



Student/Family Policies

Discipline Policy

In accordance with the “Student Fair Access to School Act of 2018” parents reserve the right to due process for all expulsion recommendations. K-8 students cannot receive an out-of-school suspension or expulsion unless the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.

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

Procedures for Appeal

1. Upon notification of disciplinary action, a parent/guardian/student shall have 48 hours to contact the school administrator to request a meeting.
2. During the meeting, the school administrator, the student/ parent/guardian shall have the right to review the summary of the incident, present witnesses and evidence on their behalf, cross-examine witnesses presented by the school and to request that the school administrator reconsider the disciplinary action.
3. In the event that the administrator is unwilling to reconsider the proposed disciplinary action, the student/parent/guardian has the right to appeal any suspension of 6 days or more as well as a recommendations for expulsion by contacting the Community Office at (202) 281-1700 within 24 hours of the meeting with the school administrator.
4. The student / parent/guardian/ can submit letters from witnesses, character letters, a statement from the student and any other information relevant to the case in writing within 48 hours of contacting the Community Office. Community Office representatives, consisting of at a minimum two (2) administrators at the manager level or above, may also elect to speak with the parent and student regarding the incident.
5. The student/parent/guardian may also request as part of their appeal to have a hearing before the representatives or designees of the Board of Trustees. The representatives or designees of the Board of Trustees who will hear the appeal will consist of at a minimum two (2) administrators at the manager level or above.

Review and Determinations

1. All recommendations for suspensions of 6 days or more and expulsion will be reviewed by the Community Office for final determination, regardless of the parent/guardian/student request for appeal. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student’s educational records can be disclosed without prior consent if the person or agency to which the records are being disclosed has a legitimate educational interest.
2. In the case of an appeal, additional information submitted by the parent/guardian/student within the 48-hour timeframe, as well as any information obtained from a hearing, if one is requested, will also be considered.
3. Determinations made at the Community Office by representatives or designees of the Board of Trustees shall be final and will be communicated to the parent/ guardian/student and school administration in writing.

Alternative Programs: A student may be assigned to or offered the opportunity to participate in alternative programs available if, in the opinion of school officials, such assignment would benefit the student. A



student with a disability should be referred to the IEP team to determine appropriate service and placement.

For students with IEPs, 504 Plans and students who are in the process of being evaluated for special education who are suspended for more than 10 days in a school year, a multi-disciplinary team will review all relevant educational records contained in the student’s file or in possession of the school to determine whether the student’s violation of school rules was a manifestation of the student’s disability.

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

required to log into the zoom account with the pathways coordinator, dean or principal to reflect and restore scholarly behavior)

The following interventions are examples but not an exhaustive list of support that may be appropriate given the seriousness of the offense and impact of the student’s behavior on the school community and/or when documented interventions and supports have been put in place but the behavior is escalating.

- Loss of Privileges
- Confiscation of Inappropriate Items
- Community Service
- Referral to ASTEP/Substance Abuse Services

LEVEL 4: Out of school suspension and continued student staff support team intervention (SSST) – (5 consecutive days or less)

May be appropriate when a student attempts or willfully causes or threatens to cause bodily injury to another student who requires more than de minimis medical attention or emotional distress that requires more than de minimis professional treatment or counseling.

LEVEL 5: Expulsion

May be appropriate when behavior causes serious bodily injury or emotional distress.

Note: No student in kindergarten through grade 8 may be subject to an out-of-school suspensions or expulsion, unless a school administrator determines that the student has willfully caused, attempted to cause, or threatened to cause significant bodily injury or emotional distress, to another person; provided, that such an out-of-school suspension shall be for no longer than 5 school days for any individual incident, or 20 cumulative school days during an academic year.

Guidance

LEVEL 1: Classroom support and referral to student staff support team (SSST)

The following interventions are examples but not an exhaustive list of supports that may be appropriate when the behavior is a minor infraction, the student has had no prior incidents, and/or interventions have not been put in place.

- Teacher/Student Conference
- Parent Call
- Reflective Assignments
- Additional Instructional Time

LEVEL 2: Intensive student staff support team (SSST) interventions and referral to appropriate Governmental or community based agency for additional support

The following interventions are examples but not an exhaustive list of supports that may be appropriate when the behavior has continued to negatively influence the learning experience of the student and others.

- Attendance Intervention Plan
- Behavior Intervention Plan
- Mediation
- Counseling
- Restitution
- Restorative practices/circle
- Referral to Community Based Mental Health Agency
- Referral to CFSA or Court Social Services regarding attendance.

LEVEL 3: In-school suspension and continued student staff support team intervention (SSST) – (No more than 3 consecutive days)

Virtual In-School Suspension or Virtual Saturday School (Student will be



Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Absences 201						
A Tardies	●					
B Unexcused absence from school	●					
C Persistent or excessive absences from school	●	●				
D Habitual truancy (i.e., unlawfully absent from school for a number of days in excess of 5 days in any quarter, 10 days in any semester, or 20 days in a school year)	●	●				
NOTE: District laws prohibits out-of- school suspensions for attendance- related conduct. District law does require students ages 5-13 who accumulate 10 or more unexcused absences be referred to CFSA and students ages 14-17 who accumulate 15 unexcused absences be referred to Court Social Services						
Academic Dishonesty 202						
Cheating, plagiarizing, etc.	●	●				
Using or allowing access to another student's virtual account to engage in any behavior that is not school sanctioned	●	●	●	●	●	●
NOTE: Student may receive a failing grade for that assignment						
Activation of False Alarm / Bomb Threat 301						
A Student threatens, attempts or willfully activates a false alarm or makes a bomb threat that causes bodily injury or emotional distress to another student who sustains minimal physical injuries that require only minor medical attention or minimal professional treatment or counseling	●	●	●			
B Student threatens, attempts or willfully activates a false alarm or makes a bomb threat that causes bodily injury or emotional distress to another student who sustains significant injuries that requires more than minor medical attention or more than minimal professional treatment or counseling.		●	●	●	●	●
NOTE: Commits or is involved in committing false alarms/or bomb threat						
Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Attacks on another person 501						
A Student threatens, attempts or willfully caused bodily injury or emotional distress to another student who sustains only minimal physical injuries that require only minor medical attention or minimal professional treatment or counseling.	●	●	●			
B Student threatens, attempts or willfully caused bodily injury or emotional distress to another student who sustains more than minimal physical injuries that require significant medical attention more than de minimis or minimal professional treatment or counseling.		●	●	●	●	
NOTE: Includes threatening, attempting to or actually hitting, kicking, or punching another person or non-consensual purposeful exchanging or emitting of bodily fluids,						
Bullying, Including Cyberbullying and Gang-Related Incidents 801						
A Student who bullies another student who sustains only de minimis physical injuries that require only minor medical attention or minimal professional treatment or counseling.	●	●				
B Student who bullies another student who sustains significant physical injuries that require significant medical attention or more than de minimis professional treatment or counseling.		●	●	●	●	
NOTE: Refer to the Bullying Definition and investigative process outlined in the Friendship PCS Bullying Policy. This policy can be located on the school web- site at www.friendshipschools.org (in the School Policies section). Reports of bullying may be made by mail to Friendship PCS Office of Operations, 1400 First Street NW, Suite 300, Washington, DC 20001, by phone to (202) 281-1700 or by email to friend@friendshipschools.org						
Coercion/Inciting Violation of Discipline Policy 602						



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A Student who causes a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others and results in others sustaining only de minimus physical injuries that require only minor medical attention or minimal professional treatment or counseling.		●	●			●
B Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others and results in others sustaining significant physical injuries, professional treatment or counseling			●	●	●	●
C Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance that threatens, attempts or willfully causes bodily injury or emotional distress to another student who sustains considerable physical injuries that require significant medical attention, professional treatment or counseling.		●	●	●		
Defiance of Authority and/or Insubordination 301						
Failure to respond to school staff questions or requests		●	●			●
Willful and/or purposeful violation of general Health and Safety Guidelines (including but not limited to Covid-19 Health and Safety standards)	●	●	●			
NOTE: SSST interventions and Restorative practice methods should be utilized prior to short term in school suspension.						
Disrespectful Behavior 203						
A Making inappropriate gestures, symbols, or comments, or using profane or offensive language	●	●				
B Using verbal insults or put-downs	●	●				
NOTE: SSST interventions and Restorative practice methods should be utilized prior to short term in school suspension.						
Destruction of Property/Vandalism 603						
A Minor (under \$50) or accidental damage	●	●				
B Intentional damage to another person's or school property (\$50 to \$1000)		●	●			
C 6th-12th Intentional damage to another person's or school property (over \$1000)		●	●			●
NOTE: SSST interventions and Restorative practice methods should be utilized prior to short term in school suspension.						

Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Dress Code 204						
Violating uniform policy	●	●				
Fighting 502						
A Student threatens, attempts or willfully caused bodily injury or emotional distress to another student who sustains only minimal physical injuries that require only minor medical attention or minimal professional treatment or counseling.	●	●	●			
B Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance that threatens, attempts or willfully causes bodily injury or emotional distress to another student who sustains considerable physical injuries that require significant medical attention, professional treatment or counseling.		●	●	●	●	
Forgery/False Information 302						
A Forges, alters, destroys or fabricates any document or item	●	●	●			



B Lying, misleading, or giving false information to school staff	●	●	●			
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Gambling 303						
Requires the use of money or exchangeable goods	●	●	●			
Harassment 604						
A Student who engages in minor harassment (e.g., verbal discriminatory actions) of another student and the other student sustains only de minimis physical injuries that require only minor medical attention or minimal professional treatment or counseling.	●	●	●			
B Student who engages in serious harassment (e.g., persistent or long-term harassment that threatens or seriously intimidates another student, or adversely affects another student's ability to participate in or benefit from a school's educational or curricular program) and/or caused the other student to sustain significant physical injuries that require more than minor medical attention, professional treatment or counseling.		●	●	●	●	●
NOTE: Based on Race, Ethnicity, Gender, Sexual Orientation, Disability, or Religion, Including Cyber harassment, against Members of the School Community						
Inappropriate Use of Technology 401						
A Use of computers, fax machines, phones, etc.	●	●				
B Use of portable electronic communication devices, electronic game devices, and other similar items, at unauthorized times	●	●				
C Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages	●	●				
D Using portable electronic communication devices to take, share, record, and/or publish inappropriate pictures, videos, or recordings taken on school grounds, including fights or other disturbances		●	●	●		
E Cyber Harassing a student while using the Friendship technology and/or networking (including but not limited to social media, emails, direct message, etc.)	●	●	●	●	●	
F Use of a Friendship PCS device and/or network in a non-school sanctioned manner.	●	●	●			
Possession of Controlled or Uncontrolled Substance 605						
A Under the influence	●	●				
B Using or possessing a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school.		●	●	●	●	●
C Distributing or selling a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school.		●	●	●	●	●
NOTE: Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bong, rolling papers etc.) and/or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse.						



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Inappropriate behavior	LVL 1	LVL 2	LVL 3	LVL 4	LVL 5	School Police Informed
Possession of Dangerous Objects Not For Any Reasonable Use to Student At School 606						
A Brings, possesses, and/or uses a weapon, incendiary (matches or lighter), explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school that caused the other student to sustain significant physical injuries that require more than minor medical attention professional treatment or counseling.	●	●	●	●	●	●
B Uses, distributes, and/or sells an object that can be used as a weapon, explosive, or other dangerous object that caused the other student to sustain more than de minimis physical injuries that require more than minor medical attention or more than de minimis professional treatment or counseling.	●	●	●	●	●	●
C Mandatory referral to the police or juvenile system for any student who brings or possesses a gun at school (must be expelled for no less than one [1] calendar year under Federal Gun Free Schools Act)				●	●	●
D Brandishing a gun, knife or anything resembling thereof while in a Friendship PCS sponsored virtual learning space.		●	●	●	●	●
Robbery/Theft 607						
A Taking from another money or property by force or intimidation		●	●	●	●	●
B Less than \$1000		●	●			
C Greater than \$1000 (it is recommended that police not be contacted for students)		●	●			●
Sexually Based Infraction 701						
A Student who engages in sexual harassment (e.g., unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature) and the other student sustains only de minimus physical injuries that require only minor medical attention or minimal professional treatment or counseling.		●	●	●		
B Student who engages in sexual harassment (e.g., unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature) and the other student sustains significant physical injuries that require more than minor medical attention, professional treatment or counseling.		●	●	●	●	
C Student who engages in sexual activity or sexual misconduct (e.g., indecent exposure, engaging in sexual activity, etc.)		●	●			
D Forced sexual act					●	●
E Using Friendship technology and/or network to share, record or display inappropriate sexually based content.	●	●	●	●		
Threatening 402						
A Threatening or aggressive language or gestures directed toward staff, another adult and/or student		●	●			
B Persistent threatening or aggressive language or gestures directed toward staff, another adult and/or student			●	●		
Trespassing						
Breaking and entering			●	●	●	●



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Attendance Policy

Students who are not in school consistently and on time miss valuable instruction and the opportunity to progress to their fullest potential. Students are expected to be present every day. Students must arrive at school prior to the official start of the school day, remain in school until the official close of the school day and arrive to all classes on time in accordance with the school's bell schedule. If a student is absent, a parent or guardian must submit valid written documentation to excuse the absence within 5 days of the student's return to school. Failure to submit the written excuse note within 5 days will cause the absence to be unexcused.

Friendship PCS Policy and Legal Consequences Regarding Absences

The accumulation of absences will harm a child's academic standing and will result in your violation of the District of Columbia's compulsory school attendance requirements. Failure to meet established attendance guidelines will result in the following consequences except in extenuating circumstances left to the discretion of the principal or school administrator.

Excused/Unexcused Tardiness and Early Pick-Up Late arrival and early pick-up are violations of the attendance policy. Students who are tardy must sign in with the main office and must provide a valid reason for their tardiness. Students arriving late may also be assigned to tardy hall to prevent classroom disruption. Students will be integrated into the classroom as soon as possible. We request that parents schedule medical, dental and other appointments for students outside of school hours. All absences accrued are subject to the Friendship PCS attendance requirements.

Absences can only be excused for the reasons listed below:

- Student Illness
- Quarantine
- Death in the family
- Judiciary proceedings
- Religious holiday
- Temporary closing of the school facility
- Failure of DC government to provide transportation
- Medical or dental appointments
- Allowances for the student to visit a parent before or after military deployment
- Out of school suspensions
- Other extenuating circumstances left to the discretion of the principal or school administrator

How to submit an excuse note and documentation required

An absence note must include the scholar's full name, date of note and date of absence and reason for the absence. Below are options to submit an excuse note in the event a scholar is absent from school:

- **Parent link auto-dialer:** Parents can listen to the nightly auto-dialer and submit their excuse notes by choosing the appropriate excuse
- **Paper Submission:** Parents can come into the front office and complete the excuse note form
- **Email Submission:** Send an email to your campus attendance email
- **Electronic Excuse Note Submission:** submit an excuse by completing the google form found on the Friendship website at <https://www.friendshipschools.org/attendance-matters/>



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Triggering Event	Truancy Intervention
1 unexcused absence	Reasonable and diligent efforts at personal contact with the parent to obtain an explanation of reason for absence
5 unexcused absences within marking period	<ul style="list-style-type: none"> • Notification to parent regarding absences • Referral of student to school-based student support team to determine underlying causes of absences
5 Cumulative Absences	<ul style="list-style-type: none"> • Notification to parent regarding absences • Mandatory parent conference with school based student support team to develop a plan for immediate Intervention
10 Cumulative Absences	<ul style="list-style-type: none"> • Notification to parent regarding excessive absences • Mandatory parent conference with school based student support team to develop a plan for immediate intervention • School may recommend to Community Office that the student be dropped from enrollment (PK3-PK4 students only)
10 unexcused absences during a school year	<ul style="list-style-type: none"> • Provide plan to School Administrator for immediate truancy intervention plan (including delivery of community-based or other services on an emergency basis)
10 unexcused absences during a school year by a child age 5-13	Referral of student to Child and Family Services (CFSA)
15 Cumulative Absences	Mandatory Home Visit
15 unexcused absences within a school year by a child age 14-17	Referral of student to Court Social Services Division for Persons In need of Supervision(PIN) investigation
20 consecutive unexcused absences	School may recommend drop from enrollment



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Grievance Procedures

Friendship PCS places a great deal of emphasis on parent involvement and we welcome parents/guardians to contact the school with requests for assistance or to express concerns. Contact with Friendship PCS staff regarding concerns should be made in the following order: (1) Teacher or staff member (2) Academy Directors (3) Principal and (4) Friendship PCS Community Office.

If a parent/guardian wants to discuss a matter with a member of the school staff, use the following procedure:

- The parent/guardian should schedule an appointment with the faculty member prior to the meeting date. It is possible that an adequate response can be provided through a telephone discussion. Parent should refer to their child's schedule, teacher syllabus, or phone the school to schedule a meeting with a teacher or other staff member.
- The parent/guardian must report to the office at the time of the agreed appointment and the main office will notify the staff member of your arrival. To avoid disruption of classes or other school activities, parents/guardians or their designees are not permitted to go to a classroom or other location without prior consent from the main office and/or a security escort.
- If no resolution can be reached through a discussion with a teacher, the parent must contact the main office to schedule appointments in the following order: (1) Academy Director and (2) Principal.
- Parents/ guardians may contact the Charmayne Carter, Director of Parent Relations at the Community Office at (202) 281-1700 or via email at ccarter2@friendshipschools.org after speaking with the principal at the school site.
- Parent can also contact Executive staff members by emailing their concerns to wecare@friendshipschools.org.
- Parents can also contact board member and Chief Executive Officer Pat Brantley at PBrantley@friendshipschools.org

Non-Discrimination 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"), and the Age Discrimination Act of 1975 ("The Age Act"), as well as all other non-discrimination laws, Friendship Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Family Educational Rights and Privacy Act (FERPA) Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Friendship PCS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official (A school official typically includes a person employed by the school or school district 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 board.) will make arrangements for access and notify the parent or eligible student of the time and place where



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the records may be inspected.

2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask Friendship PCS to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If Friendship PCS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student's educational records can be disclosed without prior consent based on the reason that the person or agency to which the records are being disclosed has a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. FERPA also authorizes disclosure of directory information unless the parent or student over the age of 18 notifies the school in writing that they do not wish for directory information to be disclosed without prior consent. Directory information includes:
 - A. Student Name; Mailing Address and Telephone Listing
 - B. Photograph
 - C. Date and Place of Birth
 - D. Participation in Officially Recognized Activities and Sports
 - E. Weight and Height of Members of Athletic Teams
 - F. Honors and Awards Received
 - G. Major Field of Study
 - H. Dates of Attendance and Enrollment Status
 - I. Most recent prior school of attendance
5. The right to file a Complaint with the U.S. Department of Education concerning alleged violations of FERPA by contacting the Family Policy Compliance Office, U.S, Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.

Parents or eligible students may instruct Friendship PCS to withhold any or all of the information identified above by completing the "Release of Student Directory Information Form," available upon request in writing within one month after the first day of the school year.

Admission Preference Policy

Friendship PCS participates in the My School DC common lottery a single, random lottery that determines placement for new students at all participating schools. Student-school matches are based on the number of available spaces at each school; sibling, proximity, and other lottery preferences; how each student ranked their school choices; and each student's random lottery number. Friendship



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PCS recognizes four (4) lottery preferences during the open enrollment period:

1. Transfer (A current Friendship student applying to any other Friendship campus),
2. Sibling Attending (An applicant with a sibling who is attending the same Friendship campus for SY21-22 and will be re-enrolling for SY22-23),
3. Sibling Offered (An applicant whose sibling receives an offer to the same Friendship campus in the SY22-23 lottery),
 - Sibling Definition: A child who has at least one parent or legal guardian in common with a current Friendship student (same physical location) and resides in the same household as the student
4. Children of Staff (An applicant whose parent or primary guardian is a staff member at Friendship).
 - enrollment based on staff preference is limited to 10% of the total student population and enrollment based on founder preference is limited to no more than 10% of the school's total enrollment or to 20 students, whichever is less;

Students' whose applications are submitted after the deadline specified on the My School DC website (www.myschooldc.org) are given post waitlist lottery numbers and will automatically be placed at the end of any waitlists, in the order in which they signed up.

Mid-Year Transfer: Mid-year transfers can occur at any time of year, but are only for current Friendship PCS students interested in transferring to another Friendship PCS campus. Families must complete an application via My School DC (www.myschooldc.org). Families will be placed in the order of their application entry on My School DC and accepted based on grade level availability.