



To: Public Charter School Board
From: Thurgood Marshall Academy
Date: July 17, 2019
RE: Student & Family Policy Compliance Submission

The following policies are excerpts from the Student and Family Handbook found online at: <https://thurgoodmarshallacademy.org/about/policies-and-resources/>. Copies of the handbook are also available from the main office at the school.

DISCIPLINE POLICY

The primary objectives of the disciplinary system at Thurgood Marshall Academy are to support a quality learning environment and instill a sense of responsibility and self-discipline in all Thurgood Marshall Academy students. Students are expected to enter the school each day ready to learn and to behave with respect and cooperation toward other members of the Thurgood Marshall Academy community. It is everyone's responsibility to build and support the school community through positive behavior. A guiding principle is that Thurgood Marshall Academy is a place for learning and getting along together.

A full description of the Thurgood Marshall Academy Code of Conduct is provided in order to give students and families a clear understanding of the expectations of students and the consequences of failing to meet these expectations. Students are expected to comply with the Code of Conduct at all times while under the jurisdiction of Thurgood Marshall Academy, including all activities during the school day, all supplemental programs, all extracurricular activities, and all school functions both on- and off-campus.

At the end of the school day, students are expected to leave the building in an organized and respectful fashion. Students should be aware that all Code of Conduct rules apply when they are leaving the building and on the school grounds, and continue to apply until they have arrived at their home or other destination. Students who violate the Code of Conduct on their way home or outside of school may earn disciplinary consequences in accordance with school policies and relevant laws or regulations.

Guiding Principles of Good Citizenship:

Throughout the year, the following principles will be emphasized:

- Character is defined by what one does; not what one says or believes.
- Every choice a student makes helps define the kind of person one is.
- Good character requires doing the right thing, even when it is costly or unpopular.
- What one does matters, and one person can make a difference.



- The payoff for good character is that it makes one a better person and it makes the world a better place.

Character Matters:

The faculty and staff will promote and recognize good citizenship, and students will receive “merits” and other incentives for demonstrating positive character traits, such as:

Responsibility	Fairness/Justice	Citizenship	Perseverance
Respect	Diligence	Punctuality	Courage
Trustworthiness	Integrity	Compassion	Initiative

Thurgood Marshall Academy’s Expectations for Student Behavior:

At all times, students are expected to:

- Be respectful to staff and other students;
- Treat school property with care and respect;
- Follow directives given by faculty and staff the first time;
- Use appropriate language;
- Dress appropriately in the Thurgood Marshall Academy school uniform;
- Avoid disruptive behavior in the classroom or common areas;
- Refrain from eating and drinking in classrooms or common areas;
- Avoid horseplay; and
- Refrain from grooming outside of the bathroom.

Failure to adhere to these expectations will result in an automatic detention. Please see the explanation of infractions below.

Merits:

Students may earn merits throughout the year. Merits are awarded by the TMA faculty and staff for positive behaviors that demonstrate model citizenship. For each merit a student earns, s/he will receive a reduction of one infraction.

Code of Conduct Violations:

Violations of the Code of Conduct are accompanied by discipline infraction points.

1. A detention is equal to **one (1)** infraction point.
2. An In-School Suspension is equal to **three (3)** infraction points.
3. An Out-of-School Suspension is equal to **four (4)** infraction points.



Students may earn merits based on positive behavior demonstrating model citizenship. For each merit a student earns, s/he will receive a reduction of one infraction.

Students may be required, or may opt, to attend discipline classes after school, on a Saturday, and/or during the summer to reduce infraction points. Students may reduce infraction points through successful completion of discipline classes throughout the year. To be promoted to the next grade, students must complete the school year with **fewer than 20** infraction points.

Category I Violations:

Category I violations include, but are not limited to:

- Using profanity
- Eating or drinking outside of the cafeteria
- Possession of electronic items during the school day
- Disruptive behavior
- Horseplay
- Grooming outside the bathroom
- Disrespect to staff or other students
- Uniform violations
- Excessive noise in the classroom, hall, or building
- Running in the classroom, hall, or building
- Offensive gestures (non-sexual or threatening)
- Writing or tagging that is not permanent or etched/engraved into school property.
- First-time Level One violations of the Honor Code
- Violation of any posted “No Brainer” (results in an after school detention)

If a student is found to have committed a Category I violation of Thurgood Marshall Academy’s Code of Conduct, the following disciplinary measures may be taken:

- Teacher or staff member/student conference
- Detention
- Parent/guardian notification and conference
- Counseling/intervention
- Loss of school privileges and a violation of good standing
- School/community work tasks
- Restorative option, as appropriate

Category II Violations:



Category II violations include, but are not limited to:

- Destruction of school or personal property valued at less than \$500
- Excessive disrespect to staff or other students
- Failure to attend detention or class during the regular school day
- First-time Level Two violations of the Honor Code
- Forgery (including forging passes i.e. bathroom, library, nurse, etc.)
- Gambling (including, but not limited to, rolling dice, card games, placing wagers or bets or any similar activities)
- Lying or giving misleading information to school staff
- Non-threatening verbal altercations including “joning” or other offensive language
- Offensive gestures that are sexual or threatening behavior
- Possession, sale, or distribution of flammable products such as matches, lighters, lighter fluid, torches, firecrackers, etc.
- Promotion of fighting or other violent behavior
- Repeated disruptive behavior
- Repeated refusal to follow instructions given by staff (e.g. insubordination)
- Repeated uniform violations or refusal to fix a minor uniform issue in a timely manner
- Skipping class and/or leaving class without permission.
- Truancy and/or leaving the building without permission.
- Use of electronic devices (phones, laptops, e-readers, tablets, smart watches, etc.) access inappropriate content
- Unauthorized possession of over the counter or prescription medication

If a student is found to have committed a Category II violation of the Thurgood Marshall Academy Code of Conduct, the following disciplinary measures may be taken:

- Parent/guardian conference
- In-School Suspension (one to three days)
- Individual behavior modification plan
- Discipline class
- Disciplinary probation and/or a behavioral contract
- Restorative option, as appropriate

Category III Violations:

Category III violations are defined as the school’s most serious offenses and include, but are not limited to:

- Fighting or other violent and/or aggressive behavior
- Bullying or harassment of students or staff (physical, verbal or electronic)



- Communicating slurs based on actual or perceived race, color, religion, national origin, sex, age marital status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business, including derogatory sexual language
- Engaging in behavior that demonstrates gang/neighborhood crew affiliation (displaying clothing or gestures associated with gangs)
- Threatening behavior (verbal or non-verbal)
- Extortion
- Posting or distributing material or literature that is disrespectful, demeaning, humiliating, or damaging to students or staff. This includes posting material on the internet or sending material electronically (via email or cell phone)
- Participation in activities or association with groups that threaten the safety of students or staff (gang affiliation or conduct in neighborhood “crews” or other similar groups)
- Hazing
- Tampering with or pulling fire alarm and using extinguishers in non-emergency situations Use of flammable products such as matches, lighters, lighter fluid, torches, firecrackers, etc. on school premises
- Activating a false alarm
- Unauthorized use, selling or distribution of over the counter or prescription medication
- Sexual misconduct, sexual harassment, lewd or indecent public behavior; engaging in sexual acts on school premises or school related functions
- Throwing objects that may cause injury or damage to property
- Destruction of school or personal property valued at greater than \$500
- Theft on/off school grounds
- Trespassing
- Possession, sale, distribution or use of drugs (including but not limited marijuana, cocaine, heroin PCP and other banned substances and synthetic drugs), alcohol, tobacco products (including but not limited to cigarettes, e-cigarettes, etc.), or other items that classify as drugs
- Possession, sale, distribution or use of drug paraphernalia such as: pipes, rolling papers, clips, etc.
- Possession, sale, distribution or use of any substance as a drug (may include, but not limited to: inhalants, prescription medications, cough syrup, etc.)
- Possession or use of mace, pepper spray, tasers or similar products
- Possession or use of any item that can be used as a concealed weapon
- Possession of weapons or other prohibited items on school property
- Possession of any item that can be used as a weapon (e.g. knife, dagger, box-cutter, screwdriver, etc.) whether or not the item was used as a weapon or intended as a weapon.
- Arson, biohazard or bomb threats
- Repeated Category I and II violations of the Code of Conduct
- Level Three violations of the honor code
- Criminal act on/off school grounds



- Failure to follow school visitor policy
- Leaving the school premises or a school-sanctioned activity without permission
- Any behavior or other conduct not specifically enumerated in any other Category in this chapter that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others
- Violation of Disciplinary Probation or a Final Probation Contract
- Possession of any firearm (e.g. gun, BBgun, rifle) or item that meets the criteria of “Other firearm” (see below)
- Possession of any item defined by the Gun Free Schools Act as “other firearms” including: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Possession of any firearm muffler or firearm silencer;
- Possession of any destructive device, which includes: any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device;
- Possession of any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Possession of any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

If a student is found to violate a Category III violation of the Thurgood Marshall Academy Code of Conduct, the following disciplinary measures may be taken:

- Out-of-School Suspension and parent/guardian conference
- Out-of-School Suspension and discipline class
- Restorative option, as appropriate
- Expulsion

Refusal to Comply with School Personnel:

Students are expected to comply with all reasonable requests made by school personnel. Student refusal to comply constitutes an admission of fault and/or guilt and insubordination. Those who choose not to comply will receive consequences commensurate with the Code of Conduct violation of which they have been accused.

Bullying, Sexual Harassments, Cyber Bullying, Threatening, Fighting, or Promotion of Fighting or other Violent Behavior:



In the interest of preserving the safety of the students and staff at Thurgood Marshall Academy, the school has a clear anti-violence policy. Harassing, threatening bullying, cyber-bullying, and promoting fighting or other violent behavior, and fighting are taken very seriously.

Bullying, intimidation, or harassment is defined as any severe, persistent, or pervasive **physical, electronic, or verbal conduct**, including but not limited to harassment based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity/expression, genetic information, disability, or any other distinguishing characteristic, or based on association with a person or group with any of the actual or perceived characteristics listed above.

It is directed toward a student(s) that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student(s) in reasonable fear of physical harm to the student's person or property;
- Causing a substantially detrimental effect on the student's physical or mental health;
- Substantially interfering with the student's academic performance; or
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment is defined as, but not limited to verbal or nonverbal unwelcomed sexual advances or sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment. Sexual harassment is prohibited at Thurgood Marshall Academy.

Cyber bullying is defined as the use of information and communication technology to bully, embarrasses, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.

The use of cell phones and other technology—including computers, e-mail and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyberbullying should report the incident to his or her Divisional Dean.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action as defined in the Thurgood Marshall Academy Code of Conduct.

Threatening behavior is defined as an expressed or implied threat (verbally, physically, electronically, or in writing) to interfere with: 1) the health or safety of any individual associated with Thurgood Marshall Academy; 2) with Thurgood Marshall Academy property; or 3) property on



Thurgood Marshall Academy premises belonging to others. Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Threat/False Threat - No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities. All threats and false threats will be subject to serious disciplinary action.

Promoting fighting or other violent behavior is defined as the use of passive or active: resistance, noise, threat, fear, intimidation, coercion, force, violence, recording devices, social media, electronic devices, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school.

Fighting is defined as the exertion of physical force to harm someone or potentially harm someone. Fighting is one of the most egregious violations of the Code of Conduct. If a student engages in a fight, s/he is subject to serious consequences, including expulsion.

Unless the administration determines, without doubt, that any participant in a physical altercation is clearly defending himself/herself from an aggressor or aggressors and had no other option as determined by using a “reasonable” standard, then the physical altercation will be considered a fight in which all parties share equal responsibility.

All of the above mentioned behaviors are Category III violations and may be subject to expulsion.

Instead of threatening or fighting someone, there are a number of ways that a conflict can be resolved. For example:

- Inform your Dean, a security guard, your advisor, a favorite teacher, or any other adult in the building and seek out conflict resolution.
- Walk away from a situation that appears to be escalating, then seek out assistance.
- Count to 10 and take deep breaths until you get your emotions under control.
- If you have difficulty managing your anger, you could meet with the school counselor.
- Request mediation between you and the other person with whom you have an issue.

These are just a few suggestions that enable a potentially violent situation from escalating.

Consequences:

Restorative Practices



When applicable, TMA may use the Restorative Practice method when assigning consequences to students. A restorative pathway is a pathway that repairs the harm that has been done to the community through one's negative behavior or interactions. The responsible administrator/dean will determine if the restorative disposition will be in addition to an already assigned consequence or in lieu of a more severe consequence.

Peer Court

Peer Court is an alternative school disciplinary process permitting students to render restorative dispositions to their peers for minor school violations. It is the role of Peer Court to teach fellow students that their behavior has harmed specific individuals and the community. TMA will utilize this option when appropriate as a means of repairing the harm done to the community. Students have the right to opt out of Peer Court. When a student chooses not to participate in this restorative practice, regular consequences as per the Code of Conduct will be imposed.

Detention

Detentions are held daily after school for 40 minutes. Students will report to the designated room within five minutes of being dismissed at the end of the school day. A detention list will also be posted each day in a consistent, common location for student reference. An automated message will also be used to communicate to parents of students who are on the detention list and when they should serve their detention. Each detention is equal to one infraction point.

A student who fails to serve a detention will be reassigned once to serve that detention. Once the detention has been reassigned the detention now becomes mandatory. All mandatory detentions will be highlighted in gray on the detention list. If s/he does not serve this detention, s/he may receive additional consequences as follows:

- First – Third offenses— 1 period In-School Suspension (as assigned by Divisional Dean)
- Fourth offense -- 2 periods In-School (as assigned by Divisional Dean) and parent conference/call
- Fifth and sixth offenses – In-School Suspension (full day), student contract, and parent conference/call
- Seventh and subsequent offenses—Out-of-School Suspension

Students who do not comply with the rules of detention may be asked to leave. Students who have been asked to leave will serve an In-School-Suspension or Out-of-School Suspension as warranted by the behavior.

Suspension

In School Suspension:



During an In-School Suspension (ISS), the student remains in school but is not permitted contact with other students, in order to provide the opportunity for individual behavior modification. ISS is assigned by the Divisional Dean or a school Administrator and may last from one to three days. Each ISS assignment is equal to three infraction points. While in ISS, students will not be allowed to participate in any school activities but will have access to education materials and are expected to complete their missed work for the day as well as an ISS work packet. Failure to complete ISS work or to follow ISS rules will result in additional ISS days, accumulating additional infraction points and/or Out-of-School Suspension.

After a total of four ISS assignments, students will be assigned an Out-of-School Suspension for each Category II or III violation of the Code of Conduct for the rest of the semester if the infraction warrants an ISS, with the exception of Category II violation of skipping detention.

Out-of-School Suspension:

Out-of-School Suspension (OSS) is reserved for our most serious violations of the School Code of Conduct and involves separation from the school and all school activities for a specified period of time, which is determined by the Divisional Dean, Head of School, or Executive Director. Each OSS assignment is equal to four infraction points. The primary intent is to keep our community safe and also impress upon the student and parent/guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated.

Before a student is suspended, an informal conference will be held that will include the following:

- Oral or written notice of the Code of Conduct violation for which the suspension is considered
- An explanation of the evidence or facts for the suspension
- An opportunity for the student to tell his/her side of the story
- If a suspension is given, the reason for the suspension

If a student is suspended, the following steps will be taken:

1. The parent/guardian will be contacted by the Divisional Dean or another school administrator and will be asked to pick up the student as soon as possible or to grant permission to send the student home. The Student Affairs Office will inform the student and his or her parent/guardian of the length of suspension and applicable procedures regarding the suspension.
2. Thurgood Marshall Academy will send a written notice of suspension, which will include an offer to meet with the parents as soon as possible and the date for a conference of readmission to the parent/guardian, if requested by the school or parent. The notice will be given to the student if the student is 18 or older. The notice may be sent home with the



- student who is under 18 years of age once the parent/guardian has been notified of the suspension by a school administrator via phone and/or in person.
3. The student and parent/guardian may be asked to meet with the school administrators or and/or the Divisional Dean and other appropriate staff before the student will be allowed to return to school. During this meeting a student may be placed on disciplinary probation and/or a behavioral contract. If a student is already on a behavior contract, the student's status at Thurgood Marshall Academy will be evaluated.
 4. When a student is serving an OSS, s/he may not be on school grounds before school, during the school day, or after school.

A manifestation determination meeting will be held for any student with an IEP per IDEA guidelines.

Suspension days shall be counted as follows:

- The day the student left school should be counted as a part of the suspension, provided he/she was denied class participation before 12 noon of that day.
- The suspension shall terminate at midnight on the day listed as the last day of suspension.
- Times when school is not officially scheduled are not to be counted as part of the suspension time. (Should school be cancelled for any reason during a scheduled suspension day, the suspension will lengthen to include the time school was actually in session.)

Make-Up Work for Suspension:

Students who are suspended shall be offered make-up work assignments and may receive help on assignments by contacting the teacher via email or calling the teacher before or after school. Reasonable efforts will be made to provide the work for the student, but it is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions (more than 6 days), unless other arrangements are made, teachers are to give work in two-week increments, and students must complete and return work before receiving additional work. In high school, credits may be awarded depending on the quality of the work.

Participation at School and School Related Activities During Suspension:

Students who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension.

Disciplinary Probation

A student who has committed repeated violations of the Code of Conduct or a major violation of the Code of Conduct may be placed on disciplinary probation. Prior to the imposition of disciplinary probation, Thurgood Marshall Academy will provide the student and his/her parents



with an opportunity for an informal conference as in the case of suspension, above. If placed on disciplinary probation, the student and his/her parent/guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including expulsion from Thurgood Marshall Academy.

If, while on Disciplinary Probation or a Final Probation contract, a student violates another major school policy, s/he may be expelled. Each violation is treated on a case-by-case basis.

The length of disciplinary probation and its conditions will be determined individually for each student by the Administration. **Probation is a serious status with severe consequences. Students can be expelled for violations of disciplinary probation and behavior contracts.**

A student's Dean will make reasonable attempts (three phone calls or written communications or email or any other form of contact) to contact a parent/guardian regarding a student's Disciplinary Probation status. **If a parent fails to communicate and/or refuses to sign a contract, the contract shall be enacted.** A final copy of the contract will be provided to the parent/guardian.

- **Step 1:** After a student is placed on disciplinary probation, s/he will be required to attend a conference with the Divisional Dean and/or another member of the Administrative team and his/her parent/guardian. During this conference a Disciplinary Probation contract will be signed stating behavioral goals and/or a timeline for meeting behavioral goals (e.g. no ISS or OSS and fewer than three detentions).
 - If a student *meets* the stated expectations of the Disciplinary Probation s/he will be reviewed by their Divisional Dean and/or Administration at which point s/he may be removed from Disciplinary Probation.
 - If a student *fails to meet* the state goals of the Disciplinary Probation contract will result in further action which may include a Final Probation contract or expulsion from Thurgood Marshall Academy.
- **Step 2:** If the student violates Disciplinary Probation, s/he may be placed on a Final Probation Contract, if the violation does not warrant expulsion. This contract is a serious document that makes clear that repeated minor or major violations of the Code of Conduct could result in expulsion from Thurgood Marshall Academy.
 - If a student *meets* the stated expectations of the Final Probation contract, s/he will be reviewed by their Divisional Dean and/or Administration at which point s/he will be placed on Disciplinary Probation.
 - If a student *fails to meet* the stated goals of the Final Probation contract s/he will come before a Disciplinary Hearing which will review the student's behavior to date and make necessary recommendations which could result in expulsion from Thurgood Marshall Academy.

Students may be expelled for:



- Extreme violations of the Code of Conduct that significantly harm the educational environment of Thurgood Marshall Academy or harm the safety or security of Thurgood Marshall Academy students, staff, faculty, or others associated with Thurgood Marshall Academy.
- Any Category III violation.
- Repeated violations of the Code of Conduct after appropriate remediation have been attempted.
- Violation of Disciplinary Probation or a Final Probation Contract.
- Violations of the federal Gun Free School Act.

Disciplinary Due Process

The decision to suspend a student shall be made by a school administrator (e.g. Dean, Director of Student Affairs, Head of School, Executive Director) without the recommendation of the student's teacher or other staff. The administrator issuing the suspension will determine the number of days for suspension based on the severity of the infraction and previous infractions. The suspension shall become effective immediately unless otherwise stated by the administrator issuing the suspension. See special notes regarding Counting Suspension Days.

Prior to making the recommendation for expulsion, the administrator may elect to hold a meeting with the student, family and any other advocates to determine if there is an appropriate restorative option available as a consequence. The decision to convene such a meeting is the sole discretion of the administrator, but a family may request consideration for such a meeting.

The decision to recommend a student for expulsion shall be made by the student's Dean, Director of Student Affairs, Head of School, or Executive Director without the recommendation of the student's teacher or other staff. In recommending expulsion, the administrator will consider the severity of the infraction, the Code of Conduct, the student's previous infractions, any student Discipline contracts, and the student's age. A student recommended for an expulsion will have a Disciplinary Review Meeting to review the recommendation. The individuals from the school participating in the Discipline Review Meeting will make a final decision as to the student's expulsion.

When a student commits an offense that is eligible for a long-term suspension or expulsion an investigation into the offense shall be conducted by a Dean, or another school administrator. A student may be suspended during the investigation with further consequences issued after the full investigation is completed. The investigation shall include:

- Notifying the student of the infraction(s)
- Collecting information from the student and other persons who have knowledge of the incident



- Allowing the students involved an opportunity to provide a statement or explanation of the incident

The Dean or administrator conducting the investigation will determine the accuracy of the infractions(s) based on this information.

Students for whom long-term suspension (more than 6 days) or expulsion is being considered will be given notice and an opportunity to be heard in the form of a Discipline Review Meeting before a final decision regarding long-term suspension or expulsion is made. For students facing suspension of less than 6 days, prior to issuing the suspension the Dean, or other administrator, will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. After this meeting, the Dean or other school administrator will issue written notice to the parent detailing the length of and reason for the suspension. If the student is 18 or older the notice will be issued to the student. The Dean or other school administrator may notify the parent/guardian of the suspension via phone or email in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension.

For students facing suspension of 6 days or more, including expulsion, a Dean or another school administrator will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. If necessary, the Dean or other administrator will conduct an investigation into the circumstances of the student's behavior and any explanation provided by the student. At the Dean's or other administrator's discretion, the student may be suspended pending the results of this investigation and recommendation for further disciplinary action from the Dean or other administrator. This investigation will be completed within 3 business days and, if necessary, a Discipline Hearing will be scheduled after the completion of the investigation.

After the meeting with the student and any investigation, the Dean, or other administrator, will issue written notice to the parent with a recommendation for long term suspension or expulsion and the reason for this recommendation. This notice will explain the information that is being relied on as a basis for the recommendation. If the student is 18 or older, the notice will be issued to the student. The Dean or other school administrator may notify the parent/guardian of the suspension/expulsion via phone or email in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension/expulsion. Any parent/guardian meetings may occur by phone.



Within 10 school days of the recommendation for long term suspension or expulsion, a Discipline Review Meeting will be held to make a final determination about the disciplinary action proposed.

Discipline Review Meeting:

If a student is recommended for a Disciplinary Review Meeting, the following process will occur to review the recommendation for a long-term (6+ day suspension) or expulsion:

The members of the staff and faculty at the Discipline Review Meeting serve as an impartial decision making body. The meetings are closed to the public but students may have family, mentors and advocates attend. During the hearing, a school administrator(s) will carry out the following procedures:

1. A statement of the Code of Conduct violation and summary of the meeting procedure.
2. An explanation and review of the evidence or facts for which potential expulsion is being considered. If video footage is available of the incident, the panel will view the footage.
3. The student may present any information that he/she wants to the school to consider. The staff may ask questions regarding the matter to anyone present at the hearing. An advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.
4. Within one business day of the conclusion of the hearing, the staff present will make a determination regarding the consequence. The decision will be effective immediately.
5. The student/family will be informed of the decision via phone within 2 school days of the conclusion of the hearing and written notification will be mailed within three (3) school days of the decision. This notice will contain information regarding appeal procedures.
6. If a parent/guardian does not request a hearing, or fails to attend the hearing at the scheduled date, time, and place, the right to a hearing may be waived. Therefore, the school will proceed with its determination regarding the proposed infraction and the ruling of the Disciplinary Review Panel. The findings from the hearing will be approved and take effect immediately.

In making its decision, the staff will review evidence presented at the meeting, any statements heard on behalf of the school or student, the Thurgood Marshall Academy Code of Conduct, and prior conduct and/or academic performance, if applicable. When reaching a conclusion about the incident in question, the panel will consider whether the information presented is sufficient to proceed and recommend action. The panel will use a "more likely than not" standard of proof when evaluating all of the information presented.

Appeal:



Any student who is expelled or receives a long term suspension (more than 6 days) has the right to appeal the decision in writing to the Chairperson of Thurgood Marshall Academy's Board of Trustees within five (5) school days of the written notice of expulsion being issued. The following process shall be implemented for all appeals.

1. An appeal hearing date will be set within seven (7) school days of the receipt of the Appeal request.
2. The appeal hearing date will occur within thirty (30) calendar days from the date of the hearing being set.
3. Appeal hearings will be heard by three members of the Board of Trustees, the "Appeal Panel." A faculty/staff member with familiarity with the school may replace one of the Board of Trustees on the "Appeal Panel" based on the discretion of the Board Chair.
4. The student may be represented by his/her parent/guardian and one additional advocate.
5. The student has the right to speak on his/her behalf at the Appeal Hearing. The student may choose not to speak at the Appeal Hearing.
6. The student may not return to Thurgood Marshall Academy and participate in school activities while an appeal is pending.
7. Appeal hearings are closed to the public.
8. If a parent/guardian fails to appear at the Appeal Hearing the right to appeal is waived, and the original disciplinary decision will stand.

In making its decision, the three-member Appeal Panel will:

1. Review all evidence, and documentation regarding the incident and the school's investigation;
2. Review any statements heard at the Discipline Review Meeting on behalf of the school or student;
3. Review the Thurgood Marshall Academy Code of Conduct;
4. The panel may ask questions regarding the matter to anyone present at the hearing. One advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.

If the expulsion is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the Appeal Panel upholds the expulsion, the expulsion shall be imposed, and such decision will be final. Decisions made by the Appeal Panel will be final.

All disciplinary hearings are closed to the public. As such, hearings may not be recorded using a video or audio recording device under any circumstances and may only be audio-recorded as required to provide accommodations by the Americans with Disabilities Act (ADA) or section



504 of the Rehabilitation Act. A written request must be made 48 hours prior to the hearing to audio-record the hearing to the student's Dean.

Participation at School and School Related Activities and Re-Enrollment:

Students who have been expelled from Thurgood Marshall Academy shall not be eligible to participate or attend any school functions. Unless otherwise noted in the decision, students will not be eligible to re-enroll for a period of one full calendar year.

Procedures for Suspending and Expelling Students with Disabilities:

Students with disabilities have the same behavior responsibilities as other students, and may be disciplined for the same behavioral offenses. In accordance with IDEA, if the student is recommended for a suspension that will result in the student being suspended for more than 10 days in the school year, a multidisciplinary team will hold a manifestation meeting to determine whether the incident was a manifestation of their disability. The school will call the family to schedule the meeting and provide documents in advance. If it is determined that the student's behavior is a manifestation of the student's disability, the student—absent extenuating circumstances as defined by IDEA—will be permitted to return to school, unless the team decides otherwise. If it is determined that the student's behavior is not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action consistent with the policies outlined in this section (including suspension and expulsion as warranted). Students with disabilities who are suspended for more than 10 days in a school year will receive services in an interim educational setting for any subsequent days of suspension.

If you have questions about the process, you may contact the Special Education Coordinator at 202-563-6862. A copy of the procedural safeguards available to students with disabilities is available online at www.thurgoodmarshallacademy.org.

ATTENDANCE POLICY

Because daily attendance is vital to success in school, it is very important that students are present and on time every day of school, for the entire day. Thurgood Marshall Academy is a significant time commitment, but by enrolling, students have pledged to accept our extended hours, and families have agreed to support students in this endeavor.

Our school day begins at 8:45 am (optional breakfast is served from 8:00–8:30 am), and ends at either 3:30 pm or 4:00 pm.

Students who are absent from school are not permitted to:



1. Be on school property
2. Participate in school activities
3. Attend school activities and/or after school activities

Late Arrival:

If a student is not present and in his or her seat in his or her first or fifth period class by 8:45 am, that student is considered tardy.

When a student arrives after 8:45, s/he must sign in at the security desk, check in with the attendance officer, and show the required student ID. Students must obtain a tardy pass and present this pass to their teachers in order to be admitted to class. The pass is valid for three minutes from when it is written.

Tardy Policy:

The following procedures apply if a student is tardy (not in the classroom by the starting time of the period) to any class:

- (1) When a student accrues three unexcused tardies (to first period and/or any period/advisory), s/he will receive (1) infraction point. Tardy students will not have to serve detention, but infraction points will still accumulate. Tardy students can earn merits and/or attend discipline class to reduce their infraction points.
- (2) For every additional tardy to each class period/advisory during that *month*, students will be assigned an additional infraction point.
- (3) If a student is late to class and does not have a pass, s/he may not be admitted to class. Students must report to the security desk to obtain an unexcused tardy pass.
- (4) If a student is in the hallway without a pass 10 minutes after the beginning of any period or lunch, the student is considered to be skipping class and will be assigned to In-school Suspension for a portion or the remainder of the day.

Early Dismissal:

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- A parent/guardian must send documentation in writing to the attendance officer. The attendance officer will verify the documentation and approve or deny the early dismissal.
- The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
If a student becomes ill during the school day, Thurgood Marshall Academy's part-time, on-site nurse may be able to address the student's needs. If a student is too ill to remain in



school and needs to leave school, a parent/guardian will be contacted. ***Early dismissals are only granted when requested from a parent/guardian and/or emergency contacts that are documented during the enrollment process***

To ensure the safety and security of our school community, no in-person or phone early dismissals will be processed after 3:00 pm daily (3:30 on Tuesday). This minimizes classroom distractions at the end of the day and allows our security staff adequate time to prepare for student dismissal.

Students are not allowed to leave school by telephone request or written note alone, the attendance officer must approve the early dismissal and provide the student with an early dismissal form before exiting the building.

Attendance Failure Policy:

More than five (5) absences (excused and/or unexcused) in any quarter in a particular class may result in an automatic grade of “F” assigned for that quarter in that class. Students with documented medical absences in excess of five days in a quarter will be exempt from the attendance failure policy.

Students and parents/guardians may appeal an attendance failure by following the appeals procedure. Appeals procedures may be requested from the Head of School.

Excused Absences (count towards total number of absences)

- Death in the student’s immediate family (verification required);
- Illness of the student (a doctor’s certificate is required for a student absent more than two consecutive days);
- Observance of a religious holiday;
- Out-of-School Suspension or In-School Suspension;
- Medical reasons such as a doctor’s appointment (a doctor’s note should be provided when the student returns to school);
- Other absences approved **in advance** by the Thurgood Marshall Academy administration upon the written request of a parent/guardian;

Student employment or related absences are *not* excused absences.

Documenting Excused Absences:

When a student returns to school after an absence, s/he should place a completed Request to Excuse Student Absence Form along with any supporting documentation in the Correspondence Drop Box. The note should include the date(s) of the absence, the reason for the absence, and



any required documentation. *An original doctor's certificate should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days.* Any student who is absent 10 or more days, unexcused, is defined as chronically truant. Thurgood Marshall Academy follows the District of Columbia policy for reporting chronically truant students to court social services or the Child and Family Services Agency (CFSA).

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.

Truancy:

Truancy is the willful absence from school by a minor (5–18 years of age) with or without parental approval, knowledge, or consent.

A truant is a minor (5–18 years of age) who, without a valid reason and with or without parental knowledge or consent, does not attend school. A student is considered chronically truant when he or she accumulates 10 or more unexcused absences in one school year. Students between the ages of 14 and 18 who accumulate 15 or more absences will be referred to DC Court Services for truancy. Students under the age of 14 will be reported to CFSA, per District of Columbia policy.

Truancy Enforcement:

All uniformed law enforcement officers in the District are responsible for truancy enforcement.

- If a truant is picked up by the police, s/he will be transported in a police vehicle to the school.
- Parents/guardians are notified of the student's truancy status.
- Parents/guardians and students may be required to attend a truancy conference.

Consequences of Poor School Attendance

Missing school may result in:

- 1) Poor work habits
- 2) Lower grades/loss of credit
- 3) Frustration in learning
- 4) Dropping out of school

Student Responsibilities

- 1) Arrive on time to school each day;
- 2) Attend all classes daily;



- 3) Assume responsibility for behavior which supports regular attendance;
- 4) Come to school each day ready to learn and prepared with all required materials.

Consequences of Absences:

We understand that children get sick and that emergencies come up, but good attendance is critical to their education. Please be aware that the following are part of the Thurgood Marshall Academy attendance policy:

- If a student has 20 or more unexcused absences (consecutive), s/he may be administratively un-enrolled after documented notice to the family of such a withdrawal.
- If a student has 15 or more unexcused absences (consecutive or non-consecutive), we will make a referral to Court Services (students 14 – 18 years of age).
- **Students who are un-enrolled will not be eligible to return to Thurgood Marshall Academy for the school year in which they were un-enrolled. If an un-enrolled student wants to return to Thurgood Marshall Academy for the next school year, s/he will need to reapply through the normal admissions process. Information about the admissions process will be available on the school's website.**

GRIEVANCE PROCEDURES

Thurgood Marshall Academy values the input of students, parents and guardians, and encourages parents to offer feedback on any aspect of the school program. A quality educational program for students at Thurgood Marshall Academy can be achieved best by all individuals working together harmoniously. There will be times, however, when an individual may feel the need to file a complaint. When complaints or concerns occur, they should be resolved at the school or at the lowest possible administrative level through an informal process of cooperative agreement among the affected individuals.

However, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members. Complaints and concerns should be initially directed to the following individuals:

- Teacher (if appropriate)
- Student Dean
- Head of School

Formal Compliant Process:

When a concern or complaint is not resolved through the informal process, you may initiate the formal complaint process outlined below.



The first step in the formal process is to obtain a Formal Complaint Form from the school's website and return it to the student's Dean. You may attach descriptive or supportive information to the form. Keep a copy of the form and any attachments.

When your complaint form is received at the school, the Student's Dean or designee should contact you within three (3) school days to establish the date, time and place of a meeting to discuss your concern, if such a meeting has not already occurred. Usually, this meeting will take place within ten (10) school days. Within 10 school days of receipt of the written complaint, or this meeting, if any, the Student Dean and/or Head of School should respond to you in writing with a decision.

Sometimes a complaint or its resolution may be too complicated or, for other reasons, cannot be decided within 10 school days. In such cases, the Student Dean and/or Head of School will contact you within the first 10 days and arrange for an extension of the decision for no more than an additional 10 school days.

If you are not satisfied with the written decision, or if you do not receive a reply to your formal complaint within the specified time, you may request that your complaint be considered by the Executive Director. You must file your request for review within 15 calendar days of the Student Dean/Head of School response or the date when a decision was to have been made.

If you wish to request a review, forward the Complaint Form to Executive Director, with a note explaining the basis for disagreeing with the decision. The Executive Director will respond, using a procedure and time limits similar to those followed by the Student Dean/ Head of School, as follows: (a) a meeting may be arranged within 3 work days; (b) a resolution on the review within 10 work days after the meeting, if any; and (c) an extension of an additional 10 work days if the matter is unusually complicated or otherwise requires additional time. The Executive Director or his /her designee may respond by phone or in writing.

If you feel your complaint, whether administrative or programmatic, is not addressed properly at the school level, you may file a formal grievance. The process for filing a formal grievance is found in Appendix A of the Handbook and separately online in the Policy and Resources section of our website.

If you have a concern or grievance that you wish to share with Thurgood Marshall Academy's Board of Trustees, please contact the Chair of the Board, Jonathan Stoel at 202-637-5600.



Text and Information Found at Appendix A:

Formal Grievance Procedure

Any person who believes that Thurgood Marshall Academy has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

Complaints involving students who attend Thurgood Marshall Academy may be submitted to:

Elena Roberts Special Education Coordinator Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862

Complaints involving employees of Thurgood Marshall Academy may be submitted to:

David Schlossman, COO
Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862

Regarding Title IX, note that the Chief Operating Officer (“COO”)—David Schlossman, whose contact information appears above—serves as the Primary Contact for Title IX matters. Contact the COO to reach additional contacts, particularly the Special Education Title IX contact (whose contact information also appears above) and the Athletics Coordinator.

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Thurgood Marshall Academy encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Thurgood Marshall Academy prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.



A formal complaint may be filed by following the steps outlined below:

Step 1

Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form (available from Chief Operating Officer David Schlossman). The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

Step 2

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Executive Director within ten (10) business days after receipt of the response. The Executive Director will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Executive Director will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Step 3

If the complainant is not satisfied with the decision of the Executive Director he/she may appeal through a signed written statement to the school Board of Trustees within ten (10) business days of the receipt of the Executive Director's response. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Grievants can contact the Thurgood Marshall Academy Board of Trustees via Board Chair Jonathan Stoel at 202-637-5600.



Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 453-6021; or (3) filing it electronically at: www.ed.gov/ocr/complaintprocess.html.

For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.

Notice of Procedural Safeguards and Grievance Procedures for Parents and Students

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator:

Elena Roberts - Special Education Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862

Any person who believes that Thurgood Marshall Academy has engaged in discrimination and/or harassment on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, veteran status, or otherwise may submit a complaint pursuant to Thurgood Marshall Academy's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Elena Roberts, Special Education Coordinator
Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862

Notice of Grievance Procedures for Employees

Any employee who believes that Thurgood Marshall has engaged in discrimination and/or harassment on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information disability or otherwise may submit a complaint pursuant to Thurgood Marshall Academy's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:



David Schlossman, COO
Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862

Section 504 - Notice of Parental Rights

This is a notice of your rights under Section 504. These rights are designed to keep you fully informed about the school's decisions about your child and to inform you of your rights if you disagree with any of those decisions.

If your child is in the process of being considered for Section 504 eligibility or has been identified for Section 504 accommodations/services, you may have the right to the following:

- Have your child participate in and benefit from the school's education program without discrimination based on disability.
- Receive notice with respect to any action taken regarding the identification, evaluation, or placement of your child.
- Refuse consent for the initial evaluation and initial placement of your child.
- Have your child receive a free appropriate public education. This includes your child's right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school provide related aids and services to allow your child an equal opportunity to participate in school activities.
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child's evaluation data, and placement options.
- Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
- Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
- Examine your child's education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response to your reasonable requests for explanations and interpretations of your child's education records.
- Request the school to amend your child's education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school refuses this request, you have the right to challenge such refusal.
- Request mediation or an impartial due process hearing to challenge actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made pursuant to the school's grievance procedure.



- File a local grievance or a complaint with the District of Columbia Office for Civil Rights within the U.S. Department of Education. The regional office is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at 202-453-6020 (phone), 202-453-6021 (fax), OCR.DC@ed.gov (email), and <http://www2.ed.gov/about/offices/list/ocr>.

The Section 504 Coordinator for Thurgood Marshall Academy who is responsible for Section 504 compliance is:

Elena Roberts, Special Education Coordinator
Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862

Nondiscrimination Policy, including Equal Opportunity in Hiring & Employment

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 applicable District of Columbia laws and regulations 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 Thurgood Marshall Academy are hereby notified that Thurgood Marshall Academy does not discriminate on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, or veteran status in admission or access to, or treatment or employment in, its programs and activities. The School provides equal access to designated youth groups (e.g., when applicable, the Boy Scouts).

Students, parents and/or guardians having inquiries concerning Thurgood Marshall Academy’s compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to students or who wish to file a complaint regarding such compliance should contact:

Elena Roberts - Special Education Coordinator
Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862



who has been designated by Thurgood Marshall Academy 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 inquiries or to file a complaint regarding Thurgood Marshall Academy's compliance with ADA, Section 504, Title VI, Title IX, and/or the Age Act as they relate to employees or third parties, contact:

David Schlossman, Chief Operating Officer
Thurgood Marshall Academy
2427 MLK Jr. Ave SE
Washington, DC 20020
(202) 563-6862

who has been designated by Thurgood Marshall Academy 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 employees or third parties.

Under this policy, Thurgood Marshall Academy is an Equal Opportunity Employer, and is committed to providing equal employment opportunity in recruitment, hiring, training and development, promotion, termination, compensation, benefits, and all other terms, conditions, and privileges of employment as required by applicable law.

Thurgood Marshall Academy also requires its employees to abide by applicable federal and state nondiscrimination laws in their dealings with all members of the Thurgood Marshall Academy community—including visitors, vendors, and suppliers.

NON-DISCRIMINATION POLICY

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), and applicable District of Columbia laws and regulations 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 Thurgood Marshall Academy are hereby notified that Thurgood Marshall Academy does not discriminate on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, familial status, source of income, or disability in admission or access to, or treatment or employment in, its programs and activities.



FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The full text of the FERPA statute can be found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. For additional information, please see the FERPA Notice of Rights and opt-out forms at Appendix F of the Student and Family Handbook.

Text and Information from Appendix F:

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The 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 the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an



administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a 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.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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 Avenue, SW
Washington, DC 20202-5901

LETTER in Handbook at Appendix F (provided during enrollment):

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 Thurgood Marshall Academy Public Charter High School (TMA), with certain exceptions, to get your permission before disclosing personally identifiable information from education records. However, TMA 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 is to allow TMA to include this type of information in certain school publications such as pamphlets for drama productions, graduation programs, honor rolls or sports team activity sheets for football, basketball, etc. Directory information can also be disclosed to outside organizations such as federal and state agencies offering jobs and educational benefits, media sources, and companies that make class rings and publish yearbooks.

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 TMA. You have the right to opt out of the sharing of this information and may instruct TMA 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.



	Student Name	Weight and Height of Members of Athletic Teams
	Student Address	Diplomas and Awards Received
	Student Telephone Listing	Student's Date and Place of Birth
	Name of School Attending	Names of Schools Previously Attended
	Participation in Officially Recognized Activities and Sports	Dates of Attendance

By signing below, I am giving written notification to TMA 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 TMA if disclosure is otherwise permissible under FERPA.

Student's Name:

Signature of Parent, Guardian

Print Name

Date

If at least 18 years old, Student Signature
Date

This information will be designated as directory information for the 2019-2020 school year if this form is not completed at the time of enrollment.

**Right to Opt Out of Release of Information to Military Recruiters
(Students in Grades 7-12 & ungraded Students Only)**

Federal laws require that local education agencies (LEAs) such as TMA provide military recruiters, upon request, with the name, address, and telephone number of secondary students unless the student or parent/legal guardian has advised the LEA in writing that he/she does not want the student's information disclosed without prior written consent. Such advisement must take place within 30 days of the notification of these rights by the school, and may be done by completing the form below:

_____ As a student who has reached the age of 18, I request that Thurgood Marshall	_____ As a parent/legal guardian, I request that Thurgood Marshall Academy not release
---	--



<p>Academy not release my directory information to the Armed Services, military recruiters, service academies or military schools.</p>	<p>the directory information for the student indicated above to the Armed Services, military recruiters, service academies, or military schools.</p>
<p>_____</p> <p>Student Signature</p> <p>_____</p> <p>Date</p>	<p>_____</p> <p>Parent Signature</p> <p>_____</p> <p>Date</p>

OPEN MEETINGS POLICY

Thurgood Marshall Academy's Board of Trustees primarily serves as a governing board, with responsibilities focusing on executive and financial oversight. Our Board is comprised of parents and professionals in the legal and corporate communities who are committed to working together to fulfill the mission of the school. The Board thinks and acts strategically, and maintains appropriate and constructive relations with parents, students, staff, the community, and with each other in the interest of serving the needs of the students. Meetings are open to the public and held quarterly each year, with an annual meeting in May. Meeting dates and locations are posted on the school website. For more information about how to attend a meeting, please contact Giselle Pole at gpole@tmapchs.org.