

## **Suspension/Expulsion Policies**

RWPCS seeks to ensure that students will remain active in the learning process without interruption. The Head of School and management team will enforce a three-tiered model for disciplinary infractions. RWPCS recognizes that exclusion from our educational program, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. RWPCS intends not only that these policies be applied when facts and circumstances clearly warrant the imposition of a suspension or expulsion, but also that expulsions are pursued when absolutely necessary and appropriate.

### **SHORT TERM SUSPENSIONS**

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten consecutive school days or less. The Head of School and/or the Head of School's designee have the authority to impose short-term suspensions. The Head of School/ designee may suspend the student for five days or less, choose another disciplinary alternative, or exonerate the student. A written record of the decision shall be kept in the student's discipline file.

If a short-term suspension is imposed upon the student, the following steps shall be taken:

- The student shall receive verbal notice of the alleged misconduct.
- The student shall be provided with the opportunity to explain his/her version of the situation.
- The school official involved shall make reasonable efforts to verify facts and statements prior
- to making a decision regarding discipline.

A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

On the day of suspension is given, the Head of School shall contact the parent and inform hi her of the suspension. If the parent cannot be contacted by phone, a letter must be sent to the parent explaining the terms and reasons for the suspension and to request a meeting to solicit his/her help and/or for re-entry.

## LONG-TERM SUSPENSION/EXPULSION

Long-Term Suspension means the temporary withdrawal of the privilege of attending classes at RWPCS for a set period of time for up to ten (10) consecutive school days.

Expulsion means the permanent withdrawal of the privilege of attending a RWPCS.

Only the Head of School is authorized to impose a long-term suspension or expulsion.

The student shall receive the verbal notice of the alleged misconduct. The student shall then be provided with the opportunity to explain his/her version of the situation. The school administrator/teacher involved shall make reasonable efforts to verify facts and statements prior to making a recommendation regarding discipline.

If a long-term suspension is imposed, a notification of the long-term suspension will be mailed (certified) or hand delivered to the parent, guardian or emancipated minor to the last known address. This letter will include the following information:

- The nature of the offense (s) alleged and the policies, regulations or rules allegedly violated.
- A statement that the school Head of School has imposed long-term suspension.
- Definition of long-term suspension.
- The extent of the punishment, including the restrictions placed on the student during the period of suspension.
- The date suspension begins.
- A statement that the parent, guardian, or emancipated student are welcome to meet with the
- Head of School to discuss the situation in an informal setting.
- A statement that a formal hearing may be requested. This request must be made in writing and returned to the Head of School within five school days after the notice of intent to long  
-term suspend letter is mailed or hand delivered.

## APPEALS PROCESS FOR SUSPENSION AND EXPULSIONS

Written request for a formal hearing must be received by the Head of School within three (3) days of issuance of long term suspension or expulsion. Head of School shall forward the request to the Board of Trustees secretary. A hearing date shall then be scheduled. Written notice regarding the hearing shall be mailed and/or hand-delivered to the parent(s), guardian(s), or emancipated student within three days prior to the hearing and shall include the following information:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- A statement that the student may be represented by counsel at his/her own cost. Notice that the student will be represented by legal counsel shall be provided to RWPCS at least two working days prior to the hearing.
- If a hearing officer has been designated, the name of the hearing officer.

A formal hearing will be held, during which the student will be informed of the following:

- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, at his own expense.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.

The Hearing Committee Chair shall prepare a written decision within ten days after the hearing. Copies of the decision shall be provided to the parent, guardian, or emancipated student and Head of School.

## **SUSPENSION OF SPECIAL EDUCATION STUDENTS**

Prior to the long-term suspension of a special education student (this would include infractions of the zero tolerance policy) a team meeting will take place. Included in this meeting will be:

- Certified Special Education Teacher or Psychologist
- Administrator
- Parent
- Student

The re-entry conference will include the persons mentioned below:

- Certified Special Education Teacher or Psychologist
- Administrator

And one of or both (*\*\*\* please refer to next page*);

- Parent
- Student

All students are expected to adhere to the behavioral expectations outlined in RWPCS'S Code of Conduct. At RWPCS, our goal is to proactively manage student behavior using a full system of positive behavioral supports. Should a student with a disability engage in behaviors that result in out of school suspension, RWPCS adheres to the following procedural guidelines as described in federal regulations governing the discipline of students with disabilities.

Should a student be removed from school for more than 10 days in the school year, manifestation determination review meeting will be held and services will be provided in an interim alternative educational setting while the student is serving his/her suspension. Parents and guardians will thus be immediately notified of the need for a manifestation meeting, provided a copy of the procedural safeguards and invited to attend the Manifestation Determination Review:

**If the team determines that the behavior IS a manifestation of the child's disability the team will complete the following:**

- Complete a functional Behavior Assessment (Unless one was completed prior to the incident) and develop a Behavior Intervention Plan(BIP).
- If the BIP is already in place the team should review and change the plan as necessary in order to address the behavior.
- Return the Student to the previous placement unless is deemed required by the team as a modification to the BIP.

**If the team determines that the behavior IS a manifestation of the student’s disability, resulting from a failure to implement the student’s IEP as written:**

- Determine that the behavior is a manifestation of the child’s disability; and
- Take steps to immediately remedy the identified deficiencies; and
- Return the student to the previous placement

**If the determines that the behavior is NOT a manifestation of the child’s disability:**

- School personnel continue with action as would be for non-disabled peers; and
- Continue to provide the student with services in an interim alternative educational setting

**Special Circumstances**

School personnel may remove a student to an alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child’s disability, if the child:

- Carries a weapon to school, on school premises, or to or at a school under the jurisdiction of a State Education Agency or a Local Education Agency; or
- Uses illegal drugs, or sells, or solicits the sale of a controlled substance, while at school, on school premises, or to or at a school under the jurisdiction of a State Education Agency or a Local Education Agency; or
- Has inflicted serious bodily injury upon another person while at school, on school premises, or to or at a school under the jurisdiction of a State Education Agency or a Local Education Agency.

**\*\*\* Please note that under the Student Fair Access to School Act, the return of a student to school may not be contingent upon the parent accompanying the student, attending a conference, or otherwise being present at the school.**

**RWPCS DISCIPLINE CONSEQUENCES**

Level I Infractions: Teachers & Staff

Note: Excessive means more than four times and you have documented your interventions. If student does what is asked then they remain in class and a referral is sent to the Student Support Staff, DOS. Teacher keeps one copy, student gets another copy.

INFRACTIONS	MANAGER	MINIMUM	MAXIMUM
Arriving to class unprepared	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention

Unable stay awake in class due to behavior/illness or on a frequent basis (two or more reminders goes to DOS on a referral)	Teacher	Parent contact. Student conference. Support Team.	Teacher/Support Team conference with student, intervention
Chewing gum	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention
Consumption of food or beverages in the classroom, computer lab, or library	Teacher	Parent contact. Student conference. Intervention. Suspension	Teacher/Support Team conference with student, intervention/suspension
Disrupting the flow of movement through the hallway, but no a safety risk	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention
Failing to complete class work	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention
Failing to complete home work	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention
Frequent request to use the restroom outside of break time (not a medical reason)	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention
Non-academic use of technology – 1st offense	Teacher	Parent contact. Student conference. Lose computer privilege	Teacher/Support Team conference with student, intervention
Tardiness to School or Class, Cutting Class, Cutting assigned detentions, homework center, or other school mandated functions	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention
Use of electronic devices, cell phones, iPods, etc	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention, confiscate phone, suspension 1 <sup>st</sup> warning/reminder
Violating the dress code (four	Teacher	Parent contact. Student conference.	Teacher/Support Team conference with student, intervention

## Level II Infractions: Student Support Staff

INFRACTIONS	MANAGER	MINIMUM	MAXIMUM
Unable to stay awake in class due to behavior/illness or on a frequent basis (two or more reminders goes to DOS on a referral)	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Lying to staff/parents regarding school incidents.	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Misbehaving on the way to or from school and at school sponsored events	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Play fighting and hitting after a warning	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Refusal to comply with school wide rules	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Repeated classroom disruptions	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Repeated use of electronic devices while in classrooms or the school building	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Threatening hallway, cafeteria, or gym safety	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Use of profane language	Student Support Staff	Parent contact, referral to Student Support Staff with documentation	Referral to Student Support Staff with documentation, suspension by Student Support Staff
Excessive Tardiness to School or Class, Cutting Class, leaving school without permission, homework center, or other school mandated functions	Student Support Staff	Parent contact, referral to Student Support Staff with documentation intervention	Referral to Student Support Staff with documentation, Student Support Staff, intervention

### Level III Infractions: Administrators

INFRACTIONS	MANAGER	MINIMUM	MAXIMUM
Any gang-like behavior	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Arson	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Being in possession of or distributing illegal substances such as alcohol, tobacco, drugs, incendiary devices (on campus or in transit to school)	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Bullying or intimidating students or staff	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Cheating or plagiarizing	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Committing assault or assault and battery	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Grossly and/or repeatedly violating or breaking any signed contract	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Disrespecting staff or other students	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Engaging in sexual activity, sexually suggestive activity, inappropriate touching	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Fighting	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Forging signatures and paper or electronic notes	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion

Level III Infractions: Administrators

Illegal possession or use of firearms (including replicas)	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Interfering with RWPCS High School instruction or events	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Issuing verbal or physical threats to a student or staff member	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Stealing	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Trespassing or defacing private or public property	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Possession or use drugs without expressed written permission a medical professional	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
Acts or threats of violence to faculty, staff or peers	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion
*Harassment, Intimidation, or Bullying of faculty, staff or peers	Student Support Staff/ Head of School	Parent contact, referral to Student Support Staff with documentation, Behavior Contract by Administration	Parent Contact, Suspension, Behavior Contract, Expulsion

**\*Harassment, Intimidation, or Bullying (includes Cyberbullying) Definition**

1. Acts which mean a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is (a) reasonably perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage and/or (b) that insults or demeans a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school -- "school" means, in this context, in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school/metro bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function.
2. Reprisal, retaliation, or false accusation (a) against a person who reports an act of harassment, intimidation, or bullying (includes Cyberbullying) or (b) against a victim, witness, or a person with reliable information about an act of harassment, intimidation, or bullying (includes Cyberbullying)
3. Falsely accusing another person of committing an act or acts of harassment, intimidation, or bullying (includes Cyberbullying)



## **NO BRAINERS**

### **“No Brainer”**

**An action that will result in immediate suspension or expulsion of a student.**  
RWPCS will not suspend or expel any students unless the infraction shows that the student willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress.

### **They are as follows:**

- Fighting**
- Stealing**
- Bullying**
- Vandalizing, Damaging, or Destroying School Property**
- Threats to staff or students**
- Possession of a weapon and/or explosives**
- Possession of illegal substances**
- Pulling the fire alarm/Bomb threats/False FireAlarm**
- Repeated Disrespect and Non-compliance**
- Harassment (Verbal/Sexual) of a staff or another student**
- Bomb Threats/False FireAlarm**

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## **Attendance Policy**

Daily attendance is critical to the academic success of students attending the RWPCS. The school's course work is rigorous, and missing school would make it difficult for a student to successfully complete his/her work. Attendance is extremely important to a child's academic success; children cannot learn if they are not in school. The Law requires that all children ages 6-18 attend school regularly and punctually. In addition, the law requires regular attendance. The DC Compulsory Attendance Act states that all children must attend school regularly from the age of five to eighteen and that parent/guardians can be held legally liable if their child does not attend. All parent/guardians should become familiar with the law. The School Attendance Clarifications Act of 2016 is followed by RWPCS as well. Part of the Act requires that guardians provide valid excuses for absence within five days.

Richard Wright Public Charter School faculty and staff believe that there is a direct correlation between good attendance and high achievement. Studies show that students with good attendance achieve higher grades, enjoy school more and gain the necessary credits and skills for graduation. Here at Richard Wright we see this as the responsibility of each parent/guardian, teacher, administrator, and staff member to promote and stress the value of good attendance. It is also the responsibility of the staff to carry out all attendance policies in a fair, firm, and consistent manner.

## **Absences**

Students are asked to make the commitment to attend school daily. Parent/guardians are asked to comply by ensuring that their child does attend school. The RWPCS staff, particularly the Parent Liaison, is available to assist both students and parent/guardians in making sure that attendance policies are enforced. All parents will be notified when their child is not present in school. All contact numbers need to be updated by parents with the attendance monitor. Truant Students picked up during school hours by Law Enforcement Officers, will be brought to RWPCS and parents will be contacted immediately.

**Students themselves -- and not their teachers -- are responsible for collecting any  
makeup work when absent.**

**IF A STUDENT DOES NOT REPORT TO SCHOOL, A SCHOOL OFFICIAL  
WILL CONTACT THE PARENT/GUARDIAN.**

### **Reporting an Absence**

We ask that parents/guardians call Attendance Line at (202) 388.1011 ext 200 each and every morning that their child/children is going to be absent from school. This is to help ensure that we verify each student's safe arrival to school, and that we accurately record each student's daily attendance. Please be ready to provide the following information.

- Name of caller and relationship to student
- Students name
- Reason for absence
- Callers phone number

### **Returning to School After an Absence**

Students are to report to the Attendance Office with verification of absence, which must include students full name, date and reason for absence. Students will be given the opportunity to make up work missed from the first day of any excused absence within a two-day period.

### **Tardiness Policy**

The RWPCS opens at 7:30am. Breakfast is served from 7:45am-8:15am. All students should be in the building ready for Community family matters by 8:05a.m. and ready to begin their day of learning. Any student arriving to school 8:15am will be considered tardy. Students will report to Tardy Hall for first 1st period. Students who arrive after 8:15am without a valid excuse, will have their parents notified and will be sent home for the day.

Phone calls for tardy students must be made to the main office at 202.388.1011 or ext. 200 **only**. Parents/Guardians may also contact the Attendance and Truancy Monitor directly at 202.746.6187. Truant Students picked up during school hours by Law Enforcement Officers, will be brought to RWPCS and parents will be contacted immediately.

**The following policy applies to both Excused and Unexcused Tardiness.** All tardiness is considered unexcused unless accompanied with a doctor's note or court documentation. After the third tardy, the student and a parent/guardian are subject to meet with the Principal/Student Support Staff and will be monitored closely.

## Truancy

Truancy is the willful absence from school by a minor (5–18 years of age) with or without parental approval, knowledge, or consent or a valid reason (unexcused absences) A truant is defined as any scholar who accumulates 10 or more unexcused absences in one school year. Scholars between the ages of 14 and 18 who accumulate 15 or more absences will be referred to DC Court Services for truancy. Scholars under the age of 14 will be reported to CFSA, per District of Columbia policy.

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

If a truant is picked up by the police, s/he will be transported in a police vehicle to the school.

Parents/guardians are notified of the scholar's truancy status.

Parents/guardians and scholars may be required to attend a truancy conference.

In accordance with and permitted by DC law, RWPCS may withdraw a truant student from enrollment if the student and/or family discontinue communication with the school despite repeated attempts after reaching 20 consecutive unexcused absences continue despite interventions.

## Early Departure

A written request from a parent/guardian is required before a student can be released from school at any time other than the normal dismissal time. Students will not be released without prior written permission from a parent/guardian. In the written permission, the note must have the reason for early release, date, telephone number where parent/guardian can be reached, and parent/guardian name printed and signed. Requests will be verified by telephone. Students will not be released unless a parent/guardian is contacted.

If a student becomes ill, they need to report to the nurse office. Students are not to call their parents directly from their cell phone. The nurse will see the student and decide if it is necessary to send the student home. Parents/Guardians will be contacted before the student can go home. If a student has a doctor, dental, or personal appointment a parent/guardian must check the student out through the Attendance Office. Students must present official medical verification that they were seen in order to obtain an absence excused.

## Excessive Absences

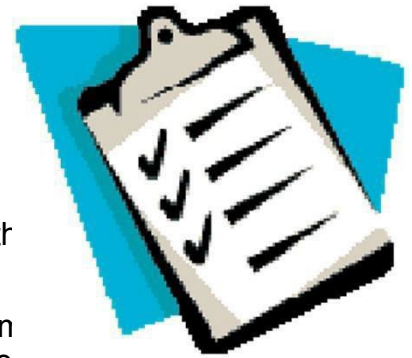
Our attendance system counts the number of days that each student is absent from school, whether excused or unexcused. Excused absences include illness or injury to the child, medical/dental appointments that can only be schedule during school hours. Death in the family and religious holidays will be granted with proper documentation.

## Leaving Campus

Students will not be permitted to leave the campus at any time without aforementioned permissions. Students leaving the campus without parental permission, school release, or medical reasons will be subject consequences inclusive of suspension.

## ***Excused Absences***

*The following are valid reasons for absence from school:*



- Student illness
- Family emergency which requires the student's presence in the home
- Death in the students' immediate family;
- Exclusion, by direction of the authorities of the District of Columbia, for a communicable disease, quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons, including failure to be immunized
- Necessity for student to attend any judicial proceeding as a plaintiff, defendant, witness, or juror. The student must return with court documentation;
- Observance of religious holy days by members of a religious group;
- Lawful suspension or exclusion from school by school authorities;
- Other absences approved in advance by the Principal or Student Support Staff upon the written request of the parent/guardian.

**If a student is out of school sick for three or more days**, the parent/guardian can make arrangements with the Student Support Staff to collect any missed assignments. When the student returns to school, he/she must return with a note from the doctor, and will be expected to stay after school to meet with his/her teacher to turn in make-up work not completed at home.

## ***Unexcused Consecutive and Non-Consecutive Absences***

RWPCS staff will make every effort to identify students with chronic attendance issues, and to work with families to create attendance plans to address those issues. Persistent absenteeism from school will result in the following responses:

**1 day absent:** A phone and email to parents.

**3 days absent:** A warning letter will be mailed and emailed to parent

**5 days absent:** A mandatory meeting with the student & parents.

**7 days absent** He or she will be referred to the Student Support Team and an attendance plan will be drafted for the family.

**10 Days absent:** Parents will receive a letter from the school informing the family of the school's legal obligation to Referral to *Child and Family Services Agency* (for scholars ages 5-13), legally mandated

**15 Days Absent:** Submit Referral to *Court Social Services and Office of Attorney General - Juvenile Division* (for scholars ages 14-17) Court Social Services (CSS) should the child be absent for 15 days of school. Richard Wright will contact CSS on the day of a child's 15th absence.

## **20 Unexcused Consecutive Absences and No Call Policy**

Any student absent from school for twenty consecutive school days and has

failed to notify the attendance monitor at Richard Wright Public Charter Schools, will be removed from active enrollment roster.

### **Verifying Excused Absence**

*If a student is absent from school, the absence must be verified by a parent/guardian within a two day period by doing the following: (1) calling the school the day of the absence and (2) returning the student to school with a note regarding the absence.*

**Note: A student returning to school from an excused absence must verify the absence with a note, within a two-day period. If a note is not received within the allotted timeframe, the excused absence will automatically be converted to an unexcused absence.**

Phone Call. On each day that a student is absent from school, the parent/guardian should call the school before 8:15 a.m. to inform school personnel of the absence. The parent/ guardian should leave the following information:

1. Parent's/guardian's name
2. Student's name
3. Day(s) absent
4. Reason for absence and phone number where parent/guardian can be reached to verify information

Letter. Upon returning to school from an absence, a student is required to bring a written note from his/ her parent/guardian within. The following information should be included in the note:

1. Date returned to school
2. Full name of student
3. Dates of absence
4. Reason for absence
5. Signature of parent/guardian
6. Day time telephone number

If a student must be absent from school for an extended period of time due to illness or an emergency, the parent/guardian should inform the school by speaking directly to the Head of School and/or designee. Official documentation must be presented to the school with detailed information regarding the extended absence (ie. Official Medical Documentation, Court Documentation, detailed letter from parent about emergency) within five (5) days of the absence.

**All notes/documentations should be given to the Attendance and Truancy Monitor on the date following the absence. Students have three days upon return to provide the school with a note.**

# RWPCS GRIEVANCE POLICY AND PROCEDURE

It is the policy of Richard Wright Public Charter School that all employees, students' parents and visitors have the right to voice their complaints or grievance about matters pertaining to our school.

The Richard Wright Public Charter School recognizes the meaningful value and importance of full discussion in resolving misunderstandings, preserving good relations between management and employees.

Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

## What May Be Grieved

The Richard Wright Public Charter School grievance process should be used as follows:

- To deal with complaints and concerns pertaining to educational environment, employment arrangements or interpersonal conflicts.
- To resolve complaints of discrimination and religion, creed, sex, national origin, age disability, veteran status, sexual orientation or otherwise.
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## Who May Grieve

The procedures set forth below may be used by grievant who are employees, students, parents or visitors.

## Other Remedies

The existence of the procedure does not bar grievant from also filing claims in other forums to the extent permitted by state or federal law.

## *Informal Grievance*

Because most difficulties can be resolved by communicating a concern to someone, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, Director or Head of School by emailing [mclark@richardwrightpcs.org](mailto:mclark@richardwrightpcs.org) or The RWPCS Board of Trustees Presidents should the grievance be with the Head of School [dross@richardwrightpcs.org](mailto:dross@richardwrightpcs.org)

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

### *Formal Grievance*

Within ninety (90) days of encountering the harassment discrimination or complaint that is the subject of the grievance, a grievant shall file a written notice with the Head of School. Grievants may use the Grievance Form, which is attached here to and is also available on line from the school website, The Richard Wright intranet (for employees only) or from the Head of School's office. The written notice shall identify the nature of the complaint, the date(s) or occurrence, and the desired result and shall be signed and dated by the person filing the grievance. In the event the legal guardian or parent of a student is filing a grievance. The student and the guardian/parent shall sign and date the grievance. The Head of School can be reached at the contact information below.

The Head of School will immediately initiate an adequate, reliable and impartial investigation of the grievance. Each formal complaint will be investigated and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing, witnesses, and obtaining documents allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered **EXTRMELY CONFIDENTIAL** and are not to be revealed to or discusses by any participant with persons not directly involved with the complaint, with the investigation or with the decision making process. This provision does not include discussions with the governmental authorities.

Within thirty (30) business days of receiving the written notice, the Head of School shall respond in writing to the grievant (the "response"). The responses summarize the course of the investigation; determine the validity of the grievance appropriate resolution.

If, as a result of the investigation, harassment or valid grievance is establishes corrective and remedial action will be taken.

### *Appeals*

If the grievant is not satisfied with the response, the grievant may appeal in writing to the Richard Wright Public Charter School within thirty (30) days of the date response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response, The appeal, in letter form, may be sent to: The Richard Wright Public Charter School Legal Department, 475 School St, SW, Washington, DC 20024.

Within fifteen (15) days from receiving the written appeal, the Legal Department will respond in writing to the appellant as to the action to be taken and the reasons therefore.

### *Prohibition Against Retaliation*

The Richard Wright Public Charter School pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Richard Wright Public Charter School will not tolerate any form of retaliation against any persons who is making a good faith report or complaint about perceived acts of harassment, discrimination or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

### *Contact Information*

**Chief Executive Officer:**

Dr. Marco Clark 475 School St, SW, Washington, DC 20024

**Phone Number:** 202.388. 1011 ext 144

**Board of Trustees Vice President:**

Greg Adams

475 School St, SW, Washington, DC 20024

**Email:** [dross@richardwrightpcs.org](mailto:dross@richardwrightpcs.org)

**The Richard Wright Public Charter School Legal Department**

475 School St, SW, Washington, DC 20024

**Email:** [RWPCSGrievance@richardwrightpcs.org](mailto:RWPCSGrievance@richardwrightpcs.org)

**Phone Number:** 202.388. 1011

### **Modification**

The Richard Wright Public Charter School may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights case if the or policies of Richard Wright Public Charter School.



## **Non-Discrimination Policy**

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, 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 Early Childhood Academy PCS (ECA) are hereby notified that ECA 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.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that RWPCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RWPCS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with RWPCS procedures. The primary purpose of directory information is to allow a RWPCS school official (a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel) to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Identifying a person as a "school official" does not automatically grant him or her unlimited access to education records. The existence of a legitimate educational interest may need to be determined on a case-by-case basis. A sample policy statement of what constitutes legitimate educational interest might include substantiation such as the following:

- The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.
- The information is relevant to the accomplishment of some task or to a determination about the student.
- The information is to be used consistently with the purposes for which the data are maintained.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

*(These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)*

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

If you do not want RWPCS to disclose directory information from your child's education records without your prior written consent, you must notify the RWPCS in writing by SEPTEMBER 30<sup>th</sup> each school year. RWPCS has designated the following information as directory information:

- Student's name
- Address
- Grade level
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Electronic mail address
- Weight and height of members of athletic teams
- The most recent educational recent educational agency or institution -
- Participation in officially – recognized activities and sports

## **Complaints**

### Regarding Access

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

### Regarding Amendment

If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

### Regarding Disclosure

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

[www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

## **RWPCS Student/Family Policies Submission**

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland  
Avenue, SW Washington, DC 20202-8520

### ENROLLMENT PREFERENCE

RWPCS is open to students from anywhere in the District of Columbia in grades 8-12. As appropriate, the school will advertise an open enrollment period within the school community so that all interested students may have an equal opportunity to apply for admission. RWPCS will also announce upcoming My School DC (MSDC) lottery drawings.

Pre-registration or enrollment windows are scheduled to bring in new students throughout the year as space becomes available. If the school is full, the student will be put on a waiting list. If space becomes available, students on the lottery list are called and have 24 hours (or one business day) to respond to the phone call and email before they lose their spot on the list. It is the student's/family's responsibility to notify the school of changed contact information.

RWPCS grants enrollment preference to:

- Current and returning RWPCS students.
- Siblings of students already admitted to or attending RWPCS.

NOTE: enrollment preference applies only to initial enrollment at RWPCS; students who are withdrawn and want to return to RWPCS must reapply through My School DC.

Upon acceptance, students will complete all mandated enrollment documents.