



# EAGLE ACADEMY PCS

at

Congress Heights | Capitol Riverfront

## EAGLE ACADEMY PUBLIC CHARTER SCHOOL

### Admission Preference Policy:

Eagle Academy Public Charter School is a free, open enrollment, public charter school in compliance with District of Columbia. Eagle Academy PCS complies with the District of Columbia School Reform Act of 1995 (“SRA”).

Eagle Academy Public Charter School does offer “preferences” to applicants who meet certain criteria at a particular school and is authorized by law or regulation. This preference gives applicants an advantage over other applicants in the lottery and post-lottery application periods for that school. Eagle Academy currently offers the following preference in the order listed below:

2	Sibling attending	Preference for a student who has a sibling currently enrolled (SY21-22) and will be attending the same school (SY22-23).	The family lists the sibling’s name, current school and grade level on step 1 of their application (under the “sibling preference” heading). If the family selects the sibling’s current school as one of their school selections, a sibling preference request is triggered. The school verifies the applicant has an eligible attending sibling prior to MSDC running the lottery
3	Sibling offered	Preference for a student who has a sibling matched to the school in the lottery or receives a waitlist offer (SY22-23)	Sibling offered preference is applied to any applications submitted under the same family account. This preference is not verified prior to the lottery. LEAs are responsible for verifying sibling status during enrollment and notifying MSDC if the preference should be removed
4	Transfer	A multi-campus LEA or network of member schools may opt to provide an admission preference to a student, or sibling of a student, who is currently enrolled at or matched to another campus within the same LEA	This preference request is automatically initiated (when applicable) based on the current school selected in the application. If an applicant’s school selections include one or more schools from the same LEA as their current school AND the LEA offers a transfer preference between the two schools, it

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			<p>will trigger a transfer preference request. The LEA then verifies that applicant is eligible consistent with LEA/School and PCSB policies and definitions when verifying eligibility of a transfer.</p> <p>Transfer Request will be honored for any student currently enrolled and request a campus transfer within the current school year if seats are available in the requesting grade level.</p>
5	Child of staff	Some public charter schools offer this preference to students whose parent or guardian works at the school. They must be a full-time staff member and DC residency verification rules still apply	<p>This preference is initiated by the school and submitted directly to MSDC prior to running the lottery.</p> <p>Staff preference is limited to 10% of the total student population or to 20 students, whichever is less</p>

**Application Process:**

Eagle Academy PCS participates in the MySchoolDC “Common Application-Common Lottery Program. My School DC is an application lottery system. There is no advantage to applying first; however, applicants must apply by the application specified deadlines for the applying year. Applications and waitlists do not carry over from one year to the next.

Eagle Academy PCS enrollment forms must be completed in their entirety by one parent or guardian with legal custody. A parent includes a biological parent whose name is listed on the student’s birth certificate or an adoptive parent with valid legal documentation. A guardian or third-party custodian is an individual appointed by the court as stated in valid legal documentation.

In the absence of either of these documents Eagle Academy PCS accepts the Attestation of Other Primary Caregiver, when verified by the Office of the State Superintendent of Education (OSSE), on a case-by-case basis. This form can be obtained from each campus registration advisors.

**Non-Discrimination:**

Pursuant to the SRA § 38-1802.06, as amended, enrollment in public charter schools is open to all students who are residents of the District of Columbia, and if space is available, to non-resident students who pay tuition at the rate established by the Office of the State Superintendent of Education. A public charter school may not limit enrollment based on a student’s race, color, religion, national origin, language spoken, or intellectual or athletic ability. In addition, a public charter school may not limit enrollment based on a student’s sexual orientation or gender identification. A school may limit enrollment to specific grade levels.

## EAGLE ACADEMY PUBLIC CHARTER SCHOOL

### GRIEVANCE POLICY

Eagle Academy Public Charter School values open and proactive communication among and between the members of the school community, including parents, students, faculty, staff, administration, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of our students. As adults we must model for our students a willingness to address conflict directly. As such, Eagle Academy's grievance procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

Eagle Academy's Grievance Policy supports the school's mission which is "to build the foundation for a promising future for all students in a rich, robust learning environment that fosters creativity, problem-solving abilities, emphasizing cognitive, social and emotional growth by engaging children as active learners in an inclusive instructional environment."

At Eagle Academy, we respect the rights of all stakeholders: parents/legal guardians, students, and staff. Every effort is made to ensure due process is afforded to all parties. However, from time to time a complaint will arise between parent/legal guardian and staff, student and staff, or staff and staff. In each case the complaint process is the same:

1. The complainant should let his/her complaint be known in a formal manner to the allegedly offending party. This initial complaint may be verbal or in writing. Eagle Academy prefers that the complaint be resolved at this level.
2. If the two sides are unable to come up with a mutually agreed upon solution, then the complainant can take his complaint in writing to the principal (or Principal's Designee) which is the next level in the process.
3. Once the Principal (or Designee) is made aware of the complaint, the principal (or Designee) will convene both parties for a conference. The principal (or Designee) will hear both sides and verbally report a decision within five (5) Business Days.
4. The principal (or Designee) will then report his decision to both parties in writing within ten (10) Business Days if necessary.
5. Should the complainant wish to appeal the principal's decision, he/she must do so within 5 Business Days of the Principal's decision in writing to: Eagle Academy Public Charter School, Chief Executive Officer (or Designee), 400 Virginia Avenue SW, Suite 710, Washington, DC 20024.
6. If the complainant issue cannot be resolved with school-based leadership, he/she must reach out to Chairman of the Eagle Academy Public Charter School Board, within 5 Business Days of the decision in writing to: Chairman; Eagle Academy Public Charter School Board, 400 Virginia Avenue SW, Suite 710, Washington, DC 20024, or via email: [eaglepcsboard@eagleacademypcs.org](mailto:eaglepcsboard@eagleacademypcs.org)

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## OSSE Complaint Policy

All LEAs are required to disseminate, free of charge, adequate information about these complaint procedures to parents of students and to appropriate school officials and representatives (34 CFR § 299.11).

- The policy can be found on OSSE's website. You can also find it by searching for OSSE ESEA Complaint Policy, Feb. 2019.
- Complaints can also be made to the Director of Community Learning and School Support State Ombudsman for Equitable Services; Sheryl Hamilton---202-741-6404 (office) or [Sheryl.Hamilton@dc.gov](mailto:Sheryl.Hamilton@dc.gov) (email).

## **EAGLE ACADEMY PUBLIC CHARTER SCHOOL**

### **DISCIPLINE POLICY**

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Eagle Academy Public Charter School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgement and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Eagle Academy's Discipline Policy supports the school's mission which is "to build the foundation for a promising future for all students in a rich, robust learning environment that fosters creativity, problem-solving abilities, emphasizing cognitive, social and emotional growth by engaging children as active learners in an inclusive instructional environment." Corporal punishment of any kind is strictly forbidden at Eagle Academy. Corporal punishment may not be used on a student even with parent/legal guardian approval. Parents/legal guardians may not use corporal punishment in the school or on school grounds. Failure to comply with this policy may result in a parent/legal guardian's immediate removal from school premises, and DC Child & Family Services and/or the Metropolitan Police Department may be notified.

Discipline is one aspect of the school's operation that is of equal concern to teachers, parents/legal guardians and students. Without some system of order, very little learning takes places. The dictionary defines discipline as "training that teaches one to obey rules and control behavior." Before we consider some guidelines concerning discipline, we should first be aware of the fact that the parent/legal guardian is the first teacher.

Our goal at Eagle Academy is to create a caring school community where everyone is treated with dignity and respect. To discipline is to teach acceptable behavior and respect to each student, teacher, parent/legal guardian, and staff. All outward expressions of concern and support for students are applauded. Efforts to improve behavior and study habits are also encouraged. The following suggestions may be of help to parent/legal guardians:

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1. Try to find ways for your child to achieve in class. Help them to know that they always belong.
2. Do not hold the threat of failure over a child's head. Your child's reaction may be, "If I must fail, I will have a good time doing it."
3. Make homework exciting and meaningful. Help the teacher at home by continuously selling the teacher's subject.
4. Establish routines at the beginning of the school year. Discuss with your child why it is important to have rules and regulations. Allow them to take part in establishing rules and regulations at home and as well as what is expected of them in school.

In accordance with the Student Fair Access to School Amendment Act of 2018, the following behaviors are considered as infractions that could lead to a suspension or expulsion:

fighting/physical aggression, minor theft, minor vandalism/property damage,

harassment/bullying, defiance/disrespect, disruption, and/or abusive/inappropriate language.

All of a student's disabilities, as defined in section 3(1)(A) and (B) of the Americans with Disabilities Act, approved July 26, 1990 (104 Stat. 329; 42 U.S.C. § 12102(1)(A)-(B)), of which the school had knowledge will be considered in a manifestation determination review conducted pursuant to section 615(k)(1)(E) of the Individuals with disabilities Education Act, approved April 13, 1970 (84 Stat. 175; 20 U.S.C. § 1415(k)(1)(E)).

Eagle Academy recognizes that suspension or expulsion from the school is the most severe disciplinary procedure that can be imposed on a child and will only consider it after all other disciplinary measures and procedures have been exhausted. Children, under parent/legal guardian representation, must be given due process in all disciplinary situations. A parent/legal guardian has the right to a conference with the principal regarding the reason(s) for suspending their child. Due process means a parent/legal guardian/legal guardian has the right to appeal the principal's decision within three (3) days after the conference. All appeals must be made in writing to the Chief Executive Officer (or Designee), and addressed to Eagle Academy Public Charter School, 400 Virginia Avenue SW, Suite 710, Washington, DC 20024.

**Note: Eagle Academy PCS will not suspend or expel a student unless the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.**

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## EAGLE ACADEMY PUBLIC CHARTER SCHOOL

### ATTENDANCE POLICY

Eagle Academy Public Charter School faculty and staff believe that there is a direct relationship between good attendance and high achievement. Students with good attendance achieve higher grades, enjoy school, realize success, gain the necessary credits for graduation, and learn positive habits that carry over to their personal and occupational achievement. We see it as the responsibility of each parent, teacher, administrator, and staff member to promote and stress the value of good attendance. It is also the responsibility of the staff to carry out all attendance policies in a fair, firm, consistent, and timely manner.

Eagle Academy's Attendance Policy supports the school's mission which is "to build the foundation for a promising future for all students in a rich, robust learning environment that fosters creativity, problem-solving abilities, emphasizing cognitive, social and emotional growth by engaging children as active learners in an inclusive instructional environment."

Parents/legal guardians are required to do the following:

- a. Notify the school if their child will be absent that school day by 8:30am.
- b. Submit written documentation stating the reason for the child's absence  
(Example: medical/dental appointments, under doctor's care, hospitalized, etc.)
- c. Student Absent electronic form the reason for the child's absence

Regular attendance is essential for success in school. The *Compulsory School Attendance Law* of the District of Columbia requires students in kindergarten through 12<sup>th</sup> grade to enroll and attend school on a regular basis. Parents/legal guardians have the legal responsibility to ensure that their children conform to this legal mandate. Eagle Academy has the right to administratively withdraw a student with excessive consecutive absences. As a charter school, Eagle Academy is sanctioned and chartered by the DC Public Charter School Board. It mandates that all students have at least 85-95% attendance for the school year.

We strive to have all Eagle Academy students reach a 95% attendance milestone, or better. Early childhood education, especially for the three- and four-year old students, builds the foundation for student success in kindergarten, and beyond. Please make sure that as a parent/legal guardian you bring your children to school every day. Any absences, including a late arrival, early dismissal, or other absence from any portion of the instructional day, without a valid excuse, shall be recorded as an unexcused absence.

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**When is an absence excused?**

An absence is excused when a student (i) has a valid excuse, and (ii) provides a written note from a parent/guardian (or doctor) within five days of the absence. If a valid excuse note is not provided within five days of the absence, the absence may be considered unexcused. All excused absence notes are subject to monitoring and verification.

The following are valid attendance excuses authorized by the Eagle Academy Board of Trustees:

1. Student illness and or Medical/Dental Appointments with documentation.
2. Illness or family emergencies, which require the presence of the child in the home.
3. Death in the immediate family.
4. Exclusion, by direction of the District of Columbia, due to quarantine, a contagious disease, an infestation, or other conditions requiring separation from other students for medical or health reasons
5. Student attendance to any judicial proceeding as a plaintiff, defendant, witness.
6. Observance of religious holidays as members of a religious group.
7. Lawful suspension or exclusion from school-by-school authorities.
8. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other condition(s) requiring closing or suspension of classes.
9. Absences to allow a student to visit their parent/legal guardian, who is in the military; immediately before, during, or after deployment.
10. Other absence(s) approved in advance by the principal upon written request of a parent/legal guardian.

**Understanding Truancy:**

Truancy is defined as a child's absence from school without the proper knowledge or permission of the parent/legal guardian or the school. Chronically truant is defined as a student who accrues 10 or more unexcused absences within a single school year. Eagle Academy will report any school aged children ages 5-10 to OSSE and Child and Family Service Agency after the accrual of 10 unexcused absences. Eagle Academy will report any school aged children ages 5-10 to the Metropolitan Police Department within two days after the 10th absence and every 10 thereafter, with written notification to the parent/legal guardian.

**What happens if a student misses' school?**

Eagle Academy PCS is committed to bridging a partnership between home and school. Therefore, staff will make every effort to identify students with chronic attendance issues, and to work with families to create attendance plans to address those issues. Our goal is that each student successfully completes. However, as permitted by DC law, we reserve the right to unenroll a student who reaches 20 consecutive, unexcused absences.

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### When can retention be considered?

Students may be considered for retention where their cumulative number of absences results in insufficient coursework to meet the requirements for meeting the necessary benchmark. Retention for missed achievement and academic growth may result in a student repeating their current grade level.

### What should I do if my child will be absent for an extended period?

If you know that your child will be absent for a week or more, please contact the attendance office immediately and plan with your child's classroom teacher for assignment completion. Depending upon the nature of the illness or emergency, children will be responsible for keeping up with their class work. Eagle Academy PCS will make reasonable efforts to assist a child/parent in keeping up with class work for children who are out for extended periods of time due to illness.

NOTE: Students who are unenrolled from Eagle Academy PCS are not eligible to return during the school year in which they are unenrolled. If an unenrolled student wishes to return to Eagle Academy PCS, they will be required to reapply for enrollment through the My School DC Common Lottery.

Eagle Academy PCS will implement attendance interventions when students reach the following unexcused absence thresholds:

Unexcused Absences	Interventions and Family Support
1 Unexcused Absences	<b>First</b> unexcused absence <b>Teacher will contact parent</b> , followed up by the school ROBO Call and email with link to Student Absent Form
2 Unexcused Absences	<b>Second</b> unexcused absence, no response from parent/guardian by phone or email, the <b>Attendance Office will contact parent</b> , followed up by school ROBO Call and email with link to Student Absent Form
3 <sup>rd</sup> Unexcused Absences	<b>Third unexcused</b> and no response from parent/guardian by phone or email, the <b>Attendance Office will send a formal written notification</b> to the parent/guardian regarding student absences.
4 <sup>th</sup> Unexcused Absences	<b>Fourth day unexcused</b> and no response from parent/guardian by phone or email, the <b>Attendance Office will refer student for a Wellness Check by the Family Engagement Coordinator</b> . Family Engagement Coordinator will meet with the families to identify any barriers and

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	provide resources and support.
5 <sup>th</sup> Unexcused Absences	<p><b><i>Fifth day unexcused</i></b>, or <b>accumulation of 5 unexcused</b> absences, with no response by phone or email, the attendance office <b>will refer student to SST</b> (Student Support Team). Meeting will be scheduled with parent, lead teacher, SST Coordinator, Attendance Officer and Family Engagement Coordinator to identify barriers and provide resource and support. Student will be placed on Attendance Monitoring.</p> <p>Attendance Monitoring will be on going until attendance improves.</p>
10 <sup>th</sup> Unexcused Absences	Eagle Academy PCS is legally obligated to submit Child and Family Services Agency Referral (for students age 5-13)
20 Consecutive Unexcused Absences	<p>Unenrollment</p> <p>If we cannot confirm that your child is enrolled at another school. Eagle Academy PCS is legally obligated to submit Child and Family Services Agency Referral (for students age 5-13)</p>

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## EAGLE ACADEMY PUBLIC CHARTER SCHOOL

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

Eagle Academy Public Charter School supports and enforces the rights afforded to parents and students with respect to the student's education records under the Family Educational Rights and Privacy Act (FERPA).

Eagle Academy's FERPA Notice supports the school's mission which is "to build the foundation for a promising future for all students in a rich, robust learning environment that fosters creativity, problem-solving abilities, emphasizing cognitive, social and emotional growth by engaging children as active learners in an inclusive instructional environment."

- A. FERPA affords parents, legal guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records (as defined in FERPA, which may be found at 20 U.S. Code Sec. 1232g.) These rights are:
1. The right to inspect and review the student's education records within 45 days after the date that Eagle Academy receives a request for access. Parents/legal guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/legal guardian 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/legal guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/legal guardians or eligible students who wish to ask that Eagle Academy amends a record should write the school principal, clearly identify the part of the record they want changed, and specify the reasons why they believe it should be changed. If the school administration decides not to amend the record as requested by the parent/legal guardian or eligible student, the school administration will notify the parent/legal guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/legal guardian or eligible student when notified of the right to a hearing.
  3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA or the regulations under it authorize 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of 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/legal guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/legal guardian, student, or other volunteer assisting another school official in performing his or

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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. For additional exceptions to the consent requirement for disclosure, please see Sections B. and C. below.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Eagle Academy 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

- B. FERPA permits the disclosure of PII by Eagle Academy from students' education records, without consent of the parent/legal guardian or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations (which can be found at 34 C.F.R. Part 99). Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/legal guardian or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents/legal guardians and eligible students have a right to inspect and review the record of disclosures. FERPA permits Eagle Academy to disclose PII from the education records of a student without obtaining prior written consent of the parent/legal guardian or the eligible student in certain cases, such as –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests (this includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (See §99.31(a)(1)); or to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer (See §99.31(a)(2).
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent/legal guardian or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

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- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
- To parents/legal guardians of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)).

C. Eagle Academy may disclose, without consent, "directory information" about your student. Eagle Academy considers the following to be "directory information:" the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, the most recent educational agency or institution attended and a student ID number, user ID, or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor normally known or possessed only by the authorized user. You, as the parent/legal guardian of the student, have thirty (30) calendar days from the earlier to occur of the date of first attendance of the student at Eagle Academy or the date of first delivery of this Handbook to you (whichever occurs first) to opt out of the disclosure of all or any category of such "directory information" by providing written notice of your objection to the inclusion of any or all of the above listed information as "directory information." Such written notice must be addressed to the School Principal and must be received by Eagle Academy within such thirty-day period.

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