



LAMB Student/Family Policies (as submitted to PCSB 10/27/20)

Discipline Policy

Most misbehavior is handled with discussion or the use of age-appropriate consequences. However, severe misbehavior must be addressed for the social, emotional and academic well being of our community. Such behavior includes physically dangerous behavior, illegal behavior, alcohol, drugs, or weapons. Incidents or infractions that may lead to a suspension (in-school or out of school) or expulsion may include behaviors such as punching, hitting, kicking, spitting, profanity, damaging materials/equipment, physical aggression, carrying a weapon, possession or use of drugs, repeated bullying, inappropriate touching, verbal aggression, etc. LAMB will not suspend or expel any students unless the infraction shows that the student willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress.

In accordance with DC and federal law, LAMB will only suspend students in response to the most serious offenses, including serious safety incidents. LAMB strives to be a low or no suspension school.

LAMB will follow the following process for determining if a suspension is necessary:

- The Principal or his/her designee will conduct an investigation into the circumstances of the student's behavior, which will include an interview with the student.
- After the investigation, the Principal or his/her designee will determine the number of days for suspension based on the severity of the infraction, the age of the student, previous infractions, and any other information which the administrator deems relevant.
- Parents/guardians and the student will be informed of the length of the suspension and the reason for the suspension in writing. Suspensions are effective immediately unless otherwise stated.

The Principal or designee could decide on a short (6 days or less) or long (more than 6 days) suspension or expulsion.

Prior to finalizing the decision to implement a long term suspension or expulsion, the student's parents/guardians will be invited to a hearing regarding the proposed discipline. The hearing is closed to the public. It may include the presentation of evidence, testimony, or questioning of the student. The student, their parent(s), and one additional adult (if desired) may attend the hearing with the student and will be given an opportunity to respond. The individual(s) who conducted the investigation will also attend the hearing.

The Executive Director or, at the Executive Director's designation, another impartial member of the school leadership team who was not involved in the investigation, will hear all of the information presented in the hearing and make a final decision about the proposed disciplinary action. Within 2 school days after the hearing, the decision maker will notify the parent in writing of the final determination, the reason for that determination, the student's right to return to school at the end of the suspension, and any conditions for that return.



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Appeal of Suspension and Expulsion

Parents who are not satisfied with the outcome of the hearing may appeal to LAMB's Board of Directors. This appeal must be made in writing within 10 school days of being notified of the final determination. Only suspensions of more than 10 days and expulsions may be appealed.

If an appeal is filed, the Chair of the Board of Directors or their designee will:

- Consider the reasons the student/parents feels that the suspension is incorrect or inappropriate.
- Review any materials from the investigation and/or the hearing,
- Interview any individuals again if necessary, and
- Respond in writing to the appeal, summarizing the outcome of the appeal and any changes to the discipline.

Multiple Infractions

LAMB will consider expulsion after three suspensions of any length from school within the same school year, whether for the same or different infractions.

Students with Disabilities

Students with disabilities are entitled to certain additional procedural protections during the discipline process. These protections include a meeting to determine if behaviors resulting in expulsion or suspension for more than ten (10) days are a manifestation of a student's disability.

Parents can request more information about this process and a copy of the procedural safeguards by contacting the Special Education Director.

Enrollment Preference Policy

LAMB grants the following enrollment preferences in this order:

1. LAMB Founders
2. Children of LAMB staff
3. Siblings of students enrolled at LAMB
4. Siblings of students matched to LAMB through lottery

For the sibling attending preference, applicants must apply through MySchoolDC and enter the name of the sibling(s) currently attending LAMB. Before the lottery, LAMB will verify eligibility for that preference. There is no place on the application to indicate eligibility for staff preference. LAMB will inform MySchoolDC directly of any applicants who are eligible for this preference.

Attendance Policy

Students are expected to attend school every day that we are in session. LAMB is required to record and report absences, late arrivals, and early dismissals. At LAMB, school attendance is required for all students. Students are also expected to be on time. Every three unexcused tardies will be considered an absence.



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LAMB is legally required to refer students to Child and Family Services Agency (CFSA), no later than 2 business days after the accrual of 10 unexcused full day absences within a school year. After twenty (20) consecutive days of unexcused absences, the student will be dropped from the school roster.

Attendance school-based support team

As described below, LAMB may refer a child (ages 5-13) to the Child and Family Services Agency (“CFSA”) after the accrual of ten (10) unexcused full-day absences within one (1) school year. The school-based student support team will meet within five school days of the referral and regularly thereafter to:

- Determine the underlying causes for a student’s absenteeism or truancy.
- Communicate and collaborate with the student and parents/guardians.
- Create and implement action plans in consultation with the student and parents/guardians.
- Make recommendations for academic, diagnostic, or social work services.
- Use school and community resources to reduce the student’s truancy including referrals to appropriate community-based organizations when available.

Reporting absences

Please note that absences may be verified or unverified, as explained above. LAMB may or may not excuse verified absences. The school will determine, in its sole discretion, whether an absence is excused.

In accordance with OSSE’s truancy guidelines and school reporting requirements, LAMB requires a written statement (email or paper) from the parent or guardian verifying the reason for a student’s absence. This written statement should be provided in advance, if possible, or upon the student’s return to school. This written statement does not guarantee that an absence will be excused; rather, it ensures that the absence will not be unverified. Unverified absences are counted as unexcused absences.

Parents/guardians are required to notify the school on all days when students will be absent. The preferred method of notification is an email sent to 14th Street (frontdesk@lambpcs.org), or South Dakota (frontdesksd@lambpcs.org). If email is unavailable, parents should call the school to report the absence.

Additional information will be required for an absence to be excused (see below). Absences will be deemed unexcused unless the student's parent/guardian provides the school with a valid excuse within 5 school days upon the student's return to school.

Excused absences

All absences will be reported as unexcused absences unless the school receives proper documentation within 5 school days for valid excused absences. Proper documentation includes parent notes, court documents, or doctor’s note. Below are some examples of valid excused absences:

- Death in the student’s family.



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- Observance of a religious holiday.
- Suspension or exclusion from school by school authorities.
- Illness or other medical condition experienced by the student.
- Necessity for student to attend judicial or administrative proceeding.
- An emergency or other circumstances approved by school authorities.
- Absence due to quarantine, contagious disease, infection, infestations, or other condition requiring separation from other students for medical or health reasons.
- Failure of DC to provide transportation in cases where there is a legal responsibility for the transportation of the student.
- Medical or dental appointments for the students – note only the portion of the day spent at the appointment plus travel is excused.

Unexcused absences

If you do not communicate with the school about your child’s absence within 5 school days of the child’s return to school, the absence will automatically be unexcused.

Even if documented, the following are examples of unexcused absences:

- Weather
- Vacation
- Car trouble
- Oversleeping
- Heavy traffic (unless is a city-wide emergency)

If your child has five or more unexcused absences, a parent conference will be held to discuss concerns and possible consequences.

# of Unexcused Absences	School Response
1-3	ATTENDANCE ALERT - Phone call home to parent/guardian to remind family of what defines an excused absence and to send in documentation within 5 school days.
4-6	ACADEMIC IMPACT ALERT - Phone call home from classroom teacher reminding family of negative impact of excessive absences. Discussion of plan for improvement.
7-9	“CONTINUING TRUANT” STATUS - Meeting with parent/guardian and Dean of Students and/or School Counselor to develop an attendance intervention plan.
10	DCFS REPORT - Report to D.C. Child and Family Services for educational neglect per School Attendance Clarification Emergency Amendment Act of 2016.



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No child may be expelled or receive an out-of-school suspension due to an unexcused absence or tardiness.

Grievance Policy

The grievance procedures outlined below establish, generally, how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Any person who believes they have been discriminated against or who otherwise wishes to bring a complaint related to LAMB's administration of its programs may file a complaint by following the steps outlined below. LAMB reserves the right to take whatever actions it deems appropriate to best educate students, keep them safe, and resolve conflict. That means that the school reserves the right to alter, amend, or interpret these provisions within its sole discretion, unless such action or interpretation would violate due process or applicable law.

LAMB strives to treat all members of its community fairly and with respect. However, the school realizes that disagreements may arise. LAMB is committed to resolving disagreements and misunderstandings while preserving good relationships among all members of its community.

Informal complaint

Ideally, anyone with a concern should first attempt to resolve it informally with school staff. You may bring an informal complaint to the attention of a classroom teacher or advisor, Assistant Principal, or BASE Director or BASE Coordinator. These individuals will seek to resolve the complaint by working with those involved to reach a cooperative agreement. Please remember that all concerns and complaints are very important to LAMB. Every member of the faculty and administration is also working diligently to run a school that focuses on education and safety, as well as making sure the students are engaged and having fun. To that end, LAMB asks that anyone seeking informal resolution please allow time for said resolution. The school's employees are encouraged to act as quickly as possible, and resolution may take time.

Formal grievance

A formal grievance may be brought if you are unable to resolve your concerns informally, or if you would rather bring your concerns in a more formal, documented manner, directly to the administration. In order to bring a formal grievance, adults (including parents and staff members) must complete the Formal Grievance Form. The Formal Grievance Form is available at the front desk in each school location. Formal Grievance Forms, along with any supporting documents, must be delivered in writing either in person or by postal mail to the address below, and cannot be sent by email.

Maria-Jose Carrasco
Chief of Staff
Latin American Montessori Bilingual PCS
5000 14th Street, NW
Washington, DC 20011

Students may complete the Student Complaint Form, or may talk to any staff member and specify that they would like to make a formal complaint. The Student Complaint Form is available at the front



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desk in each school location. Students may give their forms to any staff member or can place them in the drop box located in their building.

Resolution of formal grievance

After receiving a formal grievance, the Chief of Staff will determine which member of the administration is best suited to resolve the grievance. That individual will:

1. Meet with the grievant.
LAMB will determine whether it needs any additional information before attempting to resolve the formal grievance. If it does, it will request a meeting or telephone call with the grievant.
2. Determine whether mediation is appropriate.
LAMB will evaluate the complaint and, if appropriate, recommend mediation. The nature of mediation is flexible, but in general, one or more School officials will meet with the grievant and any other involved parties to discuss the incident(s) that led to the grievance and potential resolutions. The goal of mediation is for the parties involved to agree on a solution or resolution together.
3. Conduct an investigation.
LAMB will designate an individual to conduct an impartial investigation into the grievance if mediation fails or is not appropriate. An investigation may involve interviews, taking statements and/or collecting documents.
4. Provide a written response to the grievance.
LAMB will provide a written summary of the investigation findings, including a determination of whether the grievance was substantiated, and if so, a proposed resolution. Note that, depending on the nature of the grievance, LAMB may be limited in what information it can release to the grievant. LAMB will strive to provide this response within 20 school days after receipt of the Formal Grievance Form.

Appeal of a formal grievance

If you remain dissatisfied with the resolution of the formal grievance, you may submit a written statement of appeal to the Executive Director within 10 school days of receiving the grievance response. The statement of appeal must be delivered in writing either in person or by postal mail to the address below, and cannot be sent by email.

Charis Sharp
Executive Director
Latin American Montessori Bilingual PCS
5000 14th Street, NW
Washington, DC 20011

If your grievance is with the Executive Director or if the Executive Director responded to the formal grievance, you may submit your statement of appeal to the Chair of the Board of Directors the



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address below. The statement of appeal must be delivered in writing either in person or by postal mail, and cannot be sent by email.

Roxana Barillas
Board Chair
Latin American Montessori Bilingual PCS
5000 14th Street, NW
Washington, DC 20011

An appropriate member of the leadership team will contact the grievant after receiving the statement of appeal to schedule a meeting. Usually this meeting will occur within 10 school days of filing the statement of appeal.

The appropriate member of the leadership team shall provide a final written response explaining the outcome of the appeal and any corrective or remedial action to be taken. This final written response will typically be provided within 20 school days after receiving a written request for appeal.

Prohibition against retaliation

LAMB prohibits retaliation against any individual who has made a complaint pursuant to this grievance policy in good faith, assisted in an investigation, or otherwise exercised rights protected by law. LAMB also prohibits taking any adverse action against an individual based on an unsubstantiated allegation or rumor. Any individual found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

Parents and guardians, students, staff members, and other members of the LAMB community are expected to cooperate in good faith in the investigation and resolution of any grievance raised by them or against them.

Nondiscrimination Policy

LAMB is committed to equal opportunity for all individuals in education. In compliance with federal and local laws, LAMB does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, familial status, or source of income in the administration of any of its educational programs and activities.

Any inquiry concerning LAMB's non-discrimination policies should be directed to:

Charis Sharp
Executive Director
202-726-6200
charis@lambpcs.org

Any person who believes that LAMB has discriminated on the basis of one of the categories above may submit a grievance pursuant to LAMB's Grievance Procedures.



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FERPA Notice (Education Records Policy)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians should submit to the School Registrar(admissions@lambpcs.org) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian 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/guardian believes are inaccurate. Parents/guardians may ask the school to amend a record that they believe is inaccurate. They should write to the School Registrar at admissions@lambpcs.org, 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/guardian, the school will notify the parent/guardian of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian 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/guardian 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. FERPA also authorizes disclosure of directory information unless the parent or student over the age of 18 notifies the school in writing that they do not wish for directory information to be disclosed without prior consent. Directory information includes, but is not limited to, the following student information:
 1. Student name
 2. Address and telephone number



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3. E-mail address
4. Photograph
5. Date and place of birth
6. Grade level
7. Dates of attendance
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Degrees, honors, and awards received

Parents or eligible students may instruct LAMB to withhold any or all of the information identified above by completing the “Release of Student Directory Information Form,” available upon request in writing within one month after the first day of the school year.

5. 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

Open Meetings Policy

The LAMB Board of Directors has one meeting each year that is open to stakeholders. This meeting will be announced a month in advance in the monthly LAMB bulletin and the LAMB website. The announcement will include information on the purpose and process for the meeting and how it will be used to both provide information to and solicit feedback from the community.