Friendship
Public Charter School

PARENT/STUDENT HANDBOOK 2016-2017

Friendship Armstrong
Grades PK3- 5

Friendship Blow Pierce Elementary
Grades PK3 - 3

Friendship Blow Pierce Middle
Grades 4-8

Friendship Chamberlain Elementary
Grades PK3 - 3

Friendship Chamberlain Middle
Grades 4-8

Friendship Collegiate Academy
Grades 9-12

Friendship Online
Grades K-8

Friendship Southeast Academy
Grades PK3-5

Friendship Technology Preparatory Academy Middle
Grades 6 -8

Friendship Technology Preparatory Academy High
Grades 9-12

Woodridge International Elementary
Grades PK3 - 3

Woodridge International Middle
Grades 4-8

2016-2017 SCHOOL CALENDAR

2016

AUGUST

3-5 New Teacher Orientation
8-19 Teacher Planning Days
11 Convocation
22 First Day of School
Aug 29 - Sep 16 Fall MAP Testing

M	T	W	T	F
1	2	3	4	5
8	9	10	C	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Student Days: 8

SEPTEMBER

5 Labor Day
30 Progress Reports Sent Home
Aug 29 - Sep 16 Fall MAP Testing

Early Release Thursdays, 1:00 PM

Student Days:

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	PR

Student Days: 21

OCTOBER

4-5 Friendship Interims
10 Columbus Day
13 Data Talk
28 1st Quarter Ends

Early Release Thursdays, 1:00 PM

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	Q
31				

Student Days: 19

NOVEMBER

11 Veteran's Day
15-16 Friendship Interims
18 QLC (Parent/Teacher Conference)
24-25 Thanksgiving

Early Release Thursdays, 1:00 PM

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Student Days: 18

DECEMBER

1 Data Talk
9 Progress Reports Sent Home
22-30 Winter Break
Dec 5-16 Winter MAP Testing

Early Release Thursdays, 1:00 PM

M	T	W	T	F
			1	2
5	6	7	8	PR
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student Days: 14

JANUARY

2 Winter Break
10-11 Friendship Interims
13 2nd Quarter Ends
16 Martin Luther King Jr Day
19 Data Talk
20 Inauguration
27 QLC (Parent/Teacher Conference)

Early Release Thursdays, 1:00 PM

M	T	W	T	F
2	3	4	5	6
9	10	11	12	Q
16	17	18	19	20
23	24	25	26	27
30	31			

Student Days: 17

2017

FEBRUARY

20 President's Day
24 Progress Reports Sent Home

Early Release Thursdays, 1:00 PM

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	PR
27	28			

Student Days: 19

MARCH

7-8 Friendship Interims
16 Data Talk
24 3rd Quarter Ends

Early Release Thursdays, 1:00 PM

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	Q
27	28	29	30	31

Student Days: 22

APRIL

7 QLC (Parent/Teacher Conference)
17-21 Spring Break
April 24 - June 2 PARCC Testing

Early Release Thursdays, 1:00 PM

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Student Days: 14

MAY

12 Progress Reports Sent Home
29 Memorial Day
April 24 - June 2 PARCC Testing
May 15 - Jun 2 MAP Testing

Early Release Thursdays, 1:00 PM

M	T	W	T	F
1	2	3	4	5
8	9	10	11	PR
15	16	17	18	19
22	23	24	25	26
29	30	31		

Student Days: 22

JUNE

16 Last Day of School

Early Release Thursdays, 1:00 PM

26 First Day of SLA

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student Days: 12

JULY/AUGUST

4 Independence Day

27 Last Day of SLA

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	1	2	3	4

First/Last Day of School
New Teacher Orientation
Holiday (No school for teachers & students)
No School for Students
Early Release Day (1 pm for Students)
First/Last Day of Summer Learning Academy (SLA)

Make-up Dates: April 7, March 16, June 19

EVENT OF SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

We do not follow DC Public Schools' schedule for school closings due to bad weather. In the event of inclement weather or other emergency, please refer to NBC4, ABC7, CBS9 and Channel 5 (FOXNetwork) for information regarding the schedule for that day. Additionally, the school will send messages to your home telephone numbers, so please check your voicemail. Finally, refer to the Friendship mobile app, FPCS Facebook and Twitter for information.

TABLE OF CONTENTS

2 **ABOUT FRIENDSHIP PUBLIC CHARTER SCHOOL**

3 **GENERAL INFORMATION**

Contact Friendship PCS

FPCS General Contact Information

Friendship PCS Community Office Contact Information

Enrollment

Transfer or Withdrawal of a Student

School Breakfast, Lunch and Supper Programs

5 **RESOURCES FOR PARENTS**

Office of Parent Relations

Parent Advisory Council (PAC)

Signing Up to Volunteer

Before and After Care

Conferences with Staff/Contacting Your Child's Teacher or Other School Staff

Quarterly Learning Contract Days

Campus Visits and Classroom Observations

Scheduled Conferences with Staff/Your Child's Teacher or Other School Staff

School Health Services

School Nursing

Authorization for Administering Medication During School Hours

Food Allergies

10 **FRIENDSHIP PCS PROMOTION**

Student Promotion Requirements

Summer Learning Academy and Saturday Credit Recovery

Summer Learning Academy Attendance

High School Graduation Requirements

13 **FRIENDSHIP PCS ATTENDANCE**

Why is Attendance Important?

Friendship PCS Policy and Legal Consequences for Absences

Excused/Unexcused Tardiness and Early Pick-Up/Late Pick-Up

Excused Absences

Attendance/Truancy Due Process

16 **FRIENDSHIP PCS UNIFORM POLICY**

Friendship PCS Uniform Policy

19 **AUTHORIZED ELECTRONIC DEVICE POLICY**

20 **INTERNET USE – ACCEPTABLE USE POLICY**

24 **FRIENDSHIP PCS CODE OF CONDUCT AND DISCIPLINE POLICY**

Code of Conduct

Discipline Policy

Inappropriate Behaviors and Levels of Responses and Interventions

Code of Conduct Definitions

Procedures for Suspension and Expulsion

Procedures for Appeal

Review and Determinations

32 **FRIENDSHIP PCS STUDENT SERVICES AND RESOURCES**

Extended Learning Programs, Tutoring and Extra-Curricular Activities

Notice of Non Discrimination

Accessing Additional Resources to Support You and Your Child

Additional Policies

These policies are subject to change at the discretion of Friendship Public Charter School.

ABOUT FRIENDSHIP PUBLIC CHARTER SCHOOL

Our Mission

The mission of Friendship Public Charter School is to provide a world class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

What We Do

Friendship offers innovative and challenging standards-based classroom learning experiences and extended learning programs. We instill an appreciation for education and set high academic and personal standards that prepare students to become responsible contributors to their communities and world.

Who We Are

Founded in 1997, Friendship Public Charter School is a 501(c)(3) not-for-profit corporation. Friendship established its first charter schools in 1998, opening the Chamberlain and Woodridge elementary campuses. Today, Friendship has elementary, middle and high school charter campuses throughout the District of Columbia, serving over 4,000 children and youth in preschool through grade 12.

The organization is headed by an independent board of trustees, consisting of 13 voting members. Seven are residents of the District of Columbia, including two parent representatives.

GENERAL INFORMATION

Contact Friendship PCS

School Contact Information

Friendship Armstrong
1400 First Street, NW
Washington, DC 20018
(202) 518-3928
School Hours: 7:45am-4:00pm

Friendship Blow Pierce Elementary Campus
725 19th Street, NE
Washington, DC 20002
(202) 572-1070
School Hours: 7:45am-4:00pm

Friendship Blow Pierce Middle Campus
725 19th Street, NE
Washington, DC 20002
(202) 572-1070
School Hours: 7:45am-4:00pm

Friendship Chamberlain Elementary
1345 Potomac Avenue, SE
Washington, DC 20003
(202) 547-5800
School Hours: 7:45am-4:00pm

Friendship Chamberlain Middle
1345 Potomac Avenue, SE
Washington, DC 20003
(202) 547-5800
School Hours: 7:45am-4:00pm

Friendship Collegiate Academy
4095 Minnesota Avenue, NE
Washington, DC 20019
(202) 396-5500
School Hours: 7:45am-3:30pm

Friendship Online
1351 Nicholson Street, NW
Washington, DC 20011
(202) 722-2672

Friendship Southeast Academy
645 Milwaukee Place, SE
Washington, DC 20032
(202) 562-1980
School Hours: 7:45am-4:00pm

Friendship Technology Preparatory Middle
2705 Martin Luther King Ave, SE
Washington, DC 20032
(202) 562-1681
School Hours: 7:45-3:40

Friendship Technology Preparatory High
2705 Martin Luther King Ave, SE
Washington, DC 20032
(202) 552-5700
School Hours: 7:45-3:40

Friendship Woodridge International Elementary
2959 Carlton Avenue, NE
Washington, DC 20018
(202) 635-6500
School Hours: 7:45am-4:00pm

Friendship Woodridge International Middle
2959 Carlton Avenue, NE
Washington, DC 20018
(202) 635-6500
School Hours: 7:45am-4:00pm

Other Contact Information

Friendship PCS Community Office
120 Q Street, NE Suite 200
Washington, DC 20002
Main Office Phone Number: (202) 281-1700
Web address: www.friendshipschools.org

Social Media

www.friendshipschools.org

twitter.com/FriendshipPCS

www.facebook.com/FriendshipPCS

www.linkedin.com/company/friendship-public-charter-school

www.instagram.com/friendshippcs

www.youtube.com/user/FriendshipPCS

Enrollment

Every year, students must be re-enrolled regardless of prior year enrollment and attendance. Parents must take advantage of the early enrollment opportunity and submit Intent to Return forms using InfoSnap by the applicable deadline. Registration information, including residency verification, must be submitted by the deadlines provided in order to reserve enrollment slots. For new students, Friendship PCS participates in the MySchoolDC common lottery program. All applications for new students must be submitted through the MySchoolDC website. Preference is given to new students who are siblings of students re-enrolling from the prior school year. Please see www.friendshipschools.org for more detailed information.

Transfer or Withdrawal of a Student

Parents/guardians of record are required to sign in person at the campus main office the necessary forms for a student's withdrawal or transfer from Friendship PCS. The transfer and records release will be complete upon receipt of a documented formal request from the enrolling school. Additionally, grades and transcripts will not be released until all accounts/fees are cleared.

School Breakfast, Lunch and Supper Programs

Breakfast and lunch are served to all students free of charge. Friendship PCS participates in the National School Lunch Program and School Breakfast Program and offers high quality, nutritionally-balanced meals that meet USDA guidelines for healthy school meals and the requirements set forth in the Healthy Schools Act. All students who are enrolled in a qualifying after school program will also receive a hot supper at no charge.

Friendship Public Charter school abides by a "nut free" policy. Food allergies can be life threatening and Friendship PCS is committed to offering a safe educational environment for all students including students with food allergies. Cooperative efforts between students, parents, physicians and school staff members can help minimize risks.

Nut Free Policy

Parents are asked to adhere to the following school-wide protocols:

- Please do not send any peanuts, peanut butter or foods containing peanuts or peanut butter.
- There will be no classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- Please do not enclose candy or other treats with holiday cards.
- If your child ate peanut butter for breakfast, please ensure that your child has washed his/her hands with soap and water before leaving for school. Water alone does not do the trick!
- A list of other tree nuts that may trigger an allergic reaction are provided below:

  Almond
  Beechnut
  Brazil Nut
  Bush Nut
  Butternut
  Cashew
  Chestnut
  Coconut
  Filbert
  Ginko Nut
  Hazel Nut
  Lichee Nut
  Macadamia Nut
  Nangai Nut
  Pecan
  Pine Nut
  Pistachio
  Shea Nut
  Walnut

RESOURCES FOR PARENTS

Office of Parent Relations

The Office of Parent Relations provides support and information to the parents and families of Friendship PCS. Its services to parents include:

- keeping parents in touch with Friendship PCS news and happenings and providing programs and services that keep parents connected throughout the year;
- listening to parent concerns, providing referral information and coordinating informal resolution meetings; and
- helping parents connect with any special help or services.

Parent Advisory Council (PAC)

The PAC (Parental Advisory Council) is an organization that brings parents and teachers together to promote the education and welfare of our children.

The primary role of the PAC is to provide a forum through which parents can become more involved in the education of their children. The PAC coordinates a number of activities and services, including:

- outreach to its members to determine the needs and interests of membership;
- recruitment of parents to build a robust parent involvement program;
- information and available educational resources to all parents;
- support and aid for parents with concerns or other issues;
- professional development for its parent membership;
- partnerships with members of the school community (e.g., Director of Parent Relations, Learning Leaders) to offer services to families and share resources;
- representation of parents on School Leadership Teams;
- fund raising activities to benefit the children and PAC;
- parent participation in school activities; and communications (e.g., newsletters, e-mail accounts, websites, phone trees)

Call your child's school and ask for the name of the PAC president, or simply come to the next meeting. You will be welcomed with open arms.

When do PACs meet?

Friendship Armstrong
Monthly: 1st Tuesdays 8:30 am and 5:00 pm

Friendship Blow Pierce Elementary & Middle
Monthly: 4th Tuesdays 6:00 pm

Friendship Chamberlain Elementary & Middle
Monthly: 2nd Tuesdays 6:00 pm

Friendship Collegiate
Monthly: 2nd Mondays 6:00 pm

Friendship Online
Monthly: TBD

Friendship Southeast Elementary
Monthly: 3rd Wednesdays 6:00 pm

Friendship Technology Preparatory
Monthly: 4th Tuesdays 6:00 pm

Friendship Woodridge International Elementary & Middle
Monthly: 3rd Tuesdays 5:30 pm

Please contact your child's school for more information.

Parent University

Parent University is an initiative designed to inform, involve and empower Friendship PCS families. It provides a combination of resources and course offerings to help parents become full partners in their children's education. Parent University offers parents and other family members a variety of meaningful classes and workshops that will add to their existing skills and give them opportunities for continued growth and development.

The goal of Friendship Parent University is to educate, engage, and involve our parents/guardians as partners and advocates in their children's education.

Parent University's purpose is to:

- Increase access to and understanding of Friendship's core values, policies and practices;
- Increase parental involvement and participation in school;
- Allow parents an opportunity to network with professionals and other parents;
- Help parents develop the skills needed to implement positive parenting practices;
- Empower parents to become effective advocates for their children;
- Strengthen home-school-community partnerships;
- Equip parents with knowledge and awareness of resources available to them;
- Increase the number of parents who feel positively connected to their children's school; and
- Provide opportunities and support for families to achieve personal academic and non-academic goals.

Parent University will offer workshops/courses in one of five areas:

- Social Emotional Learning: These workshops will focus on the social emotional development of children and how it can impact a student's academic and social progress. Information and experiences that empower parents to raise self-confident, disciplined, motivated and educated children from birth through young adulthood will be shared.
- Technology: These workshops will provide families current information on technology and how it can be used to increase learning for students and parents.
- Academic Intervention and Support: These workshops will focus on steps that can be taken to assist a student in their academic progress. Parents will learn how to determine whether their children are on track with their learning.
- Growth and Personal Development: These workshops will provide opportunities for parents to increase their own personal and professional growth, enabling them to effectively advocate for themselves and their children.
- Education: These workshops will cover information on topics that are beneficial to families for everyday living.

By providing our parents/guardians with the knowledge and experiences to advocate and support their child's learning, parents will become more engaged in supporting quality education for their children in ways that result in improved student outcomes and school improvement.

How do I sign up to volunteer?

Friendship PCS encourages parents to volunteer. Volunteers may serve as tutors, mentors, chaperones, classroom and office assistants. To volunteer, please contact the school counselor who may recommend opportunities and assist you with the application process.

Do you have an inquiry or recommendation?

We encourage family and staff to collaborate in strengthening our schools. Teamwork, shared understanding of our mission, and agreement in moving forward is critical to our success. If parents require support outside of the school campus, please contact the Community Office at (202) 281-1700.

What are Quarterly Learning Contract (QLC) Conferences?

A key part of every parent's engagement is understanding the academic progress your children make throughout the year. Parents will receive information about their children's progress including classroom grades, attendance, behavior and most recent assessment data. Parents, students and teachers will work collaboratively to set performance goals and targets. To that end, parents are required to attend the QLC day conferences. During the 2016-2017 academic year, these mid-quarter conferences are scheduled on November 18, January 27, April 17. On QLC days, parents, students and teachers will:

- review student grade-level proficiency assessment data (Benchmarks, Principal's Assessments, unit tests, student portfolios, etc.)
- discuss behavior and attendance
- discuss student promotion status
- discuss enrichment opportunities
- review and develop new QLC goals as needed
- develop and sign a plan to reach written goals

The QLC goals serve as a contractual agreement between three parties: parent, teacher and student. The goals will be reviewed and discussed to determine the continuation of goals not met or the development of new goals when mastered. Parents will receive a copy of the Scholar Report Card and QLC at the time of the conference. A final review of QLC goals will be held prior to the end of the school year.

Please contact your child's school if additional information is needed regarding QLC conference times.

Campus Visits and Classroom Observations

Parents/guardians of record or their documented designees who are interested in observing classrooms must make arrangements in advance through the main office and teacher. Classroom observations are not conferences and parents are therefore asked to observe instruction quietly.

Friendship PCS requires all guests to use the main entrance to our buildings. Guests are required to report to the security desk to sign in and retrieve a visitor badge that must be worn for the duration of your visit. Guests must follow the direction of security and may not roam the school building. At the completion of the visit, guests must sign out at the security desk. Friendship reserves the right to provide a security escort or bar suspicious or disruptive activity or behavior.

Additional Opportunities for Conferences with Staff

Friendship PCS places a great deal of emphasis on parent involvement and we welcome parents/guardians to contact the school with requests for assistance or to express concerns. Contact with Friendship PCS staff regarding concerns should be made in the following order: (1) Teacher or staff member (2) Academy Directors (3) Principal and (4) Friendship PCS Community Office. If a parent/guardian wants to discuss a matter with a member of the school staff, use the following procedure:

- The parent/guardian should schedule an appointment with the faculty member prior to the meeting date. It is possible that an adequate response can be provided through a telephone discussion. Please refer to your child's schedule, teacher syllabus, or phone the school to schedule a meeting with a teacher or other staff member.
- The parent/guardian must report to the office at the time of the agreed appointment and the main office will notify the staff member of your arrival. To avoid disruption of classes or other school activities, parents/guardians or their designees are not permitted to go to a classroom or other location without prior consent from the main office and/or a security escort.
- If no resolution can be reached through a discussion with a teacher, the parent must contact the main office to schedule appointments in the following order: (1) Academy Director and (2) Principal. Parents/guardians may contact the Community Office after they have spoken with the principal at the school site.

- While the Director of Parent Relations is there to assist you, we want to ensure that the parent has gone through the appropriate channels at the school level prior to making this contact.
- With regard to discipline hearings for suspensions of 10 days or more and recommendations for expulsion, student/parents/legal guardians can contact the Community Office at 202-281-1700 to request a hearing.

School Health Services

School health services are available at all Friendship PCS campuses. Friendship partners with the DC Department of Health and Children's School Health Services to provide school nursing services to your child(ren). Parents should refer to sections below regarding nursing and parent submission of health information.

School Nursing

The school nurse provides the following services that do not replace the care a student should receive from a regular physician or clinic.

- Basic first aid;
- Administration of certain medications;
- Referrals to emergency and other care in the event that an injury or other condition requires a service the nurse is unable to provide;
- Assistance to students with chronic illnesses that require ongoing prescribed medical treatment including monitoring blood sugar levels, administering tube feedings and performing catheterizations;
- Health screenings, assessments and referrals for health problems and medical conditions (e.g. vision, hearing and scoliosis). Prevention and containment of communicable diseases by ensuring all students are immunized in accordance with District of Columbia laws and regulations; and
- Identification of suspected child abuse, illegal drug use or depression and determine appropriate intervention.

Parents and guardians can assist the school nurse in serving our students by:

- Informing the school nurse of any medical conditions or concerns about your child(ren)'s health;
- Making sure the school nurse has accurate, up-to-date emergency contact information;
- Getting your child's immunizations updated in accordance with requirements and promptly submitting your immunization form;
- Completing and promptly submitting the authorization form for administering medications along with any medications, medical equipment or supplies needed during the school day; and
- Providing follow-up information about the outcome of your child's health care referral.

Immunizations

State law requires all students to be immunized unless you waive the right for immunization due to religious or medical reasons. In the event of waiver due to religious or medical reasons, submission of a notarized letter to the school nurse and signed by you and your child's physician is required.

- Parents must submit forms or waivers to the main office and should retain copies in the event the information is requested again. Students without complete, up-to-date immunization forms will receive letters requesting up-to-date records.
- Free immunizations for D.C. residents can be provided through the D.C. Immunization Program located at 6323 Georgia Avenue, NW, Suite 305, Washington, DC 20011. Please phone (202) 576-7130 for more information.
- Please note: Upon accruing unexcused absences for missing health information, you and your child will be subject to the Attendance Policy of this handbook and D.C. Truancy Law.

Authorization for Administering Medication During School Hours

Please Note: No medication will be administered at school in the absence of a complete, approved Authorization For Administering Medication form.

In the event that a parent requests that a student take medication during the school day, including but not limited to administering an asthma inhaler or Epi-Pen, please follow these procedures:

1. The Authorization for Administering Medication form must be completed by the parent or guardian. (Please see your child's school nurse to receive form).
2. The Authorization for Administering Medication form must also be completed by the physician.
3. The complete Authorization for Administering Medication form must be on file at school before the medication can be administered at school.
4. The medication must be in the original labeled container as dispensed or in the manufacturer's labeled container. The label must contain the student's name, name of the medication and directions for use and date.

5. Parents or other authorized adults must transport medications and medical supplies to and from school and all medications and medical supplies must be given directly to the nurse.
6. Students may not carry medications (prescription or non-prescription) or supplies except for an inhaler for asthma. Parents who wish to have their children carry or possess an inhaler must still follow the above procedures and communicate directly with the school nurse.
7. All unused medications that have not been picked up by parents by the last day of each school year will be discarded by health office staff.
8. Immediate written notification of changes in medication and/or prescription directions must be provided to the school by the parent/guardian.
9. Annual renewal of authorization is required.

Food Allergies

If your child is allergic to certain foods, please provide a note to the school nurse, your child's classroom teacher, and the food service coordinator. When submitting documentation to the school, please list all allergies. If medication is being taken at school (i.e., Epi-Pen, etc.), you are also required to fill out the Authorization for Administering of Medication form.

FRIENDSHIP PCS PROMOTION

What are the requirements for student promotion?

Students will be promoted when their educational growth shows they are prepared to successfully complete the next grade.

Parents of students at risk of not being promoted will be notified through quarterly report cards, during parent conferences, Quarterly Learning Contract (QLC) days and at other times throughout the school year as academic assessment, attendance and other student performance data are available. Parents must track their child(ren)'s academic progress throughout the school year by attending the mandatory QLC days and reviewing their child(ren)'s assessment and grade reports in order to determine whether their child may have to attend summer school.

All students who are candidates for retention will be closely monitored and will be required to attend Summer Learning Academy. Final decisions may be made as late as June as to what is most appropriate for the child and the circumstances.

Promotion Criteria

Promotion to Pre-Kindergarten through 9th Grade

A student will be promoted based on performance in each of the following areas:

- **Attendance**: Students must have fewer than twenty (20) cumulative absences (including unexcused and excused absences). If a child has 20 or more absences, the student will be retained.
- **Academics** (PK3 – 1st Grade): A student must demonstrate grade-level mastery to be promoted to the next grade. In addition, if the child is not meeting social-emotional development standards, the school reserves the right to retain the student.
- **Academics** (Grades 2-9): Students must demonstrate grade-level mastery in order to be promoted. To demonstrate grade-level mastery, students must pass (D or better) their English and mathematics classes and must meet certain percentiles in both reading and math on the Measures of Academic Progress (MAP) assessment.
- **Teacher and principal recommendations**

Students who do not meet the grade-level expectations described above will be required to attend and successfully complete Summer Learning Academy to be promoted.

Students who fall below certain standards will be required to repeat their current grades and encouraged to participate in Summer Learning Academy for additional support.

Promotion to 10th Grade

A student will be promoted based on performance in each of the following areas:

- **Attendance**: Students must have fewer than twenty (20) cumulative absences (including unexcused and excused absences). If a child has 20 or more absences, the student will be retained.
- **Academics**: Students must earn a minimum of 7 credits, which must include English, Algebra I, social studies, and science. Students must also meet certain percentiles in both reading and math on the Measures of Academic Progress (MAP) assessment.
- **Teacher and principal recommendations**

Students who do not meet the grade-level expectations described above will be required to attend and successfully complete Summer Learning Academy to be promoted.

Students who fall below certain standards will be required to repeat their current grades and encouraged to participate in Summer Learning Academy for additional support.

Promotion to 11th Grade

A student will be promoted based on performance in each of the following areas:

- **Attendance**: Students must have fewer than twenty (20) cumulative absences (including unexcused and excused absences). If a child has 20 or more absences, the student will be retained.
- **Academics**: Students must earn a minimum of 14 credits, which must include English, mathematics, social studies, and science. Students must also meet certain percentiles in both reading and mathematics on the Measures of Academic Progress (MAP) assessment.
- **Teacher and principal recommendations**.

Students who do not meet the grade-level expectations described above will be required to attend and successfully complete Summer Learning Academy to be promoted.

Students who fall below certain standards will be required to repeat their current grades and encouraged to participate in Summer Learning Academy for additional support.

Promotion to 12th Grade

A student will be promoted based on performance in each of the following areas:

- **Attendance**: Students must have fewer than twenty (20) cumulative absences (including unexcused and excused absences). If a child has 20 or more absences, the student will be retained.
- **Academics**: Students must earn a minimum of 21 credits, which must include English, mathematics, social studies, and science.
- **Teacher and principal recommendations**.

Students who do not meet the grade-level expectations described above will be required to attend and successfully complete Summer Learning Academy to be promoted.

Students who fall below certain standards will be required to repeat their current grades and encouraged to participate in Summer Learning Academy for additional support.

Students with IEPs

Promotion criteria for students with IEPs are the same as above. Prior to retaining a student with an IEP, the special education team (including relevant teachers and administrators from the school and from the Community Office) will convene to review each student's performance and progress toward meeting his/her IEP goals. Retention of students with IEPs will only occur with the recommendation of the special education team.

Summer Learning Academy and Saturday Credit Recovery

Students may take advantage of Saturday Credit Recovery in order to retake previously failed courses necessary for promotion and graduation. Friendship PCS will offer summer classes and Saturday credit recovery classes for high school students who are in need of academic course work, skill training, or remedial instruction. Students are required to make up graduation requirements and to keep up with their program of study by attending summer school and Saturday school. Participation in Summer Learning Academy or Saturday Credit Recovery does not guarantee promotion. Please consult your child's principal.

Summer Learning Academy Attendance: The Summer Learning Academy session dates are noted on the school calendar. No exceptions will be granted in cases of scheduled vacations, etc. due to the advance notice provided in this handbook. Extenuating circumstances will be considered on a case-by-case basis only for documented medical or IEP disability related medical conditions. Students who accrue more than 5 hours (equivalent of one day based on summer school schedule) of absence (including absences and tardiness) during summer school will be dismissed from summer school and will not receive credit for their summer courses. Additionally, students who violate the Code of Conduct and other policies (dress code, etc.) will be dismissed from summer school. Given the compressed summer school schedule, enforcement of the attendance and discipline policies will be a priority and no exceptions will be granted to this policy except for documented medical or IEP disability related medical conditions.

High School Graduation Requirements

COURSE	CREDITS
English	6 (*4 different courses)
Math *(Must earn a passing grade in Algebra I)*	6 (*4 different courses)
Science *(Must earn a passing grade in Biology)*	4
Social Studies *(Must earn a passing grade in DC History)*	4
World Language	2 (same language)
Academy Courses/Electives	4
Health	1
Physical Education	1
Fine Arts (Music = .5/Art = .5)	1
Minimum Credit Requirement	**29**
Community Service Hour Requirement	**120**

**Applies to all transfer students (students entering after 9th grade).*

FRIENDSHIP PCS ATTENDANCE

Why is attendance important?

Students who are not in school consistently and on time miss valuable instruction and the opportunity to progress to their fullest potential. Instilling in your child the need to attend school daily and on time will also foster good habits for later in life when they enter college and the workforce. Please let us know if you are experiencing any circumstances that are preventing you from partnering with us to make sure your child attends school regularly and on time.

Students are expected to be present every day. Students must arrive at school prior to the official start of the school day, remain in school until the official close of the school day and arrive to all classes on time in accordance with the school's bell schedule. **If a student is absent, a parent or guardian must submit valid written documentation to excuse the absence within 5 days of the student's return to school. Failure to submit the written excuse note within 5 days will cause the absence to be unexcused.**

Friendship PCS Policy and Legal Consequences Regarding Absences

The accumulation of absences will harm your child's academic standing and will result in your violation of the District of Columbia's compulsory school attendance requirements. Failure to meet established attendance guidelines will result in the following consequences except in extenuating circumstances left to the discretion of the principal or school administrator.

Note: *Students who are un-enrolled from Friendship PCS are not eligible to return during the school year in which they are un-enrolled. If an un-enrolled student wants to return for the next school year, he or she will need to enroll through the MySchoolDC Common Lottery.*

TRIGGERING EVENT	MANDATED TRUANCY INTERVENTION
1 unexcused absence	Reasonable and diligent efforts at personal contact with the parent to obtain an explanation of reason for absence
5 unexcused absences within marking period	Referral of student to school-based student support team School-based student support team meets to determine underlying causes of absences Implement action plan for addressing absenteeism
5 Cumulative Absences	Notification to parent regarding absences Mandatory parent conference with school-based student support team to develop a plan for immediate intervention Referral of student to school-based student support team Reduction of classroom grade(s) by one letter grade
10 Cumulative Absences	Notification to parent regarding excessive absences Mandatory parent conference with school based student support team to develop a plan for immediate intervention Failing grade(s) in relevant courses School may recommend a Community Office review of the student's attendance record to determine next steps. (PK3-PK4 only)
10 unexcused absences during a school year	Provide plan to School Administrator for immediate truancy intervention including delivery of community-based or other services on an emergency basis Notice to OSSE to send truancy prevention resource guide to parent
10 unexcused consecutive absences	School may recommend drop from enrollment
10 unexcused absences during a school year by a child age 5-13	Referral of student to Child and Family Services (CFSA) for educational neglect investigation
15 Cumulative Absences	Mandatory Home Visit
15 unexcused absences within a school year by a child age 14-17	Referral of student to Court Social Services Division for Persons In Need of Supervision (PINS) investigation Referral of student to Office of the Attorney General Juvenile Division for PINS investigation
20 consecutive unexcused absences	School may recommend drop from enrollment
20 Unexcused Absences	School reserves the right to retain the student

Excused/Unexcused Tardiness and Early Pick-Up

Late arrival and early pick-up are violations of the attendance policy. The District of Columbia Compulsory Attendance Regulations state that students must be in school a minimum of 80% of the school day to be marked present. Students who are tardy must sign in with the main office and must provide a valid reason for their tardiness. Students arriving late may also be assigned to tardy hall to prevent classroom disruption. Students will be integrated into the classroom as soon as possible. We request that parents schedule medical, dental and other appointments for students outside of school hours. All absences accrued as a result of tardiness and early pick-up are subject to the Friendship PCS attendance requirements.

Late Pick-Ups

If your child has not been picked up by the official end of the day, we are required to notify Child and Family Services. Your child will be picked up by an MPD officer and taken to the CFSA agency. Please make sure you call the front office in the event of an emergency.

Excused Absences

Absences can only be excused for the reasons listed below and only with required documentation for excuse notes listed in the following section:

- Student Illness
- Quarantine
- Death in the family
- Judiciary proceedings
- Religious holiday
- Temporary closing of the school facility
- Failure of DC government to provide transportation
- Medical or dental appointments
- Allowances for the student to visit a parent before or after military deployment
- Other extenuating circumstances left to the discretion of the principal or school administrator
- Out of school suspensions

Attendance/Truancy Due Process

Truancy Cases of Up to 10 Days of Absences

1. Upon receipt of notification citing truancy up to 10 days, a parent/guardian may request a file review by phoning the Community Office at (202) 281-1700.
2. The file review must be requested by a parent/guardian of record within three days of the date indicated on the notice of truancy.
3. The file review will be conducted by a Community Office panel.
4. Failure to request a hearing will result in the Community Office panel automatically rendering a determination.
5. The parent/guardian may submit documentation demonstrating that an absence should be excused in accordance with the attendance policy or any other documentation s/he deems relevant to the truancy case.
6. The hearing panel shall render a final truancy determination and inform the parent/guardian of record in writing of the determination and related consequences/mandatory interventions.
7. The parent will be required to sign an agreement with the panel regarding student attendance consequences and/or related interventions for the remainder of the school year.

Attendance/Truancy Due Process

Truancy Cases of Greater Than Ten (10) Days Absences

1. Upon receipt of a truancy violation greater than ten (10) unexcused absences, the student or student's parent/guardian of record may request a hearing by contacting the Community Office at (202) 281-1700.
2. The hearing must be requested by a student/parent/guardian of record within three (3) days of the date indicated on the notice of truancy.
3. The hearing will be conducted by a Community Office panel.
4. Failure to request a hearing within 3 school days of receipt of notice will disqualify a student/parent/guardian from being able to request a hearing and the Community Office panel will automatically render representation on his/her behalf.
5. The student or parent/guardian may bring witnesses, evidence, character letters and/or representation on his/her behalf.
6. The hearing panel shall determine that all due process procedures have been followed or waived. The hearing panel may question any witness or party upon the direct or cross-examination testimony and shall examine all documentary evidence.
7. The hearing panel shall ensure that the hearing is conducted in a fair and orderly manner and shall have the authority to exclude any party or other person from the hearing on the grounds of substantial interference or obstruction of the orderly process.
8. After the hearing panel's deliberation and recommendation, the student/parent/guardian of record shall be notified of the final determination in writing along with related consequences/mandatory interventions. This decision is final.
9. The student/parent and/or guardian may be required to sign an agreement with the panel regarding student attendance, consequences and/or related interventions for the remainder of the school year.

FRIENDSHIP PCS UNIFORM POLICY

Friendship PCS believes a safe and disciplined learning environment is the first requirement of a high-performing school. School uniforms help minimize disruptive behavior, promote respect for oneself and others, and build school/community spirit. Friendship PCS also believes wearing school uniforms allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

All students are required to wear school uniforms, to be groomed and dressed appropriately for school and school activities. A student's dress and/or appearance shall:

- Support, not disrupt, the learning environment;
- Constitute no threat to health or safety;
- Be tasteful and unable to be construed as provocative or obscene;
- Reflect practices of good hygiene and cleanliness.

Uniform requirements are outlined in this section and detail what is and is not appropriate for Friendship scholars to wear.

TOPS	BOTTOMS	OTHER ITEMS
Polo Shirts White turtlenecks can be word underneath uniform shirt All students must wear the shirt with designated school logo **NOT ALLOWED** Shirts with non-school logos Ruffles **Oxford Shirts** Long or short-sleeve with collar Shirts must be tucked in **Sweater/Vest/Blazer** Any style **NOT ALLOWED** hoods, zippers, inappropriate language, graphics, stickers, patches or logos	**Pants** Docker style, cotton-twill, or khaki with back pockets **NOT ALLOWED** Slits, flared, form-fitting (spandex, stretch), capris, gym/sweat styles, denim, cargo or corduroy **Jumpers** Must be worn with dress shirts and a solid navy blue tie or bow tie Khaki or cotton-poly blend **NOT ALLOWED** Skirt jumpers shorter than one inch above the knee or overalls **Skirts** One inch above knee or longer Pleats, a-line, straight Must be worn with tights pantyhose, socks or designated knee highs Must be white, black or flesh color **NOT ALLOWED** Skirts with front or side slits Shorter than one inch above the knee **Shorts** Worn June 1 to August 20 only Docker style, cotton-twill, or khaki with back pockets **NOT ALLOWED** Walking/athletic shorts or shorter than one inch above the knee **Belt** Must be worn at all times (with buckle not to exceed 2in x 2in) Solid colors (black or brown only) **NOT ALLOWED** Belts with designs, inappropriate language, graphics, stickers, patches or battery operated	**Footwear** The sole of the shoe must be solid color black Loafers, black tennis shoes, lace-up shoes **NOT ALLOWED** Athletic sneakers, flip flops, sandals, open-toe or open heel Socks, stockings, knee-highs or tights with designs or patterns **Purses/Book Bags** Should not exceed 8"w x 8"d **NOT ALLOWED** Book bag style purses, waist bags, front pouch purses, duffle bags with language written on the bag Unless they can be seen through, book bags are not allowed **Earrings** Metal only (gold, silver, brass) Cannot be larger than the size of a quarter **NOT ALLOWED** Jewelry consisting of broaches, buttons, charms or spikes **Headwear** **NOT ALLOWED** Hair rollers, hat scarves, rags, skull caps, etc., worn in the building

CAMPUS	TOPS	BOTTOMS	SHOES	OTHER
Armstrong	**Polo**: Red (short or long sleeves) with the Friendship PCS logo embroidered on the upper left side	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Southeast Academy	**Polo**: Red (short or long sleeves) with the Friendship PCS logo embroidered on the upper left side	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Chamberlain Elementary	**Polo**: Solid white or burgundy **Oxford shirts**: White color only with solid maroon necktie for males and crosstie for females **Sweater/Vest**: Burgundy, white, khaki or tan (solid color – no logos or designs) **Blazer**: Burgundy only	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Chamberlain Middle	**Polo**: Solid Navy Sweater/Vest/Blazer: **Navy** (solid color – no logos or designs)	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Woodridge International Elementary	**Polo**: Solid White **Sweater/Vest/Blazer**: Solid White or Navy – (No logos or designs)	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Woodridge International Middle	**Polo**: White or navy with school logo **Oxford shirts**: White only Sweater/Vest/ **Blazer**: Navy	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Blow Pierce Elementary	**Polo**: White or Navy with school logo **Oxford shirt**: White only Sweater/Vest/ **Blazer**: Navy	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Blow Pierce Middle	**Polo**: White with school logo **Oxford shirt**: White only with blue silver necktie for boys and blue silver crossbow for girls **Sweater/Vest/Blazer**: Navy	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black or brown. Must be worn at all times
Tech Prep Middle	**Polo**: Grade 6 – White Grade 7 - Royal Blue **Oxford Shirt**: Grade 8 - White **Sweater/Vest**: Navy or Gray	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black leather. Must be worn at all times
Tech Prep High	**Shirt**: White Oxford Shirt **Sweater**: Charcoal Gray **Blazer**: Charcoal Gray **Tie**: Royal Blue or Navy	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Dress shoes	**Belt**: Black leather. Must be worn at all times
Collegiate	**LOWER SCHOOL** (GRADES 9-10) **Polo**: Grade 9 solid white Grade 10 solid navy **UPPER SCHOOL** (GRADES 11-12) **Oxford shirts**: White only with school-issued necktie **Sweater/Vest/Blazer**: Navy or white	**Pants**: Docker style khaki **Jumpers**: Khaki **Skirts**: Khaki 1 inch above knee **Shorts**: Docker style khaki	**Solid Black or Brown**: Loafers, tennis shoes, or lace up shoes	**Belt**: Black leather. Must be worn at all times

The following items are not a part of the Friendship PCS required uniform:

1. No open toe shoes or sandals. Heels must be less than one (1) inch.
2. Head coverings (scarves or rags) are not to be worn on school property. (Parent must submit uniform exemption form for religious reasons.)
3. Only clear-transparent book bags can be transported from class to class. All other bags must remain in student lockers.
4. No inappropriate logos, language, graphics or stickers on student uniform.
5. Slickers, windbreakers, athletic jackets and winter coats are not to be worn inside of the school building.
6. No face makeup, visible undergarments or uncovered tattoos are allowed.

Religious Exemptions

A parent/guardian may request a student be exempted from the Friendship PCS Uniform Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Community Office at (202) 281-1700 if you have any questions.

Uniform Assistance

Students/parents/guardians in need of assistance with obtaining required uniform items, please contact the Community Office at (202) 281-1700

AUTHORIZED ELECTRONIC DEVICE POLICY

Friendship Public Charter School is not responsible for phones or other mobile devices that are lost, stolen, damaged or confiscated due to the violation of school rules.

Primary, Elementary and Middle Campuses

Students may possess cell phones on school property. No other electronic devices beyond cell phones are allowed at school (e.g., CD players, pagers, radios, tape players/recorders, MP3 players, tablets, electronic games, etc.) unless they are a part of the student's IEP or educational plan. As part of the permission form, students agree to have the phone turned off and kept in their lockers or a secure location approved by a school administrator during school hours and on school premises. After school hours, students may use cell phones only in a designated area and with the permission of a school administrator or faculty member. Possession of a cellular phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. ONLY cell phones are allowed on school grounds for students at these grade levels. Cell phone use is only permitted after school.

Violation of this policy will result in the following discipline actions for students at the primary, elementary and middle/junior academies:

1st Offense: Confiscation, parent pick-up and possible conference regarding cell phone policy

2nd Offense: Confiscation, parent pick-up of cell phone and notification to parent regarding loss of cell phone privilege for the remainder of the school year and other disciplinary action taken

Students who possess any electronic device shall assume responsibility for its care. At no time shall the school be responsible for theft, loss or damage to any electronic device brought to school or confiscated due to violation of this policy.

High School (Grades 9 to 12)

Students are allowed to bring cell phones and audio devices. However, cell phones and audio devices are to remain turned off and in students' lockers at all times. No other electronic devices are allowed on site (e.g., pagers, radios, tape players/recorders, electronic games, etc.) unless they are a part of the student's IEP or educational plan. Cell phone use is only permitted after school hours. Students may use cell phones after exiting the school building. Possession of a cellular phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violation of this policy will result in the following discipline actions:

1st Offense: Confiscation, parent pick-up of electronic device and mandatory parent conference regarding electronic device policy.

2nd Offense: Confiscation until the next QLC day. Parent MUST meet with an administrator and the student may be subject to further disciplinary action.

3rd Offense: Confiscation until the next QLC Day. Parent MUST meet with an administrator and student will receive further disciplinary action.

A parent will be required to meet with an administrator if a student refuses to relinquish his/her electronic device to a supervising adult before that student returns to class. The student's lack of cooperation will be cited in accordance with the Friendship PCS Discipline Code, resulting in further disciplinary action.

Students who possess any electronic device shall assume responsibility for its care. At no time shall the school be responsible for theft, loss or damage to any electronic device brought to school or confiscated due to violation of this policy.

INTERNET USE - Acceptable Use Policy (AUP)

The Internet is available for students enrolled in Friendship PCS. Friendship PCS strongly believes in the educational value of the Internet and sees the potential of the Internet to support curriculum, student learning and our educational mission. Use of the Internet has been established at Friendship PCS for educational purposes only, not as a public access service, a public forum, for commercial use or for political lobbying. Internet access for students is provided to promote educational excellence by facilitating resource sharing, innovation and communication.

Friendship PCS realizes that while the Internet can provide many opportunities of sound educational value, the Internet also offers persons with illegal or unethical purposes another way to reach students, teachers, parents and others. Friendship PCS has taken and will continue to take, all reasonable precautions to restrict access to inappropriate material that may not be considered of educational value in the context of a school setting. Friendship PCS enforces an Internet safety policy that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. This technology protection measure prevents access to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors.

However, Friendship PCS also realizes that access to a global network makes it nearly impossible to control all materials and a user may discover inappropriate information when accessing such a network. Friendship PCS believes that the advantage of obtaining materials from the Internet outweighs the possibility that users may obtain material that is not consistent with the educational goals of Friendship PCS.

Students at Friendship PCS will have access to the Internet, including World Wide Web resources. Electronic mail and access to news groups will be available on a limited basis. All of these services are available to students only under the direct supervision of a Friendship PCS staff member. Students are responsible for appropriate behavior on Friendship PCS computer networks. The use of Friendship PCS networks is a privilege, not a right and may be revoked if abused. Students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

The following actions (which are not inclusive) constitute unacceptable use of the Friendship technology facilities, whether that use is initiated from school or any other site:

- Accessing Friendship PCS network and email accounts outside of school without a parent or guardian supervising the usage, unless the student is 18 or older;
- Revealing personal information about themselves on the internet, including name, address, telephone number and uploading photographs;
- Personally meeting anyone with whom they have only had prior contact with on the internet;
- Using profane, vulgar or abusive language;
- Transmitting fraudulent, harassing, obscene or otherwise inappropriate email messages;
- Displaying or transmitting any images, sounds or messages, or other material that could be considered pornographic in nature or create an atmosphere of harassment or hate;
- Online game playing and gambling, unless these activities are legitimately related to school curriculum and coursework a teacher or other appropriate school personnel is supervising the activity;
- Accessing Internet chat rooms, unless the chat rooms are related to school coursework and access is made under the supervision of a teacher, parent or guardian;
- Accessing social networking sites, including, but not limited to Facebook, Twitter and Instagram;
- Downloading or spreading computer viruses on Friendship PCS network computers or engaging in any other deliberate conduct that disrupts, obstructs or burdens the resources of the Friendship PCS computer network;
- Engaging in any illegal or criminal acts, including, but not limited to, criminal gang activity, threatening the physical safety of another person or computer hacking;
- Installing or running any type of software on a Friendship PCS network computer without the consent of the Office of Information Technology;
- Using network computers for personal financial gain by posting messages that advertise the student's own personal business or any business or venture in which the student has a financial interest;

- Reading, modifying or removing files owned by other students;
- Sharing their password or login identification with any other person;
- Logging into the network by using account information belonging to another student, teacher or network administrator;
- Modifying or rearranging technology equipment belonging to Friendship PCS, including keyboards, monitor, printers and computers;
- Reporting any cases of malfunctioning equipment or other network issues to a teacher, or other school personnel. The teacher or other school personnel shall contact a network administrator;
- When using public workstations, students shall log off of the network before leaving the work station;
- Students shall further ensure that the workstation is in suitable condition for the next student; and
- When using private or individual workstations, students shall lock their computer or log off of the network if they will be away from the workstation for an extended period of time.

If a student discovers or has reason to believe that another student has obtained unauthorized access of his/her account, the student shall contact a teacher or other school personnel, as well as immediately change his/ her password. The teacher or school personnel shall immediately contact the Office of Information Technology or a network administrator.

Content of all files located on computer equipment owned or maintained by Friendship are considered property of Friendship PCS and are subject to search by Friendship PCS at any time and for any reason.

If a student violates any of the above guidelines, automatic notification will be made to the student's parent(s) or guardian(s) of the infraction(s). Depending on the severity of the infraction, ANY of the following consequences may be imposed:

- Conference with parent or guardian;
- Loss of network use for a determined period of time;
- Loss of Individual access privileges;
- Appropriate legal action; and/or
- Severe school disciplinary action according to school regulations.

All students who use Friendship PCS computer systems are solely responsible for their actions and will be held accountable for them. Friendship PCS makes no guarantee that the services provided by or through its computer systems will be error-free or without defect. Friendship PCS will not be responsible for any damage which may be suffered by those using the Friendship PCS computer systems, including, but not limited to, loss of data or interruptions of service. Friendship PCS is not responsible for financial obligations arising through the unauthorized use of its systems.

Student e-mail and electronic collaboration

1. You represent, warrant and agree that you will not contribute any Content or User Submission or otherwise use the Services or interact with the services in a manner that:
   a. Violates any law or regulation;
   b. Is harmful, fraudulent, deceptive, threatening, abusive, harassing, defamatory, vulgar, obscene or otherwise objectionable;
   c. Jeopardizes the security of your Google account or anyone else's (such as allowing someone else to log on as you on the Services);
   d. Attempts, in any manner, to obtain the password, account, or other security information from any other user;
   e. Violates the security of any computer network, or cracks any passwords or security encryption codes;
   f. Runs Mail list, Listserv, any form of auto-responder or "spam" on the Services, or any processes that run or are activated while you are not logged into the Services, or that
   g. Otherwise interfere with the proper working of the Services (including by placing an unreasonable load on the Services' infrastructure);
   h. "Crawls," "scrapes," or "spiders" any page or portion of the Services (through use of manual or automated means);
   i. Copies or stores any significant portion of the Content; and
   j. Decompiles, reverse engineers or otherwise attempts to obtain the source code of the Services.
2. You will not use a log-in credential that you are not authorized to use. For example, if you are a student, this means you will not access (or attempt to access) the account of any other person. If you are a parent or guardian, you will only use your own child's account or log-in credentials.
3. For any Services (or any portions of the Services) that use passwords, you agree to keep your password(s) private and you agree not disclose any passwords to any individual not authorized to receive such password(s). Do not post passwords in any public way (including on any widely-accessible Internet page or in hard copy on a bulletin board, etc).

4. You will not register (or attempt to register) for the services as any category of user for which you do not legitimately qualify. For example, if you are a student, you will not register as a teacher, parent, administrator, Publisher or any other category Google offers now or in the future.
5. You will respect and practice the principles of community.
   a. Report threatening or discomforting materials to a faculty member.
   b. Communicate only in ways that are kind and respectful.
   c. Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
   d. Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
   e. Do not intentionally access, transmit, copy or create material that violates Friendship code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
   f. Do not send spam, chain letters or other mass unsolicited mailings.

Consequences for Violation

Violations of these rules will or may result in disciplinary action, including the loss of a student's privileges to use the technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Chromebook Use in One-to-One Program

Chromebook Repair and Replacement
Student support of Chromebooks is classified into three categories:

- Software support
- Screen repairs
- Major damage or loss

Policies regarding each category of Chromebook support are described below. During Chromebook repairs, temporary Chromebooks can be issued to students who need them for crucial academic related activities.

Software support
Software support includes any issues that may arise due to an outdated operating system; outdated or non-functioning software set, corruption of the OS source code, or incorrectly configured network settings. If the teacher is not able to support the student's request, the student should bring their computer to the Technology Support Specialist. It may take up to 24 hours to fix the issue regarding software.

Screen repairs
Each student will receive, if necessary, one free screen replacement, complementary of Friendship. After the first screen replacement, students are required to pay for replacement parts/screens (approximately $70 per replacement).

Major damage or loss
If a Chromebook is damaged or lost/stolen, an Incident report should be filled out by the student, and returned to the Business Manager, Technology Support Specialist or Director of IT Operations. Specifics surrounding repairs, discipline and billing will be made on an individual basis.

Keeping Equipment Safe and Operating
During non-scholastic activities, such as lunch, gym and dance, students may not be using their Chromebook. Students are expected to secure their Chromebook during these times. A locker is ideal, however leaving the Chromebook in a backpack that is either secured or within sight of the student at all times, is acceptable. Each student is issued a carrying sleeve. Chromebooks are expected to be placed in the sleeve during transport, to reduce the chance of breakage.

Technical Support

- The Chromebook OS and software packages are updated on regular bases by the technology staff, and durable carrying cases are provided to students for protection of the Chromebook during transport. However, in the case of a Chromebook failure, students have access to Friendship PCS' technology staff.
- To ask for technical support, students should inform the teacher of the issue. The teacher is to use her/his discretion to identify if the issue warrants issuing the student a hall pass to visit the Technology department. The professional servicing the student's Chromebook will give the student an estimated repair time, before sending them back to class. Students should be aware that the professional servicing their equipment, will not allow students to loiter in her/his office. Teachers should expect students to return from bringing a damaged unit to technology in 5 to 10 minutes, depending on the distance between classrooms.
- Students can pick up repaired Chromebooks during period changes. Alternatively, and preferably, the technology professional on-site will walk the Chromebook to the student's class when repairs are complete.

Personalizing your Chromebook

- Students should not place stickers, engrave, draw or alter the physical Chromebook in any way. In accordance with the individual school policy, Chromebook sleeves may by personalized.

Content Filtering and Student Monitoring

- The Google Suite in conjunction with Gaggle forms a safe online community. All potentially inappropriate online activities on the Google Collaborative Suite are monitored and reviewed by a Gaggle review team. Activities that are found dangerous, illicit or in contradiction to our AUP, are blocked from transmission and forwarded to Academy Directors.
- All ChromeBook use while on campus is subject to Friendship PCS' Lightspeed content filter. The content filter blocks access to websites that have been deemed inappropriate for academic use.

FRIENDSHIP PCS CODE OF CONDUCT AND DISCIPLINE POLICY

Code of Conduct

Introduction

The mission of Friendship Public Charter School is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

In the spirit of the mission, Friendship PCS presents this Code of Conduct to members of our school community. In this Code, Friendship PCS articulates our commitment to creating a safe and nurturing learning environment in which all of our students have the best possible opportunities to thrive both academically and socially.

Friendship PCS Core Values

The Core Values listed below are characteristics that must be demonstrated by every member of the Friendship PCS community. Students will see the Core Values posted throughout Friendship PCS and will be expected to recite them.

INTEGRITY
Be honest and fair to others.

RESPONSIBILITY
Choose right over wrong. Accept consequences for your actions.

CONFIDENCE
Know that you can achieve.

CARE
Help others.

COMMITMENT
Find your purpose and stay true to it.

PATIENCE
Face challenges by seeking understanding – not with anger and violence.

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

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

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

- Attend school and class everyday on time;
- Adhere to the dress code policy;
- Strive for excellence;
- Actively seek opportunities to become involved in extracurricular activities;
- Be respectful and courteous in your interactions with others;
- Contribute to maintaining a safe and welcoming environment for all;
- Seek non-confrontational, non-combative solutions at all times in resolving conflicts;
- Understand your actions have consequences; and
- Embrace your role as representatives of Friendship Public Charter School, both on and off school grounds.

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

The provisions of this Code of Conduct purport to control, regulate or establish standards for the actions, behavior or activities of students at Friendship. Provisions are enforceable by school authorities during regularly scheduled school hours, as well as other times and places, including, but not limited to the following:

- When the student is on school grounds
- When the student 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 Friendship Public Charter School
- While the student is away from school grounds if the misconduct directly affects the good order, efficient management and welfare of other students (this specifically includes, but is not limited to, bullying and cyber bullying)
- When the student is off school grounds while wearing the school's uniform and traveling on foot or public transportation or transportation provided by Office of the State Superintendent, Department of Transportation

Alternate Instruction

For students who receive out-of-school suspensions, arrangements will be made between the school and each individual family for picking up work and making up any missed assignments and classroom instructional support. Students who are suspended during the period of state assessment administration will be allowed to take the state assessment and will be required to leave school grounds after daily completion of the assessment. Additionally, Friendship complies with the laws and regulations pertaining to special education students receiving appropriate due process and services.

Disciplinary Action

Students 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. School administrators are encouraged to utilize positive behavioral interventions and discipline actions that are less severe than an out of school suspension, when appropriate. A student's failure to adhere to any of the following may result in further disciplinary action. Mandatory parent involvement is required as part of student re-entry into the classroom and additional parent involvement may be mandated in some cases.

Disciplinary actions can include, but are not limited to the following:

- Time out (elementary grades only)
- Temporary Placement in Another Classroom
- Teacher/Student Conference
- Parent Call
- Reflective Assignments
- Additional Instructional Time
- Behavior Contract
- Behavior Intervention Plan
- Mediation
- Counseling
- Restitution
- Detention
- SSST Referral
- Exclusion/Deprivation of Privileges
- Confiscation of Inappropriate Items
- Community Service
- Other as Assigned By the School Leader
- ASTEP/Substance Abuse Services
- Abeyance/Probation
- Alternative Programs
- Out-of-School Suspension
- Expulsion
- Referral to Law Enforcement Agencies

Parents reserve the right to due process for all expulsion recommendations.

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSES AND INTERVENTIONS

Class I Infractions: Teacher or Administrator Response (Including, but not limited to Positive Behavior Intervention Responses, unless consistently repeated behavior)

Class II Infractions: Administrator Response or 1 to 5 day out-of-school suspension

Class III Infractions: Administrator Response or Long-Term Suspension (6 to a maximum of 20 days) and Possible Recommendation for Expulsion

INFRACTION CATEGORIES	CODES	INAPPROPRIATE OR DISRUPTIVE BEHAVIOR Elementary = PreK – Grade 5 Secondary = Grade 6 – Grade 12	Class 1	Class 2	Class 3	Immediate Referral to MPD and/or outside agency
ABSENCES		Persistent and/or excessive unexcused absences from School	● Elem/Sec			
ACADEMIC DISHONESTY	E-B3	Commits an act of academic dishonesty (first offense)		● Elem		
	E-C3	Commits an act of academic dishonesty (second offense)			● Elem	
	S-C7	Commits an act of academic dishonesty (6th through 12th grade)			● Sec	
ACTIVATION OF FALSE ALARM/ BOMB THREAT	E-C10 S-C13	Commits or is involved in committing false alarms			● Elem/Sec	
ASSAULT	E-C11 S-C17	Assaults or attempts to assault an individual			● Elem/Sec	
BULLYING /CYBER-BULLYING	E-C21 S-C21	Refer to the Bullying Definition and investigative process outlined in the Friendship PCS Bullying Policy. This policy can be located on the school website at www.friendshipschools.org (in the School Policies section). Reports of bullying may be made by mail to Friendship PCS, 120 Q Street, NE, Office of Chief of Strategy, Washington, DC 20002, by phone to (202) 281-1700 or by email to friend@friendshipschools.org				
COERCION/ INCITING VIOLATION OF DISCIPLINE POLICY	E-B7	Incites or coerces another student to commit a class 2 infraction		● Elem		
	E-C14 S-C18	Incites or coerces another student to commit a class 3 infraction			● Elem/Sec	
	E-C15 S-C19	Commits two or more Class III infractions in the same school year and is therefore subject to automatic recommendation for expulsion.			● Elem/Sec	
DISRESPECTFUL BEHAVIOR	E-A1 S-A1	Carries out, possess, creates material and or uses inappropriate language of an offensive nature	● Elem/Sec			
	E-A3 S-B3	Is anywhere other than assigned location without permission from school staff or supervising adult	● Elem/Sec			
DEFIANCE OF AUTHORITY/ REFUSAL TO OBEY SCHOOL POLICIES	E-A5 S-A4	Does not follow directions of an adult	● Elem/Sec			
	E-A6 S-A5	Engages in disorderly conduct	● Elem/Sec			
	E-C6 S-C5	Trespasses on school property or at school event			● Elem/Sec	
DESTRUCTION OF PROPERTY/ VANDALISM	E-B4	Vandalizes or destroys property (under $100.00)		● Elem		
	E-C4	Vandalizes or destroys property (over $100.00)			● Elem	
	S-C8	Vandalizes or destroys property			● Sec	

INFRACTION CATEGORIES	CODES	INAPPROPRIATE OR DISRUPTIVE BEHAVIOR Elementary = PreK – Grade 5 Secondary = Grade 6 – Grade 12	Class 1	Class 2	Class 3	Immediate Referral to MPD and/or outside agency
DRESS CODE VIOLATION	E-A2 S-A2	Violates Uniform Policy	● Elem/Sec			
FIGHTING	E-B1 S-C3	Fights with another student		● Elem	● Sec	
	S-C14	Engages in any gang-related activity, including intimidating or threatening violence.			● Sec	
FORGERY/FALSE INFORMATION	E-B2 S-C2	Forges, alters, destroys or fabricates any document or item		● Elem	● Sec	
GAMBLING	E-C2 S-C9	Gambles or is a spectator			● Elem/Sec	
HARASSMENT	E-C5 S-C4	Engages in harassment			● Elem/Sec	
INAPROPRIATE USE OF TECHNOLOGY	E-A4 S-A3	Possess or uses electronic devises not related to instruction	● Elem/Sec			
	E-B5 S-B2	Inappropriate use of technology		● Elem/Sec		
POSSESSES, USES SELLS OR DISTRIBUTES A CONTROLLED OR UNCONTROLLED SUBSTANCE	E-C8 S-C11	Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bongs, rolling papers etc.) and/ or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse.			● Elem/Sec	
POSSESSION OF DANGEROUS OBJECTS NOT FOR ANY RESONABLE USE TO STUDENT AT SCHOOL	E-C19 S-C23	Possesses an object than can be used as a weapon and is not of any reasonable use to the student at school.		● Elem/Sec		
	E-C20 S-C24	Distributes, uses and/or sells incendiary device			● Elem/Sec	
	E-C7	Brings, possesses, and/or uses a weapon, incendiary, explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school.			● Elem/Sec	●
	E-B8 S-C10	Uses, distributes, and/or sells an object that can be used as a weapon, explosive, or other dangerous object		● Elem	● Sec	●
	E-B10 S-B1	Possesses matches or lighter		● Elem	● Sec	
	E-C16 S-C20	Mandatory referral to the police or juvenile system for any student who brings or possesses a gun at school (must be expelled for no less than one [1] calendar year under Federal Gun Free Schools Act)			● Elem/Sec	●
ROBBERY/THEFT	E-C17 S-C22	Robbery/Attempted robbery			● Elem/Sec	
	E-B4	Theft of property (over $100.00)		● Elem		
	E-C4	Theft of property (over $100.00)			● Elem	
	S-C8	Theft of property			● Sec	

INFRACTION CATEGORIES	CODES	INAPPROPRIATE OR DISRUPTIVE BEHAVIOR Elementary = PreK – Grade 5 Secondary = Grade 6 – Grade 12	Class 1	Class 2	Class 3	Immediate Referral to MPD and/or outside agency
SERIOUS BODILY INJURY	E-C12 S-C15	Commits or attempts to commit an act that causes severe injury to another person			● Elem/Sec	
SEXUALLY BASED INFRACTION	E-B9	Engages in sexual contact (includes inappropriate touching, feeling)		● Elem		
	E-B6 S-C6	Engagement in sexual acts (includes consensual sexual activity, sexting)		● Elem	● Sec	
	E-C13 S-C16	Commits or attempts to commit an act of sexual assault			● Elem/Sec	
THREATENING	E-C9 S-C12	Commits threatening act against an individual			● Elem/Sec	●
	S-C12	Threatens any individual			● Sec	●

Code of Conduct 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 student. This includes, but is not limited to plagiarizing, cheat sheets, unapproved materials during testing, possession of answer keys or tests and/or completing another student's assignment. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Assault – Assault is a physical, unprovoked attack, which causes and/or attempts to cause personal injury to another student, staff member or anyone on school property. Failure to stop fighting after a fight has been broken up, or continuing to fight when the other person cannot or will not defend him/herself, will also be considered assault.

Bullying – Friendship defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. 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 intrafamily 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
2. Can reasonably be predicted to:
   a. Place the youth in reasonable fear of physical harm to their person or property;
   b. Cause a substantial detrimental effect on the youth's physical or mental health;
   c. Substantially interfere with the youth's academic performance or attendance; or
   d. 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.

For the investigative process, please refer to the Friendship PCS Bullying Policy, which is online.

Disorderly Conduct – Disorderly conduct includes, but is not limited to: yelling, running, pushing, shoving or engaging in horseplay. Excessive verbal abuse or physical interaction that results in disruption is also considered disorderly conduct.

Expulsion – Permanent dismissal of a student from the school program. If an expulsion is approved, it is the responsibility of the parent/guardian to place the student in another school. The special education team will assist a parent of a student with special needs to ensure the student is enrolled at another school.

Fabrication/ Forger/Alteration/Destruction – Intentional or unauthorized creation, alteration, falsification, destruction or invention of any official document including but not limited to 911 phone calls, issuing a bomb threat, setting off a fire alarm, etc.

Gambling – Gambling is the participation in any game where money or other items have been or may be exchanged. Any spectator is deemed a promoter of gambling and therefore will be subject to disciplinary action.

Gang-related activity – A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors or symbols. Gang-related activity is any conduct engaged in by a student 1) on behalf of a gang, 2) to perpetuate the existence of any identified gang, or 3) to promote the common purpose and design of any identified gang.

Group Fighting – An altercation between more than two (2) participants involved in a physical confrontation.

Harassment – Words and/or actions directed toward an individual or group of individuals to intimidate, degrade, and/or fail to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or group based upon age, sex, race, religion or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs or spreading sexual rumors directed toward an individual or group is also considered harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature.

Incendiary - A bomb or combination of chemicals used to start a fire (i.e., matches lighters, explosives, etc.)

Possession – Having the item(s) on one's personal property; or under one's control by placement of and knowledge of the location of the item(s) on school property or willing to transfer or accept any prohibited object/item to/from any other person who possesses or brings the item on school grounds.

Sexual Assault – Any unwanted sexual contact or attention achieved by force, threats, bribes, manipulation, pressure, tricks and/or violence.

Sexual Acts – Inappropriate touching or feeling.

Sexual Contact – engagement in consensual sexual activity including sexting.

Suspension – Temporary dismissal of a student from the regular school program and school-sponsored events for the allotted time assigned by a school administrator. Suspensions can range from 1 to 45 school days, depending on the seriousness of the violation. Students are expected to complete work packets while they serve their suspension. Special Education students will receive appropriate services required under the law. After a suspension, parents/guardians are responsible for scheduling a conference with a Friendship administrator on or before the day the student returns from suspension.

Theft – Acceptance, possession, sale, purchase, transfer and/or taking of property belonging to another person without his/her consent and knowledge.

Threatens an individual – 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 fist, writing notes, extortion, displaying a weapon or posturing.

Trespassing – Trespassing is unauthorized presence on school property or at a school event, including those off school grounds. It also includes a student entering any area without authorization to do so. If suspended or expelled from school, a student is not allowed on any school district property or allowed to participate in school sponsored extra-curricular activities on campus or off-site.

Vandalism, Destruction of property – Willful or malicious destruction, defacement or damage to school and/or personal property.

Weapon – A weapon, device, instrument, material or substance, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury, except that such item does NOT include a pocket knife with a blade of less than 2 ½ inches in length.

Procedures for Suspension and Expulsion

1. All notices regarding disciplinary action will be provided to the parent in writing on the date the school makes a decision to suspend the student and must be signed by a school administrator or designee.
2. Students under 14 years of age, who have been given an out-of-school suspension or expulsion, may not leave school grounds during school hours unless accompanied by a parent/guardian or parent/guardian designee. Parents/guardians of students 14 years of age or older who have been suspended or expelled will be extended the opportunity to be accompanied from school grounds by a parent, guardian or their designee.
3. Short-Term Suspensions: The school administrator or designee may suspend a student for periods of short-term suspensions for no more than nine (9) cumulative days in a school year.
4. Long-term Suspensions of 10 days or more and/or Expulsion: The school administrator or designee may only recommend:
   a. Long-term suspension of 10 days or more and /or
   b. Expulsion
5. All recommendations for 6-9 day suspensions or expulsions will be reviewed by the Community Office or Board of Trustees for a final decision. Note: The Board of Trustees' Discipline Committee does, in the event of disagreement between the Community Office and the school administrator, render the final discipline determination.
6. In calculating days of suspension, days served will not include days when school is not in session for students, including but not limited to school closure days, school holidays, spring break and summer break, unless the student is required to attend summer school or extended year services. For example, if the student is suspended on the day before spring break, the days during spring break will not count as days the student served on suspension.
7. Once a student is suspended, a student homework packet must be available for a parent to retrieve within one business day.
8. For students with IEPs, 504 Plans and students who are in the process of being evaluated for special education who are suspended for more than 10 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.

Procedures for Appeal

1. Upon notification of disciplinary action, a parent/guardian/student shall have 48 hours to contact the school administrator to request a meeting.
2. During the meeting, the school administrator, the student/ parent/guardian shall have the right to review the summary of the incident, present witnesses and evidence on their behalf, cross examine witnesses presented by the school and to request that the school administrator reconsider the disciplinary action.
3. In the event that the administrator is unwilling to reconsider the proposed disciplinary action, the student/parent/guardian has the right to appeal any suspension of 10 days or more as well as a recommendation for expulsion by contacting the Community Office at (202) 281-1700 within 24 hours of the meeting with the school administrator.
4. The student / parent/guardian/ can submit letters from witnesses, character letters, a statement from the student and any other information relevant to the case in writing within 48 hours of contacting the Community Office. Community Office representatives, consisting of at a minimum two (2) administrators at the manager level or above, may also elect to speak with the parent and student regarding the incident.
5. The student/parent/guardian may also request as part of their appeal to have a hearing before the representatives or designees of the Board of Trustees. The representatives or designees of the Board of Trustees who will hear the appeal will consist of at a minimum two (2) administrators at the manager level or above.

Review and Determinations

1. All recommendations for suspensions of 10 days or more and expulsion will be reviewed by the Community Office for final determination, regardless of the parent/guardian/student request for appeal. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student's educational records can be disclosed without prior consent if the person or agency to which the records are being disclosed has a legitimate educational interest.
2. In the case of an appeal, additional information submitted by the parent/guardian/student within the 48-hour timeframe, as well as any information obtained from a hearing, if one is requested, will also be considered.
3. Determinations made at the Community Office by representatives or designees of the Board of Trustees shall be final and will be communicated to the parent/guardian/student and school administration in writing.

Alternative Programs: A student 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 student. A student with a disability should be referred to the IEP team to determine appropriate services and placement.

FRIENDSHIP PCS STUDENT SERVICES AND RESOURCES

What resources are available to students?

We are here to prepare our students to be successful in life. We believe that each student will be successful if s/he takes full advantage of the range of programs offered at Friendship PCS. Refer to your school's supplemental packets for additional information.

Extended Learning Programs, Tutoring and Extra-Curricular Activities

Broaden Your Horizons After School:

- Enrichment and after school activities let you explore a world of interests. Singing in the choir, playing in a music ensemble or jazz band and joining the Girl Scouts and Boy Scouts are but a few of the many examples.
- Friendship PCS has partnerships with a multitude of prestigious area organizations—such as NASA, the Kennedy Center and the National Symphony Orchestra. These partnerships are your ticket to engineering, theater, dance, spelling bee, arts and poetry programs and fascinating museums.
- Student clubs and associations let you engage in science, debate, foreign language, drama and art.
- Through additional student clubs, you can be part of student government, work on the yearbook, do community service and more. You also could be tapped to join the regular or junior chapter of the National Honor Society.
- Unique opportunities abound. For example, you can join a Robotics team that competes in national championships.

Participate in Athletics:

- Playing sports not only keeps you active, but also teaches you to work well with others. At Friendship, you can choose from a wide array of sports — baseball, basketball, football, tennis, track and field, soccer and volleyball. You may also join a step team. You may choose from boys-only, girls-only and co-ed teams.
- Per the DCMR, to be eligible to participate in Interscholastic Athletics, a student must maintain the following:
- Regular school attendance, having been present at least two-thirds (2/3) of the school days during the semester preceding the sport season, and shall have no more than three (3) unexcused absences consistent with chapter 21 of subtitle A of Title 5 during the season of participation. Completion of a summer school program shall not be counted as a semester of attendance for the purposes of establishing eligibility pursuant to this subparagraph.
- A student in grade nine (9), ten (10), eleven (11), or twelve (12), shall have a grade point average of at least 2.0 ("C") to participate in interscholastic athletics.
- A student in grade four (4), five (5), six (6), seven (7), or eight (8) shall not fail more than one (1) subject in the grading period immediately preceding the sport season in which the student wishes to participate.

Is before-school and/or after-school care available through Friendship PCS?

Friendship CARES is an extended learning program and the official before- and after-school care program of Friendship PCS. The program serves students in grades preschool through 8 at the Armstrong, Chamberlain, Blow Pierce, Woodridge and Southeast campuses. While attending this program, students receive tutoring as well as other enrichment and developmental activities. For additional information, please contact Shakira Hemphill at (202) 281-1700.

Special Education Services

The Individual Disabilities Education Improvement Act (IDEIA) is a Federal law, the purpose of which is to "ensure that all children with disabilities have available to them a Free Appropriate Public Education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living."

Friendship PCS does not discriminate against students with disabilities and enrolls and serves all students regardless of the type or severity of disability including but not limited to students with learning disabilities, emotional disabilities, intellectual disabilities,

developmental delays, autism, students who are blind, visually impaired, deaf or hard of hearing. Friendship PCS believes all students can learn with appropriate educational services.

Friendship PCS prides itself in providing multiple student supports, including but not limited to specialized instruction from qualified special education teachers and related services including but not limited to the area of counseling, behavioral supports, speech, occupational therapy and physical therapy. Friendship PCS offers a continuum of settings and placements for students with special needs. The goal and mandate of federal law (IDEIA) is to educate students in the least restrictive environment that meets their academic and social emotional needs. Friendship PCS educates students with special needs in the least restrictive environment (LRE).

LRE is an inclusion setting where students with special needs are provided instruction that meets their individual needs in the general education classroom. The student remains with his/her general education peers, but receives the necessary supports and accommodations from the special and general education teachers to be successful. If a student needs more support than can be provided in an inclusion setting, based on academic and/or social difficulty in the general education classroom, additional classroom environments may be considered. For example, the students may show more success after receiving instruction in a pull-out setting, resource classroom or self-contained classroom. The determination of the LRE is made by a multi-disciplinary team that includes school staff and the parent. After the decision is made, the special education staff regularly review each student's level of service and monitor his/her progress to ensure that the services and setting are appropriate.

You as a parent or legal guardian can request that your child be evaluated. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individualized Education Plans (IEPs), maintaining student records and reporting student progress are managed at each school by the Special Education Coordinator (SEC). If your child is found eligible for special education and related services, the District of Columbia Municipal Regulations mandate that all persons who are residents of the District are entitled to receive those services from birth through age twenty-two. The State Educational Agency provides services to individuals birth to 3 years. Friendship PCS provides services to individuals age 3 to 22.

The cornerstone of IDEIA is the requirement that parents be active participants in determining the services that will appropriately address the special education needs of their children. An effective partnership between parents and educators is necessary and requires that all people involved be fully informed about students special education needs and collaborate together to address the needs. Sometimes collaboration will include exploration of additional home and community-based supports that can be provided outside of the school day to assist the student. Opportunities to explore options, alternative or additional, outside the learning environment are important to the overall success of the student. Friendship PCS is committed to partnering with parents to foster a positive educational experience for their child.

What Is an IEP?

If your child is found eligible for special education services, an Individualized Education Plan (IEP) will be developed with your participation and input. The IEP is a written plan of the specialized instruction and related services specifically designed and necessary to meet the unique educational needs of your child. The IEP states the classroom supports, services and resources that FPCS will provide to each student with a disability. It contains measurable goals in academic and/or social-emotional areas based on the student's present level of educational performance. In addition, the IEP states the setting where the services will be delivered and describes the amount of specialized instruction, related services and supports necessary for the student to make progress on the goals.

The primary contact person for special education services is the School Principal or Special Education Coordinator at your campus.

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"), Friendship PCS does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment in, its programs and activities.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, income derived all or in part from any public assistance programs, or protected genetic information in employment or any program or

activity conducted or funded by the Department.
The following person has been designated to handle inquiries regarding Friendship PCS' non-discrimination policies:

Tamika Maultsby, Deputy Chief of Staff
Friendship Public Charter School, Community Office
120 Q Street NE, Washington, DC 20002
(202) 281-1700

Grievance Policy and Procedure for Parents/Guardians and Students

The procedures outlined below establish how complaints regarding discrimination or harassment will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Procedures related to employees are addressed in the Friendship PCS staff handbook.

Who May file: Any person, including a student, parent or visitor, who believes they have been discriminated against or been the subject of harassment based on race, color, national origin, sex, age, or disability, in admission or access to, or treatment in, Friendship PCS' programs and activities may make a informal or formal complaint.

Informal Complaint: Friendship PCS recognizes that most if not all disputes are capable of being resolved amicably when there is communication between the person who believes they have been discriminated against or the subject of harassment and the school's administration. Friendship PCS encourages but does not require that any person who has a grievance speaks directly with the school Principal in an effort to resolve the concern(s).

FORMAL COMPLAINT:
Step 1 Initiation
A written notice must be completed and signed by the grievant and submitted to the Principal at the particular campus within ninety (90) calendar days of the alleged discrimination or harassment. A complaint form may also be obtained from the school's front office. The written notice must identify the subject of the complaint, the time frame/date(s) of the occurrence and the resolution or relief sought. The written notice should be signed and dated.

Step 2 Investigation
The Principal or his/her designee will promptly conduct a thorough and impartial investigation of the matters outlined in the complaint. Each investigation will consist of obtaining written evidence, interviewing witnesses and allowing parties to present evidence. All matters relating to the investigation and/or the alleged discrimination or harassment are considered confidential and will not be disclosed to persons not involved in the investigation except as required by law.

Step 3 Response
Within thirty (30) calendar days of receiving the written notice, the Principal or his/her designee will respond to the grievant in writing, summarizing the information obtained from the investigation, determine whether the grievance was substantiated and if so, propose an appropriate resolution. If the grievance was substantiated, immediate action will be taken to rectify the problem.

Step 4 Appeal
If the grievant is not satisfied with the decision of the Principal he/she may appeal the decision through a signed written statement to the Deputy Chief of Staff, Tamika Maultsby at the Community Office, 120 Q Street NE, Washington, DC 20002, phone number (202) 281-1700 within ten (10) calendar days of receipt of the Principal's response. In an attempt to resolve the grievance, the Deputy Chief of Staff or designee shall meet with the concerned parties and their representatives within thirty (30) calendar days of the receipt of such an appeal. A copy of the Deputy Chief of Staff's or designee's disposition of the appeal shall be sent to each concerned party within ten (10) calendar days of this meeting.

A grievant who is not satisfied with the process or response or does not wish to utilize this process may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 phone; (202) 453-6021 fax.

Prohibition Against Retaliation

Friendship PCS will not tolerate or permit retaliation against a grievant who files a complaint pursuant to this policy. Immediate action will be taken against any person found to have retaliated against a grievant that has made a complaint.

Accessing Additional Resources to Support You and Your Child

We understand that students and families may need support beyond the regular school day, and we therefore offer extended learning and referrals to programs to meet practically every need. Please check with the main office, Student Support Managers, or Counselors to request information from our Resource Guide or phone the

Community Office at (202) 281-1700 for assistance.
Additional Information Resources:

D.C. Public Charter School Board website
www.dcpcsb.org

Friends of Choice in Urban Schools website
www.focus-dccharter.org

D.C. Public Charter School Association website
www.dcpcsa.org

What is the Family Education Rights and Privacy Act (FERPA)?

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

1) The right to inspect and review the student's education records within 45 days of the day Friendship PCS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask Friendship PCS to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If Friendship PCS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post secondary institutions to which the student seeks to enroll. In the above instances, the student's educational records can be disclosed without prior consent based on the reason that the person or agency to which the records are being disclosed has a legitimate educational interest.

4) FERPA also authorizes disclosure of directory information unless the parent or student over the age of 18 notifies the school in writing that they do not wish for directory information to be disclosed without prior consent. Directory information includes:

   A. Student Name; Mailing Address and Telephone Listing
   B. Photograph
   C. Date and Place of Birth
   D. Participation in Officially Recognized Activities and Sports
   E. Weight and Height of Members of Athletic Teams
   F. Honors and Awards Received
   G. Major Field of Study
   H. Dates of Attendance and Enrollment Status
   I. Most recent prior school of attendance

5) The right to file a Complaint with the U.S. Department of Education concerning alleged violations of FERPA by contacting the Family Policy Compliance Office, U.S, Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.

Parents or eligible students may instruct Friendship PCS to withhold any or all of the information identified above by completing the "Release of Student Directory Information Form," available upon request in writing within one month after the first day of the school year.

Note: The following policies are located on our website (www.friendshipschools.org) under "About Us" within the School Policies section.

1. Immunization Policy
2. Authorization for Administering Medication during School Hours
3. English Language Learner Student Identification Policy
4. Special Education Services (IDEIA)
5. Section 504 of the Rehabilitation Act of 1973
6. Family Education Rights and Privacy Act (FERPA)
7. No Child Left Behind (NCLB)
8. Education of Homeless Children and Youth
9. Friendship PCS Bullying Prevention Policy
10. Notice of Nondiscrimination

NOTES

NOTES

Public Charter School

120 Q Street, NE Suite 200
Washington, DC 20002
(202) 281-1700
www.friendshipschools.org