

DISCIPLINE POLICY AND DUE PROCESS

Conduct inconsistent with the best interest of Monument Academy, its core values, educational mission, public safety and welfare, or that which is unlawful, may be subject to discipline. This policy applies regardless of whether the conduct is specifically prohibited and whether it occurs on or off Monument Academy grounds, at a school-sponsored event, during school hours, off-campus after school hours, or on the Internet.

Monument Academy reserves the unconditional right to discipline any student at any time for violation of rules, whether stated or not, regulations, expectations of student behavior, or whose behavior, on or off campus or on-line, is a threat, in Monument Academy's judgment, to the well-being and safety of the student body and the community. Such discipline may include, but is not limited to, the loss of privileges, limited participation in non-academic programs, dismissal, suspension, expulsion, or any other responsive action that Monument Academy deems most appropriate to the situation. Monument Academy reserves the right to involve stakeholders in the discipline process and to hold them accountable for efforts taken to resolve persistent issues that cause disruption to the Monument Academy staff and families. Violations of rules and standards resulting in disciplinary measures, including suspension and expulsion, are determined by the Head of School or his designee.

SERIOUS VIOLATIONS

Some behaviors are especially contradictory to the values of the community and merit disciplinary action:

- **Cheating** - This includes the deliberate copying of another's work on tests, homework, reports, or any other assignment, or providing such information. Cheating also includes deliberate copying from resources on the Internet or other sources and misrepresenting it as one's own. Such activity represents disrespect for others, academic dishonesty, and lack of integrity. This violation goes directly against the core values of Monument Academy.
- **Lying** - Deliberate misrepresentations of the truth demonstrate a lack of personal integrity.
- **Use or possession of drugs, including alcohol** - Students may not be on Monument Academy grounds, attend school events, or attend any school-sponsored activities if they have consumed or are under the influence of alcohol or controlled legal or illegal substances. Furthermore, students may not be in the possession of, use, or distribute substances on Monument Academy grounds or at any school functions. These are also considered criminal offenses and, as such, the authorities may also be called dependent on the severity of the offense.
- **Bodily injury of another person** - Threats of violence or actual violence against any member of the student body or community will be treated with the utmost seriousness. We will not tolerate those who threaten, intimidate, or hurt others.
- **Possession of weapons** - Any student possessing a weapon of any kind will be subject to immediate suspension or expulsion from Monument Academy and referred to the proper authorities (see the section on the Gun-Free Schools Act).

- Stealing - Taking someone else's property without prior permission is prohibited. This includes "borrowing" from another's locker, backpack, notebook, computer files, or any other private space without permission.
- Vandalism - Damaging, defacing, mistreating, or destroying the property of any member of the community or of the school itself will not be tolerated.

DISCIPLINE PROCEDURES

Discipline procedures are designed to be focused on education first. Most disciplinary issues are routine and are handled by the teachers and staff members in partnership with parents/guardians so that the child learns to function successfully in their environment. Disciplinary action is taken at the discretion of the Monument Academy administration. In general, there are three levels of responses to disciplinary problems:

1. For routine behavioral and disciplinary problems, the intervening staff member is responsible for responding to the incident. The result will be direct written documentation in the student's record in addition to a conversation with the student. An appropriate response will be formulated and may take many forms. Depending on the situation, parents/guardians may receive a phone call and information from the staff.
2. For patterns of problematic behavior or more serious disciplinary problems, the administration may call home to alert parents/guardians that a pattern is developing, and it may be necessary to arrange a conference with parents/guardians to discuss a course of remedial action.
3. If a pattern of negative behavior persists or if a student engages in an activity that represents a Serious Violation, the issue is immediately the domain of the Director of Behavior Management and the Head of School. Other staff involved in the incident in question are also part of the discussion. This level of response is the most serious and may involve suspension or, in very serious cases, expulsion from Monument Academy. Any recommendation for extended suspension (more than 5) or expulsion from the school will be determined by the Head of School.

Instances of Serious Violations are documented. Some situations may require a letter home from the administration to summarize the issue for parents/guardians, especially if the incident is serious and merits an administrative response, including all situations in which a suspension or expulsion may be recommended. In any event, our purpose is not only to uphold the standards of the community, but to do so in partnership with families in the best interests of the child.

SUSPENSIONS AND EXPULSIONS

It is the policy of Monument Academy Public Charter School (MAPCS) that a safe environment conducive to learning shall be maintained. To build and maintain this environment, MAPCS shall provide students, families and staff with clear expectations and rules for appropriate school behavior and also under which conditions a student may be removed in order to maintain the safety and balance of the school community. No student in 5th through 8th grades may be subject to an out of school suspension or expulsion, unless a school administrator determines that the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.

Students in grade 5 will not be suspended for more than 5 consecutive school days at a time. Students in grades 6-8 will not be suspended for more than 10 consecutive school days at a time. No student will be suspended for more than 20 total school days in a school year unless the Head of School provides written justification to the student and parent describing why exceeding the 20-day limit is a more appropriate disciplinary action than alternative responses or the student's conduct necessitated an emergency removal, and the head of the LEA provides a written justification for the emergency removal to the student and parent. Possession of a firearm requires expulsion pursuant to the Guns Free Schools Act.

Options for prevention, intervention and remediation include but not limited to:

1. Anger management
2. Behavior Intervention Plan (BIP)
3. Conflict resolution
4. Dialectical Behavior Therapy (DBT)
5. Individual or group counseling
6. Intervention by a mental health profession
7. Mediation
8. Parent conference
9. Positive Behavior Intervention System
10. Restorative Practices
11. Other appropriate intervention strategies

The following behaviors will result in an appropriate disciplinary response from Monument Academy. This list is not necessarily exhaustive.

1. Use of marijuana, controlled dangerous substances, imitation controlled substances, inhalants other intoxicant or drug paraphernalia
2. Verbal, written or physical threat to person or property (including posturing)
3. Obscene, serious offensive or abusive language or gestures
4. Bullying - As defined in the MAPCS handbook
5. Engaging in sexual acts on school premises or at school related function
6. Possession of tools or instruments which school administrators deem could be used as weapons
7. Engaging in reckless behavior that may cause harm to self or others
8. Fighting
9. Sexual harassment
10. Bullying
11. Selling or distribution of marijuana, prescription drugs, controlled dangerous substances, imitation controlled substances, inhalants other intoxicants, controlled or drug paraphernalia
12. Possession of fireworks or explosives
13. Theft or attempted theft using force, coercion, intimidation or threat of violence
14. Assault or physical attack on student or staff
15. Fighting which results in a serious physical injury
16. Participating in group fight which has been planned, causes major disruption to school day or results in substantial bodily injury
17. Using an article that is not normally considered a weapon to injure another individual
18. Use, threatened use, or transfer of any weapon

19. Use, possession or bringing to school a loaded or unloaded firearm as defined in 18 U.S.C. §921 (2000), including but not limited to pistols, blank pistols, starter pistols, revolvers, rifles and shotguns
20. Any behavior that violates the Gun-Free Schools Act
21. Deliberate acts that cause severe physical injury to another person(s)
22. Commission or attempted commission of any act of sexual assault or sexual aggression
23. Bomb threat

Guidance for Discipline Decisions:

LEVEL 1:

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

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

LEVEL 2:

Intensive Behavior Management interventions and referral to appropriate governmental or community based agency for additional support. The following interventions are examples but not an exhaustive list of supports that may be appropriate when the behavior has continued to negatively influence the learning experience of the student and others:

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

LEVEL 3:

In-school Alternative Learning Community (ALC) and continued student support from Behavior Management team – (No more than 3 consecutive days). The following interventions are examples but not an exhaustive list of support that may be appropriate given the seriousness of the offense and impact of the student's behavior on the school community and/ or when documented interventions and supports have been put in place but the behavior is escalating:

- Loss of Privileges
- Confiscation of Inappropriate Items
- Community Service
- Referral to ASTEP/Substance Abuse Services
- Additional assignments and/or reflections

LEVEL 4:

Out of school suspension and continued student support by Behavior Management team – (5 consecutive days or less). May be appropriate when a student attempts or willfully causes or threatens to cause bodily injury to another student who requires more

than de minimis medical attention or emotional distress that requires more than de minimis professional treatment or counseling.

LEVEL 5:

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

NOTE: District laws prohibits out-of- school suspensions for attendance- related conduct. District law does require students ages 5-13 who accumulate 10 or more unexcused absences be referred to CFSA and students ages 14-17 who accumulate 15 unexcused absences be referred to Court Social Services Academic Dishonesty 202 Cheating, plagiarizing, etc.

NOTE: Student may receive a failing grade for that assignment Activation of False Alarm / Bomb Threat 301 Student threatens, attempts or willfully activates a false alarm or makes a bomb threat that causes bodily injury or emotional distress to another student who sustains only de minimis physical injuries that require only minor medical attention or minimal professional treatment or counseling. Student threatens, attempts or willfully activates a false alarm or makes a bomb threat that causes bodily injury or emotional distress to another student who sustains more than de minimis physical injuries that requires more than minor medical attention or more than minimal professional treatment or counseling.

NOTE: Commits or is involved in committing false alarms/or bomb threat.

POLICY FOR SUSPENSIONS AND EXPULSIONS

Out of school suspension and expulsion will be limited to only the most serious offenses as necessary to ensure safety. All extenuating circumstances will be considered and all alternative interventions will be tried before the recommendation of suspension or expulsion will be made. MAPCS provides a large number of additional support systems and interventions that attempt to remove barriers for the students social emotional growth.

Students who have been suspended or expelled shall not be eligible to participate in any school function for the duration of their suspension or expulsion. The only exception would be for the completion of system wide testing and that would be organized in a way that once the student has completed testing they will have to leave the premises and will be tested individually as to not come in contact with any member of the student body.

Students younger than the age of fourteen (14) who have been suspended or expelled shall not be allowed to leave school grounds during school hours unless accompanied by a parent or guardian, or his or her designee. Students older than fourteen (14) who have been suspended or expelled shall not be allowed to leave school grounds during school hours until a parent or guardian, or his or her designee, has been contacted by phone or in person and given a reasonable opportunity to arrange for proper supervision of the student. If the parent or guardian of a suspended student cannot be notified by phone or in person, the student will remain at school until the end of the academic school day.

Plan for Continuing Education

A student who has been suspended or expelled shall have access to an Education Plan as follows:

- If a student is suspended for fewer than eleven (11) days, the Head of School initiating the suspension shall provide an Education Plan that meets the students educational needs and allows the student to make up any class and homework assignments and exams without penalty.
- If a student is suspended for eleven (11) or more or expelled, the student shall be placed in an Alternative Educational Setting that will allow the student the opportunity to continue to earn credits towards promotion or graduation requirements.
- Student will be given a packet of work to be completed during the course of their suspension, should they want to keep up with assignments being missed they themselves or a parent/guardian can contact the school and speak to the Director of Academics who would be able to put together another packet for the student.
- Students on suspension or expelled are not permitted on the premises and as such, it will be up to the parents/guardians to ensure that the students work packet is picked up. In most instances the school will send a work packet home with the student and/or via email if s/he has access to a computer to complete during their time lost.

ATTENDANCE POLICY

Attendance and punctuality are important life skills that lead to success in college and in careers. For our students, attendance throughout the Academic and Student Life programs, including Sundays and evenings during the week, is imperative so that students do not miss instruction around academics, life skills, or social emotional well-being. In order to achieve at high levels, students must come to school every day and work their hardest.

Excessive absences put students at a significant disadvantage due to the missed learning opportunities and community opportunities at the school. This affects not only the student's personal progress but also the progress of the cohort of students and our school community. Please do not allow your child to miss a day of school except for serious illness or emergency situations. All absences – “excused” or “unexcused” -- are considered absences. A child is marked absent any day s/he does not attend school. Any appointments that need to be made during the day should first attempt to be scheduled on days when school is not in session. If this is not possible, the appointment should be coordinated with the school in order to ensure the smallest impact on the learning and progress of the student.

Students who are out of school for more than three (3) hours between the hours of 8:45am and 4:30pm are considered absent. Any student arriving to school after 11:15am or leaving school before 11:00am is considered absent. If a parent or guardian brings in a note (or other official documentation, such as a court appointment, doctor's note, etc.), the absence can be excused. Valid excuses from school include:

- a. Illness or other bona fide medical cause experienced by the student;
- b. Exclusion, by direction of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons;
- c. Death in the student's family;

- d. Necessity for a student to attend judiciary or administrative proceedings as a party to the action or under subpoena;
- e. Observance of a religious holiday;
- f. Lawful suspension or exclusion from school by school authorities;
- g. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other condition(s) or emergency requiring a school closing or suspension of classes;
- h. Failure of the District of Columbia to provide transportation in cases where the District of Columbia has a legal responsibility for the transportation of the student;
- i. Medical or dental appointments for the student;
- j. Absences to allow students to visit their parent or a legal guardian, who is in the military; immediately before, during, or after deployment; and
- k. An emergency or other circumstances approved by an educational institution.

DC law also requires that a parent verify the reason for an absence within 5 days of the student's return or the absence will be unexcused.

If a child will be arriving after 8:30pm on Sundays, parents and/or guardians must call the houseparents or Director of Student Life prior to 6pm on Sunday. If a child needs to leave campus for any reason during the week, such as for an appointment, the parent or guardian should pre-arrange this with the front office. The student should be signed in and out at the front desk between the hours of 7am and 7pm and with the Director of Student Life between 7pm and 7am. All absences from property must be explained in writing, and illnesses that require more than two (2) consecutive days require a doctor's note in order to be excused. Family vacations and other planned trips are generally not considered excused. Such trips should be cleared in advance with the Head of School and consideration will be given to each individual situation to determine whether the absences will be excused.

Based on DC law, 10 days of unexcused absences in a school year mandate immediate referral to Child and Family Services Agency for students ages 5-13. Students age 14+ who have accrued 15 unexcused absences or more will be referred to the Court Social Services Division of the Superior Court of the District of Columbia and to the Office of Attorney General Juvenile Section. A significant number of absences may require that a student be retained.

GRIEVANCE PROCEDURES

It is the policy of Monument Academy that all employees, students, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to the school. Monument Academy recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between all community members. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

WHAT MAY BE GRIEVED

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

WHO MAY GRIEVE

The procedures set forth below may be used by grievants who are employees, students, parents/guardians, or visitors.

OTHER REMEDIES

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

INFORMAL GRIEVANCE

Since most difficulties can be resolved by communicating a concern to someone, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the Head of School, 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.

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 Head of School or CEO. Grievants may use the Grievance Form, which is available from the Head of School or 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 parent/guardian of a student, the student and the parent/guardian shall sign and date the grievance. The Head of School and the CEO can be reached at the contact information provided in this document. The Head of School or 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, its investigation, or the decision making process. This provision does not include discussions with governmental authorities.

Within thirty (30) business days of receiving the written notice, the Head of School or 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.

APPEALS

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Chair of the Board of Trustees within thirty (30) days of the date of the Response. 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 submitted to the CEO who will relay it to the Chair of the Board of Trustees. Within twenty-one (21) days from receiving the written appeal, the Chair of the Board of Trustees will respond in writing to the appellant as to the action to be taken and the reasons therefor. The Chair of the Board of Trustees can be reached at tycely@tycelywilliams.com.

NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), and the District of Columbia Human Rights Act of 1977, applicants for admission and employment, students, parents/guardians, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Monument Academy are hereby notified that Monument Academy does not discriminate on the basis of race, color, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, source of income, status as a victim of inter-family offense, or place of residence or business in admission or access to, or treatment or employment in, its programs and activities. Students and/or parents/guardians having inquiries concerning Monument Academy compliance with Section 504, ADA, Title VI, Title IX, the Age Act, and/or DC Human Rights Act as they apply to students, employees or third parties or who wish to file a complaint regarding such compliance should contact Dr. Jeffrey Grant, Head of School (jeffrey.grant@mapcsdc.org), who has been designated by Monument Academy to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, the Age Act, and the DC Human Rights Act.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students age 18 or older ("eligible students") certain rights with respect to the student's education records.

(1) **The right to inspect and review** the student's educational records within 45 days of the day Monument Academy receives a request for access. Parents/guardians or 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 will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

(2) **The right to request amendment** of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students may write the Head of School clearly identify the part of the records they want changed and specify why it should be changed. If Monument Academy decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) **The right to consent (in writing) to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, FERPA authorizes disclosure without consent of school officials whom Monument Academy has determined to have legitimate educational interest. A school official is a person

employed by Monument Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom Monument Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); an official of another school system where a student seeks or intends to enroll, or where the student is already enrolled; or a parent/guardian, student or other volunteer serving on an official committee, such as the disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Additional situations where consent is not required for the disclosure of education records include disclosure:

- To State and local officials pursuant to a State statute in connection with serving the student under the juvenile justice system;
- To comply with a judicial order or subpoena (reasonable effort to notify parent or student at last known address);
- To accrediting organizations;
- To parents of a dependent student;
- To authorized representatives of Federal, State, and local educational authorities conducting an audit, evaluation, or enforcement of education programs;
- To organizations conducting studies for specific purposes on behalf of schools;
- In a health or safety emergency; and
- Directory information.

(4) **The right to withhold disclosure of directory information.** At its discretion, Monument Academy may disclose basic “directory information” that is generally not considered harmful or an invasion of privacy without the consent of parents/guardians or eligible students in accordance with the provisions of District law and FERPA. Directory information includes:

- A. Student Name
- B. Student Address
- C. Student Telephone Listing
- D. Name of School Attending
- E. Participation in Officially Recognized Activities and Sports
- F. Weight and Height of Members of Athletic Teams
- G. Diplomas and Awards Received
- H. Student’s Date and Place of Birth
- I. Names of Schools Previously Attended
- J. Dates of Attendance

Parents/guardians or eligible students may instruct Monument Academy to withhold any or all of the information identified above by completing the “Release of Student Directory Information” Form.

(5) **The right to file a complaint** with the U.S. Department of Education concerning alleged failure by Monument Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
US. Department of Education

400 Maryland Avenue SW
Washington, DC 20202

Open Meetings Policy

All of Monument Academy's Board of Trustees meetings are open. The dates are posted on the website.