

## Discipline Policy

### **Suspension and Due Process Procedures**

The decision to suspend a student will be made by the Principal. The number of days of suspension will be determined based on the severity of the infraction, the age of the student, and previous infractions. No out of school suspension will be issued for longer than five consecutive days for grades K-5, or ten consecutive days for grades 6-8. A suspension will not exceed ten days. The suspension shall become effective immediately unless otherwise stated by the Principal or their designee.

Students for whom suspension is being considered will be given notice and an opportunity to be heard before a final decision regarding suspension is made. The following procedures will apply for students facing short term suspension. Short term suspension is less than three (3) days for K-5th grade, less than six (6) days for 6th-8th grades. Prior to issuing the suspension, the Principal or a designee will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. If necessary, the Principal or a designee will conduct an investigation into the circumstances of the student's behavior and any explanation provided by the student. Any investigation will be completed within two (2) school days. At the discretion of the Principal or a designee the student may be suspended pending the results of the investigation. After the meeting with the student and any investigation, the Principal or a designee will issue written notice through a Disciplinary Tracking Form to the parent, detailing the length of the suspension, reason for the suspension, and an explanation of the information being relied on as a basis for the suspension.

The following procedures will apply for students facing long-term suspension: Long-term suspension is more than three (3) days for K-5th grade and more than six (6) days for 6th-8th grades. Prior to issuing a recommendation for a long-term suspension, the Principal or a designee will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. If necessary, the Principal or a designee will conduct an investigation into the circumstances of the student's behavior and any explanation provided by the student. Any investigation will be completed within two (2) school days. At the discretion of the Principal or a designee the student may be suspended pending the results of the investigation. After the meeting with the student and any investigation, the Principal or a designee will issue written notice to the parent detailing the length of the recommended suspension, the reason for that recommendation and an explanation of the information being relied on as a basis for the recommendation.

A discipline review hearing will be held within ten (10) school days of the incident that resulted in a recommendation for long term suspension, where a final decision will be made about the recommended disciplinary action. At the hearing, the Principal or a designee will present the information relied on to support the recommended disciplinary action; the student will be given an opportunity to fully respond to that information; the student may be represented by an attorney; and the student may present any information that he/she wants the decision maker to consider. The Principal or designee will act as an impartial decision maker for long term suspension recommendations. The impartial decision maker will be a different staff member than the staff member who collected and presented information about the incident. The Principal or designee will hear all of the information presented and make a final decision about the recommended disciplinary action. At the conclusion of the hearing or within the next school day, the Principal or designee will notify the parent in writing of the final determination.

At the Principal or designee's discretion, students who are recommended for long-term suspension will be suspended pending a final determination about the recommendation for long-term suspension.

Students with disabilities (IEP and 504) who are suspended for more than 10 school days in a school year must have a manifestation meeting. If a student needs to be suspended for more than 10 days in a school year or is being recommended for expulsion, then the MDT must be involved and hold a manifestation determination meeting. If the team determines that the behavior is not a manifestation of the student's disability the student can be disciplined in the same manner a nondisabled student would be except that the school will provide services to that child until the end of the school year (including extended school year when applicable) or until the child begins attending another school, whichever occurs first. If the behavior is a manifestation, then the student will be allowed to return to school unless the team agrees otherwise (or unless the student possessed or used drugs, possessed a weapon or caused serious bodily injury) and the team will consider alternative consequences and/or interventions to address the behavior. Students with disabilities who are suspended for more than 10 days in a school year will receive services in an interim alternative educational setting.

### **Pre-Expulsion and Due Process Procedures**

Should a student consistently struggle with the behavioral expectations of DC Prep, the student may participate in the pre-expulsion process.

The Pre-Expulsion process includes:

1. A conference attended by the Principal or designee. At least one of the student's teachers may be in attendance, as well as the child's parent or guardian and the child (if appropriate).
2. The development of the pre-expulsion contract which details the responsibilities of all parties, including the family, child, and school, to support the student's

success at  
DC Prep.

3. A follow-up conference at the end of the pre-expulsion period.
4. The terms of the pre-expulsion period are as follows:
  - o The probationary period is at minimum four (4) weeks.
  - o Should the student commit any combination of three (3) minor disciplinary infractions or one suspension within this period the student may be recommended for expulsion.

If a student successfully completes the pre-expulsion period, the school will review the disciplinary record regularly to monitor progress. Should the student once again begin to violate the school's code, an additional probationary period and pre-expulsion meeting is not required for an expulsion recommendation.

Should a student at DC Prep be recommended for expulsion due to excessive and/or repeated academic or behavioral violations of the school Code of Conduct, the school may choose to implement the Discipline Review process.

In cases where the student engages in the following activities, the Discipline Review process will be implemented immediately:

- Repeatedly engages in conduct which substantially disrupts school or classroom activity.
- Endangers or repeatedly threatens to endanger the health, safety, welfare of others.
- Assaults or threatens to assault a staff member (physically/verbally).
- Severely assaults another student.
- Possesses a firearm, knife, razor blade, or any dangerous object with no reasonable use to the student in school, in a manner that causes a disruption to the learning environment or endangers school safety.
- Possesses or uses alcohol or illegal drugs/controlled substances on school property.
- Commits vandalism/arson.
- Engages in any sexual acts/behaviors on campus or school-sponsored field trip.

### ***Expulsion and due process procedures***

The following procedures will apply for students facing expulsion. Prior to issuing a recommendation for expulsion, the Principal or designee will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. If necessary, the Principal or designee will conduct an investigation into the circumstances of the student's behavior and any explanation provided by the student. Any investigation will be completed within two (2) school days. At the discretion of the Principal the student may be suspended pending the results of the investigation. After

the meeting with the student and any investigation, the Principal or designee will issue written notice to the parent detailing the reason for the recommendation for expulsion and an explanation of the information being relied on as a basis for the recommendation.

At the Principal or designee's discretion, students who are recommended for expulsion will be suspended pending a final determination about the recommendation for expulsion.

Failure to attend the hearing will waive the parent's or guardian's option to appeal. If the parent or guardian attends the hearing and disagrees with the decision, then the parent or guardian may engage in the appeals process (*see below*).

### ***Appeals Process***

Families and students have the right to appeal a suspension or expulsion. The appeals process is as follows:

1. **Submit request to appeal in writing within one (1) school day** of being notified of the suspension. The written request should be submitted to a member of the academic leadership team.
2. DC Prep will attempt to **schedule the Appeal Hearing within three (3) days** of receiving the written request to appeal. If the parent/guardian fails to appear for the scheduled Appeal Hearing, the right to appeal is waived, and the original disciplinary decision will stand.
3. DC Prep will **conduct the Appeal Hearing**. The student and his or her parents/guardians, the student's teachers, a Principal, the Chief Executive Officer, and other school staff may be invited to participate in the Appeal Hearing as DC Prep sees fit. The Appeal Hearing may include the presentation of evidence, testimony, and questioning of those present. Appeal Hearings are closed to the public, cannot be video recorded under any circumstances, and can only be audio-recorded as required to provide accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Requests to audio-record an Appeal Hearing must be submitted to a member of the academic leadership team no less than 48 hours before the hearing.
4. Following the Appeal Hearing, DC Prep will **communicate the final decision in writing within three school days** to the parent/guardian. A copy of this notification will be included in the student's cumulative file. The Appeal Hearing outcome notification will include the right to appeal and information regarding DC Prep's final appeal process.

If any short-term suspension, long-term suspension, or expulsion is upheld on appeal and the parent/guardian wants to request a final appeal, the final appeal process is as follows:

1. **Submit request to appeal in writing within three (3) school days** of being notified of the appeal decision. The written request should be submitted to a member of the academic leadership team.

2. DC Prep will **review the evidence and testimony** from the original disciplinary decision and the Appeal Hearing. **The final decision will be communicated in writing within one (1) week.** This decision will be final.

## **Attendance Policy**

### **Excused Absences**

The following circumstances will be considered excused absences with a valid excuse note:

- Illness of the student.
- Documented (on letterhead) medical or dental appointments for the student.
- A death in the student's immediate family.
- The closing of school by city authorities
- Necessity for the student to attend a judicial procedure.
- Observation of a religious holy day.
- Failure of the District of Columbia to provide transportation in cases where DC has a legal responsibility for the transportation of the student.
- Exclusion, by direction of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons.
- Other absences approved in advance by the principal upon the written request of the parent/guardian.

When a student returns to school after an absence of 1-4 days, please send your child with a note. This note should be delivered to the front desk within 48 hours and include:

- The student's full name;
- Date(s) of the absence(s);
- The reason for the absence(s); and
- A parent/guardian's signature.

Absences of five (5) or more days, and any subsequent absences related to illness, generally require a doctor's note. A doctor's certificate should also be provided for medical appointments scheduled during the school day.

Student absences due to suspension are treated the same as excused absences.

### **Unexcused Absences**

If a student is absent from school, we require a note explaining the absence. If a student does not have a note, or the note is not in compliance with the DC Compulsory Attendance Act, the absence will be considered unexcused. Daily attendance is required for student participation in school-sponsored field trips, end of year trips, non-academic activities and off-site school sponsored or approved activities during a

regularly-scheduled school day. When we observe that students are developing a poor attendance record (punctuality or absences), we will contact your family to determine how we can work together to address the concern. We want to support you with any barriers that prevent regular and/or punctual attendance.

### Supporting Chronic Absences

**Five Absences in a Quarter:** Discuss with Student Support Coach to develop an action plan.

**Ten Absences in a Quarter:** Child may be placed on an Attendance Contract and Support Plan.

*At 10 unexcused absences, a child is considered truant according to DC Law and we are required by law to contact the Child & Family Services (CFSA)*

**Seventeen Absences in a Year (excused and unexcused):** Child may not be promoted to next grade level.

### Truancy

Truancy is defined as any school-age child (ages 5-18) with 10 unexcused absences at any time during the school year. No later than two (2) days after the accrual of multiple absences as described above, truant students are reported to the:

- District of Columbia Child and Family Services Agency (CFSA);
- Office of the Attorney General, *depending on student's age*; and
- Court of Social Services, Superior Court of the District of Columbia, *depending on student's age*.

### Tracking attendance

DC Prep is required by law to keep an accurate, daily record of the attendance of all students. Our records are also subject to inspection at any time by the PCSB, OSSE, or other government entities. Attendance will be taken on campus by teachers in their homerooms each morning. The campus Operations Team tracks student tardies and excused absences. Students who leave school before dismissal time must sign out in the Early Dismissal Log. These records and student enrollment information are maintained in PowerSchool.

### Absences due to Quarantine

Given the recent COVID-19 regulations, there is some specific guidance provided for Attendance as it relates to students required to isolate or quarantine as a result of students (1) receiving positive COVID-19 test results ("isolation"), (2) awaiting COVID-19 test results ("quarantine"), and/or (3) adhering to citywide quarantine rules as a result of exposure to COVID-19.

Absences for students *who are sick* will follow the guidance above.

In the event that a student is required to be absent *due to isolation or quarantine requirements*, but otherwise able to participate in learning, the child may be considered “Virtual Present” under the following circumstances:

- the entire class is under quarantine along with the teacher who has flipped to providing virtual instruction
- an individual student participates in virtual learning, as defined by DC Prep’s operating policies at that time

These specific cases are subject to change per guidance from OSSE, the DC Department of Health, or updated thinking from DC Prep in response to changing health conditions throughout the year.

### **Grievance Procedures**

#### **Notice of Grievance Procedures**

Any person who believes that DC Prep has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint pursuant to DC Prep’s Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Senior Director of Student Support Officer 2330 Pomeroy Rd, SE SE Washington, DC 20020 202-635-4590	or	DC Prep Chief Operating 2330 Pomeroy Rd, Washington, DC 20020 202-635-4590
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#### **Notice of Grievance Procedures for Complaints of Sexual Harassment**

Any person who wishes to make a formal complaint of sexual harassment, sexual assault, and/or dating violence may do so pursuant to DC Prep’s grievance procedures for complaints of sexual harassment. A copy of those grievance procedures can be obtained by request through:

Senior Director of Student Support Officer 707 Edgewood Street, NE Washington, DC 20017 202-635-4590	or	DC Prep Chief Operating 707 Edgewood Street, NE Washington, DC 20017 202-635-4590
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### **Non Discrimination Policy**

#### **Notice of Nondiscrimination**

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the

Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with DC Prep Public Charter School ("DC Prep") are hereby notified that DC Prep does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning DC Prep's compliance with Section 504 or the ADA **as it applies to students or who wish to file a complaint regarding such compliance should contact:**

Director of Special Education  
2330 Pomeroy Rd, SE  
Washington, DC 20020  
202-635-4590

For inquiries or to file a complaint regarding DC Prep's compliance **with ADA, Section 504 as it relates to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as it relates to students, employees and third parties contact:**

DC Prep Chief Operating Officer  
2330 Pomeroy Rd, SE  
Washington, DC 20020  
202-635-4590

### **Notice of Procedural Safeguards**

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator:

Director of Special Education  
2330 Pomeroy Rd, SE  
Washington, DC 20020  
202-635-4590

### **Family Educational Rights and Privacy Act**

Per the Family Educational Rights and Privacy Act (FERPA), all student records are treated as confidential and kept under restricted conditions. Any parent noted on the child's enrolling birth certificate has full access to the child's record unless there is current, legal documentation on file at school stating that guardianship and/or educational rights over the child has been removed, restricted or revoked. Parents may request to review their child's records at any time, or to be informed of the information contained therein.

Student records include:

- Date(s) of enrollment.
- Current grade level assignment and date(s) of promotion to each grade level.
- Daily attendance.
- Daily absences with an explanation from parents/guardians.
- Date and brief description of communications with parents/guardians with regard to student attendance and absences, including the record of, or a cross-reference to, the record documenting:
  - Contact with parents/guardians or other primary caregivers; and
  - Interventions, services, and referrals related to absences.
- Date of withdrawal or transfer to another school, the name and location of the school to which a student transfers, and follow-up notation(s) to confirm the child's new placement.

Parents may request that DC Prep correct records which they believe to be inaccurate or misleading. Parents may also request photocopies of their child's records, but files may not be removed from the school location where they are maintained. When requested by a parent, it may take up to 48 hours to get copies of the file(s).

DC Prep reserves the right to disclose student records without parental consent to the following parties:

- School officials (administrative or support staff) with legitimate educational interest (meaning the official needs to review an educational record in order to fulfill his or her professional responsibility);
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- For the purposes of directory information (defined below) with notification to parents of both what information is being shared and information on how parents can opt out;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State/local authorities, within a juvenile justice system, pursuant to specific State law.

DC Prep considers the following to be "directory information": student's name, address, telephone listing, electronic mail address, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, degrees/honors/awards received, student ID number. If you wish to opt out of your child(ren)'s directory information being shared, please email [ParentDataQuestions@dcprep.org](mailto:ParentDataQuestions@dcprep.org).

Families may occasionally need to file a FERPA complaint regarding the organization. If that is the case, complaints of alleged violations may be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### Admission Preference Policy

The following are high-level guidelines for enrollment-related processes. If you have additional questions, please reach out to our Enrollment Team at [enrollment@dcprep.org](mailto:enrollment@dcprep.org) or 202-635-4590.

- **Re-enrollment:** Currently enrolled families wishing to return to their DC Prep campus for the following school year, or moving from the elementary to its associated middle campus, should **not** participate in the My School DC lottery. All re-enrollment is managed internally by DC Prep. Re-enrollment for the following academic school year will be during the month of April. If you withdraw, or your child is expelled during the academic school year, before, during, or after the re-enrollment period, you forfeit your seat for the following academic school year.
- **Inter-campus transfers:** DC Prep offers an inter-campus transfer preference for all **currently** enrolled families wishing to transfer to a different DC Prep campus (Edgewood, Benning, or Anacostia). Interested families **should** participate in the My School DC lottery application. All inter-campus transfers are managed through My School DC and the transfer preference is only available at the time of the Lottery. For more information about key 2023-24 enrollment dates, visit [www.myschooldc.org](http://www.myschooldc.org).
- **New to DC Prep Students:** Students can apply to attend DC Prep via the My School DC lottery. The My School DC application launches every year in December. The lottery application deadline is in early March for Preschool through 8<sup>th</sup> grade students. Families who apply after the lottery deadline will be added to the school's waitlist.
- **Sibling Preference:** New-to-DC Prep students who have a sibling already enrolled at DC Prep will receive a preference in admission. Siblings are defined as any two students who share at least one parent as stated on their birth certificates or other legal documentation. Any family applying for a sibling preference will be validated and contacted with a determination of whether their preference is approved or denied. *Siblings of graduating 8th graders, siblings of students not returning, mid-year withdrawals, or expulsions do **not** qualify for a sibling attending preference. Siblings must be on a trajectory to attend the same school facility at the same time over the course of the siblings' DC Prep enrollment (for at least one year), in order to be eligible for the sibling preference. Due to their proximity, Edgewood Elementary and Edgewood Middle are considered the same facility. Benning Elementary*

*and Benning Middle are considered the same facility. Anacostia Elementary and Anacostia Middle are considered separate facilities.*

- **Residency:** If you voluntarily move out of the district any time during the school year, you **must** promptly report this information to the school. In most cases, students who move out of the district are no longer eligible to attend DC Prep. In some limited circumstances, they may be eligible to continue attending if they pay out-of-state tuition. For questions regarding the out-of-state tuition process, contact the Office of the State Superintendent of Education at: OSSE.Residency@dc.gov

During the Re-enrollment period, families must complete the following two steps to secure their child’s seat for the following school year:

1. Complete the DC Prep Online Student Re-Enrollment Form
  - a. This form will be sent to your primary Alert Email on file at your child’s attending campus; please ensure we always have updated contact information.
2. Submit Proof of DC Residency and sign the DC Residency Verification Form
  - a. Below is a full list of currently acceptable documents.

\*Choose **one** (1) document from List A, or **two** (2) documents from List B:

<b>LIST A</b>	<b>LIST B</b>
<i>One (1) document from following:</i>	<i>Two (2) documents from following:</i>
€ <b>Paystub</b> from the last 45 days, showing your name, current DC address, and only DC Withholding.	€ <b>Unexpired DC Vehicle Registration</b> showing your name, current DC address, dated within the last 12 months.
€ <b>Financial assistance from DC Government</b> showing your name, current DC address from TANF, Medicaid, or housing assistance, dated within the last 12 months.	€ <b>Unexpired DC ID/Driver’s License</b> showing your name, current DC address, dated within the last 12 months.
€ <b>Supplemental Security Income</b> showing your name, current DC address, dated within the last 12 months.	€ <b>Unexpired Lease or Rental Agreement and Receipt of rental payment for the last two (2) months</b> showing your name and current DC address.
€ <b>Certified 2021 D-40</b> tax information authorization. Must be stamped by DC Office of Tax and Revenue.	€ <b>One (1) utility bill with separate proof of payment</b> , dated within the last two (2) months.

<p>€ <b>Military Housing Orders</b> showing your name, current DC address, dated within the last 12 months.</p> <p>€ <b>DC Ward Letter</b> proving the child is a ward of DC.</p> <p>€ <b>Embassy letter</b> showing your name, current DC address, dated within the last 12 months.</p>	
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