



# Family and Scholar Policies

## DISCIPLINE/SCHOOL CULTURE

### Promoting A Positive School Climate

Our aim at Stokes School is to promote mutual respect, academic excellence, an appreciation of diversity, and exemplary behavior for all our scholars. Our school rules exist to create and preserve an environment in which scholars are free to learn and develop. Everyone within our school community agrees to adhere to the following three rules and core values.

#### The Three School Rules

I will take care of myself.  
I will take care of others.  
I will take care of my community.

#### Core Values

Excellence  
Respect  
Diversity

#### Rituals that Promote and Expand Positive Community

Each morning we gather as a school community for morning line-up. We sing together, recognize birthdays, and celebrate individual and school-wide achievements. In addition, examples of how scholars and staff have practiced the three school rules are shared.

Periodic school activities bring us together to mark specific yearly events (e.g., Dr. Seuss' birthday, Month of La Francophonie, Hispanic and Latino Heritage Month, Black History Month, Friendship Ball, Family Holiday Celebration, Heritage Day, Cherry Blossom Festival, etc.).

#### Opportunities and Programs for Strengthening Emotional Competencies

Stokes School provides a variety of programs and activities designed to help scholars strengthen social and emotional competencies:

- Our teachers are trained to use positive approaches to support appropriate or desirable behaviors
- Scholars are engaged in service-learning projects
- Cross-curricular and after-school activities focus on fun, learning, social and emotional skill building;

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- Our physical education program promotes collaboration
- The School Psychologist is available to meet with parents to share strategies, and techniques to help strengthen their children's emotional competencies.

**Stokes School takes a restorative approach to discipline. Restorative conversations address the following questions:**

- What happened?
- Who has been affected?
- How can we repair the harm done?
- What have we learned that will help us make better choices next time?

The goal is to identify where the undesired behavior is coming from and what the student is trying to express through that behavior. Classroom teachers address behavior within the classroom setting first. If the behavior escalates to a Tier 2 or 3 infraction, the teacher will fill out a behavior referral and escort the student to the Dean of Students. From there, the Dean of Students will help the student work through the issue that they are experiencing, brainstorm logical consequences for their actions, and help the student find ways to repair the harm done as a result of the behavior before returning to class. Parents may be contacted once a student has been brought to the office.

Below is a list of Tier 1, 2, and 3 infractions and interventions.

### **Tier I Infractions:**

Inappropriate/disrespectful language (non-direct)  
Disruptive behavior  
Property misuse/damage  
Defiance/non-compliance  
Leaving the classroom without permission  
Refusal to participate/refusal to work  
Possession of prohibited electronic devices

**Student should only be sent to the Dean of Students after their third Tier I infraction.**

**1<sup>st</sup> infraction:** Classroom staff administers intervention.

**2<sup>nd</sup> infraction:** Complete the Stokes Student Discipline Form (SSDF); staff administers intervention(s).

**3<sup>rd</sup> infraction:** Complete the SSDF and take the student to the Dean of Students.

### **Tier I Interventions:**

Planned ignoring  
Reteach & practice expected behavior  
Non-verbal cue  
Written Reflection  
Proximity  
Change seat  
Humor  
Verbal reminder  
5 min-time-out  
Buddy classroom  
Student conference  
Loss of privilege  
Over-correction

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Restorative conversation

### **Tier II Infractions:**

Repeated Tier I Behaviors  
Mild physical aggression  
Inappropriate/disrespectful language (directed)  
Lying/cheating  
Minor property damage/destruction (less than \$100)  
Physical contact/horseplay  
Writing/markings on desk  
Inappropriate use of technology  
Verbal Aggression  
Harassment/bullying/threatening

### **Tier II Interventions**

When a Tier I Intervention is not possible and/or not effective, select an option from below:

Planned discussion  
Written Assignment  
Parent Contact  
Student & Parent Conference  
Behavior contract  
½ day In-School suspension  
Restorative Conference

### **Tier III Infractions:**

Severe harassment/bullying/threatening  
Fighting/physical aggression  
Leaving school grounds without permission  
Severe disruption  
Severe, repetitive defiance/non-compliance  
Sexually suggestive/explicit behavior  
Theft  
Major property damage/destruction (more than \$100)  
Arson  
Possession/use of a weapon  
Bomb threat  
Possession/use/distribution of alcohol, tobacco, and/or other drugs

### **Tier III Interventions**

When a Tier I or Tier II Intervention is not possible and or not effective, select an option from below:

Restorative Conference  
Behavior contract  
In-school suspension  
Contact law enforcement  
Community referral

### **Suspension**

Stokes School complies with the Student Fair Access to School Act of 2018. In very rare instances, an in-school or out of school suspension may be necessary if a student willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person. If suspension is warranted, parents will be contacted and the student will be provided with classwork to be completed during the duration of the suspension. The number of days for suspension

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is based upon the severity of the infraction, the age of the student, and previous infractions. The parent or guardian will receive written notice and the suspension will become effective immediately, unless otherwise stated by the administrator on duty. Students are required to complete their academic assignments during their suspension.

Upon returning to class, a re-entry restorative conference will be held. Parents, teachers, the student, and the Dean of Students will be invited to participate in this process.

Stokes School complies with federal guidelines when disciplining scholars with special needs. In the event that 10 days of suspension has been reached, a "Manifestation Determination Meeting" will be conducted no later than 10 days after disciplinary action.

### Expulsion

When a scholar is expelled, she/he is not allowed to be present in the school environment. If a scholar repeatedly engages in undesirable behaviors that necessitate suspension, she/he may be expelled from Stokes School. Additionally, a scholar who brings in or is in possession of weapons, illegal drugs or alcohol while at school, will be expelled. A serious breach of discipline may result in immediate suspension or expulsion without warning.

### Appeal Process

Parents/guardians can appeal any discipline decision. However, the appeal must be made first to the Campus Director, Brookland: Bobby Caballero ([bobbyc@ewstokes.org](mailto:bobbyc@ewstokes.org)) or East End: Karim Ewing-Boyd ([karime@ewstokes.org](mailto:karime@ewstokes.org)) in writing. If not satisfied, parents can appeal to the school's Board of Trustees, in the form of a letter or by emailing [boardchair@ewstokes.org](mailto:boardchair@ewstokes.org). The Board of Trustees may invite the parent/guardians and scholar to appeal in person at a regularly scheduled, or special meeting of the Board. The decision of the Stokes School Board of Trustees is final.

### Attendance and Truancy

Parents/guardians are required to notify the school on all days when scholars will be absent. Notification can be made by email, written note, or by calling the school at 202-265-7237 by 8:00am. Emails should be sent to [attendance@ewstokes.org](mailto:attendance@ewstokes.org). Some absences will be excused if you communicate with the school. These include:

- Illness of the scholar (A doctor's notice is required if a scholar is absent for three consecutive
- days.)
- An emergency that requires the presence of the scholar at home
- Death in the immediate family
- Observance of religious holidays
- Other absences approved by the Director of Student Services or Director of Teaching and
- Learning.
- Requests must be received for approval 2-weeks prior to the requested date.

If you do not notify the school about your scholar's absence within 5 days upon your scholar's return to school, or if the absence is for a reason not listed above, the absence will be considered "unexcused". Each time a scholar has one (1) unexcused absence, the school will attempt to contact the parent or guardian by 4:00pm of the same day. The law requires that the school contact The DC Child and Family Services Agency after the accrual of ten (10) unexcused absences. After twenty (20) consecutive days of unexcused absences, the scholar will be removed from the school roster and parents/guardians will be required to complete the re-enrollment process. Not only can unexcused absences result in failing grades but there is also growing evidence of the long-lasting effects of childhood truancy on future success.

### Arrival and Tardiness

For 1st –5th grade scholars, school begins with morning line-up at 8:05 AM (Kindergarten begins at 8:05 in the classroom). A scholar who arrives in their class after 8:15 AM is considered tardy. Scholars must sign in at receptionist's desk and pick up a tardy pass to take to class. Habitual tardiness disrupts class learning, puts your scholar at an educational disadvantage, can be considered educational neglect, and may be referred to DC Child and Family Services.

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Scholars who miss more than 20% of the school day due to unexcused tardiness (approximately an hour and a half) will be marked absent for the day.

### Dismissal and Early Dismissal

Please note the dismissal times of each grade and please be on time to pick up your scholar. Pre-K and kindergarten scholars get picked up from their classrooms. First through fifth grade scholars are dismissed from the multi-purpose room. Scholars who are not picked up within 15 minutes of their dismissal time will be automatically enrolled in the Aftercare Program and parents will be charged the daily Aftercare rate.

Whenever it is necessary for a scholar to leave during school hours, parents/guardians MUST notify his/her teacher in writing. When picking up a scholar before his/her regular dismissal time, the parent/guardian must report to the receptionist's desk to sign the scholar out and the receptionist will notify the classroom teacher. Appointments away from school should only be scheduled during the school day when absolutely necessary.

***Scholars will only be released from school to an adult who is authorized by the parent/guardian.***

### Resolving Problems at School

If either you or your scholar encounter a specific problem or concern at school, the following steps should be taken:

1. Contact your scholar's teacher
2. If not resolved, contact

Brookland: Constanza Rosas, Director of Teaching and Learning [constanzar@ewstokes.org](mailto:constanzar@ewstokes.org), or Abby Sondak, Dean of Students, [abbys@ewstokes.org](mailto:abbys@ewstokes.org).

East End: David Bravo-Gonzales, Director of Teaching and Learning [davidb@ewstokes.org](mailto:davidb@ewstokes.org), or Kenneth Duff, Dean of Students, [kennethd@ewstokes.org](mailto:kennethd@ewstokes.org).

3. If not resolved, you may write a letter to

Brookland: Bobby Caballero, Campus Director or email him at [bobbyc@ewstokes.org](mailto:bobbyc@ewstokes.org).

East End: Karim Ewing-Boyd, Campus Director or email him at [karime@ewstokes.org](mailto:karime@ewstokes.org).

4. If not resolved, you may write a letter to Erika Bryant, Executive Director or email her at [erikab@ewstokes.org](mailto:erikab@ewstokes.org).
5. If not resolved, you may write a letter to Erica McGrady, Chair of the Board of Trustees, or email [boardchair@ewstokes.org](mailto:boardchair@ewstokes.org).

## NOTICE OF NONDISCRIMINATION

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"), applicants for admission and employment, scholars, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Elsie Whitlow Stokes Community Freedom Public Charter School are hereby notified that the Elsie Whitlow Stokes Community Freedom Public Charter School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Scholars, parents and/or guardians having inquiries concerning the Elsie Whitlow Stokes Community Freedom Public Charter School's compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to **scholars** or who wish to file a complaint regarding such compliance should contact: Brookland: Bobby Caballero, Campus Director, [bobbyc@ewstokes.org](mailto:bobbyc@ewstokes.org), (202) 265-7237 x136, East End: Karim Ewing-Boyd, Campus Director, [karime@ewstokes.org](mailto:karime@ewstokes.org), (202) 975-2100, who have been designated by the Elsie Whitlow Stokes Community Freedom 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 scholars.

For inquiries or to file a complaint regarding the Elsie Whitlow Stokes Community Freedom Public Charter School's compliance with ADA, Section 504, Title VI, Title IX, and/or the Age Act as they relate to **employees or third parties**, contact: Erika Bryant, Executive Director, [erikab@ewstokes.org](mailto:erikab@ewstokes.org), (202)265-7237 x103, who has been designated by the

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Elsie Whitlow Stokes Community Freedom 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 employees or third parties.

### Notice of Procedural Safeguards and Grievance Procedures for Parents and Scholars

Parents, guardians, and scholars 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: Brookland: Bobby Caballero, Campus Director, [bobbyc@ewstokes.org](mailto:bobbyc@ewstokes.org), (202) 265-7237 x136, 3700 Oakview Terrace, NE, Washington, DC 20017. East End: Karim Ewing-Boyd, Campus Director, [karime@ewstokes.org](mailto:karime@ewstokes.org), (202) 975-2100, 5600 East Capitol St NE, Washington, DC 20019.

Anyone who believes that Elsie Whitlow Stokes Community Freedom Public Charter School has violated 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") may submit a complaint pursuant to Elsie Whitlow Stokes Public Charter School's Grievance Procedures. A copy of the grievance procedures can be obtained by request through Brookland: Bobby Caballero, Campus Director [bobbyc@ewstokes.org](mailto:bobbyc@ewstokes.org), 202-265-7237 x 136, East End: Karim Ewing-Boyd, Campus Director, [karime@ewstokes.org](mailto:karime@ewstokes.org), (202) 975-2100, or Erika Bryant, Executive Director, [erikab@ewstokes.org](mailto:erikab@ewstokes.org), (202)265-7237 x103.

### Section 504 Grievance Procedure

If any person believes that the Elsie Whitlow Stokes Community Freedom Public Charter School 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 by discriminating on the basis of race, color, national origin, sex, age, or disability, he/she may submit a complaint to the designated individuals below.

Complaints involving scholars who attend the Elsie Whitlow Stokes Community Freedom Public Charter School may be submitted to:

East End:

Karim Ewing-Boyd, East End Campus Director, (202) 975-2100,  
[karime@ewstokes.org](mailto:karime@ewstokes.org)  
5600 East Capitol St NE, Washington, DC 20019.

Bobby Caballero, Brookland Campus Director, 202-265-7237 x136,  
[bobbyc@ewstokes.org](mailto:bobbyc@ewstokes.org),  
3700 Oakview Terrace, NE, Washington, DC 20017.

Complaints involving employees or third parties of the Elsie Whitlow Stokes Community Freedom Public Charter School may be submitted to:

Erika Bryant, Executive Director, 202-265-7237 x 103,  
[erikab@ewstokes.org](mailto:erikab@ewstokes.org),  
3700 Oakview Terrace, NE, Washington, DC 20017.

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, scholars, 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.

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Elsie Whitlow Stokes Community Freedom Public Charter School 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.

Elsie Whitlow Stokes Community Freedom Public Charter School 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. If the complaint is being made against the designated individual above, the complaint can be submitted directly to the Executive Director or Chair of the Board of Trustees who will designate an appropriate individual to investigate the complaint. Complainants may use the complaint form attached to the grievance procedure. 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 information 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. If the complaint is being made against the Executive Director, the appeal can be submitted to the Chair of the Board of Trustees who will designate an appropriate individual to address the appeal. The Executive Director, or designee, 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, or designee, 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 from Step 2 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. A statement of appeal to the Board may be submitted to the Executive Director who will provide the statement to the Board. 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.

The complainant may file a complaint with the Office for Civil Rights at any time. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington DC. 20202 and can be reached at (202) 453-6020 (ph.), (202) 453-6021.

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COMPLAINT FORM (Sample)

Date: \_\_\_\_\_

Name of Person on Whose Behalf Complaint is Being Brought:

\_\_\_\_\_  
Name of Person Bringing Complaint: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

SUMMARY OF COMPLAINT:

II.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If others are affected by the possible violation, please give their names and/ or positions: \_\_\_\_\_

Your suggestions on resolving the complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Receiving Complaint

\_\_\_\_\_  
Date

**FERPA**

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



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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest; A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

For additional information, you may call 1-800-USA-LEARN

Stokes School PTA publishes a directory with contact information annually, however families are asked to opt-in before any information is published.

### **BOARD OF TRUSTEES OPEN MEETINGS POLICY**

Stokes School Board of Trustees convenes at least seven meetings annually, including one open meeting every school year. The open board meeting is typically held on the second Saturday in June, and scheduled for June 13, 2020 for School Year 19-20. Reminders of this open meeting are published in the weekly newsletter and on the school website.