum that is geared toward helping Scholars become globally competitive.

### Homework

Our high standards of excellence require Scholars to complete homework as assigned, and on a consistent basis. K-8 classes will receive homework as developmentally appropriate.

### Scholar Evaluation and Grading

#### *Elementary School Scholar Evaluations (for Grades K-4)*

The Elementary School uses two scales to assess achievement: a number scale to assess academics and a letter system to assess skills/expectations. The **Elementary School Academic Scale** is used by teachers to assign marks (grades) of 1 through 4 to indicate the Scholar's degree of achievement of the standards in each content area, and to assign letters indicating skills/expectations.

Academic Mark	Score	Description
4	Exceeds the Standard	Advanced
3	Meets the Standard	Proficient
2	Approaches the Standard	Basic
1	Does Not Meet the Standard	Below Basic

Sub-marks are given within the content.

Skill Mark	Description
s	Secure



<b>d</b>	Developing
<b>b</b>	Beginning
<b>n</b>	Not Introduced

***Junior Academy Grading Scale (Grades 5-8)***

<b>Grade</b>	<b>Score</b>	<b>Description</b>
<b>A</b>	95-100	Exemplary Performance
<b>A-</b>	90-94	Exemplary Performance
<b>B+</b>	87-89	Proficient Performance
<b>B</b>	83-86	Proficient Performance
<b>B-</b>	80-82	Proficient Performance
<b>C+</b>	77-79	Competent Performance
<b>C</b>	73-76	Competent Performance
<b>C-</b>	70-72	Competent Performance
<b>F</b>	69 and Below	Unsatisfactory Performance

**Grades K-8 Progress Reports and Report Cards**

The school year is divided into four quarters consisting of nine weeks each. Midway through each quarter, Scholars/parents will receive a progress report and we will hold Parent-Teacher Conferences. At the end of each quarter, Scholars will receive a report card. If concerns arise, please contact the teacher. To schedule a parent-teacher conference, please contact the administrative assistant of your child's school. The dates of the Parent-Teacher Conferences are on the school calendar.





## **Final Grades**

Final grades for semester courses are determined as follows: Quarter 1 and Quarter 2 are averaged for the 1st Semester grade; Quarter 3 and Quarter 4 are averaged for the 2nd Semester grade. Semester 1 and Semester 3 grades are averaged to get final grades for yearlong classes.

## **Promotion and Retention**

Perry Street Prep aims to prepare students academically and socially to matriculate to the next grade. Promotion criteria differ based on student's grade levels. Students must meet all criteria of the promotion policy for his/her grade level in order to matriculate to the next grade.

If a scholar is required to attend summer school in order to obtain skills they may not have mastered during the regular school year, he/she must successfully complete summer school to be promoted. Students with Individual Education Plans will have MDT meetings to review the student's status if promotion is in jeopardy

### **Promotion for Grades K-4**

For an elementary Scholar in kindergarten through fourth grade to be promoted to the next grade level, he or she must do the following:

- Successfully complete the academic requirements for the current grade level in all subjects.
- Maintain compliance with the school's attendance policy.
- Complete the Clearance Process.

### **Promotion for Grades 5-8**

Scholars in grades 5, 6, 7 and 8 must pass all of their full-year courses (English, math, science, and social studies) to move on to the next grade (see course list below). It is also mandatory for Scholars to complete community service hours for promotion: 20 service hours for 5<sup>th</sup> grade; 30 service hours for 6<sup>th</sup> grade; 40 service hours for 7<sup>th</sup> grade; and 50 service hours for 8<sup>th</sup> grade. Finally, Scholars must complete the Clearance Process in order to graduate or be promoted.

## **Clearance Process Graduation Requirements**

All Scholars (K-8) must complete a Clearance Process that requires all Scholars to be cleared of balances owed in the following areas:

- Textbooks and IT Equipment - Must be returned in good condition; fines are applicable.
- Locker
- Lunch Balances
- Academic Standing
- After-Care Balances
- Summer School
- Complete Service Learning Hours



**Participation in K-8 graduation or promotional exercises** is contingent upon completion of the Clearance Process. If a Scholar is required to attend Summer School, he or she will not be permitted to participate in the end-of-school-year activities to include:

### **College Preparedness**

PSP is committed to the belief that all children deserve the right to a high-quality education that prepares them for a post-secondary experience, the workforce and beyond. To ensure that every child in our school will be prepared to enter and successfully complete a college education, we immerse our Scholars in a college-bound culture.

### **English Language Learning (ELL) Support**

The Department of English Language Learners (ELL) provides daily linguistic, socio-cultural and academic support to non-proficient immigrant and heritage learner Scholars in grades K-8 by using differentiated and age-appropriate content/standards-based language instruction. Scholars receive both push-in and pull-out services in individualized and small group settings. In addition, the ELL Department supports faculty/staff, Scholars and parents by providing them with access to cross-cultural communications training and translation/interpretation services.

### **Individualized Education Plans (IEP)**

An IEP is a legal document that sets goals and objectives for students with disabilities. PSP places students with IEPs in the least restrictive environments available for those students. The IEP describes the programs and services that will be offered to help these students reach their goals. Student IEPs will be reviewed annually as required by the Individuals with Disability Education Act (IDEA). The IEP team consists of the student, his or her parent/guardian, a special education teacher, general education teachers and other personnel as needed. A re-evaluation of the IEP will be completed at least once every three years to determine whether the student is still eligible for special education services, and what services s/he needs.

Parents of new students should advise the school of any previous IEPs or special services their child received in the past. If a student received special education services at his or her old school, he or she will not be officially enrolled until PSP has the complete IEP and evaluations. All parental requests for evaluations or any special education documents must be made in writing.

If a teacher or parent/guardian believes a student should be evaluated for special education services, the referral must be made in writing and/or verbal communication to the schools' Special Education Coordinator. Written parental permission must be obtained before any formal evaluation is undertaken. Any requests for evaluation that are made contemporaneously to a disciplinary incident will be granted expedited evaluation consistent with 34 CFR §300.534(d). Evaluations will begin with an in-school committee consisting of the Student Dean or designee, a regular teacher, the referring teacher, if applicable, and the parent. If warranted, the evaluation will continue with a specialized external team. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment. For more information regarding Special Education Services please contact the Special Education Department. Please note, end of year referral requests have no impact on promotion decisions.



## Attendance Policy

Because daily attendance is vital to success in school, it is very important that students are present and on time every day of school, for the entire day. Perry Street Prep is a significant time commitment, but by enrolling, students have pledged to accept our extended hours, and families have agreed to support students in this endeavor. In the District of Columbia, school attendance is compulsory for youth 5-18 years of age.

Our school day begins at 8:30 am (optional breakfast is served from 8:00am – 8:30am), and ends at 4:00 pm.

Students at Perry Street Prep are expected to:

- Arrive to school on time
- Be prepared for class with supplies and books
- Ask your teacher for missed assignments after an absence
- Seek assistance from staff if you have trouble getting to school

Students who are absent from school are not permitted to:

1. Be on school property
2. Participate in school activities
3. Attend school activities and/or after school activities

## Excused Absences

Excused absences count towards a student's total absences. All excused absences must be documented **within 5 calendar days of the absence**. The following absences are considered excused absences.

- Death in the student's immediate family (verification required);
- Illness of the student (a doctor's certificate is required for a student absent more than two consecutive days);
- Observance of a religious holiday;
- Out-of-School Suspension or In-School Suspension;
- Medical reasons such as a doctor's appointment (a doctor's note should be provided when the student returns to school);
- Failure of the District of Columbia to provide transportation in cases where the District of Columbia has a legal responsibility for the transportation of the student;
- Absences to allow students of military to visit with their parent or legal guardian immediately before, during, and after deployment, as appropriate;
- Other absences approved **in advance** by the Perry Street Prep administration upon the written request of a parent/guardian;
- Student employment or related absences are **not** excused absences.

## Documenting an Excused Absence

When a student returns to school after an absence, s/he should bring a note to the Attendance Officer. The note should include the date(s) of the absence, the reason for the absence, and any required documentation. ***An original doctor's certificate should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days.***



## Unexcused Absences

Unexcused absences are when school-aged students are absent from school without a valid excuse, with or without parental approval. Examples of unexcused absences include:

- Doing errands
- Cutting classes
- Shopping
- Oversleeping
- Babysitting

## Late Students

If a student misses 26% to 59% (*arrival between 10:08am - 12:36pm*) of the school day the student will receive a half-day absence. If he/she misses 60% (*arrival after 12:37pm*) of the day, the student will receive an unexcused absence for the full day.

## Early Dismissal

Students must have signed transportation forms on file stating how they are to be dismissed. Written documentation must be provided by a parent/guardian if a student needs to leave in a different manner. If a student needs to leave early for the day, advanced notification is appreciated. Students should not leave school before dismissal on a regular basis. If a parent comes to pick up a child after 3pm but before dismissal, they may be asked to wait. If the parent/guardian or other approved dismissal party will be late because of an emergency, please contact the school office as soon as possible. Traffic is an ongoing challenge in our communities – please exercise caution, civility, and patience.

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- A parent/guardian must send documentation in writing to the attendance officer. The attendance officer will verify the documentation and approve or deny the early dismissal.
- The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
- If a student becomes ill during the school day, Perry Street Prep's on-site nurse may be able to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent/guardian will be contacted. ***Early dismissals are only granted when requested from a parent/guardian and/or emergency contacts that are documented during the enrollment process.***

***Students are not allowed to leave school by telephone request or written note alone.***

## Truancy

### Truancy Defined

Truancy is the willful absence from school by a minor (5–18 years of age) with or without parental approval, knowledge, or consent.

A truant is a minor (5–18 years of age) who, without a valid reason and with or without parental knowledge or consent, does not attend school. A truant is defined as any student who accumulates 10 or



more unexcused absences in one school year. Students between the ages of 14 and 18 who accumulate 15 or more absences will be referred to DC Court Services for truancy. Students under the age of 14 will be reported to CFSA, per District of Columbia policy.

Further, students who are chronically tardy and absent may be subject to the following responses:

- Family meeting to address student's needs
- Home visits by school support staff
- Parents of students with **five (5) unexcused absences** will be requested to participate in a truancy conference and referred to the Student Support Team
- Students with **(7) unexcused absences** will receive a Metropolitan Police Department/Perry Street Prep notification letter
- Parents of students with **ten (10) total absences – excused or unexcused** will be requested to participate in an Attendance Conference (SST) and will be referred to the Office of State Superintendent of Education
- Students ages 5-13 with **ten (10) unexcused absences** will be referred to the Child and Family Services Agency (CFSA) for suspected educational neglect
- Students ages 14-17 with **fifteen (15) unexcused absences** will be referred to Court Social Services
- Students ages 5-13 with **fifteen (15) unexcused absences** will be referred to Office of Attorney General
- Course grades or year-end promotion may be affected by unexcused absences
- Students with **20 consecutive days of unexcused absences** will be dropped from the school's roster.

### Truancy Enforcement

All uniformed law enforcement officers in the District are responsible for truancy enforcement.

- If a truant is picked up by the police, s/he will be transported in a police vehicle to the school.
- Parents/guardians are notified of the student's truancy status.
- Parents/guardians and students may be required to attend a truancy conference.

### Consequences of Absences

We understand that children get sick and that emergencies come up, but good attendance is critical to their education. Please be aware that the following are part of the Perry Street Prep attendance policy:

- If a student has 20 or more unexcused absences (non-consecutive), s/he will be automatically un-enrolled.
- If a student is absent for 10 consecutive days, unexcused, s/he will be automatically un-enrolled.
- Students who are un-enrolled will not be eligible to return to Perry Street Prep for the school year in which they were un-enrolled. If an un-enrolled student wants to return to Perry Street Prep for the next school year, s/he will need to reapply through the normal admissions process. Information about the admissions process will be available on the school's website.



## **Student Health/ Welfare**

In order to maintain a healthy school, parents/guardians must not send their children to school with any contagious diseases such as the flu, strep throat, chicken pox, measles, conjunctivitis (pink eye), ringworm, scabies, or lice. Students with any of these conditions will be sent home from school until they are no longer contagious. Parents must pick up their child within two hours of being notified that their child is sick with a contagious illness. PSP may request that the parent/guardian provide a doctor's note showing that their child is no longer contagious. Please notify the front office if you discover that your child may have been exposed to a contagious disease.

Parent/guardians should not send their children to school within 24 hours of vomiting or running a fever of 100 degrees or higher. Students should not return to school until 24 – 36 hours after beginning the course of antibiotics.

Scholars who are ill should remain at home rather than attend school and risk infecting other Scholars. In the event that a Scholar becomes ill or is in need of first aid, the school nurse will be available during school hours. In all non-emergency situations, a Scholar will be permitted to go to the Health Office after he or she has been excused from the scheduled class or activity with a signed pass.

If the Scholar is too ill to continue with the day's schedule, PSP will contact the parent or guardian to make arrangements for the Scholar to go home. School homework will be provided to the Scholar. In all other cases, the scholar will be expected to return to class immediately after being seen by the nurse.

The following symptoms can help you determine when to keep you child home from school:

- An oral temperature of more than 100°
- Persistent cough
- Stomach ache
- Earache
- Diarrhea
- Red or Pink Eye
- Pale or flushed face
- Sore throat
- Loss of energy or sleep
- Headache
- Rash or infection of the skin
- Thick yellowish discharge from the nose
- Nausea or vomiting

Students must be symptom free for 24 hours prior to returning to school. The school reserves the right to ask a parent for medical clearance from a doctor for a student to return to school.

The DC DOH does not permit students to remain at school if they have a communicable disease or symptoms of a communicable disease. Parent(s)/guardian(s) should notify the school's nurse within 24 hours after the student has developed a known or suspected communicable disease. If a student is found to have signs or symptoms of a communicable disease, a notice will be sent home indicating the disease and the nature of the



illness. The names of the students will not be provided. All information about communicable diseases is confidential.

The following communicable diseases must be posted or reported:

- Chicken pox/varicella
- Conjunctivitis, infectious (pink eye)
- Diarrhea: viral, parasitic or bacterial (e.g., E. coli, Salmonella, Shigella, Rotavirus, Norwalk agent, Enterovirus, Giardia)
- Diphtheria
- Fifth Disease/Erythema infectiosum
- Haemophilus influenza type B (Hib)
- Hepatitis A
- Hepatitis B
- Hand, Foot, and Mouth Disease
- Herpes simplex virus stomatitis (severe case of oral herpes)
- Impetigo
- Influenza (the flu)
- Lice
- Lyme Disease
- Measles
- Meningitis, viral or bacterial (e.g., meningococcus, enterovirus)
- Mumps
- Pertussis (whooping cough)
- Rabies
- Rubella
- Ringworm of scalp or body
- Scabies
- Stomach virus
- Strep throat/Scarlet fever
- Tuberculosis
- Typhoid Fever

### **Physical and Dental Examination Requirements**

DC law requires that when a Scholar attending public school in the District enters Pre-Kindergarten, Kindergarten and the 1st, 3rd, 5th, 7th, 9th, and 11th grades, he or she must furnish the school with a certificate of health, completed and signed by a physician or certified nurse practitioner within the calendar year immediately preceding the first day of the school year or the date of the scholar's enrollment in the school, whichever occurs later. The examination shall cover all items required by the certificate of health form for the Scholar's particular age group. Perry Street Preparatory Public Charter School (PSP) is a public school and subject to this law.

Any scholar, in any grade, who participates in a sports activity is also required to provide a health certificate, completed and signed by a physician or certified nurse practitioner, in order to participate.

### **Immunization**

All children entering and attending school in DC, including PSP, are required to show documented proof of complete, current, correctly-spaced immunizations, or proof of medical or religious exemption (Immunization of School Scholars Act of 1979 — DC Law 3-20 and DCMIR Title 22, Chapter 1). Students who do not have necessary documentation may not attend school. The list of immunizations required by the DC Department of Health is available from the DOH website [www.doh.dc.gov](http://www.doh.dc.gov).

### **Administration of Medicine**

PSP encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the school nurse. The medication needs to be in the original





container with the appropriate prescription label and the appropriate Student Health Authorization for Administration of Medication Form. We store the medicine in a secure location in the nurse's office. We will administer the medication from the school nurse's office. Please be aware the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school. Students who have asthma or issues with anaphylaxis may benefit from a plan. Please contact the school Nurse for the appropriate form for your physician. For further information on medication or any health related issues, please call our nurse.

Parents must secure all remaining medication by the last day of school from the school nurse. Any medication left after the last day of school will be discarded.

### **Authorization for Medical Procedures**

Please inform PSP's Health Office **before the start of the school year** if your scholar needs to receive any medical procedures (for example a breathing nebulizer treatment). You must also complete the Parent/Guardian Consent Form/Physician's Medical Procedure Order before the procedure can be performed. Additional information is available from the nurse.

Scholars who do not have the necessary health documents on file with PSP may be excluded from school until the required documents are presented. Parents are expected to abide by/with the necessary health regulations before the start of each school year.

### **Lice**

If your child has lice, we ask that the child is treated thoroughly. Upon return, your child needs to be re-checked by our designated staff member BEFORE returning to the classroom. If additional nits/eggs are found, the child will need to return home for additional treatments. Please consult your child's pediatrician regarding the most effective treatments for lice removal.

### **Medical Appointments**

Parents/guardians are discouraged from making medical appointments during the school day. If a student must attend a medical appointment, the parent/guardian must pick the student up from school. Students will not be allowed to leave the school grounds without the physical presence of a parent/guardian to sign them out of school in the main office.

### **Mandated Reporting**

Our student's safety is our first priority at PSP. Because schools are mandated reporters of child abuse and neglect, we will call the Child and Family Services Child Abuse and Neglect Hotline if:

- A student tells a staff member that they are being abused at home, there is drug use in the home, have been sexually abused, are engaging in child pornography or prostitution, have witnessed domestic abuse, are being threatened at home, or don't want to go home because they are afraid.
- A student threatens suicide or threatens to kill or seriously harm another person.





- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc....
- A staff member notices signs of neglect including lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, drug use, etc....) and the parents are not able to or unwilling to intervene.
- A student has 10 or more unexcused absences or an extreme tardy problem.
- A student is being kept from school to care for family members or to do chores or work around the house.
- A student is not attending school because they are holding a job.
- Parents are repeatedly not returning phone calls, responding to notes or letters home, or are not coming up to school for meetings.
- Parents have withdrawn a student and fail to provide documentation of enrollment in another education institution within 10 days.

The school **will not** disclose to families which staff member(s) notified CFSA of suspected abuse or neglect.



## **Parent Involvement**

### **Parent Involvement Plan**

PSP strives to build strong relationships with parents and guardians.. Parents who are interested in volunteering at our school or contributing their time or talents to assist other families are encouraged to contact the Principal and/or sign up to join the Perry Street Family Association

### **Parent Advisory Council**

As a Title I school, Perry Street Prep is required to have a Parent Advisory Council (PAC) to regularly consult with parents regarding the use of Title I funds in the school. The overall goal is to insure that parents are involved in school life, and to support active partnership with other members of the school community. PACs are involved in the development of the school's Title I Parent Involvement Plan. Schools are required to hold regular meetings at a time convenient for parents, including an annual meeting where information about Title I funded programs and other related issues are discussed and shared.

Perry Street Prep's Parent Advisory Council has three main goals:

1. To establish a network of parents to disseminate pertinent information to share common strategies to encourage greater parent participation in the Perry Street Prep community
2. To identify successful best practices from other sources that can become models for parent involvement programs at Perry Street Prep
3. To empower parents with skills and knowledge to become advocates for Title I Scholars at Perry Street Prep



## **Dress Code/ Uniform Code**

PSP takes pride in the appearance of its students as ambassadors of their schools. Students are expected to demonstrate pride and self-respect by wearing the appropriate school uniform properly at all times. It is expected that uniforms will be cleaned, pressed and free from stains.

The following uniform items are acceptable:

**UNIFORM SHIRTS:** Should be tucked in at all times and abide by the grade level requirement.

- Perry Street Prep shirt with logo
- Navy Blue or Black Cardigan

**PANTS:** Pants should be plain, solid khaki pants. Pants must extend from the waist to the top of the shoe. Students may not wear jeans under their uniform pants. The following pants are NOT acceptable:

- jeans
- sweat, exercise or cargo pants
- capri pants
- pajama pants
- torn, ripped or overly worn pants
- excessively large or skin tight pants.

**SKIRTS:** Should be a plain khaki uniform skirt or jumper. When standing up, the bottom of the skirt must extend to the knee. Students may not wear jeans or other pants under their skirts. The following skirts are NOT acceptable:

- colored
- striped, designed or decorated skirts
- excessively large or short skirts
- skin tight skirts

**SHOES:** Students must wear closed-toe shoes or sneakers. The following footwear is NOT acceptable:

- sandals
- flip flops
- slip-on shoes

**JEWELRY:** Students may wear modest jewelry. Earrings are not to exceed the size of a quarter. Students may not wear more than one necklace at a time. Necklaces must be worn inside the uniform shirt. Students may not wear more than one bracelet at a time. Students are not permitted to wear pins or decorate their uniform in any manner. Students are strongly encouraged to avoid wearing expensive jewelry in school.



## Perry Street Prep Code of Conduct

### PSP Core Values

The Core Values listed below are characteristics that must be demonstrated by every SCHOLAR of the PSP community. Scholars will see the Core Values posted throughout our PSP building.

**Respect** - Hold others in high regard and understand that you can learn from them. See each person's value.

**Responsibility** - Choose right over wrong. Accept consequences for your actions.

**Perseverance** - Do not allow anyone, not even yourself, to steer you off the road to success. Be determined to achieve.

In keeping with the Core Values, the following are principles that all Scholars must follow:

- Attend school and class every day and be punctual.
- Come to school ready to learn and strive for excellence.
- Actively seek opportunities to become involved in activities outside of the classroom.
- Be respectful, including following the dress code and in your interactions with others.
- Contribute to maintaining a safe and welcoming environment for all.
- Seek non-confrontational, non-combative solutions to resolving conflict.
- Embrace your role as representatives of Perry Street Preparatory Public Charter School, both on and off school grounds.
- Understand that your actions have consequences.

### Scholar Day

Scholar's daily schedule will shape their school day routine, which will increase Scholar awareness and responsibility. Scholars will be held to higher standard of thinking and time management.

All Scholars are expected to adhere to the school wide daily **Morning Schedule**

- 7:30-7:55am Breakfast is served.
- 7:55-8:00am All Scholars are dismissed from cafeteria Morning Transition.
- 8:00am Instruction will start at 8:00am all Scholars should be in a seat.
- 8:01-8:15am Tardy Scholars will report to class with appropriate pass.



## Discipline Policy

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission, or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary action that may be taken for violating the policy, a list of infractions, and other school policies that parents must review with their children.

### Jurisdiction

While the provisions of this Code of Conduct purport to control, regulate, or establish standards for the actions, behavior, or activities of Scholars of Perry Street Preparatory Public Charter School (PSP), those provisions are enforceable by school authorities, both during regularly scheduled school hours, as well as such other times and places, including, but not limited to, the following:

- When the Scholar is on school grounds
- When the Scholar is on or off school grounds participating in or attending any school function or activity, including, but not limited to, extended learning, extra- curricular activities, field trips, or class trips sponsored by PSP
- While the Scholar is away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school (this specifically includes, but is not limited to, bullying and cyber bullying)
- When the Scholar is off school grounds while wearing the school's uniform and traveling on public transportation or transportation provided by PSP; and
- En-route to and from school while wearing the school's uniform

### Disciplinary Action

Scholars who violate the discipline policy will be subject to one or more of the following documented actions at the discretion of the school administration and the Board of Trustees. A Scholar's failure to adhere to any of the following may result in further disciplinary action. Mandatory parent involvement is required as part of scholar re-entry into classroom and additional parent involvement may be mandated in some cases.

#### ***Tier 1 Infractions***

These infractions interfere with and/or compromise a student's ability to learn and develop. Level A infractions carry consequences designed to ensure that the student understands why the behavior is inappropriate.

<b>Tier 1 Infraction Behaviors Include (But are not limited to):</b>	<b>Tier 1 Infraction Disciplinary Responses:</b>
<ul style="list-style-type: none"> <li>• Failure to complete assignments</li> <li>• Cheating or plagiarism</li> <li>• Refusal to carry out instructions</li> <li>• Lack of participation in class activities</li> <li>• Chewing gum</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning/correction</li> <li>• Teacher/student conference</li> <li>• Loss of classroom or school-wide privilege</li> <li>• Change of venue within the</li> </ul>



<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Running in the building</li> <li>• Excessive noise in the school building</li> <li>• Absence of school uniform</li> <li>• Inappropriate computer use/internet</li> <li>• Concealment or use of non-school issued and/or non-approved technology (such as: cell phones, e-readers, tablets, etc.)</li> </ul>	<p>classroom</p> <ul style="list-style-type: none"> <li>• Notice to parent/guardian in writing or via phone</li> <li>• Student reflection</li> </ul>
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### ***Tier 2 Infractions***

These behaviors disrupt the school environment and interfere with other students' opportunity to learn. This is done to reinforce the need for adherence to rules in order to remain a responsible member of the community.

<b>Tier 2 Infraction Behaviors Include</b> (but are not limited to):	<b>Tier 2 Infraction Disciplinary Responses:</b>
<ul style="list-style-type: none"> <li>• Repeated violations of Tier 1 infractions</li> <li>• Use of inappropriate language or profanity</li> <li>• Teasing</li> <li>• Disrespecting a fellow student, teacher, school personnel, parent, or visitor</li> <li>• Throwing an object</li> <li>• Disrespectful behavior (i.e. eye rolling, teeth sucking, back talking)</li> <li>• Use of hurtful or threatening language</li> <li>• Insubordination (repeated refusal to follow instructions/directions)</li> <li>• Intentional or unintentional horseplay or roughhousing (resulting in emotional distress or physical harm)</li> <li>• Forgery</li> <li>• Forging passes (including but not limited to bathroom, library, nurse, etc.)</li> <li>• Leaving class or school without permission Inappropriate displays of student affection (including but not limited to inappropriate touching with hands or other parts of the body, hugging, sitting in each other's lap, kissing, unwanted advances or contact)</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract/meeting with student, parent/guardian, teacher and/or campus leader (s)</li> <li>• Phone call home</li> <li>• Written discipline referral</li> <li>• Detention</li> <li>• In school suspension (ISS)</li> <li>• Out of school suspension (OSS)</li> <li>• Reflection assignment with school leader(s)</li> </ul>



### ***Tier 3 Infractions***

Serious misconduct that disrupts classroom instruction, threatens the safety of the school environment, impacts school operations or threatens or causes harm to members of the school community are cause for severe consequences.

<b>Tier 3 Infraction Behaviors Include</b> (but are not limited to):	<b>Tier 3 Infraction Disciplinary Responses:</b>
<ul style="list-style-type: none"> <li>• Repeated Tier 2 infractions</li> <li>• Throwing objects that have the potential to cause serious injury and/or harm</li> <li>• Bullying or harassment (physical, verbal, or electronic)</li> <li>• Severe, persistent, or pervasive bullying, verbal, written, or electronic, or other physical behavior that results in another student’s physical or emotional distress</li> <li>• Sexual harassment</li> <li>• Threatening behavior (verbal or non-verbal)</li> <li>• Extortion</li> <li>• Possession of sexually explicit material</li> <li>• Engaging in sexual acts on school premises or school related functions</li> <li>• Possession of incendiary devices</li> <li>• Violation of a fellow student’s privacy rights (i.e. unauthorized viewing of another student’s records, files, or report card)</li> <li>• Damage to property or willful destruction of property</li> <li>• Gambling</li> <li>• Theft</li> <li>• Trespassing</li> <li>• Fighting or other violent behavior</li> <li>• Any behavior inciting or causing injury</li> <li>• Gang/crew affiliation/ recruitment, Participation in activities or association with groups that threaten the safety of students or staff (gang affiliation or conduct in neighborhood “crews” or other similar groups)</li> <li>• Activating a false alarm</li> <li>• Use, possession, or distribution of cigarettes, e-cigarettes, or any other tobacco product</li> <li>• Unauthorized possession, use, selling or distribution of over the counter or prescription medication or illegal drugs</li> <li>• Possession of a weapon</li> <li>• Possession of a knife, including switch blade</li> <li>• Possession of mace or pepper spray</li> <li>• Possession of any illegal item</li> <li>• Any criminal act</li> <li>• Communicating slurs based on actual or perceived race, color, religion, national origin, sex, sexual orientation, age marital status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business, including derogatory sexual language.</li> <li>• Any behavior or other conduct not specifically enumerated in any other Tier in this section that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others</li> </ul>	<ul style="list-style-type: none"> <li>• Out-of-school suspension</li> <li>• Parents/guardians must meet with school leaders to discuss corrective action</li> <li>• Expulsion</li> </ul>



## **Anti-Bullying Policy**

Perry Street Prep Public Charter School's (PSP) policy reflects the guidelines established for educational institutions under the District of Columbia's Youth Bullying Prevention Act of 2012 (YBPA). As specified in this Act, bullying is defined as:

*Any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal that:*

*(a) may be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, place of residence or business, or any other distinguishing characteristic, or on a youth's association*

*with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and*

*(b) shall be reasonably predicted to place the youth in reasonable fear of physical harm to his or her person or property; cause a substantial detrimental effect on the youth's physical or mental health; substantially interfere with the youth's academic performance or attendance; or substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.*

## **Detentions**

Detentions are held daily during lunch for 60 minutes. Teachers, the dean and the principal can assign detentions.

A student who fails to serve a detention (including being tardy) will be reassigned once to serve that detention. If s/he does not serve this detention, s/he will receive additional consequences as follows:

- First – Fourth offenses— 1 period In-School Suspension (as assigned by the Dean)
- Fifth and sixth offenses – In-School Suspension (full day)
- Seventh and subsequent offenses—Out-of-School Suspension

Students who do not comply with the rules of detention may be asked to leave. Students who have been asked to leave will serve an In-School-Suspension or Out-of-School Suspension as warranted by the behavior.

## **Suspensions**

### **In-School Suspensions**

During an In-School Suspension (ISS), the student remains in school but is not permitted contact with other students, in order to provide the opportunity for individual behavior modification. ISS is assigned by the Dean or a school Administrator and may last from one to three days. While in ISS, students will not be allowed to participate in any school activities but will be expected to complete their missed work for the day as well as an ISS work packet. Failure to complete ISS work or to follow ISS rules will result in additional ISS days, accumulating additional Out-of-School Suspensions.





## Out-of-School Suspensions

Suspension of a student is a consequence for inappropriate behavior choices that warrant the removal of a student from the school community for a period of time. This is done with great care since it will result in loss of instructional time and participation in classroom and school activities.

Before a student is suspended, an informal conference will be held that will include the following (as age appropriate):

- Oral or written notice of the Code of Conduct violation for which the suspension is considered
- An explanation of the evidence or facts for the suspension
- An opportunity for the student to tell his/her side of the story
- If a suspension is given, the reason for the suspension

The following steps will be taken when a student receives an OSS.

- **Step 1:** The school administrator will call the parent/guardian to inform them of the reason(s) and the decision to suspend the student, as well as provide the details of the suspension. All notices regarding disciplinary action will be given to the parent/guardian in writing and must be signed by the principal or designee. Notices will include the date(s) of the suspension and when the student may return to school. The parent will be asked to pick up the student as soon as possible if the student is being sent home that day.
- **Step 2:** Students who are suspended will be given academic work for the duration of time they are out of the classroom. It is, however, the responsibility of the student and his or her parent/guardian to ensure the timely completion and submission of any additional class assignments that were missed during this time. During the period of suspension, the student is not allowed to return to the school grounds or participate in any school sponsored activities, field trips, or programs.
- **Step 3:** For students with disabilities (this includes students with IEPs or 504 Plans and students who are in the process of being evaluated for Special Education) who are suspended for more than 10 school days in a school year, a multi-disciplinary team will review all relevant educational records contained in the student's file or in possession of the school to determine whether the student's violation of school rules was a manifestation of the student's disability.
  - a) If it is determined that the student's behavior was a manifestation of the student's disability, the student will be returned to his/her educational placement.
  - b) If it is determined that the student's behavior was not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.
- **Step 4:** The school may request the parent/guardian of a student returning to the classroom after a suspension to first meet with the principal or dean for a collaboration meeting. The school counselor, classroom teacher(s), and school administrators may also be in attendance. The purpose of the meeting is to develop a plan of action or student contract that identifies desired behavior and how the student will be supported in this plan both at home and at school. Parents and students are also asked to review and affirm their commitment to the school discipline policy.

When a student is serving an OSS, s/he may not be on school grounds before school, during the school day, or after school.



### ***Special Notes of Concern Regarding Counting Suspension Days***

Suspension days shall be counted as follows:

- The day the student left school should be counted as a part of the suspension, provided he/she was denied class participation before 12 noon of that day.
- The suspension shall terminate at midnight on the day listed as the last day of suspension.
- Times when school is not officially scheduled are not to be counted as part of the suspension time. (Should school be cancelled for any reason during a scheduled suspension day, the suspension will lengthen to include the time school was actually in session.)

### ***Make Up Work for Suspension***

Students who are suspended shall be offered make-up work assignment. It is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers are to give work in two-week increments, and students must complete and return work before receiving additional work. In high school, credits may be awarded depending on the quality of the work. All IDEA mandates will be followed for student with disabilities.

### ***Participation at School and School Related Activities During Suspension***

Students who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension.

### ***Disciplinary Plans/Behavior Contracts***

A student who has committed repeated violations of the Code of Conduct or a major violation of the Code of Conduct may be placed on disciplinary plan. Prior to the imposition of disciplinary plan, Perry Street Prep will provide the student and his/her parents with an opportunity for an informal conference as in the case of suspension, above. If placed on disciplinary plan, the student and his/her parent/guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including expulsion from Perry Street Prep.

If, while on Disciplinary Plan or a Final Plan contract, a student violates another major school policy, s/he may be expelled. Each violation is treated on a case-by-case basis.

The length of disciplinary plan and its conditions will be determined individually for each student by the Administration. **Plan is a serious status with severe consequences. Students can be expelled for violations of disciplinary plan and behavior contracts.**

A student's Dean will make reasonable attempts (three phone calls or written communications or email or any other form of contact) to contact a parent/guardian regarding a student's Disciplinary Plan status. **If a parent fails to communicate and/or refuses to sign a contract, the contract shall be enacted.** A final copy of the contract will be provided to the parent/guardian.



### Steps in Disciplinary Plan:

- **Step 1:** After a student is placed on disciplinary plan, s/he will be required to attend a conference with the Dean and/or another member of the Administrative team and his/her parent/guardian. During this conference a Disciplinary Plan contract will be signed stating behavioral goals and/or a timeline for meeting behavioral goals (e.g. no ISS or OSS and fewer than three detentions).
  - If a student *meets* the stated expectations of the Disciplinary Plan s/he will be reviewed by their Dean and/or Administration at which point s/he may be removed from Disciplinary Plan.
  - If a student *fails to meet* the state goals of the Disciplinary Plan contract will result in further action which may include a Final Plan contract or expulsion from Perry Street Prep.
- **Step 2:** If the student violates Disciplinary Plan, s/he may be placed on a Final Plan Contract, if the violation does not warrant expulsion. This contract is a serious document that makes clear that repeated minor or major violations of the Code of Conduct could result in expulsion from Perry Street Prep.
  - If a student *meets* the stated expectations of the Final Plan contract, s/he will be reviewed by their Dean and/or Administration at which point s/he will be placed on Disciplinary Plan.
  - If a student *fails to meet* the stated goals of the Final Plan contract s/he will come before a Disciplinary Hearing which will review the student's behavior to date and make necessary recommendations which could result in expulsion from Perry Street Prep.

### Expulsion

Students may be expelled for:

- Extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of Perry Street Prep or harm the safety or security of Perry Street Prep students, staff, faculty, or others associated with Perry Street Prep.
- Any Tier 3 violation
- Repeated violations of the Code of Conduct after appropriate remediation have been attempted.
- Violation of Disciplinary Plan or a Final Plan Contract.
- Any student violating the Gun Free School Act will be permanently expelled.

### Discipline Due Process

The decision to suspend a student shall be made by a school administrator (e.g. Dean, Principal, Head of School, Executive Director, or any other school administrator) without the recommendation of the student's teacher or other staff. The administrator issuing the suspension will determine the number of days for suspension based on the severity of the infraction and previous infractions. The suspension shall become effective immediately unless otherwise stated by the administrator issuing the suspension. *See special notes regarding Counting Suspension Days.*

The parent/guardian may appeal a student's suspension of less than 10 school days. The parent/guardian should follow these steps:

1. To initiate an appeal, the parent/guardian must contact the school Principal in writing within 24 hours of the suspension notice being issued. The parent/guardian must request an appeal in writing and indicate the reason for appeal. Incomplete requests for appeal will not be heard/scheduled.
2. Within 48 hours of receipt of the appeal, the Principal will schedule a suspension appeal meeting with the parent/guardian.
  - a. If the Principal issued the original suspension the appeal will be heard by the Director of Student Services or Director of Curriculum and Instruction. If a conflict exists, the appeal will be heard by a Board of Trustee member (as designated by the Board).



3. The result of the suspension appeal may be one of the following:
  - a. Uphold the suspension.
  - b. Uphold the suspension but clear the student's record of the suspension at the end of the semester if the student has not additional Tier 3 infractions at the school.
  - c. Determine that the suspension was not within school guidelines, overturn the suspension, and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension will be placed in the student's permanent record, or shared with anyone not directly involved in the proceedings.
4. A written decision of the appeal will be provided to the parent/guardian within 48 hours of the hearing.

The decision to recommend a student for expulsion shall be made by a school administrator (e.g. Dean, Principal, Executive Director, or any other school administrator) without the recommendation of the student's teacher or other staff. In recommending expulsion, the administrator will consider the severity of the infraction, the Code of Conduct, the student's previous infractions, any student Discipline contracts, and the student's age. A student recommended for an expulsion will have a Disciplinary Hearing to review the recommendation. The Discipline Review Panel (DRP) will make a final decision as to the student's expulsion.

When a student commits an offense that is eligible for a long-term suspension or expulsion an investigation into the offense shall be conducted by a Dean, or another school administrator. The investigation shall include:

- Notify the student of the infraction(s)
- Accept information from the student and other persons who have knowledge of the incident.
- The student involved shall have the opportunity to express his/her side of the problem.
- The Dean or administrator conducting the investigation will determine the accuracy of the infractions(s) based on this information.

Students for whom suspension or expulsion is being considered will be given notice and an opportunity to be heard before a final decision regarding suspension or expulsion is made. For students facing suspension of less than 10 days, prior to issuing the suspension, the Dean, or other administrator, will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. After this meeting, the Dean or other school administrator will issue written notice to the parent detailing the length of and reason for the suspension. The Dean or other school administrator may notify the parent/guardian of the suspension via phone or email in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension.

For students facing suspension of 10 days or more, including expulsion, a Dean or another school administrator will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. If necessary, the Dean or other administrator will conduct an investigation into the circumstances of the student's behavior and any explanation provided by the student. At the Dean's or other administrator's discretion, the student may be suspended pending the results of this investigation and recommendation for further disciplinary action from the Dean or other administrator. This investigation will be completed within 3 business days and, if necessary, a Discipline Hearing will be scheduled after the completion of the investigation.



After the meeting with the student and any investigation, the Dean, or other administrator, will issue written notice to the parent with a recommendation for long term suspension or expulsion and the reason for this recommendation. This notice will explain the information that is being relied on as a basis for the recommendation. The Dean or other school administrator may notify the parent/guardian of the suspension/expulsion via phone or email in addition to providing written notification. Any parent/guardian meetings may occur by phone.

Within 10 school days of the recommendation for long term suspension or expulsion, a Discipline Hearing will be held to make a final determination about the disciplinary action proposed.

### **Discipline Hearing**

A student will have a Discipline Hearing when:

1. He/she been recommend for expulsion or violated an expellable offense;
2. He/she is recommended for a long-term (10+ day suspension);

The Discipline Review Panel (DRP) will consist of three faculty/staff and/or Board members who do not have a direct conflict with the student or are involved in the incident being reviewed. The Board Chair may appoint any non-affiliated faculty/staff member to be on the DRP. The Discipline Review Panel serves as an impartial decision maker. DPR are closed to the public. During the hearing, a school administrator(s) will carry out the following procedures:

1. A statement of the Code of Conduct violation and summary of the Discipline Hearing procedures.
2. An explanation and review of the evidence or facts for which potential long-term suspension/expulsion is being considered. If video footage is available of the incident, the panel will view the footage.
3. The student may be represented by his/her parent/guardian and one additional advocate.
4. The student may present any information that he/she wants to the Discipline Review Panel to consider. The panel may ask questions regarding the matter to anyone present at the hearing. An advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.
5. Within 24 hours of the conclusion of the hearing, the panel will make a recommendation regarding the consequence. The panel's recommendation will be effective immediately.
6. The student/family will be informed of the decision via phone within two (2) school days of the conclusion of the hearing and written notification will be mailed within three (3) school days of the decision. This notice will contain information regarding appeal procedures.
7. If a parent/guardian does not request a hearing, or fails to attend the hearing at the scheduled date, time, and place, the right to a hearing will be waived. Therefore, the school will proceed with its determination regarding the proposed infraction and the ruling of the Disciplinary Review Panel. The findings from the hearing will be approved and take effect immediately. Appeals will not be accepted by students who do not appear at the initial hearing.

In making its decision, the Discipline Review Panel will review evidence presented at the hearing, any statements heard on behalf of the school or student, the Perry Street Prep Code of Conduct, and prior conduct and/or academic performance, if applicable. The decision of the DPR shall be made by a majority vote of the DRP.



## **Discipline Panel Hearing Appeal**

Any student who is expelled has the right to appeal the decision in writing to the Chairperson of Perry Street Prep's Board of Trustees within five (5) school days of the written notice of expulsion being issued. The following process shall be implemented for all appeals.

1. An appeal hearing date will be set within seven (7) school days of the receipt of the Appeal request.
2. The appeal hearing date will occur within thirty (30) calendar days from the date of the hearing being set.
3. Appeal hearings will be heard by three members of the Board of Trustees, the "Appeal Panel." A faculty/staff member or PSP volunteer with familiarity with the school may replace one of the Board of Trustees on the "Appeal Panel" based on the discretion of the Board Chair.
4. The student may be represented by his/her parent/guardian and one additional advocate.
5. The student has the right to speak on his/her behalf at the Appeal Hearing. The student may choose not to speak at the Appeal Hearing.
6. The student may not return to Perry Street Prep and participate in school activities while an appeal is pending.
7. Appeal hearings are closed to the public.
8. If a parent/guardian fails to appear at the Appeal Hearing the right to appeal is waived, and the original disciplinary decision will stand.

In making its decision, the three-member Appeal Panel will:

1. Review all evidence and documentation from the DPR and any supporting documentation;
2. Review any statements heard at the DPR on behalf of the school or student;
3. Review the Perry Street Prep Code of Conduct;
4. Review the student's prior conduct and/or academic performance;
5. The panel may ask questions regarding the matter to anyone present at the hearing. One advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.

If the expulsion is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the Appeal Panel upholds the expulsion, the expulsion shall be imposed, and such decision will be final. Decisions made by the Appeal Panel will be final.

### ***Special Notes Regarding Audio/Video Recording of Discipline Review Panels (DRP) and Appeal Hearings***

All disciplinary hearings are closed to the public. All such hearings may not be recorded using a video or audio recording device under any circumstances and may only be audio-recorded as required to provide accommodations by the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act. A written request must be made 48 hours prior to the hearing to audio-record the hearing to the student's Dean.

### ***Participation at School and School Related Activities and Re-Enrollment***

Students who have been expelled from Perry Street Prep shall not be eligible to participate or attend any school functions. Students will not be eligible to re-enroll for subsequent school years. Expulsion is the permanent removal of a student from Perry Street Prep.



***Procedures for Suspending and Expelling Students with Disabilities***

The basis for disciplining, suspending or expelling students with disabilities shall be no different than the basis for such actions taken against students without disabilities. Reasonable accommodation of a student's disabilities shall not prevent the school from applying its discipline policy to students with disability when their behavior is not related to the disability. However, students with disabilities are entitled to certain additional procedural protections during the discipline process. These protections include, but are not limited to, requirements for a meeting to determine if behaviors resulting in expulsion or suspension longer than ten (10) days are a manifestation of a student's disability. Parents can request more information about this process and a copy of the procedural safeguards by contacting the Special Education Coordinator or Section 504 Coordinator.





## Terms and Definitions

### Academic Dishonesty

Using or submitting information through methods not approved by teachers or administration, obtaining data that is classified, and/or taking ownership for information or documentation that is not created by the scholar. This includes, but is not limited to plagiarizing, cheat sheets, unapproved materials during testing, possession of answer keys or tests and/or completing another scholar's assignment. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

### Alcohol

Any liquid which contains alcohol, either manufactured or mixed, or any intoxicating beverage; the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages.

### Arson

Arson is the crime of intentionally and maliciously setting fire to attempt to damage any real or personal property by fire or an incendiary device.

### Assault/Battery

The willful and unlawful use of force or violence upon the person of another; has three primary elements present - (1) an aggressor, who (2) intended to cause physical harm, to (3) an innocent person.

### Bullying/Harassment/Cyberbullying/Sexual Harassment

**Bullying**, intimidation, or harassment is defined as any severe, persistent, or pervasive **physical, electronic, or verbal conduct**, including but not limited to harassment based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity/expression, genetic information, disability, or any other distinguishing characteristic, or based on association with a person or group with any of the actual or perceived characteristics listed above.

It is directed toward a student(s) that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student(s) in reasonable fear of physical harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Sexual harassment** is defined as, but not limited to verbal or nonverbal unwelcomed sexual advances or sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment. Sexual harassment is prohibited at Perry Street Prep.

**Cyber bullying** is defined as the use of information and communication technology to bully, embarrasses, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.

The use of cell phones and other technology—including computers, e-mail and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyber bullying should report the incident to his or her Dean.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action as defined in the Perry Street Prep Code of Conduct.





### **Computer Inappropriate Use or Misuse**

Using the computer/Internet for any other purpose than research or study or to view unauthorized material including but not limited to chat rooms, pornographic material, and game sites; includes, but is not limited to, unauthorized access to, modification of, use of, creation or destruction of computer stored data and programs and the inappropriate use of electronic devices and instruments.

### **Defiance**

A daring or bold resistance to authority or to any opposing force, open disregard or contempt; the refusal or failure to carry out lawful or reasonable instructions of authorized school personnel or failure to comply with Friendship regulations, behavior contracts, or classroom rules.

### **Disorderly Conduct**

Disorderly conduct includes, but is not limited to: yelling, running, pushing, shoving, or engaging in horseplay. Excessive verbal or physical interaction which substantially disrupts the orderly learning environment or poses a serious threat to the health, safety, and/or welfare of scholars, staff, or others; serious campus disruption.

### **Distribution/Possession/Under the Influence**

A scholar who distributes controlled substances to another scholar and the scholar who receives the controlled substance and or passes the controlled substance to another shall be subject to the disciplinary penalties for distribution of controlled substance.

### **Drugs**

The possession, receipt, use, being under the influence of, cultivation, transportation, sale, purchase, or negotiation for the sale or distribution of any controlled or unlawful substance; possession or use of an inhalant or any substance represented as drugs (such as designer drugs, caffeine pills, herbs, foods), or any prescription drug for which the scholar does not have a valid prescription and/or which is not in the original container on school property or at a school-sponsored activity on property other than school property. A scholar, who distributes “drugs”, is defined as a scholar who possesses, gives to or leaves drugs for another scholar. It also applies to the scholar who takes, receives, passes to/from or picks up the “drugs”. Drug paraphernalia is any apparatus or material that may be used in the cultivation, use, manufacture, or distribution of drugs.

### **Fabrication/Forgery/Alteration/Destruction**

Intentionally providing false or misleading information or the withholding of valid information from a school staff member. Any form of tampering with records/documents either for one’s own purpose or to alter the records of others for any purpose. It also includes, but is not limited to, the writing and signing of notes and papers by any person not authorized to do so, misrepresenting a situation, or falsely signing another’s name to such notes or other papers.

### **False Alarms**

Willful and/or malicious activation of an emergency alarm or response designed to evacuate the campus when no emergency exists. This applies to threats made verbally, physically, in writing or by any other method, including but not limited to 911 phone calls, issuing a bomb threat, setting off a fire alarm, etc.

### **Fighting**

Mutual participation in an altercation with physical violence that requires physical restraint and/or results in injury; to include group fighting.

### **Gambling**

The wagering of money or something of material value on an event with the primary intent of winning additional money and/or material goods.

### **Gang-Related Activity/Behaviors**

Any activity that can reasonably be associated or identified with a gang, such as, but not limited to, symbols, special dress, verbalizations or colors or distributing any gang-related literature or communications of any kind of gang language.

### **Harassment (and bullying)**



Any electronic, written, verbal or physical act or conduct toward a scholar which is based on any actual or perceived trait or characteristic of the scholar and which creates an objectively hostile school environment that meets one or more of the following:

- Places the scholar in reasonable fear of harm to the scholar's person or property
- Has a substantially detrimental effect on the scholars physical or mental health
- Has the effect of substantially interfering with the scholar's academic performance; or
- Has the effect of substantially interfering with the scholar's ability to participate in or benefit from the services, activities or privileges by a school

**Horseplay**

Rough, rowdy, boisterous play, pranks or play fighting.

**Inappropriate Language**

The use of profane, obscene, abusive language or gestures, or the possession of objects or pictures which are disrespectful, offensive or socially unacceptable and which can or tend to disrupt the school environment, a school function, or extracurricular/co-curricular activities. This includes the taking and / or sending, of inappropriate or offensive images or texts using electronic devices as well as being in the possession of inappropriate images or texts.

**Incitement**

To provoke, urge on or coerce another to engage in an activity which is prohibited under this code. The consequence may not exceed the penalty for the activity.

**Offensive**

Any act, utterance, or item that is generally inappropriate, including but not limited to, curse words, obscene gestures, and obscene materials including but not limited to writings, drawings, magazines, and pictures.

**Possession**

Any scholar who has any item on his/her person, within their personal effects, or within any vehicle in which he or she has arrived on Friendship property or at a school sponsored activity on property other than Friendship property shall be considered to be in possession of such item.

**Robbery**

The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.

**Sexual Assault**

Any unwanted sexual contact towards another person that is achieved by force, threats, bribes, manipulation, pressure, tricks, and/or violence.

**Sexual Harassment**

Is unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature; Undesired sexual behavior towards another; unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, or creates a hostile environment.

**Sexual Contact (also contact or behavior of a sexual nature)**

Any contact or behavior of a sexual nature regardless of consent including, but not limited to, lewd or suggestive movement or displays as well as physical contact.

Shakedown, strong arm, extortion, obtaining of money or property (something of value) from an unwilling person by means of coercion or intimidation.

**Theft**

Acceptance, possession, sale, purchase, transfer and/or taking of property belonging to another person with the intent to prevent or deprive the rightful owner of its use.

**Threats (also threaten)**

Verbal or physical acts and/or written statements regarding harm to an individual's life, physical or emotional well-being and/or personal property. Additionally, obtaining or attempting to obtain any item or money by



intimidation, force, fraud or illegal use of authority is considered extortion. These actions include but are not limited to arguing, balling up fists, writing notes, extortion, displaying a weapon and posturing.

**Tobacco Products: Possession/Smoking**

A scholar smoking, using smokeless tobacco, in possession of tobacco products, distributing or selling of tobacco products on school property, school buses, or in attendance at a school-sponsored activity will be subject to disciplinary action by the school.

**Trespassing (also loitering)**

To enter or remain on a Friendship campus without authorization or invitation and with no lawful purpose for entry, including scholars under suspension or expulsion.

**Uniform Policy Violations**

Wearing clothing other than what is specified in the Perry Street Preparatory Public Charter School Dress Code (i.e., wearing of sweat hoodies, ID not on display, non-regulatory clothing, overcoats and jackets).

**Vandalism**

Willful or malicious destruction, defacement or damage to school and/or personal property.

**Weapon**

Any object that is or can be used as a means to physically harm, threaten, intimidate or endanger someone. These items include but are not limited to knives, guns, fireworks, razors, BB guns, box cutters, etc.

**Discipline Responses Definitions:**

**Behavior Contract/Discipline Plan**

The scholar meets with teachers to create a written contract that includes objectives and the specific performance tasks that the scholar will accomplish to meet those objectives. The contract is signed by the scholar and teacher and, where appropriate, by the parent or guardian. A behavioral contract between a scholar and appropriate school personnel may define expected behaviors, conditions, and consequences.

**Behavior Intervention Plan (BIP)**

A Behavioral Intervention Plan (BIP) is a written, specific, and purposeful plan which describes behavioral interventions and other strategies that will be implemented to reduce and/or prevent targeted misbehaviors and reinforce appropriate replacement behaviors.

**Counseling**

Individual/Group Counseling: Counseling provides scholars with an outlet to share issues in privacy that may be negatively impacting their attendance, behavior, and/or academic success. Scholars discuss and formulate goals, and learn problem solving strategies that will enable them to overcome a variety of personal challenges. Counseling could be provided by a guidance counselor, mental health counselor or school psychologist.

**Detention**

At the discretion of the administrator, upon notifying the parent/guardian, detention is held after school and/or Saturday morning at the school the scholar attends. Parents/guardians are responsible for the scholar's transportation.

**Exclusion/Deprivation of Privileges**

At the discretion of an administrator, a scholar is temporarily banned from attending school sponsored events to include, but not limited to, field trips, special assemblies, parties, co-curricular or extracurricular activities.

**Expulsion**

Permanent dismissal of a scholar from the school program. If an expulsion is approved it is the responsibility of the parent/guardian to place the scholar in another school unless the scholar is considered Special Education.

**Reset Room/Alternative Learning Center (ALC)**

In-school suspension is the temporary removal of a scholar from the scholar's regular school program and placement into an alternative program under the supervision of school personnel for a period not to exceed nine (9) school days per incident. In-school suspension is a discipline program established as an alternative to



out-of-school suspension. If a scholar fails to comply with the rules of in-school suspension, the scholar will immediately be dismissed from campus and placed on suspension that corresponds with the violation.

#### **Mediation**

At the discretion of an administrator, a mandatory meeting may be held between the scholar, parent/ guardian, and administrator (and/or teacher as appropriate) to address any issues to include, but not limited to, misconduct, violation of the Code of Conduct, poor attendance, and/or academic evaluation.

In this meeting all parties will come to a mutual understanding of any future repercussion that may occur if issues persist.

#### **Mentoring Program**

A mentoring program matches a mentor who may be a counselor, teacher, scholar and/or leader with a protégé. The object of this relationship is to help the protégé in his/her personal, academic and social development.

#### **Parent/School Conference**

Conferences between/among any combination of scholar, teachers, parent/guardian, and administrator may be held to discuss scholar conduct and/or problems. Such conferences consider alternatives available and seek to determine a plan of action which will be most beneficial to the scholar.

#### **Referral to Law Enforcement Agencies**

Scholar may be referred to the appropriate law enforcement agency for behavior that is illegal and/or exceeds Perry Street Preparatory Public Charter School's Code of Conduct.

#### **Restitution**

Parents are responsible for replacing, repairing, or compensating for any items that have been damaged or stolen. Failure to do so will result in consequences including but not limited to seizure of scholar records.

#### **SSST Referral**

Scholar and Staff Support Teams are school-based teams that utilize a multidisciplinary approach to encourage scholar success through prevention and intervention strategies and supports. The SSST

Coordinator and school team will create an individualized plan to help scholars overcome their academic and/or socio-emotional difficulties.

**Alternative Programs:** A scholar may be assigned to or offered the opportunity to participate in alternative programs available if, in the opinion of school officials, such assignment would benefit the scholar. A scholar with a disability should be referred to the IEP team to determine appropriate services and placement.



## **Grievance/ Complaint Policy**

Perry Street Prep values the input of students, parents and guardians, and encourages parents to offer feedback on any aspect of the school program. A quality educational program for students at PSP can be achieved best by all individuals working together harmoniously. There will be times, however, when an individual may feel the need to file a complaint. When complaints or concerns occur, they should be resolved at the school or at the lowest possible administrative level through an informal process of cooperative agreement among the affected individuals.

However, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members. Complaints and concerns should be initially directed to the following individuals:

- Teacher (if appropriate)
- Student Dean
- Principal

## **Formal Complaint Process**

When a concern or complaint is not resolved through the informal process, you may initiate the formal complaint process outlined below.

The first step in the formal process is to obtain a Formal Complaint Form from the school's website and return it to the student's Dean. You may attach descriptive or supportive information to the form. Keep a copy of the form and any attachments.

When your complaint form is received at the school, the Student's Dean or designee should contact you within three (3) school days to establish the date, time and place of a meeting to discuss your concern, if such a meeting has not already occurred. Usually, this meeting will take place within ten (10) school days. Within 10 school days of receipt of the written complaint, or this meeting, if any, the Student Dean and/or Principal should respond to you in writing with a decision.

Sometimes a complaint or its resolution may be too complicated or, for other reasons, cannot be decided within 10 school days. In such cases, the Student Dean and/or Head of School will contact you within the first 10 days and arrange for an extension of the decision for no more than an additional 10 school days.

If you are not satisfied with the written decision, or if you do not receive a reply to your formal complaint within the specified time, you may request that your complaint be considered by the Head of School. You must file your request for review within 15 calendar days of the Student Dean/Principal response or the date when a decision was to have been made.

If you wish to request a review, forward the Complaint Form to Head of School, with a note explaining the basis for disagreeing with the decision. The Head of School will respond, using a procedure and time limits similar to those followed by the Student Dean/ Principal, as follows: (a) a meeting may be arranged within 3 work days; (b) a resolution on the review within 10 work days after the meeting, if any; and (c) an extension of



an additional 10 work days if the matter is unusually complicated or otherwise requires additional time. The Head of School or his /her designee may respond by phone or in writing.

All formal grievances must abide by the school's grievance policy available on the school's website.

If you feel your complaint, whether administrative or programmatic, is not addressed properly at the school level, you may file a complaint with the Office of the State Superintendent of Education (OSSE). The most current OSSE complaint form can be found at:

[http://osse.dc.gov/seoframes.asp?doc=/seo/lib/seofassessment and accountability/OSSE ESEA Complaint Policy.pdf](http://osse.dc.gov/seoframes.asp?doc=/seo/lib/seofassessment%20and%20accountability/OSSE%20ESEA%20Complaint%20Policy.pdf)

If you have a concern or grievance that you wish to share with Board of Trustees, please contact the Chair of the Board.



TO BE COMPLETED BY THE COMPLAINANT:



## Formal Complaint Form

<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>City, State, ZIP</b>
<b>Email Address:</b>	<b>Cell Phone:</b>
<b>Student:</b>	<b>Student Date of Birth:</b>
<b>School:</b>	<b>Grade:</b>
Please state the nature of your complaint (attach additional sheets if necessary):	
Please state the resolution requested (attach additional sheets if necessary):	
<b>Signature of Complainant:</b>	<b>Date:</b>
<b>Level I: Administrative Disposition – To be completed by the Dean / Supervisor</b> <b>Date Received:</b> _____ <b>Initials:</b> _____ <b>Date Contact:</b> _____ <b>Date of Meeting:</b> _____ <b>Action on Complaint:</b>  <b>Signature:</b> _____ <b>Date:</b> _____	

*If you wish to request a review of the resolution offered by the Dean/ Supervisor you may do so by forwarding this form with a note explaining your reason for disagreement with the decision to Head of School.*

<b>Level II: Administrative Disposition – To be completed by the Head of School/ Designee</b>	
<b>Date Received:</b> _____	<b>Initials:</b> _____
<b>Action on Complaint:</b>  	
<b>Signature:</b> _____	<b>Date:</b> _____

Perry Street Prep Perry  
Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400





## **Grievance, Procedural Safeguards, Notice of Rights**

### **504 Grievance Procedure**

Any person who believes that Perry Street Prep has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

Complaints involving students who attend Perry Street Prep may be submitted to:

Special Education Coordinator  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

Complaints involving employees of Perry Street Prep may be submitted to:

Chief Operations Officer  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Perry Street Prep encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Perry Street Prep prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

A formal complaint may be filed by following the steps outlined below:

#### **Step 1**

Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing



witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

### **Step 2**

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Executive Director within ten (10) business days after receipt of the response. The Executive Director will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Executive Director will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

### **Step 3**

If the complainant is not satisfied with the decision of the Executive Director he/she may appeal through a signed written statement to the school Board of Trustees within ten (10) business days of the receipt of the Executive Director's response. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 4536021; or (3) filing it electronically at: [www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html). For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or [ocr.dc@ed.gov](mailto:ocr.dc@ed.gov).

## **Notice of Procedural Safeguards and Grievance Procedures for Parents and Students**

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator:

Special Education Coordinator  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400



Any person who believes that Perry Street Prep has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to Perry Street Prep's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Special Education Coordinator  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

### **Notice of Grievance Procedures for Employees**

Any employee who believes that Perry Street has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to Perry Street Prep's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Director of Operations  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

### **Section 504 - Notice of Parental Rights**

This is a notice of your rights under Section 504. These rights are designed to keep you fully informed about the school's decisions about your child and to inform you of your rights if you disagree with any of those decisions.

If your child is in the process of being considered for Section 504 eligibility or has been identified for Section 504 accommodations/services, you may have the right to the following:

- Have your child participate in and benefit from the school's education program without discrimination based on disability.
- Receive notice with respect to any action taken regarding the identification, evaluation, or placement of your child.
- Refuse consent for the initial evaluation and initial placement of your child.
- Have your child receive a free appropriate public education. This includes your child's right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school provide related aids and services to allow your child an equal opportunity to participate in school activities.
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child's evaluation data, and placement options.



- Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
- Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
- Examine your child's education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response to your reasonable requests for explanations and interpretations of your child's education records.
- Request the school to amend your child's education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school refuses this request, you have the right to challenge such refusal.
- Request mediation or an impartial due process hearing to challenge actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made pursuant to the school's grievance procedure.
- File a local grievance or a complaint with the District of Columbia Office for Civil Rights within the U.S. Department of Education. The regional office is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at 202-453-6020 (phone), 202-453-6021 (fax), [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) (email), and <http://www2.ed.gov/about/offices/list/ocr>.

The Section 504 Coordinator for Perry Street Prep who is responsible for Section 504 compliance is:

Special Education Coordinator  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400



## Notice of nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Age Discrimination Act of 1975 (“The Age Act”), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Perry Street Prep are hereby notified that Perry Street Prep does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning Perry Street Prep’s compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to **students** or who wish to file a complaint regarding such compliance should contact:

Special Education Coordinator  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018

who has been designated by Perry Street Prep to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to students.

For inquiries or to file a complaint regarding Perry Street Prep’s compliance with ADA, Section 504, Title VI, Title IX, and/or the Age Act as they relate to **employees or third parties**, contact:

Director of Operations  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018

who has been designated by Perry Street Prep to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to employees or third parties.