

POLICY TITLE: Discipline Plans	
ADOPTION/EFFECTIVE DATE: November 19, 2012	
MOST RECENTLY UPDATED: October 26, 2015	

**POLICY**

A description of a school’s discipline policies and procedures is required as part of its charter petition pursuant to the D.C. School Reform Act of 1995, D.C. Code §38-1802.02(10), which provides: A description of the student enrollment, admission, suspension, expulsion, and other disciplinary policies and procedures of the proposed school, and the criteria for making decisions in such areas. A charter school may develop discipline policies and procedures different from those of the District of Columbia Public Schools (“DCPS”).

In addition, the DC Public Charter School Board (“PCSB”) does not dictate the specific course of action in school discipline plans. Every charter school’s discipline plan should contain the following information:

- Parent’s Rights and Responsibilities
- Student’s Rights and Responsibilities
- Staff’s Rights and Responsibilities
- Clear explanation of infractions
- Due process and appeals procedures
- Clear statements of what specific acts are not tolerated in the school
- Clearly outlined basis for suspensions and expulsions (Discipline plans that provide for expulsion for minor offenses such as possession of tobacco or insubordination will not be approved.)
  - Out-of-school suspension is defined as removal from the school premises for a student’s regular school day or program hours for disciplinary purposes.
  - In-school suspension is defined as removal from a student’s regular classroom(s) for disciplinary purposes when the student remains under supervision of school personnel.
- Provisions to ensure that all rules are enforceable and applied consistently by all staff
- Tiered Consequences and interventions
- All IDEA guidelines and requirements

**Tips and Reminders when creating a School Discipline Plan**

- Student transfers to DCPS or other charter schools are not a viable alternative to taking disciplinary action against a student for violating the school’s discipline policies.
- A transfer cannot be negotiated in lieu of a long-term suspension or expulsion on record.
- The School Principal or Head of School is responsible for ensuring that due process procedures are followed by all appropriate staff personnel.
- Each school should have impartial members, i.e. hearing officer, to oversee discipline hearings.
- Discipline Plans should be approved by the school’s Board of Directors.

Material changes to discipline plans attached to a school's charter agreement must be submitted to PCSB as an amendment to the school's charter agreement. If a school wants to make substantive changes to its discipline plan, it should explain how the new discipline plan will support the mission and philosophy of the school.

Discipline reports are to be submitted by schools to PCSB through the ProActive Data Management System, per PCSB's reporting requirements.

**Board Approval Acknowledged By:**



<sup>v</sup>  
Darren Woodruff  
DC PCSB Board Chair

**Disclaimer:** This publication is designed to provide information on the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting or other professional services. Readers will be responsible for obtaining independent advice before acting on any information contained in or in connection with this policy.