

Student/Family Policies Submission – Achievement Prep

Please upload the following policies in one PDF.

Please note that DC PCSB is no longer collecting the Student/Family Handbook. The Student/Family Handbook will be rejected from Epicenter if submitted, we are only looking for these specific policies combined into a single PDF.

Elementary School

Discipline Policy

CODE OF CONDUCT

A. Purpose

Achievement Prep has created a Code of Conduct in order to:

- ensure that our school is a respectful space for learning,
- allow Scholars to focus on their learning, and
- prepare Scholars to become high-achieving scholars and leaders who follow rules set by our communities.

The Code of Conduct describes behaviors that Achievement Prep considers inappropriate or unacceptable (which we will call “behavioral infractions”) and the consequences of those behaviors.

B. Our Philosophy

Scholars who do not meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our Code of Conduct.

C. Behavioral Infractions

The following list of behavioral infractions is not comprehensive; ***it only offers examples of inappropriate or unacceptable behaviors***. While we have stated possible consequences for certain behavioral infractions, Achievement Prep staff has sole and absolute discretion to determine the consequence of each behavioral infraction.

A school-related behavioral infraction refers to the violation of this Code of Conduct occurring:

- while the Scholar is on school grounds (including, but not limited to, areas immediately surrounding the school, including bus stops and nearby streets where scholars regularly walk to and from school) or school-related transportation;
- during school-sponsored activities and trips;
- during all other school-related events; and
- off of school grounds that results in substantial disruption to the learning environment.

Scholars are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include, but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff person’s action or authority in a disrespectful manner. Such disrespect will not be tolerated.

Student/Family Policies Submission – Achievement Prep

At Achievement Prep we seek to help Scholars become mature young adults. To that end, while we will not tolerate disrespect, we do allow for Scholars to express disagreement in a respectful manner. The school has developed routines and procedures that enable Scholars to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

Enforcement of Achievement Prep’s Code of Conduct is based upon a framework of progressive discipline. Specifically, minor infractions result in less severe consequences while larger infractions result in more severe consequences. Furthermore, first-time infractions result in less severe consequences while repeated infractions result in more severe consequences.

Ladder of Consequences

Scholars need to know *up front* what will happen if they do not follow an expectation. They can then choose to follow the expectation, or not follow and incur the consequence. A clear ladder of consequences is part of the structure *that makes the expectations work*.

Below is a summary of the ladder of consequences:

Level	Action / Consequence	Behavior Symbol
0	Minimally invasive reminder (Non-verbal, positive group correction, anonymous individual, private individual; verbal as necessary).	Scholar remains on green at ‘minimal invasive reminder’ stage
1	Verbal reminder	Scholar remains on green at ‘verbal reminder’ stage
3	First warning	Yellow
4	Removal from group (Reflection spot)	Orange
5	Conference with Dean of Scholars	Red
6	Parent/guardian meeting	N/A

The Behavior Chart

The behavior chart serves as a visual representation of a scholar’s level on the ladder of consequences. Each symbol (a color) directly corresponds to a consequence level. The Behavior Chart is found in every Achievement Prep classroom.

The chart is labeled “My Choices” and has the following set of small squares in each scholar’s laminated pocket: blue, green, yellow, orange, or red.

Symbol	Means	Description
Blue	Exceeding expectations	This is a way to recognize and celebrate those

Student/Family Policies Submission – Achievement Prep

		scholars who consistently meet expectations at the higher levels.
Green	Meeting Expectations	Green is the daily starting point for all scholars. The scholar is meeting expectations; <i>this is what we expect of all scholars.</i>
“Check”	A warning that scholar is not meeting expectations has been issued	Preventative measures and a reminder have not been effective and you need to issue a warning.
Yellow	A second warning has been issued	Scholar has had a first warning (and “check”) already. This is a second and final warning – and a scholar’s last opportunity to get on track in order to stay with the group / lesson.
Orange	Not Meeting Expectations (& has to leave group)	Scholar has had warnings (on yellow) already and now needs to be away from the group (Reflection spot) before she can rejoin.
Red	Not Meeting Expectations OR Egregious behavior (conference with Dean and/or has to leave classroom)	Scholar is not successful re-setting their behavior in the classroom and needs to have a conference with the Dean. Scholar has an egregious behavior that warrants immediate removal.
School leader intervention	Pervasive, Intensive Behavior. This is an absolute last resort as we want teachers to handle classroom behaviors.	Scholar has been removed from classroom multiple times and is not at all responsive to all school attempts to modify behavior. This should be an absolute last resort.

Removal from Group & Color Change Orange

The ‘Reflection spot’ is a consistent, uniform space to take or send a scholar who is not meeting expectations after a verbal warning and a color change (is on yellow). The goals of the Reflection spot are threefold. This space allows teachers and scholars to continue instruction uninterrupted – our most important job at school. It also allows physical space and time for the scholar to first express their emotions and reflect on and then practice the expectation necessary to re-join the group.

Where: Reflection spot is a uniform place and uniformly identified chair away from the group. Scholars know exactly where to go regardless of whether they are in the multi-purpose room, play yard, or a classroom.

How Long: Teachers set the appropriate large color-coded sand timer (for grades k-1) or electronic timer (for grades 2-3) allowing scholars to self-monitor and re-join the group. The scholar can clearly see how long she will be “resetting”, thus feeling more in-control, able to calm down, and able to focus on practicing the expectation she did not meet while in the group. The timers are an effective and ‘neutral’ way to ensure the scholar can re-join the group after being away for a developmentally appropriate amount of time and before the behavior ‘cycles.’ It also minimizes the teacher’s need to ‘remember’ or focus back on that scholar to prompt him or her back to group, which interrupts instruction. Clear and finite amounts of peace time reinforce the idea that a scholar needs to be a part of the lesson being taught and should be expected to reset quickly. Timers are located on a shelf / space adjacent or in the reset spot so that the scholar can see but not touch it.

Student/Family Policies Submission – Achievement Prep

Kindergarten:

- August – October: 3 minutes
- November – June: 5 minutes

First grade:

- August – October: 3 minutes
- November – June: 5 minutes

Second grade:

- August – October: 5 minutes
- November – June: 10 minutes

Third grade:

- August – October: 5 minutes
- November – June: 10 minutes

What to Do: Teacher says, “You need some reflection time” Teacher accompanies scholar to Reflection spot and sets the timer. Scholars cannot touch the timer, which should be set every time.

Scholars:

- Sit (on the chair)
- Stay quiet (no noises, talking etc.)
- Watch the timer (but don’t touch it)
- Complete reflection form/activity
- Silently re-join group on their own when the timer is out, placing reflection in the reflection bin or placing the reflection activity away
- Immediately display the (expected) behavior of the group (e.g. sitting in Scholar Position; working at desks; standing appropriately in line, etc.)

The scholar may use the Pushing Place to calm down if s/he chooses.

Deans Conference & Color Change Red

Anytime a scholar does not reset successfully in class OR engages in what we define as an egregious behavior (*see Egregious Behavior & Immediate Removal from Classroom*), the Platinum Teacher will call for the Dean of Scholars to come to the class for a conference with the scholar or to remove the scholar. The scholar will only be removed at the Dean’s discretion. This allows for brief individual reflection on what the scholar needs to do in order to meet expectations and get back on track for the day while minimizing the amount of instructional time the scholar misses. *Our primary goal is for scholars to be in class, on task, learning, and allowing others to learn.* As soon as the Dean is confident that the scholar can and will meet expectations, the Dean will escort the scholar back in to the classroom and hold a brief “Close the loop” conversation (when possible). If a conversation is not possible at that time, the teacher will close the loop with the scholar during their next planning period and follow up with the Dean.

D. Suspension and Expulsion

It is the philosophy of Achievement Prep that scholars should never be removed from a learning opportunity unless their presence prevents others from learning or poses an extreme safety risk to others or the Achievement Prep community.

Out of School Suspension

Achievement Prep is a public school located in the District of Columbia and is subject to the Fair Access to Schools Act. Out-of-school suspension is one of the highest consequences and only to ensure safety and in response to the most serious offenses.

Student/Family Policies Submission – Achievement Prep

As part of the Fair Access to Schools Act, beginning in 19-20SY, no scholar in grades K - 8 may receive an out-of-school suspension or disciplinary unenrollment except where a scholar has “willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person, including behavior that occurs off school grounds”.

Terms defined:

- **Disciplinary unenrollment** is defined as the expulsion or involuntary transfer of a scholar.
- **Bodily injury** is uniformly defined across the District of Columbia as “a cut, abrasion, bruise, burn, or disfigurement; physical pain; illness; impairment of the function of a bodily member, organ, or mental faculty; or any other injury to the body, no matter how temporary”.
- **Emotional distress** is uniformly defined across the District of Columbia as mental suffering or distress that requires more than trivial treatment or counseling.

All suspensions must be approved, in writing, in advance of issuance, by the Principal. If a scholar is suspended, the following must happen:

1. Notification of all suspensions must be made to parent/guardian (i) via direct phone call by school leader, and (ii) in writing and delivered to parent/guardian. Such notification MUST include a reason for such suspension as well as details of exact dates and timelines of suspension.
2. While on suspension, the scholar must have access to his/her academic work and have access to communicate with school personnel regarding such academic work.
3. A plan for re-entering the Achievement Prep community must be developed with school leadership and the parent/guardian. Such plan must include clear supports for ensuring that the scholar can be fully welcomed back in to the community with clear expectations for desired behaviors moving forward.

Scholars are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member at the school daily after 4:00pm. The completed work will receive full credit, if submitted by deadlines in accordance with the school makeup policy. If a Scholar does not complete this work, the Scholar may face standard academic consequences (e.g., no academic credit).

Expulsion

Expulsion is defined as the exclusion from Achievement Prep for disciplinary reasons for the remainder of the school year or longer. Under federal law, if a Scholar is in possession of a) a dangerous weapon, b) drugs, or c) alcohol on school property, on the school bus, or at a school sponsored function, then the Scholar may automatically be recommended for expulsion.

In addition to any of these infractions, any breaches of Federal or District of Columbia law may be handled in cooperation with the local police department and may result in expulsion.

Procedures/Due Process:

For Short-Term Suspension (see below for procedures for long term suspension)

If a Scholar commits an offense that calls for short-term suspension (10 days or less), the Scholar is afforded the due process rights required by *Goss v. Lopez*, 419 U.S. 565 (1975). Such Scholar is subject to the following:

- If necessary, the Scholar is immediately removed from class and/or school.
- The Dean of Solutions or his/her designee addresses the conduct and assigns an appropriate consequence.

Student/Family Policies Submission – Achievement Prep

- The family is notified in writing by the Dean of Solutions or his/her designee; a parent/guardian may be required to meet with the Dean of Solutions regarding infractions prior to the Scholar's return to school.

For Disciplinary Action: Long-Term Suspension or Expulsion

If a Scholar commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps are taken:

- If necessary, the Scholar is immediately removed from class and/or school.
- The family is notified in writing by the Dean of Solutions of the long-term suspension or recommendation for expulsion.
- The school sets a hearing date (such date shall not be later than three (3) business days after the incident occurred); the Scholar and/or his parent/guardian are notified in writing of the:
 - reason for expulsion recommendation; and
 - date, time and place of a hearing
- The school will make **three (3) attempts** to schedule/reschedule and hold a Disciplinary Board Hearing with the parent/guardian. Should the parent/guardian fail to attend or schedule a hearing after three (3) attempts are made by the school, the school will schedule a fourth (4th) Disciplinary Board meeting and should the parent/guardian not show, the school will proceed with the Disciplinary Board hearing without the parent/guardian present.
- The Board will wait for a maximum of thirty (30) minutes after the scheduled Disciplinary Board date and time before it cancels a meeting and deems a parent/guardian as a no show. Notwithstanding the foregoing, if this is the fourth scheduled meeting, the Board will proceed with the hearing as set forth below.
- A hearing will be convened by the Disciplinary Board of the school. The Disciplinary Board shall consist of the Principal, the Assistant Principal, Dean of Solutions, and the Dean of Operations, or any other individual(s) selected at the discretion of the CEO, to be part of the Disciplinary Board. In rare cases and at his/her discretion, the CEO may serve as a member of the Disciplinary Board.
- After hearing the case, the Disciplinary Board will issue a written decision to be sent to the parent/guardian of the Scholar, the school's Board of Trustees, and the Scholar's permanent record.
- The family of any Scholar who is expelled or given a long-term suspension (more than 10 days) has the right to appeal the decision of the Disciplinary Board in writing to the CEO (or to the Board of Trustees in the event the CEO serves as a member of the Disciplinary Board, in which case the appeal procedures set forth below shall prevail) within 48 hours of the date of expulsion. In such a case, the CEO sets a date for the appeal, and the family is notified in writing pursuant to the procedure set forth above and given Achievement Prep's Disciplinary Board Appeal Procedures – set forth below.

PURPOSE:

As part of its disciplinary procedures, a parent or guardian of a scholar who is expelled or given a long-term suspension (more than 10 days) has the right to appeal the decision of the Disciplinary Board in writing to the CEO (or to the Board of Trustees in the event the CEO serves as a member of the Disciplinary Board, in which case the appeal procedures set forth below shall prevail) within 48 hours of the date of expulsion/long-term suspension. In such a case, the CEO sets a hearing date and the family is notified in writing.

Student/Family Policies Submission – Achievement Prep

The purpose of the appeal hearing shall be to review the decision(s) made by the Disciplinary Board. This means that the case will not be re-heard. Instead, the CEO will review information used in the original hearing, as well as any other additional information the scholar/family provided in support of their appeal. The decision made by the CEO will be made in light of the reason identified for the basis for appeal.

The scholar/family requesting an appeal identifies the reason for their appeal. The CEO reviews the information regarding how the initial decision(s) was made, and may make one of three decisions:

- To grant the appeal in its entirety
- To deny the appeal and uphold the decision made by the Disciplinary Board
- To modify the decision(s) made by the Disciplinary Board

Except in extraordinary circumstances, witnesses are not part of the appeal process. During the appeal, the scholar and family meet individually with the CEO who is hearing the appeal. A procedural advocate may be present at the request of the scholar/family.

REASON FOR APPEAL:

A scholar/family may only appeal based on one or more of the following:

- **The decision regarding the scholar's responsibility for a violation** – The standard used to make a decision about whether or not the scholar is responsible for violating the Code of Conduct is closest to the term “preponderance of evidence”. This means that, based on the information available at the time, it is more likely than not that a violation has occurred. In appealing a decision regarding responsibility for a violation, the scholar/family must indicate how the decision that was made was not a reasonable conclusion based on information available to the Disciplinary Board.
- **Sanction** – Appealing for this reason alleges that the sanction imposed is inappropriate or unreasonable. In the appeal, the scholar/family must outline how the sanction was disproportionate given the violation committed.
- **Procedural Error** – Because this is not a court of law governed by court rules, the Disciplinary Board is expected to conduct the original hearing in conformity with procedures described in the Scholar Family Handbook under the “Expulsion - Procedure/Due Process” section. Appealing on the basis of a procedural error means that one of these standards/expectations was not upheld and that it had a substantial impact on the fairness of the disciplinary process and the outcome of the hearing.
- **New Evidence** – An appeal based on “new evidence” means that the scholar/family now has additional information that was not available at the time of the hearing and that that information would have had a substantial impact on the outcome of the hearing. If the scholar/family appeals on this basis, they must indicate in the appeal what new information is now available, how the information is sufficient to alter the original decision, and why the information was not provided at the time of the original hearing.

PROCEDURE:

The following procedures will be followed in their entirety and should not vary:

- The CEO will review the decision made by the Disciplinary Board, including the minutes from the hearing and all information considered by the Disciplinary Board in reaching its decision.
- The CEO will meet individually with the family/scholar to discuss the basis for the appeal. The purpose of the meeting is to provide the scholar/family with an opportunity to share their

Student/Family Policies Submission – Achievement Prep

appeal request. A designated staff member, other than a member of the Disciplinary Board, will be present as a neutral third party to observe and will not participate in the hearing.

- The CEO, at his/her discretion, may or may not ask additional questions of the scholar and/or family.
- After hearing the case, the CEO issues a written decision within seventy-two (72) hours (excluding weekends or holidays) to be sent to the Scholar, the family, the school's Board of Trustees, and the Scholar's permanent record.

In the event the CEO upholds the decision of the Disciplinary Board, the Scholar will have a last right to appeal such decision in writing to the Board of Trustees within three (3) days of the date of the CEO's upholding of the expulsion.*

Any appeal is heard (*at the sole discretion of the Board Chair*), by the Board Chair, the Vice Chair and another trustee designated by the Board Chair, or by a Trustee subcommittee (of one or more Trustees designated by the Board Chair). In such a case, the Board sets a hearing date and the Scholar and his/her family are notified in writing of the date, time and location of the hearing, and the appeal procedures set forth above shall be in full force and effect. PLEASE NOTE – the Chair of the Board of Trustees may schedule hearings at his/her discretion, but may also decide to review and appeal of a case based solely on a review of the documentation provided and NOT hold a meeting in person with the scholar and his/her family.

After hearing the case or deciding a case based on review of documentation, the Board of Trustees issues a written decision to be sent to the Scholar, the Scholar's family, the CEO, and the Scholar's permanent record seventy-two (72) hours (excluding weekends or holidays). The decision of the Board of Trustees shall be final.

* Notwithstanding the foregoing, the right to appeal to the Board of Trustees shall only exist in the event that the CEO upholds the decision of the Disciplinary Board in its entirety. Should the CEO modify the original decision of the Disciplinary Board, the modified appeal decision issued by the CEO shall be final and there shall be no right to further appeal.

The Achievement Prep Board Chair for the 2019-2020 SY is Jason Andrean and he can be reached via email at jandrean@achievementprep.org.

Notwithstanding the foregoing, the school may convene the Disciplinary Board for a hearing to discuss a serious matter/school violation that is serious enough in nature to warrant the same, but is non-expulsion.

Procedural Safeguards

Whenever an expulsion hearing is recommended, the above procedural safeguards will always be in effect:

- The Scholar shall receive written notice of the following:
 - A letter stating the reason for expulsion recommendation; and
 - date, time and place of a hearing.
- Notices and proceedings will be translated into the Scholar's/parent's primary language if necessary for their understanding of the proceedings.
- A Scholar and/or parent, upon request, will have the right to review the Scholar's records in accordance with applicable law.
- All decisions regarding long-term suspension or expulsion of a Scholar will be issued to the Scholar's

family in writing.

Alternative Instruction

Only to the extent required by law, Achievement Prep will provide alternative instruction to Scholars who have been recommended for expulsion while awaiting a determination by the CEO or the Board of Trustees. The alternative instruction, only as required by law, will begin no later than two (2) days after the determination is made by the Disciplinary Board or CEO to expel a Scholar. The alternative instruction will occur during the school day at school, or if the scholar's infraction/behavior was so egregious that he/she should not be allowed in the school (as determined by the CEO in his/her sole discretion), such instruction shall take place at the Scholar's home, the nearest public library, or another place, other than the school, agreed upon by the school and the family. This alternative instruction will continue for the duration of the time the Scholar awaits disposition on his or her expulsion hearing. **The school will provide alternative instruction to expelled Scholars to the extent required by law.** To the extent required by law, Achievement Prep will also provide alternative instruction for suspended Scholars for the first 10 days of suspension.

Record-Keeping

Achievement Prep will maintain written records of all suspensions and expulsions, including the name of the Scholar, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a Scholar has been suspended or removed for disciplinary reasons. As required, such information will be furnished to the DC Public Charter School Board.

E. Discipline of Scholars with Special Needs

Federal and state law provide certain procedural rights and protections relating to discipline of Scholars who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from the Scholar Support Coordinator.

Manifestation Determination

Within **ten (10) school days** of any decision to change the placement of a scholar with a disability because of a violation of a the Achievement Prep Code of Conduct, an Achievement Prep representative, relevant members of the scholar's IEP Team and the scholar's parent(s) must review all relevant information in the scholar's file, including the scholar's IEP, evaluation and diagnostic results, any teacher observations, and any relevant information provided by the parent(s) to determine if the conduct in question was caused by, or had a direct and substantial relationship to the scholar's disability or if the conduct in question was the direct result of Achievement Prep's failure to implement the scholar's IEP.

The conduct will be determined to be a manifestation of the scholar's disability if the Achievement Prep representative, the parent(s) and relevant members of the scholar's IEP Team determine that the conduct in question was caused by, or had a direct and substantial relationship to the scholar's disability or if the conduct in question was the direct result of Achievement Prep's failure to implement the scholar's IEP.

If the conduct in question was caused by, or had a direct and substantial relationship to the scholar's disability (was a manifestation of the scholar's disability), the IEP Team will either conduct an FBA (unless an FBA was conducted before the behavior that resulted in the change of placement occurred) and implement a BIP; or if a BIP was already developed, review the BIP and modify it, as necessary, to address the behavior and return the scholar to the placement from which the scholar was removed unless the parent and Achievement Prep agree to a change in placement as a modification of the BIP.

Student/Family Policies Submission – Achievement Prep

If the conduct is determined to be a manifestation of the scholar's disability, because Achievement Prep failed to implement the scholar's IEP, inclusive of the scholar's BIP, Achievement Prep will take immediate steps to remedy those deficiencies.

The IEP team will only determine that the scholar's behavior was not a manifestation of the scholar's disability if all relevant information indicates that the scholar's IEP was appropriately developed and implemented and behavior intervention strategies were provided consistent with the scholar's IEP and BIP; the scholar's disability did not impair the ability of the scholar to understand the impact and consequences of the behavior subject to the disciplinary action; and the scholar's disability did not impair the ability of the scholar to control the behavior subject to disciplinary action. If any of these standards were not met, the behavior will be considered a manifestation of the scholar's disability.

If the conduct in question was not a manifestation of the scholar's disability, Achievement Prep may apply the relevant disciplinary procedures to the scholar with disabilities in the same manner and for the same duration as the procedures would be applied to scholars without disabilities except that Achievement Prep will provide services to the extent necessary to enable the scholar to appropriately progress in the general curriculum, although in another setting, and advance toward achieving the IEP goals. Additionally, the scholar will receive an FBA, as appropriate, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

The SSC is responsible for ensuring that the Director of Scholar Support or the Chief Legal and Policy Officer attend each manifestation determination review. On the **date on which the decision is made** to make a removal that constitutes a change in placement of a scholar with a disability because of a violation of the Achievement Prep Code of Conduct, Achievement Prep will notify the parent(s) of that decision and provide the parent(s) a copy of the Procedural Safeguards.

Attendance Policy

B. Attendance Policy

Given the fast pace and high rigor of Achievement Prep's curriculum, **missing one day at Achievement Prep can have a detrimental effect on a Scholar's learning.** Regular attendance is mandatory. **Parents should call the Front Desk at 202-562-1307 by 8:30am to notify the school that the Scholar will be absent.**

Families are expected to ensure that their Scholar is in school; please do not allow your Scholar to miss a day of school except for serious illness. Excessive absences will be considered a violation of the Achievement Prep Code of Conduct. We ask that families not schedule vacations or non-emergency appointments during school time. **Families should take advantage of 1:30pm dismissal on Wednesday, as well as school holidays and vacations, to schedule appointments and travel.**

All Scholar absences, including illness, suspension, appointments, vacations, excessive incomplete days, etc. count as absences. **Achievement Prep does not distinguish between excused and unexcused absences. If a Scholar exceeds 20 absences in a school year, Achievement Prep reserves the right to retain the Scholar in his/her current grade.** Exceptions are made for long-term, documented hospitalization (2 or more days), court-mandated appearances with proper documentation, death of a relative, and religious

Student/Family Policies Submission – Achievement Prep

observances. Additionally, Scholars are afforded rights under Section 504 of the Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”), and the Individuals with Disabilities Education Act (“IDEA”) should their absences be related to a disabling condition. Other rare exceptions may apply.

Parents should call the Front Desk at 202-562-1307 by 8:30am to notify the school that the Scholar will be absent.

In order to help ensure that Scholars do not exceed 20 absences, Achievement Prep has certain support policies in place. They are detailed below:

- The school will contact the family by phone the same day any Scholar is absent.
- At 3 Scholar absences, Achievement Prep will contact the family in writing, which may be an email.
- At 5 Scholar absences (or four absences within the first two months of school), Achievement Prep’s administration will require a meeting with the school, during which an Attendance Pledge will be established aimed at ensuring attendance patterns improve.
- At 7 Scholar absences, Achievement Prep’s administration will require a family meeting with the principal to discuss violation of the Attendance Pledge and any supports needed to ensure scholar attendance.
- At 9 Scholar absences, Achievement Prep will notify Child and Family Services Administration (CFSA) of such attendance.*
- In cases of excessive absences or if concerns arise, Achievement Prep may report the Scholar and/or family to certain state agencies or file an official complaint with the court prior to any of the dates above.
- **Achievement Prep reserves the right to retain a Scholar in his/her current grade should he/she exceed twenty (20) consecutive absences in a school year.**

***PLEASE NOTE** – DC law required schools to notify Child and Family Services Administration (CFSA) of any child under the age of 16 who has been absent from school, without excuse, for ten (10) or more days. At nine (9) unexcused absences, Achievement Prep will notify CFSA of such absences.

Scholars who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

Achievement Prep keeps accurate records of attendance and will make the records available for inspection by the District of Columbia Public Charter School Board (DCPCSB) as needed. All questions regarding Scholar attendance and attendance records should be directed to the Operations Coordinator.

If a Scholar is absent for the first five days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that Scholar may lose his or her seat at Achievement Prep and may be considered un-enrolled from the school.

Grievance Procedures

I. Grievance Procedures for the Parents or Guardians of Scholars

It is the policy of Achievement Prep that all employees, Scholars, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its school.

Student/Family Policies Submission – Achievement Prep

Achievement Prep recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

1. What May Be Grieved

The Achievement Prep grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

2. Who May Grieve

The procedures set forth below may be used by grievant who are employees, Scholars, parents, or visitors.

3. Other Remedies

The existence of this procedure does not bar grievant from also filing claims in other forums to the extent permitted by state or federal law.

4. Informal Grievance

Because most difficulties can be resolved by communicating a concern to someone, grievant are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor or the CEO.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

5. Formal Grievance

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the CEO. Grievant may use the Grievance Form, attached hereto, which is also available online from the school website, the Front Desk of the school, or from the CEO. The written notice shall identify the nature of the complaint, the date (s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a Scholar, the Scholar and the legal guardian and or parent shall sign and date the grievance. The CEO can be reached at the contact information provided below.

The CEO will immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with, persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with the governmental authorities.

Student/Family Policies Submission – Achievement Prep

Within thirty (30) business days of receiving the written notice, the CEO shall respond in writing to the grievant (the “Response”). The Response shall summarize the course of the investigation, determine the validity of the grievance, and the appropriate resolution.

If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

6. Appeals

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Achievement Prep Board of Trustees (or designee) within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant’s reasons for not accepting the Response. The appeal, in letter form, may be sent to: Achievement Prep Academy Board of Trustees, 908 Wahler Place, SE, Washington, DC 20032.

Within fifteen (15) days from receiving the written appeal, the chair of the Board of Trustees (or designee) will respond in writing to the appellant as to the action to be taken and the reasons therefor.

7. Prohibition Against Retaliation

Achievement Prep pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Achievement Prep will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

8. Modification

Achievement Prep may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Achievement Prep.

9. Contact Information

Principal: Yolanda Barber
Address: 908 Wahler Place SE, Front Building, Washington, DC 20032
Phone No.: (202) 562-1307

CEO: Shantelle Wright
Address: 908 Wahler Place SE, Front Building, Washington, DC 20032
Phone No.: (202) 562-1214 ext 312

Achievement Prep Board of Trustees:
Board Chair: Jason Andean
Address: c/o Achievement Prep
908 Wahler Place, SE, Front Building, Washington, DC 20032

**ACHIEVEMENT PREP ACADEMY
GRIEVANCE FORM**

It is the policy of Achievement Prep that all employees, Scholars, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its school.

This form should be completed (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

Please complete the below information *in its entirety* and return the same to **CEO at 908 Wahler Place SE, Washington, DC 20032.**

1. Please describe the nature of the complaint, including the date (s) of occurrence and the names of all parties involved (if known)

2. Please share with us your desired result from the grievance.

Name (please print) _____

Signature _____

Date _____

Non-Discrimination Policy

G. Nondiscrimination

Achievement Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title B of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to Achievement Prep on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. Finally, no person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by Achievement Prep on the basis of race, sex, color, religion, national origin, or sexual orientation.

Family Educational Rights and Privacy Act (FERPA) Notice

Q. Safeguard of Student Information & Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;

Student/Family Policies Submission – Achievement Prep

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a parent bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Open Meetings Policy

Achievement Prep publishes its meeting calendar on its website and the public may request to attend a board meeting by contacting Tamiko Singleton at tsingleton@achievementprep.org.

Middle School

Discipline Policy

CODE OF CONDUCT

A. Purpose

Achievement Prep has created a Code of Conduct in order to:

- ensure that our school is a respectful space for learning,
- allow Scholars to focus on their learning, and
- prepare Scholars to become high-achieving scholars and leaders who follow rules set by our communities.

The Code of Conduct describes behaviors that Achievement Prep considers inappropriate or unacceptable (which we will call "behavioral infractions") and the consequences of those behaviors.

B. Our Philosophy

Scholars who do not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our Code of Conduct.

C. Behavioral Infractions

The following list of behavioral infractions is not comprehensive; ***it only offers examples of inappropriate or unacceptable behaviors***. While we have stated possible consequences for certain behavioral infractions, Achievement Prep staff has sole and absolute discretion to determine the consequence of each behavioral infraction.

A school-related behavioral infraction refers to the violation of this Code of Conduct occurring:

Student/Family Policies Submission – Achievement Prep

- while the Scholar is on school grounds (including, but not limited to, areas immediately surrounding the school, including bus stops and nearby streets where scholars regularly walk to and from school) or school-related transportation;
- during school-sponsored activities and trips; and
- during all other school-related events.

Scholars are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include, but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff person's action or authority in a disrespectful manner. Such disrespect will not be tolerated.

At Achievement Prep we seek to help Scholars become mature young adults. To that end, while we will not tolerate disrespect, we do allow for Scholars to express disagreement in a respectful manner. The school has developed routines and procedures that enable Scholars to easily express such disagreement with respect for all involved. Failure to disagree respectfully will result in further consequences.

D. Individual Accountability – Weekly Paychecks

Achievement Prep has developed a Scholar Paycheck system to provide Scholars, families, and teachers with a frequent, comprehensive report of Scholar performance. A Paycheck is comprised of DREAM Dollars (imaginary funds). A Scholar's weekly Paycheck total is impacted by his/her fulfillment of behavioral, academic, and attendance expectations.

All Scholars receive Paychecks of DREAM Dollars every Wednesday. Each Wednesday (Paycheck weeks begin on Wednesday and end on Tuesday), a Scholar's Paycheck starts at **One Hundred DREAM Dollars (\$100.00)**. Simply by **meeting** school expectations throughout the "paycheck week", Scholars can increase, decrease or retain their beginning balance of **One Hundred DREAM Dollars (\$100.00)**.

Scholars may increase their DREAM Dollars by exceeding expectations during a given week. Examples of behaviors that may warrant (but do not guarantee) an increase in DREAM Dollars includes, **but is not limited to:**

- Showing contagious enthusiasm
- Displaying exemplary organization
- Improvement resulting from extra effort
- Taking extraordinary initiative
- Doing extra independent work
- Volunteering to help
- Displaying leadership
- Doing the right thing when others aren't
- Assisting staff member
- Tutoring Peer
- Beautifying the school or class
- Other exemplary behavior

Scholars will decrease their DREAM Dollars when they fail to meet expectations. If a Scholar commits infractions that violate our community or Code of Conduct, the Scholar will receive a deduction from his/her paycheck. In addition to the deduction, the Scholar may receive additional targeted, corrective consequences and/or lose other school privileges as determined by Achievement Prep staff.

Student/Family Policies Submission – Achievement Prep

Examples of infractions that **may** warrant a deduction include, but are **not** limited to:

- Being out of uniform (e.g., shirt is untucked)
- Arriving late to class
- Being unprepared for class
- Poor posture during class
- Making inappropriate noises during class
- Failing to follow directions or procedures of the class or school
- Talking out of turn
- Other behaviors deemed inappropriate by school staff

The school reserves the right to add or deduct DREAM Dollars for examples of very good or very poor behavior.

Teachers are constantly monitoring Scholars’ Paycheck and enforcing consequences for Scholars who have significant deductions. Additional consequences may be enforced at the teacher’s or administrator’s discretion based upon the severity of the infractions.

At the end of each “paycheck week”, a Scholar’s DREAM Dollars are transferred into the Scholar’s DREAM Dollars Bank. Scholars may use accumulated DREAM Dollars to spend on prizes (e.g., school supplies, lunches with staff members, gift certificates, tickets to sporting events) at the DREAM store or during DREAM auctions. The amount of money a Scholar earns over time also determines his/her eligibility for field trips and incentive activities offered by the school. Scholars are not penalized for spending their money at the DREAM store; field trip eligibility is determined strictly by dollars EARNED and is not inclusive of dollars spent. Further, money is not deducted from Scholars’ accounts when they attend field trips.

Weekly Paychecks are sent home for review and to be signed by parents/guardians. If a Paycheck is not signed by parent, a Scholar loses Twenty DREAM Dollars (\$20.00) from his/her DREAM Dollars bank.

The table below sets out the rewards associated with Paycheck amounts:

Amount	Rewards
\$110+ (Century Club Plus)	<ul style="list-style-type: none"> · Two Dress down days · Daily snack during lunch · DREAM store · Potential Scholar baller band/picture · Preppie and Proud
\$100-\$110 (Century Club)	<ul style="list-style-type: none"> · Dress down day · DREAM store · Preppie and Proud
\$99-85	<ul style="list-style-type: none"> · DREAM store · Preppie and Proud
\$84-70	<ul style="list-style-type: none"> · Preppie and Proud

Student/Family Policies Submission – Achievement Prep

Scholars who receive \$69 or less on their Paycheck will participate in **Wednesday Reflection**, in lieu of Preppie and Proud.

E. Detention, Suspensions and Expulsion

It is the philosophy of Achievement Prep that scholars should never be removed from a learning opportunity unless their presence prevents others from learning or poses an extreme safety risk to others or the Achievement Prep community. In rare instances, however, a scholar must be suspended or expelled for the safety of the school community, or integrity of the learning environment.

Detention

Detention takes place during lunch. Those scholars will serve detention for the entire lunch period. **Scholars serve detention the day after it was earned.** For example, if a scholar earns detention on Monday, regardless of the time of day, he/she will serve that detention on Tuesday during lunch. **Teachers should notify families when a scholar has earned detention.**

If a Scholar is not successful in lunch detention, he/she will be required to report to the Dean's office for additional consequences administered at the discretion of the Culture Team.

Wednesday Reflection

Scholars who receive less than \$70 on their weekly paycheck will serve Wednesday Reflection from 12:00pm – 1:30pm on Wednesdays. To receive less than \$70 on your weekly paycheck means that there has been a major breach in the expectations. During Wednesday Reflection scholars will reflect on their behavior and complete an assignment based on social/emotional learning and making good choices.

In-Class Suspension

It is the philosophy of Achievement Prep that scholars should never be removed from a learning opportunity unless their presence is unsafe to self or others, or consistently prevents others from learning (in such instances, scholars may be placed in alternative learning environments). At times, particular infractions warrant consequences that are more severe than loss of DREAM Dollars or detention, but less severe than Out-of-School Suspension. Therefore, Achievement Prep has an In-Class Suspension model ensuring that scholars have access to the curriculum and are still progressing in the class while at the same time ensuring that scholars face serious consequences.

This allows us to decrease the number of school days scholars with certain behavior problems miss due to suspension.

Out of School Suspension

Achievement Prep is a public school located in the District of Columbia and is subject to the Fair Access to Schools Act. Out-of-school suspension is one of the highest consequences and only to ensure safety and in response to the most serious offenses.

As part of the Fair Access to Schools Act, beginning in 19-20SY, no scholar in grades K - 8 may receive an out-of-school suspension or disciplinary unenrollment *except* where a scholar has "willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person, including behavior that occurs off school grounds".

Student/Family Policies Submission – Achievement Prep

Terms defined:

- **Disciplinary unenrollment** is defined as the expulsion or involuntary transfer of a scholar.
- **Bodily injury** is uniformly defined across the District of Columbia as “a cut, abrasion, bruise, burn, or disfigurement; physical pain; illness; impairment of the function of a bodily member, organ, or mental faculty; or any other injury to the body, no matter how temporary”.
- **Emotional distress** is uniformly defined across the District of Columbia as mental suffering or distress that requires more than trivial treatment or counseling.

All suspensions must be approved, in writing, in advance of issuance, by the Principal. If a scholar is suspended, the following **must** happen:

1. Notification of all suspensions must be made to parent/guardian (i) via direct phone call by school leader, and (ii) in writing and delivered to parent/guardian. Such notification **MUST** include a reason for such suspension as well as details of exact dates and timelines of suspension.
2. While on suspension, the scholar must have access to his/her academic work and have access to communicate with school personnel regarding such academic work.
3. A plan for re-entering the Achievement Prep community must be developed with school leadership and the parent/guardian. Such plan must include clear supports for ensuring that the scholar can be fully welcomed back in to the community with clear expectations for desired behaviors moving forward.

Scholars are responsible for completing academic work missed during the suspension. This work will be available in a folder for pick-up by a family member at the school daily after 4:00pm. The completed work will receive full credit, if submitted by deadlines in accordance with the school make-up policy. If a Scholar does not complete this work, the Scholar may face standard academic consequences (e.g., no academic credit).

Expulsion

Expulsion is defined as the exclusion from Achievement Prep for disciplinary reasons for the remainder of the school year or longer. Under federal law, if a Scholar is in possession of a) a dangerous weapon, b) drugs, or c) alcohol on school property, on the school bus, or at a school-sponsored function, then the Scholar may automatically be recommended for expulsion.

Any breaches of Federal or District of Columbia law may be handled in cooperation with the local police department and may result in expulsion.

Procedures/Due Process:

For Short-Term Suspension (see below for procedures for long term suspension)

If a Scholar commits an offense that calls for short-term suspension (10 days or less), the Scholar is afforded the due process rights required by *Goss v. Lopez*, 419 U.S. 565 (1975). Such Scholar is subject to the following:

- If necessary, the Scholar is immediately removed from class and/or school.
- The Principal or his/her designee addresses the conduct and assigns an appropriate consequence.
- The family is notified in writing by the Principal or his/her designee.

For Disciplinary Action: Long-Term Suspension or Expulsion

If a Scholar commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps are taken:

- If necessary, the Scholar is immediately removed from class and/or school.

Student/Family Policies Submission – Achievement Prep

- The family is notified in writing by the Principal of the long-term suspension or recommendation for expulsion.
- The school sets a hearing date (such date shall not be later than three (3) business days after the incident occurred); the Scholar and/or his parent/guardian are notified in writing of the:
 - reason for expulsion recommendation; and
 - date, time and place of a hearing
- The school will make **three (3) attempts** to schedule/reschedule and hold a Disciplinary Board Hearing with the parent/guardian. Should the parent/guardian fail to attend or schedule a hearing after three (3) attempts are made by the school, the school will schedule a fourth (4th) Disciplinary Board meeting and should the parent/guardian not show, the school will proceed with the Disciplinary Board hearing without the parent/guardian present.
- The Board will wait for a maximum of thirty (30) minutes after the scheduled Disciplinary Board date and time before it cancels a meeting and deems a parent/guardian as a no show. Notwithstanding the foregoing, if this is the fourth scheduled meeting, the Board will proceed with the hearing as set forth below.
- A hearing will be convened by the Disciplinary Board of the school. The Disciplinary Board shall consist of individual(s) selected at the discretion of the CEO. In rare cases and at his/her discretion, the CEO may serve as a member of the Disciplinary Board.
- After hearing the case, the Disciplinary Board will issue a written decision to be sent to the parent/guardian of the Scholar, the school's Board of Trustees, and the Scholar's permanent record.
- The family of any Scholar who is expelled or given a long-term suspension (more than 10 days) has the right to appeal the decision of the Disciplinary Board in writing to the CEO (or to the Board of Trustees in the event the CEO serves as a member of the Disciplinary Board, in which case the appeal procedures set forth below shall prevail) within 48 hours of the date of expulsion. In such a case, the CEO sets a date for the appeal, and the family is notified in writing pursuant to the procedure set forth above and given Achievement Prep's Disciplinary Board Appeal Procedures – set forth below.

PURPOSE:

As part of its disciplinary procedures, a parent or guardian of a scholar who is expelled or given a long-term suspension (more than 10 days) has the right to appeal the decision of the Disciplinary Board in writing to the CEO (or to the Board of Trustees in the event the CEO serves as a member of the Disciplinary Board, in which case the appeal procedures set forth below shall prevail) within 48 hours of the date of expulsion/long-term suspension. In such a case, the CEO sets a hearing date and the family is notified in writing.

The purpose of the appeal hearing shall be to review the decision(s) made by the Disciplinary Board. This means that the case will not be re-heard. Instead, the CEO will review information used in the original hearing, as well as any other additional information the scholar/family provided in support of their appeal. The decision made by the CEO will be made in light of the reason identified for the basis for appeal.

The scholar/family requesting an appeal identifies the reason for their appeal. The CEO reviews the information regarding how the initial decision(s) was made, and may make one of three decisions:

- To grant the appeal in its entirety
- To deny the appeal and uphold the decision made by the Disciplinary Board

Student/Family Policies Submission – Achievement Prep

- To modify the decision(s) made by the Disciplinary Board

Except in extraordinary circumstances, witnesses are not part of the appeal process. During the appeal, the scholar and family meet individually with the CEO who is hearing the appeal. A procedural advocate may be present at the request of the scholar/family.

REASON FOR APPEAL:

A scholar/family may only appeal based on one or more of the following:

- **The decision regarding the scholar's responsibility for a violation** – The standard used to make a decision about whether or not the scholar is responsible for violating the Code of Conduct is closest to the term “preponderance of evidence”. This means that, based on the information available at the time, it is more likely than not that a violation has occurred. In appealing a decision regarding responsibility for a violation, the scholar/family must indicate how the decision that was made was not a reasonable conclusion based on information available to the Disciplinary Board.
- **Sanction** – Appealing for this reason alleges that the sanction imposed is inappropriate or unreasonable. In the appeal, the scholar/family must outline how the sanction was disproportionate given the violation committed.
- **Procedural Error** – Because this is not a court of law governed by court rules, the Disciplinary Board is expected to conduct the original hearing in conformity with procedures described in the Scholar Family Handbook under the “Expulsion - Procedure/Due Process” section. Appealing on the basis of a procedural error means that one of these standards/expectations was not upheld and that it had a substantial impact on the fairness of the disciplinary process and the outcome of the hearing.
- **New Evidence** – An appeal based on “new evidence” means that the scholar/family now has additional information that was not available at the time of the hearing and that that information would have had a substantial impact on the outcome of the hearing. If the scholar/family appeals on this basis, they must indicate in the appeal what new information is now available, how the information is sufficient to alter the original decision, and why the information was not provided at the time of the original hearing.

PROCEDURE:

The following procedures will be followed in their entirety and should not vary:

- The CEO will review the decision made by the Disciplinary Board, including the minutes from the hearing and all information considered by the Disciplinary Board in reaching its decision.
- The CEO will meet individually with the family/scholar to discuss the basis for the appeal. The purpose of the meeting is to provide the scholar/family with an opportunity to share their appeal request. A designated staff member, other than a member of the Disciplinary Board, will be present as a neutral third party to observe and will not participate in the hearing.
- The CEO, at his/her discretion, may or may not ask additional questions of the scholar and/or family.
- After hearing the case, the CEO issues a written decision within seventy-two (72) hours (excluding weekends or holidays) to be sent to the Scholar, the family, the school's Board of Trustees, and the Scholar's permanent record.

Student/Family Policies Submission – Achievement Prep

In the event the CEO upholds the decision of the Disciplinary Board, the Scholar will have a last right to appeal such decision in writing to the Board of Trustees within three (3) days of the date of the CEO's upholding of the expulsion.*

Any appeal is heard (*at the sole discretion of the Board Chair*), by the Board Chair, the Vice Chair and another trustee designated by the Board Chair, or by a Trustee subcommittee (of one or more Trustees designated by the Board Chair). In such a case, the Board sets a hearing date and the Scholar and his/her family are notified in writing of the date, time and location of the hearing, and the appeal procedures set forth above shall be in full force and effect. PLEASE NOTE – the Chair of the Board of Trustees may schedule hearings at his/her discretion, but may also decide to review and appeal of a case based solely on a review of the documentation provided and NOT hold a meeting in person with the scholar and his/her family.

After hearing the case or deciding a case based on review of documentation, the Board of Trustees issues a written decision within seventy-two (72) hours (excluding weekends or holidays) to be sent to the Scholar, the Scholar's family, the CEO, and the Scholar's permanent record. The decision of the Board of Trustees shall be final.

* Notwithstanding the foregoing, the right to appeal to the Board of Trustees shall only exist in the event that the CEO upholds the decision of the Disciplinary Board in its entirety. Should the CEO modify the original decision of the Disciplinary Board, the modified appeal decision issued by the CEO shall be final and there shall be no right to further appeal.

The Achievement Prep Board Chair for the 2019-2020 SY is Jason Andrean and he can be reached via email at jandrean@achievementprep.org.

Notwithstanding the foregoing, the school may convene the Disciplinary Board for a hearing to discuss a serious matter/school violation that is serious enough in nature to warrant the same, but is non-expulsion.

Procedural Safeguards

Whenever an expulsion hearing is recommended, the above procedural safeguards will always be in effect:

- The Scholar shall receive written notice of the following:
 - A letter stating the reason for expulsion recommendation; and
 - date, time and place of a hearing.
- Notices and proceedings will be translated into the Scholar's/parent's primary language if necessary for their understanding of the proceedings.
- A Scholar and/or parent, upon request, will have the right to review the Scholar's records in accordance with applicable law.
- All decisions regarding long-term suspension or expulsion of a Scholar will be issued to the Scholar's family in writing.

Alternative Instruction

Only to the extent required by law, Achievement Prep will provide alternative instruction to Scholars who have been recommended for expulsion while awaiting a determination by the CEO or the Board of Trustees. The alternative instruction, only as required by law, will begin no later than two (2) days after the determination is made by the Disciplinary Board or CEO to expel a Scholar. The alternative instruction will

Student/Family Policies Submission – Achievement Prep

occur during the school day at school, or if the scholar’s infraction/behavior was so egregious that he/she should not be allowed in the school (as determined by the CEO in his/her sole discretion), such instruction shall take place at the Scholar’s home, the nearest public library, or another place, other than the school, agreed upon by the school and the family. This alternative instruction will continue for the duration of the time the Scholar awaits disposition on his or her expulsion hearing. **The school will provide alternative instruction to expelled Scholars to the extent required by law.** To the extent required by law, Achievement Prep will also provide alternative instruction for suspended Scholars for the first 10 days of suspension.

Record-Keeping

Achievement Prep will maintain written records of all suspensions and expulsions, including the name of the Scholar, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a Scholar has been suspended or removed for disciplinary reasons. As required, such information will be furnished to the DC Public Charter School Board.



E. Discipline of Scholars with Special Needs

Federal and state law provide certain procedural rights and protections relating to discipline of Scholars who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from the Scholar Support Coordinator.

Manifestation Determination

Within **ten (10) school days** of any decision to change the placement of a scholar with a disability because of a violation of a the Achievement Prep Code of Conduct, an Achievement Prep representative, relevant members of the scholar's IEP Team and the scholar's parent(s) must review all relevant information in the scholar's file, including the scholar's IEP, evaluation and diagnostic results, any teacher observations, and any relevant information provided by the parent(s) to determine if the conduct in question was caused by, or had a direct and substantial relationship to the scholar's disability or if the conduct in question was the direct result of Achievement Prep's failure to implement the scholar's IEP.

The conduct will be determined to be a manifestation of the scholar's disability if the Achievement Prep representative, the parent(s) and relevant members of the scholar's IEP Team determine that the conduct in question was caused by, or had a direct and substantial relationship to the scholar's disability or if the conduct in question was the direct result of Achievement Prep's failure to implement the scholar's IEP.

If the conduct in question was caused by, or had a direct and substantial relationship to the scholar's disability (was a manifestation of the scholar's disability), the IEP Team will either conduct an FBA (unless an FBA was conducted before the behavior that resulted in the change of placement occurred) and implement a BIP; or if a BIP was already developed, review the BIP and modify it, as necessary, to address the behavior and return the scholar to the placement from which the scholar was removed unless the parent and Achievement Prep agree to a change in placement as a modification of the BIP.

If the conduct is determined to be a manifestation of the scholar's disability, because Achievement Prep failed to implement the scholar's IEP, inclusive of the scholar's BIP, Achievement Prep will take immediate steps to remedy those deficiencies.

The IEP team will only determine that the scholar's behavior was not a manifestation of the scholar's disability if all relevant information indicates that the scholar's IEP was appropriately developed and implemented and behavior intervention strategies were provided consistent with the scholar's IEP and BIP; the scholar's disability did not impair the ability of the scholar to understand the impact and consequences of the behavior subject to the disciplinary action; and the scholar's disability did not impair the ability of the scholar to control the behavior subject to disciplinary action. If any of these standards were not met, the behavior will be considered a manifestation of the scholar's disability.

If the conduct in question was not a manifestation of the scholar's disability, Achievement Prep may apply the relevant disciplinary procedures to the scholar with disabilities in the same manner and for the same duration as the procedures would be applied to scholars without disabilities except that Achievement Prep will provide services to the extent necessary to enable the scholar to appropriately progress in the general curriculum, although in another setting, and advance toward achieving the IEP goals. Additionally, the scholar will receive an FBA, as appropriate, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

Student/Family Policies Submission – Achievement Prep

The SSC is responsible for ensuring that the Director of Scholar Support attend each manifestation determination review. On the **date on which the decision is made** to make a removal that constitutes a change in placement of a scholar with a disability because of a violation of the Achievement Prep Code of Conduct, Achievement Prep will notify the parent(s) of that decision and provide the parent(s) a copy of the Procedural Safeguards.

Attendance Policy

B. Attendance Policy

Given the fast pace and high rigor of Achievement Prep’s curriculum, **missing one day at Achievement Prep can have a detrimental effect on a Scholar’s learning.** Regular attendance is mandatory. **Parents should call the Front Desk at 202-562-1214 by 8:30am to notify the school that the Scholar will be absent.**

Families are expected to ensure that their Scholar is in school; please do not allow your Scholar to miss a day of school except for serious illness. Excessive absences will be considered a violation of the Achievement Prep Code of Conduct. We ask that families not schedule vacations or non-emergency appointments during school time. **Families should take advantage of 1:30pm dismissal on Wednesday, as well as school holidays and vacations, to schedule appointments and travel.**

All Scholar absences, including illness, suspension, appointments, vacations, excessive incomplete days, etc. count as absences. **Achievement Prep does not distinguish between excused and unexcused absences. If a Scholar exceeds 20 absences in a school year, Achievement Prep reserves the right to retain the Scholar in his/her current grade.** Exceptions are made for long-term, documented hospitalization (2 or more days), court-mandated appearances with proper documentation, death of a relative, and religious observances. Additionally, Scholars are afforded rights under Section 504 of the Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”), and the Individuals with Disabilities Education Act (“IDEA”) should their absences be related to a disabling condition. Other rare exceptions may apply. **Parents should call the Front Desk at 202-562-1214 8:30am to notify the school that the Scholar will be absent.**

In order to help ensure that Scholars do not exceed 20 absences, Achievement Prep has certain support policies in place. They are detailed below:

- The school will contact the family by phone the same day any Scholar is absent.
- At 3 Scholar absences, Achievement Prep will contact the family in writing, which writing may be an email.
- At 5 Scholar absences (or four absences within the first two months of school), Achievement Prep’s administration will require a meeting with the school, during which an Attendance Pledge will be established aimed at ensuring attendance patterns improve.
- At 7 Scholar absences, Achievement Prep’s administration will require a family meeting with the principal to discuss violation of the Attendance Pledge and any supports needed to ensure scholar attendance.
- At 9 Scholar absences, Achievement Prep will notify Child and Family Services Administration (CFSA) of such attendance.*
- In cases of excessive absences or if concerns arise, Achievement Prep may report the Scholar and/or family to certain state agencies or file an official complaint with the court prior to any of the dates above.

Student/Family Policies Submission – Achievement Prep

- **Achievement Prep reserves the right to retain a Scholar in his/her current grade should he/she exceed twenty (20) consecutive absences in a school year.**

***PLEASE NOTE** – DC law required schools to notify Child and Family Services Administration (CFSA) of any child under the age of 16 who has been absent from school, without excuse, for ten (10) or more days. At nine (9) unexcused absences, Achievement Prep will notify CFSA of such absences.

Scholars who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

Achievement Prep keeps accurate records of attendance and will make the records available for inspection by the District of Columbia Public Charter School Board (DCPCSB) as needed. All questions regarding Scholar attendance and attendance records should be directed to the Attendance and Records Coordinator.

If a Scholar is absent for the first five days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that Scholar may lose his or her seat at Achievement Prep and may be considered un-enrolled from the school.

Grievance Procedures

I. Grievance Procedures for the Parents or Guardians of Scholars

It is the policy of Achievement Prep that all employees, Scholars, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its school.

Achievement Prep recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

1. What May Be Grieved

The Achievement Prep grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

2. Who May Grieve

The procedures set forth below may be used by grievant who are employees, Scholars, parents, or visitors.

3. Other Remedies

The existence of this procedure does not bar grievant from also filing claims in other forums to the extent permitted by state or federal law.

4. Informal Grievance

Because most difficulties can be resolved by communicating a concern to someone, grievant are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor or the CEO.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

5. Formal Grievance

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the CEO. Grievant may use the Grievance Form, attached hereto, which is also available online from the school website, the Front Desk of the school, or from the CEO. The written notice shall identify the nature of the complaint, the date (s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a Scholar, the Scholar and the legal guardian and or parent shall sign and date the grievance. The CEO can be reached at the contact information provided below.

The CEO will immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with, persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with the governmental authorities.

Within thirty (30) business days of receiving the written notice, the CEO shall respond in writing to the grievant (the “Response”). The Response shall summarize the course of the investigation, determine the validity of the grievance, and the appropriate resolution.

If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

6. Appeals

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Achievement Prep Board of Trustees (or designee) within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant’s reasons for not accepting the Response. The appeal, in letter form, may be sent to: Achievement Prep Academy Board of Trustees, 908 Wahler Place SE, Washington, DC 20032.

Within fifteen (15) days from receiving the written appeal, the chair of the Board of Trustees (or designee) will respond in writing to the appellant as to the action to be taken and the reasons therefor.

7. Prohibition Against Retaliation

Achievement Prep pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Achievement Prep will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

8. Modification

Achievement Prep may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Achievement Prep.

9. Contact Information

Principal: Cyrkle Lomax

Address: 908 Wahler Place SE, Rear Building, Washington, DC 20032

Phone No.: (202) 562-1214

CEO: Shantelle Wright

Address: 908 Wahler Place SE, Front Building, Washington, DC 20032

Phone No.: (202) 562-1307

Email: swright@achievementprep.org

Achievement Prep Board of Trustees:

Board Chair: Jason Andrea

Address: c/o Achievement Prep

908 Wahler Place, SE, Front Building, Washington, DC 20032

Email: jandrea@achievementprep.org

**ACHIEVEMENT PREP ACADEMY
GRIEVANCE FORM**

It is the policy of Achievement Prep that all employees, Scholars, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its school.

This form should be completed (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

Please complete the below information *in its entirety* and return the same to **Shantelle Wright, Founder and CEO at 908 Wahler Place SE, Front Building, Washington, DC 20032.**

1. Please describe the nature of the complaint, including the date (s) of occurrence and the names of all parties involved (if known)

2. Please share with us your desired result from the grievance.

Name (please print) _____

Signature _____

Date _____

Non-Discrimination Policy

G. Nondiscrimination

Achievement Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of

Student/Family Policies Submission – Achievement Prep

1973 (Section 504) and Title B of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to Achievement Prep on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. Finally, no person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by Achievement Prep on the basis of race, sex, color, religion, national origin, or sexual orientation.

Family Educational Rights and Privacy Act (FERPA) Notice

N. Safeguard of Student Information & Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student/Family Policies Submission – Achievement Prep

Open Meetings Policy

Achievement Prep publishes its meeting calendar on its website and the public may request to attend a board meeting by contacting Tamiko Singleton at tsingleton@achievementprep.org.