



Student/Family Policies

SY 2022-2023

Discipline:

Cesar Chavez PCS considers scholar safety, order and discipline fundamental to learning. Cesar Chavez PCS is therefore committed to maintaining a positive, consistent, safe school environment in which each scholar has an equal and appropriate educational opportunity; and, shall provide a fair and consistent approach to scholar discipline, within the context of scholars' rights and responsibilities. Cesar Chavez PCS will employ a school wide behavior management system, routines, procedures, Restorative Justice Practices, values instruction, and language to support the creation and reinforcement of a positive, consistent culture.

DEFINING SCHOOL PROCEDURES

Safety, order, and scholar discipline are fundamental to learning at Cesar Chavez PCS. In addition to a challenging curriculum, dedicated teachers, and proper materials, a secure learning environment is also vital to scholars' academic success. Cesar Chavez PCS does not tolerate the following behaviors: bullying, harassment, fighting; classroom distractions; possessing, using, or threatening to use weapons; and, unlawful possession, use or distribution of drugs whether such conduct occurs:

- on school property,
- at any school-sponsored or supervised activity on-and off-campus (including school sponsored transportation and field trips),
- in transit to and from school (including on the bus or train, by foot or car) and during Safe Passage or
- Off school property and outside of school hours if such conduct is detrimental to Cesar Chavez PCS' best interests, adversely affects overall school discipline and/or results in a criminal charge or conviction.

Disciplinary action may include, but is not limited to suspension, expulsion, and/or exclusion from school and all school-sponsored activities. Cesar Chavez PCS will also notify our School Resource Officers (SROs) and/or MPD for any action that violates local or federal laws.

NON-VIOLENT COMMUNITY AT CESAR CHAVEZ PCS

Cesar Chavez's legacy is one of strong, compassionate non-violence. In light of that, safety is an absolute priority and necessity at Cesar Chavez PCS. Accordingly, all scholars who attend Cesar Chavez PCS agree to abide by the non-violence contract:

I agree not to use violence for any reason what-so-ever at Cesar Chavez PCS, while representing Cesar Chavez PCS, or with any members of the Cesar Chavez PCS community. I understand this non-violence pledge applies to all parties involved in any fight, no matter whether I am "right" or "wrong," or whether I am acting in "self-defense." Scholars are officially under the jurisdiction of the school, as it relates to adherence to school rules and expectations for behavior, from the



time that they depart for school in the morning until they reach home in the afternoon. This means the school may issue disciplinary actions in response to infractions that take place as a scholar is transitioning to school and from school back home.

Failure to abide by the non-violence contract will result in disciplinary action.

Violence may include and is not limited to fighting, verbal/physical abuse towards other scholars or staff members, threats, intimidation, provocation and pre-fight, facilitating violence, bullying, cyber-bullying, gang initiation or any type of gang involvement).

CODE OF CONDUCT

CATEGORY I VIOLATIONS

Category I violations include, but are not limited to, violations of Cesar Chavez's values and expectations. Category I violations may include:

- Using profanity
- Eating or drinking outside of designated eating areas
- Use of unapproved electronic items during the school day
- Disruptive behavior including that which disrupts the virtual classroom environment
- Horseplay
- Disrespect to staff or other scholars including virtual classrooms or items placed in educational chats
- Failure to follow directions the first time
- Uniform violations
- Excessive noise in the classroom, hall, or building
- Running in the classroom, hall, or building
- Offensive gestures (non-sexual or threatening)
- Writing or tagging that is not permanent or etched/engraved into school property
- Any minor behavior disruptive to the school environment
- First-time Level One violations of the Honor Code

If a scholar is found to have committed a Category I violation of Cesar Chavez's Code of Conduct, the following disciplinary measures may be taken:

- Deanslist Debit and Parent including debits, parent notification, etc.
- Restorative practice: Level 1: Culture team member reset, staff/scholar mediation, mindfulness activity, reflection, & apology
- Teacher or staff member/scholar conference
- Detention
- Parent/guardian notification and conference
- Counseling/intervention
- Loss of school privileges and a violation of good standing
- School/community work tasks



CATEGORY II VIOLATIONS

Category II violations include, but are not limited to:

- Destruction of school or personal property valued at less than \$500
- Gross disrespect to staff or other scholars including what which occurs in the virtual classroom environment
- Failure to attend detention
- First-time Level Two violations of the Honor Code
- Forgery
- Forging passes (including but not limited to bathroom, library, nurse, etc.)
- Gambling (including but not limited to rolling dice, card games, placing wagers/ bets or any similar activities)
- Lying or giving misleading information to school staff
- Non-threatening verbal altercations including “joning” or other offensive language
- Offensive gestures that are sexual or threatening
- Repeated disruptive behavior
- Repeated refusal to follow instructions given by staff
- Repeated uniform violations or refusal to fix a minor uniform issue in a timely manner
- Skipping class and/or leaving class without permission
- Leaving the building without permission
- Insubordination
- Possession, sale, distribution or use of flammable products such as matches, lighters, lighter fluid, torches, etc.
- Use of school electronic devices (phones, laptops, e-readers, tablets, etc.) without permission or to access inappropriate content

If a scholar is found to have committed a Category II violation of the Cesar Chavez Code of Conduct, the following disciplinary measures may be taken:

- Deanslist Debit
- Parent/guardian conference
- Individual behavior modification plan
- In-School Suspension (one to three days)
- Level 1 & 2 Restorative practices: Community service, team building exercise,
- ALC assigned
- Loss of school privileges and a violation of good standing
- Individual behavior modification plan
- Disciplinary probation and/or a behavioral contract
- Any other consequence listed in Level I

CATEGORY III VIOLATIONS

Category III violations include, but are not limited to:

- Fighting or other violent behavior
- Threatening behavior Verbal, physical, or written threats to scholars or staff
- Promotion of fighting or other violent behavior
- Bullying or harassment of scholars or staff (physical, verbal or electronic)



- Communicating slurs based on actual or perceived race, color, religion, national origin, sex, age marital status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of a interfamily offense, or place of residence or business, including derogatory sexual language
- Extortion
- Posting or distributing material or literature that is disrespectful, demeaning, humiliating, threatening, or damaging to scholars or staff. This includes posting material on the internet or sending material electronically (via email or cell phone)
- Participation in activities or association with groups that threaten the safety of scholars or staff (gang affiliation or conduct in neighborhood “crews” or other similar groups)
- Hazing
- Tampering with or pulling fire alarm and using extinguishers in non-emergency situations
- Activating a false alarm
- Engaging in sexual acts on school premises or school related functions
- Engaging in behavior that causes physical and/or emotional harm, intentionally or unintentionally (i.e. throwing objects that may cause harm)
- Destruction of school or personal property valued at greater than \$500
- Theft on/off school grounds
- Trespassing
- Unauthorized possession, use, selling or distribution of over the counter or prescription medication, drugs(including but not limited marijuana, cocaine, heroin PCP and other banned substances and synthetic drugs), alcohol, cigarettes, e-cigarettes or other items that classify as drugs, drug paraphernalia such as: pipes, rolling papers, clips, etc., any substance as a drug (may include, but not limited to: inhalants, prescription medications, cough syrup, etc.), tobacco products including e-cigarettes
- Violation of drug policy
- Possession of mace, pepper spray, or Tasers or similar products
- Possession of any item that can be used as a weapon (e.g. knife, dagger, box-cutter, screwdriver, mace, pepper spray etc.) whether or not the item was used as a weapon or intended as a weapon or any firearm (e.g. gun, BB gun, rifle) or item that meets the criteria of “Other firearm” (see below)
- Sexual misconduct, sexual harassment, lewd or indecent public behavior
- Arson, biohazard or bomb threats
- Repeated Category I and II violations of the Code of Conduct
- Level Three violations of the honor code
- Criminal act on/off school grounds
- Failure to follow school visitor policy, including facilitating inappropriate and/or violent behavior by visitors
- Leaving the school premises or a school-sanctioned activity without permission
- Any behavior or other conduct not specifically enumerated in any other Category in this chapter that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others
- Violation of Disciplinary Probation or a Final Probation Contract
- Possession of any item that is considered another firearm, this includes incidents in which one or more scholars possessed or brought another type of firearm not named above, including zip guns, starter guns, and flare guns to school. As defined by the Gun Free Schools Act, other firearms include:



- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer;
- any destructive device, which includes:
 - any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

If a scholar is found to violate a Category III violation of the Cesar Chavez Code of Conduct, the following disciplinary measures may be taken:

- Out-of-School Suspension and parent/guardian conference
- Expulsion
- Final Disciplinary Probation Contract
- Additional consequences outlined in Category II offenses

SUSPENSIONS

IN-SCHOOL SUSPENSIONS

An In-School Suspension (ISS) is when a scholar disregards school expectations. Parents/guardians will be notified when scholars are assigned an ISS. During an In-School Suspension (ISS), the scholar remains in school but is not permitted contact with other scholars, in order to provide the opportunity for individual behavior modification. Scholars who have ISS are placed in the Alternative Learning Center (ALC). ISS is assigned by a school administrator and may last from one class period to three days. While in ISS, scholars will not be allowed to participate in any school activities but will be expected to complete their missed work for the day as well as any ISS work packet. Failure to complete ISS work or to follow ISS rules will result in additional ISS days, accumulating additional debit points and/or Out-of-School Suspension.

OUT-OF-SCHOOL SUSPENSIONS

Short Term Suspension (1 to 5 days) Out-of-School Suspension (OSS) involves separation from the school and all school activities for a specified period of time, which is determined by a school administrator. The primary intent is to impress upon the scholar and parent/guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated. Before a scholar is suspended, the school will:

1. Notify the scholar of the infraction
2. Conduct a thorough investigation



3. Accept information from the scholar(s) and other persons who have knowledge of the incident. The scholar involved shall have the opportunity to express his/her side of the incident
4. Determine the accuracy of the infraction(s) based on this information.
5. The Head of School/Assistant Principal or his/her designee has sole discretion to implement an out of school suspension based on the information obtained during the investigation.

In the event that an offense threatens the safety of scholars and/or staff, scholars will be removed immediately from the building prior to following the above outlined steps.

Once a decision to suspend a scholar is made, the Head of School /Assistant Principal or his/her designee will shall proceed as follows:

- Inform the scholar of the suspension and the reason(s).
- Notify the parent/guardian. School administrators may notify the parent/guardian of the suspension via phone, email or in person in addition to providing written notification. Written notification may be given to the scholar if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension.
- Send written notification, by the end of the school day when possible, to the parent/guardian that includes:
 - The disciplinary infraction,
 - The length of the suspension,
 - The scholar's right to return to school at the end of the suspension, and
 - Any conditions for that return.

In the event of an emergency removal, statements will be collected by all present staff and be made available to parents/guardians. "Emergency removal" means the immediate out-of-school suspension or disciplinary unenrollment of a scholar based on the school's reasonable belief that the scholar's presence poses an immediate and continuing danger to other scholars or school staff.

A manifestation determination meeting will be held for a scholar who holds an IEP when an OSS would be exceed 10 days as per IDEA guidelines.

Appealing an Out of School Suspension

Scholars and parents/guardians may make a written request to the Head of School /designee to appeal a short-term suspension within one (1) school day of being notified of the suspension. The Head of School /designee will attempt to schedule the Appeal Hearing within seven (7) school days of receiving the written request to appeal. The school's Formal Complaint Form may be used in submitting appeals.

The Head of School /designee will conduct the Appeal Hearing, which is closed to the public, and may include the presentation of evidence, testimony, and questioning of those present. Accordingly, parents/guardians and one (1) additional adult may represent the scholar at the hearing. 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. The hearing will not be recorded by any means.

The person who issued the suspension will not be the party to hear or decide the appeal. A designee will be appointed by the Head of School or his/her designee.



The Head of School /designee will typically notify the parent/guardian of the appeal decision within two (2) school days after the Appeal Hearing. If the suspension is overturned, the scholar's cumulative record and any other school-maintained records will reflect that conclusion.

Appealing to the Head of School

If the short-term suspension is upheld on appeal, and the parent/guardian wants to continue the appeal process, the parent/guardian may make a written request to the Head of School within two (2) school days of the suspension appeal, stating why the suspension should be reversed/modified. The Head of School or designee will attempt to schedule the Appeal Hearing within seven (7) school days of receiving the written request to appeal.

In the event that the Head of School issued the suspension, the Appeal will be heard by the Board Chair or his/her designee.

The Head of School, or his/her designee, will conduct the Appeal Hearing, which is closed to the public and may include the presentation of evidence, testimony, and questioning of those present. Accordingly, parents/guardians and one (1) additional adult may represent the scholar at the hearing. 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. The hearing will not be recorded by any means.

The Head of School or designee will typically notify the parent/guardian of the appeal decision within three (3) school days of the Appeal Hearing. If the suspension is overturned, the scholar's cumulative record and any other school- maintained records will reflect that conclusion.

If the Head of School or designee upholds the suspension, the suspension shall be imposed, and such decision will be final.

Long-term suspensions (6 or more days)

A long-term suspension is a denial of a scholar's right to attend school and to take part in any school function for any period of time equal to or exceeding six (6) school days, but not to exceed ten (10) consecutive school days.

When a scholar commits an offense that is eligible for long-term suspension the school will:

- Notify the scholar of the infraction(s)
- Conduct a thorough investigation.
- Accept information from the scholar(s) and other persons who have knowledge of the incident. The scholar involved shall have the opportunity to express his/her side of the incident.
- Determine the accuracy of the infractions(s) based on the investigation.
- Send written notification, within one (1) school day of the conclusion of the investigation to the parent/guardian that includes:
 - The disciplinary infraction,
 - The date and time for the Disciplinary Hearing,
 - The scholar's status pending the hearing
 - Appeal process



School administrator may notify the parent/guardian of the suspension via phone, email or in person in addition to providing written notification. Written notification may be given to the scholar if he/she is under 18 when the parent/guardian is notified by phone/email of the long-term suspension.

- If it is not possible to provide written notification within one (1) school day of the infraction, Cesar Chavez PCS will email, hand-deliver, or send via certified mail a copy of the notification.

In the event of an emergency removal, statements will be collected by all present staff and be made available to parents/guardians. “Emergency removal” means the immediate out-of-school suspension or disciplinary unenrollment of a scholar based on the school’s reasonable belief that the scholar’s presence poses an immediate and continuing danger to other scholars or school staff.

EXPULSION

An expulsion is the permanent removal of a scholar from Cesar Chavez PCS. An expulsion is a denial of a scholar’s right to attend school and to take part in any school function permanently.

Scholars may be expelled for:

- Extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of Cesar Chavez PCS or harm the safety or security of Cesar Chavez PCS’ scholars, staff, faculty, or others associated with the community
- Any Level III violation
- Repeated violations of the Code of Conduct after appropriate remediation have been attempted.
- Violation of Disciplinary Probation or a Final Probation Contract.
- Any scholar violating the Gun Free School Act will be permanently expelled.

When a scholar commits an offense that is eligible for expulsion, the school will:

- Notify the scholar of the infraction(s).
- Conduct a thorough investigation.
- Accept information from the scholar(s) and other persons who have knowledge of the incident. The scholar involved shall have the opportunity to express his/her side of the incident.
- Determine the accuracy of the infractions(s) based on the investigation.
- Send written notification, within one (1) school day of the conclusion of the investigation to the parent/guardian that includes:
 - The disciplinary infraction,
 - The date and time for the Disciplinary Hearing,
 - The scholar’s status pending the hearing
 - Appeal process
- School administrators may notify the parent/guardian of the suspension via phone, email or in person in addition to providing written notification. Written notification may be given to the scholar if he/she is under 18 when the parent/guardian is notified by phone/email of the long-term suspension.
- If it is not possible to provide written notification within one (1) school day of the conclusion of the investigation. Cesar Chavez PCS will email, hand-deliver, or send via certified mail a copy of the notification.



Any scholar who is pending a Disciplinary Hearing will not be able to attend or participate in school programming or activities.

DISCIPLINARY HEARINGS

A Discipline Hearing will be held for any scholar recommended for a long-term suspension (11+ days) or expulsion; or for a scholar who has violated the Final Probation Contract. The Discipline Hearing will be heard by a panel of three school staff with no prior connection to the scholar or incident being reviewed designated by the Head of School or his/her designee. A scholar's age will be taken into consideration during the Hearing process.

The Head of School /designee will attempt to schedule the Disciplinary Hearing within ten (10) school days) of the conclusion of the investigation identifying a disciplinary infraction. If the school is unable to contact a parent/guardian within the ten (10) day window, a hearing notice will be mailed home on day ten (10). The Head of School/designee will conduct the Disciplinary Hearing, which shall be closed to the public and will include:

1. A statement of the Code of Conduct violation and summary of the Discipline Hearing procedures.
2. An explanation and review of the evidence or facts for which Disciplinary Hearing is being held. If video footage is available of the incident, the video may be shown.
3. The scholar may be represented by his/her parent/guardian and one additional adult.
4. The scholar may present any information that he/she wants to the Disciplinary Panel to consider. The Disciplinary Panel may ask questions regarding the matter to anyone present at the hearing. An advocate may speak on the scholar's behalf. The scholar has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the scholar nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.
5. Within 24 business hours of the conclusion of the hearing, the Disciplinary Panel will make a recommendation regarding the consequence. The Disciplinary Panel recommendation will be effective immediately.
6. The scholar/family will be informed of the decision via phone within two (2) school days of the conclusion of the hearing and written notification will be mailed within three (3) school days of the decision. This notice will contain information regarding appeal procedures
7. If a parent/guardian does not request a hearing, or fails to attend the hearing at the scheduled date, time, and place, the right to a hearing will be waived. Therefore, the school will proceed with its determination regarding the proposed infraction and the ruling of the Disciplinary Panel. The findings from the hearing will be approved and take effect immediately. Appeals will not be accepted by scholars/parents/guardians who do not appear at the initial hearing.
8. In making its decision, the Disciplinary Panel will review evidence presented at the hearing, any statements heard on behalf of the school or scholar, the Cesar Chavez PCS' Code of Conduct, and prior conduct and/or academic performance, if applicable. The Disciplinary Panel decision shall be made by a majority vote.

The Disciplinary Panel has sole discretion to recommend long-term out of school suspension or expulsion based on the Discipline Hearing. After the Disciplinary Panel conducts the Disciplinary Hearing and determines that a long-term suspension or expulsion is warranted, the Head of School or his/her designee shall proceed as follows:



- Inform the scholar and parent/guardian of the Disciplinary Hearing outcome—long-term suspension or expulsion—and the reason(s).
 - Send written notification (mail, email, hand deliver), within two (2) school day of the Disciplinary Hearing decision when possible, to the parent/guardian that includes:
 - The Disciplinary Hearing outcome and the reason(s),
 - The length of the suspension, where applicable,
 - The scholar’s right to return to school at the end of the suspension (if applicable), and
 - Any conditions for that return.

DISCIPLINE PANEL HEARING APPEAL

Any scholar who receives a long-term suspension or is expelled has the right to appeal the decision in writing to the Head of School within five (5) school days of the written notice of Discipline Hearing decision being issued. Appeal Hearings will not be granted for scholars/parents/guardians who failed to be present for the initial Disciplinary Hearing. The following process shall be implemented for all appeals.

1. An appeal hearing date will be set within seven (7) school days of the receipt of the Appeal request.
2. The appeal hearing date will occur within twenty (20) calendar days from the date of the hearing being set.
3. Appeal hearings will be heard by the Head of School or his/her designee.
4. The Head of School or his/her designee shall present the facts of the case.
5. The scholar may be represented by his/her parent/guardian and one additional advocate.
6. The scholar has the right to speak on his/her behalf at the Appeal Hearing. The scholar may choose not to speak at the Appeal Hearing.
7. The scholar may not return to Cesar Chavez PCS and participate in school activities while an appeal is pending.
8. Appeal hearings are closed to the public.
9. If a parent/guardian fails to appear at the Appeal Hearing the right to appeal is waived, and the original disciplinary decision will stand.

In making its decision, the Head of School or his/her designee will:

1. Review all evidence and documentation from the Discipline Hearing and any supporting documentation;
2. Review any statements heard at the Discipline Hearing on behalf of the school or scholar;
3. Review the Cesar Chavez PCS’ Code of Conduct;
4. Review the scholar’s prior conduct and/or academic performance. Age of the scholar shall be considered;
5. The Head of School or his/her designee may ask questions regarding the matter to anyone present at the hearing. One advocate may speak on the scholar’s behalf. The scholar has the right not to speak on his/her own behalf. Neither the school’s representative at the hearing nor the scholar nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.

The Head of School will typically notify the parent/guardian of the appeal decision within three (3) school days of the Appeal Hearing. The Head of School may determine to:



- Uphold the suspension/expulsion.
- Uphold a suspension/expulsion but clear the scholar's record of the suspension/expulsion at the end of the semester or school year per specific guidelines determined by the Head of School.
- Determine that the suspension/expulsion was not within school guidelines, overturn the suspension/expulsion and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension/expulsion will be placed in the scholar's permanent record nor shared with anyone not directly involved in the proceedings.

If the suspension or expulsion is overturned, the cumulative record of the scholar and any other school-maintained records will reflect that conclusion. If the Head of School upholds the expulsion or long-term suspension, the long-term suspension or expulsion shall be imposed, and such decision will be final and reflected in the scholar's school records. Decisions made by the Head of School will be final.

DUE PROCESS PROCEDURES FOR SCHOLARS WITH DISABILITIES

All disciplinary removals for scholars with disabilities shall be conducted in accordance with the most current federal and district laws. Scholars with disabilities are subject to the same code of conduct as all scholars provided that the following procedures are also followed when applicable. When a special education scholar's removal amounts to a change in placement, a manifestation determination review meeting will be held as outlined below.

A **change of placement** because of a disciplinary removal occurs if a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because:

1. The removals total more than 10 school days in a school year
2. The child's behavior is substantially similar to previous incidents that resulted in the series of removals

AND

3. Additional factors such as length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern.

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 all scholars. A plan for continuing the scholar's education during suspension will be implemented in the same way that it is implemented for all scholars who are suspended. This plan will ensure that the scholar:

- Continues his/her studies and receives all assignments during the suspension
- Can communicate with school staff about the assignments and
- Has the opportunity to make up any work missed during the suspension if the scholar cannot complete it during the suspension

Removal for more than 10 cumulative school days when the scholar's behavior does NOT represent a pattern. A manifestation determination is not 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 may 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 more than 10 cumulative school days when the behavior DOES represent 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 may result in a disciplinary change in placement. A disciplinary change in placement requires a manifestation determination to be made by the Special Education Team. When this occurs, the following documentation and action steps must occur:

- *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.
- *Manifestation Determination:* A Special Education Team meeting must be convened within 10 school days to determine whether the scholar's behavior was a manifestation of his or her 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.

A manifestation determination meeting (MDR) reviews the relationship between the scholar's disability and the scholar's behavior that is subject to the disciplinary action. The determination is made by the scholar's IEP team, after review of all relevant information in the scholar's file including the IEP, teacher observations, and relevant information provided by parents. The team must determine whether:

1. The conduct in question was caused by or had a direct and substantial relationship to the child's disability

OR

2. The conduct in question was the direct result of the school's failure to implement the scholar's IEP.

If it is determined that the **scholar's behavior(s) was a manifestation of his or her disability**, then the IEP team must 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. The scholar must also return to the placement from which he/she was removed unless the parent/guardian and school agree otherwise as part of a modification to the behavior intervention plan. If the parent/guardian and school agree to continue the scholar's removal to an interim alternative educational setting as a behavior intervention, that agreement will be discussed at an IEP meeting and detailed in a prior written notice. In such cases, the IEP team will determine what services are needed in the interim alternative educational setting.

There are **special circumstances** where a scholar with a disability can be removed from his/her last placement to an interim alternative educational setting for up to 45 school days without regard to whether the scholar's behavior was determined to be a manifestation of his or her disability and regardless of whether the parent agrees. Special circumstances exist if the scholar:



1. Carries a weapon (a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such item does not include a pocket knife with a blade of less than 2.5 inches in length) to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of a local educational agency (LEA)
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a local educational agency (LEA)
3. Inflicts serious bodily injury (a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty) upon another person while at school, on school premises, or at a school function under the jurisdiction of a local educational agency (LEA).

At any time the Special Education Team, with parent consent, may change the scholar's placement in accordance with the least restrictive environment requirements of IDEA.

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. Again, 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.

Interim Alternative Educational Setting

As discussed above, any scholar with a disability who is removed for more than 10 days in a school year must continue to receive a free appropriate public education (FAPE) in an interim alternative educational setting (IAES). The IAES must provide the services necessary to enable the scholar to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals. When a scholar will receive services in the IAES for 10 school days or less and the removal does not constitute a change in placement, school personnel, in consultation with at least one of the child's teachers, determine what services are needed in the IAES. If the removal constitutes a change in placement (more than 10 school days consecutive or a pattern of removals that exceed 10 school days cumulatively), the IEP team determines what services are needed in the IAES.

If maintaining a scholar with a disability in his or her current placement is substantially likely to result in injury to the scholar or others scholar, the school can request a hearing officer to order placement in an IAES for up to 45 days. After the hearing request has been made but before the hearing officer's decision is rendered, the school can remove the scholar to the IAES unless the parent and school agree otherwise. In this case, the IEP team still determines what services are appropriate. A parent may, but is not required to, consent by written agreement to a 45-day interim alternative educational setting as an alternative to a hearing. Such an agreement will also be detailed in a prior written notice.

Interim alternative educational settings will be designed based on the individual needs of each scholar. When interim services will be provided off site, any providers of offsite services will be closely monitored to ensure that the providers meet all requirements of applicable local and federal law. This includes requirements to ensure the health and safety of the children being provided services, including, for example, assurances that all staff undergo routine background checks and are trained to identify and



report suspected child abuse and neglect, and requiring certificates of occupancy and other compliance with facility safety. In addition, all service providers must be licensed and qualified to perform related services, in accordance with the scholar's educational plan.

Curriculum, instructional materials, and assignments for the IAES will be provided by PCS or approved by the PCS in the event the IAES is able to make these materials available. The LEA Representative for PCS will check in at least bi-weekly with IAES providers to discuss progress and ensure implementation of all necessary services. IAES providers will be required to provide weekly attendance reports and bi-weekly progress reports. IAES providers will be required to provide service trackers on a bi-weekly basis as well. PCS will continue to be responsible for tracking IEP goal progress and grades for all scholars removed to the IAES.

Cesar Chavez PCS' policies as noted in the Cesar Chavez PCS' Scholar and Family Handbook apply to any scholar in an IAES unless specifically noted as a part of the scholar's placement.

Scholars Who Are Not Yet Found Eligible

A scholar for whom the district is deemed to have knowledge of a disability. A child who has not yet been determined to be eligible for special education and related services must be afforded the disciplinary protections under IDEA if the school had a basis of knowledge that the child is a child with a disability before the behavior that precipitated the disciplinary action occurred. The school is deemed to know knowledge if:

1. The child's parent expressed concern in writing to administrative or supervisory personnel of the school or district that the child is in need of special education and related services
2. The parent of the child had requested a special education evaluation

OR

3. The child's teacher or other school or LEA personnel expressed specific concerns to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the child.

The school is NOT deemed to have knowledge of the disability if:

1. The parent has not allowed an evaluation or has refused special education and related services

OR

2. The child has been evaluated and determined not to be a child with a disability.

Attendance:

Cesar Chavez PCS is committed to providing scholars with a high-quality education. Daily attendance in school is essential for scholar academic success. We strongly request that scholars and their parents make every effort possible to be on time and minimize the number of days they miss school. All scholars who are five (5) years or older on or before September 30th of the current school year are legally required to attend school each day until they meet high school graduation requirements or turn 18 years old. Scholars must be present for 80% of the school day to be considered present.



Cesar Chavez PCS recognizes there are certain days throughout the school year (i.e. upon the completion of commencement) when scholars are not expected to attend. On such days scholars will be considered “present” for reporting purposes.

Scholars who are absent from school are not permitted to:

- Be on school property
- Participate in school activities
- Attend school activities and/or after school activities

ABSENCES

EXCUSED ABSENCES

An absence is excused when a scholar (a) has a valid excuse, and (b) provides a written note from a parent/guardian (or doctor) within five (5) days of the absence. All excused absence notes are subject to monitoring and verification. Here are some examples of excused absences:

- Scholar illness. Scholars must provide a doctor’s note for absences over three (3) days
- Medical appointments. Scholars are expected to attend school before/after the appointment
- Religious holidays
- Death in the family
- Family emergency, such as house fire, flood, or violence in the home
- Mandatory court appearance
- College visit
- High school visit
- Failure of DC to provide legally mandated scholar transportation in cases where there is a legal responsibility for DC to provide transportation for the scholar to and from school
- An emergency or other circumstance approved by the Head of School If a valid excuse note is not provided within five (5) days of the absence, the absence may be considered unexcused.

UNEXCUSED ABSENCES

An absence is unexcused when a scholar fails to attend school without a valid excuse (whether or not they have parent/guardian approval). Some examples of unexcused absences include:

- Lengthy vacations
- Sports camps or outings
- Oversleeping
- Babysitting
- Skipping class
- Employment

DOCUMENTATION OF EXCUSED ABSENCES

When a scholar returns to school after an absence, s/he should bring a note to the Registrar. The note should include the date(s) of the absence, the reason for the absence, and any required documentation.

An original doctor’s certificate should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days. Any scholar who is absent 10 or



more days, unexcused, is defined as a truant. Cesar Chavez PCS follows the District of Columbia policy for reporting truant scholars to court services or the Child and Family Services Agency (CFSA).

SUPPORTING SCHOOL ATTENDANCE

Families and guardians can help establish consistent and on-time attendance for their scholars.

- Engage with your child about the importance of a good education to their future
- Encourage good sleeping and eating habits
- Work with your child to come up with a consistent morning routine that includes plenty of time to get ready for school
- Leave extra time for transportation issues, like metro delays and traffic
- Make sure your child arrives at school at least fifteen minutes before class starts
- Schedule medical/dental appointments before or after school, where possible

TARDIES/SCHOLAR LATENESS

Classroom instruction and work time is essential for scholar academic success. Arriving to school late is considered being **tardy**. Morning tardiness is inexcusable (unless it meets the requirements of an excused absence). Cesar Chavez PCS scholars who are marked tardy unexcused to any class including first period may be required to make up their work virtually by the end of the day in order to receive credit for the assignments. Scholars who are late to school and/or class will also be deducted points in Deanslist.

In the event that your child is going to be late or absent, please call ahead to inform the school's front office administrative assistant, even if you have informed your child's teacher(s).

EARLY DISMISSAL

Cesar Chavez PCS will honor early dismissal for scholars only after written or verbal notification by a parent/guardian of the scholar, on file. A parent/guardian letter that identifies and authorizes another adult to pick up the scholar must be submitted before the scholar will be dismissed early. Cesar Chavez PCS reserves the right to deny an early dismissal. Scholars are expected to pick up work that they are missing and work with their teachers to submit missed assignments.

ATTENDANCE POLICIES AND DISABLED SCHOLARS

Cesar Chavez PCS attendance policies apply to disabled and non-disabled scholars alike; the only exception is when a scholar's absences are directly related to his/her disability. Parents/guardians should contact the Director of Special Education for an individualized determination regarding the appropriate documentation to excuse an absence.

ATTENDANCE MONITORING AND TRUANCY



TRUANCY DEFINED

Truancy is the willful absence from school by a minor (5–18 years of age) with or without parental approval, knowledge, or consent.

A truant is a minor (5–18 years of age) who, without a valid reason and with or without parental knowledge or consent, does not attend school. A truant is defined as any scholar who accumulates 10 or more unexcused absences in one school year. Scholars between the ages of 14 and 18 who accumulate 15 or more absences will be referred to DC Court Services for truancy. Scholars under the age of 14 will be reported to CFSA, per District of Columbia policy.

TRUANCY ENFORCEMENT

All uniformed law enforcement officers in the District are responsible for truancy enforcement. If a truant is picked up by the police, s/he will be transported in a police vehicle to the school.

- Parents/guardians are notified of the scholar’s truancy status.
- Parents/guardians and scholars may be required to attend a truancy conference.

ATTENDANCE MONITORING AND CONSEQUENCES OF NON-ATTENDANCE

Cesar Chavez PCS will make every effort to identify scholars with chronic attendance issues, and to work with families to create attendance plans to address those issues. Our goal is that each scholar successfully completes his or her school year with Cesar Chavez PCS, however, as permitted by D.C. law, we reserve the right to un-enroll a scholar who reaches 20 consecutive, unexcused absences. Cesar Chavez PCS will not un-enroll a scholar without first (a) making a good faith attempt to hold at least two (2) attendance meetings, and (b) sending home two (2) attendance letters. Scholars unenrolled due to attendance will be unenrolled as of the last date present at school. In most cases, Cesar Chavez PCS will implement attendance interventions when scholars reach the following unexcused absence thresholds:

TRUANCY PROCEDURES

The intervention process for scholars identified as a “truancy risk” is as follows:

Unexcused Absence Threshold	Cesar Chavez PCS Interventions and Family Support
1	<ul style="list-style-type: none"> • Parent/guardian notification via phone & email around scholars absences
2 (Consecutive)	<ul style="list-style-type: none"> • Scholars are flagged at 2 consecutive absences through Deanslist for parent communication of attendance concern
3, 5, 10, 15	<ul style="list-style-type: none"> • Parent/guardian notification via phone or electronic communication
5+ (Consecutive & Nonconsecutive Absences)	<ul style="list-style-type: none"> • Notice of Concern issued • Initiate attendance intervention plan • Parent receives individualized phone with plan to schedule home visit
10+ (Consecutive &	<ul style="list-style-type: none"> • Attendance Warning Letter issued



Nonconsecutive Absences)	<ul style="list-style-type: none"> • Initiate attendance intervention plan • Referral to Child and Family Services Agency (for students ages 5-13), legally Mandated • If 10+ unexcused absences take place in the duration of 1 quarter, the scholar will receive an Incomplete "I" for the quarter, which may result in failing all classes during that quarter
15+ (Consecutive & Nonconsecutive Absences)	<ul style="list-style-type: none"> • Attendance Warning Letter issued • Review attendance intervention plan • Submit Referral to Court Social Services and Office of Attorney General - • Juvenile Division (for students ages 14-17)
20 Consecutive Absences	<ul style="list-style-type: none"> • Student un-enrolled from Cesar Chavez PCS

**Scholars under fourteen (14) years of age shall be referred by Chavez Schools to the Child and Family Services Agency (CFSA) and to the Court Social Services no later than two (2) school days after the accrual of ten (10) unexcused absences within the course of one (1) school year.*

***Scholars age fourteen (14) and over shall be referred by Chavez Schools to the Court Social Services and to the Office of Attorney General-Juvenile Section no later than two (2) school days after the accrual of ten (10) unexcused absences at any time within one (1) school year.*

Grievance:

Cesar Chavez PCS values the input of scholars, parents and guardians, and encourages parents to offer feedback on any aspect of the school program. A quality educational program for scholars can be achieved best by all individuals working together harmoniously. There will be times, however, when an individual may feel the need to file a complaint. When complaints or concerns occur, they should be resolved at the school or at the lowest possible administrative level through an informal process of cooperative agreement among the affected individuals.

Anyone, including scholars, parents, guardians, or other third parties can make a complaint.

INFORMAL COMPLAINT PROCESS

Cesar Chavez PCS encourages any party to make an informal complaint prior to filing a formal complaint to bring any concern to the attention of school-based staff. Informal complaints should be directed to any of the individuals listed below:

- Teacher
- Assistant Principal
- Dean
- Head of School



These individuals will seek to address the concern through a process of cooperative agreement among the affected individuals.

FORMAL COMPLAINT PROCESS

However, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members.

When a concern or complaint is not resolved through the informal process, you may initiate the formal complaint process outlined below.

The first step in the formal process is to obtain a Formal Complaint Form from the school's website or school main office. You may attach descriptive or supportive information to the form. Formal Complaint forms, along with any relevant documents, should be provided by mailing, emailing, or handing it to the Head of School. You should submit this form within 90 days of (a) the alleged issue, or (b) receiving an unsatisfactory resolution of an informal complaint. We recommended that you keep a copy of these documents for your records.

Steps in the Formal Complaint Process

1. When your complaint form is received at the school, the Head of School or designee should contact you within three (3) school days to establish the date, time and place of a meeting to discuss your concern, if such a meeting is warranted. Usually, this meeting will take place within ten (10) school days.
2. Cesar Chavez PCS will conduct a thorough and impartial investigation of the issues raised in the Formal Complaint.
3. Cesar Chavez PCS will provide you with a written summary of findings based on this investigation, including a determination of whether the complaint was substantiated, and if so, a proposed resolution. Cesar Chavez PCS will strive to provide this summary within 30 school days after the receipt of the Formal Complaint.

If you are not satisfied with the written decision, or if you do not receive a reply to your formal complaint within the specified time, you may request that your complaint be considered by the Head of School or his/her designee. You must file your request for review within 15 calendar days of the written response or the date when a decision was made.

If you wish to request a review you must do so in writing and include:

1. The Formal Complaint Form
2. Any relevant evidence
3. An explanation of the reason you are seeking an appeal

Cesar Chavez PCS' Head of School or his/her designee shall contact you to schedule a telephone or in-person meeting. The meeting will usually occur within ten (10) school days from when the written appeal was received.

The Head of School or his/her designee will provide a final written response explaining the outcome of the appeal. This final written response will typically be provided within thirty (30) school days after receiving the written request for appeal. All formal grievances must abide by the school's grievance policy available on the school's website. Prohibition against Retaliation Cesar Chavez PCS prohibits retaliation against any individual who has made a complaint pursuant to this policy in good faith, assisted in an investigation, or otherwise exercised rights protected by law. Cesar Chavez PCS



also prohibits taking any adverse action against an individual based on an unsubstantiated allegation or rumor of harassment.

If you have a concern or grievance that you wish to share with Cesar Chavez PCS Board of Trustees, please contact the Chair of the Board. Please see the section Board of Trustees for contact information.

Modification

Cesar Chavez PCS may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Cesar Chavez PCS.

Contact Information

Dr. Kourtney Miller, Principal and Head of School

Cesar Chavez Public Charter Schools

3701 Hayes Street, NE

Washington, DC 20019

Kourtney.miller@Chavezschools.org; 202-398-2230

Trevon Christopher, Middle Grades Principal

Cesar Chavez Public Charter Schools

3701 Hayes Street, NE

Washington, DC 20019

Trevon.christopher@chavezschools.org; 202-398- 2203

Cesar Chavez PCS Board of Trustees

Chaveztrustees@Chavezschools.org

Non-Discrimination Policy:

NON-DISCRIMINATION

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"), and the District of Columbia Human Rights Act of 1977, applicants for admission and employment, scholars, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Cesar



Chavez PCS are hereby notified that Cesar Chavez PCS does not discriminate on the basis of race, color, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, source of income, status as a victim of interfamily offense, or place of residence or business in admission or access to, or treatment or employment in, its programs and activities.

Scholars, parents and/or guardians having inquiries concerning Cesar Chavez PCS compliance with sexual harassment and or bullying policy implementation, Section 504, ADA, Title VI, Title IX, the Age Act, and/or DC Human Rights Act as they apply **to scholars, employees or third parties** or who wish to file a complaint regarding such compliance should contact: Ashley High Ashley.high@chavezschools.org who has been designated by Cesar Chavez PCS to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, the Age Act, and the DC Human Rights Act.

Employees found to have engaged in prohibited discrimination will be subject to disciplinary action.

TITLE IX AND NON-DISCRIMINATION STATEMENT

In compliance with Title IX of the Education Amendments of 1972, Cesar Chavez PCS does not discriminate on the basis of sex or age in the employment of, or admission to, any education program or activity.

Cesar Chavez PCS does not discriminate against any person on the basis of race, color, gender, national origin, disability, religion, or age.

Family Educational Rights and Privacy Act (FERPA) Notice:

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

1. The right to inspect and review the scholar's education records within 45 days after the day Cesar Chavez PCS receives a request for access.

Parents or eligible scholars who wish to inspect their child's or their education records should submit to the Head of School or admissions coordinator a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.

Parents or eligible scholars who wish to ask Cesar Chavez PCS to amend their child's or their education record should write the Head of School or Admissions Coordinator, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and 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 scholar when notified of the right to a hearing.



3. The right to provide written consent before the school discloses personally identifiable information (PII) from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. 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. 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. Upon request, the school 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20024

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from scholars' education records, without consent of the parent or eligible scholar, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible scholar, § 99.32 of the FERPA regulations requires the school to record the disclosure. Directory information is defined here as name, address, telephone listing, participation in officially recognized activities and sports, and dates of attendance. Parents and eligible scholars have a right to inspect and review the record of disclosures. Parent/guardians may opt out of inclusion in directory information in writing to the Head of School or COO. A school may disclose PII from the education records of a scholar without obtaining prior written consent of the parents or the eligible scholar –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional



services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- 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 Food 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))

Admission Preference:



If the number of applications exceeds the number of spaces available, a lottery is held to determine the order in which scholars are offered seats. Per the District of Columbia School Reform Act, siblings (scholars who share a biological parent) of current Cesar Chavez PCS scholars (enrolled during the current school year) receive preference in the lottery should they apply during the open enrollment period. Scholars applying after the open enrollment period will be added to the waitlist on a first-come first-served basis. Cesar Chavez PCS participates in My School DC and will use the common timeline and lottery for enrollment.

Matched families who miss established enrollment deadlines or are unresponsive to the school's communication efforts may have their offers declined due to non-responsiveness or missed enrollment deadlines. Waitlisted families who miss the waitlist offer deadline can be declined due to non-responsiveness or missed enrollment deadline.