



Mary McLeod Bethune Day Academy Public Charter School

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Phone: (202) 459-4710, Fax: (202) 536 2670
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Student Family Policies

2020-2021

1404 Jackson Street
Washington, DC 20017
and

5413 16th Street, NW
Washington, DC 20011

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(202)459-4710

MARY MCLEOD BETHUNE DAY ACADEMY
PUBLIC CHARTER SCHOOL

STUDENT FAMILY POLICIES

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DISCIPLINE POLICY

Children are in school to learn and to allow others to learn.

Children are expected to be respectful, courteous, and helpful to others.

Children are responsible for their own behavior.

Children will respect our school and its property.

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary action that may be taken for violating the policy, a list of infractions and other school policies that parents must review with their children.

The provisions of this Code of Conduct purport to control, regulate or establish standards for the actions, behavior or activities of students at Friendship. Provisions are enforceable by school authorities during regularly scheduled school hours, as well as other times and places, including, but not limited to the following:

- When the student is on school grounds
- When the student is on or off school grounds participating in or attending any school function or activity, including, but not limited to, extended learning, extra-curricular activities, field trips or class trips sponsored by Mary McLeod BEthune Day Academy Public Charter School
- While the student is away from school grounds if the misconduct directly affects the good order, efficient management and welfare of other students (this specifically includes, but is not limited to, bullying and cyber bullying)
- When the student is off school grounds while wearing the school's uniform and traveling on transportation provided by Mary McLeod Bethune Day Academy PCS, the Office of the State Superintendent, Department of Transportation or Washington Metropolitan Transportation Authority.

Alternate Instruction

For students who receive out-of-school suspensions, arrangements will be made between the school and each individual family for picking up work and making up any missed assignments and classroom instructional support. Students who are suspended during the period of state assessment administration will be allowed to take the state assessment and will be required to leave school grounds after daily completion of the assessment.

1. Children are in school to learn and to allow others to learn. 2. Children are expected to be respectful, courteous, and helpful to others. 3. Children are responsible for their own behavior. 4. Children will respect our school and its property.

Discipline Code - Levels of consequences for aggressive and defiant behavior:

A student will start on Level 1 every day for any behavior listed in the rules for Aggression and Defiant Behaviors unless there is a special circumstance attached to the behavior. Each teacher will begin with Level 1 Consequences in their classroom. When it gets to Level 3, the student completes a behavior form and the teacher will contact the parents. When a student has 2 days of Level 5 within a grading period/s, he/she is automatically moved to Level 6. Each grading period starts with a clean slate for behavior.

Levels are listed below – least to most restrictive.

Level 1: 1st incident of Aggressive or Defiant Behavior in a school day. The teacher will: 1. Make a PRIVATE statement with student about their behavior in a firm voice (away from the instructional area).

Level 2: 2nd incident of Aggressive or Defiant Behavior in a school day. The teacher will:

- Relocate the student within the classroom to the “Level 2 Spot” (this should be in close proximity to the teacher) to continue work.
- A public statement of behavior will be made to the student regarding their behavior.
- The student will remain in the “Level 2 Spot” no longer than: grades K-2 for 5 minutes, and grades 3-6 for 10 minutes.

Level 3: 3rd incident of Aggressive or Defiant Behavior in a school day. The teacher will:

1. Move the student to a co-teacher’s classroom.
2. The student will be given a Behavior Planning Form to complete. A. What did you do? B. why did you choose to do it? C. My Plan to Do Better is: (list 4 behaviors you will start doing to be successful at school).
3. Student will remain with co-teacher for: grades K-2 for 15 minutes, grades 3-6 for 15 minutes or until the end of the class period.
4. Teacher will discuss Behavior Plan with the student.
5. Missed assignments will be made up during detention.
6. Contact parent to discuss the problem and officially warn the parent and student of possible future consequences. Notify parent of detention.

Level 4: 4th incident of Aggressive or Defiant Behavior in a school day. The teacher will:

Complete and submit discipline referral form to administrator.

Administrator will assign action. Possible actions: conference, detention, emergency removal, ISS, diversionary court, out of school suspension.

Student will call his/her parent to inform them of their behavior.

Missed assignments will be made up during their free time.

Level 5: 5th incident of Aggressive or Defiant Behavior in a school day. The teacher will:

1. Complete and submit discipline referral form.
2. Administrator will assign action.
3. Student calls parent AGAIN to inform them of their behavior.
4. Re-entry conference with student and all adults involved is required before student returns.

Level 6: 6th incident of Aggressive or Defiant Behavior in a school day. A student who reaches level 5

two (2) times in grading period will be placed on level 3 for the remainder of the grading period.

Defiant Behavior

- Failure to follow a reasonable request.
- Cheating, forging, plagiarism, etc.
- Minor stealing or hiding peer's personal property.
- Teasing, taunting, instigating behaviors, mocking others.
- Lying. Inappropriate behavior in structured and non-structured areas.
- Possession or use of personal electronics: pagers, cell phones, gameboys, walkmans, etc.
- Arriving late to the classroom/activity without authorization.
- Disrupting classes or school activities.
- Bickering between students.
- Pounding on walls. Bodily noises.
- Running and screaming in the halls.
- Unsafe use of equipment and materials.

Aggressive Behavior

- Verbal aggression towards others: name calling, swearing, sexual or negative comments
- Physical aggression towards others – no mark or blood: horseplay that incites a reaction, throwing objects, in others' personal space, pulling out chair from under others, etc.
- Possession of or looking at sexually explicit material: magazines, Internet sites, etc. Tamper with staff work or computer.
- Known aggression off campus between students.
- Minor property damage – personal or school: overturning furniture, tampering with others' work, knocking stuff off desk in anger. Inappropriate language or conversation: lewd language in halls or building, talking about off campus usage of drugs, partying, etc.
- Messing up school property: food or drink in halls and classrooms, littering, graffiti, gum. Insubordination: mocking or sarcasm with teachers/staff. **Fair**

Access to School MMBDA complies with the Student Fair Access to School Amendment Act. to School Amendment Act, no student in grades K-8 can receive an out-of-school suspension or expulsion, unless the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person. MMBDA will only suspend or expel a student for infractions show that the student willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.

Right of Appeal

A parent or guardian may make a written request to the school Principal to appeal a long-term suspension or expulsion within one school day of receiving notification of the suspension. The Principal will generally schedule the Appeal Hearing within two school days of receiving the written request.

The student may be represented at the hearing only by parents or guardians and one additional adult,

who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the Principal. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing may be recorded verbatim by stenographic, tape, or other means. The Principal will normally notify the parent or guardian of the decision within one school day of the Appeal Hearing.

If the suspension is overturned, school-maintained records will reflect that conclusion. If a parent or guardian fails to appear for a scheduled appeal hearing, the right to appeal is waived, and the original disciplinary decision will stand.

If the suspension or expulsion is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian may make a written request to the Mary McLeod Bethune Day Academy Board of Trustees Chair, Valerie Smith, v.smith@mmbethne.org, stating why the suspension should be reversed or modified within two school days receiving the MMBDA Discipline Committee Appeal Hearing decision. The Hearing Officer (Board Chair designee) will generally schedule the Appeal Hearing within two school days of receiving the written request.

The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the MMBDA Board of Trustees Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing may be recorded verbatim by stenographic, tape, or other means.

The Board of Trustees will normally notify the parent or guardian of the decision within three school days of the Appeal Hearing. If the suspension or expulsion is overturned, the school-maintained records will reflect that conclusion. If the Board of Trustees Discipline Committee upholds the suspension, the suspension shall be imposed, and such decision will be final. If a parent or guardian fails to appear for a scheduled appeal hearing, the right to appeal is waived, and the original disciplinary decision will stand.

Due Process Procedures for Students with Special Needs

Mary McLeod Bethune Day Academy complies with the laws and regulations pertaining to special education students receiving appropriate due process and services. Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. A multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of their disability if the student is approaching their 10th suspension day or shows a pattern of behavior(s).

If it is determined that the student's behavior was a manifestation of the student's disability, the student – absent extenuating circumstances—will be returned to his/her educational placement. If it is determined that the student's behavior was not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.

Ultimately, we aim for the students to take **action** for themselves by applying their understanding, knowledge, skills and attitudes to take the initiative in being academically honest, and to take pride in their own accomplishments. Should a student be found not following these guidelines consciously, a teacher will speak to him/her, ask the student to complete an ABC sheet if deemed appropriate, and involve the parents if necessary.

ATTENDANCE POLICY

School attendance is required for all children who reach five years of age on or before December 31st of the current school year. They must attend school until their 18th birthday. It is the responsibility of parents and guardians to see that their child attends school regularly.

On any given day that your child is unable to attend school, a phone call to the school letting us know your child will be out is requested. A written excuse is required of each student following an absence to be presented to the child's teacher upon his/her return. Mary McLeod Bethune Day Academy Public Charter School recognizes excused and unexcused absences

Mary McLeod Bethune Day Academy Public Charter School is committed to the success of every student. No student is allowed to miss any school days indiscriminately; however **a student who misses in excess of 20 days (excused and unexcused) will not be granted credit for the year.** It is the responsibility of parents and guardians to see that their child attends school regularly. The classroom teachers will distribute a school calendar to parents to assist you in planning vacations and other activities. The maximum number of absences permitted during a single school year is twenty (20). When a student has more than twenty absences, he/she shall be retained in the same grade for the upcoming year. Parents have the right to appeal this policy to the attendance committee at the end of each school year. The attendance committee shall be comprised of one lead teacher, one member of the administrative staff and one parent. Parents may submit their appeals in writing to the committee. If a parent is dissatisfied with the determination of the committee, he/she may appeal the committee's decision to the Board of Trustees. The Board of Trustees decision is final. The student's parent, guardian, or custodian legally and primarily responsible for ensuring that the student meets his/her obligation to attend 100% of the classroom instructional sessions provided for the class in which he/she is enrolled. The parent of a student missing in excess of the days stated in this policy may request a waiver. The student must be performing at grade level and the parent must furnish proper documentation showing unavoidable mitigating circumstances (such as chronic health condition) in order to be eligible for a waiver.

Daily School Attendance

School attendance is required for all children who reach five years of age on or before December 31st of the current school year. They must attend school until their 18th birthday or high school graduation. It is the responsibility of parents and guardians to see that their child attends school regularly.

On any given day that your child is unable to attend school, a phone call to the school letting us know your child will be out is requested. A written excuse is required of each student following an absence to be presented to the child's teacher upon his/her return. Mary McLeod Bethune Day Academy Public Charter School recognizes excused and unexcused absences

MMBDA shall implement a specific protocol for attendance monitoring and absenteeism, including a

focus on prevention of unexcused absences and the use of academic and behavioral interventions to address the needs of students. School officials are responsible for taking attendance accurately every day in the student information system (SIS).

A written note must be provided to the school by the student's parent within five (5) school days after the student's return to school in order for an absence to be excused. Upon receipt of appropriate documentation within this time period, schools must update absences as excused within 48 hours.

C. Excused Absences

The following absences may be classified as an excused absence:

- Illness of the student (a doctor's note is required for a student absent three or more days in a term);
- Illness of a child for parenting students (a doctor's note is required for a student absent five or more days in a term);
- Medical or dental appointments for the student;
- Death in the student's immediate family;
- Exclusion by direction of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons;
- Necessity for a student to attend a judicial proceeding, or court-ordered activity, as a party to the action or under subpoena;
- Observance of a religious holiday;
- Absences to allow students to visit their parent who is in the military, immediately before, during, or after deployment;
- School visits for students in K through grades (one day);
- Absences of expectant or parenting students for a time period specified by their doctor and any accommodations mandated by law;
- Take Your Daughters & Sons to Work Day;
- Religious event or celebration outside of a religious holiday (up to five cumulative days); and
- An emergency or other circumstance approved by MMBDA. The following absences may also be excused without written documentation from the parent, as verified by the school:
 - Lawful out of school suspension or exclusion by school authorities;
 - 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) or emergency requiring a school closing or suspension of classes;
 - Failure of MMBDA to provide transportation in cases where MMBDA has a legal responsibility for the transportation of the student;
 - An emergency or other circumstance approved by MMBDA.

If a student or parent anticipates an absence not covered by the excused absences listed above, they may submit a request for an excused absence due to a special circumstance to the school principal. The

principal shall consult with his or her Instructional Superintendent before determining whether to grant the excused absence request. Any absence that does not meet the criteria of an excused absence or fails to satisfy the documentation requirement of an excused absence within the allowable time frame will be classified as an unexcused absence.

If a student is absent for a total of up to **four (4) cumulative days** in each grading period, a parent's written excuse is sufficient for explaining the absence. Such absence will be excused if it falls under one of the excused absence reasons noted above.

If a student is absent for **five (5) or more cumulative days** per term, further documentation is required beyond communication by the parent for the absence to be excused. Written explanations of the student's absence must be submitted by a doctor or staff of a relevant agency, on official doctor's office/agency letterhead and signed by a relevant official. Note:

- Medical or dental absences must be submitted on official doctor/dentist office stationery or form; and
- Student's required presence at judicial proceedings must be documented by a document from the court stating the need for the student's presence on all the relevant dates.
- Funeral programs may be accepted as appropriate documentation.

D. Absences Due to School-Sponsored Activities 1. Athletics Students participating in MMDA-sponsored athletic events during regular school class hours are considered present. Students must adhere to all attendance requirements as dictated by state regulations. In order to participate in any athletic tryout, practice, game or match, a student must be present in school on the day of that event, unless the student has an excused absence

2. Other Activities Students participating in MMDA-sponsored events, field trips, or study abroad travel during the regular school day are considered present.

3. IEP or 504 Plan Service Delivery Students who miss class to receive related services documented on their Individualized Education Programs (IEPs) or 504 plans are considered present.

4. Suspensions Students shall be marked present while serving in-school suspension. Student absences due to out of school suspension shall be classified as excused.

E. School-Based Attendance Interventions Related to Absences

1 day of unexcused absence	Contact parent on the same day and each time a student has the equivalent of one day of unexcused absence, with daily follow-ups as necessary.
3 days of unexcused	Send 3-Day Unexcused Absence Letter to parent.

cumulative absences	
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4 days of absences (excused or unexcused)	Phone call home after four absences to discuss the student's attendance.
5 days of unexcused cumulative absences	Send 5-Day Unexcused Absence Letter to parent and refer student to Student Support Team (SST) for an attendance intervention conference to be held within five days of the referral. (Applicable to five unexcused absences within one term.) The SST will develop an action plan in partnership with the student and the student's parent.
7 days of unexcused cumulative absences	Send Metropolitan Police Department (MPD) warning letter to parent.
10 days of unexcused cumulative absences	Student is considered chronically truant. Contact the District Child Family Services Agency (CFSA) for students aged 5-13. <ul style="list-style-type: none"> • Refer student for follow-up • attendance SST interventions for students aged 14 • and older. The SST assigned to the student will notify • school leader of action plan within two days of the • referral.
15 days of unexcused cumulative absences	<ul style="list-style-type: none"> • Submit referral within two days to Court Social • Services Division (CSS) for students aged 14 through 17.
20 days of unexcused consecutive absences	<ul style="list-style-type: none"> • Notify parent that student is eligible for • withdrawal due to 20 consecutive days of • unexcused absences.

F. Prohibited Actions Related to Absenteeism

DC law prohibits specific actions related to student truancy and absenteeism as follows:

- No minor may be expelled or receive an out-of-school suspension due to an unexcused absence or due to a late arrival to school.
- No minor may be unenrolled from MMBDA due to unexcused absences or due to late arrival to school unless the student has accumulated 20 or more full- school-day consecutive unexcused absences.
- No student will be transferred from their school for absenteeism, including students who are attending an out of boundary school.
- At the beginning of the school year, no student should be withdrawn unless they fail to attend at least one (1) day of school in the first three (3) weeks of school records are kept. When possible, have him/her send a note explaining the tardiness.

When your child needs to leave school early, please send a written note to the teacher indicating your intentions. The student must be signed out of the office before leaving and will be released only to persons designated on the Emergency Care Card on file in the school office.

GRIEVANCE POLICY

Grievance Procedure Any person who believes that Mary McLeod Bethune Day Academy PCS 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 may submit a complaint to the designated individuals below.

Complaints involving students, parents employees, or third parties may be submitted to:

Mary Bunn, Executive Assistant

202-459-4710

m.bunn@mmbethune.org

1404 Jackson St., N.E. 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, students, 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. Mary McLeod Bethune Day Academy PCS 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. Mary McLeod Bethune Day Academy PCS will not retaliate against any person who files a complaint in accordance with these procedures. A formal complaint may be filed by following the steps outlined below:

Step 1 Within 90 business 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, 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 documentation 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. 36 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 1404 Jackson St., N.E., Washington, DC 20017, (202) 459-4710, within ten (10) business days after receipt of the response. The Executive Director 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 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 of the Executive Director 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 Principal 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.

Grievants also have the right to file a complaint to
Director, District of Columbia Office,
Office of Civil Rights, (OCR),
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202;

(2) faxing it to (202) 453-6021;
or filing it electronically at: www.ed.gov/ocr/complaintprocess.html.

For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc.ed.gov.

NON-DISCRIMINATION POLICY

Mary McLeod Bethune Day Academy PCS is a free public charter school of choice. If you are a District Resident, you may attend the school free of charge. If a student is homeless, he/she has the right to attend the school free if he/she is temporarily residing in DC. Students who meet the definition of "homelessness" have the right to enroll immediately without school, medical, or similar records; get transportation to their school of origin; and be automatically eligible for Title I services, free lunch, and free textbooks, as well as any other comparable services offered to permanently housed students.

The Mary McLeod Bethune Day Academy Public Charter School prohibits discrimination on the basis of a student's race, color, religion, immigration or citizen status, national origin, language spoken intellectual or athletic ability, measures or achievement or aptitude, sexual orientation, or disability. All the rights, privileges, programs and activities offered at Mary McLeod Bethune Day academy are made available to all students at the school.

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"), as well as all other non-discrimination laws, Mary cLeod Bethune Day Academy Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to all designated youth groups.

The following person has been designated as the Title IX Coordinator and to handle inquiries regarding the non-discrimination policies:

Mary Bunn, Executive Assistant

1404 Jackson St., N.E.

Washington, DC 20017

(202) 459-4710, m.bunn@mmbethune.org

For further information on notice of non-discrimination, visit <http://wdrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3491. Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) states the following: Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual.

To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-4559 or ohr@dc.gov

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FERPA POLICY

Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for the 2020-2021 School Year/Notice to Parents and Guardians Regarding the Disclosure of Student "Directory Information."

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents, legally emancipated students, and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

These rights are briefly summarized below and are explained more fully in the Board's Student Records Policy which is on file at the school and is available upon request

1. The right to inspect and review the student's education records within 45 days of the day Mary McLeod BETHune Day Academy PCS (MMBDA) receives a request for access. Parents or eligible students should submit to the MMBDA's Executive Director ("ED") a written request that identifies the record(s) they wish to inspect. The MMBDA official will make arrangements for access and notify the parent of 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 or eligible student believes are inaccurate or misleading. Parents or eligible students may ask MMBDA to amend a record that they believe is inaccurate or misleading. They should write MMBDA's Executive Director clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If MMBDA decides not to amend the record as requested by the parent or eligible student, MMBDA will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for Amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student 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 may include a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the 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); contractors, consultants, volunteers, and other outside service providers used by the school; or a parent or student serving on official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/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. Upon request, MMBDA discloses education records without consent to officials of another school, school

district, school system, or institution of higher learning in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C. 2202-4605

Directory Information

Directory information includes information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless you have advised the School to the contrary in accordance with Mary McLeod Bethune Day Academy PCS procedures. The primary purpose of directory information is to allow MMBDA to include this type of information from your child's education records in certain school-related publications or notices.

As part of MMBDA's annual notification under FERPA, we designate for the school year 2020-2021 the following types or categories of information as "directory information":

- Student Name
- Participation in officially recognized activities, clubs and sports
- Naming of Student to the Honor Roll, Junior National Honor Society or as valedictorian
- Address
- Telephone listing
- Electronic Mail Address
- Photograph
- Honors, award received

Examples of how and where MMBDA may disclose directory information include disclosing the directory information in the following, by way of example:

- Newsletters
- A playbill, showing student's role in a drama production
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Newspapers or other news sources
- Class Lists
- Staff and/ or Student Directories and/ or listings
- School Website
- School Bulletin Boards

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the School has designated as directory information. You have the right to refuse to permit the release by notifying the School in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your written objections on or before January 17, 2021 to Mary Bunn, Executive Assistant at:

M.Bunn@mmbethune.org

or

Mary McLeod Bethune Day Academy Public Charter School

1404 Jackson St., N.E.

Washington, DC 20017

Please note that an opt out of directory information disclosures does not prevent Mary McLeod Bethune Day Academy PCS from identifying a student by name or from disclosing a student's electronic identifier or institutional e-mail address in class. The right to opt out of directory information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether class is held in a specified physical location or on-line through electronic communications.

If you have any questions regarding this notice, please call or write the Executive Director of the Charter School at : 1404 Jackson St., N.E., Washington, DC 20017. If you do not submit a written refusal on or before January 5, 2020 then the school may disclose directory information without your prior consent.

OPEN MEETINGS POLICY

Mary McLeod Bethune Day Academy PCS Board of Trustees complies with the Open Meetings Act (OMA). This policy provides transparency and public access to live board meetings, and to post notice for, and recordings of, those meetings. The OMA requires that institutions which are subject to the OMA make almost all meetings* open* to the public. In the context of public charter schools, a "meeting" occurs whenever a majority of the board considers, conducts, or advises on public business. This includes, but is not limited to, gathering information, taking testimony, deliberation and discussion, and voting. In order to be "open," the OMA requires that the meeting permits the public, the news media, and other interested parties to have access.

Before a meeting is held

MMBDA shall give notice 48 hours or 2 business days in advance, whichever is sooner (meetings held on a Saturday, Sunday, or Monday would use the 48 hour requirement, while meetings held on Tuesday, Wednesday, Thursday, or Friday would use the 2 business day requirement).

Notice shall physically be posted in the public charter schools' offices and on the website (www.mmbethune.org). The contents of the notice shall contain information on how to access the meeting by including the date, time, location, and planned agenda for the meeting. Any meeting cancellation shall also be posted.

During the meeting

All meetings will be recorded by electronic means, transcripts, or in detailed "meeting minutes."

After the meeting

Electronic recordings and transcripts will be posted on the websites within 7 days. Minutes of meetings will be posted on the school website within 30 business days, and the minutes shall include the date, time, and place of the meeting; names of members and whether they were present or absent; motions and amendments; records of votes taken; and a general description of all matters considered.

Exceptions to Closed Meetings

OMA allows for some closed meetings. Emails, social gatherings, and subcommittee meetings are not defined as "meetings" under the OMA and are therefore not required to be "open."

There are also subject matter based exceptions which allow Board meetings to be closed. These include meetings regarding testing, discipline, investigations, and personnel matters.

When MMBDA plans to hold a closed meeting, an explanation based on one of the OMA's listed exceptions in the meeting notice shall be provided through the website. Recordings of closed meetings will be made and archived but not posted on the website.

ADMISSION PREFERENCE POLICY

Mary McLeod Bethune Day Academy PCS participates in My School DC, the citywide common lottery system. All admissions and facility transfer requests must be made through the My School DC application process. **DC residency requirements are for all students.** These residency requirements apply to all children, including siblings, children of founders, and children of employees.

This policy describes the preferences in admission that Mary McLeod Bethune Day Academy Public Charter School (MMBDA) provides to applicants submitting applications to the school through the My School DC lottery system.

Sibling Preference

MMBDA gives enrollment preference to siblings of current students.

Charter Founding Board Member Preference

Preference may be given to an applicant who is a child of a member of the public charter school's founding board so long as enrollment of founders' children is limited to no more than 10% of the school's total enrollment or to 20 students, whichever is less.

Full-time Staff Member Preference

Preference may be given to an applicant who is a child of a member of the public charter school's full-time staff so long as enrollment of employees' children is limited to no more than 10% of the school's total enrollment.

Transfer Between Mary McLeod Bethune Day Academy PCS Facilities Preference

Mary McLeod Bethune Day Academy PCS operates as a single-campus among two facilities. As such, admission preference to a student who is currently enrolled at another facility within the LEA. Admission preference to the sibling of a transferring student from another campus within the school so long as both siblings will be enrolled at the same school facility at the same time may be given.