

Student/Family Policies Submission

TFPPCS Discipline Policy 2021-2022

1. Disciplinary Procedure for Suspension/Expulsion and Complaint Resolution Process

A. Infractions leading to suspension and/or expulsion at TFPPCS: the following are a description of infractions leading to out-of-school suspension.

- **BULLYING** - Bullying is behavior that is repetitive and intended to harass, frighten, insult, threaten an individual psychologically or physically. This includes verbal, written, and physical abuse. Written abuse, or "cyberbullying" can include emails, and online insults. In addition, unwanted sharing of embarrassing pictures or videos, maintaining an online presence while pretending to be the victim, unsolicited surveillance, and invasion of privacy, such as reading private emails or text messages, are all considered bullying behaviors.
- **DAMAGE TO PROPERTY** - Damage to property of the TFPPCS, or that of a member of the TFPPCS, while on TFPPCS property or at TFPPCS sponsored activities including, but not limited to, walls, bathrooms and classrooms is prohibited.
- **DISORDERLY CONDUCT** - Disorderly conduct includes indecent or obscene behavior in which it is an obstruction or disruption of TFPPCS sponsored activities.
- **FIRE SAFETY** - Tampering with or misuse of fire alarms, fire exits, fire-fighting equipment, smoke/heat detectors, sprinkler systems, and other safety devices.
- **FORGERY** - Forgery is the alteration or misuse of TFPPCS documents, records, or identification.
- **FRAUD** - Fraud includes but is not limited to, knowingly furnishing false information to the TFPPCS staff.
- **HARASSING CONDUCT** - Harassing conduct includes verbal or written actions that are abusive to any person or conduct which threatens or endangers the physical, emotional health, or safety of any person that may be sexual in nature.
- **NON-COMPLIANCE** - Non- Compliance is the failure to comply with directions of TFPPCS staff.
- **PHYSICAL ASSAULT or PHYSICAL VIOLENCE** - Intentionally inflicting bodily harm upon any person; taking reckless action that results in harm to any person; or threatening by the use of force to harm or injure any person.
- **PHYSICAL HARASSMENT** - Physical harassment includes but is not limited to inappropriate touching of any person or similar conduct that threatens or endangers the physical or emotional health or safety of any person that may be sexual in nature.
- **THEFT** - The stealing of property belonging to another member of the TFPPCS community and or possession of stolen property is prohibited.
- **VANDALISM** - Intentional damage, destruction, or defacement of property of TFPPCS.

B. Remedies for Infractions leading to suspension:

Depending on the nature of the infraction and the student's past performance, any of the following may be applied.

- **Student warning, oral or written:** Immediate resolution of the problem or issue is expected. Any faculty or staff member may give a warning.
- **Participation in Instructional Program:** A student may be expected to: attend a course such as anger management, conflict resolution, peer mediation or stress reduction; participate in group or individual counseling, or attend other programs.
- **Remuneration:** A student may be expected to perform service to correct or repair any damages or harm which may have been caused. Examples of this may include service projects.
- **Written Reprimands** will be issued by the Chief Academic Officer for violations.

C. Manifestation Determination Review

The Family Place Public Charter School shall implement disciplinary policies and procedures, including policies and procedures for the suspension and expulsion of students that are age-appropriate and consistent with applicable law including, but not limited to, IDEA, Section 504 and the Americans with Disabilities Act. TFPPC serves adult learners 18 years or older who are residents of the District as long as they meet all other criteria for admission.

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If TFPPCS disciplines an adult learner 18 years or older who is eligible as a student with disabilities, we will ensure IDEA requirements governing the discipline and placement of students with disabilities we will conduct a Manifestation Determination Review during the disciplinary process if such a review would result in a change of placement.

D. Staff responsible for compliance

The Chief Academic Officer is the responsible administrative officer for ensuring staff's compliance and training in the use of the Code of Conduct and Discipline Policy.

TFPPCS uses a positive behavior approach (PBA) to teach and reinforce expected behavior. However, physical assault and harassment of another student or staff and/or destruction of property will not be tolerated and will result in immediate expulsion.

E. Your Rights for Due Process, Hearings and Appeals for Suspension/Expulsion

1. Hearings

In the case of a recommendation for suspension/expulsion, an administrative officer who is impartial and not involved in the instance, will conduct a hearing, determine outcomes, and make recommendations to the Board of Trustees. The student and other representative may appear at the hearing to be heard, present testimony and other information to the administrative officer, the student will be notified in writing of the decision.

The following minimal procedures will be followed:

- The student shall be advised of the time and place of the hearing.
- The student shall be advised of the breach of rules of which or she he is charged.
- The student shall be advised of the following rights:
 - The right to present his or her case.
 - The right to be accompanied by an advisor.
 - The right to call witnesses in his or her behalf.
 - The right to confront witnesses against him or her. Three staff members not involved in the infraction or incident will conduct hearings.
 - An official record will be kept and shared with the student upon request.

The student shall be advised of the method of appeal.

2. Appeals

- A Committee of the Board of Trustees will review the appeal and render a decision within 5 working days.
- The decision will be provided to the student within 5 working days.
- If the decision is to expel the student, the student may petition the Board for readmission after one year after the date of expulsion.
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F. TFPPCS Policy for Equitable Enforcement and Application by Staff

TFPPCS staff will be provided training and guidance on how to equitably enforce and apply TFPPCS's Code of Conduct and Discipline Policy. The Tiered Consequences and Intervention matrix below provides guidance on how the staff can administer the policy in a fair and equitable manner.

G. Tiered Consequences and Interventions for Suspension

TFPPCS uses a positive behavior approach (PBA) to teach and reinforce expected behavior. PBA uses three steps, or tiers, of support, to help adult learners comply with expectations:

1. Teaching expected behaviors to all adult learners and recognizing and encouraging students when they are following the rules and being good citizens of TFPPCS.
2. Providing additional lessons and practice for adult learners who do not behave as expected.
3. Working with an individual adult learners and teachers to help the student learn new behaviors or new ways to express strong emotions.

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The chart below outlines progressive levels (A-C) of interventions and consequences along with examples of actions that may be taken at each level. In any given situation, based on the unique circumstances of a situation, the Chief Academic Officer may utilize a different level of intervention than is indicated on the chart.

Code of Conduct and Discipline Policy	
Level A	<i>Intervention Options: If these interventions are successful, referral to the Chief Academic Officer may not be necessary.</i>
	<ul style="list-style-type: none"> • Reinforcement of appropriate behavior • Reminder and/or redirection • Re-teach expectations and skills • Warning. • Referral to counselor • In-class time-out and/or take a break • Written reflection about incident • Loss of privileges
Level B	<i>Discretionary: Up to referral to Chief Academic Officer</i>
	<ul style="list-style-type: none"> • Records review by staff • Referral to Case Manager
Level C	<i>Required: Referral to Chief Academic Officer</i>
	<ul style="list-style-type: none"> • Possible expulsion

Consequences for Adult Learners: The following is a matrix of consequences that the Chief Academic Officer may use to ensure fair and equitable consequences for students.

Offense/Level	A	B	C
Bullying		x	x
Damage to property	x	x	x
Disorderly conduct	x		
Fire safety	x	x	
Forgery		x	x
Fraud		x	x
Harassing conduct			x
Non-compliance	x		
Physical assault			x
Physical harassment			x
Theft		x	x
Vandalism	x	x	x

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TFPPCS Attendance Policy 2021-2022

An adult student 18 years or older who is a resident of the District of Columbia is eligible for free instruction at TFPPCS as long as they meet the criteria for admission. As a legal adult, our students assume some or all of the educational rights previously held by the parent and are not subject to the compulsory attendance laws of the District. However TFPPCS enforces policies that are designed to foster regular attendance.

1. Attendance Policy

Students are expected to come to school every day. It is mandatory for all students to call or send text message to let us know when and why they are missing class.

- If adult learner misses more than four (4) days of class in one month, they are required to meet with their teacher or case manager to develop an attendance plan.
- If the student misses another class during the month and/or does not make or follow the attendance plan, the student may be dismissed from the school and will have to reregister at a later registration date.
- If a student needs to be absent because of a work schedule (i.e. they can only come on Monday, Tuesday, and Wednesday), they should discuss making up missed classwork with their teacher.
- If they miss eight consecutive days or more of class due to travel or a medical emergency, they may be put on a waiting list to re-enter.
- If an individual takes maternity leave, they may return at any time if there is space and if they return within the timeframe arranged with staff.

The following are excused absences only when documentation is provided as proof:

- Personal emergencies (e.g., accidents, death in the family)
- Emergency work schedule conflict
- Personal illness or illness of family member – documentation provided proof from doctor's office appointment card, prescription or medication refill)
- Moving residence - provide proof of residency (e.g., lease, letter, bill, ID, etc.)

2. Virtual Class Attendance Policy

In addition to the above policy, attendance for virtual classes will be recorded as follows.

Attendance - Virtual Class

Students will be marked "present" if they log on and actively participate in a virtual class held by their instructor. Students will be marked "absent" if they do not log on to the virtual class on their scheduled class day and do not "make up" the class with independent learning as defined below.

Attendance - Independent Learning

Students will be marked "present" when they participate in independent learning, either synchronous or asynchronous, and their participation can be verified. Independent learning will be student-centered and may occur on any day of the week. TFPPCS will provide guided support for independent learning, which may be completed on a device or in paper packets.

Examples of independent learning include:

- completing pages from a textbook or workbook and sending pictures to an instructor
- submitting an assignment on Google Classroom or via text or email to an instructor
- providing the answers to an assignment verbally in a phone call,
- another method approved by the instructor

If none of the above occur, students will be marked "absent." Students enrolled in virtual classes can be marked "present" for a maximum of 4 days for independent, at-home learning.

3. Tardiness and Absences Policies

TFPPCS expects students to start the instructional day on time and attend all scheduled classes. TFPPCS will take student daily attendance data, including those present, tardy, partial day absence, excused absence, and unexcused

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absence.

- A student who misses 50 percent or more of class time will be recorded as a partial day attendance.
- A student who is not present and who has not contacted TFPPCS by telephone or text message will be recorded as an unexcused absence.
- Students deemed chronically tardy (four or consecutive days) TFPPCS will take these actions::

Tier	Intervention
One	All students will be monitored for attendance by teacher.
Two	Teacher will refer students chronically tardy to the Case Manager. Case manager will develop with student a plan to identify barriers and challenges and set corrective goals for a specified period of time
Three	Student will be assigned a mentor/case manager for follow up.
	If student has not met goals with specified period of time, he/she will be unenrolled by the CAO.

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TFPPCS Grievance Procedures 2021-2022

As an adult learner, you have the right to be informed, to be involved in decisions regarding your education, to file a complaint and appeal any decision you disagree with, and to have your privacy protected.

When a student or community member wishes to lodge a complaint, they should provide the following:

- Complainant's contact information, including telephone number and email
- A detailed account of the complaint
- Whether this is the first time the individual is calling to report this complaint
- The explicit steps that the caller has made following the school's complaint process including any evidence of responsiveness and/or unresponsiveness of the school, including date(s)
- If a student or parent has a complaint, they should contact the management staff of TFPPCS. If TFPPCS staff and the school is unresponsive or unwilling to assist in resolving the issue in a timely manner, they should contact the school's Board of Trustees. Students may contact Oralia Puente at oraliapuate@aol.com or Michael Barnett at mdjb@rcn.com from the Board of Trustees.

TFPPCS Statement of Non-Discrimination 2021-2022

TFPPCS does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability or any other classification protected by law in any of its activities, including its educational programs and activities which comply fully with the requirements of state and federal law.

This is done in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, 89 the Boy Scouts of America Equal Access Act and applicable state law.

The following people have been designated to handle inquiries regarding TFPPCS's non-discrimination policies:

- Haley Wiggins, Executive Director
- Chief Compliance Officer, Fernando Saldana

TFPPCS FERPA Notice 2021-2022

Adult learners have a right to privacy, and for TFPPCS to respect your privacy rights. You, therefore, have a right to:

- Expect that your personal information and school records will be protected by TFPPCS in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.
- Expect that TFPPCS's staff will not ask you about your immigration status.

Privacy and Student Information

It is the responsibility of the student to inform TFPPCS promptly of any changes that include, but are not limited to: home address, telephone numbers and email address, marriage, separation or divorce, guardianship, health status, immunizations, and medication needs. TFPPCS complies with the Family Educational Rights and Privacy Act (FERPA)

FERPA NOTIFICATION: FERPA affords Parent and students over 18 years of age the following rights with respect to a student's education records:

- The right to inspect and review the student's education records.
- The right to request amendment of the student's education records.
- The right to consent to the disclosure of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by TFPPCS to comply with requirements of FERPA. Notification of Rights under FERPA, with a

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summarized explanation of these rights, is posted near TFPPCS Office; Parents may request a copy from the office staff.

FERPA directory information is information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current TFPPCS policy, the following information is designated as directory information: student name, dates of attendance, and enrollment status. A student may request that his/her information not be included in the directory information by informing the ED, CCO, or CAO in writing.

A school official is considered to have a legitimate educational interest if the official is: performing a task that is specified in his or her position description or contract agreement; performing a task related to a student's education or to discipline of a student; providing a service or benefit related to the student or student's family; or maintaining the safety and security of the campus. An example would be a case manager meeting with a student to review the student's record on what goals they set for employment. This review of a student record is related to the task of advising and supporting the student with a goal they set upon enrollment. The advisor would not be authorized to view records that are not relevant to the task at hand. School officials include administrators, case managers, and teachers working for TFPPCS and TFP.

Admission Preference Policy 2021-2022

TFPPCS does not use admission preferences. Enrollment at TFPPCS is open to all adults who are residents of the District of Columbia and non-resident students who fulfill tuition requirements established by the Office of the State Superintendent of Education to the extent of available space. Applicants may apply for enrollment directly to TFPPCS because we will not participate in the My School DC common lottery.

If eligible applicants for enrollment at TFPPCS for any Academic Year exceed the number of spaces available, the staff will select students using a random selection process.

- **Open Enrollment:** Each year, the Board of Trustees sets the maximum enrollment capacity, based on space, class sizes, and budgetary concerns. TFPPCS does not limit enrollment based on a student's race, color, religion, national origin, sexual orientation, gender identification, language spoken, intellectual or athletic ability, measures of achievement or aptitude, or status as a student with special needs.
- **Enrollment Deadlines:** TFPPCS will follow the timeline for enrollment and acceptance established by its Board of Trustees. Enrollment will be year-round as space becomes available. In general, new enrollments will happen in August and January. Students who apply after March 31st will be considered for enrollment the following school year. Specific enrollment and registration dates will be publicized on our website. Each student must complete an application which will be submitted to an enrollment lottery if one is required due to receipt of more applications than slots available.
- **Open Seats:** TFPPCS will fill open seats from its waitlist and contact those applicants at least twice to notify them of the vacancy.

Two-Step Process: TFPPCS will use a two-step enrollment process; in the first step staff will collect only basic information required to determine the student's participation in the admissions lottery. After the student is admitted through the lottery or waitlist, the staff will collect more detailed information necessary to enroll and serve the student.