



Student/Family Policies 2019-2020

www.briya.org

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Washington, DC 20011
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Attendance Policy

Students are expected to come to school every day. It is mandatory for all students and parents of Pre-K students to call in to let us know when and why they are missing class.

If adult students miss more than **four (4) days** of class, they are required to meet with a teacher or social worker to develop an attendance plan. If they miss ten days or more of class due to travel or a medical emergency, they may be put on a waiting list to re-enter. Individuals who take maternity leave may return at any time if there is space for their newborn child and if they return within the timeframe arranged with staff. Pre-K students are expected to remain in class while the adult student is on maternity leave.

Adult students can only miss **four (4) days** within a one-month period. If they accumulate four absences within one month, a teacher will call to inform them that they have already missed four days of classes, and they will have to participate without missing any classes for the rest of that month. They must also develop an attendance plan with their teacher. If the student misses another class during the month and/or does not make or follow the attendance plan, the student may be dismissed from the school and will have to re-register at a later registration date if they want to continue at Briya. If a Pre-K student misses four or more days of class during one month, whether excused or unexcused, the Pre-K child's parents may also need to meet with Early Childhood Management to develop an attendance improvement plan.

If a particular adult student has a special arrangement with their teacher and the program regarding a specific work schedule (i.e. they can only come on Monday, Tuesday, and Wednesday), then an absence for them will count as two days of absences towards their four-day allotment, since they are on a special, modified attendance plan.

The following will be considered excused absences. Documentation should be provided as proof. Note: Absences due to poor weather or over-sleeping are not excused absences.

- Employment (for adult students) – work schedule conflict
- Illness – provide proof from Doctor's office if available (ex. appointment card, prescription, medication)
- Doctor's Appointments – provide proof from Doctor's office if available (ex. appointment card, prescription, medication)
- Quarantine of family – provide proof such as a doctor's note
- Moving residence – provide proof of residency (ex. lease, letter, bill, ID, etc.)
- Renewing health insurance – provide proof (ex. paperwork)
- Emergencies (ex. accidents, death in the family).

Tardiness and Absences Policy

Phase 1: The teacher talks to student with excessive tardiness or absences.

Phase 2: The Site Coordinator talks to student with excessive tardiness or absences.

Phase 3: The Teacher, Site Coordinator, or Academic Dean does a Student Attendance Report where issues related to tardiness or absences are discussed, referrals for services are provided, and an improvement plan to reduce tardiness is developed.

Phase 4: The Student Support Team meets to discuss case and determine if student will be put on the wait list until the student is able to adhere to the Attendance Policy.

Student Policies

1. No food or drink is allowed near the computers.
2. No children are allowed near the computers in the adult classrooms.
3. No student or visitor under the influence, or in the possession of illegal drugs or alcohol is permitted to enter the building.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs while on school property is strictly prohibited.
5. Disruptive/Disrespectful behavior in the classroom/school setting is prohibited.
6. Harassment, intimidation, and bullying are prohibited.
7. Students must participate in all components and activities of the school.
8. Theft or inappropriate removal or possession of school property is strictly prohibited.
9. Students are prohibited from carrying fire arms or explosive materials, using profane language, or conducting physical aggression upon other students.
10. Negligence or improper conduct leading to damage of school and/or student property is prohibited.
11. All students must adhere to all safety and health rules.
12. Sexual or other unlawful or unwelcome harassment is strictly prohibited.
13. Unauthorized use of telephones, mail system, computers, school equipment, and improper use of the Internet are strictly prohibited.
14. Do not park your car in the staff parking lot. Violators will be towed at their own risk and expense.
15. Students of the adult classes at Mary's Center should always use their student identification card provided by the Briya Public Charter School.

Code of Conduct

All staff are authorized to enforce all rules. Disciplinary action is executed by school administrators with appropriate documentation. Pre-k students are not subject to suspension or expulsion. For minor infractions, adult students will be suspended for 1-5 days. For major infractions, adult students will be suspended for 5-10 days. Expulsions are for up to one year. The disciplinary action for each violation of the code of conduct is as follows:

Minor Infractions (1-5 day suspension)

1. Smoking in school
2. Profane language
3. Disruptive behavior
4. Use of physical punishment at school and all school events
5. Damage to school property
6. Improper use of school equipment

3. Disrespect to staff or students
4. Falsely activating alarm system
5. Sexual harassment
6. Failure to adhere to health & safety rules

Expulsions (Up to one year)

1. Use or sale of drugs or alcohol
2. Fighting or assault
3. Bringing a weapon to school
4. Theft

Major Infractions (5-10 day suspension)

1. Vandalism
2. Graffiti or defacing private property

For a student who is eligible for special education services or who is suspected of having a disability, the Student Support Team will hold a manifestation determination meeting to consider whether or not the conduct subject to disciplinary action was a manifestation of the student's disability and to consider whether the infraction may have been the result of failure to implement the student's IEP. The Student Support team will determine the appropriate action to be taken in accordance with the Student Fair Access to School Amendment Act of 2018.

Disciplinary Procedure and Due Process/Appeals/Complaint Resolution Process

Minor disciplinary issues related to students or complaints on the part of the student or parent/guardian should be addressed by the teacher or director in a one-to-one or small group setting. Every attempt should be made to resolve the conflict with the student(s) or parent/guardian concerned and to establish a resolution of the problem agreeable to all parties. In the case of a minor infraction of the student policies which has not been resolved satisfactorily in an informal manner, a major infraction, or complaints on the part of the student or parent/guardian, the individual(s) will be taken through the following procedure:

1. Within ten working days from the occurrence of the matter on which a complaint or appeal of a disciplinary procedure is based, the staff member or

student/parent/guardian will file a written report with the School Director on a form provided for that purpose. The School Director must respond in writing within ten working days of receiving the written report. In the case of complaints alleging sex discrimination or sexual harassment carried out by employees, other students, or third parties, a student/parent/guardian may contact the Title IX Coordinator, Stephanie Mintz, (202) 232-7777 100 Gallatin St NE, Washington, DC 20011

2. If the student/parent/guardian is not satisfied with the written response of the School Director (or Title IX Coordinator, if applicable), he or she has ten working days from receipt of the School Director's response to file a written notice of appeal with the Board contact which shall state the reasons for the appeal. The Board contact shall appoint a review committee consisting of three members of the Board of Directors. The review committee shall thoroughly review the appeal and submit its conclusions to the Board Chair and to the student/parent/guardian in writing. The decision of the review committee shall be final and binding. The Board contact for Briya is Doris Garay, 2333 Ontario Road NW Washington, D.C. 20009; e-mail: BoardViceChair@briya.org In all steps of the disciplinary procedure and due process/appeals/complaint resolution process, failure of Briya to comply with the time limits specified will permit the student/parent/guardian to advance the appeal to the next step of the procedure, if any. Failure of the student/parent/guardian to comply with the time limits will end the appeal process and the School Director's response will be final. For a complete listing of Board Members, see Board of Director's section.

Statement of Non-Discrimination

Everyone is equal at Briya Public Charter School regardless of socio-economic status, language proficiency, or educational level. We expect all individuals to treat each other with mutual respect, whether it be between teachers and students or among students themselves. The school will seek to model with adult students and children the behavior required for positive relationships within the home, school and workplace. The school will actively promote respect between students and staff.

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the D.C. Human Rights Act of 1977, applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Briya Public Charter School are hereby notified that Briya Public Charter School does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or

expression, family responsibilities, political affiliation, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents, and/or guardians having inquiries concerning Briya Public Charter School's compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to Briya Public Charter School students, or who wish to file a complaint regarding such compliance should contact: Stephanie Mintz, Director of Student Services, 2333 Ontario Road NW Washington, DC 20009, 202-797-7337, or, Lena Johnson, Special Education Coordinator, 2333 Ontario Road NW Washington, DC 20009, 202-797-7337 who have been designated by Briya Public Charter School to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to students. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Safeguard of Student Information

Briya PCS complies with laws regarding student privacy. Please see FERPA notice below for more information -

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

(1)The right to inspect and review the student's education records within 45 days of the day Briya Public Charter School (Briya) receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official 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 amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If Briya decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3)The right to consent (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 to: school officials whom Briya has determined to have legitimate educational interests (a school official is a person employed by Briya as an administrator, manager, instructor, or support staff member including health or medical staff); a contractor, consultant, or volunteer to whom Briya has outsourced institutional services or functions; person or company with whom Briya 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; an authorized representative of the DC Public Charter School Board, the District of Columbia Office of the State Superintendent of Education, the U.S. Department of Education, the U.S. Attorney General, or the U.S. Comptroller General for audit, evaluation, or compliance activity with respect to Federal or state education programs; Briya's accrediting agencies; to appropriate parties if necessary to protect the health or safety of a student or other individuals; and to comply with a judicial order or lawfully issued subpoena. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4)The right to withhold disclosure of directory information. At its discretion, Briya may disclose basic directory information that is generally not considered harmful or an invasion of privacy without the consent of parents or eligible students in accordance with the provisions of District law and FERPA. Directory information includes: student name, student address, student telephone listing, name of school attending, participation in officially recognized activities, diplomas and awards received, students date and place of birth, names of schools previously attended, and dates of attendance. Parents or eligible students may instruct Briya to withhold any or all of the information identified above (i) by completing the "Release of Student Directory Information" form available at the school (see below), or (ii) by providing notice in writing to the Director of Development and Accountability, Karen Hertzler, at 2333 Ontario Road NW Washington, DC 20009. 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 DCPS 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.

Release of Student Directory Information

To: All Parents and Adult Students (18 years of age and older)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires Briya, with certain exceptions, to get your permission before disclosing personally identifiable information from education records. However, Briya may disclose basic "directory information" that is generally not considered harmful or an invasion of

privacy without your consent. The primary purpose of directory information disclosure is to allow Briya to include this type of information in certain school publications.

Directory information can also be disclosed to outside organizations such as federal and state agendas and media sources. The information listed below has been designated as directory information under District of Columbia law and FERPA and may therefore be released at the discretion of Briya. You have the right to instruct Briya that it may not release any or all of this information without obtaining your prior written consent by completing this form. Your decision on this form will be valid for the remainder of the current school year. A new Release of Student Directory information form must be completed each school year.

Please place a check mark on the line beside any directory information items listed below that you do not want Briya to disclose without your consent, if any.

Student Name

Student Address

Student Telephone Listing

Name of School Attending

Participation in Officially Recognized Activities

Diplomas and Awards Received

Student's Date and Place of Birth

Names of Schools Previously Attended

Dates of Attendance

By signing, I am giving written notification to Briya that it may not disclose the directory information items I have placed a check mark beside above unless I give prior written consent. I understand that such information may still be disclosed by Briya if disclosure is otherwise permissible under FERPA.

Please note: The Release of Student Directory Information Form is handed to students and is available to sign during registration.

Board of Directors

Chair: Daniela Grigioni-Carozza

Vice Chair: Doris Garay

Secretary: Flor Buruca

Treasurer: Nick Sheth

Board members: Janessa Cobb, Marc Griego, Whytni Kernodle, Yizel Romero Octaviano, Alejandra Sandoval, Todd Shears, Deborah Spitz

Open Meetings Policy

Briya's Board of Trustees gathers a quorum of Trustees six times a year in January, March, May, July, September, and November. All meetings are on the second Wednesday of the month from 6:00-7:30 pm at Briya's Adams Morgan site (1707 Kalorama Road NW) except for the March meeting, which is held on a Saturday. The board meeting schedule can be found on Briya's website at www.briya.org/board-schedule/. Two meetings each year will be designated as open to the public. Please contact BoardChair@briya.org if you plan to attend.