

## **BASIS DC Student and Family Policies**

### **Introduction**

The information contained herein reflects the Board-adopted policies of BASIS DC Public Charter School that have been extracted from the SY2022-2023 BASIS Charter Schools Student/Parent Handbook and SY2022-2023 BASIS Washington, D.C. Guidebook. These policies have been rearranged within this document for readability and to adhere to formatting requirements as prescribed by the Public Charter School Board.

### **Discipline Policy**

School discipline is enforced each school day for all students whenever they are on School premises or participating in School-sponsored activities. This policy is enforced wherever and whenever an organized School event takes place. The School reserves the right to discipline students for off-campus behavior at School organized events and for off-campus behavior that disrupts the School environment. The School may also honor the disciplinary consequences imposed by a student's previous school or deny enrollment based on disciplinary status consistent with all applicable state and federal laws.

If a student is considered an immediate threat to themselves or others, or engages in conduct required by law to be reported to law enforcement authorities, School personnel will alert administrative staff and may contact law enforcement as appropriate to the circumstances.

A Disciplinary Violation is defined as non-compliance with any of the sections of BASIS Parent/Student Handbook, the BASIS DC Guidebook, and School rules, especially with the Code of Conduct, and may result in a referral to a Dean.

When a Dean referral is made, the student is required to report immediately (or in the time interval indicated by a staff member) to the Dean for a potential disciplinary action. Prior to disciplinary action, the staff member referring the student to the office verbally informs the Dean of the violation or completes a referral report describing the event. The Dean, or a designated person then informs the student of the policies violated, invites the student to explain their understanding of the event, instructs them on disciplinary due process, and decides the remedy or the disciplinary consequences. Consequences of a Disciplinary Violation may include, but are not limited to, the following disciplinary actions:

- **Minor disciplinary consequences**
  - *Notice of Disciplinary Violation*: the student is reminded of the next level of consequences for any subsequent Disciplinary Violation and may be excluded from the class for additional time and required to write a letter of apology or an essay to demonstrate that they understand the nature of the Disciplinary Violation. There is no requirement to inform the Parent about this action. In more severe cases, the Dean might request that the student perform additional academic or school service activities during the period of exclusion, before or after school the following day, and/or be excluded from an Enrichment Activity. In this case, the Dean writes a

notice regarding the Disciplinary Violation in the CJ and the student is required to obtain a Parent signature by the next school day. Failure to follow instructions or obtain the signature may result in more serious consequences.

- *Temporary Exclusion*: the student is temporarily excluded from school spaces, physical or virtual, at the school's discretion, due to a Disciplinary Violation. The student spends an assigned time in a designated area under the supervision of a staff member. During this time, the student may be required to work on additional academic tasks or School service activities (usually activities related to the upkeep and maintenance of the School). Each exclusion is considered a Dean Referral. Failure to follow instructions during exclusion may lead to major disciplinary consequences.

- **Major disciplinary consequences**

- *Short-Term Suspension (1–5 school days)*: When the School is considering imposing short-term suspension, absent extraordinary circumstances the School will notify Parents and communicate with the student to give them an opportunity to explain their perspective. This conversation may occur immediately prior to the imposition of the suspension. The student must remain away from the School premises, classes, and all other School activities. Short-term suspension does not excuse the student from any academic work required during the suspension. Suspended students must make up missed assignments to receive credit for them. The Dean will set up procedures to ensure that the student has all the material and information necessary to perform independent study. This material and information will be available for the Parent to collect at the end of each school day. The Parent may call the School front office to verify that new material is available to be collected and to determine when the material will be available. Upon returning to School, the student is required to deliver all finished assignments they received during the suspension and coordinate any make-up tests or quizzes with the teacher of each subject. The student must make up these tests/quizzes on dates specified by each teacher.

When the Director of Student Affairs imposes a short-term suspension, the suspended student's Parent is informed of the suspension by telephone, in writing, or in person. The Parent may be required to remove their student from the School immediately, or the Director of Student Affairs may postpone the start of suspension until the next day (or a later date). The Director of Student Affairs may also postpone the final decision regarding the length of suspension due to a pending incident investigation. The School reserves the right to suspend, without prejudice, any student subject to such investigation. If a student is subsequently found not at fault of a Disciplinary Violation or the violation proves to be significantly less serious than suspected, they are allowed an opportunity to make up and receive credit for missed assignments; however, there is no other compensation for the time spent on suspension during the investigation (e.g., no private tutoring, no more than regular additional time for make-up work). Once the incident investigation is completed, a conference between the Director of Student Affairs and the Parent is required before the student is allowed to return to the School.

- *Long-Term Suspension (6 or more school days)*\*: The student must remain away from School premises, classes, and all other School activities. Long-term suspension does not excuse the student from academic work assigned during the term of suspension. As in the case of short-term suspension, the same procedures are employed to ensure the student has access to adequate resources necessary for independent study. The student might be required to come to the School after regular hours to take exams and quizzes during their long-term suspension. Prior to any long-term suspension, the student is placed on short-term suspension and the same rules described in the short-term suspension paragraph above are invoked. During the short-term suspension, appropriate School personnel conducts an investigation of the incident. This investigation will not exceed the length of the short-term suspension absent extraordinary circumstances. Once the investigation is completed, the Vice President of Charter Schools, or designee will select up to three individuals to serve as the Discipline Hearing Committee. These individuals will be unbiased third parties who may be employees of BASIS.ed and who were not involved in the underlying events giving rise to the suspension recommendation. The student and their Parent(s) will receive written notice of the hearing, which shall include: date, time and place of the hearing; statement of offense(s); parental rights, and list of witnesses, and exhibits expected to be presented at the hearing. The Discipline Hearing Committee will issue a final written decision following the hearing.
- *Expulsion*: The School permanently withdraws the student's privilege of attending the School. Expulsion is initiated at the recommendation of the Head of School or other appropriate School personnel, following an investigation of the incident. The Vice President of Charter Schools, or designee will select three individuals to serve as the Discipline Hearing Committee. These individuals will be unbiased third parties who may be employees of BASIS.ed who were not involved in the underlying events giving rise to the expulsion recommendation. The student and their Parents will receive written notice of the hearing, which shall include: date, time and place of the hearing; statement of offense(s); parental rights, and list of witnesses and exhibits expected to be presented at the hearing. The Discipline Hearing Committee will issue a final written decision following the hearing.

Conduct that may result in suspension or expulsion includes, but is not limited to, conduct that involves the following:

- Violence, force, or threats of violence or force, including targeting or inciting violence against another student, staff member, or volunteer;
- Possession of weapons (e.g. firearms, knives, pocket knives, etc.) or items that are designed to look like weapons, or using or threatening to use an item as a weapon;
- Possession of matches, lighters, fireworks, or other pyrotechnic devices, the threat to use such items, or tampering with or pulling a fire alarm;

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\* A "long-term suspension" for other BASIS network schools is defined as a suspension lasting 10 or more school days as reflected in the SY2022-2023 BASIS Charter Schools Student/Parent Handbook. This definition is modified in an addendum to the SY2022-2023 BASIS Washington, D.C. Guidebook to conform with the Student Fair Access to Schools Act which defines a "long-term suspension" as lasting 6 or more school days.

## **BASIS** Washington, D.C.

- Possession, use, abuse, distribution, manufacture, or being under the influence of substances of any kind (alcohol, tobacco, illicit drugs, prescription medication without a doctor's supervision, etc.);
- Single, severe instances of bullying or cyberbullying;
- Repeated instances of harassment, discrimination, bullying, or cyberbullying;
- Engaging in bullying that encourages a student to attempt or commit suicide;
- Falsifying records or providing false information to staff members;
- Making false accusations, false claims, or hoaxes regarding school safety;
- Serious bodily harm, the threat of serious bodily harm, or the intent to cause serious bodily harm to another;
- Conduct that violates the law;
- Causing another individual to act through the use of threats or coercion including blackmail, hazing, extortion, etc.;
- Repeated instances of conduct that disrupts the learning environment or persistent violations of the Code of Conduct;
- Discrimination or harassment, including conduct motivated by actual or perceived race, color, religion, national origin, sex, gender, disability, age, political affiliation, marital status, family responsibilities, genetic information, source of income, status as a victim, or place of residence;
- Sexual harassment, sexual abuse, lewd or indecent public behavior, whether by word, gesture, or any other conduct;
- Being required to register as a sex offender;
- Inappropriate sexual contact, indecency with a student, sexual abuse, possession or dissemination of student pornography, disseminating or threatening to disseminate sexually explicit photos;
- Retaliating against any student or staff member or volunteer;
- Serious destruction of property, theft of property, or the possession of stolen property;
- Malicious violation of computer use policies, intentional damage to computers, systems, or networks, misuse of personal electronic devices to send or post electronic messages, photos, or videos that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or the illegal misuse of computer networks or devices; and
- Any other conduct deemed to be a significant threat to the orderly administration of the School and the learning environment.

BASIS DC is committed to ensuring that its student disciplinary actions comply with the Student Fair Access to School Amendment Act of 2018, which limits the duration of out-of-school suspensions for students enrolled at our school and the reasons for which certain students can be suspended or expelled. No students in grades 5–8 will 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. No student in grades 9–12 will receive an out-of-school suspension or expulsion for a dress code violation, willful defiance, or an incident occurring off school grounds that is not part of a school-sponsored activity unless the student's behavior poses a safety or emotional distress concern. No student will receive out-of-school suspension for chronic tardiness. No student will receive more than 20 cumulative days of out-of-school suspension unless the justification for the suspension meets the criteria set forth in the Student Fair Access to Schools Act. There is no requirement for a parent to meet with the school

leaders as a condition for a student to return to school following a suspension. A long-term suspension as described in the Parent/Student Handbook is any suspension of 6 or more days.

### **Other Disciplinary Procedures**

In general, the School follows a progressive discipline process. Depending on the severity of the conduct and proposed disciplinary consequence, school staff or hearing officials will determine the disciplinary consequence.

The most common type of Disciplinary Violation is disruptive behavior in the classroom. While such misconduct is generally considered relatively minor, repeat violations may be damaging to the classroom environment and may interfere with the learning process. Therefore, repeated minor infractions may eventually lead to major consequences such as short-term suspensions.

If a staff member announces a disciplinary consequence and the student believes the discipline is unjust, the student may request to contact their Parent immediately. The Dean will arrange for the student to contact their Parent. The Parent may elect to pick up the student immediately or allow the disciplinary process to move forward and implement consequences. If the Parent chooses to pick up the student within a reasonably short time, the student is taken out of their regular program and supervised by the Dean (or a designated staff member) until the Parent arrives. It is not the Dean's responsibility to be available for a meeting with the Parent upon their arrival. If the Parent has questions regarding the incident, they can set up a meeting with the Dean to discuss the issue at a later date. If the Parent does not honor the student's request to be collected, does not arrive within a reasonable amount of time, or cannot be contacted, the disciplinary process will continue. Generally, a reasonable amount of time means within one hour after the first call has been made; however, the Dean (or, in some cases, the Director of Student Affairs) may adjust based on individual circumstances.

Following a decision on a Disciplinary Violation, a Parent may request a meeting with the Dean of Students and may ask the Dean for a further explanation of the decision, in writing. The meeting shall occur as soon as schedules permit, and the Parent will receive the explanation within 10 school days. Should the Parent require further information, they may request a meeting with the Director of Student Affairs to discuss the Disciplinary Violation and resulting consequence.

Whenever the Director of Student Affairs imposes a suspension of any length, the Parent has the opportunity to discuss the incident and the disciplinary decision with the Director of Student Affairs. If the Parent does not support the decision, they may email their objections to the Director of Student Affairs.<sup>†</sup> The Director of Student Affairs will forward the email to the Head of School. The Parent will then receive a response from the Head of School within 10 school days, but during this time, the Director of Student Affairs' decision stands. If the Head of School supports the Director of Student Affairs' decision, that decision is final and there will be no further appeal.

### **Discipline for Students with Disabilities**

For a student with a disability, when the school changes a student's placement because of disciplinary removals, BASIS DC will conduct a manifestation determination review to determine

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<sup>†</sup> Pursuant to the Parent-Student handbook addendum in the BASIS DC Guidebook, all discipline procedures meet the requirements of the Student Fair Access to School Act of 2018, including clarification of how parents can address concerns related to discipline. As such, for BASIS DC the parent must contact the Director of Student Affairs within five (5) business days of the school's notification of the imposed suspension.



whether the conduct giving rise to the disciplinary consequence is a manifestation of the student's disability. BASIS DC will then take appropriate action based on that determination pursuant to applicable state and federal law.

### **Attendance Policy**

To support learning and valuable classroom time, we urge Parents to align family vacations and other events for which students must miss school with the school calendar. The BASIS DC academic program is very rigorous, so absences of any length are likely to jeopardize academic performance. Students are, therefore, required to attend all classes at all times. If this is not possible, students are required to complete all of the assigned make-up work.

Absences are considered unexcused unless a parent/guardian excuses them for an acceptable reason, as listed below. Documentation of the excused absence must be received by the school within five days of the date of the absence. Parents/Guardians must provide documentation for any absence longer than three days.

Parents/Guardians may contact the Attendance Coordinator for more information on BASIS DC's compliance with the District's attendance requirements, including the school's reporting obligations, as well as what BASIS DC defines as an excused absence. Excused absences include but are not limited to:

- Illness or medical reasons;
- Medical or dental appointments;
- Visit to a parent/guardian serving in the military immediately before, during, or after deployment;
- A death in the student's family;
- Attendance at a judiciary or other administrative proceeding;
- Observance of a religious holiday;
- Suspension; or
- An emergency or other circumstance approved by the school (with a completed absence approval form).

BASIS DC reserves the right to determine the validity of any excused absence and to make exceptions in extenuating circumstances.

If a student accumulates excessive absences which jeopardize the student's academic success, as determined by the course teacher, the parent/guardian will be required to meet with the Attendance Coordinator. The purpose of the meeting will be to determine how to remedy the consequences of the absences to ensure the student's progress. Concrete goals and a timeline will be summarized in an Attendance Support Plan and/or an Absence Recovery Plan. If the student does not follow the goals and timelines of the Plan, the parent/guardian will be required to meet with the Attendance Coordinator again. If the parent/guardian does not attend a scheduled meeting to address excessive student absences, a plan will be put in place with the student and a home visit will be scheduled by the school.

Unexcused absences in excess of the thresholds established by local law will require that BASIS DC contact relevant authorities including The Office of the State Superintendent of Education (OSSE), The Child and Family Services Agency (CFSA), and/or the Office of the Attorney General.



## **Grievance Procedures**

The course teacher (or Learning Expert Teacher, when applicable) is the first point of contact when parents/guardians or students need to communicate about academic issues or a student's wellbeing in a specific course. Any other issues related to general academic performance or a student's wellbeing should be addressed with the student's Dean.

The Dean of Students should address the concern, or will escalate the concern to the appropriate Director. School Directors may be contacted at [directors@basisdc.org](mailto:directors@basisdc.org). If a parent/guardian does not believe the Director response to be sufficient, the parent/guardian should contact the Head of School and should expect a response within three business days.

Parents/Guardians of a BASIS DC student who believe that the School violated any charter or other applicable laws or regulations, or who is not satisfied with the response of the Head of School or Head of Operations, may bring the issue to the School's attention. If a parent/guardian is not satisfied with the School's response, the parent/guardian may contact the Board of Trustees at [boardoftrustees@bdcschools.org](mailto:boardoftrustees@bdcschools.org).

## **Policy of Non-Discrimination**

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, the Boy Scouts of America Equal Access Act and applicable state law, BASIS\* does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding BASIS' non-discrimination policies: Beverly Traver, Compliance & Equity Investigator, 7975 N. Hayden Road, Suite B202, Scottsdale, AZ 85258, (480)289-2088 ext. 147.

\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Charter Schools, Inc., BASIS Texas Charter Schools, Inc., BDC, A Public School, Inc., BBR Schools, Inc., and all affiliated entities.

## **Family Educational Rights and Privacy Act (FERPA) Notice**

FERPA affords Parents and students over 18 years of age the following rights:

- 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 the School to comply with requirements of FERPA.



A "school official" includes teachers, school administration and management, school staff members, counselors, Board members, attorneys, accountants, human resources professionals, information systems specialists, support/clerical personnel, as well as contracted providers of institutional services under the direction of BASIS DC. A school official has a "legitimate educational interest" if the official needs to review and education record in order to fulfill their professional responsibility.

FERPA generally prohibits the School from releasing or providing access to a student's educational record or personally identifiable information without Parent consent. The School may, however, disclose appropriately designated "directory information" without consent, unless Parents instruct us otherwise in accordance with this section. The definition of directory information at BASIS Charter Schools is limited, meaning that information designated as directory information will be disclosed only for specific purposes.

"Directory information" means the student's name, photograph, physical address, grade level, dates of attendance, honors, awards, participation in activities and sports officially recognized by the School, height and weight of athletic team members, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition). This information will be disclosed for the following purposes:

- For use in the annual yearbook.
- School publications, including school/class directories, lists, newsletters, fliers.
- For honor roll or other awards or recognition lists.
- Graduation programs.
- Extracurricular programs, including sports rosters, playbills, concert programs, etc.
- Military recruiters and institutes of higher education, for upper school students only.

We take students' privacy seriously and, in strict compliance with FERPA, we do not grant requests for student directory information for commercial purposes.

### **Admission Preference**

BASIS DC offers admission preferences in the following priority order: Founder Preferences, Children of Staff, Sibling Attending, and Sibling Offered. Qualifying for a lottery preference does not guarantee a seat.

For Sibling Preference, BASIS DC defines "sibling" as an individual having one or both parents/guardians in common, including a common parent/guardian on each birth certificate or official guardianship documentation, or a stepsister or stepbrother that resides under the same roof as the applicant; and where at least one of the students is already enrolled or accepted and planning to attend for the next school year. A student who applies but does not have a currently enrolled sibling but whose sibling has been matched with the school will receive "sibling offered" preference. A student who applies and has a currently enrolled sibling will receive "sibling attending" preference. If sibling status is granted, and the preference granting sibling subsequently withdraws, the sibling preference will be revoked.



BASIS DC does not accept Mid-Year Applications (e.g., any student in the middle of the school year.)