



SCHOLAR & PARENT HANDBOOK 2018-2019

Perry Street Preparatory Public Charter School • 1800 Perry Street, NE • Washington, DC 20018
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SCHOOL PROFILE

MISSION

The mission of Perry Street Preparatory Public Charter School (PSP) is to prepare a community of diverse learners and cultivate relationships with families while empowering scholars to be college-ready and to thrive in a global society.

VISION

Our philosophy is centered on the belief that every child deserves the right to a high quality education that prepares him/her for unlimited global opportunities.

HISTORY

Joseph W. Gauld of Hyde Schools founded our school in 1999. Then known as Hyde Leadership Public Charter School, our school was one of the first charter schools to open in the District of Columbia (DC), and has grown to become one of the largest. We ended our affiliation with Hyde Schools in 2011, but our belief in the importance of character, stringent academics and parental involvement remains strong.

GRADES

Pre-K (ages 3 and 4) - Grade 8

COLLEGE PREPARATORY

We direct all of our financial and human resources to providing a 21st century, college preparatory education to each and every scholar, K-8. We believe every child deserves a high-quality education that prepares them for post-secondary education, the workforce and beyond.

CURRICULUM

Our curriculum is aligned to the National Common Core and DC standards, and has a college-readiness focus. We provide additional resources in the manner of academic, social-linguistic and social-emotional support to ensure that PSP scholars with diverse needs have the same access and opportunities as their peers.

TEACHERS AND INSTRUCTIONAL STAFF

Perry Street Prep hire highly qualified and highly committed teachers. We provide our teachers with extensive professional development in instructional methods and best practices to ensure that all of our scholars receive individualized, tailored instruction that meets their needs.

SCHOOL CULTURE

Our school offers a safe and secure learning environment. Three character values – Respect, Responsibility and Perseverance – are integrated in the classroom and throughout the school community.

PARENT PARTICIPATION

We build strong relationships with parents and guardians by engaging in meaningful, thorough communication, and providing a wide range of activities and opportunities to empower and support families. All families are encouraged to sign up for ClassDojo in order to receive daily updates regarding scholar progress, school activities, announcements and more.

Parent/Guardian Access

Information and school reports will be provided in a format and language parents/guardians understand. Perry Street Prep shall, to the extent practicable, also provide full opportunities for the participation of parents/guardians:

- with limited English proficiency,
- with disabilities,
- of homeless students, and
- of migrant students.

Requests for access should be made to the Director of Student Support.

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
Director of Operations
Perry Street Prep
1800 Perry St NE
Washington, DC 20018

NOTICE OF GRIEVANCE PROCEDURES FOR PARENTS AND SCHOLARS

Anyone who believes that Perry Street Prep has violated the regulations of Section 504, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act by discriminating on the basis of race, color, national origin, sex, age, or disability can submit a complaint pursuant to Perry Street Prep's Grievance Procedures found at the end of this handbook.

SCHOOL CALENDAR

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The school calendar is located on the school's website. We encourage you to visit this calendar frequently as updates are made throughout the school year.

GENERAL POLICIES

PERRY STREET POLICIES

Perry Street Prep policies may be added or amended during the current school year. Any major policy changes will be communicated to students and parents/guardians in writing via the school website. Additional policies may be found in other Perry Street Prep documents such as parent letters, memos, and program-specific handbooks.

ENROLLMENT

Any student who is a resident of the District of Columbia may enroll at Perry Street Prep per the school's admission criteria. 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. It is imperative that all information is correct. Any changes in physical address, email address(es) and/or phone numbers on file with the school should be immediately communicated to Student Information Manager, Cheryl Bell.

Lottery

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

Required Documentation for New Students

After a student is enrolled, parents/guardians must provide the following documentation when completing registration and after receiving an acceptance to Perry Street Prep through MySchoolsDC.org:

1. Verification of Residency in the District of Columbia;
2. Immunization and Health Records;
3. Perry Street Prep Registration Packet;
4. Final report card from previous school(s);
5. Individual Education Plan (IEP) or Section 504 Plan (504 plan), if applicable (used for course placement, not as a criterion for acceptance).

Residency

All guardians must prove DC residency during the designated enrollment slot for each student. If there are any residency disputes, the guardian has three (3) calendar days to submit the additional documentation. If residency cannot be proven by this time, the child will automatically be un-enrolled. DC residency must be proven by the legal guardian. If anyone besides the birth mother or birth father is proving residency, legal documentation must be submitted proving guardianship. Perry Street Prep will initiate a residency investigation upon receiving evidence that a family is not living in the District of Columbia. During a residency investigation, families will have two (2) business days to provide the appropriate documentation. A non-resident finding will result in mandatory withdrawal and a referral to the Office of the State Superintendent (OSSE). Presentation of false, forged, or doctored proof of residency will also result in immediate withdrawal and a referral to OSSE. OSSE and the D.C. Office of the Attorney General (OAG) are required by law to pursue retroactive tuition for all students who are found to be non- residents for the period of time they were enrolled.

Emergency Contact Information

All students must have Emergency Contact Information on file, listing the names and phone numbers of any adults (18 or older) who may be contacted in the case of an emergency. It is the parent/guardian's responsibility to keep this information accurate and current. Students and/or student records will not be released to any individual not listed on the Emergency Contact Information. Changes and/or updates to the Emergency Contact Information must be done in writing by the primary parent/guardian. Verbal changes will not be accepted.

Withdrawal of Scholar

Students may withdraw from Perry Street Prep during the school year, before the school year or after the school year. A parent or guardian of record is required to come to the school and sign the necessary forms for a scholar withdrawal or transfer from PSP. Students withdraw date is effective the last date student attended school. Parents/Guardians must provide proof of enrollment in a subsequent school within ten (10) calendar days. Failure to do so will result in the student being considered truant. Proper truancy protocols will be followed.

Students who withdraw from Perry Street Prep at any point may not re-enroll during the same school year. Students must begin the enrollment process as new students for subsequent school years and follow enrollment and lottery protocols.

Re-enrollment Deadline

In December of each school year, we will announce our re-enrollment period for eligible returning Scholars who have first rights to reserve a space for the next school year. We will announce the re-enrollment process and deadlines via electronic and telephonic communication. Please adhere to the deadline so that we may welcome your children back for the next school year. Once we start our admissions process to admit new Scholars, your child may forfeit their space if they have not officially re-enrolled by set timelines established. Students who do not meet re-enrollment deadlines will forfeit their spot and will have to apply to the school as a new student via My School DC. Former students do not receive preference in the lottery or on the waitlist.

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Questions and/or concerns regarding enrollment, residency, emergency contact information, transfers, withdrawals and/or re-enrollment should be directed to:

Ms. Cheryl Bell
Student Information Manager
Perry Street Prep
1800 Perry St NE
Washington, DC 20018

SCHOOL OPERATIONS

Building Hours

Our building is open from 6:30am to 6:30pm. Perry Street Prep is open to students from 8:00am to 3:15pm. Upon dismissal, all students must be in an adult-supervised activity or after-care program. Students must abide by the school's entry processes and procedures upon entry. Office hours are 8:00am to 4:00pm.

School Closures

The school follows all DCPS school closing decisions. Information regarding school closings due to snow, excessive heat, etc., and other emergency information will be announced on local radio and television stations. This information may also be shared via ClassDojo; however, local radio and television station announcements should be considered the official word. Visit the PSP website for updates:

www.pspdc.org.

Damaged, Lost or Stolen Items

Perry Street Prep is not responsible for any student personal property or school issued materials to a student that are damaged, lost or stolen. Students should only bring necessary school supplies with them to school. Perry Street Prep strongly discourages students from bringing in costly items such as electronics, jewelry, toys or other valuable possessions. The school will not reimburse students for damaged, lost or stolen items.

Emergency Plans

Perry Street Prep has monthly drills to practice safe, speedy, and calm evacuations of the building in the case of an emergency. If you are in the building at the time of an emergency, please be aware of our safety procedures.

Non-solicitation

To avoid disruption of business operations or disturbance of staff, students and/or visitors, Perry Street Prep has a Non-solicitation Policy. For purposes of the Non-solicitation Policy, "Solicitation" (or "Soliciting") shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on Perry Street Prep property or using Perry Street Prep resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). "Commercial Solicitation" means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside

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business interests or for profit or personal economic benefit on Perry Street Prep property or using Perry Street Prep resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by the Non-solicitation Policy.

Video/Audio Recording

Video and audio recording of events not open to the public involving a) school employees carrying out their school-related duties, and/or b) students, and/or c) parents and/or d) others involved in school-related business, including but in no way limited to meetings between parents and teachers/administrators, IEP team meetings and other special education–related meetings, meetings between or among administrators and school employees and/or meetings between or among school employees only and/or meetings between or among administrators only shall not be permitted.

Exceptions to this policy may only be granted by the director of operations or the principal. Prior written requests to video or audio record events as aforesaid must be made to the director of operations or principal at least 48 hours prior to the event that the requestor seeks to video or audio record. Such permission should only be granted under extraordinary circumstances and where doing so will be in the best interests of PSP in pursuing its educational mission and in the best interests of students. If permission is granted to video and/or audio record an event, under no circumstances may any recording of any kind whatsoever be made public, posted on the internet, or sold.

Nothing herein shall be interpreted to prohibit any person from video or audio recording any school-related event which is open to the general public, including but not limited to athletic contest, fine arts performances, debate tournament, etc. A person may not profit directly or indirectly from the recording of any such public event by selling or posting such recordings on the internet for a fee.

Video Surveillance

Perry Street Prep is secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Students and/or visitors to the building should not have the assumed right to privacy. Video footage will be reviewed as deemed necessary by members of the school leadership and/or their designees. Video footage is the property of Perry Street Prep, and will not be released except to law enforcement. To ensure the privacy of all students, the school will not honor any requests to view video footage by anyone except law enforcement.

VISITORS

Visitor Policy

Family members of students and other guests are welcome at Perry Street Prep. To ensure the safety of all members of the community, the school established the following visitor policy:

- Before being granted access to the school building, all visitors must report to the security desk to-
 - identify themselves and present proper identification,
 - sign the visitor log book (noting the date; purpose for the visit; individual they are visiting; times of entry and departure; and if applicable, the agency/office they represent and their badge number), and
 - receive a visitor's badge that must be worn for the duration of the visit.

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- Proper identification includes a driver's license/other government issued personal identification card, passport, or a current employee identification card from a local/federal government agency or private entity.
- Only visitors with school-related business will be granted access to the school; and the scope and duration of the visit must be directly related to the purpose for the visit.
- All visitors must follow the instructions provided to them at the security desks. The school Principal/designee may, at his/her discretion, direct school security to limit the areas and time during which the visitor may access the school building.
- Before exiting the building, all visitors must return their visitor's badge to the security station.
- Visitors who violate these *Check-In Procedures* shall be immediately reported to the Principal/designee or security officer, who will determine what, if any, further action is necessary.

Visitor Code of Conduct

During school visits, all parent/guardian and other visitors are expected to be engaged in activities directly related to the purpose of their visit. If any visitor engages in disruptive, threatening or inappropriate behavior (directed towards a student, staff member, parent/guardian, or visitor) while on school property, the school Principal/designee, at its discretion, can-

- remove the individual from the building,
- permanently bar the individual from the building,
- bar the individual from attending future Perry Street Prep events, and/or
- call the MPD.

Examples of disruptive, threatening, or inappropriate behavior include, but are not limited to:

- Disturbing the school environment or operations;
- Compromising the safety or security of the school, its students or school-based staff;
- Disrupting the instructional program of any student;
- Refusing to identify oneself to staff members;
- Failure to comply with staff instructions;
- Failure to model and support Perry Street Prep values;
- Being rude to any staff members;
- Falsely accusing staff members;
- Trespassing on school property while school is not in session;
- Congregating in hallways, lobbies, stairwells, and other public areas;
- Interrupting a class while in session;
- Refusing to leave a classroom when asked to do so by the teacher;
- Speaking to any other student that is not their own;
- Speaking on a cell phone in public areas of the school;
- Endangering the physical safety of another by the use of force or the threat of force;
- Engaging in behavior that endangers or threatens to endanger the health, safety, welfare, or morals of others;
- Public intoxication; and/or
- Using profanity or raising of one's voice.

Barring Notices and Procedures

Perry Street Prep reserves the right to deny an individual's access to a school building for violating the *Visitor Code of Conduct* set forth above. Should such circumstances arise, the school Principal/designee shall issue a Barring Notice. A Barring Notice, at a minimum, shall include:

- The name of the barred individual;
- The name of the Principal/designee issuing the barring notice;
- The school from which the individual is barred;
- The reasons for which the individual is barred; and
- Notice that:
 - o barred parents/guardians may request a review meeting not earlier than eight (8) weeks after the barring notice is issued by contacting the Principal/designee; and
 - o the barring notice is for the duration of the current school year (unless cancelled in writing).

Volunteers

Perry Street Prep welcomes parents/guardians into our schools and are always grateful for parent/guardian volunteers who can spend time with us during the school day or at school events. These interactions are beneficial and rewarding to parents/guardians, students, and staff. We also recognize, however, that not all parents/guardians are able to help during the school day, and appreciate any time parents/guardians can provide, no matter how small.

Parents/guardians who volunteer on a regular basis, coach, chaperone field trips, or are otherwise with Perry Street Prep students without school staff supervision, must undergo a background check (which are valid for two (2) years). While on school property, volunteers must adhere to the *Visitor Security Check-In Procedures* and *Code of Conduct* outlined above.

Attorneys

School personnel shall make every effort to cooperate with attorney visitors in the investigation of a matter, but are not required to do so unless a valid subpoena has been issued against a particular staff person. Other attorney visitors can include, but are not limited to, attorneys from the United States Attorney's Office (USAO), the OAG, the Public Defender Service (PDS), private attorneys, advocates or representatives.

Protocol

In addition to the *Visitor Security Check-In Procedures* and *Code of Conduct* set forth above, school-based staff shall also observe the following protocol during attorney visits:

- Direct to Main Office
 - o Once the attorney(s) is checked in pursuant to the *Visitor Security Check-In Procedures*, the attorney(s) shall be directed to the school's main office to speak with the Principal/designee.
- Attorney Questioning (by OAG or USAO attorneys)

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o *Students who are under 18 years old*

§ If an attorney comes to question a student regarding a matter, the attorney must first obtain consent from the student's parent/guardian.

§ The Principal/designee, may, but is not required to, contact the student's parent/guardian, inform them that an attorney is at the school to question the student, and give them the opportunity to either:

- give consent over the phone for the student to speak with the attorney, or
- come to the school to participate in the interview.

§ A student may be questioned by an attorney, but he/she is not obligated to answer questions.

§ Where practicable the Principal/designee shall be present during questioning.

o *School-based staff*

§ If an attorney from OAG or USAO comes to the school to investigate a matter and wishes to speak with school-based staff, the Principal/designee and all school-based staff should cooperate and answer any questions doing so it not disruptive to the school environment or class instruction.

· Requests for Documentation

o If an attorney from OAG or USAO wishes to review and/or copy documents, the request must be made in writing. The school will review on a case by case basis each request.

PDS or Private Attorneys

o **Under no circumstances** shall these attorneys, their investigators, or their process servers have any direct interaction with any students.

Law Enforcement

School personnel shall make every effort to cooperate with law enforcement and permit them access to the school, so long as their visits do not disrupt the school environment and class instruction. Law enforcement officials include local, state, and federal police officers; members of the fire department; and, investigators from DC agencies, such as the DC Office of the Inspector General (OIG).

Protocol

In addition to the *Visitor Security Check-In Procedures* and *Code of Conduct* set forth above, school-based staff shall also observe the following protocol during law enforcement visits:

- Direct to Main Office

- o Once the law enforcement official(s) are checked in they shall be directed to the school's main office to speak with the Principal/designee.
- Designate an Escort
 - o After being checked in, appropriate school personnel should be designated as the official's escort during the visit (ideally the school Principal/designee).
 - o The designated escort should remain with the law enforcement official(s) at all times (to the extent practicable).
- Give Complete Authority in Emergencies
 - o If a law enforcement visit is in response to an emergency, these officials shall be given complete authority to resolve the emergency, and all school staff shall provide any necessary support.

Specific Scenarios Protocol

School-based staff shall respond to the below scenarios as follows:

- Law Enforcement Questioning
 - o *Students who are under 18 years old*
 - § The police must first obtain consent from the student's parent/guardian.
 - § The Principal/designee shall contact the student's parent/guardian, inform them that the police are at the school to question the student, and give them the opportunity to either:
 - give consent over the phone, or
 - come to the school to participate in the interview.
 - **EXCEPT:** Consent shall not be required if there are circumstances under which the health, life, or safety of the student would be at risk if the school tried to obtain consent from the student's parent/guardian.
 - § A student may be questioned by the police, but he/she is not obliged to answer incriminating questions.
 - § Where practicable the Principal/designee shall be present during questioning.
 - o *School-based staff*
 - § The Principal/designee and all school staff shall cooperate and answer any questions, so long as their cooperation does not unduly disrupt the school environment or class instruction.

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- Warrant for Student's Arrest
 - o If a law enforcement official comes to school with a warrant for a student's arrest, the Principal/designee and other school staff shall comply with the terms of the arrest warrant, contact the student's parent/guardian.
- Requests for Documentation
 - o If the police wish to review and/or copy documents, the Principal/designee will determine if the request will be honored on a case by case basis.

Student Food Service

Perry Street Prep participates in the National School Lunch Program, School Breakfast Program and Healthy Schools Act. All campuses are participating in a federal program as part of the National School Lunch Program called Community Eligibility Provision (CEP). Participation in CEP means that all students attending Perry Street Prep are eligible to receive breakfast and lunch free of charge. Perry Street Prep provide high-quality, nutritionally balanced meals that meet the USDA guidelines for healthy school meals and abides by the Healthy School Act.

Cafeteria Expectations

All students must follow the posted cafeteria rules at breakfast, lunch, and after school. Students are expected to eat lunch in the cafeteria in designated areas.

Breakfast

Perry Street Prep serves breakfast at no cost to students from 8:00 am to 8:30 am. A la carte breakfast is available for students who arrive after breakfast services has been closed.

Lunch

Perry Street Prep serves lunch daily at no cost to students. Students may **not** leave campus to obtain food nor are they permitted to order food for delivery. Students are not permitted to eat or drink outside of the cafeteria unless they are serving detention or ISS. The school does not deny a student a school meal if s/he requests one.

Food

Perry Street Prep encourages healthy eating habits for students. The school abides by the *Healthy School Act*. All food or drinks must be stored in a student's locker or cubby during the school day except during his or her lunchtime. Students must take any food or drink out of his/her locker/cubby at the end of the school day and may not leave food items in the locker/cubby overnight. Food found in lockers/cubbies may be discarded by school staff.

GENERAL POLICIES

Electronic Usage Policy

Perry Street Prep is not responsible for lost, stolen or damaged electronics (e.g. cell phones, game systems, tablets, laptops e-readers, etc.) or students bring to school.

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Scholars in grades 4 through 8 may possess cell phones on school property. No other electronic devices beyond cell phones are permitted at this school unless it is a part of a scholar's educational plan. As a part of this agreement, scholars must turn off phones upon entering the property and place them in magnetically sealed pouches provided by Perry Street Prep. Phones should remain in pouches until the end of the school day in order to preserve instructional integrity.

Violation of this policy will result in:

- 1st infraction- immediate confiscation of cell phone or electronic device to be returned at the end of the school day.
- 2nd infraction- immediate confiscation of cell phone or electronic device to be returned to a parent or guardian only.
- 3rd Infraction- scholar must turn in cell phone to an administrator upon entering school building each day for storing or forfeit the privilege of being able to bring a cell phone to school.

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.

Homeless Students/McKinney-Vento

Perry Street Prep provides services for students who qualify as homeless under the McKinney Vento Act. Families receive information on the McKinney-Vento Homeless Education Assistance Act annually. Mr. Coale, the school's McKinney-Vento liaison, acts as the main point of contact for families and government agencies. Referrals may be made to the McKinney-Vento liaison.

The McKinney-Vento liaison annually informs staff and parents/guardians of steps to take when referring a child for assessment, common signs of homelessness, and services that will be made available to all identified students. Referrals and assessments will be on-going throughout the year. Once a student is successfully identified, the liaison—in cooperation with school staff—ensures and records that all services are being rendered to the student if need is presented; Metro cards, uniforms, and supplies will be handled through the front office office. If a student is identified for having an IEP, through the statewide database system, they will receive Special Education in a timely manner from the Special Education Department. On a quarterly basis, the McKinney-Vento liaison will check in with all students identified as homeless to verify that services are being provided. If at any time a disciplinary hearing is required due to an identified student's actions, the liaison will sit in on the meeting to verify that those actions were not as a result of their living situation.

All identified students will be re-assessed annually, unless a change in living situation is presented to the school.

Search Policy

To protect the school community against illegal substances and objects and material which may pose a hazard to the safety, sanitation and good order of the school; school bags, lockers and clothing can be inspected randomly without probable cause.

Locker Use Policy

Scholars in grades 3-8 will receive a locker at the beginning of the school year with their individual combination. Scholars should not share combinations with anyone. The sharing of lockers is strictly prohibited. Scholars that share lockers risk the loss of locker usage privilege. Each student is responsible for any items found in his or her assigned locker, as well as for any items missing. Scholar lockers should remain clean and tidy at all times. Lockers should not be used to store food and or clothes in excess of the school day. Candy, candy bars, confections, snacks, juice, soft drinks and other items stored for the purpose of selling during the school day/on school property are prohibited. **Each student's locker is school property and may be searched by school officials at any time.**

Violation of this policy will result in:

- 1st infraction – warning
- 2nd infraction – parent contact and reprimand
- 3rd infraction – loss of locker usage privilege

Lockers will be cleaned out on the last day of school each year and any remaining contents will be disposed of. Perry Street Prep is not responsible for any items left in student lockers.

Parents/Guardians and students should be aware that:

- The school keeps a record of every locker number and every lock combination.
- The school assumes no responsibility for loss of student's personal property.
- Random "locker sweeps" are conducted periodically throughout the year.
- When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. At least two staff members will be present when searching a student's locker.

Parents/Guardians and students should be aware that:

- The school assumes no responsibility for loss of student's personal property.
- When school authorities have a reasonable suspicion that a student is holding materials that pose a threat to the health, welfare or safety of students in the school, the person may be searched. Illegal or prohibited materials seized during the search may be used as evidence against the student in a school disciplinary proceeding. Person searches will be limited to shoes, outerwear, pockets and pat-downs unless performed by the police. At least two staff members will be present when searching a student.

Prohibited Items

Drugs, alcohol, tobacco products, weapons, sharp objects, and other potentially dangerous substances or objects that are, or could be, intended to inflict harm are prohibited. Possessing or using prohibited items are grounds for expulsion for students, barring notice for adults, and possible termination for employees.

Scholar Technology and Internet Acceptable Use Policies (AUP)

Perry Street Prep has clear expectations regarding acceptable use of the school's computer network. These expectations pertain to any electronic device (e.g., desktop computer, laptop, pad, phone, tablet or watch), with or without Internet access, when used within the school's building, as well as devices that use wireless/remote usage to connect with the school's network or server from off-campus. As such the following policies apply:

- The administration reserves the right to monitor and inspect internal, incoming and outgoing messages, without prior notice, to insure that school policies are being maintained. **Sensitive and personal information should not be sent using the school's system.**
- Scholar emails must abide the internet safety policies detailed in this *handbook* (i.e., Emails containing criminal, homophobic, misogynistic, pornographic, profane, racist, sexually explicit, threatening or violent images or language are prohibited.)
- Scholars must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other media belonging to others.
- Using the network resources and facilities for any purpose which violates any applicable laws or regulations is strictly prohibited. This includes but shall not be limited to offensive language, sexually explicit material, material that is harmful to minors or material that harasses an individual or group because of sex, race, religious beliefs, national origin, physical attributes or sexual orientation.
- Violations of the Perry Street Prep Internet Safety and Acceptable Use Policy will be reviewed on a case-by-case basis. Scholars in violation of the policy are subject to disciplinary action by Perry Street Prep.

School Materials

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parents/guardians are responsible for the cost of any school property that is lost or damaged.

Any supplies brought to school will be donated to the classroom for use. Parents should ensure students have proper supplies at home to complete homework assignments.

ACADEMICS

ACADEMIC OVERVIEW

PSP offers a rigorous college preparatory program with high expectations for scholar performance and work habits. In each classroom, scholars will be challenged by teachers and peers to perform at their highest potential. The teachers will deliver instruction based in a rich curriculum that is geared toward helping scholars become globally competitive.

HOMEWORK

Our high standards of excellence require scholars to complete homework as assigned on a consistent basis. K-8 classes will receive homework as developmentally appropriate.

SCHOLAR EVALUATION AND GRADING

Elementary School Scholar Evaluations (for Grades K-2)

The Elementary School uses two scales to assess achievement: a number scale to assess academics and a letter system to assess skills/expectations. The **Elementary School Academic Scale** is used by teachers to assign marks (grades) of 1 through 4 to indicate the Scholar's degree of achievement of the standards in each content area, and to assign letters indicating skills/expectations.

Academic Mark	Score	Description
4	Exceeds grade level	Advanced
3	Meets grade level	Proficient
2	Approaches grade level	Basic
1	Far below grade level	Below Basic

Middle School Grading Scale (Grades 3-8)

Grade	Score	Description
A	95-100	Exemplary Performance
A-	90-94	Exemplary Performance
B+	87-89	Proficient Performance
B	83-86	Proficient Performance
B-	80-82	Proficient Performance
C+	77-79	Competent Performance
C	73-76	Competent Performance

C-	70-72	Competent Performance
F	69 and Below	Unsatisfactory Performance

GRADES K-8 PROGRESS REPORTS AND REPORT CARDS

The school year is divided into four quarters consisting of nine weeks each. Midway through each quarter, scholars/parents will receive progress reports during parent-teacher conferences. At the end of each quarter, scholars will receive a report card. If concerns arise, please contact the teacher. To schedule a parent-teacher conference, please contact your child's teacher. The dates of school-wide parent-teacher conferences are on the school calendar.

FINAL GRADES

Final grades for semester courses are determined as follows: Quarter 1 and Quarter 2 are averaged for the 1st Semester grade; Quarter 3 and Quarter 4 are averaged for the 2nd Semester grade. Semester 1 and Semester 2 grades are averaged to get final grades for yearlong classes.

PROMOTION AND RETENTION

Perry Street Prep aims to prepare students academically and socially to matriculate to the next grade. Promotion criteria differ based on student's grade levels. Students must meet all criteria of the promotion policy for his/her grade level in order to matriculate to the next grade.

PROMOTION FOR GRADES K-4

For an elementary Scholar in kindergarten through fourth grade to be promoted to the next grade level, he or she must do the following:

- Successfully complete the academic requirements for the current grade level in all subjects.
- Maintain compliance with the school's attendance policy.
- Complete the Clearance Process.

PROMOTION FOR GRADES 5-8

Scholars in grades 5, 6, 7 and 8 must earn a final grade of a C- or higher in all of their full-year courses (language arts, math, science and social studies) to move on to the next grade. Scholars must ALSO complete the Clearance Process in order to graduate or be promoted.

CLEARANCE PROCESS PROMOTION REQUIREMENTS

All Scholars (K-8) must complete a clearance process that requires the clearing of any balances owed in the following areas:

- Textbooks and IT Equipment - Must be returned in good condition; fines are applicable.
- Locker
- Academic Standing
- After-Care Balances

Participation in K-8 graduation or promotional exercises is contingent upon completion of the Clearance Process. If a Scholar is required to attend Summer School, he or she will not be permitted to participate in the end-of-school-year activities to include:

COLLEGE PREPAREDNESS

Perry Street Prep is committed to the belief that all children deserve the right to a high-quality education that prepares them for a post-secondary experience, the workforce and beyond. To ensure that every child in our school will be prepared to enter and successfully complete a college education, we immerse our scholars in a college-bound culture.

TESTING

Students at all grade levels grades take a variety of tests appropriate to the student's grade level. These tests include the Measure of Academic Progress (MAP), reading/math diagnostics, and state mandated standardized tests. Student participation in these exams is part of the academic programs. Student with disabilities may be exempt from select testing, as specified by their Individual Education Plan.

Standardized Testing

All 3rd to 8th grade students take mandated standardized tests as determined by the District of Columbia including but not limited to PARCC, Next Generation Science Assessment (grades 5 and 8) and DC health Assessment. Students with disabilities may qualify for accommodations on mandated testing, as per their Individualized Education Plan. English Language Learners may receive specific accommodations to standardized tests per District of Columbia policy.

ENGLISH LANGUAGE LEARNING (ELL) SUPPORT

An English Language Learners (ELL) teacher provides daily linguistic, socio-cultural and academic support to non-proficient immigrant and heritage learner Scholars in grades PS-8 by using differentiated and age-appropriate content/standards-based language instruction. Scholars receive both push-in and pull-out services in individualized and small group settings. In addition, the ELL teacher supports faculty/staff, scholars and parents by providing them with access to cross-cultural communications training and translation/interpretation services.

English Language Learners (ELL) are an important special population in schools today. Perry Street Prep welcomes and embraces students who are learning a new language while mastering academic content. The first part Title III is officially known as the English Language Acquisition, Language Enhancement, and Academic Achievement Act. It is specifically targeted to benefit Limited English Proficient (LEP) children and immigrant youth. The act states that LEP students must not only attain English proficiency but simultaneously meet the same academic standards as their English-speaking peers in all content areas. The goal is to create or further develop language instruction that help LEP students meet academic standards. Perry Street Prep measures progress through annual WIDA Access testing.

Testing and Progress Monitoring

Students who are designated as LEP or ELL are monitored closely in the areas of language development in addition to their academic progress. To that end, there are several progress monitoring opportunities used to ensure students are continuously moving towards proficiency in language learning. Access Testing WIDA Access Testing happens at two distinct points in the school year. At the start of the school year, students new to Perry Street prep are placed using the W-APT which is a shortened version of the

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WIDA Access test. Once placement is established, parental notifications are sent home in the student's home language.

WIDA Access Testing is also mandated by the Office of the State Superintendent of Education (OSSE) during the Spring. This serves as an official measure of language progress which is reported for Title III accountability. The results of this testing is used to plan ELL programming for the upcoming school year and ensure that students are making adequate yearly progress.

For more information on policies regarding English language learners please contact the school's ELL Coordinator.

INDIVIDUALIZED EDUCATION PLANS (IEP)

An IEP is a legal document that is created when a student is evaluated and identified as having a disability as defined in federal school law IDEA (Individual with Disabilities Education Act) and requires specialized instruction and/or related services to access their education.

The IEP describes the programs, services and least restrictive environment that will be offered to help the students reach identified goals. Student IEPs will be reviewed annually by the IEP team. IEP team consists of the student, his or her parent/guardian, a special education teacher, general education teachers and other personnel as needed. A re-evaluation of students will be completed at least once every three years to determine whether the student continuous to be eligible for special education services, and what services he or she needs.

Parents of new students should advise PSP of any previous IEPs or special services their child received in the past. Not sharing this information may delay services and impact student's learning.

If a teacher or parent/guardian believes a student should be evaluated for special education services, the referral must be made to the Director of Student Support Services. Written parental permission must be obtained before any formal evaluation is undertaken. Any requests for evaluation that are made contemporaneously to a disciplinary incident will be granted expedited evaluation consistent with 34 CFR §300.534(d). Evaluations will begin with an in-school committee consisting of the Program Manager or designee, a regular teacher, the referring teacher, if applicable, and the parent. If warranted, the evaluation will continue with a specialized external team. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment. For more information regarding Special Education Services please contact the Special Education Department. The type of evaluations will be determined by a Multi-Disciplinary Team using formal and informal data from various sources. Please note, end of year referral requests have no impact on promotion or graduation decisions. Contact Rocio Tyler, Director of Student Support Services to learn more about Special Education, and the referral process at rtyler@pspdc.org.

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 extended 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 4:00pm.

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.

- 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.
- 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

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- 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.

- 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 un-enrolled 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.

DRESS CODE/UNIFORM CODE

PSP takes pride in the appearance of its students as ambassadors of their schools. Students are expected to demonstrate pride and self-respect by wearing the appropriate school uniform properly at all times. It is expected that uniforms will be cleaned, pressed and free from stains.

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The following uniform items are acceptable:

UNIFORM SHIRTS: Students in grades K-5 should wear blue shirts. Students who are in grades 6-8 should wear gray shirts. The following styles are available for students.

- Perry Street Prep t-shirt with PSP graphic/logo/text
- Perry Street Prep polo with PSP logo/text
- Perry Street Prep sweatshirt with PSP graphic/logo/text

PANTS: Pants should be plain, solid khaki pants. Pants must extend from the waist to the top of the shoe. Students may not wear jeans under their uniform pants. Students may also wear Perry Street Prep shorts and sweatpants. The following pants are NOT acceptable:

- jeans
- sweat (non-Perry Street), exercise or cargo pants
- capri pants
- pajama pants
- torn, ripped or overly worn pants
- excessively large or skin tight pants.

SKIRTS: Should be a plain khaki uniform skirt or jumper. When standing up, the bottom of the skirt must extend to the knee. Students may not wear jeans or other pants under their skirts. The following skirts are NOT acceptable:

- colored
- striped, designed or decorated skirts
- excessively large or short skirts
- skin tight skirts

SHOES: Students must wear closed-toe shoes or sneakers. The following footwear is NOT acceptable:

- sandals
- flip flops
- slip-on shoes

JEWELRY: Students may wear modest jewelry. Earrings are not to exceed the size of a quarter. Students may not wear more than one necklace at a time. Necklaces must be worn inside the uniform shirt. Students may not wear more than one bracelet at a time. Students are not permitted to wear pins or decorate their uniform in any manner. Students are strongly encouraged to avoid wearing expensive jewelry in school.

STUDENT HEALTH/WELFARE

In order to maintain a healthy school, parents/guardians must not send their children to school with any contagious diseases such as conjunctivitis (pink eye), chicken pox, the flu, lice, measles ringworm, scabies or strep throat. Students with any of these conditions will be sent home from school until they are no longer contagious. Parents must pick up their child within two hours of being notified that their child is sick with a contagious illness. PSP may request that the parent/guardian provide a doctor's note showing that their child is no longer contagious. Please notify the front office if you discover that your child may have been exposed to a contagious disease.

Parent/guardians should not send their children to school within 24 hours of vomiting or running a fever of 100 degrees or higher. Students should not return to school until 24 – 36 hours after beginning the course of antibiotics.

Scholars who are ill should remain at home rather than attend school and risk infecting other Scholars. In the event that a Scholar becomes ill or is in need of first aid, the school nurse will be available during school hours. In all non-emergency situations, a Scholar will be permitted to go to the Health Office after he or she has been excused from the scheduled class or activity with a signed pass.

If the Scholar is too ill to continue with the day's schedule, PSP will contact the parent or guardian to make arrangements for the Scholar to go home. School homework will be provided to the Scholar. In all other cases, the scholar will be expected to return to class immediately after being seen by the nurse.

The following symptoms can help you determine when to keep your child home from school:

An oral temperature of more than 100°

- Persistent cough
- Stomach ache
- Earache
- Diarrhea
- Red or Pink Eye
- Pale or flushed face
- Sore throat
- Loss of energy or sleep
- Headache
- Rash or infection of the skin
- Thick yellowish discharge from the nose
- Nausea or vomiting

Students must be symptom free for 24 hours prior to returning to school. The school reserves the right to ask a parent for medical clearance from a doctor for a student to return to school.

The DC DOH does not permit students to remain at school if they have a communicable disease or symptoms of a communicable disease. Parent(s)/guardian(s) should notify the school's nurse within 24 hours after the student has developed a known or suspected communicable disease. If a student is found to have signs or symptoms of a communicable disease, a notice will be sent home indicating the disease and the nature of the illness. The names of the students will not be provided. All information about communicable diseases is confidential.

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The following communicable diseases must be posted or reported:

- Chicken pox/varicella
- Conjunctivitis, infectious (pink eye)
- Diarrhea: viral, parasitic or bacterial (e.g., E. coli, Salmonella, Shigella, Rotavirus, Norwalk agent, Enterovirus, Giardia)
- Diphtheria
- Fifth Disease/Erythema infectiosum
- Haemophilus influenza type B (Hib)
- Hepatitis A
- Hepatitis B
- Hand, Foot, and Mouth Disease
- Herpes simplex virus stomatitis (severe case of oral herpes)
- Impetigo
- Influenza (the flu)
- Lyme Disease
- Measles
- Meningitis, viral or bacterial (e.g., meningococcus, enterovirus)
- Mumps
- Pertussis (whooping cough)
- Rabies
- Rubella
- Ringworm of scalp or body
- Scabies
- Stomach virus
- Strep throat/Scarlet fever
- Tuberculosis
- Typhoid Fever
- Lice

PHYSICAL AND DENTAL EXAMINATION REQUIREMENTS

DC law requires that all Scholars attending public school in the District must furnish the school with a Certificate of Health and an Oral Health Assessment Form, annually. These forms are to be completed and signed by a physician, certified nurse practitioner or dentist within the calendar year immediately preceding the first day of the school year or the date of the scholar's enrollment in the school, whichever occurs later. These forms are valid for one calendar year (365 days). The examination shall cover all items required by the certificate of health form for the Scholar's particular age group. Perry Street Preparatory Public Charter School (PSP) is a public school and subject to this law.

Any scholar, in any grade, who participates in a sports activity is also required to provide a health certificate, completed and signed by a physician or certified nurse practitioner, in order to participate.

IMMUNIZATION

All children entering and attending school in DC, including PSP, are required to show documented proof of complete, current, correctly-spaced immunizations, or proof of medical or religious exemption (Immunization of School Scholars Act of 1979 — DC Law 3-20 and DCMIR Title 22. Chapter 1). Students who do not have necessary documentation may not attend school. The list of immunizations required by the DC Department of Health is available from the DOH website www.doh.dc.gov.

ADMINISTRATION OF MEDICINE

PSP encourages families to dispense both temporary and maintenance medications outside of school hours. Please ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the school nurse. The medication must be in the original container with the appropriate prescription label and the appropriate Student Health Authorization for Administration of Medication Form. Except for EpiPen, the student must have received the first dose of any new medication at home. We store the medicine in a secure location in the nurse's office. We will administer the medication from the school nurse's office. Please be aware the medication cannot travel back and forth to school; once given to us for your child's use, it must remain with us until

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it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child.

Usually, students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school. However, if your child needs to take medication or requires medical treatment during school hours, you must provide the appropriate forms, completed by your child's medical provider (Medication and Treatment Authorization Form, Asthma Action Plan and/or the Action Plan for Anaphylaxis). If students are allowed to self-administer medications for asthma, anaphylaxis, or diabetes while at school, this must be indicated on the appropriate medication action plan signed by the student's parent or guardian, and physician. If you have any questions about which form is needed for your child, please speak with your school's nurse. Forms should be submitted to your school's nurse along with appropriately labeled medication (if applicable)

Parents must secure all remaining medication by the last day of school from the school nurse. Any medication left after the last day of school will be discarded.

AUTHORIZATION FOR MEDICAL PROCEDURES

Please inform PSP's Health Office **before the start of the school year** if your scholar needs to receive any medical procedures (for example a breathing nebulizer treatment). You must also complete the Parent/Guardian Consent Form/Physician's Medical Procedure Order before the procedure can be performed. Additional information is available from the nurse.

Scholars who do not have the necessary health documents on file with Perry Street Prep may be excluded from school until the required documents are presented. Parents are expected to abide by/with the necessary health regulations before the start of each school year.

LICE

If your child has lice, we ask that the child is treated thoroughly. Upon return, your child needs to be re-checked by our designated staff member BEFORE returning to the classroom. If additional nits/eggs are found, the child will need to return home for additional treatments. Please consult your child's pediatrician regarding the most effective treatments for lice removal.

MEDICAL APPOINTMENTS

Parents/guardians are discouraged from making medical appointments during the school day. If a student must attend a medical appointment, the parent/guardian must pick the student up from school.

Students will not be allowed to leave the school grounds without the physical presence of a parent/guardian to sign them out of school in the main office.

MANDATORY REPORTING

At Perry Street we work with families and the community to ensure that students are safe and ready to learn. As caregivers all adults in the building have the legal obligation to report child abuse and neglect. All employees of Perry Street must participate in a Mandatory Reporting Training. Below you will find some examples of incidents that would warrant. Reporting is not limited to this list. Please contact a school administrator, should you need further guidance.

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DC Law definition of child abuse and neglect:

Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act which presents an imminent risk of serious harm.

Physical Abuse:

Is non-accidental, serious physical injury of a child, including beatings, burns, bites, strangulation, or immersion in scalding water resulting in bruises, welts, broken bones, scars, or serious internal injuries, unexplained bruises, bites, black eyes, broken bones, fading bruises, or other noticeable marks

Sexual Abuse:

Is sexual contact between a child and an adult or older child for the sexual gratification of the offender. It can include both physical and non-physical contact, and it is

Emotional Abuse:

Is a pattern of behavior that attacks a child's emotional development and sense of self-worth. It also includes access and permission for substance abuse. (compliant, passive, aggressive, or demanding behaviors, or inappropriately adult or infantile, delayed physical or emotional development, talk of or attempted suicide)

Neglect:

Is the withholding of or failure to provide a child with the basic necessities of life: food, clothing, shelter, medical care, attention to hygiene, or supervision needed for optimal physical growth and development. (missed school days, begging or stealing food or money, a lack of needed medical or dental care or glasses, a consistently dirty appearance or severe body odor, or alcohol or drug abuse.)

Inadequate Supervision

Exposure to hazards. Safety, smoking, guns & weapons, unsanitary household conditions, lack of car safety restraints, leaving a child in the care of someone who either is unable or should not be trusted to provide care for a child. Permitting or not keeping the child from engaging in risky, illegal, or harmful behaviors (e.g., letting a child smoke marijuana).

PARENT INVOLVEMENT

PARENT INVOLVEMENT PLAN

Perry Street Prep strives to build strong relationships with parents and guardians.. Parents who are interested in volunteering at our school or contributing their time or talents to assist other families are encouraged to contact the Principal and/or sign up to join the Perry Street Family Association.

PARENT ADVISORY COUNCIL

As a Title I school, Perry Street Prep is required to have a Parent Advisory Council (PAC) to regularly consult with parents regarding the use of Title I funds in the school. The overall goal is to insure that parents are involved in school life, and to support active partnership with other members of the school community. PACs are involved in the development of the school's Title I Parent Involvement Plan. Schools are required to hold regular meetings at a time convenient for parents, including an annual meeting where information about Title I funded programs and other related issues are discussed and shared.

Perry Street Prep's Parent Advisory Council has three main goals:

1. To establish a network of parents to disseminate pertinent information to share common strategies to encourage greater parent participation in the Perry Street Prep community
2. To identify successful best practices from other sources that can become models for parent involvement programs at Perry Street Prep
3. To empower parents with skills and knowledge to become advocates for Title I Scholars at Perry Street Prep

PERRY STREET PREP CODE OF CONDUCT

CORE VALUES

The Core Values listed below are characteristics that must be demonstrated by every scholar of the Perry Street Prep community. Scholars will see the Core Values posted throughout our building.

Respect - Hold others in high regard and understand that you can learn from them. See each person's value.

Responsibility - Choose right over wrong. Accept consequences for your actions.

Perseverance - Do not allow anyone, not even yourself, to steer you off the road to success. Be determined to achieve.

In keeping with the Core Values, the following are principles that all Scholars must follow:

- Attend school and class every day and be punctual.
- Come to school ready to learn and strive for excellence.
- Actively seek opportunities to become involved in activities outside of the classroom.
- Be respectful, including following the dress code and in your interactions with others.
- Contribute to maintaining a safe and welcoming environment for all.
- Seek non-confrontational, non-combative solutions to resolving conflict.
- Embrace your role as representatives of Perry Street Preparatory Public Charter School, both on and off school grounds.
- Understand that your actions have consequences.

SCHOLAR'S DAY

Scholar's daily schedule will shape their school day routine, which will increase Scholar awareness and responsibility. Scholars will be held to higher standard of thinking and time management.

All Scholars are expected to adhere to the school wide daily **Morning Schedule**.

- **8:00-8:30am** Scholars report to homeroom for breakfast.
- **8:30am** Scholars are seated and ready to receive instruction.
- **8:31am** - Tardy scholars report to class with appropriate pass.

DISCIPLINE POLICY

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission, or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary action that may be taken for violating the policy, a list of infractions, and other school policies that parents must review with their children. Perry Street Prep considers the age of the child when considering all discipline matters and consequences and seeks to make age-appropriate and developmentally-appropriate aligned decisions.

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

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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. Mandatory parent involvement is required as part of scholar re-entry into classroom and additional parent involvement may be mandated in some cases.

Tier 1 Infractions

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

Tier 1 Infraction Behaviors Include (But are not limited to):	Tier 1 Infraction Disciplinary Responses:
<ul style="list-style-type: none">• Failure to complete assignments• Cheating or plagiarism• Refusal to carry out instructions• Lack of participation in class activities• Chewing gum• Tardiness• Running in the building• Excessive noise in the school building• Absence of school uniform• Sleeping in class• Inappropriate computer use/internet• Concealment or use of non-school issued and/or non-approved technology (such as: cell phones, e-readers, tablets, etc.)	<ul style="list-style-type: none">• Verbal warning/correction• Teacher/student conference• Loss of classroom or school-wide privilege• Change of venue within the classroom• Notice to parent/guardian in writing or via phone• Student reflection

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.

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

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"> • Repeated Tier 2 infractions • Throwing objects that have the potential to (or) cause serious injury and/or harm • Bullying or harassment (physical, verbal, or electronic) Severe, persistent, or pervasive bullying, verbal, written, or electronic, or other physical behavior that results in another student’s physical or emotional distress Sexual harassment Threatening behavior (verbal or non-verbal) Extortion Possession of sexually explicit material Engaging in sexual acts on school premises or school related functions Possession of incendiary devices Violation of a fellow student’s privacy rights (i.e. unauthorized viewing of another student’s records, files, or report card) Damage to property or willful destruction of property Gambling Theft Trespassing Fighting or other violent behavior Any behavior inciting or causing injury 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) Activating a false alarm Use, possession, or distribution of cigarettes, e-cigarettes, or any other tobacco product Unauthorized possession, use, selling or distribution of over the counter or prescription medication or illegal drugs Possession of a weapon Possession of a knife, including switch blade Possession of mace or pepper spray Possession of any illegal item Any criminal act 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. 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 	<ul style="list-style-type: none"> • Written discipline referral • Detention with administrator • Reflection assignment with administrator • Reset • Parent/guardian meeting with school leaders to discuss corrective action

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.

<p>Severe, persistent, or pervasive bullying, verbal, written, or electronic, or other physical behavior that results in another student's physical or emotional distress</p> <p>Threatening behavior (verbal or non-verbal) that shows a clear, direct danger to the safety of the student and/or others</p> <p>Fighting or other violent behavior that results in significant injury</p> <p>Any behavior inciting or causing significant injury</p> <p>Use, possession, or distribution of cigarettes, e-cigarettes, or any other tobacco product</p> <p>Unauthorized possession, use, selling or distribution of over the counter or prescription medication or illegal drugs</p> <p>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</p>	<ul style="list-style-type: none">• Written discipline referral• Parents/guardians must meet with school leaders to discuss corrective action
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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 dean and the principal may assign and hold detentions.

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 - Reset (half day)
- Fifth and subsequent offenses - Reset (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

Reset (In-School Suspensions)

An In-School Reset (ISR) 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 Suspensions

Suspensions

Suspension of a student is a consequence for dangerous behavior choices that warrant the removal of a student 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 a school administrator (e.g. Principal, Director of Operations, Dean).

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 administrator will call the parent/guardian to inform them of the reason(s) and the 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

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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.

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,

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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.

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.

Long-term suspensions (6 to 45 days)

A long-term suspension is a denial of a student's right to attend school and to take part in any school function for any period of time equal to or exceeding 6 school days. A long-term suspension is the denial of a student's right to attend a school and to take part in any school function during the duration of the suspension. Any student who is considered for a long-term suspension will have a Disciplinary Hearing.

When a student commits an offense that is eligible for long-term suspension the school will (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.
- 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

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

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Suspension days shall be counted as follows:

- The day the student left school should be counted as a part of the suspension, provided he/she was denied class participation before 12 noon of that day.
- The suspension shall terminate at midnight on the day listed as the last day of suspension.
- Times when school is not officially scheduled are not to be counted as part of the suspension time. (Should school be cancelled for any reason during a scheduled suspension day, the suspension will lengthen to include the time school was actually in session.)

Make Up Work for Suspension

Students who are suspended shall be offered make-up work assignment. It is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers are to give work in two-week increments, and students must complete and return work before receiving additional work. In high school, credits may be awarded depending on the quality of the work. All IDEA mandates will be followed for student with disabilities.

Participation at School and School Related Activities During Suspension

Students who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension, this includes athletic activities.

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

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School administrator may notify the parent/guardian of the suspension via phone, email or in person in addition to providing written notification. Written notification may be given to the 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.

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:

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- 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.

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 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.

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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).
 - 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 a school administrator (e.g. Dean, Principal, Head of School, Executive Director, or any other school administrator) without the recommendation of the student's teacher or other staff. The administrator issuing the suspension 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 is defined as, but not limited to 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.

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Cyber bullying is defined as 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 Dean.

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

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

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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

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

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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.

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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.

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 of 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

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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.

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

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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.

GRIEVANCE/COMPLAINT 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)
- Student Dean
- 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 Dean. 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 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 Student Dean 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 Student Dean and/or Head of School 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 Head of School. You must file your request for review within 15 calendar days of the Student Dean/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 Head of School, with a note explaining the basis for disagreeing with the decision. The Head of School will respond, using a procedure and time limits similar to those followed by the Student Dean/ 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/seoframes.asp?doc=/seo/lib/seofassessment_and_accountability/OSSE_ESEA_Complaint_Policy.pdf

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

2018-2019 Board Chair

Cindy Brown

cindybrown25@comcast.net

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TO BE COMPLETED BY THE COMPLAINANT:

Formal Complaint Form

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

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 Head of School.

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

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:

Special Education Coordinator Rocio Tyler
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

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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 Executive Director within ten (10) business days after receipt of the response. The Executive Director 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 Executive Director 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 Executive Director 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 Executive Director's 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. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or 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:

Special Education Coordinator Rocio Tyler
Perry Street Prep

Perry Street Prep Public Charter School

1800 Perry St NE
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:

Special Education Coordinator Rocio Tyler
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:

Director of Operations
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.

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- 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 (email), and <http://www2.ed.gov/about/offices/list/ocr>.

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

Ms. Rocio Tyler
Special Education Coordinator
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:

Perry Street Prep Public Charter School

Ms. Roccio Tyler
Special Education Coordinator
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:

Ms. Kelly Smith
Director of Operations
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.