



Student/Family Policies

Discipline Policy

In accordance with the “Student Fair Access To School Act of 2018” parents reserve the right to due process for all expulsion recommendations. K-8 students cannot receive an out-of-school suspension or expulsion unless the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.

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.

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.

Attendance Policy

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.

Excused/Unexcused Tardiness and Early Pick-Up Late arrival and early pick-up are violations of the attendance policy. 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.



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Excused 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
- Out of school suspensions
- Other extenuating circumstances left to the discretion of the principal or school administrator

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
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 to Community Office that the student be dropped from enrollment (PK3-PK4 students 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 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



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Grievance Procedures

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 an 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 Compliance, Tamika Maultsby at the Community Office, 1400 First Street, NW Suite 300 Washington, DC 20001, 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 Compliance 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 Compliance's or designee's disposition of the appeal shall be sent to each concerned party within ten (10) calendar days of this meeting.



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If family and leadership cannot resolve the grievance, please contact Patricia Brantley, Chief of Executive and Board Member via email pbrantley@friendshipschools.org.

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.

Non-Discrimination Policy

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"), as well as all other non-discrimination laws, Friendship Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Family Educational Rights and Privacy Act (FERPA) Notice

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 (A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.) 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 rights 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



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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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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.

Open Meetings Policy

The Friendship Board of Trustees shall conduct its business under a presumption of openness. Thus, the Board of Trustees will hold at least one public meeting per year to address any proposed changes that significantly affect the Friendship PCS organization. The open meeting will be announced via the Friendship website.

Friendship PCS Discipline Policy

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 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

School Administrators shall foster positive school climates that engage all students in learning and are encouraged to utilize positive behavioral interventions. Students who violate the discipline policy may be subject to one or more of the following documented actions at the discretion of the school administration and the Board of Trustees.

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

- Teacher/Student Conference
- Parent Call
- Reflective Assignments
- Additional Instructional Time
- Behavior Contract
- Behavior Intervention Plan
- Mediation
- Counseling
- Restorative Circle/Practice
- Restitution
- Detention
- SSST Referral
- Loss 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

In accordance with the "Student Fair Access To School Act of 2018" parents reserve the right to due process for all expulsion recommendations.

Guidance

LEVEL 1: Classroom support and referral to student staff support team (SSST)

The following interventions are examples but not an exhaustive list of supports that may be appropriate when the behavior is a minor infraction, the student has had no prior incidents, and/or interventions have not been put in place.

- Teacher/Student Conference
- Parent Call
- Reflective Assignments
- Additional Instructional Time

LEVEL 2: Intensive student staff support team (SSST) interventions and referral to appropriate Governmental or community based agency for additional support

The following interventions are examples but not an exhaustive list of supports that may be appropriate when the behavior has continued to negatively influence the learning experience of the student and others.

- Attendance Intervention Plan
- Behavior Intervention Plan
- Mediation
- Counseling
- Restitution
- Restorative practices/circle
- Referral to Community Based Mental Health Agency
- Referral to CFSA or Court Social Services regarding attendance.

LEVEL 3: In- school suspension and continued student staff support team intervention (SSST) – (No more than 3 consecutive days)

The following interventions are examples but not an exhaustive list of support that may be appropriate given the seriousness of the offense and impact of the student’s behavior on the school community and/or when documented interventions and supports have been put in place but the behavior is escalating.

- Loss of Privileges
- Confiscation of Inappropriate Items
- Community Service
- Referral to ASTEP/Substance Abuse Services

LEVEL 4: Out of school suspension and continued student staff support team intervention (SSST) – (5 consecutive days or less)

May be appropriate when a student attempts or willfully causes or threatens to cause bodily injury to another student who requires more than de minimis medical attention or emotional distress that requires more than de minimis professional treatment or counseling.

LEVEL 5: Expulsion

May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students across the school day.

Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Absences 201						
A Tardies	●					
B Unexcused absence from school	●					
C Persistent or excessive absences from school	●	●				
D Habitual truancy (i.e., unlawfully absent from school for a number of days in excess of 5 days in any quarter, 10 days in any semester, or 20 days in a school year)	●	●				
NOTE: District laws prohibits out-of- school suspensions for attendance- related conduct. District law does require students ages 5-13 who accumulate 10 or more unexcused absences be referred to CFSA and students ages 14-17 who accumulate 15 unexcused absences be referred to Court Social Services						
Academic Dishonesty 202						
Cheating, plagiarizing, etc.	●	●				
NOTE: Student may receive a failing grade for that assignment						
Activation of False Alarm / Bomb Threat 301						
A Student threatens, attempts or willfully activates a false alarm or makes a bomb threat that causes bodily injury or emotional distress to another student who sustains only de minimis physical injuries that require only minor medical attention or minimal professional treatment or counseling	●	●	●			
B Student threatens, attempts or willfully activates a false alarm or makes a bomb threat that causes bodily injury or emotional distress to another student who sustains more than de minimis physical injuries that requires more than minor medical attention or more than minimal professional treatment or counseling.		●	●	●	●	●
NOTE: Commits or is involved in committing false alarms/or bomb threat						

Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Attacks on another person 501						
A Student threatens, attempts or willfully caused bodily injury or emotional distress to another student who sustains only minimal physical injuries that require only minor medical attention or minimal professional treatment or counseling.	●	●	●			
B Student threatens, attempts or willfully caused bodily injury or emotional distress to another student who sustains more than minimal physical injuries that require more than de minimis medical attention more than de minimis or minimal professional treatment or counseling.		●	●	●	●	
NOTE: Includes threatening, attempting to or acutally hitting, kicking, or punching another student.						
Bullying, Including Cyberbullying and Gang-Related Incidents 801						
A Student who bullies another student who sustains only de miniumis physical in-juries that require only minor medical attention or minimal professional treatment or counseling.	●	●				
B Student who bullies another student who sustains more than de minimis physical injuries that require more than de minimis medical attention or more than de minimis professional treatment or counseling.		●	●	●	●	
NOTE: Refer to the Bullying Definition and investigative process outlined in the Friendship PCS Bullying Policy. This policy can be located on the school web-site at www.friendshipschools.org (in the School Policies section). Reports of bullying may be made by mail to Friendship PCS Office of Operations, 1400 First Street NW, Suite 300, Washington, DC 20001, by phone to (202) 281-1700 or by email to friend@friendshipschools.org						
Coercion/Inciting Violation of Discipline Policy 602						
A Student who causes a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others and results in others sustaining only de miniumus physical injuries that require only minor medical attention or minimal professional treatment or counseling.		●	●			●
B Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others and results in others sustaining more than de miniumis physical injuries that require counseling more than minor medical attention or more than minimal professional treatment or counseling			●	●	●	●
C Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance that threatens, attempts or willfully causes bodily injury or emotional distress to another student who sustains more than de minimis physical injuries that require more than de minimis medical attention more than de minimis or minimal professional treatment or counseling.		●	●	●		
Defiance of Authority and/or Insubordination 301						
Failure to respond to school staff questions or requests		●	●	●		
NOTE: SSST interventions and Restorative practice methods should be utilized prior to short term in school suspension.						
Disrespectful Behavior 203						
A Making inappropriate gestures, symbols, or comments, or using profane or offensive language	●	●				
B Using verbal insults or put-downs	●	●				
NOTE: SSST interventions and Restorative practice methods should be utilized prior to short term in school suspension.						
Destruction of Property/Vandalism 603						
A Minor (under \$50) or accidental damage	●	●				
B Intentional damage to another person's or school property (\$50 to \$1000)		●	●			
C 6th-12th Intentional damage to another person's or school property (over \$1000)		●	●	●	●	●
NOTE: SSST interventions and Restorative practice methods should be utilized prior to short term in school suspension.						

Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Dress Code 204						
Violating uniform policy	●	●				
Fighting 502						
A Student threatens, attempts or willfully caused bodily injury or emotional distress to another student who sustains only minimal physical injuries that require only minor medical attention or minimal professional treatment or counseling.	●	●	●			
B Student threatens, attempts or willfully caused bodily injury or emotional distress to another student who sustains more than minimal physical injuries that require more than de minimis medical attention more than de minimis or minimal professional treatment or counseling.		●	●	●		
Forgery/False Information 302						
A Forges, alters, destroys or fabricates any document or item	●	●	●			
B Lying to, misleading, or giving false information to school staff	●	●	●			
Gambling 303						
Requires the use of money or exchangeable goods	●	●	●			
Harassment 604						
A Student who engages in minor harassment (e.g., verbal discriminatory actions) of another student and the other student sustains only de minimis physical injuries that require only minor medical attention or minimal professional treatment or counseling.	●	●	●			
B Student who engages in serious harassment (e.g., persistent or long-term harassment that threatens or seriously intimidates another student, or adversely affects another student's ability to participate in or benefit from a school's educational or curricular program) and/or caused the other student to sustain more than de minimis physical injuries that require more than minor medical attention or more than de minimis professional treatment or counseling.		●	●	●	●	●
NOTE: Based on Race, Ethnicity, Gender, Sexual Orientation, Disability, or Religion, Including Cyberharassment, against Members of the School Community						
Inappropriate Use of Technology 401						
A Use of computers, fax machines, phones, etc.	●	●				
B Use of portable electronic communication devices, electronic game devices, and other similar items, at unauthorized times	●	●				
C Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages	●	●				
D Using portable electronic communication devices to take, share, record, and/or publish inappropriate pictures, videos, or recordings taken on school grounds, including fights or other disturbances		●	●	●		
Possession of Controlled or Uncontrolled Substance 605						
A Under the influence	●	●				
B Using or possessing a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school. (Level 3-5 only available for grade 9-12)		●	●	●	●	●
C Distributing or selling a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school. (Level 3-5 only available for grade 9-12)		●	●	●	●	●
NOTE: 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, bong, 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.						

Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Possession of Dangerous Objects Not For Any Reasonable Use to Student At School 606						
A Brings, possesses, and/or uses a weapon, incendiary (matches or lighter), 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 that caused the other student to sustain more than de minimis physical injuries that require more than minor medical attention or more than de minimis professional treatment or counseling.	●	●	●	●	●	●
B Uses, distributes, and/or sells an object that can be used as a weapon, explosive, or other dangerous object that caused the other student to sustain more than de minimis physical injuries that require more than minor medical attention or more than de minimis professional treatment or counseling.	●	●	●	●	●	●
C 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)				●	●	●
Robbery/Theft 607						
A Taking from another money or property by force or intimidation		●	●	●	●	●
B Less than \$1000		●	●			
C Greater than \$1000 (it is recommended that police not be contacted for students)		●	●			●
Sexually Based Infraction 701						
A Student who engages in sexual harassment (e.g., unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature) and the other student sustains only de minimus physical injuries that require only minor medical attention or minimal professional treatment or counseling.		●	●	●		
B Student who engages in sexual harassment (e.g., unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature) and the other student sustains more than de minimis physical injuries that require more than minor medical attention or more than minimal professional treatment or counseling.		●	●	●	●	
C Student who engages in sexual activity or sexual misconduct (e.g., indecent exposure, engaging in sexual activity, etc.)		●	●			
D Forced sexual act					●	●
Threatening 402						
A Threatening or aggressive language or gestures directed toward staff, another adult and/or student		●	●			
B Persistent threatening or aggressive language or gestures directed toward staff, another adult and/or student			●	●		
Trespassing						
Breaking and entering			●	●	●	●

In extraordinary circumstances, FPCS reserves the right to discipline students in Grades 6th through 12th in accordance with the “Student Fair Access to School Amendment Act 2017” including out of school suspensions/expulsion when appropriate.

Infraction 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.

Attack – an aggressive and violent action against a person

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/Forgery/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.

Threatening 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
 - a. 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.