



# SCHOLAR & PARENT HANDBOOK

## 2022-2023

Perry Street Preparatory Public Charter School • 1800 Perry Street, NE • Washington, DC 20018  
Phone: 202.529.4400 • Fax: 202.526.2214 • Web: [www.pspdc.org](http://www.pspdc.org)

**NOTICE OF NONDISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Age Discrimination Act of 1975 (“The Age Act”), applicants for admission and employment, 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 Perry Street Prep Public Charter School (“Perry Street Prep”) are hereby notified that Perry Street Prep does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs and activities.

Scholars, parents and/or guardians who have questions regarding Perry Street Prep’s compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to scholars, or who wish to file a complaint regarding such compliance should contact:

Ms. Kelly Smith  
Chief Operating and Finance Officer  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Directory Information does not fall under the protection of FERPA which includes First Name, Last Name, and Grade of student. Opting out of Directory Information must be done so in writing and addressed to: Director of Operations, Perry Street Prep PCS, 1800 Perry Street NE, Washington, DC 20018.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Perry Street Prep PCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Perry Street Prep PCS 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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Perry Street Prep PCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 44 400 Maryland

### **Perry Street Prep Public Charter School**

Avenue, SW Washington, DC 20202-5901 Any questions, concerns or requests to inspect or review records should be sent to: Director of Operations, Perry Street Prep PCS, 1800 Perry Street NE, Washington, DC 20018.

### **ENROLLMENT & ADMISSION POLICY**

Any student who is a resident of the District of Columbia may enroll at Perry Street Prep per the school's admission criteria through the common lottery application facilitated by My School DC. Common Lottery Preference is given to enrolling students in the following categories and in the listed order: Sibling Current Student, Sibling Prospective Student, Child of a Staff Member. These preferences have been elected to best support our PSP families and staff members.

Student enrollment forms must be completed in their entirety by one (1) parent or guardian with legal custody of the student. A parent includes a natural parent whose name is listed on the student's birth certificate or an adoptive parent with valid legal documentation. A guardian or third party custodian is an individual appointed by the court as stated in valid legal documentation. In the absence of either of these documents, Perry Street Prep accepts the *Attestation of Other Primary Caregiver*, when verified by the Office of the State Superintendent of Education (OSSE), on a case-by-case basis. This form can be obtained from each campus.

Scholars must have all enrollment information completed and turned in prior to attending school.

### **ATTENDANCE POLICY**

Because daily attendance is vital to success in school, it is very important that students are present and on time every day of school, for the entire day. Perry Street Prep is a significant time commitment, but by enrolling, students have pledged to accept our hours, and families have agreed to support students in this endeavor. In the District of Columbia, school attendance is compulsory for youth 5-18 years of age. Students must be present for 80% of the school day to be considered present in school.

Our school day begins at 8:30am (optional breakfast is served from 8:00am – 8:30am in homeroom classrooms), and ends at 3:30 pm.

Students at Perry Street Prep are expected to:

- Arrive to school on time
- Be prepared for class with supplies and books
- Ask your teacher for missed assignments after an absence
- Seek assistance from staff if you have trouble getting to school

Students who are absent from school are not permitted to:

1. Be on school property
2. Participate in school activities
3. Attend school activities during regular hours and/or after school activities

### **Excused Absences**

Excused absences count towards a student's total absences. All excused absences must be documented **within 5 calendar days of the absence**. The following absences are considered excused absences.

### **Perry Street Prep Public Charter School**

- Death in the student's immediate family (verification required);
- Illness of the student (a doctor's certificate is required for a student absent more than two consecutive days);
- Observance of a religious holiday;
- Out-of-School Suspension
- Medical reasons such as a doctor's appointment (a doctor's note should be provided when the student returns to school);
- Failure of the District of Columbia to provide transportation in cases where the District of Columbia has a legal responsibility for the transportation of the student;
- Absences to allow students of military to visit with their parent or legal guardian immediately before, during, and after deployment, as appropriate;  
Other absences approved **in advance** by the Perry Street Prep administration upon the written request of a parent/guardian;
- Student employment or related absences are **not** excused absences.

### **Documenting an Excused Absence**

When a student returns to school after an absence, s/he should bring a note to Ms. Short at the front desk. 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.***

### **Unexcused Absences**

Unexcused absences are when school-aged students are absent from school without a valid excuse, with or without parental approval. Examples of unexcused absences include:

- Doing errands
- Cutting classes
- Shopping
- Oversleeping
- Babysitting

### **Early Dismissal**

Students must have signed transportation forms on file stating how they are to be dismissed. Written documentation must be provided by a parent/guardian if a student needs to leave in a different manner. If a student needs to leave early for the day, advanced notification is expected. Students should not leave school before dismissal on a regular basis. If a parent comes to pick up a child after 3:00pm but before dismissal, they may be asked to wait. If the parent/guardian or other approved dismissal party will be late because of an emergency, please contact the school office as soon as possible. Traffic is an ongoing challenge in our communities, so please exercise caution, civility, and patience.

In the rare event that a student needs an early dismissal, the following procedures must be followed:

- A parent/guardian must send documentation in writing to the attendance officer. The attendance officer will verify the documentation and approve or deny the early dismissal.
- The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.

### **Perry Street Prep Public Charter School**

- If a student becomes ill during the school day, Perry Street Prep's on-site nurse may be able to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent/guardian will be contacted. ***Early dismissals are only granted when requested from a parent/guardian and/or emergency contacts that are documented during the enrollment process.***

***Students are not allowed to leave school by telephone request or written note alone.***

### **Truancy**

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 student who accumulates 10 or more unexcused absences in one school year. Students between the ages of 14 and 18 who accumulate 15 or more absences will be referred to DC Court Services for truancy. Students under the age of 14 will be reported to CFSA, per District of Columbia policy.

Further, students who are chronically tardy and/or absent may be subject to the following responses:

- Family meeting to address student's needs
- Home visits by school support staff
- Parents of students with **five (5) unexcused absences** will be requested to participate in a truancy conference and referred to the Student Support Team
- Students with **(7) unexcused absences** will receive a Metropolitan Police Department/Perry Street Prep notification letter.
- Parents of students with **ten (10) total absences – excused or unexcused** will be requested to participate in an Attendance Conference (SST), and will be referred to the Office of State Superintendent of Education.
- Students ages 5-13 with **ten (10) unexcused absences** will be referred to the Child and Family Services Agency (CFSA) for suspected educational neglect.
- Students ages 14-17 with **fifteen (15) unexcused absences** will be referred to Court Social Services.
- Students ages 5-13 with **fifteen (15) unexcused absences** will be referred to the Office of Attorney General.
- Course grades or year-end promotion may be affected by unexcused absences.
- Students with **20 consecutive days of unexcused absences** will be dropped from the school's roster.
- Parents of students with **ten (10) total unexcused tardies** will be requested to participate in an Attendance Conference (SST)
- Students ages 5-13 with **fifteen (15) unexcused tardies** in any given month will be referred to Child and Family Services Agency (CFSA)
- Course grades may be affected by excessive excused and/or unexcused absences and tardies

### **Truancy Enforcement**

All uniformed law enforcement officers in the District are responsible for truancy enforcement.

## **Perry Street Prep Public Charter School**

- 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 student's truancy status.
- Parents/guardians and students may be required to attend a truancy conference.

### **Consequences of Absences**

Good attendance is critical to a student's education. Please be aware that the following consequences of excessive absences are part of the Perry Street Prep attendance policy:

- If a student has 20 or more unexcused absences (non-consecutive), s/he will be automatically un-enrolled.
- If a student is absent for 10 consecutive days, unexcused, s/he will be automatically un-enrolled.
- Students who are un-enrolled will not be eligible to return to Perry Street Prep for the school year in which they were un-enrolled. If an unenrolled student wants to return to Perry Street Prep for the next school year, s/he will need to reapply through the normal admissions process. Information about the admissions process will be available on the school's website.

### **DISCIPLINE POLICY**

In accordance with the Student Fair Access to School Act passed by the DC Council in May 2018, Perry Street Preparatory Charter School is committed to providing a positive school climate that promotes learning for all students. School discipline policies are developed with the goal of ensuring the safety and well-being of students, faculty and staff.

We have high expectations for student behavior, and provide clear and direct teaching of those expectations, consistent recognition of scholars who exhibit them and corrective instruction and support for students who engage in negative behaviors. We address these situations by engaging in in-school, age-appropriate and developmentally-appropriate corrective practices for all instances of inappropriate behavior that are not "cases of threatened or actual serious physical or emotional injury."

Perry Street Prep addresses any student conduct that threatens to substantially disrupt school activities, undermine its educational mission or interfere with the rights of others.

*Perry Street staff is trained in the MANDT system for de-escalation, which focuses on verbal strategies and managing the environment. A more limited number of staff members are trained as crisis responders with the technical hands-on skills of the MANDT system. These staff members are available to physically intervene if absolutely necessary to ensure the safety of a student or the people around them. Hands-on physical interventions are used only when absolutely necessary for safety, and include escorting a student to another area, intervening to stop serious self-injury, separating a fight between students, and standing physical restraint or hold not to exceed 3 minutes. MANDT physical interventions are never used for gaining compliance or to stop property destruction, and are only used in extreme circumstances when serious injury is imminent for the student or those around them.*

**Perry Street Prep Public Charter School**

The following sections share specific guidelines that include the scope of Perry Street Prep’s disciplinary responsibilities, tiered lists of infractions, actions that may be taken to address “needs work” student behavior, and other school policies that parents are asked to review with their children.

**JURISDICTION**

While the provisions of this Code of Conduct purport to control, regulate, or establish standards for the actions, behavior, or activities of Scholars of Perry Street Preparatory Public Charter School (PSP), those provisions are enforceable by school authorities, both during regularly scheduled school hours, as well as such other times and places, including, but not limited to, the following:

- When the Scholar is on school grounds
- When the Scholar is on or off school grounds participating in or attending any school function or activity, including, but not limited to, extended learning, extra- curricular activities, field trips, or class trips sponsored by PSP
- While the Scholar is away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school (this specifically includes, but is not limited to, bullying and cyberbullying)
- When the Scholar is off school grounds while wearing the school’s uniform and traveling on public transportation or transportation provided by PSP; and
- En-route to and from school while wearing the school’s uniform

**DISCIPLINARY ACTION**

Scholars who violate the discipline policy will be subject to one or more of the following documented actions at the discretion of the school administration. A scholar’s failure to adhere to any of the following may result in further disciplinary action. Perry Street Prep values parent involvement, and it can play an important role in successfully preparing a student for re-entry into classroom.

***Tier 1 Infractions***

These infractions interfere with and/or compromise a student’s ability to learn and develop. Tier 1 infractions carry consequences designed to ensure that the student understands why the behavior is inappropriate.

<b>Tier 1 Infraction Behaviors Include (But are not limited to):</b>	<b>Tier 1 Infraction Disciplinary Responses:</b>
<ul style="list-style-type: none"><li>• Failure to complete assignments</li><li>• Cheating or plagiarism</li><li>• Refusal to carry out instructions</li><li>• Lack of participation in class activities</li><li>• Chewing gum</li><li>• Tardiness</li><li>• Running in the building</li><li>• Excessive noise in the school building</li><li>• Absence of school uniform</li><li>• Sleeping in class</li><li>• Inappropriate computer use/internet</li></ul>	<ul style="list-style-type: none"><li>• Verbal warning/correction</li><li>• Teacher/student conference</li><li>• Loss of classroom or school-wide privilege</li><li>• Change of venue within the classroom</li><li>• Notice to parent/guardian in writing or via phone</li><li>• Student reflection</li><li>• Other responses dictated by the needs of the student</li></ul>

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| <ul style="list-style-type: none"> <li>• Concealment or use of non-school issued and/or non-approved technology (such as: cell phones, e-readers, tablets, etc.)</li> </ul> |  |
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**Tier 2 Infractions**

These behaviors disrupt the educational environment and interfere with other students’ opportunity to learn. Disciplinary consequences are in place to reinforce the need for adherence to rules so that each scholar remains a responsible member of the school community.

<b>Tier 2 Infraction Behaviors Include (but are not limited to):</b>	<b>Tier 2 Infraction Disciplinary Responses:</b>
<ul style="list-style-type: none"> <li>• Repeated violations of Tier 1 infractions</li> <li>• Use of inappropriate language or profanity</li> <li>• Repetitive teasing</li> <li>• Disrespecting a fellow student, teacher, school personnel, parent, or visitor</li> <li>• Throwing an object</li> <li>• Disrespectful behavior (i.e. eye rolling, teeth sucking, back talking)</li> <li>• Use of hurtful or threatening language</li> <li>• Insubordination (repeated refusal to follow instructions/directions)</li> <li>• Intentional or unintentional horseplay or roughhousing (resulting in emotional distress or physical harm)</li> <li>• Forgery</li> <li>• Forging passes (including but not limited to bathroom, library, nurse, etc.)</li> <li>• Leaving class or school without permission</li> <li>• Inappropriate displays of student affection (including but not limited to inappropriate touching with hands or other parts of the body, hugging, sitting in each other’s lap, kissing, unwanted advances or contact)</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract/meeting with student, parent/guardian, teacher and/or campus leader(s)</li> <li>• Detention</li> <li>• Phone call home</li> <li>• Reflection assignment</li> <li>• Referral to counselor</li> <li>• Timeout with buddy teacher</li> <li>• Written discipline referral</li> <li>• Other responses dictated by the needs of the student</li> </ul>



**Tier 3 Infractions**

Serious misconduct that disrupts classroom instruction, threatens the safety of the school environment, impacts school operations or threatens or causes harm to members of the school community are cause for severe consequences.

Tier 3 Infraction Behaviors Include (but are not limited to):	Tier 3 Infraction Disciplinary Responses:
<ul style="list-style-type: none"> <li>• Repeated Tier 2 infractions</li> <li>• Throwing objects that have the potential to (or) cause serious injury and/or harm</li> <li>• Bullying or harassment (physical, verbal, or electronic)</li> <li>• Severe, persistent, or pervasive bullying, verbal, written, or electronic, or other physical behavior that results in another student’s physical or emotional distress</li> <li>• Sexual harassment</li> <li>• Threatening behavior (verbal or non-verbal)</li> <li>• Extortion</li> <li>• Possession of sexually explicit material</li> <li>• Engaging in sexual acts on school premises or school related functions</li> <li>• Possession of incendiary devices</li> <li>• Violation of a fellow student’s privacy rights (i.e. unauthorized viewing of another student’s records, files, or report card)</li> <li>• Damage to property or willful destruction of property</li> <li>• Gambling</li> <li>• Theft</li> <li>• Trespassing</li> <li>• Fighting or other violent behavior</li> <li>• Any behavior inciting or causing injury</li> <li>• Gang/crew affiliation/ recruitment, Participation in activities or association with groups that threaten the safety of students or staff (gang affiliation or conduct in neighborhood “crews” or other similar groups)</li> <li>• Activating a false alarm</li> <li>• Use, possession, or distribution of cigarettes, e-cigarettes, or any other tobacco product</li> <li>• Unauthorized possession, use, selling or distribution of over the counter or prescription medication or illegal drugs</li> <li>• Possession of a weapon</li> <li>• Possession of a knife, including switch blade</li> <li>• Possession of mace or pepper spray</li> <li>• Possession of any illegal item</li> <li>• Any criminal act</li> <li>• Communicating slurs based on actual or perceived race, color, religion, national origin, sex, sexual orientation, age marital status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an inter-family offense, or place of residence or business, including derogatory sexual language.</li> <li>• Any behavior or other conduct not specifically enumerated in any other Tier in this section that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others</li> </ul>	<ul style="list-style-type: none"> <li>• Written discipline referral</li> <li>• Detention with administrator</li> <li>• Reflection assignment with administrator</li> <li>• Reset</li> <li>• Parent/guardian meeting with school leaders to discuss corrective action</li> <li>• Other responses dictated by the needs of the student</li> </ul>

**Tier 4 Infractions**

Serious misconduct that disrupts classroom instruction, threatens the safety of the school environment, impacts school operations or threatens or causes harm to members of the school community are cause for severe consequences.

<ul style="list-style-type: none"><li>• Severe, persistent, or pervasive bullying, verbal, written, or electronic, or other physical behavior that results in another student’s physical or emotional distress</li><li>• Threatening behavior (verbal or non-verbal) that shows a clear, direct danger to the safety of the student and/or others</li><li>• Fighting or other violent behavior that results in significant injury</li><li>• Any behavior inciting or causing significant injury</li><li>• Use, possession, or distribution of cigarettes, e-cigarettes, or any other tobacco product</li><li>• Unauthorized possession, use, selling or distribution of over the counter or prescription medication or illegal drugs</li><li>• Any behavior or other conduct not specifically enumerated in any other Tier in this section that causes a clear threat to safety and/or causes significant harm to self or others</li></ul>	<ul style="list-style-type: none"><li>• Written discipline referral</li><li>• Parents/guardians must meet with school leaders to discuss corrective action</li><li>• ISS</li><li>• Exclusion/Deprivation of Privileges</li><li>• Behavior contract/Disciplinary plan</li><li>• Other responses dictated by the needs of the student which could include suspension in alignment with the Student Fair Access to School Act.</li></ul>
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**Anti-Bullying Policy**

Perry Street Prep Public Charter School’s (PSP) policy reflects the guidelines established for educational institutions under the District of Columbia’s Youth Bullying Prevention Act of 2012 (YBPA). As specified in this Act, bullying is defined as:

*Any severe, pervasive, or persistent act or conduct, whether physical, electronic, or verbal that: (a) may be based on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an inter-family offense, place of residence or business, or any other distinguishing characteristic, or on a youth’s association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and*

*(b) shall be reasonably predicted to place the youth in reasonable fear of physical harm to his or her person or property; cause a substantial detrimental effect on the youth’s physical or mental health; substantially interfere with the youth’s academic performance or attendance; or substantially interfere with the youth’s ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.*

**Detentions**

Detentions are held daily during lunch/recess for 30-60 minutes. Teachers, the assistant dean, assistant principals, principal and director of operations may assign and hold detentions.

## **Perry Street Prep Public Charter School**

A student who fails to serve a detention (including being tardy) will be re-assigned once to serve that detention. If s/he does not serve this detention, an administrator may assign *additional* consequences as follows:

- First and second offenses - Detention (one period)
- Third and fourth offenses - ISS (half day)
- Fifth and subsequent offenses - ISS (whole day)

Students who do not comply with the rules of detention may be asked to leave. Students who have been asked to leave will be assigned In-School Reset and/or another form of discipline as warranted by the behavior.

## **SUSPENSIONS**

### **In-School Suspensions**

An In-School Suspension may be assigned when a student disregards school expectations. Parents/guardians will be notified when students are assigned to Reset for a half day or longer. During this time, the student remains in school, but has limited contact with other students, in order to provide the opportunity for individual behavior modification. Reset is assigned by a school administrator and may last from one to three days. While in Reset, students will not be allowed to participate in any school activities, but will be expected to complete their missed work for the day and/or a Reset work packet. Failure to complete assigned work or to follow Reset rules will result in additional disciplinary consequences.

### **Out-of-School Suspension**

Suspension of a student is a consequence of dangerous behavior choices that warrant the removal of a scholar from the school community for a period of time. This is done with great care since it will result in loss of instructional time and participation in classroom and school activities. A suspension may only be issued by the principal. (No Perry Street Prep policy here is intended to contradict the Student Fair Access to School Act, and where such contradictions may appear to exist to any reader, s/he is urged to ask a school administrator for clarification.)

Students may receive an out of school suspension:

- In alignment with the Student Fair Access to School Act, if the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.

Before a student is suspended, **the school will** (as age appropriate):

- Notify the student of the infraction of which the student is being accused of
- Conduct a thorough investigation
- Accept information from the student(s) and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the incident.
- Determine the accuracy of the infraction(s) based on this information.
- If a suspension is given, the reason for the suspension

The following steps will be taken when a student is assigned OSS.

**Step 1:** The school principal will call the parent/guardian to inform them of the reason(s) and the

## **Perry Street Prep Public Charter School**

decision to suspend the student, as well as provide the details of the suspension. All written notices regarding disciplinary action will be given to the parent/guardian in writing and must be signed by the principal or designee. Notices will include the disciplinary infraction, length of suspension, date(s) of the suspension and when the student may return to school. Any condition for return will be included in the written notice. The parent will be asked to pick up the student as soon as possible if the student is being sent home that day.

**Step 2:** Students who are suspended will be given academic work for the duration of time they are out of the classroom. It is, however, the responsibility of the student and his or her parent/guardian to ensure the timely completion and submission of any additional class assignments that were missed during this time. During the period of suspension, the student is not allowed to return to the school grounds or participate in any school sponsored activities, field trips, or programs.

**Step 3:** For students with disabilities (this includes students with IEPs or 504 Plans and students who are in the process of being evaluated for Special Education) who are suspended for more than 10 school 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 his/her 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.

**Step 4:** The school may request the parent/guardian of a student returning to the classroom after a suspension to first meet with the principal or dean for a collaboration meeting. The school counselor, classroom teacher(s), and school administrator(s) may also be in attendance. The purpose of the meeting is to develop a plan of action or student contract that identifies desired behavior and how the student will be supported in this plan both at home and at school. Parents and students are also asked to review and affirm their commitment to the school discipline policy.

When a student is serving an OSS, s/he may not be on school grounds before school, during the school day, or after school.

Please Note: In accordance with the Student Fair Access to School Act, no student may be subject to an out-of-school suspension for longer than:

- 5 consecutive school days for any individual incident in grades K-5;
- 10 consecutive school days for any individual incident in grades 6-12.

### **Appealing an Out-of-School Suspension**

Students and parents/guardians may make a written request to the Principal/designee to appeal a short-term suspension within one (1) school day of being notified of the suspension. The Principal/designee will attempt to schedule the Appeal Hearing within seven (7) school days of receiving the written request to appeal.

### **Perry Street Prep Public Charter School**

The Principal/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 student 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 Principal/designee will typically notify the parent/guardian of the appeal decision within three (3) school days after the Appeal Hearing. The result of the suspension appeal may be one of the following:

- a. Uphold the suspension.
- b. Uphold the suspension but clear the student's record of the suspension at the end of the semester if the student has not additional Tier 3 infractions at the school.
- c. Determine that the suspension was not within school guidelines, overturn the suspension, and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension will be placed in the student's permanent record, or shared with anyone not directly involved in the proceedings.

If the suspension is overturned, the student's cumulative record and any other school-maintained records will reflect that conclusion.

### **Appealing to the Board Chair**

If the 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 Board Chair within two (2) school days of the suspension appeal, stating why the suspension should be reversed/modified. The Board Chair or designee will attempt to schedule the Appeal Hearing within seven (7) school days of receiving the written request to appeal.

The Board Chair, 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 student 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 Board Chair or designee will typically notify the parent/guardian of the appeal decision within three (3) school days of the Appeal Hearing. The result of the suspension appeal to the Board Chair may be one of the following:

- a. Uphold the suspension.
- b. Uphold the suspension but clear the student's record of the suspension at the end of the semester if the student has not additional Tier 3 infractions at the school.
- c. Determine that the suspension was not within school guidelines, overturn the suspension, and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension will be placed in the student's permanent record, or shared with anyone not directly involved in the proceedings.

## **Perry Street Prep Public Charter School**

If the suspension is overturned, the student's cumulative record and any other school- maintained records will reflect that conclusion.

If the Board Chair or designee upholds the suspension, the suspension shall be imposed, and such decision will be final.

## **Expulsion**

An expulsion is the permanent removal of a student from Perry Street Prep An expulsion is a denial of a student's right to attend school and to take part in any school function permanently.

Students may be expelled for:

- Extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of Perry Street Prep or harm the safety or security of Perry Street Prep students, staff, faculty, or others associated with Perry Street Prep.
- Repeated violations of the Code of Conduct after appropriate remediation have been attempted.
- Violation of Disciplinary Plan or a Final Plan Contract.
- Any student violating the Gun Free School Act will be permanently expelled.

When a student commits an offense that is eligible for expulsion, the school will (age appropriate):

- Notify the student of the infraction(s).
- Conduct a thorough investigation.
- Accept information from the student(s) and other persons who have knowledge of the incident. The student 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:
  - o The disciplinary infraction,
  - o The date and time for the Disciplinary Hearing,
  - o The student's status pending the hearing
  - o 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 student 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. Perry Street Prep will email, hand-deliver, or send via certified mail a copy of the notification.

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

## **Disciplinary Hearings**

A Disciplinary Hearing will be held for any student recommended for a long-term suspension or expulsion; or for a student who has violated the Final Probation Contract. The principal or designee will attempt to schedule the Disciplinary Hearing within three (3) days of the conclusion of the investigation identifying a disciplinary infraction.

## **Perry Street Prep Public Charter School**

The Principal or Director of Operations, or 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 student may be represented by his/her parent/guardian and one additional adult.
4. The student may present any information that he/she wants to at the hearing for the facilitator to consider. The Principal or Director of Operations may ask questions (age appropriate) regarding the matter to anyone present at the hearing. An advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.
5. Within 24 hours of the conclusion of the hearing, the a decision regarding the consequence shall be made by the Principal or Director of Operations. The decision will take effect immediately.
6. The student/family will be informed of the decision via phone within one (1) school day 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 panel. The findings from the hearing will be approved and take effect immediately. Appeals will not be accepted by students who do not appear at the initial hearing.
8. In making its decision, the Principal or Director of Operations will review evidence presented at the hearing, any statements heard on behalf of the school or student, the Perry Street Prep Code of Conduct, and prior conduct and/or academic performance, and the age of the student, if applicable.

The facilitator or his/her designee has sole discretion to implement long-term out of school suspension or expulsion based on the Discipline Hearing.

After the facilitator /designee conducts the Disciplinary Hearing and determines that a long-term suspension or expulsion is warranted, he/she shall proceed as follows:

- Inform the student of the Disciplinary Hearing outcome—long-term suspension or expulsion—and the reason(s).
- Send written notification (mail, email, hand deliver), within three (3) ) school day of the Disciplinary Hearing when possible, to the parent/guardian that includes:
  - o The Disciplinary Hearing outcome and the reason(s),
  - o The length of the suspension, where applicable,
  - o The student's right to return to school at the end of the suspension (if applicable), and
  - o Any conditions for that return.

### **Discipline Panel Hearing Appeal**

Any student who receives a long-term suspension or is expelled has the right to appeal the decision in writing to the Board Chair within five (5) school days of the written notice of Discipline Hearing decision being issued. The following process shall be implemented for all appeals.



## **Perry Street Prep Public Charter School**

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 "Appeal Panel" consisting of three Board members. The Board Chair may replace a Board member participation with a community member or person familiar with Perry Street Prep at the discretion of the Board Chair.
4. The student may be represented by his/her parent/guardian and one additional advocate.
5. The student has the right to speak on his/her behalf at the Appeal Hearing. The student may choose not to speak at the Appeal Hearing.
6. The student may not return to Perry Street Prep and participate in school activities while an appeal is pending.
7. Appeal hearings are closed to the public.
8. 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 Appeal Panel 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 student;
3. Review the Perry Street Prep Code of Conduct;
4. Review the student's prior conduct and/or academic performance (age appropriate);
5. The panel may ask questions regarding the matter to anyone present at the hearing. One advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.

The Board Chair, or designee, will typically notify the parent/guardian of the appeal decision within two (2) school days of the Appeal Hearing. If the suspension or expulsion is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the Appeal Panel 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 student's school records. Decisions made by the Appeal Panel will be final.

### *Special Notes Regarding Audio/Video Recording of Discipline Hearings and Appeal Hearings*

All disciplinary hearings are closed to the public. All such hearings may not be recorded using a video or audio recording device under any circumstances and may only be audio-recorded as required to provide accommodations by the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act. A written request must be made 48 hours prior to the hearing to audio-record the hearing to the Principal.

### *Participation at School and School Related Activities and Re-Enrollment*

Students who have been expelled from Perry Street Prep shall not be eligible to participate or attend any school functions. Students will not be eligible to re-enroll for subsequent school years. Expulsion is the permanent removal of a student from Perry Street Prep.



### **Due Process Procedures for Students with Disabilities**

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. A multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of their disability if the student is approaching or has approached their tenth (10th) suspension day or shows a pattern of behavior(s).

If it is determined that the student's behavior was a manifestation of the student's disability, the student—absent extenuating circumstances—will receive consequences consistent with 34 CFR § 300.530(f), including the return of the student to the educational placement as appropriate. 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. If a student with a disability is suspended, Perry Street Prep will make up specialized instruction and related services following that student's suspension, consistent with 34 CFR § 300.530(d); and, if necessary, provide services at its administrative offices following that student's expulsion, pending their enrollment in another public agency. Parents/guardians with questions should contact the campus Student Support Services' Program Manager.

### **Disciplinary Plans/Behavior Contracts**

A student who has committed repeated violations of the Code of Conduct or a major violation of the Code of Conduct may be placed on disciplinary plan. Prior to the imposition of disciplinary plan, Perry Street Prep will provide the student and his/her parents with an opportunity for an informal conference to discuss any Disciplinary Plan or Behavior Contract. If placed on a Disciplinary Plan or Behavior Contract, the student and his/her parent/guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including expulsion from Perry Street Prep.

If, while on a Disciplinary Plan or Behavior Contract, a student violates another major school policy, s/he may be suspended or expelled. Each violation is treated on a case-by-case basis.

The length of Disciplinary Plan or Behavior Contract and its conditions will be determined individually for each student by the Administration. **Plan is a serious status with severe consequences. Students can be expelled for violations of Disciplinary Plan and Behavior Contracts.**

A student's Dean will make reasonable attempts (three phone calls or written communications or email or any other form of contact) to contact a parent/guardian regarding a student's Disciplinary Plan status. **If a parent fails to communicate and/or refuses to sign a contract, the contract shall be enacted.** A final copy of the contract will be provided to the parent/guardian.

#### **Steps in Disciplinary Plan:**

- **Step 1:** After a student is placed on disciplinary plan, s/he will be required to attend a conference with the Dean and/or another member of the Administrative team and his/her parent/guardian. During this conference a Disciplinary Plan contract will be signed stating behavioral goals and/or a timeline for meeting behavioral goals (e.g. no ISS or OSS and fewer than three detentions).

### **Perry Street Prep Public Charter School**

- If a student **meets** the stated expectations of the Disciplinary Plan s/he will be reviewed by their Dean and/or Administration at which point s/he may be removed from Disciplinary Plan.
- If a student **fails to meet** the state goals of the Disciplinary Plan contract will result in further action which may include a Final Plan contract or expulsion from Perry Street Prep.
- **Step 2:** If the student violates Disciplinary Plan, s/he may be placed on a Final Plan Contract, if the violation does not warrant expulsion. This contract is a serious document that makes clear that repeated minor or major violations of the Code of Conduct could result in expulsion from Perry Street Prep.
  - If a student **meets** the stated expectations of the Final Plan contract, s/he will be reviewed by their Dean and/or Administration at which point s/he will be placed on Disciplinary Plan.
  - If a student **fails to meet** the stated goals of the Final Plan contract s/he will come before a Disciplinary Hearing which will review the student's behavior to date and make necessary recommendations which could result in expulsion from Perry Street Prep.

### **Discipline Due Process**

The decision to suspend a student shall be made by the school principal. The principal will determine the number of days for suspension based on the severity of the infraction and previous infractions. The suspension shall become effective immediately unless otherwise stated by the administrator issuing the suspension. *See special notes regarding Counting Suspension Days.*

The parent/guardian may appeal a student's suspension of less than 10 school days. The parent/guardian should follow these steps noted in the Student Handbook. All long-term suspensions and expulsions shall have a Disciplinary Hearing as noted in the Student Handbook.

### **Terms and Definitions**

#### **Behaviors**

#### **Academic Dishonesty**

Using or submitting information through methods not approved by teachers or administration, obtaining data that is classified, and/or taking ownership for information or documentation that is not created by the scholar. This includes, but is not limited to plagiarizing, cheat sheets, unapproved materials during testing, possession of answer keys or tests and/or completing another scholar's assignment. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

#### **Alcohol**

Any liquid which contains alcohol, either manufactured or mixed, or any intoxicating beverage; the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages.

#### **Arson**

Arson is the crime of intentionally and maliciously setting fire to attempt to damage any real or personal property by fire or an incendiary device.

#### **Assault/Battery**

The willful and unlawful use of force or violence upon the person of another; has three primary elements present - (1) an aggressor, who (2) intended to cause physical harm, to (3) an innocent person.

**Bullying/Harassment/Cyberbullying/Sexual Harassment**

**Bullying**, intimidation, or harassment is defined as any severe, persistent, or pervasive **physical, electronic, or verbal conduct**, including but not limited to harassment based on a student’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity/expression, genetic information, disability, or any other distinguishing characteristic, or based on association with a person or group with any of the actual or perceived characteristics listed above.

It is directed toward a student(s) that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student(s) in reasonable fear of physical harm to the student’s person or property;
2. Causing a substantially detrimental effect on the student’s physical or mental health;
3. Substantially interfering with the student’s academic performance; or
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Sexual harassment**

Verbal or nonverbal unwelcome sexual advances or sexual behavior that substantially interferes with a student’s education, or creates an intimidating or hostile environment. Sexual harassment is prohibited at Perry Street Prep.

**Cyber bullying**

The use of information and communication technology to bully, embarrasses, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive. The use of cell phones and other technology—including computers, e-mail and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyber bullying should report the incident to his or her Assistant Principal. Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action as defined in the Perry Street Prep Code of Conduct.

**Computer Inappropriate Use or Misuse**

Using the computer/Internet for any other purpose than research or study or to view unauthorized material including but not limited to chat rooms, pornographic material, and game sites; includes, but is not limited to, unauthorized access to, modification of, use of, creation or destruction of computer stored data and programs and the inappropriate use of electronic devices and instruments.

**Defiance**

A daring or bold resistance to authority or to any opposing force, open disregard or contempt; the refusal or failure to carry out lawful or reasonable instructions of authorized school personnel or failure to comply with Friendship regulations, behavior contracts, or classroom rules.

**Disorderly Conduct**

Disorderly conduct includes, but is not limited to: yelling, running, pushing, shoving, or engaging in horseplay. Excessive verbal or physical interaction which substantially disrupts the orderly learning environment or poses a serious threat to the health, safety, and/or welfare of scholars, staff, or others; serious campus disruption.

**Distribution/Possession/Under the Influence**

**Perry Street Prep Public Charter School**

A scholar who distributes controlled substances to another scholar and the scholar who receives the controlled substance and or passes the controlled substance to another shall be subject to the disciplinary penalties for distribution of controlled substance.

**Drugs**

The possession, receipt, use, being under the influence of, cultivation, transportation, sale, purchase, or negotiation for the sale or distribution of any controlled or unlawful substance; possession or use of an inhalant or any substance represented as drugs (such as designer drugs, caffeine pills, herbs, foods), or any prescription drug for which the scholar does not have a valid prescription and/or which is not in the original container on school property or at a school-sponsored activity on property other than school property. A scholar, who distributes “drugs”, is defined as a scholar who possesses, gives to or leaves drugs for another scholar. It also applies to the scholar who takes, receives, passes to/from or picks up the “drugs”. Drug paraphernalia is any apparatus or material that may be used in the cultivation, use, manufacture, or distribution of drugs.

**Fabrication/Forgery/Alteration/Destruction**

Intentionally providing false or misleading information or the withholding of valid information from a school staff member. Any form of tampering with records/documents either for one’s own purpose or to alter the records of others for any purpose. It also includes, but is not limited to, the writing and signing of notes and papers by any person not authorized to do so, misrepresenting a situation, or falsely signing another’s name to such notes or other papers.

**False Alarms**

Willful and/or malicious activation of an emergency alarm or response designed to evacuate the campus when no emergency exists. This applies to threats made verbally, physically, in writing or by any other method, including but not limited to 911 phone calls, issuing a bomb threat, setting off a fire alarm, etc.

**Fighting**

Mutual participation in an altercation with physical violence that requires physical restraint and/or results in injury; to include group fighting.

**Gambling**

The wagering of money or something of material value on an event with the primary intent of winning additional money and/or material goods.

**Gang-Related Activity/Behaviors**

Any activity that can reasonably be associated or identified with a gang, such as, but not limited to, symbols, special dress, verbalizations or colors or distributing any gang-related literature or communications of any kind of gang language.

**Harassment (and bullying)**

Any electronic, written, verbal or physical act or conduct toward a scholar which is based on any actual or perceived trait or characteristic of the scholar and which creates an objectively hostile school environment that meets one or more of the following:

- Places the scholar in reasonable fear of harm to the scholar’s person or property
- Has a substantially detrimental effect on the scholars physical or mental health
- Has the effect of substantially interfering with the scholar’s academic performance; or
- Has the effect of substantially interfering with the scholar’s ability to participate in or benefit from the services, activities or privileges by a school

**Horseplay**

Rough, rowdy, boisterous play, pranks or play fighting.

**Inappropriate Language**

**Perry Street Prep Public Charter School**

The use of profane, obscene, abusive language or gestures, or the possession of objects or pictures which are disrespectful, offensive or socially unacceptable and which can or tend to disrupt the school environment, a school function, or extracurricular/co-curricular activities. This includes the taking and/or sending, of inappropriate or offensive images or texts using electronic devices as well as being in the possession of inappropriate images or texts.

**Incitement**

To provoke, urge on or coerce another to engage in an activity which is prohibited under this code. The consequence may not exceed the penalty for the activity.

**Offensive**

Any act, utterance, or item that is generally inappropriate, including but not limited to, curse words, obscene gestures, and obscene materials including but not limited to writings, drawings, magazines, and pictures.

**Possession**

Any scholar who has any item on his/her person, within their personal effects, or within any vehicle in which he or she has arrived on Friendship property or at a school sponsored activity on property other than Friendship property shall be considered to be in possession of such item.

**Robbery**

The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.

**Sexual Assault**

Any unwanted sexual contact towards another person that is achieved by force, threats, bribes, manipulation, pressure, tricks, and/or violence.

**Sexual Harassment**

Is unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature; Undesired sexual behavior towards another; unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation, or creates a hostile environment.

**Sexual Contact (also contact or behavior of a sexual nature)**

Any contact or behavior of a sexual nature regardless of consent including, but not limited to, lewd or suggestive movement or displays as well as physical contact.

Shakedown, strong arm, extortion, obtaining of money or property (something of value) from an unwilling person by means of coercion or intimidation.

**Theft**

Acceptance, possession, sale, purchase, transfer and/or taking of property belonging to another person with the intent to prevent or deprive the rightful owner of its use.

**Threats (also threaten)**

Verbal or physical acts and/or written statements regarding harm to an individual's life, physical or emotional well-being and/or personal property. Additionally, obtaining or attempting to obtain any item or money by intimidation, force, fraud or illegal use of authority is considered extortion. These actions include but are not limited to arguing, balling up fists, writing notes, extortion, displaying a weapon and posturing.

**Tobacco Products: Possession/Smoking**

A scholar smoking, using smokeless tobacco, in possession of tobacco products, distributing or selling of tobacco products on school property, school buses, or in attendance at a school-sponsored activity will be subject to disciplinary action by the school.

**Perry Street Prep Public Charter School**

**Trespassing (also loitering)**

To enter or remain on a Friendship campus without authorization or invitation and with no lawful purpose for entry, including scholars under suspension or expulsion.

**Uniform Policy Violations**

Wearing clothing other than what is specified in the Perry Street Preparatory Public Charter School Dress Code (i.e., wearing sweat hoodies, ID not on display, non-regulatory clothing, overcoats and jackets).

**Vandalism**

Willful or malicious destruction, defacement or damage to school and/or personal property.

**Weapon**

Any object that is or can be used as a means to physically harm, threaten, intimidate or endanger someone. These items include but are not limited to knives, guns, fireworks, razors, BB guns, box cutters, etc.

**Discipline Responses**

**Behavior Contract/Discipline Plan**

The scholar meets with teachers to create a written contract that includes objectives and the specific performance tasks that the scholar will accomplish to meet those objectives. The contract is signed by the scholar and teacher and, where appropriate, by the parent or guardian. A behavioral contract between a scholar and appropriate school personnel may define expected behaviors, conditions, and consequences.

**Behavior Intervention Plan (BIP)**

A Behavioral Intervention Plan (BIP) is a written, specific, and purposeful plan which describes behavioral interventions and other strategies that will be implemented to reduce and/or prevent targeted misbehaviors and reinforce appropriate replacement behaviors.

**Counseling**

Individual/Group Counseling: Counseling provides scholars with an outlet to share issues in privacy that may be negatively impacting their attendance, behavior, and/or academic success. Scholars discuss and formulate goals, and learn problem solving strategies that will enable them to overcome a variety of personal challenges. Counseling could be provided by a guidance counselor, mental health counselor or school psychologist.

**Detention**

Detention is the supervised retention of a student that changes his/her regular setting during or beyond the regular school schedule. Detention may be held for a class period, lunch, recess or after school on Wednesday. Detention is typically assigned by an administrator, though lunch/recess detention may also be assigned *and supervised* by a teacher.

**Exclusion/Deprivation of Privileges**

At the discretion of an administrator, a scholar is temporarily banned from attending school sponsored events to include, but not limited to, field trips, special assemblies, parties, co-curricular or extracurricular activities.

**Perry Street Prep Public Charter School**

**Expulsion**

Permanent dismissal of a scholar from the school program. If an expulsion is approved it is the responsibility of the parent/guardian to place the scholar in another school unless the scholar is considered Special Education.

**In-School Reset (ISR)**

In-school reset is the temporary removal of a scholar from the scholar's regular school program and placement into an alternative program under the supervision of school personnel for a period not to exceed nine (9) school days per incident. In-school reset is a discipline program established as an alternative to out-of-school suspension.

**Mediation**

At the discretion of an administrator, a mandatory meeting may be held between the scholar, parent/guardian, and administrator (and/or teacher as appropriate) to address any issues to include, but not limited to, misconduct, violation of the Code of Conduct, poor attendance, and/or academic evaluation. In this meeting all parties will come to a mutual understanding of any future repercussions that may occur if issues persist.

**Mentoring Program**

A mentoring program matches a mentor who may be a counselor, teacher, scholar and/or leader with a protégé. The object of this relationship is to help the protégé in his/her personal, academic and social development.

**Out-of-School Suspension**

Out-of-school suspension is mandatory leave assigned to a scholar as a form of exclusionary discipline where the student is removed from school for part of a day, a single day or multiple days. When assigned for one or more days, out-of-school suspension bans the student from being on school grounds before, during and after school hours. Scholars are not allowed to attend after school activities (e.g., clubs, sporting events, tutoring, etc.) while suspended from school. Suspended students are required to continue to learn and complete assignments from the days in which they miss instruction. A parent/guardian is notified of the reason for and duration of the out-of-school suspension.

**Parent/School Conference**

Conferences between/among any combination of scholar, teachers, parent/guardian, and administrator may be held to discuss scholar conduct and/or problems. Such conferences consider alternatives available and seek to determine a plan of action which will be most beneficial to the scholar.

**Referral to Law Enforcement Agencies**

Scholar may be referred to the appropriate law enforcement agency for behavior that is illegal and/or exceeds Perry Street Preparatory Public Charter School's Code of Conduct.

**Restitution**

Parents are responsible for replacing, repairing, or compensating for any items that have been damaged or stolen. Failure to do so will result in consequences including but not limited to seizure of scholar records.



### **SST Referral**

Scholar Support Teams are school-based teams that utilize a multidisciplinary approach to encourage scholar success through prevention and intervention strategies and supports. The SST Coordinator and school team will create an individualized plan to help scholars overcome their academic and/or socio-emotional difficulties.

### **Governance**

The Board of Trustees of Perry Street Preparatory Public Charter School is committed to the success and delivery of a high-quality education for District of Columbia students and families. Perry Street Prep meets all charter school laws and requirements and is funded by federal and District of Columbia governments and private donors. The Board of Trustees is composed of voluntary members who meet to provide oversight regarding the performance, finances, and operations.

### **Open Meetings Policy**

All Board meetings taking place after October 1, 2020 will be conducted in a manner compliant with the Open Meetings Act.

- Board Meetings will be held at a minimum of quarterly, with the typical year including 6 meetings. The number of Board meetings abides by the Board of Trustees By-Laws.
- Board Meetings are published on the school website and public calendar.
- Board Meetings are live broadcast on Youtube. Information is included in the public meeting announcement.

### **Grievance Policy**

Perry Street Prep values the input of students, parents and guardians, and encourages parents to offer feedback on any aspect of the school program. A quality educational program for students at PSP 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.

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.

Complaints and concerns should be initially directed to the following individuals:

- Teacher (if appropriate)
- Assistant Principal
- Principal

### **Formal Complaint Process**

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 and return it to the student's Assistant Principal. You may attach descriptive or supportive information to the form. Keep a copy of the form and any attachments.

When your complaint form is received at the school, the principal or her designee should contact you within three (3) school days to establish the date, time and place of a meeting to discuss your concern, if



**Perry Street Prep Public Charter School**

such a meeting has not already occurred. Usually, this meeting will take place within ten (10) school days. Within 10 school days of receipt of the written complaint, or this meeting, if any, the Assistant Principal and/or Principal should respond to you in writing with a decision.

Sometimes a complaint or its resolution may be too complicated or, for other reasons, cannot be decided within 10 school days. In such cases, the Assistant Principal and/or Principal will contact you within the first 10 days and arrange for an extension of the decision for no more than an additional 10 school days.

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 Director of Operations. You must file your request for review within 15 calendar days of the Assistant Principal/Principal response or the date when a decision was to have been made.

If you wish to request a review, forward the Complaint Form to Director of Operations, with a note explaining the basis for disagreeing with the decision. The Director of Operations will respond, using a procedure and time limits similar to those followed by the Principal, as follows: (a) a meeting may be arranged within 3 work days; (b) a resolution on the review within 10 work days after the meeting, if any; and (c) an extension of an additional 10 work days if the matter is unusually complicated or otherwise requires additional time. The Head of School or his /her designee may respond by phone or in writing.

All formal grievances must abide by the school's grievance policy available on the school's website.

If you feel your complaint, whether administrative or programmatic, is not addressed properly at the school level, you may file a complaint with the Office of the State Superintendent of Education (OSSE).

The most current OSSE complaint form can be found at:

[http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/assessment\\_and\\_accountability/OSSE\\_ESEA\\_Complaint\\_Policy.pdf](http://osse.dc.gov/seo/frames.asp?doc=/seo/lib/seo/assessment_and_accountability/OSSE_ESEA_Complaint_Policy.pdf)

If you have a concern or grievance that you wish to share with Board of Trustees, please contact the Chair of the Board.

**2022-2023 Board Chair**

**Vinette Brown**

**[brownvinette@hotmail.com](mailto:brownvinette@hotmail.com)**

**Perry Street Prep Public Charter School**

TO BE COMPLETED BY THE COMPLAINANT:

**Formal Complaint Form**

<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>City, State, ZIP</b>
<b>Email Address:</b>	<b>Cell Phone:</b>
<b>Student:</b>	<b>Student Date of Birth:</b>
<b>School:</b>	<b>Grade:</b>
Please state the nature of your complaint (attach additional sheets if necessary):	
Please state the resolution requested (attach additional sheets if necessary):	
<b>Signature of Complainant:</b>	<b>Date:</b>
<b>Level I: Administrative Disposition – To be completed by the Dean / Supervisor</b>	
<b>Date Received:</b> _____	<b>Initials:</b> _
<b>Date Contact:</b> _____	<b>Date of Meeting:</b> _
<b>Action on Complaint:</b>	
<b>Signature:</b> _____	<b>Date:</b> _

*If you wish to request a review of the resolution offered by the Dean/ Supervisor you may do so by forwarding this form with a note explaining your reason for disagreement with the decision to the Principal.*

<b>Level II: Administrative Disposition – To be completed by the Head of School/ Designee</b>		
<b>Date Received:</b>	<b>Initials:</b>	<b>Action on Complaint:</b>
<b>Signature:</b>	<b>Date:</b>	

## **Grievance, Procedural Safeguards, Notice of Rights**

### **504 Grievance Procedure**

Any person who believes that Perry Street Prep has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

Complaints involving students who attend Perry Street Prep may be submitted to:

Director Of Student Support, Angela Norwood  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

Complaints involving employees of Perry Street Prep may be submitted to:

Principal, Rachel Crouch  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

Perry Street Prep encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Perry Street Prep prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

A formal complaint may be filed by following the steps outlined below:

#### **Step 1**

Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

### **Step 2**

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Director of Operations within ten (10) business days after receipt of the response. The Director of Operations will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Director of Operations will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

### **Step 3**

If the complainant is not satisfied with the decision of the Director of Operations he/she may appeal through a signed written statement to the school Board of Trustees within ten (10) business days of the receipt of the Director of Operations response. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 4536021; or (3) filing it electronically at: [www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html). For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or [ocr.dc@ed.gov](mailto:ocr.dc@ed.gov).

### **NOTICE OF PROCEDURAL SAFEGUARDS SAFEGUARDS AND GRIEVANCE PROCEDURES FOR PARENTS AND STUDENTS**

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

Director Of Student Support, Angela Norwood  
Perry Street Prep  
1800 Perry St NE

**Perry Street Prep Public Charter School**

Washington, DC 20018  
(202)529-4400

Any person who believes that Perry Street Prep has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to Perry Street Prep's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Chief Operating and Finance Officer, Kelly Smith  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

**NOTICE OF GRIEVANCE PROCEDURES FOR EMPLOYEES**

Any employee who believes that Perry Street has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to Perry Street Prep's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Chief Operating and Finance Officer, Kelly Smith  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202)529-4400

**SECTION 504 - NOTICE OF PARENT RIGHTS**

This is a notice of your rights under Section 504. These rights are designed to keep you fully informed about the school's decisions about your child and to inform you of your rights if you disagree with any of those decisions.

If your child is in the process of being considered for Section 504 eligibility or has been identified for Section 504 accommodations/services, you may have the right to the following:

- Have your child participate in and benefit from the school's education program without discrimination based on disability.
- Receive notice with respect to any action taken regarding the identification, evaluation, or placement of your child.
- Refuse consent for the initial evaluation and initial placement of your child.
- Have your child receive a free appropriate public education. This includes your child's right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school provide related aids and services to allow your child an equal opportunity to participate in school activities.
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.

### **Perry Street Prep Public Charter School**

- Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child's evaluation data, and placement options.
- Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
- Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
- Examine your child's education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response to your reasonable requests for explanations and interpretations of your child's education records.
- Request the school to amend your child's education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school refuses this request, you have the right to challenge such refusal.
- Request mediation or an impartial due process hearing to challenge actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made pursuant to the school's grievance procedure.
- File a local grievance or a complaint with the District of Columbia Office for Civil Rights within the U.S. Department of Education. The regional office is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at 202-453-6020 (phone), 202-453-6021 (fax), [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) (email), and <http://www2.ed.gov/about/offices/list/ocr>.

The Section 504 Coordinator for Perry Street Prep responsible for Section 504 compliance is:

Director Of Student Support, Angela Norwood  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018  
(202) 529-4400

### **NOTICE OF NONDISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Perry Street Prep are hereby notified that Perry Street Prep does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning Perry Street Prep's compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to students or who wish to file a complaint regarding such compliance should contact:

Director Of Student Support, Angela Norwood

**Perry Street Prep Public Charter School**

Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018

who has been designated by Perry Street Prep to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to students.

For inquiries or to file a complaint regarding Perry Street Prep's compliance with ADA, Section 504, Title VI, Title IX, and/or the Age Act as they relate to employees or third parties, contact:

Chief Operating and Finance Officer, Kelly Smith  
Perry Street Prep  
1800 Perry St NE  
Washington, DC 20018

who has been designated by Perry Street Prep to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to employees or third parties.