DISCIPLINE POLICY

DISCIPLINARY POLICIES

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

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

Drugs and Alcohol
Students cannot be under the influence of drugs, alcohol or any controlled substance while at school or at any school event. Students’ use, possession, distribution and sale of drugs/paraphernalia or alcohol is strictly prohibited on school property or at any school sanctioned activities occurring off-site. Distribution or sale of drugs/paraphernalia or alcohol or the intent to do so may warrant an immediate expulsion and possible reporting to authorities.

Weapons
All weapons including, but not limited to, guns, knives, explosives, are strictly prohibited at the School. Violations will lead to DC Metropolitan Police Department involvement and may be grounds for immediate expulsion. Items that appear to be weapons are banned as well.

Discipline Review Process
When a teacher or staff member finds that a student has committed an infraction that may merit expulsion or suspension, he or she will inform a school official of the infraction. The school official will meet with the student to inform the student of the infraction in question and learn what happened from the student’s perspective. If the school official finds that the student is in violation and further concludes that the infraction merits expulsion or suspension, the school official will ensure the discipline review process is followed.
Discipline Review Process Policy for Expulsions and Suspensions

Should a student’s behavior be deemed to be a serious violation or infraction, the incident will be reported to a designated school official. The school official will meet with the student, hear the student’s perspective on the incident, and then as warranted engage in a variety of appropriate interventions that are commensurate with the nature of the infraction. These interventions can range in a variety of measures including but not limited to a verbal or written warning, mandatory consultations with a counselor and/or follow up conferences with a school official. Violations relating to the sale or distribution of drugs, weapons violations or other serious violations that threaten the health and safety of the school community may result in a suspension or an expulsion.

The Discipline Review Process Policy may include the following:

1. Oral or written notice of the charges based on the School’s investigation;
2. If the charges are denied, a student must be given an opportunity to explain his/her version of the events to the suspending school official;
3. A suspension may range from 1 to 10 days in length;
4. Expulsion can be for the rest of the semester of the rest of the school year and, in extreme cases, expulsion can be indefinite;
5. The School will conduct an investigation prior to rendering a decision; any decision rendered will be based upon the School’s investigation;
6. With respect to any suspension invoked, the student will be informed of its beginning and ending dates;
7. If an appeal request is made, the student may appear and discuss the suspension or expulsion with the School’s Chief Academic Officer (CAO); and
8. If the student wishes to appeal the decision of the CAO, the student may submit his/her appeal in writing to the Chief Executive Officer (CEO) of the School. The student is not entitled to appear and discuss the suspension at this second level of appeal. Instead, the appeal will be based on the written submission of the student and other relevant information.

CODE OF CONDUCT

In an attempt to provide the best possible instruction everyone must establish a peaceful and harmonious environment for all students, faculty and staff. Carlos Rosario School decisions regarding student behavior and discipline will respect individuals, balance the interests of the school community, and minimize disruption of academic instruction.

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

EXPULSION = Not permitted to attend classes for up to 1 year, or longer in the extreme cases.
MAJOR SUSPENSION = Suspension of 6 to 10 days.
MINOR SUSPENSION = Suspension of 1 to 5 days.
Major Infractions
1. Use or sale of drugs or alcohol
2. Bringing a firearm or explosive materials to school
3. Providing false information for enrollment eligibility (i.e., DC Residency)
4. Making Threats
5. Fighting or assault
6. Falsely activating alarm system
7. Sexual harassment
8. Failure to adhere to health & safety rules (i.e., Fire Drills etc.)
9. Possession of a weapon (Including but not limited to: knives, brass knuckles, nunchuks, taser, stun gun, pepper spray, mace or use of everyday items as a weapon.)

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

Disciplinary Action
Expulsion
Expulsion
Expulsion
Expulsion or Major suspension
Expulsion or Major suspension
Major suspension
Major suspension
Major suspension
Major suspension
Major suspension
Major suspension
Minor suspension
Minor suspension
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Minor suspension
Minor suspension

Disciplinary action will be executed by the Chief Executive Officer (CEO), Principal or Assistant Principals with appropriate documentation.
ATTENDANCE POLICY

It is important and necessary to attend class every day and to be on time. If a student is going to be absent for any reason, the teacher should be notified in advance. If a student cannot go to class because he/she is sick or has to work, the student must notify the teacher directly, or if not possible, call the main office at (202) 797-4700 for the Harvard St. campus or (202) 734-4900 for the Sonia Gutierrez campus, giving the reason and dates of the absence(s). Your teacher may drop you from class if you have lower than 75% attendance in a month.

GRIEVANCE PROCEDURES

COMPLAINT RESOLUTION PROCESS
Carlos Rosario encourages all students to bring complaints, concerns or grievances to the attention of appropriate Carlos Rosario officials. A grievance exists when a student claims that a violation, misapplication, or misinterpretation of a Carlos Rosario policy, procedure, or practice has occurred. A student may also have a complaint or grievance when they believe that unlawful harassment or discrimination has occurred, whether by a fellow student, a staff member, or other individual at the School, in violation of the School’s Nondiscrimination Policy. During the Complaint Resolution Process, the School will maintain confidentiality to the greatest extent possible, and the School requests that participants in the complaint resolution process do so as well.

A student who wishes to file a complaint or grievance other than those related to discrimination or harassment, which should be immediately reported to the Chief Executive Officer (CEO), should first attempt to informally resolve the issue at its source with the person whom he or she believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that he or she is capable of resolving the matter in this way, he or she is encouraged to meet and discuss the incident with the appropriate supervisor/administrator/official, or with the director of supportive services, who is available to provide guidance through the informal process.

If the student is not satisfied with the result of the informal process, the student may pursue the matter submitting in writing to the Chief Executive Officer (CEO) a detailed account of the complaint or grievance committed and a reason for which the grievance could not be resolved informally. The Chief Executive Officer (CEO) will make the final decision regarding the grievance.

Below you will find a listing of all current Board Member names and titles. If you wish to contact the Board of Trustees because the issue cannot be resolved with School leadership alone please call: 202-797-4700 ext. 155.
Members:
- Patricia Sosa - Chair
- Brahim Rawi - Vice Chair
- Margaret Yao - Secretary
- James Moore - Treasurer
- Yeshimebeth T. Belay - Member
- Vilma Rosario - Member
- Bo Pham - Member
- Hector Torres - Member
- Francisco Ferrufino - Member
- Allison R. Kokkoros - Ex Officio Member

NON-DISCRIMINATION POLICY

Carlos Rosario International Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities, and provides equal access to the Boy Scouts and other designated youth groups as applicable. Carlos Rosario School also prohibits discrimination in its programs and activities with regard to religion, ethnicity, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, familial status, source of income, or other status protected by applicable law.

OPEN MEETING POLICY

The Carlos Rosario International Public Charter School Board of Trustees currently has no open board meetings scheduled for SY19-20. The Board’s practice is to confirm its board meeting dates for the school year at the Board’s first meeting of the fiscal year (scheduled for September 22, 2019). The Board will also decide at that time on open meetings for the year, including dates and other details. The School will then update board meeting information, including meeting dates, locations, and open meetings information.

The School publicizes its Board meetings, including any open meetings that are designated, on its website www.carlosrosario.org on the Public Information page. Anyone wishing to attend an open meeting of the School’s Board please contact kdunne@carlosrosario.org.