



Student/Family Policies SEED PCS of Washington, D.C.

Discipline Policy

Scholar Responsibilities

- Attend school regularly and be on time
- Dress in full and appropriate SEED DC uniform
- Follow rules and directions from SEED staff for the safety of self and others
- Complete schoolwork and residence hall routines
- Make positive behavior choices
- Remain on school grounds unless permission is granted to leave school
- Reflect on and learn from the consequences of your behavior and choices
- Treat peers and staff in compliance with SEED DC Core Values and policies

Scholar Rights

A SEED scholar has legal rights guaranteed by the Constitution of the United States. These rights and privileges cannot interfere with the rights of others or with SEED DC's policies and systems that provide a safe and orderly school environment. Scholars have the right to:

Freedom of Expression: Protects religious freedom and liberty against SEED DC's interference. Religious freedom will be subject to limitation only in the event of acts that endanger health and safety, damage property, or disrupt the educational and residential program. Being religiously neutral, SEED will not promote any religion, will not express opposition or hostility to religion, and will not show a preference for one religion over another. It will be the responsibility of scholars and staff to respect the religious beliefs of others.

Participate in Patriotic Exercises: Any scholar or teacher who wishes to be excused from the participation in a flag salute shall be excused.

Conduct Activities in School Buildings: All scholar organizations desiring to conduct activities at SEED shall be permitted to conduct these activities only if authorized. They shall thereafter be subject to the supervision of the administration and staff of the school. Any secret organization, rather than from the free choice of any scholar, shall be prohibited. No organization which officially represents the school in any capacity or any curricular or extracurricular activity which is organized by the school may deny or segregate participation or award. They can neither withhold privileges on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability, except where the purpose of the activity requires qualifications.

Freedom from Unreasonable Search and Seizure of Property: A SEED scholar has the right to freedom from unreasonable search and seizure of his/her person and property. However, School Administrators, have a right under the law to search scholars or their property whenever there is a reasonable suspicion that the scholars have something that violates school rules or endangers self or others. In order to maintain the ongoing educational process, to ensure order, and/or to protect people and property, SEED DC reserves the right to perform unscheduled searches. Searches may include the scholar and his/her locker, desk, bedroom, SEED owned computing resources (including all data stored on the SEED network), and personal belongings. Scholars shall not be asked nor required to disrobe, (i.e. no strip searches). Searches will always be conducted by two staff members in order to ensure accuracy and safety.

Freedom from Corporal Punishment: The District of Columbia prohibits employees of the SEED School from administering corporal punishment, such as spanking, hitting, or other cruel or unusual punishment.

Due Process and Appeal: When scholars are alleged to have violated school policy, they have the right to certain due process protections. This means that they are entitled to notice of the allegations against them and the opportunity to respond to the allegations. If a scholar is suspended, and the parent/guardian believes that an action taken by the school is a violation of policy, the parent may use the Appeal process.



Freedom from Harassment and Discrimination: SEED DC is governed by federal, state, and local anti-discrimination laws. In order to adhere to these, SEED DC has adopted policies that forbid discrimination providing equal educational opportunities on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability. If a scholar and/or parent/guardian believe that scholar has been discriminated against on these bases, the parent/guardian may file a complaint with the Director of Family & Community Engagement.

Confidentiality of and Access to Scholar Records: The Family Educational Rights and Privacy Act (FERPA) protect the right to the confidentiality of access to scholar records.

Freedom from Unreasonable Punishment: Scholars have the right of freedom from unreasonable punishment of the group for the offense of one scholar or a few scholars. Offenders will be disciplined individually. Scholars who feel they have been subject to unfair punishment have the right to register a complaint, beginning with a school administrator.

Handheld Metal Detector Wand Search Policy

I. Purpose

The SEED Public Charter School is committed to maintaining a safe and orderly school to promote health and safety within the school setting and to provide a school environment conducive to learning. In order to prevent school violence and the potential presence of weapons on campus, The SEED Public Charter School may use a handheld metal detector (wand) to detect weapons. This policy is applicable to all scholars on SEED's campus during which scholars are scheduled to be present, during school sponsored events off-campus, or when transportation is provided by the school to/from school or a school activity, function, or event.

II. Authority

Pursuant to § 22-4502.01, schools in the District of Columbia are gun-free zones. All areas within, 1000 feet of an appropriately identified public or private elementary school, vocational school, secondary school, or an event sponsored by any of the above entities shall be declared a gun-free zone. For the purposes of this subsection, the term "appropriately identified" means that there is a sign that identifies the building or area as a gun-free zone.

III. Notification

"Scholars may be subject to a metal detector search for weapons on this campus at any time," notification signs will be posted in The SEED Public Charter School's main entrance and the entrance of both dormitories. Signs will also include notification that The SEED Public Charter School of Washington D.C. is not responsible for any items damaged or lost in the Metal/Weapon Detection System/Device screening or bag checking process. In addition, SEED families will receive annual notification in the Scholar-Family Handbook and this policy will be accessible on the school's website.

IV. Training and Use

The SEED Public Charter School's contracted security company and/or school staff may use handheld metal detectors (wands) during screenings. School staff authorized to utilize wands during searches will be trained annually. All wands will be maintained in accordance with the requirements as outlined in the manufacturer's specifications.

V. Metal Detector Procedures

All scholars may be subject to screening. If handheld metal detector (wand) screenings are conducted:

- a. Metal detector screenings of scholars and their belongings shall be conducted in an orderly and safe manner while minimizing intrusion into students' privacy rights.
- b. Screenings will be conducted by a security officer or staff member of the same sex as the scholar and will include one additional school administrator or designated personnel present for the duration of the screening.
- c. Consistent scanning techniques shall be used for each scholar.
- d. During a handheld metal detector search, staff and/or security will make every effort to ensure the wand does not make contact with the scholar's body.
- e. Prior to being scanned with a wand, a scholar will be asked to remove any metal objects (e.g. keys, phones, belt buckles, etc.) and set those objects aside. If during the screening of a scholar the detector is activated, the scholar will be asked whether he or she has anything made of metal in the area scanned. If the article is removable, the scholar will be asked to remove the article and the screening will be repeated. If the detector is again activated and the article cannot be removed, the security officer or staff member will visually confirm the scholar's explanation. If the activation cannot be explained or eliminated, then the scholar and her/his belongings will be directed to a private location. An expanded search (a pat down of the student or inspection of a book-bag or purse) will be conducted by a security officer or staff member of the same sex as the student. At least one other school employee will be present during the search. The scope of the search will be focused on detecting a weapon.



- f. The purpose of metal detector screenings is to deter the possession of weapons such as guns, knives, or other dangerous objects capable of inflicting bodily injury.
- g. Screenings are not to be used for the purpose of searching scholars suspected of violation of other school policies and regulations. If during a screening a prohibited item is incidentally discovered, the item will be confiscated, and the scholar will be subject to a disciplinary response.
- h. Strip searches or arranging clothing of an individual to permit a visual inspection of underclothing, breasts, buttocks, or genitalia are prohibited.
- i. Possession of a firearm, knife, or other dangerous objects may result in a disciplinary response from the school as well as a response from the Metropolitan Police Department.

VI. Reasonable Suspicion

When school administration has reasonable suspicion to believe that a weapon or weapons are in the possession of an identified scholar, school administration is authorized to use a handheld metal detector (wand) to search the scholar.

“Reasonable suspicion” exists when the totality of the circumstances lead to reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Information provided by another person may be considered by an administrator as a part of the administrator’s individualized reasonable suspicion where the administrator has reason to believe the information is credible.

VII. Random Checks

- a. School administration may decide to conduct a random handheld metal detector search on all students entering the school or a group of students to be checked at random on a neutral, nondiscriminatory basis. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- b. Random checks will be scheduled at least five business days in advance and will be communicated in writing to the Head of School.
- c. Before conducting a metal detector check, the participating administrator will explain the scanning process to scholars and emphasize that the purpose to ensure the school’s campus is safe.

VIII. Avoiding or Refusing Detection Process

When a scholar attempts to avoid a metal detector screening, it will be considered sufficient cause to immediately search the scholar and his/her belongings. In the event a scholar refuses to submit to the metal detection screening, his/her parent/guardian will be notified, it will be considered grounds for disciplinary action, and the student may not be permitted on the campus of The SEED Public Charter School of Washington, D.C.

IX. Students with Disabilities

Scholars with disabilities will be screened in a manner that is sensitive to their condition and needs.

X. Law Enforcement Involvement

School administration will generally not use law enforcement officers to conduct metal detector screenings, however, the school resource officer(s) may assist or be present when screenings are conducted. Law enforcement officer involvement in metal detector screening procedures will be limited to:

- a. Sharing information regarding threats made against students, administrators, teachers, or the School that may require the school to conduct metal detector screenings, and
- b. Calling upon law enforcement in the event that a weapon is discovered or suspected based on metal detector activation.

In accordance with the Student Fair Access to School Amendment Act of 2018, SEED DC annually reviews and updates its Disciplinary Policy to ensure that it:

- Ensure fairness and equity
- Reduces/eliminates discriminatory disciplinary practices and outcomes
- Maximizes instructional time
- Improves the school’s practices throughout the school year

The Discipline Policy Review Process includes using data and feedback from scholars, families, and school personnel.



Disciplinary Level Behaviors

Levels I and II behaviors are behaviors that are insubordinate or cause minor disruptions to the school environment but do not involve damage to school property or harm to self or others. These behaviors result in classroom/residential staff utilizing techniques and practices from SEED’s Model of Care, that focus on teaching social skills includes the use of corrective strategies and corrective teaching so that teachers and Student Life faculty can manage minor scholar behaviors within their instructional and residential spaces.

Level III behaviors are behaviors that may require additional faculty support to implement interventions or strategies for a scholar. At this level, disciplinary responses may include but are not limited to, restorative justice conference/conversation, scholar support action plan, parent conference, etc. The goal is for scholars to learn to take ownership of their behavior(s), be active participants in changing the behavior, and repairing any harm done.

Level IV behaviors are behaviors that cause significant disruption to the academic and residential environment and/or school operations, destroy school property, or cause significant harm to self or others. These behaviors result in administrative responses primarily conducted by the Principal, Director of Student Life and Dean of Students.

Level V behaviors are behaviors that are illegal, cause significant disruption to the school operation, or cause substantial harm to self or others. Disciplinary Responses for Level V behaviors will result in a Discipline Review Meeting at which time scholars will be considered for removal from SEED DC. These behaviors will result in administrative responses conducted by the Dean of Students, Principal, and/or Director of Student Life.

Please note that should a disciplinary incident occur for which there is currently no level and/or there is a range of disciplinary responses, the Dean of Students, Principal, and/or Director of Student Life will assign an appropriate disciplinary level and response to the behavior.

<p>Level I: Behavior Infractions:</p> <ul style="list-style-type: none"> • Attending class without required class materials or equipment • Unauthorized eating in the classroom, residence hall room, or other unauthorized space • Refusal to keep living area neat and orderly • Refusal to complete and turn in assignments during class time, study hall or other scheduled time • Refusal to comply with staff instructions, classroom, or school rules • Off task behavior that demonstrates disengagement from classroom learning (such as talking or playing) • Unauthorized presence in the hallway during class time • Tardy to class, program, or activity • Refusal to participate in class or programming • Refusal to follow dining hall routines
<p>Range Of Consequences: Loss of Kickboard dollars, redirection, reflection, restitution, behavior contract, call home, early lights out, the make-up of missed learning time and loss of privileges. While these consequences are implemented by classroom teachers and Student Life staff working directly with scholars, other school-based disciplinary response may occur as approved by the school administrative team.</p>
<p>Staff Oversight: Teachers, Student Life Counselors, Student Life Assistants, Overnight/Morning Student Life Assistants, and Support Staff</p>
<p>Level II: Behavior Infractions:</p> <ul style="list-style-type: none"> • Failure to follow SEED DC cell phone procedure • Non-compliance with the approved dress code • Sleeping during class, study hall, or scheduled time for reading • Improper use of school equipment or materials • Inappropriate campus phone usage (e.g., using cell phones outside of authorized time or without supervision) • Profanity, abusive language and/or gestures (including “put-downs”, “joining,” derogatory remarks, and sexually explicit remarks) • Running in hallways, classroom, residence hall, or other community spaces • Throwing items in class, residence hall, or community setting • Refusal to complete assigned Level I disciplinary responses • Possession of or displaying inappropriate music, videos, images, posters, magazines (e.g., images or music that include profanity, nudity, or derogatory language). • Possession of or displaying pornographic material via technology device.
<p>Range of Consequences: loss of Kickboard dollars, redirection, reflection, restitution, behavior contract, call home, early lights out, make-up of missed learning time and loss of privileges. While these consequences are implemented by classroom teachers and Student Life staff working directly with scholars, other school-based disciplinary response may occur as approved by the school administrative team.</p>



Staff Oversight: Teachers, Student Life Counselors, Student Life Assistants, Overnight/Morning Student Life Assistants, and Support Staff
Level III: Behavior Infractions:
<ul style="list-style-type: none"> • Failure to follow SEED DC cell phone procedure • Non-compliance with the approved dress code • Sleeping during class, study hall, or scheduled time for reading • Improper use of school equipment or materials • Inappropriate campus phone usage (e.g., using cell phones outside of authorized time or without supervision) • Profanity, abusive language and/or gestures (including “put-downs”, “joning,” derogatory remarks, and sexually explicit remarks) • Running in hallways, classroom, residence hall, or other community spaces • Throwing items in class, residence hall, or community setting • Refusal to complete assigned Level I disciplinary responses • Possession of or displaying inappropriate music, videos, images, posters, magazines (e.g., images or music that include profanity, nudity, or derogatory language). • Possession of or displaying pornographic material via technology device.
Range of Consequences: Conference with an administrator, communication with parent/guardian, community/financial restitution, public apology, detention, focus group, success plan, mediation, community/financial restitution, restorative practices, referral, In School Suspension, and community removal (Student Life Programming Only)
Staff Oversight: Dean of Students, Principal, Director of Student Life, and Overnight/Morning Student Life Manager
Level IV: Behavior Infractions:
<ul style="list-style-type: none"> • Fighting or assault or battery of any kind • Bullying/Harassment of any kind (verbal, physical, sexual, hazing, cyber bullying, etc.), including retaliation against anyone who reports or participates in an investigation of bullying/harassment (See “Bullying/Harassment Policy.”) • Knowledge of or involvement in arson • Being off campus without permission • Inappropriate sexual conduct (fondling of genitalia, engaging in any form of sexual relations) • Possession or distribution of prescription medication • Verbal, written or physical threats towards staff, school or peer • Excessive horseplay (cause emotional distress or injury) • Repeated pattern of violating Level III
Range of Consequences: Referral, In School/Out of School suspension, community removal (Student Life Programming Only) mediation, community/financial restitution, restorative practices, Discipline Review Meeting (resulting in possible Dismissal), Scholar Conduct Agreement Student Life
Staff Oversight: Dean of Students, Principal, Director of Student Life, and Overnight/Morning Student Life Manager
Level V: Behavior Infractions:
<ul style="list-style-type: none"> • Possession or use of a weapon, including but not limited to the following: air rifle, starter/pellet pistol, knife, gun, lighter, explosive devices, or any weapon that can be used to inflict serious bodily harm. Arson • Possession, sale, distribution, or use of alcohol, drugs, controlled substances, or drug paraphernalia (See “Scholar Tobacco, Drug, and Alcohol Use Policy.”) • Documentation of a repeated pattern of violating Level IV
Range of Consequences: Referral, Out of School Suspension, Community Removal (Student Life Programming Only), Discipline Review Meeting and consideration for Dismissal
Staff Oversight: Dean of Students, Principal, Director of Student Life, and Overnight/Morning Student Life Manager

Infractions involving the possession of a gun will result in dismissal from SEED DC in accordance with The Gun-Free Schools Act of 1994.

SEED DC may have to report Level IV and Level V incidents to various authorities (including but not limited to the DC Metropolitan Police Department, Colleges and Universities, and the District of Columbia Public Charter School Board) when the infraction is illegal and/or causes substantial harm to self or others.

Disciplinary Responses

Administrative responses are reserved for the most serious behavior infractions (**Level IV and Level V**). SEED DC provides a variety of instructional and restorative practices during the academic day and boarding program to motivate scholars, as well as, to teach scholars that appropriate behaviors represent the most efficient and effective means for attaining their goals.



Disciplinary responses for all levels of behavior may be assigned only after consideration of all factors involved as outlined in this handbook, and after consideration of prevention, intervention, and remediation responses.

Disciplinary responses for scholars with disabilities shall be imposed in compliance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Range of Consequences: Terms and Definitions

Restorative Practices: Restorative practices work to repair the damage that hurtful acts cause to communities and relationships. This approach seeks to ensure accountability, while at the same time interrupting cycles of retribution. This approach seeks to promote scholar/staff accountability and ownership while also providing a safe space for problem-solving and fair and respectful communication between parties. Restorative practices include but are not limited to mediations, restorative circles, etc., to help repair harm and restore a sense of community.

Redirection to Corrective Strategies: Scholar misbehavior is initially handled with a corrective strategy or corrective teaching by a staff member. This can include but is not limited to non-verbal prompts, verbal prompts, 'cool downtime', coupling statements, reality statements, and empathy.

Guided Practice/Reflection: When a scholar has been given a reasonable number of redirections, the staff has used corrective teaching strategies, and the scholar's behavior continues to be an infraction of the code of conduct, he/she will be assigned a "Reflection." A Reflection entails sitting at a designated area, where the scholar is not allowed to talk or interact with any peers or with the staff member. Scholars are expected to stay attentive to class discussions/lectures/presentations and are responsible for all assigned work. When the scholar has reflected and is able to self-manage behavior, then she or he will be invited once again to participate in class. The reflection form asks scholars to identify their infraction, things they will do to improve their behavior, and ways that adults can help them be successful going forward. Scholars are expected to turn in a completed reflection to the staff member. Scholars who repeatedly need time for reflection may receive additional consequences, such as loss of basic privileges. Scholars who continue to misbehave after given time to reflect will be removed from that setting.

When necessary, scholars will complete reflections during Student Life programming, as well. In certain situations, such as an off-campus activity, it may be impossible to have a scholar sit in a designated area. In this situation, Student Life faculty may provide the scholar with an alternate reflection activity or may refer them to reflect upon return to campus.

Referral: A documented report prepared by a staff member and a scholar for a Level IV or Level V behavior. Both scholars and staff are required to complete an Incident Report.

Conference with an Administrator: This is a meeting between the scholar and an administrator. During the meeting, the scholar is provided the opportunity to talk about what happened. The administrator may issue an additional disciplinary response.

SEED DC is committed to open and ongoing communication with parents/guardians to inform them of their child's behavior and the range of interventions attempted. Communication methods can include but are not limited to a phone call home, email, letters, and in-person conference, etc.

Community and/or Financial Restitution: A social or financial repayment for violation of school rules and/or property.

Focus Group: A group designed by an administrator to focus on a particular topic (e.g. time management to improve tardiness).

Loss of Privileges: A disciplinary consequence whereby a scholar may not participate in extracurricular activities. SEED DC offers scholars many privileges that can be taken away as a consequence for poor behavior. A loss of privileges may include a decrease in phone time, exclusion from social activity, an earlier bedtime, or bedroom restrictions.

Detention: For repeated patterns of behaviors, a scholar may receive the consequence of detention. While in detention, scholars must continue to reflect on their decisions with a guided assignment. They are challenged to take ownership of their actions, learn new skills to support more positive behaviors and to plan for their future success with overcoming their behavior challenges.

Out-of-School Suspension and Dismissal Process

Out-of-school Suspension (OSS) – Short Term (5 days or less)

The Dean of Students, Principal, and/or Director of Student Life may make referrals for short term out of school suspensions. Before a student is assigned to OSS, he/she will be given a chance to meet with the administrator to discuss the behavior and tell his/her side of the story. During this meeting, the administrator will share with the student what the behavior of concern is and the information that the school has to believe the behavior occurred. The student will then be given a chance to share their side of



the story and/or explain the behavior. If the student is assigned to OSS, the administrator will notify the student and parent(s) in writing of the reason for and length of the suspension.

If the student's continued presence at school poses an immediate and continuing danger to other students or school staff, the administrator may suspend the student for the rest of that day and the following day without meeting with the student. However, before any further suspension is issued, the administrator will meet with the student as outlined below. This meeting could occur by phone if the student's presence at school poses a continuing danger to other students or school staff. Students who are suspended are not permitted on school grounds and can't attend school-related activities or events for the duration of their suspension.

Out-of-school Suspension (OSS) – Long Term (6 days or more)

The Dean of Students, Principal, and/or Director of Student Life (administrators) may make a recommendation for long-term suspension. The Head of School (or other designated administrator) makes the final decision after a disciplinary hearing is held with the student and parent(s). Once a recommendation for long-term suspension is made, the student will be suspended pending a hearing.

Before the administrator makes a recommendation for long-term suspension, he/she will meet with the student to discuss the behavior and give the student an opportunity to tell his/her side of the story. During this meeting, the administrator will share with the student what the behavior of concern is and the information that the school has to believe the behavior occurred. The student will then be given a chance to share their side of the story and/or explain the behavior.

If the student's continued presence at school poses an immediate and continuing danger to other students or school staff, the administrator may suspend the student for the rest of that day and the following day without meeting with the student. However, before any further suspension is issued, the administrator will meet with the student as outlined below. This meeting could occur by phone if the student's presence at school poses a continuing danger to other students or school staff.

If necessary, the administrator will investigate the circumstances of the behavior and the student's explanation. The investigation will be completed within three days of the incident or within three days of when the school was notified of the incident. If appropriate, the administrator may issue a short-term suspension pending the investigation.

If long-term suspension is recommended, the administrator will notify the student and parent(s) in writing of the reason for and length of the recommended suspension. This notice will include information about the basis for the recommendation, the information that the school must support the recommendation, and the disciplinary hearing process. A disciplinary hearing, known as the Discipline Review Meeting (DRM), will be held within 5 school days of the date that the recommendation for long-term suspension is issued. Extensions of this deadline may be made on a case-by-case basis if necessary.

The Head of School will not preside over the DRM. At the DRM, the administrator will share the information relied on to support the recommendation for long-term suspension. The student and parent(s) will be given an opportunity to fully respond to the information shared by the administrator and to present any additional information that they want the Head of School to consider. The student may be represented by an attorney.

The DRM administrator will notify the student and parent(s) in writing of the final determination on the next school day following the hearing.

Students who are suspended are not permitted on school grounds and can't attend school-related activities or events for the duration of their suspension.

Expulsion

The administrator may make a recommendation for expulsion. The Head of School makes the final decision after a disciplinary hearing is held with the student and parent(s). Once a recommendation for expulsion is made, the student will be suspended pending a hearing.

Before the administrator makes a recommendation for expulsion, he/she will meet with the student to discuss the behavior and give the student an opportunity to tell his/her side of the story. During this meeting, the administrator will share with the student what the behavior of concern is and the information that the school has to believe the behavior occurred. The student will then be given a chance to share their side of the story and/or explain the behavior.



If the student's continued presence at school poses an immediate and continuing danger to other students or school staff, the administrator may suspend the student for the rest of that day and the following day without meeting with the student. However, before a recommendation for expulsion is issued, the administrator will meet with the student as outlined below. This meeting could occur by phone if the student's presence at school poses a continuing danger to other students or school staff.

If necessary, the administrator will investigate the circumstances of the behavior and the student's explanation. The investigation will be completed within three days of the incident or within three days of when the school was notified of the incident. If appropriate, the administrator may issue a short-term suspension pending the investigation.

If expulsion is recommended, the administrator will notify the student and parent(s) in writing of the reason for the recommended expulsion. This notice will include information about the basis for the recommendation, the information that the school must support the recommendation, and the disciplinary hearing process. A discipline review meeting (DRM) will be held within 5 school days of the date that the recommendation for expulsion is issued. Extensions of this deadline may be made on a case-by-case basis if necessary.

The Head of School will not preside over the DRM. At the DRM, the administrator will share the information relied on to support the recommendation for expulsion. The student and parent(s) will be given an opportunity to fully respond to the information shared by the administrator and to present any additional information that they want the Head of School to consider. The student may be represented by an attorney.

The administrator will notify the student and parent(s) in writing of the final determination on the next school day following the hearing.

Students who are expelled are not permitted on school grounds and can't attend school-related activities or events for the duration of their expulsion.

Parent/Guardian Appeal Process for Disciplinary Actions

1. If a parent/guardian disagrees with any of SEED DC's disciplinary responses or the outcome of a Discipline Review Meeting, a parent/guardian can appeal either in writing, or by contacting the Executive Assistant to the Head of School via email hos@seedschooldc.org or by phone at (202) 248-3007 within 48 hours of the Discipline Review Meeting to request a meeting with the Head of School.
2. Once the appeal meeting is scheduled all relevant documentation, including but not limited to scholar's behavior record, academic record, referrals and the parent's letter stating their specific concerns, will be forwarded and reviewed by the Head of School or the designee.
3. You will be contacted within 48 hours following your appeal meeting by The Office of the Head of School with the final determination and reason for that determination.
4. Parents/Guardians who are not satisfied with this determination may appeal to SEED DC's Chair of the Board, Desa Sealy, at desasealy@gmail.com. This appeal must be made in writing within 5 calendar days of the final determination by the Head of School.
5. Should any parent/guardian elect **not** to call the office of the Head of School to schedule an Appeal Meeting within 48 hours of the decision to dismiss, the decision to dismiss will be upheld by the Head of School.

Scholar suspensions are documented and maintained in SEED DC's Student Information System – PowerSchool for all scholars. If requested, a high school scholar's behavioral record may be forwarded as part of the transfer of records and/or the college application and admissions process.

By request, parents are permitted to have a copy of the incident reports written by their own child, with redacted information (to protect the privacy of other scholars), and by the school nurse.

Students with Disabilities

SEED DC abides by IDEA requirements regulating disciplinary actions against scholars with disabilities.

Removal for 10 or fewer school days in a school year

Scholars in special education can be suspended for up to 10 consecutive or cumulative school days in a year to the same extent that suspension is used for general education scholars. The school is not required to provide services for the first 10 days in a school year that the scholar is suspended



Removal for more than 10 cumulative school days when the scholar's behavior does not represent a pattern

No manifestation determination is required when a scholar is suspended for more than 10 school days in a school year and the series of suspensions does not constitute a pattern. However, scholars who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals. Scholars who are suspended for more than 10 days in a school year must also receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications to address the behavior violation so that it does not recur.

Removal for more than 10 consecutive school days or 10 cumulative schools days when the behavior represents a pattern

Disciplinary action that results in a scholar being suspended for more than 10 consecutive school days or 10 cumulative school days in a year where the series of suspensions constitute a pattern result in a disciplinary change in placement. A disciplinary change in placement requires a manifestation determination to be made by the IEP team.

The following is required under these circumstances:

- A) Parent Notification- the parent/ guardian must be notified of the disciplinary action to be taken and informed of the procedural safeguards on the day the decision to take disciplinary action was made.
- B) Manifestation Determination - an IEP team meeting must be convened within 10 school days to determine whether the scholar's behavior was a manifestation of his/her disability.
- C) Review of Behavior Intervention Plan- at the manifestation determination meeting, the IEP team must also conduct a functional behavior assessment, unless one has already been conducted, and develop a behavior intervention plan for the scholar or review the scholar's current behavior intervention plan and modify it as necessary.

Scholars who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.

A manifestation determination meeting reviews the relationship between the scholar's disability and the scholar's behavior that is subject to the disciplinary action.

If it is determined that the scholar's behavior was a manifestation of his or her disability, then the scholar must return to SEED DC unless the parent and SEED DC agree otherwise. There are special circumstances where a scholar with a disability can be removed from SEED DC for up to 45 school days without regard to whether the scholar's behavior was determined to be a manifestation of his/her disability: possession of a weapon at school on school premises or during a school function; possession or use of an illegal drug at school on school premises or during a school function; infliction of serious bodily injury at school on school premises or during a school function. At any time the IEP team, with parent consent, may change the scholar's placement.

If it is determined that the scholar's behavior was not a manifestation of the scholar's disability, the same disciplinary procedures applicable to a scholar without a disability, including long-term suspension or expulsion may be applied to the scholar with a disability. Scholars who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.

Hearing officer

If maintaining a scholar with a disability in his or her current placement would prove harmful to the scholar or to others, the school can request a hearing officer to order placement in an alternative setting for up to 45 days. In this case, the school is required to provide services for a scholar with a disability so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.



The Reflect & Restore Center (The R & R)

Purpose

The Reflect and Restore Center (The R & R) is a place where scholars participate in interventions that provide learning opportunities for infractions including, but not limited to drug use, theft, vandalism, tardiness, stress management, intolerance, bullying, and more.

A scholar's time in The R & R is the time to reflect, restore, and learn. Each lesson provides scholars with the opportunity to learn the impact of their actions and help decide how to make things right with the person(s) harmed and affected. It is our goal that scholars who participate in this process will have the opportunity to:

- reflect on their behaviors that led to the infractions
- determine what are alternatives to the scholars' actions
- understand why rules and procedures exist and must be followed
- learn the concepts of fairness and justice
- gain positive attitudes toward authority

How It Works

Only a Dean of Students can assign scholars to The R & R. Scholars will be assigned based on staff referrals. Staff will be notified in a timely manner that a scholar has been assigned to The R & R by a Dean via email. * Staff should gather any necessary class assignments and send them to the Dean's office. Scholars that have been assigned to The R & R on a particular day will report to the lobby with their backpacks to meet The R & R instructor at 7:55 am. Scholars will remain in The R & R for the duration of time it takes them to complete the lesson(s) assigned.

All scholars will sit in assigned seats and will keep the area clean and graffiti-free. Defacing property (Chromebooks, headphones, desks, walls, etc.) will not be tolerated.

A scholar who is tardy, absent or refuses to complete the assigned lesson(s) for any reason will remain in The R & R until the lesson(s) are completed. If a scholar is unable to regroup and complete the lesson(s), the school will attempt alternate interventions such as calling the parent/caregiver and/or counselor for additional support.

During the times that scholars are placed in The R & R, they are not permitted to attend assemblies.

The school nurse before the start of the day will administer medication. If additional services are needed throughout the day, medication will be delivered to the scholar in The R & R but administered privately.

Upon arrival to The R & R, scholars will receive a detailed orientation for the purpose of clearly communicating The R & R's guidelines, consequences for non-compliance and establishing clear expectations while assigned to the RRC. The returning scholar will be presented a review/re-teach of these rules.

Scholars who are immediately assigned to The R & R during the academic day will be escorted to The R & R space by an administrator or counselor.

Lunch

Scholars will travel together with The R & R instructor to the Dining Hall to get their lunch and will return to The R & R to eat.

Expectations

- ✓ Scholars(s) will stay on task at all times and follow The R & R's schedule and guidelines. The student(s) are expected to remain seated, quiet, awake and working on the lesson. *Sleeping is prohibited.* No physical contact of any kind between scholars is permitted.
- ✓ Scholar(s) are expected to complete the lessons (including the reflection) and will process with The R & R instructor before returning to class.
- ✓ Parent(s)/Guardian(s) will be contacted if scholars are disruptive or refuse to complete the lesson(s).
- ✓ Scholars must ask permission to use the bathroom.
- ✓ Cell phone use is not permitted in The R & R.
- ✓ No food or drinks allowed (except bottled water) unless it is during the scheduled lunch break.
- ✓ Respect for others must be shown at all times. Scholars are expected to express themselves appropriately to include tone and volume.
- ✓ Scholars will be escorted back to class by an administrator or counselor.
- ✓ All regular school rules apply as set forth by the *Scholar-Family Handbook*.



TOBACCO, DRUG, AND ALCOHOL USE POLICY

The purpose of this policy is to maintain an alcohol-free and drug-free scholar environment. It is contrary to school policy to passively tolerate the use of tobacco, alcohol, drugs, or other controlled substances. The school's approach to scholar use of such substances is a combination of prevention, treatment, and disciplinary interventions.

The phrase "tobacco, alcohol, drugs, and other controlled substances," includes, but is not limited to, the following, in any form:

Commercial-sale tobacco; alcohol, and alcohol-containing beverages; inhalants (such as gases, solvents, and adhesives); mood-altering substances; marijuana and its derivatives; cocaine, crack cocaine and its derivatives; LSD and other hallucinogenic drugs; PCP; amphetamines and amphetamine-like compounds; heroin; methadone; scheduled narcotics; anabolic steroids; herbs, herbal/natural stimulants; designer drugs and look-alike products and drug paraphernalia.

A scholar may not possess, use, produce, sell, distribute, or have knowledge of alcohol, drugs, or other controlled substances. If a scholar has knowledge of any of the above, they must immediately notify a SEED DC staff member. SEED DC reserves the right to test scholars for suspected drug use. The parent/guardian will be notified of the test and the results by a SEED DC administrator. A scholar may not violate district or federal laws regarding alcohol, drugs, or other controlled substances.

A scholar determined to have sold, delivered, distributed, or have knowledge of alcohol, drugs, or other controlled substances for the purpose of drug use, as a result of an internal investigation, will result in suspension and an automatic Discipline Review Meeting (***Level V***).

This policy applies to all scholars at all times in all settings, including but not limited to, school buildings, on school property and grounds, in school-owned vehicles, and at school-sponsored events regardless of location.



BULLYING/HARASSMENT POLICY

SEED DC is committed to creating a safe, caring, respectful learning environment for all scholars. We will treat all members of our community with civility and respect. Our school strictly enforces a prohibition against bullying or harassment of any scholars or staff. In collaboration with teachers and administrators, the school has developed and will implement a plan for education and discipline, including curriculum, to prevent bullying and harassment and to help adults and scholars to respond effectively to reports and observations of bullying or harassment.

This policy is intended to (1) prevent bullying/harassment and cyber-bullying among our scholars, (2) to encourage scholars and their parents to have confidence in the school's policies and procedures and to come forward promptly whenever a scholar is subject to conduct that is prohibited by this or any other school policy, and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

Definitions

Bullying: Has been defined by the Youth Bullying Prevention Act of 2012 (YBPA) as any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal that:

- A. May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, place of residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
- B. Shall be reasonably predicted to:
 1. Place the youth in reasonable fear of physical harm to his or her person or property;
 2. Cause a substantial detrimental effect on the youth's physical or mental health;
 3. Substantially interfere with the youth's academic performance or attendance; or
 4. Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

Harassment: Behavior that creates a hostile environment for the victim at school.

Cyber Bullying: Bullying through the use of technology or electronic devices such as a telephone, cell phone, computer, or the Internet. It includes, but is not limited to, email, instant message, text message, or Internet posting, whether on a webpage, social media application in a blog or elsewhere.

Hostile Environment: Bullying/harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a scholar's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Retaliation: Any form of intimidation, reprisal, or harassment directed against a scholar who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying/Harassment Prohibited

Bullying/harassment is prohibited on school grounds, property immediately adjacent to school grounds, at school sponsored or school-related activities, functions or programs whether on or off school grounds, on or off school bus or other vehicles owned, leased or used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Bullying/harassment is also prohibited at a location, activity, function or program that is not school related through the use of technology or an electronic device that is not owned, leased or used by the school, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of a school. Retaliation against a youth, volunteer or staff member who reports bullying/harassment, provides information about an act of bullying/harassment, or witnesses an act of bullying/harassment is also prohibited.

Administrators will make expectations clear to scholars and staff that bullying/harassment will not be tolerated and will be the grounds for disciplinary action up to and including suspension and dismissal for scholars. The school will promptly and reasonably investigate all allegations of bullying/harassment.

The Director of Student Support Services will be responsible for handling all complaints and investigations of bullying/harassment.



Reporting Bullying

All staff members are required to report any bullying or harassment they witness or are made aware of on a Staff Incident Report and/or Referral. Staff members should immediately record all such incidents in accordance with school procedures for reporting behavior incidents and notify the Dean of Students or other administrator on duty.

Any scholar who believes that they have been the target of bullying/harassment or who is aware of bullying/harassment is strongly encouraged to promptly report the matter orally or in writing to a Dean of Students, or to any other staff member or member of SEED DC with whom the scholar is comfortable speaking. Also, any scholar who is subject to retaliation in violation of this policy or who knows of another scholar who has been subject to retaliation is urged to report it as soon as possible.

A parent who witnesses or becomes aware of bullying/harassment is strongly urged to promptly notify one of the school deans. A parent should also report any incident of retaliation in violation of this policy to a school dean.

Anonymous Reporting

Reports may be made anonymously, although no formal response will be taken solely on the basis of an anonymous report. However, such a report may trigger an investigation.

Investigation of Incidents of Bullying/Harassment or Retaliation

If an incident of bullying, harassment or retaliation is reported, the Director of Student Support Services will respond quickly and appropriately to investigate and intervene. Verbal or written complaints or reports of bullying/harassment will be investigated in an adequate, reliable and impartial manner. Each investigation will include, as necessary, interviewing individuals involved and reviewing all relevant information including but not limited to social media posts, written messages or notes, video footage, and written scholar statements. All documentation related to the investigation will remain confidential. SEED DC will take steps to ensure the safety of all parties involved and determine whether the incident was one of bullying/harassment. SEED DC will also take steps to provide the complainant with periodic updates on the status of the investigation. Once bullying/harassment behavior has been determined, the following groups will be notified as needed by SEED DC, making every effort to protect the confidentiality of those who report bullying/harassment:

- **Parents and Guardians:** SEED DC will notify the parents or guardians of victims, instigators, and witnesses as appropriate, about the nature of the incident and the steps in place to respond to it. The Director of Student Support Services will determine if parents or guardians should be informed prior to or after the investigation of the incident.
- **Law Enforcement Agencies:** If SEED DC determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement agencies.

Investigations will be initiated within two (2) business days of receiving the complaint. During that time, the Director of Student Support Services will also take the following steps:

- create a written record of the complaint, which will also be included in the final determination letter;
- take appropriate action to protect, to the extent possible, the safety of the alleged target, which may include contacting relevant parties, intercepting the target or alleged perpetrator if information is received regarding a pending act of bullying or retaliation, and ascertaining the presence of teachers or other employees at a location that has been identified as the site of a pending act of bullying or retaliation;
- inform the target, alleged perpetrator, and if applicable, witnesses, of the alleged incident and of the initiation of the investigation;
- make a good-faith attempt to inform the parents or guardians of the target about the alleged incident and any planned investigation, if the target is less than eighteen (18) years of age and if the contact information for the parents or guardians is available or can be requested. If the Director of Student Support Services determines that informing the parents or guardians may cause harm to, or endanger the health or well-being of the target, the Director of Student Support Services shall document facts giving rise to such determination, and document the decision not to inform in writing;
- make a good-faith attempt to inform the parents or guardians of the alleged perpetrator about the alleged incident and any planned investigation, if the alleged perpetrator is less than eighteen (18) years of age. If the Director of Student Support Services determines that informing the parents or guardians may cause harm to, or endanger the health or well-being of, alleged perpetrator the Director of Student Support Services shall document facts giving rise to such determination, and document the decision not to inform in writing; and



- consider whether the individuals involved have disabilities and whether there are resulting protections or considerations that must be included in the investigation.

Within ten (10) school days of receiving a report of bullying, the Director of Student Support Services will conduct the investigation and respond to the parents of the scholars involved in writing, summarizing the course and outcome of the investigation and identifying an appropriate resolution. The written determination will also include the following:

- A description of the incident(s) including the names of individuals involved and behaviors alleged, location of occurrence(s) and whether bullying occurred.
- Whether the incident was based on a trait that is covered in the Human Rights Act (as listed in the definition of bullying); and
- The actions that were taken because of the findings.

If it is determined that bullying/harassment has occurred, appropriate corrective and remedial action will be taken. SEED DC will make determinations as to whether a reported incident constitutes bullying/harassment based on all the facts and circumstances surrounding the incident. SEED DC will use a preponderance of the evidence standard (i.e., more likely than not that bullying/harassment occurred) when resolving complaints.

Steps will be taken as necessary to protect suspected victims of bullying/harassment during the investigation process. SEED DC will make every effort to protect confidentiality during the investigation. However, if the Director of Student Support Services learns during the investigation that the reported incident involves criminal activity, the Director of Student Support Services shall communicate such information to the Head of School. If the reported incident or statements during the investigation indicate credible and imminent threat of harm or criminal activity, the Director of Student Support Services shall immediately report such information to the appropriate law enforcement authorities and to the Head of School. The individual responsible for conducting the investigation will be responsible for making determinations about confidentiality.

SEED will take steps to provide the complainant and accused with periodic updates on the status of the investigation. Once a determination has been made, SEED will notify the complainant and accused about the outcome of the investigation, the result of any school disciplinary proceeding that results and the appeal process. The Director of Student Support Services will determine if parents or guardians should be informed prior to or after the investigation of the incident.

Appeals

Any party who not satisfied with the outcome of the initial investigation and response from SEED DC may appeal in writing to the Head of School. Appeals must be made within 30 days of the conclusion of the initial investigation. The secondary investigation shall be completed within 30 days of receipt of an appeal unless: (1) circumstances require additional time to complete a thorough investigation; (2) the higher-level authority sets forth those circumstances in writing; (3) the additional time is not to exceed 15 days. The party not satisfied with the outcome shall be informed of his/her right to seek further redress under the Human Rights Act.

Sanctions and Remedies for Bullying/Harassment

SEED DC takes a tiered approach to respond to inappropriate behavior. The same approach will be taken when responding to bullying/harassment. SEED DC's levels of discipline are designed to (a) appropriately correct the bullying/harassment behavior; (b) prevent another occurrence of bullying/harassment or retaliation; (c) protect the target of bullying/harassment; and are flexible and can be varied in method and severity based on: (i) nature of the incident; (ii) developmental age of the person committing the act at issue, and; (iii) any history of problem behavior from the person committing the act at issue. The School Dean may apply more than one consequence, or skip a step, depending on the severity and nature of the violation.

Scholars engaged in bullying /harassment will be suspended 1 day for the first referral and two (2) days for the second referral. A Step I Reflection Meeting will be scheduled to reflect on behavior with parents and scholars to determine what remedial action is appropriate and how it will be implemented. The goal is to correct the situation to the extent it is reasonably possible, to take such steps as can be taken to prevent there being a repetition of the incident, and to prevent the scholar or scholars targeted and others who participated in the investigation from being subject to retaliation. If this same scholar receives a third referral for bullying/harassment, he/she will be automatically suspended for three (3) days and a Step 2 Discipline Review Meeting with SEED DC Administrators will be scheduled. The purpose of this meeting is to determine whether a scholar is dismissed from SEED DC or if the scholar may return to SEED DC programming.



Bystander Policy

Scholars are expected to report rumors of bullying/harassment, planned bullying/harassment, as well as bullying/harassment actually observed. Scholars who watch and laugh, but do not report what they have witnessed, are considered bystanders and will be treated as participants. SEED DC defines bystanders as those who observe or have knowledge of a level III, IV or V without alerting or seeking support from a school staff member. This may include instances of bullying/harassment, fighting, theft, or arson.

Attendance Policy must align with state law (i.e., truancy mandatory reporting to CFSA, Court Social Services, School Attendance Clarification Amendment Act of 2016) and must include:

SEED DC has high expectations for scholar attendance so that our mission can be realized. Our goal is to ensure every scholar achieves academic success by being present and on time at school during all program hours. Scholars who have regular school attendance learn more and are more successful in school.

We understand that some absences are unavoidable. If your child is going to be absent from or late to school, please send an email to attendance@seedschooldc.org or call (202) 248-7773 x5127.

Excused vs. Unexcused Absences

Absences from school are divided into two categories: excused and unexcused. Excused absences are when scholars are absent from school with a valid excuse and parental approval. Valid reasons for excused absences are:

1. Illness of the scholar. A doctor's note is required if a scholar is absent three or more consecutive days. (See "Medical Leave Policy.");
2. A death in the scholar's immediate family;
3. Pre-approved college visit or involvement in a SEED DC approved external opportunity;
4. Exclusion, by the direction of school officials, due to quarantine, contagious diseases, or other medical/health reasons;
5. Necessity for a scholar to attend any judicial proceeding as a plaintiff, defendant, witness, or juror;
6. Observance of religious holidays;
7. Lawful suspension or exclusion from school-by-school authorities;
8. Temporary closing of facilities by school officials, including but not limited to severe weather, unsafe conditions, or other emergencies;
9. Medical and dental appointments with a doctor's note;
10. Emergency circumstances approved by SEED DC; and
11. Absences to allow scholars to visit their parent or a legal guardian, who is in the military; immediately before, during, or after deployment.

Unexcused absences are any absence that does not fall into one of the excused categories listed above or any absence where the parent or guardian does not provide a valid excuse within five school days.

Truancy is chronic absenteeism from school. If a scholar accrues absences in any of the following ways he or she will be considered truant and referred to DC Child and Family Services Agency (CFSA), if 13 years or younger, the Office of the Attorney General for the District of Columbia (OAG), if 14 years or older, and/or the Office of the State Superintendent of Education (OSSE):

1. 3 absences: Post card, Email, and/or phone call
2. 5 absences: Will begin the SST process to include: Letter of notification, phone call, attendance meeting,
3. 10 unexcused absences – Scholar ages 5-13 - Report Made to CFSA
4. 15 unexcused absences – Scholar ages 14-18 - Report Made to OAG
5. Any time educational neglect is suspected – Mandated Report Made According to the Office of The State Superintendent of Education, after the first unexcused absence, schools must contact the parent the same day and request documentation.

Students with 20 or more absences (class or daily), may be required to attend an intersession, after the conclusion of school, to fulfill missing seat hours and/or assignments.

After the 5th unexcused absence schools must refer the scholar to a school-based scholar support team (SST) within two school days. The SST team will:

- Make reasonable and diligent efforts to communicate and collaborate with the scholar' parent or guardian;
- Review and address the scholar's attendance and determine the underlying cause for the unexcused absences;
- Communicate and collaborate with the scholar's existing individualized education program (IEP) team, if applicable



- Provide timely response to the scholar's truant behavior;
- Make recommendations for academic, diagnostic, or social work services;
- Use school and community resources to improve the scholar's attendance including referral to a community-based organization when available; and
- Develop and implement an action plan in consultation with the scholar and scholar's parent or guardian. If a scholar accumulates 10 or more full-day unexcused absences, schools are required by law to begin notifying other agencies. After the 10th full-day unexcused absence for any child aged 5-18, schools are required to notify OSSE. Other specific requirements depend on the child's age.

Children Ages 5-13:

Within two school days of your child's 10th full day unexcused absence, the school must submit a referral to the DC Child and Family Services Agency (CFSA) for suspected educational neglect. CFSA receives and investigates reports of abuse and neglect of District young people ages 17 and younger, including reports of educational neglect. They will assign a social worker from CFSA Child Protective Services (CPS) to investigate, usually within 24 hours of getting the report. The social worker's job is to find out whether the report of abuse or neglect is true or false. The social worker also decides whether CFSA or a community organization should continue helping your family.

Children Ages 14-18:

Within two school days of your child's 15th full day unexcused absence the school must submit a referral to the Court Social Services Division (SCCD) of the Superior Court of the District of Columbia and the Juvenile Division of the Office of the Attorney General (OAG). Once a referral has been submitted:

- Scholars may be referred to the director of court social services for prosecution, diversion, and community-based interventions.
- Parents/Guardians and scholars may be assigned community service and placed under court supervision/probation.
- Truancy charges may be filed against the scholar alleging that the scholar is a "Person in Need of Supervision."

- Parents may be convicted of violating the compulsory school attendance law and face fines and incarceration.

Please note the following consequences for absences:

- Any scholar who has missed 20 or more consecutive days without an excuse may be dropped from SEED DC enrollment:
 - a) After three documented attempts to contact the family to no avail, or
 - b) If a family does not comply and partner with SEED DC on an established agreement to improve attendance.
- At the discretion of SEED DC, a scholar who is absent from a course 10 or more times without an excuse may receive a failing grade and no credit for the course.
- A scholar cannot be cleared for graduation if they have 20+ absences without a note justifying how a scholar is able to graduate with an excessive number of missing days.
- A scholar who has over 25 absences (excused or unexcused) for a given school year may not be promoted to the next.
- Sunday check-in is required in order to prepare scholars for a successful week. It is the parent's responsibility to ensure that their scholar is present and prepared for the week with uniforms and school materials. Parents/guardians will be contacted if there are consistent concerns regarding Sunday check-in.

Early Dismissals and Planned Absences

In the rare event, a scholar needs to leave campus during the school week and will miss any part of the school programming (academic or Student Life), including Sunday check-in, parents/guardians should send an email to attendance@seedschooldc.org. The email should include:

1. Scholar's name
2. Date(s) of absences
3. Date and time of pick-up and drop off
4. Name of an adult who will pick up the scholar (proof of identification will be required)
5. If student is departing on their own, please indicate the mode of travel
6. Reason for absence/appointment

Please note that communication regarding absences must be submitted in written form by a parent/guardian on file. SEED DC will not allow a scholar to leave campus without a prior written communication from a parent/guardian on file.

Scholars must be signed out at the front desk in the lobby for early dismissal and signed in when returning to campus. All written communication should be sent to attendance@seedschooldc.org and should include the time the student will depart and return, mode of transportation, and contact information for an adult authorized to pick the student up. This includes transportation via Metro, Uber, Lyft, or riding with other families. Staff may be directed to conduct follow up phone calls, to confirm details or ask clarifying questions.



When a scholar returns to campus following a medical visit, a signed medical note from the medical facility must be presented to the receptionist stating the reason for the absence.

Parent(s)/Guardians are able to manage scholar's attendance using our PowerSchool Application. To gain access to the parent portal please contact our Registrar at attendance@seedschooldc.org.

Graduating Seniors

Any senior who has 10 or more absences are at-risk for not earning credit for their course. Per the DC PCSB, scholars cannot be cleared for graduation if they have 20 or more absences without documentation justifying how a scholar is able to graduate with an excessive number of missing days.

No credit for a course is equivalent to failing a course, which puts you at-risk for not meeting graduation requirements. If you do not meet graduation requirements the charter board will not clear you for graduation.

Grievance Procedures must include:

Grievance Procedure for Reporting Complaints of Discrimination

Any person who believes that SEED DC has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, the Age Act, and/or the DC Human Rights Act may submit a complaint involving scholars who attend SEED DC to the individual designated below:

Director of Student Support Services
4300 C Street SE
Washington, DC 20019
(202) 248-7773 x5046
swallace@seedschooldc.org

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide prompt and equitable resolution of complaints. They do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

SEED DC encourages individuals to discuss their concern with the appropriate school official before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint. SEED DC prohibits retaliation against individuals who file a complaint or participate in a complaint investigation. A formal complaint may be filed by following the steps outlined below:

Step 1: Within 90 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 Head of School. 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 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. If, because of the investigation, it is determined that discrimination has occurred, appropriate corrective and remedial action will be taken.

Step 2: If the complainant wishes to appeal the decision from Step 1, s/he may submit a signed statement of appeal to the Head of School, within ten (10) business days after receipt of the response. The Head of School can be contacted at (202) 248-3007 (P), (202) 204-5766 (F), hos@seedschooldc.org or by mail at 4300 C Street SE, Washington, DC 20019. The Head of School 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 Head of School 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 Head of School s/he may appeal through a signed written statement to the School Board of Trustees within ten (10) business days of the receipt of the Head of School's response. A statement of appeal to the Board may be submitted to the Chair of the Board at desasealy@gmail.com, 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.

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance process. The regional office for the District of Columbia is located at 200 Independence Avenue SW and can be reached at (200) 368-1019 (P), (215) 861-4431 (F), (800) 537-7697 (TDD).

SEED DC has the obligation to ensure that the behavior and conduct of employees are acceptable and conducive to learning. Concerns and complaints will not be ignored. Conflicts or complaints should be resolved directly with the employee whenever possible. All cases, concerns, or complaints will be reviewed and addressed by the employee's supervisor. A resolution does not always mean that a final decision has to be sanctioned or approved by the parent/guardian or employee.

When issues of concern fail to be resolved, the parent should complete a *Parent Grievance Form* located in the Office of Family & Community Engagement. This form allows the parent/guardian an opportunity to identify the facts and submit the complaint to facilitate resolution. This form should be submitted to the Director of Family & Community Engagement. The Director will process the grievance form and is obligated to begin a process of seeking resolution within two business days. Please contact rhomanjones@seedschooldc.org or 202-248-3005 to begin any grievance process.

Parents/Guardians who are not satisfied with this determination may appeal to the Head of School at hos@seedschooldc.org. If the family is not satisfied with the appeal process with the Head of School, they can contact SEED DC's Chair of the Board, Desa Sealy, at desasealy@gmail.com. Both appeals must be made in writing within 5 calendar days of the final determination.

Non-Discrimination Policy must include:

General Statement of Policy

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"), the Age Discrimination Act of 1975 ("The Age Act"), and the DC Human Rights Act applicants for admission, scholars, parents, sources of referral of applicants for admission, and all unions or professional organizations holding collective bargaining or professional agreements with SEED DC are hereby notified that SEED DC does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual in admission or access to, or treatment in, its programs and activities.

Scholars, parents and/or guardians having inquiries concerning SEED DC's compliance with Section 504, ADA, Title VI, Title IX, the Age Act, and/or the DC Human Rights Act as they apply to **scholars and parents** or who wish to file a complaint regarding such compliance should contact:

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4300 C Street SE
Washington, DC 20019
(202) 248-7773 x5046
swallace@seedschooldc.org

Grievance Procedure for Reporting Complaints of Discrimination

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The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide prompt and equitable resolution of complaints. They do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

SEED DC encourages individuals to discuss their concern with the appropriate school official before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint. SEED DC prohibits retaliation against individuals who file a complaint or participate in a complaint investigation. A formal complaint may be filed by following the steps outlined below:

Step 1: Within 90 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 Head of School. 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 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. If, as a result of the investigation, it is determined that discrimination has occurred, appropriate corrective and remedial action will be taken.

Step 2: If the complainant wishes to appeal the decision from Step 1, s/he may submit a signed statement of appeal to the Head of School, within ten (10) business days after receipt of the response. The Head of School can be contacted at (202) 248-3007 (P), (202) 204-5766 (F), hos@seedschooldc.org or by mail at 4300 C Street SE, Washington, DC 20019. The Head of School 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 Head of School 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 Head of School s/he may appeal through a signed written statement to the School Board of Trustees within ten (10) business days of the receipt of the Head of School's response. A statement of appeal to the Board may be submitted to the Chair of the Board at desasealy@gmail.com, 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.

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance process. The regional office for the District of Columbia is located at 200 Independence Avenue SW and can be reached at (200) 368-1019 (P), (215) 861-4431 (F), (800) 537-7697 (TDD).

Family Educational Rights and Privacy Act (FERPA) Notice must include:

The Family Educational Rights and Privacy Act ("FERPA") is a federal statute that protects the privacy of scholar education records. FERPA affords parents (and scholars over the age of 18) the right to have access to education records, the right to request amendment of those records, and the right to consent to the disclosure of those records.

Objectives of the Policy

The objectives of SEED DC's *access to records policy* are threefold:

1. To protect scholar privacy.
2. To ensure that parents and scholars have access to appropriate records.
3. To provide appropriate scholar records to parties who have a legitimate need.

Definitions of "Scholar" and "Education Records" Under FERPA

Scholar: Any person with respect to whom a school maintains educational records or personally identifiable information.



Education records

Those records, files, documents and other materials which (i) contain information directly to a scholar, and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution.” “Education records” does not refer to private records that are kept in an administrator’s or a teacher’s personal file that is for his or her personal use; thus, these are not subject to review by scholars, parents, or guardians. “Education records” does not refer to law enforcement unit records, alumni records, or peer-graded papers before they are collected and recorded by the teacher. “Education records” does not include email correspondence unless copies of that correspondence are maintained as a part of an individual scholar’s file. **“Education records” also does not refer to medical and mental health records related to a scholar who is eighteen years or older.**

Rights of Parents and Eligibility Scholars

Parents and eligibility scholars have a right to provide written consent before the school discloses personally identifiable information from the scholar’s educational record, except where FERPA authorizes disclosure without consent. Parents and eligible scholars have the right to inspect and review their children’s education records within 45 days after SEED receives a request for access. The terms “parent” includes biological parents, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. The term parent generally includes both parents, even when the parents are divorced. Parents are allowed inspection unless such access is barred by Court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parties requesting a copy of a part or all of a scholar’s records must submit a *School Records Request* Form to the Registrar and **allow up to 45 days** for SEED DC to comply. The consent must: (1) specify the records they want to inspect, (2) indicate the purpose of the disclosure, and (3) identify the people to whom the disclosure may be made.

Parties requesting to review a part of or all of a scholar’s records must submit a written request and consent to the Registrar to (1) specify the records to review, (2) indicate the purpose of the review, and (3) identify the people who will review the records. A school official will then arrange access and notify the parents or scholar of the time and place where the records can either be inspected or picked up.

Parents or guardians also have the right to seek to have records amended that the parent believes to be inaccurate, misleading, or otherwise in violation of the scholar's privacy rights. If parents or guardians want the school to amend records, they must: (1) write to the school Academic Program Office/Registrar office (2) identify the part of the record they want to be changed, and (3) specify why the record is inaccurate or misleading. This request will be reviewed, and a decision will be made as to whether the request will be granted. Parents/Guardians will be notified in writing of the decision.

If the school does not comply with the amendment, the school must notify the parent and advise the parent of his or her right to a hearing. A hearing must be conducted within a reasonable time after the request and must be presided over by a disinterested official; the hearing must give scholars and parents, who may be represented by counsel at their own expense, a fair opportunity to present evidence. Even if the records are not amended, parents and scholars have the right to place a statement in the records commenting on the contested information.

Scholars may not challenge their grades, except based on alleged administrative errors, or force a school to release transcripts that have been withheld for failure to pay fees.

When a scholar turns eighteen years old, enters a postsecondary institution at any age, or is otherwise emancipated, the parents’ rights transfer to the scholar.

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student's education records with parents, without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.



Access to Records by School Officials

Scholar records can be and are available to school officials who have a legitimate educational interest in the records. School officials include individuals employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school's board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

School personnel may access scholar records (with the exception of medical and mental health records) for their own use, but they must not share those records, or the information contained within them with anyone outside of the school.

Access to Scholar Records by Other Educational Institutions

Upon request, SEED DC discloses education records without consent to officials of another school or school district in which a scholar seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer.

Law Enforcement

Records can be disclosed to comply with a criminal investigation, judicial order or lawfully issued subpoena when they are necessary to adjudicate a juvenile effectively.

SEED DC must notify the parents/guardians or scholar of the order or subpoena in advance of compliance so that the scholar can seek protective action. Law enforcement must certify in writing that the information will not be disclosed to any other party without the written consent of the parent/guardian of the scholar.

Records of related disciplinary proceedings can be disclosed to law enforcement or council of an alleged victim of any crime of violence at the school at the victim's request.

Scholars, parents, and guardians cannot access records and documents of law enforcement that are kept apart from education records and are maintained solely for law enforcement purposes and these records are not made available to people other than law enforcement officials.

FERPA permits additional disclosures without consent as listed below:

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible scholar's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the scholar whose records were released, subject to § 99.38. (§ 99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer scholar aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))



To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes. (§ 99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a scholar’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the scholar in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

To the Secretary of Agriculture or authorized representatives of the and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Release of Records Without Parental or Scholar Consent

The following information is considered directory information and may be released to parties outside the school, included in press releases, and provided to recruiters without parent or scholar consent:

1. Name
2. Address
3. Telephone Listing
4. Major Field of Study
5. Participation in Officially Recognized Activities and Sports
6. Weight and Height of Members of Athletic Teams
7. Enrollment Status
8. Awards Received
9. Dates Attended
10. Other Schools Attended
11. Place and Date of Birth
12. Description of Involvement in School Activities

Parents and eligible scholars can opt out of the release of directory information by making such a request in writing to the Office of Family and Community Engagement at admissions@seedschooldc.org.

The release of any other records or disclosures requires the consent of the parents or guardian.

Complaints

Complaints of alleged violations of FERPA can be sent to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
Main (800) 872-5327

Complaints must be submitted in a timely fashion and not later than 180 days from the date the scholar experienced the alleged violation. They must contain “specific allegations of fact giving reasonable cause to believe that a violation has occurred,” including relevant dates, names and titles of officials and scholars involved; a specific description of the education record; a description of all contacts with school officials regarding the matter, including times of phone calls and contents of correspondence; name and address of the school, district, and superintendent of the district; and any additional evidence.

All staff at SEED DC has a copy of this policy and must adhere to this policy.



The policies of SEED DC regarding confidentiality and access to scholar records are in accordance with guidelines established by the United States Department of Education.

ADMISSIONS PREFERENCE POLICY

The SEED Public Charter School of Washington, D.C. selects students via a lottery process facilitated by My School DC - the District's common lottery. The lottery is a system of random selection of applications that identifies students for enrollment and generates the school's waiting list. The lottery process is completed when all completed and accepted applications submitted during the enrollment period are publicly drawn in random order and placed on that waiting list.

The waiting list ranks applications that were submitted during the application period. These applications are identified by number and two preferences: sibling attending, and sibling offered. As spaces become available at the school, they will be offered to the applicants in the order of placement on the waiting list.

Any application not included in the lottery process and received after the application deadline will be added to the waiting list in the order in which it was received. Again, as spaces become available at the school, they will be offered to the applicants in the order of placement on the waiting list.

Enrollment for the next school year is not automatic. Parent(s) and/or guardian(s) will obtain their child's snapcode via email from the Office of Family and Community Engagement. Thereafter, they must complete the online *Re-Enrollment Registration* by the deadline set by the school administrators in order to reserve their place at SEED DC.

A scholar whose parent or guardian has not completed the online *Re-Enrollment Registration* by the designated deadline is at risk of being dropped from enrollment at the school for the next academic year.

Submission of the online form only holds a space for your child. Enrollment is not complete until the school receives the necessary residency verification documents as well as health and immunization information, as required by law.

Scholars who do not re-enroll for the next academic year are NOT eligible for summer opportunities funded totally or in part by SEED DC or afforded through a partnership with SEED DC. If a scholar participates in a summer program funded by SEED and does not re-enroll for the next academic year, his/her family will be responsible for reimbursing the school for the cost of the summer program(s). The family will also be required to reimburse the school for any related costs provided to the scholar to attend the summer program(s).
