



**Community College Preparatory Academy
Student/Family Policies Submission
SY 2021-2022**

Discipline Policy

At Community College Preparatory Academy (CC Prep), students must demonstrate respect through their appropriate actions, words, tone and body language. Unacceptable behavior includes any behavior that infringes on another student's right to learn. These behaviors include, but are not limited to, offensive language and gestures, disrespecting staff or faculty members, damage to school property, improper use of school equipment, theft, sexual harassment, making threats against others, harming others, and fighting or committing assaults. Behavior that poses a threat to the health and safety of others may be grounds for immediate expulsion.

Code of Conduct

To provide the best possible education, everyone must establish a peaceful and harmonious environment for all students, and staff. CC Prep's decisions regarding student behavior and discipline will respect individuals, balance the interests of the school community, and minimize disruption of academic instruction. All faculty and staff are authorized to enforce all rules. However, disciplinary action will be executed only by administrators.

Expulsion = Not permitted to attend classes for up to 1 year

Major Suspension = Suspension of 5 to 10 days

Minor Suspension = Suspension of 1 to 5 days

Minor Infractions Disciplinary Action

- Smoking in non-designated area – Minor Suspension
- Cheating/Plagiarism - Minor suspension
- Profane language - Minor suspension
- Disruptive behavior/willfully interrupting the learning process - Minor suspension
- Damage to school property - Minor suspension
- Improper use of school equipment - Minor suspension
- Solicitation - Minor suspension

Minor Infractions Disciplinary Action

- Defiant/Confrontational behavior - Minor suspension
- Theft - Minor suspension
- Vandalism - Minor suspension
- Disrespect to any staff or student - Minor suspension



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Minor Infractions Disciplinary Action Cont.

- Graffiti or defacing School property - Minor suspension
- Improper use of technology equipment -Minor suspension

Major Infractions Disciplinary Action

- Use or sale of drugs or alcohol – Expulsion
- Bringing a firearm or explosive materials to school – Expulsion
- Providing false information for enrollment, eligibility (e.g. DC Residency) – Expulsion
- Making Threats - Expulsion or Major suspension
- Fighting or assault - Expulsion or Major suspension
- Falsely activating alarm system - Major suspension
- Sexual harassment - Major suspension
- Failure to adhere to health & safety rules, (e.g. Fire Drills etc.) - Major suspension
- Possession of a weapon, (Including but not limited to: knives, brass knuckles, nunchucks, taser, stun gun, pepper spray, mace or use of everyday items as a weapon.) - Major suspension

Discipline Review Process

When staff finds that a student has committed an infraction that may merit expulsion or suspension, he or she must submit an incident report to the Director of Operations, Director of Academics and Training, or Director of Student Support within two (2) hours of the occurrence of the infraction. The Director will meet with the student to inform the student of the infraction in question and learn what happened from the student's perspective. If the Director finds that the student is in violation and further concludes that the infraction merits expulsion or suspension, the Director will ensure the discipline review process is followed.

Discipline Review Process Policy for Expulsions and Suspensions

When a student's behavior is deemed to be a serious violation or infraction an incident report will be submitted to the Director of Operations, Director of Academics and Training, or Director of Student Support. The Director will meet with the student, hear the student's perspective on the incident, and then as warranted engage in a variety of appropriate interventions that are commensurate with the nature of the infraction. These interventions can range in a variety of measures including a verbal or written warning, mandatory consultations with a counselor and/or follow-up conferences with a school official (or designated staff). Violations relating to the sale or distribution of drugs, weapons or other serious violations that threaten the health and safety of the school community may result in a suspension or an expulsion.



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The Discipline Review Process Policy may include the following:

- Written notice of the charges based on the school's investigation;
 - If the charges are denied, a student must be allowed to explain their version of the events to the Chief Executive Officer;
 - The suspension may range from one to ten days in length;
 - Expulsion shall be for the remainder of the school year. In extreme cases, expulsion may be indefinite;
 - Any decision rendered must be based upon the school's investigation.
- With respect to any suspension invoked, the student will be informed of its beginning and ending dates. If an appeal request is made, the student may appear and discuss the suspension or expulsion with the Director of Operations, Director of Academics and Training, or Director of Student Support. Subsequent appeals may be made to CC Prep's Board.



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Attendance Policy

To establish and maintain a productive learning environment students and staff must arrive on time and be prepared for the work of the day. At CC Prep we expect students to be reliable and punctual. You are expected to attend five days a week and be on time. Should you have a legitimate illness or emergency, it is expected that you will contact your Student Success Specialist within the same day that you are absent. If a student is going to be absent for any reason, their Student Success Specialist should be notified in advance. Please be mindful that a monthly cumulative attendance of less than 60% will initiate the dismissal process.

As an adult charter school, we do not follow the K-12 excused absence policy, we have implemented a leave of absence policy that covers a student who needs to be excused due to illness, employment, illness of a child, appointment on behalf of a child or attending to a resource appointment. The student must inform their Student Success Specialist in advance. For an absence of the above nature to be considered students must provide acceptable documentation to their Student Success Specialist. This documentation includes a doctor's notice, appointment notice with the student's and/or child's name or a letter from the employer.

Grievance Procedure

CC Prep encourages all students to bring complaints, concerns or grievances to the attention of appropriate CC Prep officials. A grievance exists when a student claims that a violation, misapplication, or misinterpretation of a CC Prep policy, procedure, or practice has occurred.

It may also exist when there are claims of racial or sexual harassment; or discrimination on the grounds of disability, race, religious belief, political viewpoint, sex, marital status, or sexual orientation. During the process of a grievance, all procedures, names, and related information will be confidential unless otherwise agreed upon by all persons involved.

A student who wishes to file a grievance should first attempt to informally resolve the issue at its source; with the person whom he or she believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that he or she is capable of resolving the matter in this way, he or she is encouraged to meet and discuss the incident with the appropriate supervisor/administrator/official.

If the student is not satisfied with the result of the informal process, the student may pursue the matter by submitting, in writing, to the Director of Operations, Director of Academics and Training, or Director of Student Support, a detailed account of the grievance committed and the reason for which the grievance could not be resolved informally. The Director of Operations, Director of Academics and Training, or Director of Student Support will make the final decision regarding the grievance.

Students who wish to appeal the decision of the Director of Operations, Academic Affairs or Student Support will have the right to appeal to the Chief Executive Officer (CEO) who will make the final judgment regarding the grievance and appeal.



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A grievance against the Chief Executive Officer shall be submitted in writing to the Chair of the Board of Trustees. The Board in turn will refer it to the Executive Committee for review and final disposition.

Students can contact the Board of Trustees at ccprepboard@ccprep-academy.org.

Non-Discrimination Policy must include:

CC Prep does not discriminate against applicants or students based on race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation. CC Prep admits the students of any race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights concerning the student’s education records. A member of the CC Prep staff who has a legitimate educational interest if the staff member 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 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 Student Success Specialist assigned to a student reviewing the student's record on which courses have been completed. This is related to the task of advising the student. The Student Success Specialist would not be authorized to view records that are not relevant to the task at hand. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day CC Prep receives an access request. Eligible students should submit to the Head of school (CEO) a written request that identifies the record(s) they wish to inspect. The Head of School (CEO), Director of Student Support or Director of Academics and Training will plan for access and notify the parent 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 eligible student believes are inaccurate. Eligible students may ask CC Prep to amend a record that they believe is inaccurate. Students should write the Head of School (CEO) to identify the part of the record they want to be changed and specify why it is inaccurate. If CC Prep decides not to amend the record as requested by the eligible student, the school will notify the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the 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.



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4) The right to withhold directory information. At its discretion, CC Prep may provide “directory information” without the consent of the eligible students in accordance with the provisions of the Act.

Directory information includes:

- Student Name
- Address
- Telephone Listing
- Honors and Awards Received

Students may instruct CC Prep to withhold any or all of the information identified above (i) by completing the “Release of Student Directory Information” form available at 2405 Martin Luther King Ave., SE, Washington, DC 20020 or at 3301-Wheeler Road, SE, Washington DC 20020. The release or notification must be provided within 30 days of the issuance of this notice.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by CC Prep 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 Ave. SW, Washington, DC 20202.

Admission Preference Policy

Community College Preparatory Academy (CC Prep) is an adult charter school and the admission preference policy does not apply to our school. CC Prep is one school that serves students at two sites. CC Prep does not implement a transfer preference.