

Community College Preparatory Academy
Student Handbook 2019–2020

**Community College
Preparatory Academy
Public Charter School**



**Student Handbook
2019 - 2020**

Connie Spinner, Executive Director

Message from the Chairman of the Board	3
Mission/Vision/Philosophy.....	3
Organization/Discrimination/Principles	5
Student Behaviors/Contact Information/Enrollment.....	6
School Closings/Delayed Opening Policy	6
Academic Calendar 2019 - 2020	7-8
General Information	9
Year-Round Schedule	8
ELL Student Policy	10
Special Education Student Services	11
Section 504/504 Plans	11
Emergency Closings	12
Lost & Found/Smoking Policy	12
School Culture	12
Dressing for Success	13
Weapons/Drugs/Alcohol	13
Attendance/Excused Absence.....	13
Schedule of Classes.....	14
Residency Requirements	14
FERPA	15
Discipline Policy.....	16
Student Behavior Expectations	16
Code of Conduct.....	16
Minor/Major Infractions Disciplinary Action	17
Discipline Review Process	17
Discipline Review Policy	17
Complaint Resolution Process.....	19
Fire Safety & Evacuation Procedures.....	20
Social Media Policy.....	21
Telephones.....	21-22
Academic/Career Advising.....	23
Appendix A: Handbook Acknowledgement Form	25





Welcome to Community College Prep Academy (CC Prep)! We are pleased to have you join us and we want you to know that we are excited to have you here. Making the decision to prepare yourself for post-secondary education and/ or entry level employment is a major step. We are proud and pleased that you chose CC Prep to assist you with this work.

The Board and staff at CC Prep understand the importance of a strong bridge to twenty first century skills. Since our opening in 2013, we have learned a lot ourselves about what it takes to build such a bridge. We know that you will have to learn new ways to learn. We have also learned what an important tool the internet is and we look forward to helping you become proficient in the “new” literacy of the computer. We are deeply committed to your success here at CC Prep.

We urge you to use your Student Handbook as your roadmap while here; it is an invaluable resource and tool in helping you become familiar with the services available to you as a student and to show you what your responsibilities are as a student. As you prepare for the 2019-2020 academic year, review the handbook to ensure you are knowledgeable about its contents.

The handbook is an important document that you can rely on to understand offerings, support services, policies, procedures and deadlines – all of which paint a full picture of the Community College Preparatory Academy Public Charter School and the ways we can help you achieve your educational and career development goals. We know that our successful completers are not just preparing for a single career. It is likely that each of you will have several careers over your lifetime and within each of those careers, you will be challenged to learn new skills and adapt to a changing world.

At Community College Prep we want you to succeed as a parent, as community member and as a successful employee. We will provide the technology, the individual support, intensive workshops and Life skills seminars that will make it possible to reach these multiple aims. Thank you again for choosing Community College Preparatory Academy. We are committed to your success!

Monica Ray
Chairperson, Board of Trustees



Mission

The mission of the Community College Preparatory Academy is to provide the education and skills development that will empower and prepare under-credited adults for post-secondary education success, viable employment and lifelong learning.

Vision

Our school will be a place that is welcoming, supportive, nurturing, non-judgmental, and, most of all, evidences the belief that it is never too late for adults to transform their lives through education. Community College Prep will be a place where students are actively involved in preparing for post-secondary education and workforce training. The adult student will be exposed to behavior modeling that can facilitate the behavior modification necessary for underachieving adults to transform their lives.

Philosophy

The Community College Preparatory Academy rests on the belief that an exciting and supportive learning environment that is responsive to *all* students' learning needs will yield high performance outcomes. In addition, to support the unique learning styles of the adult learner, instruction will be self-paced, real-world experience focused, inquiry-based; and will integrate critical thinking, reading, numeracy, and vocational concepts in each content area.

In founding CC Prep, we are aligned with the District's mandate to strengthen career and technical education programming available to adult students (DCPS, 2006). Guided by the urgent need to increase literacy and numeracy competencies among the District's high school dropouts, and the number of high quality vocational and technical educational options, our school's approach to learning will center on individual, customized solutions that will be innovative, engaging, stimulating, collaborative, experiential and performance-based.



Organization

Founded in 2013, the Community College Preparatory Academy Public Charter School is a 501(c) (3) not for profit corporation. While launched in Ward 8, the initial intent was to serve students in Wards 5, 7 and 8. The organization is headed by an independent board of trustees, consisting of 7 voting members – five of whom are residents of the District of Columbia, including two student representatives. CC Prep holds at least six (6) meetings and hearings every year and will hold 1 open meetings. The open meeting will be announced with 48 hours or 2 business days whichever is greater in the DC Register.

CC Prep does not discriminate against applicants or students on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation. CC Prep admits the students of any race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CC Prep does not discriminate on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation in administering its educational policies, admission policies, and other school-administered programs.

The Community College Preparatory Academy education program is guided by five principles:

1. **High Expectations for Student Learning:** CC Prep firmly believes that adult learners bring a range of knowledge and experience to the teaching and learning environment. We fully intend to capitalize on prior knowledge and current technology to expand the student's capacity to learn new things and master the current technical modalities.
2. **High Expectations for Student Behavior:** Excellence thrives in cultures of high expectation that require disciplined behavior and thoughtful inquiry. Themes of individual pride, determination and resilience will be the focus of the culture-building ethos.
3. **High Expectations for Faculty Performance:** Traditional education has not served many of our prospective students well. Faculty will be selected and trained to build on student strengths and serve as learning facilitators rather than as traditional classroom managers.
4. **Frequent Opportunities for Postsecondary Preparation and Exposure:** Every student will be prepared for college readiness. Special attention will be given to writing skills, critical thinking and mathematics to support college readiness whether the student is considering career and technical or post-secondary academic outcomes.
5. **Frequent Opportunities for Networking and Socialization:** Monthly workshops (Freestyle Fridays) will be provided to allow students to explore new ideas in varying contexts.



Expected Student Behaviors

In keeping with the Core Values of our school, the following are principles that all students are expected to follow:

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

Community College Prep PCS Contact Information

2405 Martin Luther King Avenue, SE (Career and Technical)
Washington, DC 20020
Main Office Phone Number: 202.610.5780
Web address: www.ccprep-academy.org

Community College Prep PCS Satellite Site (GED)

3301 Wheeler Road, SE
Washington, DC 20032
Main Office Phone Number: 202.770.3252
Web address: www.ccprep-academy.org

Enrollment

Every year, students must re-enroll in school if they have not completed and commenced to college or employment regardless of prior year enrollment and attendance. Students are encouraged to take advantage of the early enrollment opportunity and submit residency verification information in early July to ensure that they have slots reserved. Otherwise, students may lose their slots.

School Closings, Delayed Openings, Early Dismissals

In the event of inclement weather or other emergency, please refer to Channel 5 (FOX Network), News Channel 8, Main Voice mail and website for information regarding the schedule for that day.



Academic Calendar 2019–2020

Based upon the available slots and/or the waiting list for slots, orientation sessions will be held. During these sessions, you will complete your assessments; work with the Student Success Specialists to complete and sign off on your education plan; and begin your introduction to on-line learning. Orientation sessions are an opportunity for you to confirm that here is a “fit” between your needs and ambitions and the programs and services of the School. You will note that generally, our academic calendar lines up with the DC Public Schools.

This alignment is done primarily to support parents by coordinating our school closing dates with public holidays and staff development days. What follows are key dates to assist you in planning:



Community College Preparatory Academy
Student Handbook 2019–2020

Community College Preparatory Academy PCS 2019 – 2020 Calendar (no start date; we are a year-round school)

Jul. 1 – Jul. 5
Rejuvenation Break
No School Staff & Students

Jul. 29
Project Empowerment
Orientation ONLY

Jul. 31
Board Meeting
6:30 pm – 8:00 pm

Aug. 5 – Aug. 9
Orientation

Aug. 16
Homecoming

Aug. 19 – Aug. 23
Staff Development
Students not in school

Aug. 26 – Aug. 30
Orientation

Aug. 28
Board Meeting
6:30 pm – 8:00 pm

Sept. 2 (Holiday)
Labor Day
No School Staff & Students

Sept. 11
Town Hall Meeting

Sept. 16 – Sept. 20
Orientation

Sept. 24 – Sept. 25
TABE Testing

Sept. 25
Board Meeting
6:30 pm – 8:00 pm

Sept. 30 - Oct. 4
Orientation

Oct. 11
Rejuvenation Day

Oct. 14 (Holiday)
Columbus Day
No School Staff & Students

Oct. 15 - 16
TABE Testing

Oct. 30
Board Meeting
6:30 pm – 8:00 pm

Nov. 4 – Nov. 5
Staff Development
Students not in school

Session Time Options
9 am – 12 pm (Monday through Friday)
1 pm – 4 pm (Monday through Friday)
5 pm – 8:45 pm (Monday through Thursday)

Nov. 11 (Holiday)
Veteran's Day
No School Staff & Students

Nov. 12 – Nov. 13
TABE Testing

Nov. 19 – Nov. 20
TABE Testing

Nov. 26
Board Meeting
6:30 pm – 8:00 pm

Nov. 27 – 29 (Holiday)
Thanksgiving Holiday
No School Staff & Students

Nov. 5 – Nov. 6
TABE Testing

Dec. 18
Board Meeting
6:30 pm – 8:00 pm

Dec. 23 – Dec. 31
Winter Vacation
No School Staff & Students

Jan. 1 – Jan. 3
Winter Vacation
No School Staff & Students

Jan. 8
Town Hall Meeting

Jan. 20 (Holiday)
Dr. MLK, Jr.'s Birthday
No School Staff & Students

Jan. 27 – Jan. 28
Staff Development
Students not in school

Jan. 29
Board Meeting
6:30 pm – 8:00 pm

Jan. 29 – Jan. 31
Orientation

Feb. 17 (Holiday)
President's Day
No School Staff & Students

Feb. 24 – Feb. 28
Orientation

Feb. 26
Board Meeting
6:30 pm – 8:00 pm

Feb. 26-27
TABE Testing

Mar. 11
Town Hall Meeting

Mar. 23 – Mar. 27
Orientation

Mar. 25
Board Meeting
6:30 pm – 8:00 pm

Apr. 8
Staff Development
Students not in school

Apr. 10 - 17
Spring Break
No School Staff & Students

Apr. 20 – Apr. 24
Orientation

Apr. 21 - 22
TABE Testing

Apr. 29
Board Meeting
6:30 pm – 8:00 pm

May 12 – May 13
TABE Testing

May 22
Staff Development
Students not in school

May 27
Board Meeting
6:30 pm – 8:00 pm

Jun. 10
Town Hall Meeting
Jun. 16 – Jun. 17
TABE Testing

Jun. 22
Staff Development
Students not in school

Jun. 24
Board Meeting
6:30 pm – 8:00 pm

Student Days – 217
Teacher Days – 229

Staff Development Days (13)

Aug. 19 - 23
Nov. 4 - 5
Jan. 27 - 28
Mar. 20
Apr. 08
May 22
Jun. 122

The Community College Preparatory Academy program design includes three strands of learning activities for you:

Foundational literacy and numeracy skills will be re-enforced through the use of *state of the art* cloud-based technology. You will not only accelerate your learning in the core skills of reading and mathematics, but you will also learn through on-line instruction. Additionally, you will be able to prepare for the new GED and be academically prepared for other types of on-line academic assessments.

- **Writing and Math Workshops** will be provided daily to support you in developing the kind of critical thinking and problem-solving skills that are so important to the 21st Century workplace.
- **Life Skills Seminars** will be offered quarterly to prepare you for the world of work and for problem solving in the real world as a parent, a community member and an employee.
- All of our students will be encouraged to complete **Microsoft Office Suite** and **National Customer Service** training to ensure that you have the essential skills required in today's work place whatever your field of interest. At Community College Prep we appreciate the complex situations often faced by our students. We offer a variety of class schedules to ensure you can meet your work and family responsibilities. Choose from morning, afternoon or evening classes.

Morning Session

Monday – Friday: 9:00 am – 12:00 pm

Afternoon Session

Monday – Friday: 1:00 pm – 4:00 pm

Evening Session

Monday –Thurs: 5:00 pm – 8:45 pm



Community College Preparatory Academy is a year-round school divided into four semesters with the first semester beginning in September and ending in November. The second semester begins in November and ends in mid-January. The third semester begins February and ends early-May. The fourth semester begins in June and ends in August.

English Language Learner Student Identification Policy

In order to comply with state and federal guidelines to provide equal opportunity for English language learners CC Prep will:

- Identify limited English Proficient students
- Assess their level of English Language proficiency
- Provide appropriate instructional support services for students identified as limited English Proficiency.
- Monitor their academic growth through the use of periodic evaluations and teacher input.

Once ELLs are identified, CC Prep will provide ongoing support to our students. We plan to offer a content-based ESL instructional program. Using an intensive English program, the academic content areas of English language arts, GED preparation, ACCUPLACER readiness and mathematics are used as the vehicle for English language learning. This ensures that ELLs have access to the same academic content and performance standards as non-ELLs. All instruction is given in English, with specifically designed methodology by an ESL teacher. The ESL teacher will work directly with that student to lessen linguistic barriers to content and to ensure access and improve ESLs' comprehension.

Through a process of full inclusion in the mainstream academic activities, English language learners at CC Prep are held to the same rigorous standards as all students. Where necessary, the ESL teacher may also provide direct, one-on-one language instruction during remediation time, as opposed to during general instruction time. The direct instruction that students receive is based upon students' mastery of academic content at their assessed proficiency level. The ESL teacher and the classroom teacher will assess students' mastery and language needs based on both formal and informal assessments. For more information, or to direct questions regarding ESL services offered at the Community College Prep Academy, please contact the school office at **202.610.5780**.



Special Education Services

Community College Preparatory Academy has been designed to provide a variety of services for adult students with special needs. The Office of the State Superintendent of Education for the District of Columbia has provided a roadmap for service provision for young adults in transition and these guidelines will be used to support students with special needs. Additionally, CC Prep has established a Human Care Agreement with the Office of Rehabilitation Services in order to further support such needs as they arise.

Section 504 & 504 Plans

Section 504 is a federal statute designed to eliminate discrimination on the basis of a disability in any program or activity receiving federal financial assistance. In accordance with Section 504, a qualified student with a physical or mental impairment that substantially limits one or more major life activities shall not, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program or activity offered by CC Prep.

Qualifying a student under Section 504 is made on a case-on-case basis. Local screening committees review each student's individual profile to determine whether there is a physical or mental impairment that substantially limits a major life activity. The committee considers the nature and severity of the impairment, its duration or expected duration and the impact of the impairment on the student's opportunity to access and benefit from programs and activities offered by CC Prep.

If a student is determined eligible for services under Section 504, a plan will be developed in conjunction with the DC Office of Rehabilitation Services that specifies the adaptation, accommodations and modifications that a student may need to participate in programs and activities offered by CC Prep. Often, the student and school staff members can agree informally to supports that will be provided to the student. However, a written plan documenting the points agreed upon may be useful when the school or educational setting will change, when the student is commencing to the next level of education and will need accommodations (and documentation of previous accommodations) in the workplace or at college, or when the committee members feel it may be necessary to refer back to the documentation of the meeting.



Emergency Closings

It is the practice of CC Prep to hold all regular classes on all days scheduled on the calendar. Should an emergency arise that requires the cancellation of classes and activities, our local radio and television stations will be notified. We will also post notifications on our web site when possible.

Lost and Found

All lost items can be returned or claimed within 30 days at the front desk. After 30 days, items are donated to local shelters.

Smoking on the Grounds

In accordance with local laws, smoking is not permitted in the building or the immediate area.

School Culture

At Community College Preparatory Academy, we are deeply committed to your success. We have structured our staff to ensure that every student is paired with a Student Success Specialist. Your Student Success Specialist will assist you in developing a career pathway plan and setting goals for both post-secondary education and/or your career. Additionally, your Students Success Specialist will provide support for problem solving around any barriers that impede your success.

Community College Preparatory Academy is a place for you to develop the skills and knowledge that you need to be successful as an entry level employee. We want to create a culture of support and acceptance. We all have a stake in your success and will work with you to un-learn bad or inappropriate habits that could get in the way of your future success. We are a place where you can practice new habits and behaviors that are designed to assist you in succeeding. We sincerely have high expectations of you and want you to know that we are here to ensure your success and to assist in any way possible to address the challenges that get in your way.

Together we can build a culture of high expectations and mutual respect that brings out the best in everyone. We fully expect that students will in turn, respect each other and their instructors and staff. By developing a culture of mutual respect, we can ensure that no one feels alienated or left out. Please help us to build that culture by making a personal commitment to the kind of language, interactions, and physical environment that we can all be proud of.



Dressing for Success

Dress, grooming and personal cleanliness standards contribute to the morale and are a central part of the image that you want to present to your fellow colleagues and the world at large. During the hours that you are participating here at CC Prep we don't expect that you will "dress up", however, it is extremely important that you appear to come ready to work. Low slung jeans, mini- skirts, shorts and recreation or party wear is not acceptable attire.

Weapons, Drugs and Alcohol

Students' use, possession, distribution and sale of drugs or alcohol is strictly prohibited on school property or at any school sanctioned activities occurring off-site. Distribution or sale of drugs or alcohol or the intent to do so may warrant an immediate expulsion and possible reporting to authorities. All weapons including, but not limited to, guns, knives, explosives, are strictly prohibited at the School. Violations will lead to DC Metropolitan Police Department involvement and may be grounds for immediate expulsion. Items that appear to be weapons are banned as well.

These acts will result in an automatic recommendation for expulsion, which is an indefinite dismissal from CC Prep. This policy is aligned with the requirement of the federal Gun-Free Schools Act of 1994, which applies to public schools, and states that a student who is determined to have brought a weapon to school must be dismissed from the school for at least one calendar year.

Attendance

To establish and maintain a productive learning environment it is essential that students and staff arrive on time and prepared for the work of the day. At CC Prep we expect students to be reliable and punctual. You are expected to attend five days a week and be on time. Should you have a legitimate illness or emergency, it is expected that you will contact your Student Success Specialist within the same day that you are absent. If a student is going to be absent for any reason, their Student Success Specialist should be notified in advance. Please be mindful that a monthly cumulative attendance of less than 70% will initiate the dismissal process.

Excused Absence

As an adult charter school we do not follow the k-12 excused absence policy, we have implemented a leave of absence policy which covers a student who needs to be excused due to illness, employment, illness of child, appointment on behalf of child or attending to a resource appointment. The student must inform their Student Success Specialist in advance. In order for an absence of the above nature to be considered student must provide acceptable documentation to their Student Success Specialist.



Schedule of Classes

Monday through Thursday:

9:00 a.m. - 12:00 p.m. **or** 1:00 – 4:00 p.m. **or** 5:00 – 8:45 p.m.

Friday: 9:00 a.m. - 12:00 p.m. **or** 1:00 – 4:00 p.m.

Residency Status

Community College Preparatory Academy is a public Charter School and as such is fully funded by the public dollar funding stream. Therefore, we are required to ensure that these funds are used to provide education and training to legal residents of the District of Columbia. All applicants will be required to show proof of residency as is currently required for all K- 12.



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

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or contract agreement, performing a task related to a student's education or to discipline of a student, providing a service or benefit related to the student or student's family, or maintaining the safety and security of campus. An example would be an academic advisor to a student reviewing the student's record on what courses have been completed. This is related to the task of advising the student. The advisor would not be authorized to view records that are not relevant to the task at hand. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day CC Prep receives a request for access. Eligible students should submit to the Head of school a written request that identifies the record(s) they wish to inspect. The Head of School or other appropriate school official (Unit Directors) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the eligible student believes are inaccurate. Eligible students may ask CC Prep to amend a record that they believe is inaccurate. They should write the Head of School; clearly identify the part of the record they want changed and specify why it is inaccurate. If CC Prep decides not to amend the record as requested by the eligible student, the school will notify the 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 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.

4) The right to withhold directory information. At its discretion, CC Prep may provide “directory information “without the consent of the eligible students in accordance with the provisions of the Act. Directory information includes:

- A. Student Name
- B. Address
- C. Telephone Listing
- D. Honors and Awards Received

Parents or eligible students may instruct CCP to withhold any or all of the information identified above (i) by completing the “Release of Student Directory Information” Form available at 2405 Martin Luther King Ave., SE, Washington, DC 20020. The release or notification must be provided within 30 days of the issuance of this notice.



(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCP to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.

Discipline Policy

Community College Preparatory Academy Public Charter School (CC-Prep) is a place where all students have the right to come and learn. To allow all students to learn, all students must be respectful of the diverse community. CC-Prep students are expected to adopt shared values of the School community. CC-Prep students are lifelong learners who are caring, productive, confident and civic minded. They must be conscientious of the implications of their decisions and should demonstrate empathy, compassion, and respect towards others and themselves.

Student Behavior Expectations

Respect is critical in our diverse community. Students must demonstrate respect through their appropriate actions, words, tone and body language. Unacceptable behavior includes any behavior that infringes on another student's right to learn. These behaviors include, but are not limited to, offensive language and gestures, disrespecting a staff or faculty member, damage to school property, improper use of school equipment, theft, sexual harassment, making threats against others, harming others, and fighting or committing assaults. Behavior that poses a threat to the health and safety of others may be grounds for immediate expulsion.

Code of Conduct

To provide the best possible education, everyone must establish a peaceful and harmonious environment for all students, faculty and staff. CC-Prep's decisions regarding student behavior and discipline will respect individuals, balance the interests of the school community, and minimize disruption of academic instruction.

All faculty and staff are authorized to enforce all rules. However, disciplinary action will be executed only by administrators.

EXPULSION = Not permitted to attend classes for up to 1 year

MAJOR SUSPENSION = Suspension of 5 to 10 days

MINOR SUSPENSION = Suspension of 1 to 5 days



Minor Infractions Disciplinary Action

1. Smoking in non-designated area – Minor Suspension
2. Cheating/Plagiarism - Minor suspension
3. Profane language - Minor suspension
4. Disruptive behavior/willfully interrupting the learning process - Minor suspension
5. Damage to school property - Minor suspension
6. Improper use of school equipment - Minor suspension
7. Solicitation - Minor suspension
8. Defiant/Confrontational behavior - Minor suspension
9. Theft - Minor suspension
10. Vandalism - Minor suspension
11. Disrespect to any staff or student - Minor suspension
12. Graffiti or defacing School property - Minor suspension
13. Improper use of technology equipment -Minor suspension

***Disciplinary action will be executed by the Head of School with appropriate documentation**

Major Infractions Disciplinary Action

1. Use or sale of drugs or alcohol – Expulsion
2. Bringing a firearm or explosive materials to school – Expulsion
3. Providing false information for enrollment, eligibility (e.g. DC Residency) – Expulsion
4. Making Threats - Expulsion or Major suspension
5. Fighting or assault - Expulsion or Major suspension
6. Falsely activating alarm system - Major suspension
7. Sexual harassment - Major suspension
8. Failure to adhere to health & safety rules, (e.g. Fire Drills etc.) - Major suspension
9. Possession of a weapon, (Including but not limited to: knives, brass knuckles, num-chuks, taser, stun gun, pepper spray, mace or use of everyday items as a weapon.) - Major suspension

Discipline Review Process

When staff finds that a student has committed an infraction that may merit expulsion or suspension, he or she must submit an incident report to the **Director of Operations, Academic Affairs or Student Support** within two (2) hours of occurrence of the infraction. The Director of Operations, Academic Affairs or Student Support will meet with the student to inform the student of the infraction in question and learn what happened from the student's perspective. If the Director of Operations, Academic Affairs or Student Support find that the student is in violation and further concludes that the infraction merits expulsion or suspension, the Director of Operations, Academic Affairs or Student Support will ensure the discipline review process is followed.



Discipline Review Process Policy for Expulsions and Suspensions

When a student's behavior is deemed to be a serious violation or infraction an incident report will be submitted to the **Director of Operations, Academic Affairs or Student Support**. The **Director of Operations, Academic Affairs or Student Support** will meet with the student, hear the student's perspective on the incident, and then as warranted engage in a variety of appropriate interventions that are commensurate with the nature of the infraction. These interventions can range in a variety of measures including a verbal or written warning, mandatory consultations with a counselor and/or follow up conferences with a school official (or designated staff). Violations relating to the sale or distribution of drugs, weapons or other serious violations that threaten the health and safety of the school community may result in a suspension or an expulsion.

The Discipline Review Process Policy may include the following:

1. Written notice of the charges based on the school's investigation;
2. If the charges are denied, a student must be given an opportunity to explain their version of the events to the Head of School;
3. The suspension may range from one to ten days in length;
4. Expulsion shall be for the remainder of the schoolyear. In extreme cases, expulsion may be indefinite;
5. Any decision rendered must be based upon the school's investigation.
6. With respect to any suspension invoked, the student will be informed of its beginning and ending dates.
7. If an appeal request is made, the student may appear and discuss the suspension or expulsion with a specially designated school official.
8. Subsequent appeals may be made to **CC Prep's Board**.



Complaint Resolution Process

CC-Prep encourages all students to bring complaints, concerns or grievances to the attention of appropriate CC-Prep officials.

A grievance exists when a student claims that a violation, misapplication, or misinterpretation of a CC-Prep policy, procedure, or practice has occurred.

It may also exist when there are claims of racial or sexual harassment; or discrimination on the grounds of disability, race, religious belief, political viewpoint, sex, marital status, or sexual orientation. During the process of a grievance, all procedures, names, and related information will be confidential unless otherwise agreed upon by all persons involved.

A student who wishes to file a grievance should first attempt to informally resolve the issue at its source; with the person whom he or she believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that he or she is capable of resolving the matter in this way, he or she is encouraged to meet and discuss the incident with the appropriate supervisor/administrator/official.

If the student or employee is not satisfied with the result of the informal process, the student may pursue the matter by submitting, in writing, to the Director of Operations, Academic Affairs or Student Support, a detailed account of the grievance committed and the reason for which the grievance could not be resolved informally. The Director of Operations, Academic Affairs or Student Support will make the final decision regarding the grievance.

Students who wish to appeal the decision of the Director of Operations, Academic Affairs or Student Support will have the right to appeal to the Head of School who will make the final judgment regarding the grievance and appeal.

A grievance against the Head of School shall be submitted in writing to the Chair of the Board of Trustees. The Board in turn will refer it to the Executive Committee for review and final disposition.

Below you will find a listing of all Board Member names and titles. If you wish to contact the Board of Trustees, please email the following: ccprepboard@ccprep-academy.org

Board of Trustees

Monica Ray, **Board Chair**
Dr. Marilyn Hamilton, **Vice Chair**
Clyde Edwards, **Treasurer**
Keyonna Jones, **Member**

Tyon L. Jones, **Secretary**
Micahel Bey, **Student Member**
C. Vannessa (Connie) Spinner



Fire Safety/Evacuation Procedures

We are committed to your safety and security and every effort has been made to ensure that your facility meets all requirements for safety and security. It is important that you participate in your own safety by following the following rules regarding fire safety and evacuation:

1. Learn where EXITs are now.
2. Participate in fire drills.
3. In case of fire, smoke, or irritating fumes:
4. Don't hesitate—sound alarm.
5. Leave the building:
 - Crawl if there is smoke.
 - Do not use the elevators; they are dangerous in fire.
 - If possible, take the EXIT across to the adjacent building instead of taking the stairs.
 - Otherwise, take stairs. Stairways are designed to be free of smoke and fire when fire doors are closed.
6. If you are disabled:
 - Plan ahead.
 - Know how to tell someone how to help you.
 - Learn more than one exit from all buildings.
7. To help someone else get down stairs:
 - Partner with another person for the two-person carry.
 - Position yourselves on either side of the person needing help; have them grasp your upper arms or shoulders.
 - Place the arms of the person you're helping around your shoulders and the shoulders of the other helper.
8. Look for areas of refuge, for example, on the other side of the fire doors away from smoke, fire, or danger.
9. Call 911, report location of fire, and give any other pertinent information.
10. Fire Extinguishers - Only use extinguishers if you are trained and knowledgeable in their use. Fire extinguishers are only effective for very small fires. If an extinguisher doesn't put out the fire, leave immediately and call for help. Even if you think the fire is out, call for help.



Social Media Policy

The Internet is available for students in CC Prep. The staff and leadership strongly believe in the educational value of the Internet and see the potential of the Internet to support curriculum, student learning and its educational mission. Use of the Internet is core to the educational program; however, it is for educational purposes only, not as a public access service, a public forum, for commercial use or for political lobbying. Internet access for students is provided to promote educational excellence by facilitating resource sharing, innovation and communication.

CC Prep realizes that while the Internet can provide many opportunities of sound educational value, the Internet also offers persons with illegal or unethical purposes another way to reach students, teachers and others. CC Prep has taken and will continue to take, all reasonable precautions to restrict access to inappropriate material that may not be considered of educational value in the context of a school setting.

CC Prep enforces an Internet safety policy that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. This technology protection measure prevents access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. However, CC Prep also realizes that access to a global network makes it nearly impossible to control all materials and a user may discover inappropriate information when accessing such a network. We believe that the advantage of obtaining materials from the Internet outweighs the possibility that users may obtain material that is not consistent with the educational goals of our school. Students at CC Prep will have access to the Internet, including World Wide Web resources.

Electronic mail and access to newsgroups will be available on a limited basis. All of these services are available to students only under the direct supervision of a school staff member. Students are responsible for appropriate behavior on computer networks. The use of the CC Prep network is a privilege, not a right and may be revoked if abused. Students are advised never to access, keep or send anything that they would not want their instructors to see. The following actions (which are not inclusive) constitute unacceptable use of the CC Prep technology facilities, whether that use is initiated from school or any other site:

- Revealing personal information about themselves on the internet, including name, address, telephone number and uploading photographs.
- Personally, meeting anyone with whom they have only had prior contact with on the internet.
- Using profane, vulgar, or abusive language.
- Students are prohibited from using the CC Prep computer network to transmit fraudulent, harassing, obscene, or otherwise inappropriate email messages.
- All contents of all files located on computer equipment owned or maintained by CC Prep are considered property of the school and are subject to search by staff at any time and for any reason.



- Students shall not display or transmit any images, sounds, or messages, or other material that could be considered pornographic in nature or create an atmosphere of harassment or hate.
- Students are prohibited from online game playing and gambling, unless these activities are ferly related to school curriculum and coursework some teacher or other appropriate school personnel is supervising the activity.
- Students are prohibited from accessing internet chat rooms, unless the chat rooms are related to school coursework and access is made under the supervision of staff.
- Students are prohibited from accessing social networking sites,
- Students shall not download or spread computer viruses on school network computers or engage in any other deliberate conduct that disrupts, obstructs, or burdens the resources of the CC Prep computer network.
- Students shall not use the CC Prep computer network to engage in any illegal or criminal acts, including, but not limited to, criminal gang activity, threatening the physical safety of another person, or computer hacking.
- Students shall not install or run any type of software on a CC Prep network computer without the consent of the technology staff.
- Students may not use network computers for personal financial gain by posting messages that advertise the student’s own personal business or any business or venture in which the student has a financial interest.
- Students shall not read, modify, or remove files owned by other students.
- Students are prohibited from sharing their password or login identification with any other person except as needed by staff.
- Students are prohibited from logging into the network by using account information belonging to another student, teacher, or network administrator.
- If a student discovers or has reason to believe that another student has obtained unauthorized access of his/her account, the student shall contact some instructor or other school personnel, as well as immediately change his/her password.
- Students are prohibited from modifying or rearranging technology equipment belonging to CC Prep, including keyboards, monitor, printers and computers.
- Students shall report any cases of malfunctioning equipment or other network issues to a teacher, or other school personnel. The teacher or other school personnel shall contact a network administrator.
- When using public workstations, students shall log off of the network before leaving the work station. Students shall further ensure that the workstation is in suitable condition for the next student.
- When using private or individual workstations, students shall lock their computer or log off of the network if they will be away from the workstation for an extended period of time. ANY of the following consequences may be imposed:
 - Loss of network use for a determined period of time;
 - Individual access privileges will be revoked;



Telephones

Telephones are a central part of our culture and many of us are uncomfortable without them; however, they are considered a distraction to the educational process unless they are being utilized as a platform for a lesson. Therefore, it is expected that cells phones will be turned off during class, lab and seminar time.

Academic/Career Advising

There are several ways that we intend to support your success and one of the central ways is through regular advisement. You will be expected to schedule regular sessions with your Student Success Specialist (every two weeks). Academic and Career advisement will be a central component of the coaching conversations with your Student Success Specialist. These coaching sessions will place an emphasis on improving your problem-solving skills to support your successful transition into the work world and/ or post-secondary education.

In addition to coaching support from your Student Success Specialist, quarterly Life Skills seminars will be held offered to introduce students to collegiate life and provide professional development.

Career Mapping

Every Community College Preparatory Academy student will complete a Career Pathway Plan with their Student Success Specialist. The results from your reading and math assessments completed during Orientation, along with goals identified by each student, will be utilized to create personalized performance goals and a timeline for completion of your outcome.



Welcome to

Prep

SQUARESPACE.COM/LOGO
ICONS BY THE NOUN PROJECT



APPENDIX A:

**COMMUNITY COLLEGE PREPARATORY ACADEMY
STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

Community College Preparatory Academy will be one of the BEST schools in Washington, DC. This is because we work as a team with you, staff, parents, and community members. You, the student, are a significant member of this team. Your cooperation shows in many ways.

- You take responsibility for your behavior.
- You help create a positive learning environment and school climate.
- You take pride in your school.
- You contribute to the effectiveness of your school.

We know this and are proud of you. With your help, Community College Preparatory Academy will continue to excel.

This form must be signed and dated by you after reviewing the *2019 – 2020 Student Handbook*.

I have received a copy of the Community College Preparatory Academy 2019 – 2020 Student Handbook. The handbook was explained and I was given an opportunity to ask questions.

Student Last Name	Student First Name
Student Signature	Date

