

Discipline Policy

AoH believes that every learner should have the opportunity to learn the skills and values necessary for personal development. Every learner also has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe. During the first week of class, learners receive their schedules, and all learners participate in a formal orientation. The orientation provides learners an opportunity to get to know other learners and the AoH faculty and staff. The orientation also provides an overview of AoH's programs, policies and procedures, including a thorough introduction to our disciplinary policy: the AoH Student Code of Conduct.

The Student Code of Conduct includes clear rules about the treatment of others (learners, staff and volunteers), attendance, late arrival, banned substances, and attire. The Student Code of Conduct clearly describes the potential consequences of violating these rules. There is also a process if they have complaints about peers, staff, school policies or disciplinary actions. In accordance with District of Columbia law (DCMR Title 25), serious violations of school policy and/or the Student Code of Conduct may lead to the suspension or expulsion of a learner. Every learner will be asked to sign a learner contract containing the Student Code of Conduct, indicating his or her willingness to abide by all school rules and policies.

Attendance Policy

Academy of Hope APCS staff will make every attempt to contact and re-engage learners according to the contact schedule listed below. Learners who fail to respond to AoH's contact and re-engage in learning for a period of 21 days are at risk of being unenrolled from the program.

Acceptable Documentation for Excused Absences

If a learner is experience any of the following types of absences the admissions team will accept documentation (listed below)

to excuse the absence and/or defer the learner. This documentation will serve as communication to Academy of Hope staff

and should be forwarded to the admissions team for filing in the learner's permanent file. A learner may have the opportunity

to defer until the next term if any of the following type of absences exist.

If you experience any of the following types of absences, it is your responsibility to forward acceptable documentation to the Enrollment & Registration team at enrollment@aohdc.org. This documentation will serve as communication to Academy of Hope staff.

Type of Absence	What documentation is acceptable?
Illness	Doctor's note

Doctor's Appointment	Appointment card, Doctor's note, etc.
Moving residence	Proof of residency dated within one week of the move (ex. lease, letter, bill, etc.) (<i>learner must complete new residency verification form</i>)
Social Service/Housing Appointments	Recertification Letter with Appointment Date or documentation showing appointment date (<i>this is the only acceptable documentation</i>)
Emergencies (ex. accidents, death in the family)	Obituary, emergency room/discharge paperwork, etc.
Religious obligation	No documentation needed.
Jury Duty/Court Appearance	Jury summons letter/Court notice showing court date

If a learner is unenrolled, they will have to re-register for classes. If a learner is unenrolled for health reasons, due to the death or care of an immediate family member, or for other reasonable issues determined by the attendance team the learner may have the option to defer for one term. Deferring for a term can only be done once in a 12-month period and is granted on a case-by-case basis. Please contact your campus registrar to discuss your deferment options.

To be eligible for deferment, learners must complete the following steps:	
<ul style="list-style-type: none"> » CASAS Test (if needed). » Complete employment form (if there has been a change in employment). » Have no outstanding discipline or attendance issues. » Residency verification form is completed and up-to-date. 	
Acceptable Reasons for Deferment	What documentation is acceptable?

Health Related (ex. hospitalization, surgery, illness lasting longer than 8 days)	Doctor's note (ex. Surgery paperwork, doctor's paperwork showing extended hospitalization, etc.)
Health Related for an Immediate Family Member (ex. hospitalization, surgery, illness lasting longer than 8 days)	Doctor's note (ex. Surgery paperwork, doctor's paperwork showing extended hospitalization, etc.)
Mental Health Related	Doctor's note (ex. Surgery paperwork, doctor's paperwork showing extended hospitalization, etc.)
Homelessness	Letter from shelter, transitional housing, housing program, etc. (<i>documentation for homelessness is not required</i>)
<i>Remember that you have the option to switch to a "ONLINE ONLY" schedule. If you need assistance with this type of transfer, please contact your campus registrar.</i>	

Grievance Procedures

A learner who has a complaint or grievance against another learner in a class should first discuss the issue or concern with the class teacher. If the learner is not satisfied, the learner should discuss the situation with their **Student Support Specialist**.

A learner who has a complaint or grievance against a teacher should discuss the problem with the teacher. If the learner does not feel comfortable approaching the teacher or the learner is not satisfied with the solution after approaching the teacher, the learner should present the problem to the **Campus Principal**.

A learner who has a complaint or grievance against a staff member should discuss the issue with the staff member. If the learner does not feel comfortable approaching the staff member or, if after discussing the problem with the staff member is still not feeling satisfied, the learner should take the grievance to the **Chief Operations Officer, Tiffany Godbout** at 202-269-6623 ext. 132 or by email: Tiffany@aohdc.org

A learner who has a complaint or grievance against a decision made during the implementation of a policy may appeal the decision by contacting the **Chief Academic Officer, Michael Durant** at 202-269-6623 or by email: mdurant@aohdc.org

A learner who cannot resolve a complaint or grievance through school leadership may contact the **Academy of Hope Board Chair**, at boardchair@aohdc.org

Non-Discrimination Policy

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code § 2-1402.41, et sec. (Act), and other applicable local and federal law, Academy of Hope Adult Public Charter School, in providing educational programs and services, does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, disability, source of income, or other status protected by applicable law. Harassment is a form of discrimination, which is prohibited by the Act.

Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Anyone who experiences or observes discriminated or harassed should immediately report the matter to Leicester Johnson, Chief Executive Officer (CEO), 2315 18th Place, NE, Washington, DC 20018, 202-269-6623

Family Educational Rights and Privacy Act (FERPA) Notice

Learners will be notified of the Family Educational Rights and Privacy Act (FERPA) when signing their enrollment documents. A copy of the learners “Notification of Rights under FERPA” is provided to them during registration and in this manual and is reviewed during orientation. Learners with further questions regarding their rights under FERPA should contact their site principal or registrar or contact school officials as identified in the Notification of Rights under FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students age 18 or older (“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 Academy of Hope Adult Public Charter School (AoH) receives a request for access. Parents or eligible students should submit to the Campus Principal a written request that identifies the record(s) they wish to inspect. The Campus Principal or other appropriate school official will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request amendment** of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students may write the Campus Principal, clearly identify the part of the record they want changed and specify why it should be changed. If AoH 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. For example, FERPA authorizes disclosure without consent to school officials whom AoH has determined to have legitimate educational interests. A school official is a person employed by AoH as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom

AoH has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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) **The right to withhold disclosure of directory information.** At its discretion, AoH may disclose basic “directory information” that is generally not considered harmful or an invasion of privacy without the consent of parents or eligible students in accordance with the provisions of District law and FERPA. Directory information includes:

- A. Student Name
- B. Student Address
- C. Student Telephone Listing
- D. Name of School Attending
- E. Participation in Officially Recognized Activities and Sports
- F. Weight and Height of Members of Athletic Teams
- G. Diplomas and Awards Received
- H. Student’s Date and Place of Birth
- I. Names of Schools Previously Attended
- J. Dates of Attendance
- Parents or eligible students may instruct AoH to withhold any or all of the information identified above (i) by completing the “Release of Student Directory Information” Form available at the school, or (ii) by notifying in writing to

the **Director of Enrollment Management**, at Academy of Hope – Adult Public Charter School, 2315 18th Place, NE, Washington, DC 20018. The release or notification must be provided within 30 days of the issuance of this notice.

(5) **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by AoH 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 Ave. SW, Washington, DC 20202.

Admission Preference Policy

Academy of Hope is an Adult Education Charter school for DCPS. We are obligated to support and serve all learners in the district that is working towards GED or NEDP credentials. We accept all Learners from the age of 18 and above (not cut off for age preference). Academy of Hope offers FREE programs to DC residents over the age of 18.

Admission to courses is continuous throughout the year. The process of applying varies depending on the course and level of study. All students have an admission discussion with specialist staff to assess suitability for the course. The main purpose of this is to provide advice and guidance about the courses applied for and any alternatives that could or should be considered. Information regarding learning difficulties, disabilities, health, study needs, attendance or other issues which may affect a learner’s progress will be discussed.

