

The SEED Public Charter School of Washington, D.C.

Scholar - Family Handbook

2018-19 School Year

Mecha Inman
Head of School

4300 C Street, SE | Washington, DC 20019 | (202) 248-7773
www.seedschooldc.org

The Mission of
The SEED Public Charter School of
Washington, D.C. (“SEED DC”)

SEED DC is a public college-preparatory boarding school whose primary mission is to provide an outstanding, intensive education program that prepares children, both academically and socially, for success in college and beyond.

Core Values

Responsibility | Respect | Self-Discipline

Compassion | Integrity

NOTE: The table of contents, index, headings, and subheadings, used throughout this document are provided for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections hereof.

Updated 7/2018

WELCOME

Dear SEED DC Families,

Welcome to the 2018-2019 school year! As the Head of School, I am excited to partner with you on this journey to educate your child, our scholar, and share my enthusiasm for leading our unique school community.

Expectations and outcomes are everything at The SEED Public Charter School of Washington D.C. ("SEED DC"). The policies, expectations, and agreements contained in this handbook will guide the actions and behavior of not only your child but also our staff and the entire school community. This handbook is considered a living document; modifications will be made as necessary throughout the year in the best interest of our scholars and the school community.

Like all good partnerships, SEED DC scholars and staff should both know what is acceptable, necessary, and appropriate. Everything from our attendance policy to enrollment for next school year is included in this handbook. We hope this document will answer questions for our newest families while reiterating and clarifying the policies for our returning families.

We ask that you sit with your child and review this handbook from cover-to-cover to obtain a clear understanding of the expectations we have set for the community to ensure that we are all on the same page. Once you have done so, please complete the online form, which confirms your receipt, acknowledgment and agreement of the policies and requirements noted in the handbook.

There is a wealth of information in this handbook and it should be something that you come back to again and again throughout the school year if you need clarification about any of our expectations.

Thank you in advance for your support and cooperation. We are excited to kick off another successful year!

In partnership,

A handwritten signature in blue ink that reads "Mecha Inman". The signature is fluid and cursive, with the first name "Mecha" being more prominent.

Mecha Inman
Head of School

CONTACT INFORMATION

The SEED Public Charter School of Washington, D.C.

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Washington, DC 20019

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Registrar
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Director of Student Life – Marshall
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Student Life Coordinator
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Director of Experiential Learning &
External Opportunities
202-248-3030

Director of College & Career Services
(202) 248-3027

Director of Family & Community
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(202) 248-3005 or x3025

Enrollment Coordinator
(202) 248-7773 x5017

Director of Scholar Support Services
(202) 248-7773 x5046

Student Support Services Coordinator
(202) 248-7773 x5123

Director of Athletics
(202) 249-1901

College Counselor
202-248-3027

Chair of the Board – Desa Sealy
Desasealy@gmail.com

FAX NUMBERS

Head of School's Office
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Office of Family and Community Engagement
(202) 318-6343

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RESPECT

is being civil, cordial,
courteous, and polite
toward peers and adults,
and tolerating differences
by treating others as you
want to be treated.

HOURS OF OPERATION

Our campus is a secured, 24-hour, 7-day-per-week. We seek to create a home environment for our scholars and employees who reside on campus. Administrative offices are generally open from 8:00 a.m. to 5:00 p.m., from Monday through Friday. Student Life administrative offices are open from 2:00 p.m. until 8:00 p.m. Monday through Thursday, and until 2:00 p.m. until 6:00 p.m. on Friday.

INCLEMENT WEATHER POLICY

In the event that severe weather is anticipated in the DC metropolitan area, SEED DC administrators will review all available information and determine if an immediate school closing is necessary. Our decision to close or remain open is not determined by guidelines used by DC Public Schools or by the Federal Government. During these times, however, we will take into consideration the overall safety of our scholars, the predicted time of inclement weather, any known weather conditions that could impede travel for SEED DC staff and families, as well as the likelihood of a power outage on campus. Once a decision is reached, we will communicate with families by phone (through our automated system), website, email and/or Network TV. We will also use the automated phone system and the website to communicate the process and timeline for checking scholars back onto campus.

FIRE EMERGENCY PROCEDURES

Fire emergency procedures and response protocols have been established for residence halls, the academic building and the scholar center. Each month, these buildings have at least one fire drill. When the alarm sounds, District of Columbia law requires that everyone be evacuated, even though it may be a false alarm or fire drill.

Tampering with any fire safety equipment, such as extinguishers, exit and emergency lights, smoke detectors, alarm devices, setting off false alarms, or failing to evacuate a building when an alarm is sounded are very serious offenses. Violators are subject to disciplinary action which could include scholar dismissal, and may also be referred to civil authorities.

VISITOR POLICY

SEED DC endeavors to offer a warm and courteous welcome to all visitors. The school is entrusted with the responsibility to safeguard the members of its community. Therefore access by visitors is limited and regulated by the Visitor Policy outlined below.

Visitor Requirements

All visitors to the school are required to present photo identification displaying a birthdate to a security officer. Acceptable forms of identification include a valid driver license, a state photo identity card issued by the

Department of Motor Vehicles (or equivalent) for the sole purpose of identification, a passport, or a United States military ID.

All visitors must be cleared by Security before they are allowed to enter the buildings. Security is located in the main lobby. Visitors are not permitted to enter the school via any other entrance. Access will be denied if a visitor does not have a stated purpose or appropriate identification. Visitors are strongly encouraged to obtain authorization from their SEED DC host in advance of their visit to ensure timely access to the school's facilities.

Visitors who clear screening are given a dated visitor badge which is to be worn and visible the entire time of the visit.

After clearing security, visitors are then directed to the Receptionist, who will contact the host or appropriate staff to come and receive visitors. Hosts are responsible for visitors while they are on site, and visitors are not allowed to move about the campus unaccompanied.

Access to residence halls is strictly controlled, as these are the scholars' and staff members' homes. No visitor is permitted to enter a residence hall unless they are accompanied by a staff member, with the exception of authorized adults at check-in and check-out. When adults are in the residence hall, they should be accompanied by their scholar at all times.

When possible, hosts are to escort visitors back to the lobby.

Access to individual buildings on campus is controlled by means of an identity key card pass system. Buildings are locked when not in use. SEED DC's campus is monitored by an extensive system of CCTV surveillance. Security staff is present at all times and routinely walks the ground during shifts.

Visiting Scholars

Our visitation policy is meant to provide the structure necessary for building successful boarding school habits and time to foster family-child relationships.

Scholars are not permitted to have guests on campus, including relatives, unless there are pre-arranged plans that have been discussed with and approved by school leadership. Parents/Guardians must make a request 48 hours in advance in order to ensure that the visit does not conflict with programming. If you would like visit during the academic day, parents/guardians can be approved to shadow their scholar's schedule, join them for dinner, volunteer or chaperone an event or trip. Anyone not currently enrolled or the guardian of a currently enrolled SEED scholar must adhere to the visitor policy.

Parents/Guardians are free to drop off items for scholars between the hours of 8 a.m. and 8 p.m. All drop-offs should be made to the front desk in the school lobby ONLY. At no point should a parent, or any family members, go directly to a child's residence or classroom to drop off items. Items should NOT be left with Security.

Do you have an emergency and need to speak with or visit your child? Call (202) 248-3034.



SEED DC understands that family emergencies do arise from time to time and that parents/guardians may need to enter campus to visit their children. When such situations occur during the day, please contact the school receptionist at (202) 248-3034. When they occur in the late afternoon and evenings, please contact the Student Life Coordinator at (202)-249-1937. All parents and guardians must still sign in at the Front Desk before proceeding to see their scholar.

Unknown/Uninvited Visitors

SEED DC acknowledges that, given the open nature of the campus, it cannot seal it off entirely. However, the community assists Security in limiting access by channeling all visitors to the main lobby. Any visitor to the school campus who is not wearing an identity badge will be asked their purpose and escorted to Security to follow the above procedures.

In the event the visitor refuses to answer or comply, he/she will be asked to leave the premises and Security will be notified. Security will assess the matter and decide if contacting the police is necessary.

If a visitor becomes abusive or aggressive he/she will be asked to leave the grounds. Security will be called to assess the matter, to escort the visitor off campus and /or to contact the police if needed.

Visitors During Events

A calendar of events is maintained and made available to Security and the Receptionist. The calendar specifies when the campus is open and formal screening of visitors is not required (e.g., athletic games, Thanksgiving Dinner, etc.). During these open times, depending upon the event, Security limits access to various parts of the campus.

Community Support Workers, CFSA Workers and Clinicians, and Court-Appointed Professionals

SEED DC is committed to collaborating in a timely manner with the Metropolitan Police Department (MPD), Child and Family Services Agency (CFSA), community-based agencies, and other government agencies regarding urgent matters and investigations involving the well-being of its scholars. With that in mind, please note the following:

- Community Support Workers, CFSA workers and clinicians, and court-appointed professionals who request to meet with scholars during visiting hours are required to provide a copy of a current school year (August 1st through June 30th) release, signed by the parent or guardian, or a court order that authorizes a clinician or other professional to visit with a specific scholar. All appointments must be scheduled 48 hours in advance with the Administrative Assistant to Scholar Support Services, at (202) 248-7773 x5125 or nwalker@seedschooldc.org.
- SEED DC does not host family counseling sessions onsite with outside clinicians.
- Clinicians and court-appointed professionals who arrive on campus without appropriate documentation and/or an appointment will not be permitted to see scholars.
- **SEED DC is not obligated to contact parents/guardians if CFSA or MPD arrive on site to conduct an investigation in response to a call about abuse/neglect or for an off-campus incident or arrest.** The responsibility of notifying parents rests with CFSA and/or MPD.
- On occasion, the attorney general's office, MPD, the Office of the Public Defender, or a similar agency or government office will want to meet with a scholar who may or may not be directly involved in a specific incident that took place off campus. When this occurs, SEED DC will either contact the parent/guardian prior to granting access to the scholar or request that the visitor contact or meet with the scholar during a time when the scholar is not at school. SEED DC is not obligated to facilitate this type of visit.

Suppliers, Contractors, and Delivery Personnel

There are a number of visiting contractors who provide services to the SEED DC community. Guidance regarding management of these visits is as follows:

- Truck drivers can use their bill of lading as an acceptable ID; however, such persons are not permitted outside their normal areas of pick-up and delivery without being escorted by appropriate staff.
- Delivery personnel (e.g., UPS, Federal Express, etc.) are permitted to make their deliveries to the appropriate areas without a badge provided they do not go outside normal areas of pickup or delivery.
- Persons entering SEED DC grounds for the purpose of picking up or dropping off individuals are not allowed outside of their vehicles unless they have been provided an appropriate pass.

Visitors of Residential Employees

Because of the number of employee residences on SEED DC's campus, it is inevitable that several visitors will consist of family or friends of staff, who may remain for the day, overnight, or for longer periods. All residential staff must notify their direct supervisors and gain approval for visitors who will be

on campus during programming. The responsibility for such visitors rests with the members of staff being visited. Their guests are to follow the same behavioral guidelines established for residential employees that are outlined in the SEED DC Employee Handbook. SEED DC reserves the right to limit, restrict, and/or deny access to our campus based on the safety, well-being, and best interests of our scholars and employees.

ATTENDANCE POLICY

SEED DC has high expectations for scholar attendance so that our mission can be realized. Our goal is to ensure every scholar achieves academic success by being present and on time at school during all program hours. Scholars who have regular school attendance learn more and are more successful in school.

We understand that some absences are unavoidable. If your child is going to be absent from or late to school, please send an email to attendance@seedschooldc.org or call (202) 248-7773 x5127.



Send an email to attendance@seedschooldc.org. If a scholar will be absent, late or, needs to be picked up during Programming.

Excused vs. Unexcused Absences

Absences from school are divided into two categories: excused and unexcused. Excused absences are when scholars are absent from school with a valid excuse and parental approval. Valid reasons for excused absences are:

1. Illness of the scholar. A doctor's note is required if a scholar is absent three or more consecutive days. (See "Medical Leave Policy.");
2. A death in the scholar's immediate family;
3. Pre-approved college visit or involvement in a SEED DC approved external opportunity;
4. Exclusion, by direction of school officials, due to quarantine, contagious diseases, or other medical/health reasons;
5. Necessity for a scholar to attend any judicial proceeding as a plaintiff, defendant, witness, or juror;
6. Observance of religious holidays;
7. Lawful suspension or exclusion from school by school authorities;
8. Temporary closing of facilities by school officials, including but not limited to severe weather, unsafe conditions, or other emergencies;
9. Medical and dental appointments with a doctor's note;
10. Emergency circumstances approved by SEED DC; and
11. Absences to allow scholars to visit their parent or a legal guardian, who is in the military; immediately before, during, or after deployment.

What is an unexcused absence?

Any absence that does not fall into one of the excused categories listed above or any absence where the parent or guardian does not provide a valid excuse within five school days.

80/20 Rule and Absences

Per D.C. Law, a scholar will be marked absent if he or she misses more than 20% of the school day.

Truancy

Truancy is chronic absenteeism from school. If a scholar accrues absences in any of the following ways he or she will be considered truant and referred to DC Child and Family Services Agency (CFSA), if 13 years or younger, the Office of the Attorney General for the District of Columbia (OAG), if 14 years or older, and/or the Office of the State Superintendent of Education (OSSE):

1. 10 unexcused absences – Scholar ages **5-13**
2. 15 unexcused absences – Scholar ages **14-17**
3. Any time educational neglect is suspected

According to the Office of The State Superintendent of Education After the 1st unexcused absence Schools must contact the parent the same day and request documentation.

After the 5th unexcused absence Schools must refer the scholar to a school-based scholar support team (SST) within two school days. The SST team will:

- Make reasonable and diligent efforts to communicate and collaborate with the scholar' parent or guardian;
- Review and address the scholar's attendance and determine the underlying cause for the unexcused absences;
- Communicate and collaborate with the scholar's existing individualized education program (IEP) team, if applicable;
- Provide timely response to the scholar's truant behavior;
- Make recommendations for academic, diagnostic, or social work services;
- Use school and community resources to improve the scholar's attendance including referral to a community-based organization when available; and
- Develop and implement an action plan in consultation with the scholar and scholar's parent or guardian.

If a scholar accumulates 10 or more full day unexcused absences, schools are required by law to begin notifying other agencies. After the 10th full day unexcused absence for any child age 5-17, schools are required to notify OSSE. Other specific requirements depend on the child's age.

Children Ages 5-13:

Within two school days of your child's **10th full day** unexcused absence the school must submit a referral to the DC Child and Family Services Agency (CFSA) for suspected educational neglect.

CFSA receives and investigates reports of abuse and neglect of District young people age 18 and younger, including reports of educational neglect. They will assign a social worker from CFSA Child Protective Services (CPS) to investigate, usually within 24 hours of getting the report. The social worker's job is to find out whether the report of abuse or neglect is true or false. The social worker also decides whether CFSA or a community organization should continue helping your family.

Children Ages 14-17

Within two school days of your child's **15th full day** unexcused absence the school must submit a referral to the Court Social Services Division (SCCD) of the Superior Court of the District of Columbia and the Juvenile Division of the Office of the Attorney General (OAG). Once a referral has been submitted:

- Scholars may be referred to the director of court social services for prosecution, diversion and community-based interventions.
- Parents/Guardians and scholars may be assigned community service and placed under court supervision/probation.
- Truancy charges may be filed against the scholar alleging that the scholar is a "Person in Need of Supervision."
- Parents may be convicted of violating the compulsory school attendance law and face fines and incarceration.

Please note the following consequences for absences:

- Any scholar who has missed 20 or more consecutive days without an excuse may be dropped from SEED DC enrollment:
 - a) After three documented attempts to contact the family to no avail, or
 - b) If a family does not comply and partner with SEED DC on an established agreement to improve attendance.
- At the discretion of SEED DC, a scholar who is absent from a course 10 or more times without an excuse may receive a failing grade and no credit for the course.
- A scholar cannot be cleared for graduation if they have 20+ absences without a note justifying how a scholar is able to graduate with an excessive number of missing days.
- A scholar who has over 25 absences (excused or unexcused) for a given school year may not be promoted to the next grade and/or may be dropped from SEED DC enrollment.

- Sunday check-in is required in order to prepare scholars for a successful week. It is the parent's responsibility to ensure that their scholar is present and prepared for the week with uniforms and school materials. Parents/guardians will be contacted if there are consistent concerns regarding Sunday check-in.

Early Dismissals and Planned Absences

In the rare event a scholar needs to leave campus during the school week and will miss any part of the school programming (academic or Student Life), including Sunday check-in, parents/guardians should send an email to attendance@seedschooldc.org. The email should include:

1. Scholar's name
2. Date(s) of absences
3. Date and time of pick-up and drop off
4. Name of adult who will pick up the scholar (proof of identification will be required)
5. Reason for absence/appointment

Absent for 3 or more days?
Please contact the Registrar at
(202) 248-7773 x5127.



Don't forget to collect your
work from your teachers in
advance for all planned
absences.



For additional information,
please refer to the "Late
Work Policy" section.



Please note that communication regarding absences must be submitted in written form by a parent/guardian on file. SEED DC will not allow a scholar to leave campus without prior written communication from a parent/guardian on file. Scholars must be signed out at the front desk in the lobby for early dismissal and signed in when returning to campus.

Graduating Seniors

Any senior who has 10 or more absences is at-risk for not earning credit for their course. Per the DC PCSB, scholars cannot be cleared for graduation if they have 20 or more absences without documentation justifying how a scholar is able to graduate with an excessive number of missing days.

No credit for a course is equivalent to failing a course, which puts you at-risk for not meeting graduation requirements.

If you don't meet graduation requirements the charter board will not sign your diploma.

If the charter board doesn't sign your diploma you have not graduated.

When a scholar returns to campus following a medical visit, a signed medical note must be presented to the nurse and Registrar stating the reason for the

absence. **No handwritten notes from parent/guardian will be accepted.** (See “Medical Leave Policy.”)

Absences and Missed Assignments

Scholars are expected to collect and to complete all class assignments and homework following an absence from class unless otherwise determined by the teacher. Scholars should work with their teachers to complete late work. (See “Late Work Policy.”)

If a scholar has a disciplinary issue that result in them missing any days from school, SEED DC will provide schoolwork for the missing day(s) (See “Scholar Code of Conduct” section). The school will work with parents/guardians to ensure scholars receive make up assignments from teachers. Parents/guardians may contact the Academic Office at (202) 248-7773 ext. 5024 regarding make up work for disciplinary absences.

Planned Absences From School: Leaving and Returning to Campus

Our goal is to have all of our scholars present and in class so that we can best realize our mission. There are instances, however, when off campus appointments are necessary. If a scholar must leave campus during the school week, parents/guardians should follow the following steps:

1. Send an email to attendance@seedschooldc.org stating the scholar’s name and reason for absence/appointment, or call the school at (202) 249-1937. Whenever possible, please notify SEED DC at least 48 hours in advance of planned absences.
2. If a scholar is going to miss part of the Student Life program, including Sunday check-in, send an email to attendance@seedschooldc.org or call (202) 249-1937 between 5:00 p.m. and 7:00 p.m.
3. Parents, guardians and authorized adult designees must sign scholars out at the front desk in the lobby when taking them off campus and sign scholars in when returning to campus.
4. When returning a scholar to campus following a medical appointment, a signed medical note must first be presented to the nurse and Registrar stating the reason for the absence. (See “Medical Leave Policy.”)
5. Scholars using taxi, Uber or other car services: Parents must contact the school by email to attendance@seedschooldc.org, or, written note, to arrange taxi or car service pick up with parent authorization.

SCHOOL BELL SCHEDULE

The following schedule is the typical academic day schedule for scholars. Due to special events and activities, this schedule may be altered.

2018-2019 Bell Schedule
Period 1 (8:00-8:57)
Period 2 (9:00-9:57)
Period 3 (10:00-10:57)
Period 4 (11:00-11:57) <i>7th – 8th grade lunch</i>
Period 5 (12:00-12:57) <i>9th grade lunch</i>
Period 6 (1:00-1:57) <i>10th -12th grade lunch</i>
Period 7 (2:00-2:57)
Period 8* (3:00-3:57)
*Scholars are generally dismissed at 3:30 p.m. on Fridays unless the school is closed. Please refer to the 2018-19 School Calendar located on the Website, www.seedschooldc.org, for more information.

SCHOOL TRADITIONS, CELEBRATIONS, AND ACTIVITIES

SEED DC coordinates a range of assemblies, ceremonies and activities designed to celebrate individual accomplishments, the progress we make as a school community, and the culture of our scholars and families. Families are welcome to participate in school rituals and ceremonies and should review the school calendar for a listing of specific ceremonies, dates, times, and locations to which you may be invited. You may also contact the Office of Family and Community Engagement at (202) 248-3025 if you have questions regarding this information.

Assemblies, Celebrations, Trips, Community Meetings: SEED DC community gathers together to renew our commitment to the core values and to sustain a positive school. Meeting as a community creates the feeling that a group of people are connected. We believe that community meetings enhance the quality of relationships among scholars, families and staff. These meetings allow scholars and adults' time to establish routines and norms, set goals, celebrate achievements of community members, learn about upcoming activities, discuss wrongdoings, and plan for restoration of the community and its members.

Evening Assemblies: Evening Assemblies allow scholars to experience opportunities for personal growth and professional development. These assemblies are facilitated by guest speakers within the larger community, as well as by SEED DC scholars and staff. Evening assemblies are critical to the SEED DC community because they foster academic achievement, teamwork, camaraderie, and increased self-confidence for scholars.

Academic Honors: Quarterly, SEED DC community gathers for academic honors assemblies to recognize scholars who have earned a GPA of 3.5 or higher with no grade lower than a B- (High Honors) or a GPA of 3.0 to 3.4 with no grade lower than a C- (Honors).

Athletic Awards Banquet: The Athletic Department gathers scholar athletes and their families to celebrate the conclusion of the athletic school year. We honor athletes' accomplishments, including the Most Valuable and the Most Improved Player, and award other special honors for athletes who have demonstrated outstanding performance.

College Awareness Week: College Awareness Week promotes SEED DC's college-bound culture. Each week includes workshops, lectures, visits from college representatives, and raffles, which are all geared towards readying scholars for the college application process and starting college. Scholars in the high school often plan and spearhead events that get the middle school scholars involved. Each College Awareness Week is also an opportunity for community-wide involvement, as SEED DC staff has the opportunity to share information about their alma maters.

Homecoming Week: A tradition in many universities, colleges, and high schools in the United States, and at SEED DC, the tradition of welcoming back alumni of the SEED DC.

Founder's Day: In March of each year, we gather together as a community to celebrate the founding and mission of our school. The day includes presentations to honor staff members who have dedicated four years of service to SEED DC. We also present the Sarada M. and Rajiv Vinnakota awards to a male and female 11th or 12th grade scholars who have made significant contributions to the ideals and culture of the SEED DC mission.

Freshman Retreat: Exclusively for our 9th grade community, scholars travel to the Princeton-Blairstown Center in New Jersey for a week of adventure-based learning and team building exercises. Scholars and staff stay overnight in cabins on the PBC campus and participate in activities led by PBC facilitators. The retreat coincides with PARCC testing for our middle school and 10th grade scholars so 9th graders do not miss any classroom instruction. Although scholars will not have traditional academic programming during the week, the Freshman Retreat is considered SEED programming and attendance is expected. If scholars do not attend, days absent will be marked unexcused unless documentation is provided.

Middle School Fall Festival: A celebration that occurs around the time of giving thanks for family, friends and resources.

PARCC “Prep” Rally: The PARCC “Prep” Rally is held in advance of the PARCC, the District of Columbia’s standardized test, to allow scholars an opportunity to demonstrate their knowledge of the skills they have been working on throughout the school year and to generate excitement and confidence about the test.

SEED School Pinning Ceremony (9th Grade Scholars): SEED DC holds an evening event in September to mark the significance of parents’ and guardians’ decision to send their children to a rigorous college-preparatory boarding school.

Junior Spring College Tour: The junior college tour is another tradition for our scholars during the pre-phase of their college admission process. Juniors have the opportunity to experience a 4 to 5 day college tour that spans different regions in the United States. The tour, which is mandatory for all juniors, is an opportunity for scholars to ask questions, take inventory of schools, and be challenged to think critically and objectively about what the “right fit” looks like for them. The trip includes a chartered bus, plane rides on occasion, and hotel stays for a nominal cost to scholars and their families.

Transition Ceremony: Occurs at the end of the school year. It marks a time of transition for the seniors to college and alumni status at SEED. Juniors assume pre-senior status.

Senior Traditions

The following events are meant to celebrate scholar effort and can be enjoyed by all scholars, except for starred activities, which have an academic and/or behavior requirement for participation.

Commencement: On the second Saturday in June, the school year concludes with commencement for seniors. Tickets are required to attend. Only scholars who have completed and passed all coursework, completed 100 service hours, and passed their POL, by the date listed in the Graduation Timeline, are eligible to participate in the June graduation ceremony. Scholars who are not eligible for June graduation will be required to attend summer school and may participate in the district-wide graduation ceremony in August.

Prom: Scholars who are on track to graduate in June or August, who have passed all coursework, completed 100 hours of community service, and passed their POL by the date listed in the Graduation Timeline will be permitted to attend prom.

Senior Class Trip: Scholars who are on track to graduate in June or August, who have passed all coursework, completed 100 hours of community service, and passed their POL by the date listed in the Graduation Timeline, will be permitted to attend the Senior Class Trip.

Senior Dues: Each year the senior class will collaborate with the senior advisor to determine the cost of prom, the senior class trip, Senior Week activities, and other events that may be held by the senior class. The elected class advisor will collect annual dues to help cover the cost of these activities. Payment plans are available, as needed, to assist scholars in paying senior dues. Class fundraising activities, coupled with the payment of Senior Dues, will determine overall costs of events and activities of the senior class.

Off-Campus Trips

During the Academic and Student Life programs, scholars will have opportunities to participate in off-campus activities and trips. These activities and trips may either be deemed "educational, cultural or criteria based" due to their educational or programmatic nature; or "incentive and criteria" based where scholars are expected to meet behavioral or academic criteria in order to attend.

Educational/Culture Trips: Trips that all SEED DC scholars must attend that have a direct relationship to the school's educational program and the child's access to education.

Incentive/Criteria Based Trips: Trips those scholars must earn access to by meeting specific criteria. These trips are not essential to the scholars' educational curriculum but rather are social or recreational. Criteria for each of these trips will be provided to scholars in advance in order to incentivize participation.

Scholar Leadership Opportunities

In addition to the challenge of rigorous academic work, SEED DC strives to provide a range of activities and programs that support our core values, increase exposure to learning opportunities beyond the classroom, and promote healthy life choices. Participation in the following activities requires that scholars maintain a minimum GPA and meet behavior standards. Scholars are required to make up any class work that is missed due to their participation in the following events and programs.

SEED DC Student Government: SEED DC Student Government (SGA) is comprised of elected scholars from all grade levels who have a minimum GPA of 2.5. At the middle school level, scholars vote for a class representative from the 7th and 8th grade. At the high school level, in addition to electing a class representative for each grade, scholars also elect a Secretary, Treasurer, Vice President, and President, who provide school-wide leadership and sponsor activities that benefit the entire SEED DC community. With guidance from the SEED DC staff advisors, the SEED DC Scholar Government coordinates events including fundraisers, Spirit Day, events that promote school pride, school improvement projects, etc. Information related to joining the Scholar Government will be provided to scholars and families during the first few weeks of school.

Scholar Ambassadors: Scholar Ambassadors serve as official scholar representatives for SEED DC by accompanying tours, hosting visitors, speaking at special events, participating in selected media interviews, and assisting with letter writing to special guests. Scholars must be in grades 7-12 and have a minimum 3.0 GPA. Seventh graders can apply in the spring. The program is designed to improve leadership skills, develop written and verbal communication, and increase public presentation abilities. The program is also an excellent way for scholars to display school spirit and build relationships with community organizations while also promoting the school.

STUDENT LIFE POLICIES

The Student Life Program provides scholars with a safe and nurturing home away from home. The aim of our program is to provide scholars with the opportunity to fulfill their potential for both academic excellence and social advancement. The exposure that scholars receive via service learning, enrichment activities such as SPARKS and clubs, Habits for Achieving Life Long Success ("H.A.L.L.S."), and tutoring is all directly connected to their

success in gaining admission into and completing college. Therefore, attendance in all components of Student Life programming is mandatory.

General Student Life Policies

- Each scholar will be assigned roommate(s) as part of his/her boarding school experience. Roommate changes, if any, are made at the sole discretion of the Directors of Student Life for each residence hall, in consultation with Student Life Counselors and Student Life Assistants.
- Middle School scholars should never be in another scholar's room, for high school scholars, there should never be more than four scholars in a room at any given time. Common areas and other spaces on campus can be used for socializing or other larger group needs.



Handheld electronics are brought at your own risk. Scholars and parents should exercise discretion in bringing these items to campus.



Questions about SEED DC's Student Life Program? Contact the Student Life Program Office at (202) 249-1937.



All fire equipment is for the protection of the entire community. Any tampering with such equipment will result in disciplinary action.

To ensure a high-quality boarding school life, each member of the community is expected to be considerate of others. Conditions conducive to study must prevail in the residence halls. Handheld game devices, mp3 players (including iPods), and other portable devices and/or other valuables are **brought at scholars' own risk.**

- Wandering about the residence hall or visiting other scholars during Quiet House and after Lights Out (defined below) is strictly forbidden.
- Scholars are encouraged not to lend, borrow, or trade personal items. Borrowing without knowledge of both parties is considered stealing.
- SEED DC is not responsible for the loss of a scholar's personal property for any reason and subsequently not responsible for replacing and/or paying for the items. This includes articles that have been lost, shared/borrowed, traded, stolen, or sold.**
- All scholars must have a robe in their room. Having easy access to their robe during emergencies and hall evacuations will ensure a faster and safer exit out of the building.

Telephones are provided on each floor of the residence hall for scholar use. Phone time and schedules are decided by each house's Student Life Counselor and/or Student Life Assistant.

- In accordance with the "Medicine Policy" outlined in this Handbook, all prescriptions and over-the-counter medication must be submitted to the

school nurse. ***Scholars are not to keep medication of any kind in their residence hall room without the explicit consent of the school nurse.***

Care of Residence Halls and Rooms

Each residence hall room is furnished with SEED DC hall furniture. As stated in the school supply list provided to families prior to the start of school, among other specified items, scholars need to bring a twin size comforter, pillows, linens, washcloths, towels and an alarm clock. Residence

All damage found at the end of the year will be the occupant's responsibility for repair or replacement charges. Scholars and their parents are financially accountable for any and all damages for which they are responsible.



Hall rooms and furnishings, except those scholars bring themselves, are the property of the school and should be in the same condition at the end of the year as when scholars accept them. Student Life staff will inspect rooms quarterly to ensure that they are in compliance with the standards set forth below. (Rooms should be checked daily by Student Life staff)

All damage found at the end of the year will be the occupant's responsibility for repair or replacement charges. Scholars and their parents/guardians are financially accountable for any and all damages for which they are responsible.

For safety reasons, residence hall rooms must adhere to the following standards:

1. Rooms must be arranged so that a clear line of sight and access to doors and windows is unimpeded.
2. No extra furniture is allowed in the room.
3. Trunks and hand luggage shall be stored in prescribed areas.
4. Appropriate posters may be placed on walls in such a way that walls and paint will not be damaged. Good taste in all wall decorations should prevail. In particular, decorations or any items that are offensive to the core values of the school are not allowed.
5. Fire regulations prohibit a room's wall and ceiling space being totally covered (i.e., no cloth hangings, including flags, draperies, door stoppers, and banners, are permitted unless they are certified as fireproof).
6. No cooking appliances or refrigerators are permitted in residents' rooms.
7. Scholars may not have in their possession any electrical appliances other than the following: clock radios, alarm clocks, toothbrushes, hairdryers, curling irons, other electrical hair devices, and computers. **Televisions, DVD Players, camcorders, and game systems are not permitted in resident rooms.**

8. Candles, incense, lighters, matches, and fireworks are strictly prohibited.
9. No pets are allowed.
10. Window screens must not be tampered with.
11. Scholar rooms are to remain clean and in good order at all times. Student Life faculty members perform room and resident inspections periodically and may enter scholar rooms without prior notice.

Rooms that are unclean and not in good order will be referred to the residence hall grade



level cohort leader for additional consequences and coaching. If further intervention is required then the administration will be contacted. Daily room checks for cleanliness will occur by Student Life faculty.

Out of town and can't check-in? Email SEED staff at attendance@seedschooldc.org or call (202) 248-7773 x5127 to leave a message.

Check-In and Check-Out Policy

As a college-preparatory boarding school, our programs are designed to prepare scholars academically and socially for college and beyond. Part of that process includes ensuring that all scholars have an opportunity to prepare mentally and physically for the school week, starting on Sunday evening. At the conclusion of a weekend with parents and families, SEED DC scholars return to campus, catch up with friends, and organize themselves and their school materials for the week.

Check-in for middle school scholars are between 7:00 p.m. and 8:00 p.m. Check-in for high school scholars is between 8:00 p.m. and 9:00 p.m., unless you are also checking in a middle school sibling. Please also review your SEED DC calendar. Parents/Guardians who are unable to arrive during these times must notify SEED DC staff by emailing attendance@seedschooldc.org or calling (202) 249-1937 to leave a message. Scholars may not check-in to the residence hall after 9:00 p.m. and must adhere to the morning check-in policy.

Our Student Life program is central to our school's mission and all scholars are required and expected to be present and fully participate in the Student Life program. If a scholar has an unexcused absence during the Sunday evening check-in, the next available check-in time is on Monday morning between 6:00 a.m. and 7:30 a.m. Scholars must arrive with their belongings and must be dressed in proper academic uniform and prepared for the academic day. Families arriving after 7:30 a.m. must check in at the lobby and not the residence hall. Luggage must be secured and will be stored in an unsecured space. SEED DC is not responsible for missing items.

In the event a parent/guardian is not able to check his/her scholar in at the designated check-in times, **and** has a valid reason for such inability to check the child in, an email should be sent to attendance@seedsschooldc.org or call (202) 249-1937 to leave a message in the mailbox by 7:00 p.m.

After 3 missed Sunday evening check-ins, a scholar and his/her parent/guardian will be required to attend a meeting with the Director of Marshall Hall/Brown Hall. At that time, the scholar and parent/guardian must sign an attendance contract committing to arriving for Sunday night check ins. Additional failures to arrive for Sunday night check-ins will result in further disciplinary action and loss of Kickboard dollar incentives.

All scholars must be picked up between 3:30 p.m. and 6:00 p.m. on Friday evenings or designated check-out dates (please review the school calendar).

Failure to pick up your scholar by 6:00 p.m. may result in a call to CFSA or MPD. Scholars must remain in the residence hall until their family member or other designated approved adult comes to pick them up. Scholars are not permitted to wait outside unless they are waiting to take the shuttle to the metro. Parents/Guardians picking up children after 6:00 p.m. will have to sign a different check-out sheet that documents late pick-up patterns.

Middle School scholars must be checked in and out by a parent/guardian. All scholars must be picked up by 6:00 p.m. on check-out days. High school siblings can sign a middle school scholar out with parent/guardian authorization. High school scholars walking home or to the Metro must leave campus immediately after they have signed out. While waiting for pick-up, scholars must wait in the residence hall, not in the lobby, or by the security desk, in courtyard areas or outside of school on the campus.

The only valid reasons or excused absences for not checking a scholar into campus at the designated check-in times and dates are the reasons listed in the “Attendance Policy” section set forth in this Handbook.

In the event the parent/guardian does not email or call to communicate a valid reason for not checking his/her scholar into campus during the times designated, the scholar shall receive an unexcused absence.

Non-Traditional Check-In and Check-Out Procedures

Please review your school calendar for scheduled non-traditional check-in and check-out dates. Additional non-traditional check-ins and check-outs may occur due to unplanned school closures for inclement weather, power outages, etc.

Thursday Checkout: If professional development or holidays occur on Fridays, scholars will check-out on Thursday from 3:30 p.m. to 6:00 p.m.

AM Check-in: As listed on the school calendar, there are occasions where check-in will be in the morning. On those days, check-in takes place between 6:00 a.m. and 7:30 a.m. During these times, staff is available to receive scholars in the residence hall. After 7:30 a.m., scholars will not be admitted to campus, and they will receive an unexcused absence for the day.

Emergency Checkout: While SEED DC makes every effort to provide families with advanced notice of check-in and check-out times, in cases of inclement weather or other emergencies, we may implement an emergency check-out to ensure the safety of all members of the community. In the event of an emergency check-out, our primary mode of communication is the automated messaging system. If we are unable to make contact with parents/guardians, we will make direct phone calls to the individual's parents/guardians listed as emergency contacts.

Evening Routines

Quiet House: During the time periods designated on the daily schedule as "Quiet House," scholars should begin to prepare for the next day and for Lights Out.

1. Scholars should use Quiet House time to prepare their uniforms for the next day. It is during this time that clothing should be ironed and the uniform made ready so that the scholar is fully prepared for the next day.
2. Each house should be settling down for Lights Out, and all scholars should be in their rooms or a designated area. Visiting other rooms or wandering the halls is not permitted.
3. Scholars may also be required to participate in Study Hall.

Lights Out: "Lights out" means that scholars should be in their rooms and in bed for the night.

Common Areas

Scholar common areas are located on each floor of the residence halls. The common areas are designated spaces for instruction programming, relaxation and socializing. It is the responsibility of each scholar to make sure the common areas are cared for and kept clean and organized. Scholars and staff will be responsible for maintaining the environment and furniture in these spaces.

Study Zone

Study Zone, a dedicated period of time that provides scholars with the opportunity to complete homework and enhance study or organizational skills, is an integral part of scholars' academic success. All scholars are expected to be prepared with their materials and to adhere to the Study Zone expectations communicated by their Student Life Counselor. Study Zone is mandatory during the scheduled time for each scholar's grade level or cohort

during the evening program. If a scholar misses Study Zone due to athletics, counseling, or other commitments, time will be provided later in the evening for scholars to complete their work.

Academic interventions or tutoring will be provided to scholars who need additional academic support. These sessions will take precedence over all other recreational activities. Scholars may participate in both an academic intervention and Study Zone.

Academic faculty and Student Life faculty will work together by grade level to ensure that there is consistent communication about assignments, projects, academic expectations, and scholar progress or challenges with particular assignment MS & HS Student Life Schedule

6:00am – 8:00am	MS Intramurals, Activities, Empowerment
6:00am – 8:00am	Wake Up and Breakfast
4:00pm – 5:00pm	Study Zone/MS Programming
4:00pm – 8:00pm	HS Programming
6:00pm – 8:00pm	MS Activities and SL Programming
5:00pm – 7:30pm	Dinners
QUIET HOUSE	MS – 8:30 p.m., 9 th – 9:30 p.m., 10 th -12 th – 10:30 p.m.
LIGHTS OUT	MS – 9:00 p.m., 9 th – 10:00 p.m., 10 th -12 th – 11:00 p.m.

EXPERIENTIAL LEARNING

SEED DC offers a variety of exposure and enrichment opportunities during both day and evening hours. The opportunities provided seek to expand scholars' cultural and social readiness and exposure to STEAM, (Science, Technology, Engineering, Arts and Mathematics) Health and Wellness, Arts, Academic Enrichment, and Leadership.

Scholars and families are strongly encouraged to apply and participate in summer opportunities beginning in the middle school to keep scholars involved, engaged and stimulated by the world around them. Scholars are strongly encouraged to complete at least one summer opportunity identified or approved by SEED DC prior to graduation. For more information, please contact the Director of Experiential Learning and External Opportunities via email at opportunities@seedschooldc.org or call via phone at (202) 248-3030.

Community Service

In addition to completing SEED's intensive high school curriculum, scholars must complete 100 hours of community service to graduate. Additionally, SEED has adopted a school goal regarding community service that 100% of scholars will have the required number of community service hours at the end of each academic year.

- 9th Grade: 25 hours
- 10th Grade: 50 hours
- 11th Grade: 75 hours
- 12th Grade: 100 hours

Please note that volunteered hours prior to 9th grade do not count towards the graduation requirement – this includes the summer before the start of students' freshman year. As a high school student, students will independently manage this graduation requirement by securing opportunities to serve. However, SEED will coordinate events as well as share opportunities with students that they can take advantage of during the school year and summer. Submission of tracking sheets and supporting documentation or a letter on official letterhead from the organization that includes name of student, number of community service hours performed and the dates, type of activity, and name and contact information of the on-site supervisor should be turned into the Director of Experiential Learning and External Opportunities.

Forms should be turned in by the following dates:

- Summer hours by September 30th
- End of first semester for hours accrued/service performed in S1
- End of second semester for hours accrued/service performed in S2

All service hours must be completed through a 501(c) (3) non-profit organization or a federal, state, or local government agency. Hours may be completed through school projects or activities approved by the Director of Experiential Learning and External Opportunities.

All service hours must be completed through a 501(c) (3) non-profit organization or a federal, state, or local government agency. Hours may be completed through school projects or activities pre-approved by the Director of Experiential Learning and External Opportunities. Service hours must be completed under the supervision of an adult at the agency or organization. This on-site supervisor must be identified and is responsible for verifying the student hours and providing on-site supervision for the service activities. **The on-site supervisor may not be the student's parent or close relative.**

Examples of Acceptable Activities

- Tutoring scholars
- Participating in a neighborhood clean up
- Making toiletry kits for a homeless shelter
- Instructing senior citizens on computer use
- Preparing or serving food at a food bank
- Cleaning up rivers or parks, neighborhoods

Examples of Unacceptable Activities

- Babysitting, performing chores, or hair styling
- Donating items such as money, food, or clothes Performing any activity where a student receives payment or a grade
- Participating in traditional school-sponsored activities such as student government meetings, choir rehearsal, athletics, theater, theater or similar organization/club, etc.

Volunteer Opportunities:

- The Corporation for National and Community Service - <https://www.nationalservice.gov/serve>
- Serve DC – The Mayor’s Office on Volunteerism - www.serve.dc.gov
- Catholic Charities - www.catholiccharitiesdc.org
- Seabury Resources for Aging - www.seaburyresources.org/volunteer
- DC Central Kitchen – www.dccentralkitchen.org/register
- So Others Might Eat – www.some.org/volunteer
- United Way of the National Capital Area (United Way NCA) – www.unitedwaynca.org
- Food & Friends – www.foodandfriends.volunteerhub.com
- Anacostia Watershed Society - www.anacostiaws.org/how-to-help/volunteer.html
- Special Olympics DC – www.specialolympicsdc.org/get-involved
- Martha’s Table – www.marthastable.volunteerhub.com
- Humane Rescue Alliance - www.humanerescuealliance.org/volunteer
- Youth Service America – www.ysa.org
- TeenLife - www.teenlife.com

Employment

SEED DC does NOT promote or assist with the Summer Youth Employment Application process. Additionally, students are NOT able to work outside jobs during the school week, Sunday check-in through Friday check-out.

Travel

SEED DC scholars will enjoy a range of travel experiences throughout their time at SEED DC. Whether local, domestic or international, the policies detailed within this handbook serve as the baseline standard expectation for scholar conduct and participation. Additional expectations, rules and agreements will be communicated to parents and scholars as needed.

Please note that scholars who are not planning to return to SEED DC in the fall are not eligible for summer enrichment programs to include, but not limited to, summer abroad opportunities, camps, and internships

For more information, contact the Director of Experiential Learning & External Opportunities at (202) 248-3030.

ATHLETICS

Interscholastic Athletic Participation Overall Philosophy

The goal of the athletic department at The SEED School of Washington, D.C. is to provide the best opportunity for personal and team success within the governing and moral guidelines inherent to high school athletics and the community of Washington DC. In particular, the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating scholars.

SEED School of DC athletics should be a positive learning experience where athletes are given the opportunity to develop the intangibles that will be essential throughout their lives. Intangibles such as work ethic, commitment, responsibility, respect for self and others, sportsmanship, and teamwork are just a few.

Athletics is a competitive experience. Athletes must compete for and earn everything they achieve, including playing time. All athletes do not receive the same amount of playing time. All athletes are given the opportunity to earn playing time in practice sessions, however. It is the coach's responsibility to weigh all the factors and determine what will give the team the best opportunity for success.

Interscholastic Athletics

Interscholastic athletic programs at SEED DC include the following: Volleyball, Flag Football, Basketball, Soccer, Cheerleading, Tennis, Baseball, Softball, and Track and Field.

SPORT	SEASON/ LEVEL	MIDDLE SCHOOL	HIGH SCHOOL	GENDER
Volleyball	Fall	Yes	Yes	Girls
Flag Football	Fall	Yes	Yes	Co-ed
Basketball	Winter	Yes	Yes	Both
Soccer	Fall	Yes	Yes	Co-ed
Cheerleading	Fall/Winter	Yes	Yes	Co-ed
Baseball	Spring	Yes	Yes	Boys
Softball	Spring	Yes	Yes	Girls
Tennis	Spring	Yes	Yes	Co-ed
Track	Spring	Yes	Yes	Co-ed

Avenues of Communication

We are very pleased that your son/daughter has chosen to participate in the school's athletic program. The expectation is to provide a positive experience for him/her. An important ingredient to achieve this outcome is to ensure lines of communication are developed to allow for resolutions of questions before they become issues. As a parent, you have a right to know what expectations are placed on your scholar. A Coach/Parent Preseason Meeting should provide you with the following information:

- Philosophy and expectations of the coach.
- Schedules and practice times.
- Team requirements and rules (including attendance, excused and unexcused absences).
- Participants code of conduct (Contract).
- Coaches contact information.

There are situations that may require a conference between the coach, the athlete, and the parent. These are encouraged. When these conferences are necessary, the following procedure should be followed to help resolve the concern.

- When appropriate your son/daughter should first talk with the coach about the concern.
- If the coach/athlete meeting does not clear the situation then the parent(s) should call and set up an appointment with the coach.
- If the parent(s) need further discussion on the issue the school Athletic Director is the next contact.

Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meeting at these times generally does not work well for any of the parties involved.

The following are appropriate concerns to discuss with coaches:

- Advanced notice of schedule conflicts.
- The treatment of your son/daughter.
- Ways to help your son/daughter improve.
- Concerns about your son/daughter's behavior.

Expectations for Parents/Guardians and Spectators

The many values and attitudes learned by scholar-athletes include responsibility, self-discipline, sportsmanship, teamwork, work ethic, integrity, and personal sacrifice for the good of others. Parents are expected to support these values at all times by displaying the behavior that is generally referred to as "good sportsmanship." Parents and spectators should abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by the District of Columbia State Athletic Association (DCSAA).

Included in the display of good sportsmanship by spectators are the following behaviors:

- Spectators are expected treat players, coaches, and officials with respect. No personal, non-performance related comments will be tolerated. Show respect for the decisions made by contest officials.
- Refrain from giving instructions during a game or practice. This is confusing and un-nerving for players to hear someone other than the coach yelling out instructions during a game.
- Modeling positive support for the teams in every manner possible, including the content of cheers and signs.
- Spectators must follow all host site rules and follow directions and rules set by the administrators or designees from either school.

- Respecting and following the rules required of spectators at the venue where the contest is being held. These rules are put in place to create a safe environment where the goals of high school athletics can be fully supported.

In the high school gym or football field, spectators are required to:

- Respect the portions of the bleachers set aside as scholar cheering sections for both the home and visiting schools.
- Not to bring in items which could be disruptive to the game.
- Remain off of the court or field at all times.
- Remember that the only spirit-leaders allowed out of the bleachers are the official squads supplied by each school.

DCSAA Athletic Code of Conduct

The Athletic code is the cornerstone of our athletic program. It outlines what is expected of our athletes by both the school and the community. It's a contract that holds our athletes to a higher standard than the rest of our scholar body. We expect our athletes to be positive representatives for The SEED School of DC. Each parent and scholar athlete must read and sign this code prior to entering an athletic program in the DCSAA District. Each scholar athlete is required to adhere to the rules and regulations of the National High School Federation and the DCSAA Athletic Code.

Eligibility

Prior to participation, each athlete must complete the clearance package, which includes the following:

- Physical Form
- Insurance
- Ethics Code
- Athletic Code
- Emergency and Parent Consent Card

Scholastic Eligibility

For Middle School: A scholar in grade seven (7) or eight (8) shall not fail more than one (1) subject in the grading period immediately preceding the sport season in which the scholar wishes to participate.

For High School: A scholar in grade nine (9), ten (10), eleven (11), or twelve (12), shall have a grade point average of at least 2.0 ("C") to participate in interscholastic athletics.

Eligibility of Non-enrolled Scholar-Athletes Playing at Other Schools

A scholar-athlete in grade nine (9), ten (10), eleven (11), or twelve (12) who attends a public school in which a desired sport is not offered may participate

in the sport on a team at another school within the LEA, or as otherwise provided by regulation or policy of the LEA. Scholars under this section who participate at another school will be obligated to the chosen school for his/ her eight (8) or remaining semesters of eligibility. If the scholar wishes to participate at another school in the same and/or another sport, he/she is bound by the DCSAA transfer rule.

Length of Eligibility/Ineligibility

A scholar who is academically eligible or ineligible shall remain in that status for a period of one quarter/grading period. Change in eligibility status shall occur on the day report cards are issued. A scholar who becomes ineligible may no longer participate with the team regardless of the number of contests remaining in the season.

In addition to these athletic opportunities, scholars may also be interested in playing at a more competitive level against scholars outside of SEED DC. In order to participate on these teams, scholars must meet the additional academic eligibility requirements listed below. During the official tryout period, eligibility will be assessed and the scholar will be considered by the Head Coach.

Conference Eligibility

Conference eligibility does not apply to intramural and club sports. To be considered eligible for a competitive team that competes in league conferences, a scholar must:

1. Have a minimum GPA of 2.0 to try-out.
2. Obtain medical clearance through a sports physical that is on file in the Wellness Suite.
3. Not be on "Disciplinary Probation".
4. Complete a scholar athletic package.

These requirements are non-negotiable and will be assessed by the Head Coach for each team on the first day of the tryout. Scholars will be selected based on attitude and overall skill level for that particular sport. Scholars trying out late for teams may still be considered if the final team roster is not yet established.

All scholars must have a sport physical in order to try-out for a competitive sport at SEED DC. This examination must be dated after the last day of the previous school year. A copy of an updated physical form must be on file in the athletic office prior to the start of the sports season. (See "Health/Medical Records.")

Sports Injuries

Minor Injury: In the event that a scholar incurs a minor injury, parents/guardians will also be notified immediately. If, at the time, the school nurse

recommends follow-up care from a physician, the parent of that scholar is responsible for transportation and for providing medical documentation directly to the nurse upon the scholar's return to campus.

Serious Injury: In the event that a scholar incurs a serious injury while playing at SEED DC on a SEED DC sports team, the scholar will receive emergency first aid from the school nurse, if at SEED, and will be taken to the hospital, if further treatment is necessary. If the event is off-site, and a certified medical professional is not accessible, 911 will be called.

In both cases, medical documentation from a physician clearing the scholar to return to school AND to return to sports participation is required and shall be the only information used by SEED DC to re-admit the scholar to school and back to the team.

Equipment and Uniforms

Equipment and uniforms are the property of the school and should be returned to the equipment room within one week after the end of the season. If equipment or uniforms are lost or damaged beyond repair, parents will be held financially responsible for the items. Scholars who do not return equipment for which they are responsible may not be permitted to register for a sport for the following season.

Competition- Outside Team

- A scholar on a high school team becomes ineligible if that scholar competes in a contest on an "outside" team in the same sport (same season).
- A scholar on a high school team may be suspended or removed from that team if found to be participating on any outside team.

Attendance

Athletes are to attend all classes the day of the game or match. If the athlete is found to be absent they are considered ineligible to participate in that event. Exceptions are emergency conditions, school activities, and certain excused absences. All exceptions must be approved by the Athletic Director prior to the event. Excused absences may be cleared by the Athletic Director on a case-by-case basis.

Transportation

All participants will ride to and from all school-related athletic events on SEED DC transportation. Any request to use private transportation must be submitted to the Athletic Director for approval prior to the event. Requests may or may not be approved. The requests must be made in written form and signed by the legal guardian of the scholar. The only exception is if the coach knows the parent or legal guardian, who in person asks the coach to take their child. This should only be done in an emergency situation. All other requests should be submitted in advance to the Athletic Director. Under no

conditions should the athlete be released to anyone other than the legal guardian/parent. Persons who are not team members or team coaches may not travel with the team on SEED DC transportation.

Drop or Removal

Athletes that are dropped or removed from a sport must be cleared by the Athletic Director prior to moving on to another sport. All equipment must be turned in to the respective coach, all financial obligations for missing equipment and/or team fundraising events must be reconciled, and the clearance card must be signed by that coach before the athlete can be cleared for another sport by the Athletic Director. All players are strongly encouraged to remain on the team and finish the sport. The athlete must finish the season in order to receive Athletic Letter Points and team awards. Athletes should speak with the coach and the Athletic Director prior to dropping a sport to ensure that all solutions have been exhausted. If there has been a team rules violation that causes the removal of an athlete, both the coach and the athlete should meet with the Athletic Director as soon as possible to determine the proper course of action. Scholars that quit a sport are not subject to any penalty, but future participation in that sport may be required parent conferences and/or written agreements to achieve the necessary level of commitment to the sport and team.

Alcohol, Tobacco, and Drugs

The illegal use or possession of (or willingly contributing to the illegal use or possession of) tobacco, alcoholic beverages, drugs, or narcotics by a DCSAA athlete is prohibited at any time, any place, during the calendar year! If, after a thorough investigation by school officials, there is a preponderance of evidence that an offense had been committed, the athlete shall be immediately suspended from participation for a period of six consecutive school weeks. 2nd Offense: 12 consecutive school weeks. 3rd offense: One calendar year. If a scholar is expelled, participation in any sport is not permissible until the timeline requirements have been met, and the athlete cleared by athletic director.

Performance Enhancing Substances

All scholar athletes are prohibited from the use of androgenic/anabolic steroids without the written prescription of a fully licensed medical doctor to treat a medical condition. If after an initial investigation, there is a preponderance of the evidence that an offense had been committed; the athlete shall be immediately suspended from participation for a period of six consecutive school weeks. 2nd offense: 12 consecutive weeks. 3rd Offense: 1 calendar year. If a scholar is expelled, participation in any sport is not permissible until the timeline requirements have been met, and the athlete cleared by site administration.

Bullying, Intimidation, or Hazing

A pupil may be suspended from school or recommended for expulsion if the Head of School or the principal of the school in which the pupil is enrolled determines that the pupil has engaged in, or attempted to engage in, hazing. “Hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. “Hazing” does not include athletic events or school-sanctioned events in which physical activity is a normal part of participation. However, in athletic events and school-sanctioned events, bullying and intimidation of stakeholders is not permitted.

Any scholar involved in bullying, intimidation, or a hazing incident may be subject to disciplinary measures including but not limited to the following penalties: a) Suspension, expulsion, and/or arrest; b) Suspension from athletic, co-curricular, and/or extra-curricular privileges (a scholar athlete who engages or attempts to engage in hazing directed towards another scholar athlete shall be subject to a suspension from athletics for a period not less than one calendar year); c) Prohibition from participation in one or more of the following: scholar reward incentives; school-sanctioned activities.

CODE OF CONDUCT

Core Values

SEED DC believes that everyone deserves a safe, supportive, and orderly learning environment, and the foundation of our school culture rests on our five core values: Respect, Responsibility, Self-Discipline, Integrity, and Compassion.

Respect is being civil, cordial, courteous, and polite toward peers and adults and tolerating differences by treating others as you want to be treated.

Responsibility is taking ownership of and being accountable for your actions and doing what you are supposed to do for the betterment of yourself and the SEED community.

Self-Discipline is controlling your behavior and actions and doing what is expected of you without reminders.

Integrity is doing the right thing, even when no one is looking.

Compassion is being concerned, helpful, and supportive toward other people and the community, and thinking about how another person will feel before you act.

SCHOLAR RESPONSIBILITIES AND RIGHTS

Scholar Responsibilities

- Attend school regularly and be on time
- Dress in full and appropriate SEED DC uniform
- Follow rules and directions from SEED staff for the safety of self and others
- Complete schoolwork and residence hall routines
- Make positive behavior choices
- Remain on school grounds unless permission is granted to leave school
- Reflect on and learn from the consequences of your behavior and choices
- Treat peers and staff in compliance with SEED DC Core Values and policies

Scholar Rights

A SEED scholar has legal rights guaranteed by the Constitution of the United States. These rights and privileges cannot interfere with the rights of others or with SEED DC's policies and systems that provide a safe and orderly school environment. Scholars have the right to:

Freedom of Expression: Protects religious freedom and liberty against SEED DC's interference. Religious freedom will be subject to limitation only in the event of acts that endanger health and safety, damage property, or disrupt the educational and residential program. Being religiously neutral, SEED will not promote any religion, will not express opposition or hostility to religion, and will not show preference for one religion over another. It will be the responsibility of scholars and staff to respect the religious beliefs of others.

Participate in Patriotic Exercises: Any scholar or teacher who wishes to be excused from the participation in a flag salute shall be excused.

Conduct Activities in School Buildings: All scholar organizations desiring to conduct activities at SEED shall be permitted to conduct these activities only if authorized. They shall thereafter be subject to the supervision of the administration and staff of the school. Any secret organization, rather than from the free choice of any scholar, shall be prohibited. No organization which officially represents the school in any capacity or any curricular or extracurricular activity which is organized by the school may deny or segregate participation or award. They can neither withhold privileges on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability, except where the purpose of the activity requires qualifications.

Freedom from Unreasonable Search and Seizure of Property: A SEED student has the right to freedom from unreasonable search and seizure of his/her person and property. However, School Administrators, have a right under the law to search students or their property whenever there is a reasonable suspicion that the students have something that violates school rules or endangers self or others. In order to maintain the ongoing educational process, to ensure order, and/or to protect people and property, SEED DC reserves the right to perform unscheduled searches. Searches may include the student and his/her locker, desk, bedroom, SEED owned computing resources (including all data stored on the SEED network), and personal belongings. Students shall not be asked nor required to disrobe, (i.e. no strip searches). Searches will always be conducted by two staff members in order to ensure accuracy and safety.

Freedom from Corporal Punishment: The District of Columbia prohibits employees of the SEED School from administering corporal punishment, such as spanking, hitting, or other cruel or unusual punishment.

Due Process and Appeal: When scholars are alleged to have violated school policy, they have the right to certain due process protections. This means that they are entitled to notice of the allegations against them and the opportunity to respond to the allegations. If a scholar is suspended, and the parent/guardian believes that an action taken by the school is a violation of policy, the parent may use the Appeal process.

Freedom from Harassment and Discrimination: SEED DC is governed by federal, state, and local anti-discrimination laws. In order to adhere to these, SEED DC has adopted policies that forbid discrimination providing equal educational opportunities on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability. If a scholar and/or parent/guardian believe that scholar has been discriminated again on these bases, the parent/guardian may file a complaint with the Director of Family & Community Engagement.

Confidentiality of and Access to Scholar Records: The Family Educational Rights and Privacy Act (FERPA) protect the right to confidentiality of access to scholar records.

Freedom from Unreasonable Punishment: Scholars have the right of freedom from unreasonable punishment of the group for the offense of one scholar or a few scholars. Offenders will be disciplined individually. Scholars who feel they have been subject to unfair punishment have the right to register a complaint, beginning with a school administrator.

SCHOLAR CODE OF CONDUCT

SEED DC expects that all scholars will follow the Scholar Code of Conduct. However, for scholars that act in a way that disrupts a safe, supportive, and

orderly learning environment, SEED DC will implement disciplinary responses to address the behavior infraction(s). It is our goal to ensure that scholars learn the skills necessary to demonstrate appropriate behaviors both inside and outside of the school community.

In accordance with the Scholar Fair Access to School Amendment Act of 2018, SEED DC annually reviews and updates its Disciplinary Policy to ensure that it:

- Ensure fairness and equity
- Reduces/eliminates discriminatory disciplinary practices and outcomes
- Maximizes instructional time
- Improves the school's practices throughout the school year

The Discipline Policy Review Process includes using data and feedback from scholars, families, and school personnel.

Model of Care

“Model of Care” (MOC) is a school-based intervention strategy that emphasizes behavior management practices, relationship-building techniques, and social skills instruction. The MOC offers structures and strategies to reduce disruptive behaviors and empower scholars with self-management skills. The goals of the MOC at SEED DC are to: Teach scholars life-changing skills; Help scholars build healthy relationships; Empower scholars to make good decisions on their own, and to Care for scholars in a family-style environment. SEED DC staff implement the MOC at all times in our 24-hour a day school boarding environment, providing both praise for scholars practicing and demonstrating positive social skills, as well as redirection and instruction to address social skill deficits. The MOC helps staff members to prevent scholar behavioral infractions, and also provides consequences (e.g., practicing a social skill) for violating the SEED DC Code of Conduct.

Disciplinary Level Behaviors

Level I and II behaviors are behaviors that are insubordinate or cause minor disruptions to the school environment but do not involve damage to school property or harm to self or others. These behaviors result in classroom/residential staff utilizing techniques and practices from SEED's Model of Care, that focus on teaching social skills includes the use of corrective strategies and corrective teaching so that teachers and Student Life faculty can manage minor scholar behaviors within their instructional and residential spaces.

Level III behaviors are behaviors that may require additional faculty support to implement interventions or strategies for a scholar. At this level, disciplinary responses may include but are not limited to, restorative justice

conference/conversation, scholar support action plan, parent conference, etc. The goal is for scholars to learn to take ownership of their behavior(s), be active participants in changing the behavior, and repairing any harm done.

Level IV behaviors are behaviors that cause significant disruption to the academic and residential environment and/or school operations, destroy school property, or cause significant harm to self or others. These behaviors result in administrative responses primarily conducted by the Principal, Assistant Principal, Directors of Student Life and Dean of Students.

Level V behaviors are behaviors that are illegal, cause significant disruption to the school operation, or cause substantial harm to self or others. Disciplinary Responses for Level V behaviors will result in a Discipline Review Meeting at which time scholars will be considered for removal from SEED DC. These behaviors will result in administrative responses conducted by the Dean of Students, Principal, Assistant Principal, and/or Directors of Student Life.

Please note that should a disciplinary incident occur for which there is currently no level and/or there is a range of disciplinary responses, the Dean of Students, Principal, Assistant Principal, and/or Directors of Student Life will assign an appropriate disciplinary level and response to the behavior.

Level I: Behavior Infractions:
<ul style="list-style-type: none"> • Attending class without required class materials or equipment • Unauthorized eating in the classroom, residence hall room, or other unauthorized space • Refusal to keep living area neat and orderly • Refusal to complete and turn in assignments during class time, study hall or other scheduled time • Refusal to comply with staff instructions, classroom or school rules • Off task behavior that demonstrates disengagement from classroom learning (such as talking or playing) • Unauthorized presence in the hallway during class time • Tardy to class, program, or activity • Refusal to participate in class or programming • Refusal to follow dining hall routines
Range Of Consequences: Loss of Kickboard dollars, redirection, reflection, restitution, behavior contract, call home, early lights out, the make-up of missed learning time and loss of privileges. While these consequences are implemented by classroom teachers and Student Life staff working directly with scholars, other school-based disciplinary response may occur as approved by the school administrative team.
Staff Oversight: Teachers, Student Life Counselors, Student Life Assistants, Overnight/Morning Student Life Assistants, and Support Staff

Level II: Behavior Infractions:
<ul style="list-style-type: none"> • Failure to follow SEED DC cell phone procedure • Non-compliance with the approved dress code • Sleeping during class, study hall, or scheduled time for reading • Improper use of school equipment or materials • Inappropriate campus phone usage (e.g., using cell phones outside of authorized time or without supervision) • Profanity, abusive language and/or gestures (including “put-downs”, “joning,” derogatory remarks, and sexually explicit remarks) • Running in hallways, classroom, residence hall, or other community spaces • Throwing items in class, residence hall, or community setting • Refusal to complete assigned Level I disciplinary responses • Possession of or displaying inappropriate music, videos, images, posters, magazines (e.g., images or music that include profanity, nudity, or derogatory language). • Possession of or displaying pornographic material via technology device.
Range of Consequences: loss of Kickboard dollars, redirection, reflection, restitution, behavior contract, call home, early lights out, make-up of missed learning time and loss of privileges. While these consequences are implemented by classroom teachers and Student Life staff working directly with scholars, other school-based disciplinary response may occur as approved by the school administrative team.
Staff Oversight: Teachers, Student Life Counselors, Student Life Assistants, Overnight/Morning Student Life Assistants, and Support Staff
Level III: Behavior Infractions:
<ul style="list-style-type: none"> • Violations of the computer and network Acceptable Use Policy, not pertaining to Level IV infractions • Truancy and excessive tardiness (more than five minutes late, three times) for class, Student Life routines, activities, breakfast, etc. • Inappropriate display of affection (kissing, hugging, holding hands, groping) • Solicitation (selling unauthorized items—e.g. snacks—at school) • Forgery, cheating or plagiarism • Inappropriate/inadequate participation in school activities (e.g., internships, off-campus outings, weekend enrichment opportunities connected to SEED DC etc.) • Horseplay (e.g., hitting, grabbing, shoving, poking, tapping, chasing) • Refusal to report to assigned internship, school event, etc. • Being in an unauthorized area (out of area) • Filing false reports or accusations • Lying to or giving misleading information to school staff • Minor vandalism/defacement (writing on furniture or walls)
Range of Consequences: Conference with an administrator, communication with parent/guardian, community/financial restitution, public

apology, detention, focus group, success plan, mediation, community/financial restitution, restorative practices, referral, In School Suspension, and community removal (Student Life Programming Only)
Staff Oversight: Dean of Students, Principal, Assistant Principal, Directors of Student Life, and Overnight/Morning Student Life Manager
Level IV: Behavior Infractions:
<ul style="list-style-type: none"> • Theft and/or possession of stolen property • Fighting or assault or battery of any kind • Defiance/insubordination of safety instructions • Failure to follow routines and/or instructions that endanger the safety of self and/or of others • Defacement/destruction of property (graffiti or vandalism) improper use of school equipment or materials to include furniture, walls, bathrooms, locker rooms, etc. • Bullying/Harassment of any kind (verbal, physical, sexual, hazing, cyber bullying, etc.), including retaliation against anyone who reports or participates in an investigation of bullying/harassment (See “Bullying/Harassment Policy.”) • Knowledge of or involvement in arson • Being off campus without permission • Pulling a fire alarm or fire extinguisher without cause or otherwise making a false alarm • Inappropriate sexual conduct (fondling of genitalia, engaging in any form of sexual relations) • Possession or distribution of prescription medication • Gambling • Verbal, written or physical threats towards staff, school or peer • Repeated pattern of violating Level III
Range of Consequences: Referral, In School/Out of School suspension, community removal (Student Life Programming Only) mediation, community/financial restitution, restorative practices, Discipline Review Meeting (resulting in possible Dismissal), Student Conduct Agreement Student Life
Staff Oversight: Dean of Students, Principal, Assistant Principal, Directors of Student Life, and Overnight/Morning Student Life Manager
Level V: Behavior Infractions:
<ul style="list-style-type: none"> • Possession or use of a weapon, including but not limited to the following: air rifle, starter/pellet pistol, knife, gun, lighter, explosive devices, or any weapon that can be used to inflict serious bodily harm. • Possession and/or use of matches, lighters, etc. • Arson • Possession, sale, distribution, or use of alcohol, drugs, controlled substances, or drug paraphernalia (See “Scholar Tobacco, Drug, and Alcohol Use Policy.”)

<ul style="list-style-type: none"> • Documentation of a repeated pattern of violating Level IV
Range of Consequences: Referral, Out of School Suspension, Community Removal (Student Life Programming Only), Discipline Review Meeting and consideration for Dismissal
Staff Oversight: Dean of Students, Principal, Assistant Principal, Directors of Student Life, and Overnight/Morning Student Life Manager

Infractions involving the possession of a gun will result in dismissal from SEED DC in accordance with The Gun-Free Schools Act of 1994.

SEED DC may have to report Level IV and Level V incidents to various authorities (including but not limited to the DC Metropolitan Police Department, Colleges and Universities, and the District of Columbia Public Charter School Board) when the infraction is illegal and/or causes substantial harm to self or others.

Disciplinary Responses

Administrative responses are reserved for the most serious behavior infractions (**Level IV and Level V**). SEED DC provides a variety of instructional and restorative practices during the academic day and boarding program to motivate students, as well as, to teach students that appropriate behaviors represent the most efficient and effective means for attaining their goals.

Disciplinary responses for all levels of behavior may be assigned only after consideration of all factors involved as outlined in this handbook, and after consideration of prevention, intervention, and remediation responses.

Disciplinary responses for scholars with disabilities shall be imposed in compliance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Range of Consequences: Terms and Definitions

Restorative Practices: Restorative practices work to repair the damage that hurtful acts cause to communities and relationships. This approach seeks to ensure accountability, while at the same time interrupting cycles of retribution. This approach seeks to promote scholar/staff accountability and ownership while also providing a safe space for problem-solving and fair and respectful communication between parties. Restorative practices include but are not limited to mediations, restorative circles, etc., to help repair harm and restore a sense of community.

Redirection to Corrective Strategies: Scholar misbehavior is initially handled with a corrective strategy or corrective teaching by a staff member. This can include but is not limited to: non-verbal prompts, verbal prompts, ‘cool down time’, coupling statements, reality statements, and empathy.

Guided Practice/Reflection: When a scholar has been given a reasonable amount of redirections, the staff has used corrective teaching strategies, and the scholar's behavior continues to be an infraction of the code of conduct, he/she will be assigned a "Reflection." A Reflection entails sitting at a designated area, where the scholar is not allowed to talk or interact with any peers or with the staff member. Scholars are expected to stay attentive to class discussions/lectures/presentations and are responsible for all assigned work. When the scholar has reflected and is able to self-manage behavior, then she or he will be invited once again to participate in class. The reflection form asks scholars to identify their infraction, things they will do to improve their behavior, and ways that adults can help them be successful going forward. Scholars are expected to turn in a completed reflection to the staff member. Scholars who repeatedly need time for reflection may receive additional consequences, such as loss of basic privileges. Scholars who continue to misbehave after given time to reflect will be removed from that setting.

When necessary, scholars will complete reflections during Student Life programming, as well. In certain situations, such as an off-campus activity, it may be impossible to have a scholar sit in a designated area. In this situation, Student Life faculty may provide the scholar with an alternate reflection activity or may refer them to reflect upon return to campus.

Referral: A documented report prepared by a staff member and a scholar for a Level IV or Level V behavior. Both scholars and staff are required to complete an Incident Report.

Conference with an Administrator: This is a meeting between the scholar and an administrator. During the meeting, the scholar is provided the opportunity to talk about what happened. The administrator may issue an additional disciplinary response.

SEED DC is committed to open and ongoing communication with parents/guardians to inform them of their child's behavior and the range of interventions attempted. Communication methods can include but are not limited to a phone call home, email, letters, and in-person conference, etc.

Community and/or Financial Restitution: A social or financial repayment for violation of school rules and/or property.

Focus Group: A group designed by an administrator to focus on a particular topic (e.g. time management to improve tardiness).

Loss of Privileges: A disciplinary consequence whereby a scholar may not participate in extracurricular activities. SEED DC offers scholars many privileges that can be taken away as a consequence for poor behavior. A loss

of privileges may include a decrease in phone time, exclusion from a social activity, an earlier bedtime, or bedroom restrictions.

Detention: For repeated patterns of behaviors, a scholar may receive the consequence of detention. While in detention, scholars must continue to reflect on their decisions with a guided assignment. They are challenged to take ownership for their actions, learn new skills to support more positive behaviors, and to plan for their future success with overcoming their behavior challenges.

In School Suspension: In school suspension maybe assigned for Level III and IV behavior infractions for either a part of a school day or an entire school day. If a scholar is assigned in school suspension, he or she will remain in a classroom in the academic building with an assigned staff member. During the time that scholars are serving in school suspension, they will have access to their school work, a staff member to ask questions, and scholars who receive special education or 504 related services will continue to receive these services during the period of the in school suspension.

Out of School Suspension and Dismissal Process

To create and maintain a safe, supportive, fair and reliable school community and culture, SEED DC may suspend scholars from school when the behavior of an individual scholar is so dangerous that he/she poses a very real and immediate threat to him/herself and/or the health and safety of other members of the school community, or to the ability of the school community or portion thereof to continue normal operations (***Level IV and V Behavior Infractions***). An administrator(s) will determine the length of the suspension, based on the severity of the infraction, the age of the scholar, and previous infractions. In all cases, parents/guardians will be informed of a suspension and will be strongly encouraged to attend a Reflection Meeting and/or Discipline Review Meeting (DRM) to address the scholar's behavior, before the scholar may return to SEED DC.

The decision to suspend a scholar shall be made by the Principal, Assistant Principal, Directors of Student Life, and/or the Dean of Students after an investigation of the circumstances surrounding the infraction in question. Prior to the decision to suspend, a scholar has the opportunity to share their side of the story and write an incident report. The information learned during this conversation and investigation is used to determine whether a suspension is warranted, the length of the suspension, or if a different disciplinary response is more appropriate. Once a final determination regarding the proposed disciplinary action is made, it becomes effective immediately unless otherwise stated by the Principal, Assistant Principal, Directors of Student Life and/or Dean of Students. The guardian will receive a suspension letter that details the infractions, length of the suspension, any additional supports or next steps to be implemented by the school, and the date and time of the scholar's reflection meeting. While the parent/guardian

is strongly encouraged to attend the reflection meeting, the scholar will participate in a reflection meeting when he/she returns to the community.

The most serious and dangerous conduct will require a Discipline Review Meeting (DRM), that will be scheduled within the suspension period so that the scholar misses less academic instruction. At the DRM, the facts of the incident are shared and the scholar is provided another opportunity to share their side of the story, answer questions, and show they have been reflective on their choices and actions. At least two administrators will be present for a DRM and if deemed necessary by the Principal, Assistant Principal, Directors of Student Life, and/or Dean of Students, other staff members may also be invited to participate. As noted on the suspension letter, there are two different potential outcomes that can come from the DRM; 1) The scholar could be permitted to return to the community with or without a Conduct Agreement (or other support system), or 2) The scholar could be dismissed from the SEED School. The school leadership team has 48 hours from the DRM to determine the outcome and inform the scholar's guardian.

In all cases that a student is suspended, SEED DC will provide ALL academic work and a point of contact with whom the student can communicate with while the student is on suspension prior to sending the student home.

Parent/Guardian Appeal Process for Disciplinary Actions

1. If a parent/guardian disagrees with any of SEED DC's disciplinary responses or the outcome of a Discipline Review Meeting, a parent/guardian can appeal either in writing, or by contacting the Executive Assistant to the Head of School via email hos@seedschooldc.org or by phone at (202) 248-3007 within 48 hours of the Discipline Review Meeting to request a meeting with the Head of School
2. Once the appeal meeting is scheduled all relevant documentation, including but not limited to scholar's behavior record, academic record, referrals and the parent's letter stating their specific concerns, will be forwarded and reviewed by the Head of School or the designee.
3. You will be contacted within 48 hours following your appeal meeting by The Office of the Head of School with the final determination and reason for that determination.
4. Parents/Guardians who are not satisfied with this determination may appeal to SEED DC's Chair of the Board, Desa Sealy, at desasealy@gmail.com. This appeal must be made in writing within 5 calendar days of the final determination by the Head of School.
5. Should any parent/guardian elect **not** to call the office of the Head of School to schedule an Appeal Meeting within 48 hours of the decision

to dismiss, the decision to dismiss will be upheld by the Head of School.

Scholar suspensions are documented and maintained in SEED DC's internal database for all scholars. If requested, a high school scholar's behavioral record may be forwarded as part of the transfer of records and/or the college application and admissions process.

By request, parents are permitted to have a copy of the incident reports written by their own child, with redacted information (to protect the privacy of other students), and by the school nurse.

Off-Campus Conduct Policy

When students travel off-campus as part of SEED DC programming, they are representing the school and are expected to adhere to the Student Code of Conduct. Students are encouraged to demonstrate Model of Care social skills taught by SEED DC staff to use for **ALL** trips prior to departure. SEED DC will address behavior incidents that interfere with student safety, well-being, and learning off campus during school and non-school hours (e.g., weekends, school vacations, etc.). These includes:

- On school grounds immediately before, during, or after school hours, or at any other time the school is being used for an activity or event
- Off school grounds at a school sponsored activity or event
- On school sponsored transportation to or from school, or a school sponsored activity, function, or event
- On or through official school communications systems (e.g., using a school issued email address or communicating on a school sponsored website)
- On social media websites or other forms of technology when a scholar or staff member feels threatened, harassed, or intimidated.
- On an off-site activity that contributes to a hostile school environment for any scholar or results in a significant disruption to the school environment
- On field trips, including international travel

TOBACCO, DRUG, AND ALCOHOL USE POLICY

The purpose of this policy is to maintain an alcohol-free and drug-free scholar environment. It is contrary to school policy to passively tolerate the use of tobacco, alcohol, drugs, or other controlled substances. The school's approach to scholar use of such substances is a combination of prevention, treatment, and disciplinary interventions.

The phrase "tobacco, alcohol, drugs, and other controlled substances," includes, but is not limited to, the following, in any form:

Commercial-sale tobacco; alcohol, and alcohol-containing beverages; inhalants (such as gases, solvents, and adhesives); mood-altering substances; marijuana and its derivatives; cocaine, crack cocaine and its derivatives; LSD and other hallucinogenic drugs; PCP; amphetamines and amphetamine-like compounds; heroin; methadone; scheduled narcotics; anabolic steroids; herbs, herbal/natural stimulants; designer drugs and look-alike products and drug paraphernalia.

A scholar may not possess, use, produce, sell, distribute or have knowledge of alcohol, drugs, or other controlled substances. If a scholar has knowledge of any of the above they must immediately notify a SEED DC staff member. SEED DC reserves the right to test scholars for suspected drug use. The parent/guardian will be notified of the test and the results by a SEED DC administrator. A scholar may not violate district or federal laws regarding alcohol, drugs, or other controlled substances.

A scholar determined to have sold, delivered, distributed or have knowledge of alcohol, drugs, or other controlled substances for the purpose of drug use, as a result of an internal investigation, will result in suspension and an automatic Discipline Review Meeting (*Level V*).

This policy applies to all scholars at all times in all settings, including but not limited to, school buildings, on school property and grounds, in school-owned vehicles, and at school-sponsored events regardless of location.

BULLYING/HARASSMENT POLICY

SEED DC is committed to creating a safe, caring, respectful learning environment for all students. We will treat all members of our community with civility and respect. Our school strictly enforces a prohibition against bullying or harassment of any students or staff. In collaboration with teachers and administrators, the school has developed and will implement a plan for education and discipline, including curriculum, to prevent bullying and harassment and to help adults and students to respond effectively to reports and observations of bullying or harassment.

This policy is intended to (1) prevent bullying/harassment and cyber-bullying among our students, (2) to encourage scholars and their parents to have confidence in the school's policies and procedures and to come forward promptly whenever a scholar is subject to conduct that is prohibited by this or any other school policy, and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

Definitions

Bullying: Has been defined by the Youth Bullying Prevention Act of 2012 (YBPA) 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 intra-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:
 1. Place the youth in reasonable fear of physical harm to his or her person or property;
 2. Cause a substantial detrimental effect on the youth's physical or mental health;
 3. Substantially interfere with the youth's academic performance or attendance; or
 4. 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.

Harassment: Behavior that creates a hostile environment for the victim at school.

Sexual Harassment: Defined as unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes sexual violence, which the Inspired Teaching School defines as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual harassment can be carried out by school employees, other students, or third parties. This policy applies to sexual harassment by other students. Complaints about sexual harassment by school employees or third parties should be made pursuant to the SEED DC's Grievance Procedures.

Cyber Bullying: Bullying through the use of technology or electronic devices such as a telephone, cell phone, computer, or the Internet. It includes, but is not limited to, email, instant message, text message, or Internet posting, whether on a webpage, social media application in a blog or elsewhere.

Hostile Environment: Bullying/harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Retaliation: Any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying/Harassment Prohibited

Bullying/harassment is prohibited on school grounds, property immediately adjacent to school grounds, at school sponsored or school-related activities, functions or programs whether on or off school grounds, on or off school bus or other vehicles owned, leased or used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Bullying/harassment is also prohibited at a location, activity, function or program that is not school related through the use of technology or an electronic device that is not owned, leased or used by the school, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of a school. Retaliation against a youth, volunteer or staff member who reports bullying/harassment, provides information about an act of bullying/harassment, or witnesses an act of bullying/harassment is also prohibited.

Administrators will make expectations clear to students and staff that bullying/harassment will not be tolerated and will be the grounds for disciplinary action up to and including suspension and dismissal for students. The school will promptly and reasonably investigate all allegations of bullying/harassment.

The Assistant Head of School will be responsible for handling all complaints and investigations of bullying/harassment.

Reporting Bullying

All staff members are required to report any bullying or harassment they witness or are made aware of on a Staff Incident Report and/or Referral. Staff members should immediately record all such incidents in accordance with school procedures for reporting behavior incidents and notify the Dean of Students or other administrator on duty.

Any student who believes that they have been the target of bullying/harassment or who is aware of bullying/harassment is strongly encouraged to promptly report the matter orally or in writing to a Dean of Students, or to any other staff member or member of SEED DC with whom

the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

A parent who witnesses or becomes aware of bullying/harassment is strongly urged to promptly notify one of the school deans. A parent should also report any incident of retaliation in violation of this policy to a school dean.

Anonymous Reporting

Reports may be made anonymously, although no formal response will be taken solely on the basis of an anonymous report. However, such a report may trigger an investigation.

Investigation of Incidents of Bullying/Harassment or Retaliation

If an incident of bullying, harassment or retaliation is reported, the Assistant Head of School will respond quickly and appropriately to investigate and intervene. Verbal or written complaints or reports of bullying/sexual harassment/retaliation will be investigated in an adequate, reliable and impartial manner. Each investigation will include, as necessary, interviewing individuals involved and reviewing all relevant information including but not limited to social media posts, written messages or notes, video footage, and written student statements. All documentation related to the investigation will remain confidential. SEED DC will take steps to ensure the safety of all parties involved and determine whether the incident was one of bullying/sexual harassment/retaliation. SEED DC will also take steps to provide the complainant with periodic updates on the status of the investigation. Once bullying/sexual harassment/retaliation behavior has been determined, the following groups will be notified as needed by SEED DC, making every effort to protect the confidentiality of those who report bullying/sexual harassment/retaliation:

- **Parents and Guardians:** SEED DC will notify the parents or guardians of victims, instigators, and witnesses as appropriate, about the nature of the incident and the steps in place to respond to it. The Assistant Head of School will determine if parents or guardians should be informed prior to or after the investigation of the incident.
- **Law Enforcement Agencies:** If SEED DC determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement agencies.

Within ten (10) school days of receiving a report of bullying, the Assistant Head of School will conduct the investigation and respond to the parents of the students involved in writing, summarizing the course and outcome of the investigation and identifying an appropriate resolution. If it is determined

that bullying/sexual harassment has occurred, appropriate corrective and remedial action will be taken. SEED DC will make determinations as to whether a reported incident constitutes bullying/harassment based on all of the facts and circumstances surrounding the incident. SEED DC will use a preponderance of the evidence standard (i.e., more likely than not that bullying/sexual harassment occurred) when resolving complaints.

Steps will be taken as necessary to protect suspected victims of bullying/sexual harassment during the course of the investigation process. SEED DC will make every effort to protect confidentiality during the course of the investigation. The individual responsible for conducting the investigation will be responsible for making determinations about confidentiality.

Appeals

Any party who not satisfied with the outcome of the initial investigation and response from SEED DC may appeal in writing to the Head of School. Appeals must be made within 30 days of the conclusion of the initial investigation. The secondary investigation shall be completed within 30 days of receipt of an appeal unless: (1) circumstances require additional time to complete a thorough investigation; (2) the higher-level authority sets forth those circumstances in writing; (3) the additional time is not to exceed 15 days. The party not satisfied with the outcome shall be informed of his/her right to seek further redress under the Human Rights Act.

Sanctions and Remedies for Bullying/Harassment

SEED DC takes a tiered approach to respond to inappropriate behavior. The same approach will be taken when responding to bullying/harassment. SEED DC's levels of discipline are designed to (a) appropriately correct the bullying/harassment behavior; (b) prevent another occurrence of bullying/harassment or retaliation; (c) protect the target of bullying/harassment; and are flexible and can be varied in method and severity based on: (i) nature of the incident; (ii) developmental age of the person committing the act at issue, and; (iii) any history of problem behavior from the person committing the act at issue. The School Dean may apply more than one consequence, or skip a step, depending on the severity and nature of the violation.

Students engaged in bullying /harassment will be suspended 1 day for the first referral and two (2) days for the second referral. A Step I Reflection Meeting will be scheduled to reflect on behavior with parents and students to determine what remedial action is appropriate and how it will be implemented. The goal is to correct the situation to the extent it is reasonably possible, to take such steps as can be taken to prevent there being a repetition of the incident, and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation. If this same student receives a third referral for

bullying/harassment, he/she will be automatically suspended for three (3) days and a Step 2 Discipline Review Meeting with SEED DC Administrators will be scheduled. The purpose of this meeting is to determine whether a student is dismissed from SEED DC or if the student may return to SEED DC programming.

Bystander Policy

Students are expected to report rumors of bullying/harassment, planned bullying/harassment, as well as bullying/harassment actually observed. Students who watch and laugh, but do not report what they have witnessed, are considered bystanders and will be treated as participants. SEED DC defines bystanders as those who observe or have knowledge of, a level III, IV or V without alerting or seeking support from a school staff member. This may include instances of bullying/harassment, fighting, theft, or arson.

NONDISCRIMINATION POLICY

General Statement of Policy

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"), the Age Discrimination Act of 1975 ("The Age Act"), and the DC Human Rights Act applicants for admission, scholars, parents, sources of referral of applicants for admission, and all unions or professional organizations holding collective bargaining or professional agreements with SEED DC are hereby notified that SEED DC does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual in admission or access to, or treatment in, its programs and activities.

Scholars, parents and/or guardians having inquiries concerning SEED DC's compliance with Section 504, ADA, Title VI, Title IX, the Age Act, and/or the DC Human Rights Act as they apply to **scholars and parents** or who wish to file a complaint regarding such compliance should contact:

Assistant Head of School
4300 C Street SE
Washington, DC 20019
(202) 248-3005
spearl@seedschooldc.org

Grievance Procedure for Reporting Complaints of Discrimination

Any person who believes that SEED DC has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, the Age Act, and/or the DC Human Rights Act may

submit a complaint involving scholars who attend SEED DC to the individual designated below:

Assistant Head of School
4300 C Street SE
Washington, DC 20019
(202) 248-3005
spearl@seedschooldc.org

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide prompt and equitable resolution of complaints. They do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

SEED DC encourages individuals to discuss their concern with the appropriate school official before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

SEED DC 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. If the complaint is being made against the designated individual above, the complaint can be submitted directly to the Head of School. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an 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 has occurred, appropriate corrective and remedial action will be taken.

Step 2: If the complainant wishes to appeal the decision from Step 1, s/he may submit a signed statement of appeal to the Head of School, within ten

(10) business days after receipt of the response. The Head of School can be contacted at (202) 248-3007 (P), (202) 204-5766 (F), hos@seedschooldc.org or by mail at 4300 C Street SE, Washington, DC 20019. The Head of School 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 Head of School 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 Head of School s/he may appeal through a signed written statement to the School Board of Trustees within ten (10) business days of the receipt of the Head of School's response. A statement of appeal to the Board may be submitted to the Chair of the Board at desasealy@gmail.com, who will provide the statement to the Board. 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.

The complainant may file a complaint with the Office for Civil Rights at any time before or during the grievance process. The regional office for the District of Columbia is located at 200 Independence Avenue SW and can be reached at (200) 368-1019 (P), (215) 861-4431 (F), (800) 537-7697 (TDD).

CELL PHONE POLICY

Students who have cell phones on campus are required to secure their devices using SEED DC provided technology during specified times, and follow SEED's cell phone procedures.

If a student's cell phone is unsecured:

- It will be confiscated and held until the end of the week. At pick up, or upon checkout, the parent/guardian may retrieve the cell phone.
- If a student's cell phone is unsecured a second time, it will be confiscated and held, parents/guardians will be notified and will be asked to set up a meeting with an administrator before the device can be returned.
- The third time a student has a cell phone unsecured, it will be confiscated and all cell phone privileges will be revoked.

At no time should ANY student have a cell phone unsecured, on, visible, or making noise in the hallways, bathrooms, classrooms, etc., outside of specified times.

SEED DC is not responsible for lost, broken, or stolen cell phones, or for cell phones that SEED DC confiscates as a result of students violating this cell phone policy. No monetary reimbursement will be given.

TECHNOLOGY POLICY

Introduction

If SEED DC property is stolen, damaged, or misplaced, scholars will be responsible for reporting the loss to an administrator. Scholars will be responsible for all or part of the repair or replacement cost and may be subject to discipline and/or loss of privileges in the event of negligence. An account hold will be placed on the scholars account until payment is received. The information network of SEED DC represents powerful educational resources that allow scholars to find information anywhere in the world. Scholars can connect to educational resources, businesses, universities, libraries, other schools and scholars around the world.

Just as SEED DC has rules for acceptable behavior, so, too, are there correct procedures and rules that govern the use of SEED DC Network and each of the computers, peripherals and other equipment that make part of it. If a scholar does not follow these guidelines, he/she may lose the privileges to access the Network and face other consequences administered by school instructors and administrators.

Before a scholar can access the Network, his or her parent/guardian must sign a statement acknowledging that they are aware of the proper procedures. Scholars and parents/guardians understand that computer activity can be monitored by SEED DC and that disciplinary actions can be taken in the case of violations to this Information Network Access Policy.

Behavior on the Network/Internet

For safety and the safety of others, scholars must remember to exercise caution when communicating with people anywhere. Scholars should not give out home phone numbers or addresses to anyone. If a scholar feels there is a problem or feels uncomfortable with the information someone is giving, the scholar should tell a staff member or the computer lab operator immediately.

On the other hand, scholars may not harass other users. Scholars don't want to run the risk of breaking the law by bothering other people. If a user on the Network asks that a scholar no longer sends them mail or in any other way contacts them, the scholar must stop all contact immediately. While scholars may feel he/she has the right of freedom of expression, others have the right to be free from harassment.

SEED DC code of conduct applies to Network activities. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software. These rules also apply to harassing others and using abusive or obscene language on the information networks. Scholars may not use the Network to annoy, harass, or otherwise offend other people.

Scholar Acceptable Use Policy (non-Chromebook)

I. Educational Purposes

- A. SEED DC Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities.
- B. SEED DC Network has not been established as a public access service or a public forum. We have the right to place reasonable restrictions on the material a scholar accesses or posts through the Network system. Scholars are expected to follow the rules set forth in the disciplinary code and the law in any use of SEED DC Network.
- C. Scholars will not use SEED DC Network or computers for:
 - 1. Playing games unless under staff supervision for an educational purpose.
Commercial purposes - This means scholars will not offer, provide, or purchase products or services through SEED DC Network.

II. Scholar Internet Access

- A. If the school leadership permits scholars to have a SEED DC email account through the school’s domain, seedschooldc.org, middle school scholars will only have e-mail access under a staff members’ direct supervision through classroom account. High school scholars will need the approval of their parent/guardian to be issued an individual account.
- B. If approved by the school leadership, scholars may create a personal web page on SEED DC Network. All material placed on web pages must be pre-approved in a manner specified by the School. Material placed on web pages will relate to education and career preparation activities.
- C. SEED DC can set up restrictions to access the whole school computer network or some of its resources, included but not limited to the Internet. This is based on the school’s educational programs or based on the disciplinary standing of a particular scholar.

III. Access Times

- A. Scholars will not use a computer that is on a staff member’s desk, in a faculty/staff room, or that a teacher or staff member uses as his/her main computer at any time.
- B. If scholars use the computers in the morning, he/she will only use them for academic purposes. If scholars use the Internet at this time, he/she will only use it to access news or other education sites.
- C. Scholars will only use the computers during class-time or Student Life time while a staff member is supervising.

- D. SEED DC may restrict, through the setup of the Network, to what computers and at what times scholars will be able to access its resources.

IV. Unacceptable Uses

A. Personal Safety - Scholars will not:

1. Post personal contact information about themselves or other people.
2. Agree to meet with someone he/she has met online without parent/guardian approval.
3. Access/observe chat rooms or talk sessions unless supervised by staff for an educational purpose.

B. Illegal Activities - Scholars will not:

1. Attempt to gain unauthorized access to SEED DC Network or to any other computer system through SEED DC Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files or Network resources. These actions are illegal, even if only for the purpose of "browsing."
2. Make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. Use SEED DC Network to engage in any other illegal act.
4. Use school computers to store music, pictures, games, or other electronic media. In case this is requested for a specific assignment, the scholar will have to obtain prior authorization from the instructor for whose assignment this action is required.

C. System Security - Scholars will:

1. Take all reasonable precautions to prevent others from being able to use his/her account. Under no conditions will scholars provide his/her password to another person.
2. Immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
3. Avoid the inadvertent spread of computer viruses.
4. Not attempt to circumvent any filtering or management controls.

D. Inappropriate Language/Material – Scholars will not:

1. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on web pages or any technology-based communication.
2. Post information that could cause damage or pose a danger of disruption.
3. Knowingly display offensive messages, pictures, or other material or sexually-oriented material.

4. Engage in personal attacks, including prejudicial or discriminatory attacks.
 5. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a scholar is told by a person to stop sending messages, he/she will stop.
 6. Knowingly or recklessly post false or defamatory information about a person or organization.
 7. Use SEED DC Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
 8. Mistakenly access inappropriate information without immediately telling a teacher or another school employee. This will protect scholars against a claim that intentionally violates this Policy.
- E. Respect for Privacy – Scholars will not:
1. Repost a message that was sent to them privately without permission of the person who sent them the message.
 2. Post private information about another person.
 3. Use another user's password or forge messages.
 4. Gain unauthorized access to the files, work or folders of another user, or vandalize or attempt to vandalize the data or files of another user.
 5. Post anonymous messages.
- F. Respecting Resource Limits – Scholars will:
1. Not download files unless absolutely necessary and approved by a staff member. If necessary, scholars will download the file at a time when the Network is not being heavily used and immediately remove the file from the system computer.
 2. Not post chain letters or engage in "spamming," Spamming is sending an annoying or unnecessary message to a large number of people.
 3. Stay within the space quota for all servers.
 4. Subscribe only to high-quality discussion group mail-lists that are relevant to education or career development.
- G. Hardware and Software – Scholars will:
1. Learn how to use hardware and software properly. If scholars have questions, he/she will ask a teacher or the network administrator.
 2. Not abuse the hardware, and will not adjust, connect, or disconnect components.
 3. Be totally responsible for items he/she borrows.
 4. Take no or drink within 10 feet of computers, Chromebooks or desktops.
 5. Always honor copyright laws and licenses.

6. Not install, change, copy, or delete software. This includes programs, add-ins, plug-ins, fonts, clip art, sounds, and supporting files.
 7. Take precautions against viruses.
 8. Not attempt to circumvent any software controls.
 9. Not connect peripherals to school computers, including but not limited to headphones, cameras (still or video), MP3 players (including iPod's and others), etc.
- H. Networks and Servers — Scholars will not:
1. Switch, install or replace equipment from the original way they were set up by school personnel.
 2. Touch the hubs, routers, servers, or connectors, or plug or unplug wires.
 3. Create their own network servers.
 4. Publish material on the servers without the sponsorship of a SEED staff member. Only SEED staff may manage published content on the Network.
- I. Intellectual Property
1. When scholars use someone else's work, he/she will give credit to the author. When a scholar does this, teachers will know which ideas are the scholars, and he/she won't be guilty of plagiarism. Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or idea. The scholar who leads readers to believe that what they are reading is the scholar's original work when it is not is guilty of plagiarism.
 2. Scholars will respect the rights of copyright owners. Copyright infringement occurs when scholars inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, scholars will follow the expressed requirements. If scholars are unsure whether or not he/she can use a work, scholars should request permission from the copyright owner. Copyright law can be very confusing. If scholars have questions, he/she will ask a teacher.
 3. Scholars will not possess any data that might be considered a violation of these rules in paper, magnetic format (disk) or any other form.
- J. Consequences of Violations: Scholars recognize that there will be consequences for violations of this policy. Consequences include but are not limited to: suspension/revocation of computer access, suspension/revocation of network access, suspension/ revocation of network privileges, and other legal action and prosecution by the authorities. These consequences can be reviewed from time to time by school administrators and made available for scholars and parents.
- K. Scholar Network Rights - Free Speech: Scholar's right to free speech applies also to communication on the Internet. SEED DC Network is

considered a limited forum, similar to the school newspaper, and therefore the School may restrict scholar speech for valid educational reasons. The School will not restrict scholar speech on the basis of a disagreement within the opinions.

V. Search and Seizure

- A. Scholars should expect only limited privacy in the contents of their personal files on the School Network. The situation is similar to the rights scholars have in the privacy of their locker or room.
- B. Routine maintenance and monitoring of SEED DC Network may lead to discovery that scholars have violated the policy, the disciplinary code, or the law.
- C. SEED DC can and will delete files that scholars have saved into the Network if the contents of those files are deemed inappropriate or if they put in risk the operation, performance and/ or security of the school computer Network as a whole or to any of its components.
- D. An individual search will be conducted if there is reasonable suspicion that scholars have violated this Policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- E. Parents/guardians have the right at any time to request to see the contents of scholar e-mail files.

VI. Personal Computer Devices,

- A. At The SEED School of Washington, D.C., we are a 1:1 school and all scholars are permitted to use their devices (Chromebooks, Ipads, etc.) for academic and Student Life purposes. Scholars can complete assignments, surveys, quizzes, research, create presentations, complete assessments, etc. using this device in class or during Student Life programming at the discretion of the teacher(s) or Student Life faculty. Scholars should not be using this device to watch videos, movies, browse the Internet or GChat during instructional time unless the activity requires it. Any scholar who misuses their device during the academic day will have a conversation about appropriate technology use with the Dean. If it happens a second time, the use of a device may be taken away. .

Personal Computer Device Acceptable Use Policy (PCDAUP)

In 2018-19, scholars enrolled in the 7th-12th grades may be issued a Chromebook computer by The SEED School of Washington, D.C. for instructional use. Your knowledge of the policies described below, as well as your support in helping SPCS in implementing these policies, is critically important. The following are the requirements that accompany our school issued Personal Computer Devices (PCD).

A. Terms of PCD Use Agreement

Before a PCD can be issued to your child and before your child can bring a PCD home from school, (at this time 7th and 8th grades will not bring PCD

home) you must sign and return the “PCD Use Agreement” form included here. Although there is no fee for the use of the PCS, scholars may be responsible for fees associated with lost or stolen PCD. Scholar will report any loss of PCD to the school and file incident report. If the device is damaged or abused, a fee may also be incurred. It is important for you and your child to comply at all times with the SPCS PCD Acceptable Use Policy (PCDAUP).

B. Title

SPCS has and shall at all times under this agreement maintain legal title to the PCD issued to its scholars. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this PCD Use Agreement. All activity on the PCD, as well as any The SEED School of Washington, D.C. accounts, whether conducted at school or off-site, is subject to search by designated SPCS staff, in accordance with SPCS policy and applicable law.

C. Loss or Damage to PCD

If a scholar's PCD is deliberately damaged, lost, or stolen, the scholar must complete an incident report with SPCS staff and may be held responsible for the reasonable cost of repair or for its fair market value. Loss or theft of your PCD while on-campus must be reported immediately to Technology Department (M. Street) and in no event later than the next school day after the occurrence. Additionally, you must complete an Incident report within 48 hours of the loss or theft. If a PCD is stolen and you report the theft (by the next school day) and an incident report is filed, you may not be charged for a replacement. You may be charged the fair market value of the PCD if lost, stolen and not reported, deliberately damaged, or vandalized. Loss or theft of your PCD while off-campus must be reported immediately to Technology Department (M. Street) and in no event later than the next school day after the occurrence. Additionally, you may have to complete a police report and an Incident report within 48 hours of the loss or theft. If a PCD is stolen and you report the theft (by the next school day) and a police and incident report is filed, you may not be charged for a replacement.

D. Loss or Damage

The SEED School of Washington, D.C. will not pay for loss or damage caused by or resulting from the following:

- Dishonest, fraudulent, or criminal acts.
- Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their affects by being missing on grades and or GPAs. Scholars are responsible for backing-up their own data either locally or on a network or cloud storage. A repair claim will only cover material issues with the device, not lost opportunities or data.

- Loss caused by your failure to use all reasonable means to protect the device that has been damaged.
- Disappearance not accompanied by an Incident report.
- The Principle and Directors of Student Life have the final say in determining replacement and repair situations.

E. Repossession

If you do not timely and fully comply with all terms of this PCD Use Agreement, including the timely return of the PCD, The SEED School of Washington, D.C. shall be entitled to declare you in default and seek all possible avenues to obtain possession of the PCD.

F. Term of Agreement

Your right to use and possession of the PCD terminates not later than the last day of the school year, unless earlier terminated by The SEED School of Washington, D.C. or upon a scholar's withdrawal from The SEED School of Washington, D.C.

G. Appropriation

Your failure to timely return the PCD and the continued use of it for non-school purposes without the consent of The SEED School of Washington, D.C. may be considered unlawful appropriation of The SEED School of Washington, D.C. property.

H. Claim/Repair Procedures

In cases of theft or disappearance, the school must be notified and an Incident Report should be created before a replacement device may be issued. This Incident Report should mention the loss of the device and the circumstances surrounding the loss. If a repair is needed due to accidental damage, please request this through Technology Department (M. Street). At this time cosmetic damage will not be repaired if the PCD is operational. A loaner may be issued while your PCD is being repaired. Only a limited number of loaner Chromebooks are available, so receiving a loaner is not guaranteed.

Inappropriate Content

- Scholars and/or parents are not allowed to access, view, and or store inappropriate content or materials on PCDs.
- Inappropriate images, content and language acquired due to the use of the device will result in disciplinary action.
- All activity on the PCD and any SPCS account, whether conducted at school or off-site, are subject to search as SPCS property.

I. Legal Propriety

- All PCD users will comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask the Technology Department (M. Street).

J. Legal Propriety

- Plagiarism is a violation of SPCS rules. Give credit to all sources used, whether quoted or summarized.

- This includes all forms of media on the Internet, such as graphics, movies, music, and text.
 - Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.
 - No Loaning or Borrowing PCDs.
 - Do not loan your PCD to other scholars.
 - Do not borrow a PCD from another scholar.
 - Do not share passwords or user names.
- K. Unauthorized Access
- Access to another person's account or PCD without their consent or knowledge is considered hacking and is unacceptable.
- L. Music, Video Games, or Programs
- Data storage will be through apps on the PCD, i.e., Google Docs, Drive, etc.
 - Music is only allowed on the PCD at the discretion of the teacher.
 - Sound should be muted at all times, unless permission is obtained from the teacher for instructional purposes
 - Scholars must provide their own headsets/ear buds for use with a PCD if allowed by SEED staff.
- M. Transporting PCDs, if permitted
- It is recommended that you store and transport your PCD in a padded bag, sleeve or case that is made for the device.
 - PCDs should be carried inside a backpack when not in use whenever possible.
 - Do not use the PCD while moving from class to class.
- N. Charging Chromebooks, if required
- Scholars are expected to charge the Chromebook every night.
 - If the Chromebook is not charged, a disciplinary infraction may be incurred and the scholar may lose use of the PCD at the discretion of the teacher.
 - In cases where the battery runs out during class, scholars may be able to connect their PCD to a power outlet in class at the discretion of the teacher.
- O. Suggested ways to keep your PCD in returnable condition
- Avoid using any sharp object(s) on the PCD. The PCD can scratch, leading to the potential for needed repairs.
 - PCDs can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the PCD.
 - Do not attempt to gain access to the internal electronics or try to repair a PCD. If a PCD fails to work or is damaged, report the problem to a SEED staff member or the Technology Department.
 - Never throw or slide a PCD.

- Cords and cables must be inserted carefully into the PCD to prevent damage.
- PCDs may have a unique identification number and at no time should the numbers or labels be modified or removed.
- PCDs should never be left in an unlocked locker, on top of a locker, in an unlocked car, in any unsupervised area, or in a vehicle or location that is not temperature controlled.
- PCDs should be placed vertically or in a backpack/book bag to avoid putting any pressure on the screen.
- PLEASE DO NOT ATTEMPT TO CONTACT DELL OR LENOVO SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL. SPCS WILL HANDLE ALL REPAIRS.

VII. Due Process

- A. The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through SEED DC Network.
- B. In the event there is a claim that a scholar has violated this Policy or the disciplinary code in the use of SEED DC Network, the scholar will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code.
- C. If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the Code of Conduct. Additional restrictions may be placed on the scholar's use of its network account.

Limitation of Liability

SEED DC makes no guarantee that the functions of the services provided by or through the Network will be error-free or without defect. The School will not be responsible for any damage he/she may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the Network. The School will not be responsible for financial obligations arising through the unauthorized use of the Network or computer system.

PERSONAL SCHOLAR PROPERTY

Personal property includes, but is not limited to: individual residence rooms, lockers, purses, backpacks or other bags, iPods, cell phones, books, school supplies, personal pictures, room decorations, and other personal property and scholar possessions.

Scholars are allowed to bring personal property onto the school campus and they do so at their own risk. Scholars should not bring valuables to campus.

! SEED DC does not guarantee scholar property from theft or other loss. The School assumes no responsibility for replacing items lent, traded, lost, sold, damaged, or stolen on school grounds. The School is not responsible for financial obligations (e.g. replacing items) that arise from scholars bringing personal property onto campus.

Property Prohibited on Campus

The following items, in addition to other items or materials mentioned elsewhere in the “Code of Conduct,” “Disciplinary Levels,” and “Scholar Drug and Alcohol Use” sections of this Handbook, are prohibited from campus at all times; this list will be amended as needed throughout the school year:

1. Any materials (posters, t-shirts, etc.) that in any way suggest criminal, lewd, or otherwise inappropriate behavior that is disruptive to the educational environment.
2. Without prior approval, cash in excess of \$20.00 for Middle School scholars and \$50.00 for High School scholars.
3. Televisions, hot water pots, coffee makers, and DVD players.
4. Home entertainment or game systems.
5. Stereos or boom boxes.
6. Glitter-based products (lotion, hair spray, etc.).
7. Matches, lighters, or other tools/materials for starting fires.
8. Weapons of any kind.
9. Pets or animals of any kind.

RESPONSIBILITY FOR SCHOOL PROPERTY

Scholars are responsible for the care and maintenance of SEED DC property; whether that property is directly issued to them or used by them within the course of their time at SEED DC.

SEED DC issues textbooks, curricular materials, furniture, computers, and other equipment to scholars for their use during the school year. Scholars are responsible for preventing abuse, damage, or loss of these items, beyond reasonable wear-and-tear.

Parents and families will be held accountable for the replacement or repair costs of school property lost or damaged while under the care of the scholar

Damage to school property is a disciplinary violation as described in the discipline section of this Handbook.

Scholars and parents/guardians will be held responsible up to the cash replacement value for damage (or unusual soiling) caused to school property, including, but not limited to, textbooks, curricular materials, uniforms, computers, doors, walls, classroom and resident hall furniture. Additionally, scholars may be required to participate in some form of restorative justice or community service.

Parents and families who have not made restitution for damage to school property may be denied school report cards, transcripts, the opportunity to re-enroll and/or a graduation diploma until their obligations have been met.

UNIFORM POLICY

The SEED Uniform Policy

All SEED scholars are expected to be in the full appropriate SEED uniform throughout the academic day. The SEED uniform contributes to ensuring a safe and secure campus in addition to the overall sense of unity as a school community. It enhances the learning atmosphere, adds a sense of pride, and promotes respect for oneself and others. It also builds school and community spirit, and, more significantly, helps to maintain high academic standards and social-emotional development among scholars.

Scholars must check into school with the appropriate number of uniforms for the week and have appropriate clothing for the boarding program. Each week at check-in, Student Life staff will make every effort to ensure that scholars are properly outfitted for the week, although it is the responsibility of parents and scholars to come to campus fully prepared for the week ahead. In the event your child is not properly outfitted for the week, parents will be called and asked to bring appropriate uniforms and other clothing to campus by 7:00 a.m. the next morning.

Scholars will not be allowed off of the residence hall floor without being in proper SEED uniform. If, for some reason, scholars make it off of the residence hall floor, and does not have the appropriate uniform item(s), parents should expect to receive a call regarding their child's uniform violation. In the event that a scholar does not have the appropriate uniform at school, parents will be expected to bring their child all of the needed uniform pieces.

Scholars not in proper school uniform during the academic day will receive a disciplinary response from an administrator.

SEED UNIFORM	
Shirts	<ul style="list-style-type: none"> • Middle School scholars must wear powder blue polo shirts that bear the SEED DC logo. • High school scholars must wear a burgundy polo shirt that bears the SEED DC logo. • Shirts must be tucked in at ALL times.
Pants/Skirts/Shorts	<ul style="list-style-type: none"> • Tan khaki uniform pants, skirts, shorts or jumpers (knee length only) must be worn throughout the school year. • All tan khaki pants and shorts must have belt loops. • Tan khaki uniform shorts may only be worn as a part of the fall uniform (August – Thanksgiving Break) and as a part of the spring uniform (Spring Break – June). • Skirts, pants, and shorts may not be tight or revealing.
Belts	<ul style="list-style-type: none"> • Belts must be worn with pants, shorts or skirts with belt loops. • Belts must be solid black, solid brown or solid navy blue. • Belts must be worn at all times (with buckle not to exceed 2 inches x 2 inches) • Belt buckles must be plain and appropriate.
Head Gear	<ul style="list-style-type: none"> • Scholars cannot wear any of the following headgear: baseball caps, skull caps, doo-rags, head wraps, bonnets, hair curlers, scarves of any kind, or knitted caps. • Scholars are permitted to wear any solid color headband
Outerwear	<ul style="list-style-type: none"> • Scholars may ONLY wear SEED uniform sweaters, and/or fleece jackets as sold at Risse Brothers, located at 9700 Martin Luther King Jr. Hwy B, Lanham, MD 20706. • Scholars must wear polo's underneath ALL outerwear. • Scholars are not allowed to wear hooded sweatshirts • Scholars cannot wear the SEED sweatshirts during the academic day.
Shoes	<ul style="list-style-type: none"> • Middle School scholars must wear solid closed toe black, white or solid brown shoes. Permissible shoes include sneakers, flats, and

	dress shoes. <ul style="list-style-type: none"> • High School scholars can wear shoes of their choice with the exceptions listed below. • Scholars may not wear high heel shoes or wedges (exceeding 1”) flip-flops, sandals, boots, slippers, or any other open-toed or heel out shoes.
Physical Education	All scholars must change into athletic skid-free sneakers, a t-shirt, and athletic shorts (must be knee length) and/or sweatpants.

Clothing, jewelry, or appearances that are determined to be distracting to the learning environment will not be permitted.

Purchasing Uniforms

All SEED uniform items, with the exception of khaki belt loop pants and skirts, must be purchased from Risse Brothers. Khaki belt loop pants and skirts may be purchased from Old Navy, J.C. Penny, Parker Uniform, or other department stores.

****Should the parent/guardian need uniforms outside of hours of operation, please contact the Office of Family & Community Engagement at (202) 248-3005.***

McKinney-Vento Homeless Assistance Act

The Office of School Superintendent of Education (OSSE) identifies scholars in foster care who have not been permanently placed as homeless and to qualify under the McKinney-Vento Act. In instances of the need for foster care children, SEED DC will meet the educational needs of the scholars by providing uniforms at no cost. Please contact The Director of Family and Community Engagement for additional details at (202) 248-3005 or rholmanjones@seedschooldc.org.

Hygiene, Appearance, and Dress Requirements: Scholars have a responsibility to be dressed and groomed in a manner that is consistent with the Code of Conduct. Scholars who are enrolled in internships and other off campus programs shall dress in a manner appropriate for the assignment in which they are attending, including but not limited to special gear and professional uniform. The Principal and Director of Student Life shall determine when a scholar's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational process or endangers the health and safety of the scholar or others. The Principal and Directors of Student Life have the final authority for determining whether or not a scholar's apparel conforms to the SEED DC uniform policy. When it is determined that the apparel is unacceptable based upon the SEED uniform policy, parents/guardians will be notified. If items are sent home, the

inappropriate items should be promptly replaced with appropriate items immediately upon the student's return to school.

Clothing: All uniforms and casual clothes should be in good condition. While children are often fond of their “favorite” articles, these items are best left at home for weekends. If the offending article of clothing reappears, if consistent defiance of dress guidelines occurs, or if there are too many conversations with scholars about inappropriate clothing, they will receive the appropriate consequence as outlined by the Code of Conduct.

Clothing should fit appropriately without being too tight or too loose. Oversized or baggy pants are prohibited. No pants are permitted to be worn below the waist with exposed undergarments. Clothing should be sufficient to conceal undergarments at all times. See-through fabrics are prohibited.

Absolutely no writing is to be on the seat of any pants, shorts or skirt. Half shirts, tube tops, crop tops, tops which are strapless, spaghetti straps or halter-type, see-through tops, or blouses/tops that drape open to reveal the midriff or the navel are prohibited. All shirts and dresses must have shoulder straps.

Pajamas or sleepwear, revealing clothing, or clothing that exposes the torso are not permitted. Examples include, but are not limited to, see-through garments, backless attire, bare midriff clothing that allows any area of the midriff (front or back) to be exposed when sitting, standing, or raising the arm (during lights out only)

Scholars should not arrive to campus in pajamas for any reason. In addition, pajamas and pajama-like clothing should not be worn outside of the residence at any time. Even when visiting the school nurse in the evenings, scholars should not leave the residence hall in pajamas or pajama-like clothing.

Shoes must be worn at all times and must be safe and appropriate for indoor and outdoor activity. Flip-flops, slippers, sock-like footwear and shower-type shoes may not be worn outside of the residence hall at any time.

Hats, Jewelry, and Other Accessories: Caps, hats, headgear, visors, sunglasses, bandanas, skull caps/dew rags, or knitted hats are not permitted. Head coverings recommended by a physician or as part of a religious belief will be allowed if there is sufficient proof of documentation. Head coverings may be worn if authorized by the staff and/or administration if it is part of a uniform (i.e. wearing a full baseball uniform during games or practice), or as deemed necessary.

Chains, other than necklaces considered to be jewelry are not permitted. Examples include but are not limited to, heavy chains generally used for utility purposes, animal choke collars, and so-called “hip-hop” chains. Jewelry

that contains any type of sharp object, or dangling or circled earrings not more than 2" are not permitted

Any clothing, jewelry and accessories with decorations, symbols, mottos, or designs which are offensive to good taste or the maintenance of a safe environment, wearing advertisements of commodities, such as alcoholic beverages, drugs, tobacco, and symbols or writings, weaponry, or profane language are not permitted.

Scholars should have their hair done while they are at home on the weekends. Hair may never be managed during school or the Student Life residential program hours except during Quiet House.

OUT OF AREA

Being in an unauthorized area or "Out of Area" as being present in buildings, rooms, or other areas on school campus restricted or not open to scholar access during all or portions programming to include scholars transitioning without permission of a staff member in the form of a written pass. As a level III or IV infraction, the range of consequence as listed in the School Code of Conduct applies. Throughout the entire day, scholars engage in programming aligned with our philosophy as a 24-hour learning environment. It is critical that scholars participate in all aspects to maximize the benefit of our unique structure. In addition, we see scholars being out of area as a tremendous safety concern. We appreciate the support of parents and guardians in reiterating this rule.

STUDENT PASSES

Academic and social development is core to SEED DC mission. If a student needs to leave class or Student Life program sessions for any reason, they need to ask the staff member to complete a student pass. Students may face disciplinary consequences in the event they leave a program session, event, practice, or class without an appropriate pass.

SCHOLAR MOTORIZED VEHICLE POLICY

Students are not permitted to drive vehicles to school or to park them on campus during the school week. SEED DC assumes no responsibility for students who drive to its campus when school is not in session or who violate this policy during the school week. Student (driver or passenger) and parents are responsible and remain liable for any and all risks associated with use of a motorized vehicle, including parking on or near the SEED DC campus.

RESPONSIBILITY

is taking ownership and being accountable for your actions and doing what you are supposed to do for the betterment of yourself and the SEED DC community.

Grading/Homework/Growth Year/Credit Recovery Policies

GENERAL ACADEMIC POLICY

SEED DC is committed to providing an outstanding college-preparatory curriculum to all scholars. In preparing scholars to be competitive in a collegiate environment and in the global workforce, SEED DC has developed a rigorous curriculum that responds to the needs of our 21st Century learners. SEED DC's promotion policy supports our belief that all scholars must master grade level standards. To that end, we are committed to providing our scholars with excellent instruction and personalized attention to help them realize their academic goals.

Grading Scale

At SEED DC students can earn an "A" "B," or "C," for their academic mastery. Students need at least a 70% grade to demonstrate basic skills proficiency and earn a passing grade in any class.

Grades are based on a standard 4.0 grade point average scale. Letter grades are issued quarterly for all courses. Scholars will have to demonstrate proficiency of at least 70% in each standard or key element to be considered passing.

LETTER GRADE	NUMERICAL VALUE	GPA POINTS
A	93-100	4.0
A-	90 - 92	3.7
B+	87- 89	3.3
B	83 – 86	3.0
B-	80 - 82	2.7
C+	79 – 77	2.3
C	73 – 76	2.0
C-	70 - 72	1.7
F	69 and below	0

Grade Descriptions

GRADE	DESCRIPTION
A	<p>The “A” Scholar:</p> <ul style="list-style-type: none"> · Demonstrates advanced mastery of content standard objectives · Performs at an outstanding level on a variety of assessments · Consistently completes clear, coherent, and well-developed assignments
B	<p>The “B” Scholar:</p> <ul style="list-style-type: none"> · Demonstrates above-average mastery of content standard objectives · Performs at a high level on a variety of assessments · Completes assessments thoroughly and shows an understanding of the essential knowledge and understanding
C	<p>The “C” Scholar:</p> <ul style="list-style-type: none"> · Performs at an average level on a majority of items on a majority of assessments · Inconsistently demonstrates an above-average mastery on any standard objective or key elements
F	<p>The “F” Scholar:</p> <ul style="list-style-type: none"> · Performs at a below average level on a majority of items on a majority of assessments · Inconsistently demonstrates proficiency or any mastery on any standard objective or key elements

Grade Calculations

Both middle and high school course grades will be calculated in the following manner:

Marking Period Grades are calculated as the cumulative total of all standards-based assignments (assessments) during the duration of each of the four (4) marking periods.

First Semester Grades are calculated as the cumulative total and average of both the 1st and the 2nd end marking period grades and any semester exam assessed during the first semester.

Second Semester Grades are calculated as the cumulative total and average of both the 3rd and 4th end marking period grades and any 2nd semester exam assessed during the second semester.

Final Cumulative Course Grade is assessed and calculated as the average of the 1st and 2nd semesters' course grades.

School Wide Grading Policy Breakdown

Formative assessments which “quickly check” and evaluate a scholar’s understanding of daily or weekly content standard objectives and/or key elements. Examples of formative assessments are: “Do Now”; “Classwork”; “Independent Practice (homework)”. The number of formative assessments will not exceed four (4) per week or thirty-six (36) per marking period.

Summative assessments, which measure mastery of instructional units, or several lessons, concepts or unifying themes. Examples of summative assessments are: “quizzes”, “unit tests”, “projects”, “presentations”, and “exams”. The number of summative assessments will not exceed three (3) per marking period.

The following grading percentage is **school-wide**. Assignments given to scholars will be placed in one of the following categories:

- Classwork – 50%
- Assessment (test, quizzes, projects) – 30%
- Homework – 10 %
- Do Now/Participation- 10%

Reports of Scholar Progress

SEED DC hosts a Back-to-School Night in September and routine Parent-Teacher Conference Nights each quarter, where parents may meet individually with teachers regarding their child’s progress and pick up their child’s report card. In order to increase parent-teacher communication, parents are encouraged to set-up conferences with teachers and/or call or email as needed to discuss scholar progress. Parents may also contact the Assistant to the Principal to schedule a “shadowing day” to visit their child’s classes. Shadowing days must be set up at least 48 hours in advance. Please refer to the school calendar for specific dates of the events mentioned above.

Additionally, legal parents/guardians of scholars will receive regular reports of scholar progress. The school calendar contains the dates of marking/reporting periods. Report cards are issued quarterly. Interim progress reports are issued at the middle of every quarter.

Late Work Policy

In order to enhance the quality of the learning program, SEED DC enforces a late work policy. It is important to note that SEED DC believes there is no substitute for being in class and completing work on time to gain as much as possible from our instructional program.

Assignments not submitted for credit on time and on the date set by the teacher will only receive 50% credit. However, mastery of the standard or key element will be assessed before the end of the interim or end marking period. In the event of an excused absence, the scholar will have the same number of days absent to complete late work and the time will begin from the day the scholar returns to school. In the case of a family or medical emergency make-up work may be provided as part of an action plan for a scholar to make up for missed class time. Permission for this exception should not be assumed; it may only be granted by either the Principal or Assistant Principal. Documentation to justify such a request will be necessary.

Students are responsible, regardless of the reason for the absence, to communicate with their teachers and collect and turn in all assignments in a timely fashion. Teachers will be cooperative but will not take the lead on this.

Grade Level Acceleration Policy

To be considered for grade-level acceleration in middle school, a student needs to meet the following criteria:

1. Consistent out-performance of grade-level peers across all of the academic classes over time (at least a semester) as measured by grades and formative assessment;
2. Testing in the proficient or advanced range on the most recent standardized measures on file; and
3. Demonstrated life-skills competence and leadership during the Student Life and academic program measured through academic, Student Life and administrative faculty feedback.

If criterion #1 is satisfied, the Principal will review the requesting student's standardized test scores and make the final determination.

Academic Dishonesty

It is SEED DC's expectation that SEED DC scholars present work that is a true product of the scholar's work and has been honestly completed. We take instances of cheating and plagiarism very seriously.

Cheating:

Cheating includes, but is not limited to, the following:

- Looking at another scholar's work during the course of a test or quiz
- Providing other scholars with answers or information on a test or quiz
- Copying another scholar's homework
- Obtaining copies of tests or quizzes or answer keys
- Working collaboratively with others on an individual assignment
- Bringing materials into a test that are not permitted (notes, cheat sheet)

- Having another person complete your work (homework, paper, etc.) and turning it in for credit

Plagiarism: Plagiarism is taking ideas or writings from another person and offering them as one's own. Credit should always be given to the person who created the article or idea. The scholar who leads readers to believe that what they are reading is the scholar's original work when it is not is guilty of plagiarism. Plagiarism includes, but is not limited to:

- Copying words, phrases or passages from someone else's work and presenting it as one's own
- Buying a paper and presenting it as one's own
- Utilizing a source without citing it as a source

Scholars must respect the rights of copyright owners. Copyright infringement occurs when a scholar inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the scholar must follow the expressed requirements, if the scholar is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner. If the scholar has questions, they are expected to ask a teacher.

The scholar may not possess any data that might be considered a violation of these rules in paper, magnetic format (disk) or any other form.

Consequences: Cheating and plagiarism are a violation of academic integrity. In the instance that a scholar is found to have cheated or plagiarized an assignment, the following consequences will occur:

First Occurrence:

- The assignment will be given a 0%
- Parent/guardian will be called
- The scholar must complete a typed one-page apology to the teacher and attend a teacher/scholar conference facilitated by an administrator
- The scholar must complete an alternative assignment to demonstrate mastery of the standard objective or key element

Second Occurrence:

- The assignment will be given a 0%
- A conference with the scholar, parent/guardian and school administrator will be held
- The scholar must complete a typed one-page apology to the teacher
- The scholar will be required to complete a research project assigned by an administrator
- Suspension

- The scholar must complete an alternative assignment to demonstrate mastery of the standard objective or key element

Third Occurrence:

- The assignment will be given a 0%
- A conference with the scholar, parent/guardian and school administrator will be held
- The scholar must complete a typed one-page apology to the teacher
- Suspension and possible recommendation for dismissal based on the discretion of the Principal, Assistant Head of School and Directors of Student Life. The scholar must complete an alternative assignment to demonstrate mastery of the standard objective or key element

MIDDLE SCHOOL ACADEMIC POLICIES

Mastery of Common Core State Standards

Instruction in the Middle School Community is focused on ensuring that scholars have a solid understanding of grade level content, and are fully prepared to tackle accelerated academic content and coursework.

Successful mastery of content in the Middle School Community, specifically in Math and English is demonstrated only when a scholar receives a passing grade (A to C –) in each Common Core State Standard (CCSS). By passing each CCSS, a scholar displays that he/she has a better than average understanding of the Math and English standards for that respective grade level, and that he/she is ready to be promoted to the rigorous and challenging work of the next grade level.

At SEED DC, if a scholar fails their respective courses, he/she will be required to attend summer school.

Middle School Common Core State Standards are linked to our SEED DC website.

Middle School Summer School Policy

Achieving proficient mastery of the content in any grade means earning a “C” 70% or better. Middle School students who do not meet with success and earn at least a “C” for their year one average in either English Language Arts and/or Math will be required to attend summer school. Students will be given a comparable pre-test and post-test to measure academic growth.

Students in grades nine (9) through twelve (12) will be required to attend a four-week summer school session, not to exceed twenty-five days or sixty hours of “differentiated” instruction in the standard(s) or key elements for which he or she did not master. High School students may attend summer school for mathematics, science, socials studies, and English if their year one (1) average falls between 30-69. Students will be given a comparable pre-test and post-test to measure academic growth.

If a scholar fails his/her summer school courses or elects not to attend summer school, he/she may be in danger of repeating the grade.

HIGH SCHOOL ACADEMIC POLICIES

The High School academic program offers a rigorous college-preparatory curriculum. In addition to core curriculum classes, scholars take three years of a foreign language and choose two semester long elective courses per year. The intensive high school curriculum is supported by afternoon and evening study hall.

Graduation Requirements

Subject	SEED Requirement
English	4.0 credits
Math	4.0 credits
Science (must include 3 lab sciences)	4.0 credits
History (must include WHI, WHII, US History, DC History & Government)	4.0 credits
World Language	3.0 credits
Health & Physical Education	1.5 credits
Art	0.5 credits
Music	0.5 credits
Electives	3.5 credits
Community Service	100 hours

Note: We generally don't list the specific courses of a subject area in order to allow for flexibility with trajectory, online courses, and independent study opportunities.

- Scholars must complete a 100 community service hours in high school in order to graduate from The SEED Public Charter School of Washington, D.C. See section Experiential Learning.
- Scholars also have the opportunity to enroll in advanced placement courses during their junior and senior years of high school.

Credit Recovery/Make-Up Policy

Our recovery credit courses are independent study units which are designed to cater your high school credits and give the scholars an opportunity for recovery of credits in subjects required to earn a high school diploma. However, scholars are required to sign a Credit Recovery Contract and gain approval for recovery of credits the Principal or the Assistant Principal. Once, the approval is attained, scholars are required to complete the courses. Evaluators at SEED DC will report the scholar's grade to the school's registrar and assign the grade accordingly.

If a scholar earned no credit in one or two core content courses with a final grade below 60% the scholar has three options:

1. Attend and successfully complete summer school for the appropriate course and earn a satisfactory/passing grade in that make-up course. High School scholars who take summer school courses will have their original failure course grade and summer school course grade appear on their transcript. The original failure grade and the summer school grade will be factored into the GPA calculation;
2. Scholars must pay \$50.00 to take the appropriate course online through APEX and earn a satisfactory/passing grade in that make-up course. High School scholars who take online courses will have their original failure course grade and online course grade appear on their transcript. The original failure grade and the online grade will be factored into the GPA calculation. A learning provider recognized by the D.C. Charter School Board will be selected and the scholar will be supervised by an adult from the community; OR
3. Re-take the course at SEED DC. This means the scholar will not be able to take the next course in the academic sequence and will always be one course behind in that sequence. The scholar may lose an elective option during her/his course sequence by selecting this course of action. This option is only available if it does not conflict with another required course offering and it is approved by the Principal.

A scholar who fails to earn a credit in any course will have to complete the class before being able to be admitted to the sequential course, i.e., English 9 before English 10; Spanish 1 before Spanish 2; Algebra before Geometry, etc. The scholar will be enrolled in the class with scholars who are traditionally scheduled to take the pre-requisite. For example, ninth-graders taking English 9 may be in class with a sophomore 10th grader who needs to earn the required English 9 credit. Such an option is only available if there are seats available in the sections available.

If a scholar earned no credit in more than two core content courses, the scholar does not earn enough credits to be promoted to the next grade, and the scholar remains in the same grade for the next school year. Scholars anticipated high school graduation year may be delayed by one year. A ninth-

grade scholar should earn at least six (6) credits; a tenth-grade scholar should earn at least (6) credits; an eleventh-grade scholar should earn at least (6) credits; a senior scholar should earn at least (6) credits.

Independent Study Courses

SEED DC recognizes that for some scholars, the need to recover only one or two-course credits are all that stands between them and successful completion of high school. At times, scholars may not be able to make up those required credits in the same traditional format and graduate on time. In those instances, SEED DC may offer the opportunity for scholars to enroll an independent study course to recover missing credits. Approval from the Principal must be granted before enrollment and the parent/guardian must cover the cost.

High School Summer School Policy

Students in grades nine (9) through twelve (12) will be required to attend a four-week summer school session, not to exceed twenty-five days or sixty hours of “differentiated” instruction in the standard(s) or key elements for which he or she did not master. High School students may attend summer school for mathematics, science, social studies, and English if their year one (1) average falls between 30-69. Students will be given a comparable pre-test and post-test to measure academic growth.

If a scholar fails his/her summer school courses or elects not to attend summer school, he/she may be in danger of repeating the grade.

Advanced Placement (AP) Courses

The College Board administers a program of college-level courses and examinations called Advanced Placement. Scholars who obtain certain scores on the exams may qualify for college credit or exemption from college courses. Courses in this catalog that fit this description are designated AP. Due to the level of rigor required by these courses, their grades carry a weighted average and scholars must apply and be accepted into each course each year.

In agreement with the College Board’s statement that “all scholars who are willing to accept the challenge of a rigorous academic curriculum should be given consideration for admission to AP courses” and the strong correlation between taking AP courses and success in college, any SEED DC scholar may apply for enrollment in an AP course within their grade level course sequence. Scholars may, with approval from the Principal, apply for enrollment in AP courses outside their grade level course sequence.

Application Process

1. Rising scholars attend information sessions about AP courses available to them the following school year
2. Scholars complete an application packet.

3. Applications are reviewed by the AP Program Director and any relevant AP course teachers
4. Scholars must pass the pre-requisite course(s) and have scored proficient or score above on the relevant PARCC test in 10th grade in order to be accepted into the program. Exceptions may be made with the approval of the Principal.
5. Interviews are held with select scholars to make sure their AP choices are most appropriate
6. Scholars receive letters welcoming them to the program and contracts that must be signed by them and a guardian
7. Scholars receive summer assignment from teacher(s) for the following school year. Failure to successfully complete a summer assignment may result in a scholar's removal from the AP course

AP Examinations

All AP scholars must take the corresponding AP Examination. Scholars that do not take the AP examination for their enrolled course will be required to take a final exam for that course.

Adding an AP Course: At the end of the school year, scholars interested in enrolling in an AP course who did not declare their intent to enroll by the June deadline will be allowed to enroll in an AP course up until June 30 with the approval of the Principal.

Dropping an AP Course: Enrolled AP scholars may drop from an AP course only between the mid-first quarter marking period and the end-of-first quarter marking period. No scholar will be permitted to drop an AP course after the end of the first quarter. Throughout the first quarter, AP scholars will receive frequent counseling from AP teachers and the Principal.

Study Abroad

SEED DC recognizes the value of time spent immersed in other cultures and therefore supports study abroad and educational travel programs when appropriate. Scholars interested in studying abroad should meet with the Director of Experiential Learning and External Opportunities to inquire about specific opportunities that may be available.

Timing and Selection of Program and Placement

As much as possible, interested scholars should work with SEED DC to apply to study abroad. If this is not possible, the scholars and parents should inform SEED DC about the scholar's intent to study abroad at least one semester in advance.

SEED DC reserves the right to work with exchange organizations that have met the school's criteria and have proven their commitment and responsiveness and to reject those organizations that do not.

School Expectations for Scholars

Scholars and parents should consult with administration regarding the coursework needed during their time abroad to meet the school's graduation requirements. The team should create a plan that outlines the ways in which those credits can be earned (abroad, at SEED DC, online, etc.).

While SEED DC appreciates the challenges of a scholar's exchange experience, living and studying in a different language, culture, and school, scholars are expected to attain passing grades (the equivalent of a C- or better). Scholars are required to present at least once on their study abroad experience after returning home.

Scholars are required to collect the syllabus of each class taken abroad, along with samples of work (homework, tests, etc.) to facilitate credit for study abroad coursework.

Scholars must ensure that SEED DC receives formal educational transcripts from the host institution and guidance on the host school's grading system to facilitate credit for study abroad coursework.

SEED DC's Responsibilities

Scholars who participate in semester or year-long study abroad programs must still submit re-enrollment forms to SEED DC for the school year they are abroad in order to remain on SEED DC's enrollment roster and have the ability to continue enrollment at SEED DC upon their return. This is not necessary for scholars who participate in summer study abroad opportunities that are not facilitated by SEED DC.

The Principal or Director of Experiential Learning and External Opportunities should review coursework and plan for credit accumulation with the scholar prior to departure, to facilitate potential academic credit transfers and the ease of re-entry into the school.

SEED DC will make every effort to honor the work completed by scholars during their study abroad experience, but please note that credit cannot be guaranteed prior to reviewing the syllabus and grades earned for each course.

COLLEGE READINESS AND APPLICATION PROCESS

College Application Requirements

All graduating seniors from SEED DC are expected to apply to at least 6 SEED DC endorsed schools. Endorsed schools follow SEED DC guidelines as it pertains to graduation and retention, strong academic and social supports and financial aid.

Endorsed school/program options may include City Year, Year Up and other specialized training/certificate programs recognized by SEED DC.

Scholars who apply to schools that are not endorsed by SEED DC will be responsible for the following fees:

- Postage (if applicable)
- Transcripts Application fee (if applicable). SEED DC will not provide a fee waiver for schools that do not meet the guidelines.

All seniors are expected to:

- Submit the FAFSA,
- Complete the DCTAG application (when eligible), and,
- Submit paperwork for the Last Dollar Scholarship.

All juniors are expected to apply for the SEED DC Scholarship. Juniors who opt out of applying will have to present to one or more members of the Administration accompanied by a guardian/parent to defend their decision to opt-out.

Discipline Reporting

The discipline records that we provide to colleges/universities begin for scholars in the 9th grade/Freshman year.

There are several violations that may be presented to an Admissions Committee. The following list outlines the types of things that may be reported (typically fall under levels III, IV and V):

- Plagiarism: Essays, Research papers, projects;
- Fighting/Assault;
- Weapons: Carrying/having weapons in unauthorized areas whether used or not;
- Vandalism to property (buildings or personal possessions); and
- Possession and/or use of illegal substances or alcohol.

The frequency and depth of the infractions listed above coupled with any repeat behaviors will impact the decision to report to colleges/universities.

If a scholar has something to report to a college they must check the appropriate box in their application and then prepare a written statement that explains what happened when it happened, the outcome and what was

learned from their decision-making. The Head of School and the Director of College Counseling will sign the statement. The report will be enclosed with the Secondary School Report submitted by the Director of College Counseling.

Junior/Senior Seminars All scholars enrolled at SEED DC are expected to attend and participate in Junior and Senior Seminars, without exception. SEED DC prepares scholars for successful matriculation into and through college. Attending both of these classes is a part of that process and scholars do not reserve the right to OPT-OUT.

College Admissions Testing and Fee Waivers

All scholars enrolled at SEED DC are required to take the ACT or SAT. Juniors are expected to take both the ACT and SAT at the close of their test prep class. Seniors are expected to take the SAT or the ACT at least once during 1st Semester. A scholar and parent must sign a waiver accompanied by a statement of explanation if he or she opts out of testing in the senior year.

Juniors and seniors are considered Fee Waiver eligible if they qualify for free or reduced lunch. Fee waivers are either used for testing or college applications. The SAT fee waiver can be used once during the junior year and a second time during the senior year. Fee waivers are non-transferable. If a scholar uses a waiver and does not show up for testing the waiver is considered USED and the second waiver is forfeited and no longer accessible. Please note that fee waivers that are used for registration are documented as used even when a scholar does not show up.

SCHOLAR SUPPORT SERVICES

Counseling Services

The Counseling Team is part of the Scholar Support Services Department at SEED. We work with scholars, staff, and families to support scholars' social emotional needs, so scholars are available for learning and are able to successfully navigate the boarding program. Once the referral is received, a member of the counseling department will complete an assessment and will determine if counseling services are warranted.

The Counseling Team services are available to all enrolled scholars on an as-needed basis. The Counseling Team's services include:

- Individual and group counseling
- Social, emotional, and behavioral supports and interventions
- Crisis intervention
- Parent consultation
- Consultation with SEED staff
- Providing families with outside referrals

Referrals

The Counseling Team will follow up on all referrals within two weeks. Referral forms can be completed online at SEED DC's website or using the Parent Referral Form. Scholars may self-refer for counseling. Parents/guardians, teachers, Student Life staff, and any SEED DC staff can also refer a scholar for counseling.

Parental Notification

If a scholar self-refers for counseling services or is referred by a SEED staff member, the parent/guardian will receive notification of the referral and the outcome of the initial counseling assessment. If a scholar participates in more than three counseling sessions, the scholar's assigned counselor will follow up with the parent/guardian by phone, email, or in person.

Please note that counseling services are voluntary and scholars are not required to attend sessions, with the exception of scholars who have been identified by a counselor as being in crisis (i.e., suicidal ideation or attempt). At such times, counseling becomes mandated. Services are also mandated if specified in a scholar's Individualized Education Program (IEP) or 504 Plan.

Suicide Prevention/Crisis Intervention

If a scholar is observed or heard speaking about harming themselves or others, the following steps will be taken:

- An immediate report of the incident will be filed and given to a supervisor and a member of the Counseling Team
- A member of the Counseling Team will complete a risk assessment and notify the parent/guardian.
- All recommendations will be shared with administrators. Further assessment may be recommended, which may require that parents/guardians follow up with outside resources.

If a scholar is removed from SEED DC community for an assessment, it is mandatory that the scholar returns with official documentation from a doctor or qualified mental health professional releasing his/her to return to SEED DC community.

SEED DC reserves the right to contact and use services provided by ChAMPS, when required. The parent/guardian will be notified prior to ChAMPS being contacted.

ChAMPS (Child and Adolescent Mobile Psychiatric Service) is a mobile emergency service for families and children experiencing an emotional or mental health crisis in the District of Columbia. ChAMPS staff will assess the crisis and link the scholar and family to appropriate services. This service is provided at no cost to District residents and is available 24 hours a day, seven days a week for children and youth ages 6 to 18.

Faculty and Staff/Mandated Reporting

Federal legislation provides a foundation for States by identifying a minimum set of acts or behaviors that define child abuse and neglect, **The Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C.A. §5106g)**, as amended by the **Keeping Children and Families Safe Act of 2003** defines child abuse and neglect as at minimum:

- 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.

This definition of child abuse and neglect refers specifically to parents and other caregivers. A “child” under this definition generally means a person who is under the age of 18 or who is not an emancipated minor.

Please note that it is the legal and ethical responsibility of all SEED DC faculty and staff to comply with all mandatory reporting laws, policies, and procedures.

Health and Wellness Suite

The Health and Wellness Suite is open Sunday evenings during check in from 7:00 p.m. to 10:00 p.m., Monday through Thursday from 6:30 a.m. to 10: 00 p.m. and Friday from 6:30 a.m. to 2:30 p.m. The Health and Wellness Suite administers medication and provides care to scholars who are feeling ill or have medical needs. Health and Wellness Suite staff provides staff trainings at the start of the school year. The staff in the Wellness Suite can be reached at (202) 248-3008 (phone) and at (202) 318-8625 (fax).

Medicine Policy

Parents/guardians may only check-in prescription medications and routine over-the-counter medications by hand-delivering them to Wellness Suite staff in the Wellness Suite located in the academic building. **Medications cannot be left at the security desk or with anyone other than the above-mentioned staff.** A medication authorization form for all prescriptions must be completed and signed by both the scholar's doctor and parent/guardian. **Only medications in original prescription/non-prescription bottles will be accepted.** Prescription medication containers must bear a legible pharmacy label with the scholar's name and clear administration directions. A form must be completed for each non-prescription medication to be dispensed and the parent/guardian must sign this form. New forms must be submitted each time there is a change in prescription or non-prescription medication, such as Tylenol, Advil, etc.

SEED DC requests that parents have doctors write two prescriptions (one

Scholars are not permitted to store medication in their room (or other personal space) or carry medication on their person without consent from the school nurse.



for home and one for school) or that parents have the pharmacist split the prescription into two bottles (both with appropriate labels). **If this is not possible, parents need to count and to keep weekend medication at home prior to delivering medication to the Wellness Suite.**

Asthma medication, antibiotics, and creams will be the only medications sent home (on check out day) for the weekend/vacations. Medical equipment will be sent home on check out days by request. All medications must be picked up at the checkout desk by an authorized adult. Medication will NOT be released to scholars with the exception of asthma medication.

It is the sole responsibility of the parent/ guardian to maintain a proper supply of medication at school and at home and to ensure that prescriptions are re-filled at appropriate intervals. Medications purchased at local stores and brought from home without following the procedures above is not allowed on campus and, if found, will be confiscated and destroyed, for the safety of all scholars. The parent/guardian is required to pick up medication on the last day of school. Medication that is not picked up by the parent/guardian at the end of the school year will be destroyed.

As young adults, scholars should monitor their medication time and ensure that they receive their medication as directed. Parents should speak to their scholars about the importance of taking responsibility for medication. Only trained personnel will distribute medicine and perform injections to scholars as directed by a doctor or pharmacist. Occasionally, parent(s) or guardian(s) may be called to administer medications. Specific questions about medicine should be directed to the school nurse at (202)-248-3008.

SEED PCS commits to administering all prescribed medications on time. If a scholar refuses to take prescribed medication, Wellness Suite staff will take the following steps:

- 1) Discuss with the scholar why he/she does not want to take the prescribed medication,
- 2) Offer psych educational information regarding the medication with the scholar (if appropriate),
- 3) Notify the parent and document the communication in the scholar's medical chart, and/or
- 4) Notify and collaborate with the grade level social worker and attempt strategies, interventions, and incentives (if appropriate) to support the scholar with taking the medication.

Please note that SEED PCS staff cannot force a scholar to take medication. Further, SEED PCS will request that the



Questions about medications? Call the SEED DC Wellness Center at (202) 248-3008.

scholar's parent come to campus to administer the prescribed medication to his/her child at the appropriate time, if needed.

Medical Leave Policy

Medical leave is characterized by the need to be absent from school for a documented medical reason. If a scholar is sent home from school ill, it is the responsibility of SEED DC personnel requesting the scholar's removal from the community to document why the scholar was sent home (i.e. scholar symptoms). Wellness Suite staff may require the parent/guardian to seek medical treatment for his/her child and require a note from the doctor, based on symptoms, before the scholar is permitted to return to school. Once home, it is the parent's responsibility to provide all required medical documentation and appropriate paperwork for any medications and treatment regimens that are prescribed by a physician.

If a scholar has been absent from school for two days or less because of illness, no doctor's note is required. However, an excuse from the parent or guardian is required, and the scholar is responsible for obtaining and making up missed assignments.

If a scholar is absent for three days or more, a note from a doctor that includes the nature of the scholar illness, the treatment regimen (if applicable) and any recommendations (including activity restrictions, need for elevator pass, excuse from physical education, and the necessary time-frame for such restrictions) is required. A doctor's note should only be submitted to Wellness Suite staff, by the parent or guardian, on Sunday between 7 p.m. and 10 p.m., Monday through Thursday, 8 a.m. to 8 p.m. and Friday between 6:30 a.m. and 2:30 p.m. Student Life staff and all other SEED staff will not accept or deliver doctor notes to the Wellness Suite on behalf of the parent/guardian.

In cases of communicable diseases, SEED DC will adhere to public health protocols.

Health/Medical Records

To develop and maintain up-to-date health records for all scholars, health forms are required to be submitted to the Wellness Suite staff prior to all scholars beginning school each August.

As required by D.C. Law 3-20, "Immunization of School Scholars Act of 1979," a record of the following immunizations must be on file and verified:

- Hepatitis B
- Dta/DTP/DT/Td
- Polio (IPV)
- Hib
- Varicella
- MMR
- Meningitis
- HPV (Opt out form is required, if applicable)

All incoming 9th grade scholars are required to have a current physical form and TB test. Returning scholars are required to have a physical examination every year.

All forms listed below are required to be on file for all scholars.

1. Scholar General Information Form
2. Authorization for Administration of Medication Form (for prescriptions only)
3. Authorization for Specific Medical Procedure and Treatment Form (completed by a doctor)
4. District of Columbia Oral Health Assessment Form
5. District of Columbia Universal Health Certificate
**valid TB test must be included on the Universal Health Certificate for incoming 6th grade scholars*
6. HPV Vaccination Opt Out Certificate (if applicable)

A scholar may not be allowed to check-in or attend school unless the above documentation is on file by the start of the school year. During the school year, scholars who fall out of compliance with our health documentation needs may not be able to check-in until the appropriate documentation is provided. **Such absences will be considered unexcused.**



Do you know about the DC law concerning scholar immunization?

Medical Emergency Policy

In the event of a medical emergency, a SEED DC staff member will call 911 and a SEED staff member will accompany your child to the hospital via ambulance. Your prompt arrival within the **first hour** after notification from the school is imperative. Please note that the hospital may require your written authorization to treat your child. SEED staff is not authorized to give consent for various procedures or administration of medication and cannot formally advocate on your child's behalf; therefore, your prompt arrival is very important to avoid a delay in treatment.

Please make certain to continue to provide the school with the most updated emergency contact names and telephone numbers for your child.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act ("FERPA"), is a federal statute that protects the privacy of scholar education records. FERPA affords parents (and scholars over the age of 18) the right to have access to education records, the right to request amendment of those records, and the right to consent to disclosure of those records.

Objectives of the Policy

The objectives of SEED DC's *access to records policy* are threefold:

1. To protect scholar privacy.
2. To ensure that parents and scholars have access to appropriate records.
3. To provide appropriate scholar records to parties who have a legitimate need.

Definitions of “Scholar” and “Education Records” Under FERPA

Scholar: Any person with respect to whom a school maintains educational records or personally identifiable information.

Education records: Those records, files, documents and other materials which (i) contain information directly to a scholar, and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution.” “Education records” does not refer to private records that are kept in an administrator’s or a teacher’s personal file that are for his or her personal use; thus, these are not subject to review by scholars, parents, or guardians. “Education records” does not refer to law enforcement unit records, alumni records, or peer-graded papers before they are collected and recorded by the teacher. “Education records” does not include email correspondence unless copies of that correspondence are maintained as a part of an individual scholar’s file. **“Education records” also does not refer to medical and mental health records related to a scholar who is eighteen years or older.**

Rights of Parents and Eligibility Scholars

Parents and eligibility scholars have a right to provide written consent before the school discloses personally identifiable information from the scholar’s educational record, except where FERPA authorizes disclosure without consent.

Parents and eligible scholars have the right to inspect and review their children’s education records within 45 days after SEED receives a request for access. The terms “parent” include biological parents, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. The term parent generally includes both parents, even when the parents are divorced. Parents are allowed inspection unless such access is barred by Court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parties requesting a copy of a part or all of a scholar’s records must submit a *School Records Request* form to the Registrar and **allow up to 45 days** for SEED DC to comply. The consent must: (1) specify the records they want to inspect, (2) indicate the purpose of the disclosure, and (3) identify the people to whom the disclosure may be made.

Parties requesting to review a part of or all of a scholar's records must submit a written request and consent to the Registrar to (1) specify the records to review, (2) indicate the purpose of the review, and (3) identify the people who will review the records. A school official will then arrange access and notify the parents or scholar of the time and place where the records can either be inspected or picked up.

Parents or guardians also have the right to seek to have records amended that the parent believes to be inaccurate, misleading, or otherwise in violation of the scholar's privacy rights. If parents or guardians want the school to amend records, they must: (1) write to the school Academic Program Office/Registrar office (2) identify the part of the record they want to be changed, and (3) specify why the record is inaccurate or misleading. This request will be reviewed and a decision will be made as to whether the request will be granted. Parents/Guardians will be notified in writing of the decision.

If the school does not comply with the amendment, the school must notify the parent and advise the parent of his or her right to a hearing. A hearing must be conducted within a reasonable time after the request and must be presided over by a disinterested official; the hearing must give scholars and parents, who may be represented by counsel at their own expense, a fair opportunity to present evidence. Even if the records are not amended, parents and scholars have the right to place a statement in the records commenting on the contested information.



Need a scholar's educational records? Submit a *School Records Request* with the Registrar.

Scholars may not challenge their grades, except on the basis of alleged administrative errors, or force a school to release transcripts that have been withheld for failure to pay fees.

When a scholar turns eighteen years old, enters a postsecondary institution at any age, or is otherwise emancipated, the parents' rights transfer to the scholar.

Access to Records by School Officials

Scholar records can be and are available to school officials who have a legitimate educational interest in the records. School officials include individuals employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school's board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor,

medical consultant, or therapist; a parent or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

School personnel may access scholar records (with the exception of medical and mental health records) for their own use, but they must not share those records or the information contained within them with anyone outside of the school.

Access to Scholar Records by Other Educational Institutions

Upon request, SEED DC discloses education records without consent to officials of another school or school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer.

Law Enforcement

Records can be disclosed to comply with a judicial order or lawfully issued subpoena when they are necessary to adjudicate a juvenile effectively.

SEED DC must notify the parents/guardians or scholar of the order or subpoena in advance of compliance so that the scholar can seek protective action. Law enforcement must certify in writing that the information will not be disclosed to any other party without the written consent of the parent/guardian of the scholar.

Records of related disciplinary proceedings can be disclosed to an alleged victim of any crime of violence at the school at the victim's request.

Scholars, parents, and guardians cannot access records and documents of law enforcement that are kept apart from education records and are maintained solely for law enforcement purposes and these records are not made available to people other than law enforcement officials.

FERPA permits additional disclosures without consent as listed below:

To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible scholar's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or

compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the scholar whose records were released, subject to § 99.38. (§ 99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer scholar aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes. (§ 99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a scholar's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the scholar in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

To the Secretary of Agriculture or authorized representatives of the and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Release of Records without Parental or Scholar Consent

General information regarding scholars is not confidential and such information can be released to parties outside the school, included in press releases, and provided to recruiters. This type of information includes, but is not limited to:

1. Name
2. Address
3. Telephone Listing
4. Major Field of Study
5. Participation in Officially Recognized Activities and Sports
6. Weight and Height of Members of Athletic Teams
7. Enrollment Status
8. Awards Received
9. Dates Attended
10. Other Schools Attended
11. Place and Date of Birth
12. Description of Involvement in School Activities

Records can be released to medical/mental health workers and to child protective services in order to respond to a health or medical emergency.

The release of any other records or disclosures requires the consent of the parents or guardian.

Complaints

Complaints of alleged violations of FERPA can be sent to:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920
 Main (800) 872-5327

Complaints must be submitted in a timely fashion and not later than 180 days from the date the scholar experienced the alleged violation. They must contain “specific allegations of fact giving reasonable cause to believe that a violation has occurred,” including relevant dates, names and titles of officials and scholars involved; a specific description of the education record; a description of all contacts with school officials regarding the matter, including times of phone calls and contents of correspondence; name and address of the school, district, and superintendent of the district; and any additional evidence.

All staff at SEED DC has a copy of this policy and must adhere to this policy.

The policies of SEED DC in regard to confidentiality and access to scholar records are in accordance with guidelines established by the United States Department of Education.

SPECIAL EDUCATION SERVICES

Policies and Procedures Manual for Special Education

I. Special Education Department Mission

SEED DC's Special Education Department is committed to improving scholar achievement and to open the door to attend college by:

- Ensuring scholars have the support necessary so that they can access the general education curriculum and meet academic standards by providing targeted, specialized academic and behavioral instruction in settings that address the scholar's disabilities and meet the needs of individual scholars.
- Communicating and collaborating with all staff as they implement research-based methods to positively impact scholars' academic and behavioral progress.
- Providing expanded support to improve scholar self-advocacy with regard to their disabilities and to help scholars take advantage of opportunities tailored to their individual interests and needs.

SEED DC is committed to improving academic and social skills of scholars with disabilities by developing, implementing, and monitoring Individualized Education Plans (IEPs) primarily through a combination of general education and special education setting. In addition, IEP goals are addressed through

- Ongoing parent involvement, interaction, and communication
- Multi-disciplinary evaluations and eligibility determinations
- Annual IEP reviews of IEP goals and Present Levels
- Specialized instruction both in and out of the general education classroom
- Related services provided by licensed and qualified providers (speech therapy, psychological counseling, or other services deemed necessary by the MDT)
- Appropriate accommodations and modifications
- Behavior Intervention Plans

*The services and support may vary year to year depending on scholar needs.

II. Child Find

SEED DC will identify, locate and evaluate enrolled scholars who either have, or are suspected of having, disabilities and need special education as a result of those disabilities. SEED DC may, as appropriate, attempt academic and/or behavior interventions prior to referring a scholar

for an initial evaluation for special education. For additional information, see SEED's Child Find Policy on SEED's Website under Scholar Support Services. SEED's Child Find Policy is also available in the Office of Family and Community Engagement or by request to the Assistant Head of School.

III. Special Education Evaluations

SEED DC must have a parent's informed written consent and signature before it can conduct an initial evaluation to determine if your child is eligible for special education and/or related services. If a parent or legal guardian has concerns about his/her child's academic progress, please make a request in writing or verbally to the Assistant Head of School at SEED DC to convene a Scholar Evaluation Plan team meeting. A referral for an initial evaluation may also be made by the scholar, if he/she is 18 years old, or a SEED DC staff member. Upon receipt of a referral, an IEP team must meet to review existing data, information from the parent, pre-referral interventions and strategies, current classroom-based assessments, and observations by teachers and related service providers to determine whether to proceed with an initial evaluation for special education. A referral will be acknowledged in writing within three business days of the date that the referral is received. Reasonable efforts will be made to get parental consent for an initial evaluation within 30 calendar days of the date that the referral is received.

If an initial evaluation for special education is warranted, SEED DC will conduct a comprehensive initial evaluation in all areas of suspected disability. In conducting the evaluation, SEED DC will follow the evaluation procedures set forth in the Individuals with Disabilities Education Act. 34 CFR § 300.304 through 300.311. SEED DC completes all special education evaluations and convenes the Multidisciplinary Team meeting to determine eligibility within 60 calendar days of receiving consent. If a scholar is determined eligible for special education services, an initial IEP will be developed within 30 calendar days of the eligibility determination.

SEED DC must conduct a reevaluation of scholars with disabilities at least once every three years unless the Parent and SEED DC agree that the reevaluation is unnecessary upon review of existing data. In this case, SEED DC will confirm this joint decision in writing, the reason for it, and the parent's right to request a formal reevaluation. SEED DC will conduct a reevaluation of a scholar with the Parent's consent sooner than three years if it deems that the educational and related services needs warrant a reevaluation. A Parent may also request a reevaluation at any time; however a reevaluation will not occur more than once a year unless SEED DC and the parent agree otherwise.

IV. Determining Scholar Eligibility for Special Education Services

SEED DC will notify the parent in writing of any evaluation procedures it proposes to administer to a scholar. SEED DC will employ a variety of assessment tools and strategies and obtain parent input in evaluating the

scholar to determine whether the scholar has a disability under Federal law, specifically the Individuals with Disabilities Education Act (“IDEA”). Upon completion of the evaluations by qualified individuals, SEED DC will convene a MDT (Multi-Disciplinary Team) meeting consisting of you (the parent) and a group of qualified professionals to review the evaluations and other data and determine whether the child meets the criteria for one of the recognized disabilities under IDEA. The following disabilities are recognized under IDEA: intellectual disability; hearing impairment; deafness; speech or language impairment, visual impairment (including blindness); emotional disturbance; orthopedic impairment; autism; traumatic brain injury; other health impairment, specific learning disability; deaf-blindness; or multiple disabilities. Copies of the evaluation reports and the documentation of the determination of eligibility will be provided at no cost to the Parent. If a child is found eligible for special education services, the parent must provide informed consent for the initial provision of services before an IEP can be developed.

V. Transition Services

In order to adequately prepare our scholars with disabilities for life after high school, SEED DC must have in effect, no later than the first IEP to be in effect when the scholar turns 14, a transition plan designed to prepare the scholar to make the transition from school to adulthood. Transition plans are to be developed by the IEP team and will include a graduation plan, transition goals and transition services. The transition services and transition goals will be designed to assist the scholar in reach his/her post-school goals and will be based on each individual scholar’s need, taking into account the scholar’s preferences and interests. With parent consent, SEED DC will invite a representative from the District of Columbia Rehabilitation Services Administration (DC RSA) to any IEP meetings in which the scholar’s transition plan will be discussed.

VI. Least Restrictive Environment (LRE)

SEED DC is required under the law to place a scholar in the least restrictive environment that will meet the scholar’s individual needs. This means that SEED DC must ensure that to the maximum extent possible the scholar is educated with other children who are not disabled. SEED DC must ensure that the scholar child is removed from the general education environment only when the nature and severity of the scholar’s disability requires the removal.

SEED DC is a local education agency and cannot provide for a continuum of alternative placements to include placements which require that the child be placed in 100% special education. The Office of the State Superintendent of Education (OSSE) is the agency responsible for locating and issuing full-time, out-of-general education special education placements. In the situation where SEED DC and the parent have determined that the child’s needs cannot be adequately addressed at SEED DC or that the child requires more

special education services than what can be provided at SEED DC, SEED DC will request assistance from OSSE, with regard to placement.

Under OSSE's Policy and Procedure for Placement Review, if OSSE's assistance is requested to determine an appropriate placement for a scholar, a 30-day review process will take place in which OSSE reviews the scholar's educational records, interviews school staff and relevant MDT members, and an MDT/change in placement meeting is held. At the change in placement meeting, OSSE will issue a recommendation regarding whether it believes the scholar is in need of a more restrictive placement. Ultimately the decision is made by the MDT at the change in placement meeting. If it is determined by the MDT that the scholar requires a change in placement, OSSE will choose the specific school location within 10 business days from the date of that decision.

VII. Notifying Parents/Guardians and Scholars of Progress towards IEP Goals

Parents and scholars will receive by mail IEP Progress Reports indicating progress toward IEP goals from special education teachers and related services providers with the report card for each marking period (quarterly). IEP Report Cards are also maintained in the scholar's special education file.

VIII. Notice to Parents/Guardians

SEED DC will give notice to parents anytime it proposes or refuses to initiate or change the identification, evaluation or location/placement of the scholar. No fewer than 5 business days before a scheduled meeting whether an IEP or eligibility for special education services will be discussed, SEED will provide parents with a copy of any evaluation, assessment, report, data chart, or other document that will be discussed at the meeting. If the meeting is scheduled less than 5 business days before it is to occur, then these documents will be provided no fewer than 24 hours before the meeting.

No later than 5 business days after a meeting at which a new or amended IEP has been agreed upon, SEED will provide parents with a copy of the IEP. If additional time is needed to comply with the DC Language Access Act of 2004, SEED will provide the latest available draft IEP and final copy upon its completion, no later than 15 business days after the meeting.

IX. Parent/Guardian Requests

- A) A Parent has the right to request that a Multidisciplinary Team meeting convene with their child's special education team at any time. To do so, please contact Kathryn Wood at 202-248-7773 x 5046.
- B) A Parent has the right to request a Copy of the Procedural Safeguards at any time. The Procedural Safeguards is a document that is designed to help parents and scholars understand their rights

under the reauthorization of the Individual with Disabilities Education Improvement Act Amendments of 2004 (IDEA).

- C) A Parent has the right to request a Due Process Hearing regarding any concerns that a free appropriate public education is being denied to their child. To request a hearing the Parent may contact the Office of Dispute Resolution located at 1050 First Street, NE, Third Floor Washington, D.C. 20002, or (202)-698-3819. SEED DC has a right to conduct a Resolution meeting with the Parent within 15 days of the date that the Parent files a request for a Due Process Hearing to attempt to resolve the issues and concerns raised in the Parent's Due Process Complaint. SEED DC has an additional 15 days to perform the agreed upon resolution. The Parent may request mediation as an alternative to a hearing or in addition to a hearing. A Due Process Hearing must be conducted and a decision must be rendered within 75 days **from the date that the Parent requests a hearing**. The Parent has a right to be represented by legal counsel and the Office of Dispute Resolution can provide with the names of free or low cost legal representatives.

X. Discipline

SEED DC abides by IDEA requirements regulating disciplinary actions against scholars with disabilities.

Removal for 10 or fewer school days in a school year

Scholars in special education can be suspended for up to 10 consecutive or cumulative school days in a year to the same extent that suspension is used for general education scholars. The school is not required to provide services for the first 10 days in a school year that the scholar is suspended

Removal for more than 10 cumulative school days when the scholar's behavior does not represent a pattern

No manifestation determination is required when a scholar is suspended for more than 10 school days in a school year and the series of suspensions does not constitute a pattern. However, scholars who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals. Scholars who are suspended for more than 10 days in a school year must also receive, as appropriate, a functional behavior assessment and behavior intervention services and modifications to address the behavior violation so that it does not recur.

Removal for more than 10 consecutive school days or 10 cumulative school days when the behavior represents a pattern

Disciplinary action that results in a scholar being suspended for more than 10 consecutive school days or 10 cumulative school days in a year where the series of suspensions constitute a pattern result in a disciplinary change in placement. A disciplinary change in placement requires a manifestation determination to be made by the IEP team.

The following is required under these circumstances:

- A) Parent Notification- the parent/ guardian must be notified of the disciplinary action to be taken and informed of the procedural safeguards on the day the decision to take disciplinary action was made.
- B) Manifestation Determination - an IEP team meeting must be convened within 10 school days to determine whether the scholar's behavior was a manifestation of his/her disability.
- C) Review of Behavior Intervention Plan- at the manifestation determination meeting, the IEP team must also conduct a functional behavior assessment, unless one has already been conducted, and develop a behavior intervention plan for the scholar or review the scholar's current behavior intervention plan and modify it as necessary.

Scholars who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.

A manifestation determination meeting reviews the relationship between the scholar's disability and the scholar's behavior that is subject to the disciplinary action.

If it is determined that the scholar's behavior was a manifestation of his or her disability, then the scholar must return to SEED DC unless the parent and SEED DC agree otherwise. There are special circumstances where a scholar with a disability can be removed from SEED DC for up to 45 school days without regard to whether the scholar's behavior was determined to be a manifestation of his/her disability: possession of a weapon at school on school premises or during a school function; possession or use of an illegal drug at school on school premises or during a school function; infliction of serious

bodily injury at school on school premises or during a school function. At any time the IEP team, with parent consent, may change the scholar's placement.

If it is determined that the scholar's behavior was not a manifestation of the scholar's disability, the same disciplinary procedures applicable to a scholar without a disability, including long-term suspension or expulsion may be applied to the scholar with a disability. Scholars who are suspended for more than 10 school days in a school year must continue to receive educational services while on suspension so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals.

Hearing officer

If maintaining a scholar with a disability in his or her current placement would prove harmful to the scholar or to others, the school can request a hearing officer to order placement in an alternative setting for up to 45 days. In this case, the school is required to provide services for a scholar with a disability so as to enable them to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting their IEP goals

SECTION 504 POLICY

Introduction

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against disabled persons, including scholars and staff members, by schools receiving federal financial assistance. Included in the US Department of Education Regulations for Section 504 is the requirement that disabled scholars be provided with free appropriate public education (FAPE). As such, SEED DC is required to provide the full range of special accommodations and services necessary for scholars with disabilities to participate in and benefit from its education programs and activities.

The regulations require identification, evaluation, the provision of appropriate services and procedural safeguards. The regulations also require that parents or guardian be provided with notice of actions affecting the identification, evaluation, or placement of the scholar and are entitled to an impartial hearing if they disagree with district decisions in these areas.

Section 504 Defined

"No otherwise qualified individual with a disability in the United States shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Section 504 regulations require SEED DC to provide a "free appropriate public education" (FAPE) to each qualified scholar with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the

disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the scholar's individual educational needs as adequately as the needs of nondisabled scholars are met.

Eligibility Criteria

Under Section 504, a scholar eligible for FAPE is any scholar who has a physical or mental impairment that substantially limits one or more major life activity.

What is a Physical or Mental Impairment?

- Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems – neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular, reproductive, digestive, genitor-urinary; hemic and lymphatic; skin and endocrine.
 - This definition includes such diseases and condition as orthopedic, visual, speech and hearing impediments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, attention deficit disorder (ADD), acquired immune deficiency syndrome (AIDS), and human immune deficiency virus (HIV+)
- Any mental or psychological disorder such as but not limited to mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

What is the meaning of Substantial Limitation?

The term “substantially limits” is not explicitly defined by Section 504. However, the following should be considered when determining if a scholar is substantially limited in performing a major life activity:

- In order to meet this standard, the scholar must be unable to perform a major life activity that the scholar's average peers can perform OR, the scholar must be restricted to a substantial degree as to the condition, manner, or duration under which the major life activity is performed by the scholar's average peers.
- Impairment need not prevent or severely or significantly limit a major life activity to be considered “substantially limiting.” Nonetheless, not every impairment will be substantially limiting.
- The term “substantially limits” should be construed broadly and determination of substantial limitation should not require an extensive analysis.
- The determination of whether an impairment substantially limits a major life activity requires an individualized assessment.

Episodic or in Remission: An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

Mitigating measures: The “substantially limits” determination must be made without regard to any ameliorative effects of mitigating measures. The team must make a Section 504 determination based upon the scholar’s disability as it presents itself without the mitigating measures. Mitigating measures included but are not limited to:

- Medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
- Use of assistive technology;
- Reasonable accommodations or auxiliary aids or services; or
- Learned behavioral or adaptive neurological modifications.

What are Major Life Activities?

Major life activities include, but are not limited to, activities such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major life activities may also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Scholar Identification and Referral

Section 504 contains a child find requirement that requires school districts to “undertake to identify and locate every qualified [individual with a disability] residing in [its] jurisdiction.” As such, school districts must conduct an evaluation of scholars “who, because of a handicap, need or are believed to need special education and related services.” The school or parent may initiate a referral for an initial evaluation.

What to be on the lookout for:

- History of physical or mental impairment or disorder
- Poor behavior with an impact on learning or academic performance
- Poor academic performance
- Poor attendance
- Serious health conditions
- Any other issues that may interfere with scholar’s ability to participate in and benefit from the education program

For scholars who are identified and referred for possible evaluation under Section 504, a review of the scholar’s records, including medical, academic

and behavioral records, will be conducted by the Scholar Support Team (SST) to determine whether an evaluation is warranted. Any scholar who has or is believed to have a disability special education or related aids or services to participate in or benefit from the education program should be referred for an evaluation.

Identification and referral procedures:

- Any scholar who is suspected of having a disability may be referred by a parent, teacher, or other school employee to the MTSS using the appropriate Parent or Staff Referral form.
- The MTSS will be composed of persons knowledgeable about the scholar, the scholar's history, and the scholar's individual needs.
- The MTSS will consider the referral and, based upon a review of the scholar's existing records, including medical, academic, social and behavioral records, make a decision as to whether a referral for an evaluation is warranted.

If the MTSS determines that an evaluation is warranted, SEED DC will inform the parent or guardian of this decision and request consent to evaluate the scholar using the Notice of Referral/Request for Consent form. The parent or guardian will also be provided with a copy of the Notice of Parental Rights.

If a parent's request for an evaluation is denied, SEED DC will inform the parent or guardian of this decision using the Notice of Decision Not to evaluate form. The parent or guardian will also be provided with a copy of the Notice of Parental Rights.

504 Team

All decisions regarding a scholar's eligibility, 504 Plan, and placement will be made by the 504 Team. The 504 team will be composed of persons knowledgeable about the scholar, the scholar's school history, the scholar's individual needs, the meaning of evaluation data, and the placement options. Parents are necessary members of the 504 team and will be encouraged to present information relevant to the consideration of the team.

Scholar Evaluation:

Upon referral for an evaluation, the 504 Team will evaluate the existence and nature of the scholar's disability, the impact of the disability upon the scholar's education, and the extent to which the scholar requires special education and related aids and services to participate in and benefit from the education program. A Section 504 evaluation may be broad (including aptitude, psychological and achievement assessments, medical reports, social and cultural information, etc.) or narrow (medical report). Formal assessments are not always required but may be in some instances. To determine whether formal assessments are necessary the team must review and consider the data already available to it.

The evaluation must be conducted in a reasonable period of time. Although there is no specific requirement, SEED DC will aim to complete the evaluation within 30-45 days from the date of referral.

In general, the 504 evaluation should:

- A. Include materials, tests, or evaluation procedures, as necessary, that are:
 1. Validated for the specific purpose for which they are used;
 2. Administered by trained personnel in conformance with the instructions provided by their producer;
 3. Tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient;
 4. Selected and administered so as best to ensure that, when a test is administered to a scholar with impaired sensory, manual, or speaking skills, the test results accurately reflect the scholar's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the scholar's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).
- B. Be based on information from a variety of sources, i.e. teachers, other school staff members, parent/guardian, physician, nurse, and any other knowledgeable professionals;
- C. Document and consider all available pertinent information, i.e. records, assessment data or medical reports related to the suspected physical or mental impairment, which may be substantially limiting a major life activity; and
- D. Be conducted by a group of people, including those who are knowledgeable about the child, the suspected disabling condition, evaluative procedures, the meaning of evaluative data, and accommodation/placement options.

Parental consent is required to evaluate under Section 504. When a parent refuses to consent, SEED DC cannot be held liable for failing to provide the scholar FAPE under Section 504.

Reevaluations are required periodically and should occur at least every three years or sooner when appropriate. Reevaluations must also occur prior to any significant change in placement whether for disciplinary reasons or otherwise.

504 Plan/Placement:

If a scholar is determined to be eligible for FAPE under Section 504, the 504 Team must develop a 504 Plan and determine placement for the scholar. If the team determines that despite having a disability under Section 504, the scholar does not require special education or related aids and services, the team will indicate the basis for this decision on the 504 Plan. In making determinations about the scholar's 504 Plan and placement, the 504 Team shall consider all available relevant information, drawing upon a variety of sources, including, but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, adaptive behavior and input from the parents. Determinations about the scholar's 504 Plan and placement will be made by a group of individuals knowledgeable about the scholar, the meaning of evaluation data, and the placement options.

All scholars will be educated with those who are not disabled to the maximum extent appropriate based on their individual needs. A disabled scholar shall be placed in the general education environment unless it is demonstrated by SEED DC that education of the scholar in the general education environment with the use of supplementary aids and services cannot be achieved satisfactorily. Placement in a setting other than the general education environment will not be made without taking into account the proximity of the alternate setting to the scholar's home.

In providing or arranging for the provision of nonacademic and extracurricular services and activities, including meals, recess periods, counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by SEED DC, referrals to agencies which provide assistance to handicapped persons, and employment of scholars, including both employment by SEED DC and assistance in making available outside employment, SEED DC shall ensure that disabled scholars participate with nondisabled scholars in such activities and services to the maximum extent appropriate to the needs of the disabled scholar in question.

If a case manager has not already been assigned prior to the development of the initial 504 Plan, a case manager will be assigned following the development of the initial 504 Plan. The case manager will monitor implementation of the plan and scholar progress. The case manager will also ensure that a copy of the 504 Plan, Notice of 504 Plan and Placement, and Notice of Parental Rights are provided to the parent or guardian following the 504 Team meeting. The case manager will also distribute the 504 Plan to relevant school staff and provide or arrange for any education necessary for staff regarding implementation of the plan.

FAPE

An “appropriate education” is the provision of regular or special education and related aids and services that are designed to meet the scholar’s individual needs as adequately as the needs of non-disabled scholars are met. An appropriate education must also be designed in accordance with the procedures that satisfy Section 504’s identification, evaluation, placement and due process requirements.

Review of the Scholar’s Progress

The 504 Team will monitor the progress of the disabled scholar and the effectiveness of the scholar’s educational plan at least annually or sooner if necessary or requested, to determine whether the plan is appropriate and necessary, and that the disabled scholar’s needs are being met as adequately as the needs of non-disabled scholars.

Procedural Safeguards:

Parents should be provided with notice of their rights and procedural safeguards at any time they are notified of decisions regarding the identification, evaluation or educational placement of the scholar. Such notice should always be provided in writing.

Anyone with questions about SEED DC’s Special Education Services and/or Section 504 process may contact the Assistant Head of School at (202) 248-3015.

SECLUSION AND RESTRAINT POLICY

The SEED Public Charter School is dedicated to using the Positive Behavior Intervention and Supports framework to proactively teach and reinforce positive behaviors. Specifically, SEED PCS staff working with scholars are trained in both the Boys Town model as well as Nonviolent Crisis Intervention (CPI), endorsed and provided by the Office of the State Superintendent of Education (OSSE). The strategies taught in the Nonviolent Crisis Intervention training provide participants with a proven framework for decision making and problem-solving to prevent, de-escalate, and safely respond to disruptive, aggressive or assaultive behavior by scholars. Additionally, the SEED Public Charter School has Scholar Discipline and Suspension and Expulsion policies to address a spectrum of behavioral infractions. However, The SEED Public Charter School recognizes the possibility that emergency situations may arise where it becomes necessary for staff to use seclusion or restraint to protect the safety of scholars. This policy addresses definitions of seclusion and restraint; requirements that staff must meet when using seclusion and restraint; the use of seclusion and restraint for special education scholars; recordkeeping requirements; and guidelines for staff to consider when using seclusion or restraint.

Definitions

“Seclusion” is defined as the involuntary confinement of a scholar alone in a room or area from which the scholar is physically prevented from leaving. The following are *not* considered “seclusion” for the purposes of this policy:

- *Time-out from reinforcement as a form of strategic behavior modification.* Staff members may limit a scholar’s access to reinforcement in an effort to extinguish an inappropriate behavior. When this is a part of an approved behavior modification program, the scholar is monitored in a non-locked setting, and as long as the scholar is not physically prevented from leaving the alternative space, this is not considered seclusion.
- *Scholars voluntarily accessing a separate space as to facilitate de-escalation or problem-solving.* Again, as long as scholars are monitored and not being physically prevented from leaving, this is not considered “seclusion.”

“Restraint” is defined as a personal restriction that immobilizes or reduces the ability of a scholar to move his or her torso, arms, legs, or head freely. The following are *not* considered “restraint” for the purposes of this policy.

- *Physical escort.* Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a scholar who is acting out to walk to a safe location
- *Behavioral interventions as a means of calming or comforting.* For example, proximity control, verbal soothing, or sensory inputs (such as a “squeeze”) might be used as a component of an approved behavior modification program and are not considered “restraint.”
- “Emergency circumstance” is defined as a circumstance that meets both of the following criteria:
- Intervention is necessary to protect the scholar or another person from imminent, serious physical harm; and
- Other less intrusive, nonphysical interventions have failed or have been determined inappropriate.

Requirements for Use of Seclusion and Restraint including Procedures

The SEED Public Charter School prohibits the use of restraint or seclusion except in an emergency circumstance. Any restraint or seclusion shall be applied only by school personnel who are trained in the appropriate use of specific authorized techniques.

A space used for seclusion shall, at a minimum, be free of objects and fixtures with which a scholar could self-inflict bodily harm, shall provide school personnel an adequate view of the scholar from an adjacent area, and shall provide adequate lighting and ventilation. School personnel must be able to see the scholar placed in seclusion at all times and must speak with the

scholar at least once every 10 minutes. After 30 minutes of seclusion, the Principal, Assistant Head of School, or other senior member of the school's staff shall personally observe the scholar to assess the need for continued seclusion. No seclusion shall continue longer than one hour.

- At least two staff members will be present for any scholar placed in seclusion or restraint.
- Staff will employ SEED's Model of Care, which includes a range of de-escalation strategies in order to avoid seclusion or restraint so that seclusion or restraint is a last step.
- Staff and scholars who have engaged in seclusion or restraint will be checked by the school nurse after the incident has ended. The school nurse will provide a written incident report documenting any physical findings for both staff and scholars.
- Staff and scholars who have engaged in seclusion or restraint will engage in Restorative Practices after the incident, such as verbal or written apologies, mediation, and/or participating in a Restorative Circle to repair relationships.
- Staff and scholars who have engaged in seclusion or restraint will take steps for prevention or continued follow up, which may include but is not limited to meetings with parents and other appropriate stakeholders, counseling referrals, development and implementation of a crisis plan and/or a Behavior Intervention Plan Review and Behavior Intervention Plan revision.
- In the event a scholar continues to demonstrate an escalation in behaviors, after SEED staff have taken every step possible, including seclusion and/or restraint, SEED reserves the right to contact the local police (SEED's School Resource Officers) and/or ChAMPS, a mobile emergency service for families and children experiencing an emotional or mental health crisis in the District of Columbia, for additional support.
- SEED will not use restraint/seclusion for scholars with disabilities when they wouldn't do so for a scholar without a disability.

Use of Seclusion and Restraint on Scholars with Disabilities

For scholars with disabilities, restraint and seclusion may be used when it is or is not included in the scholar's IEP, Section 504 Plan, and/or Behavior Intervention Plan in emergency circumstances. The restraint must be used to address specific behaviors under defined circumstances and must be implemented by appropriate staff. An IEP/504 meeting will be held for any scholar with a disability who requires the use of restraint/seclusion to ensure that the IEP/504 plan/BIP addresses how restraint/seclusion should be used

Recordkeeping

The SEED Public Charter School shall maintain written incident reports for each incident involving a restraint or seclusion. The reports shall be placed in the scholar's permanent file and maintained as part of his/her education

record. The SEED Public Charter School will promptly contact a scholar's parent/guardian plan if a seclusion or restraint is used on that scholar during the school day and will provide the parent with a copy of the incident report within 1 school day.

A Behavior Emergency Report Form must also be completed following the use of a physical restraint with a child with a disability. This form must be provided to the scholar's parent/guardian within one school day and a copy must be filed in the scholar's special education records.

The Critical Incident Report Form will include the following information:

- Location of the incident leading to restraint/seclusion
- Time and duration of restraint/seclusion
- Staff members involved
- Interventions attempted prior to restraint/seclusion
- Description of attempts to de-escalate prior to restraint/seclusion
- Description of the scholar's behavior that promoted the need for restraint/seclusion
- Description of any injuries sustained by the scholar or staff during the restraint/seclusion

SEED will track data on who is restrained to ensure that no disparate impact is present.

Training

All School Leaders and SEED staff are trained in the Nonviolent Crisis Intervention program (Day 1/6 hours) annually. A select team of SEED staff are trained in Day 2/Nonviolent Crisis Intervention, which includes physical restraint. Only SEED staff who are fully trained and certified will participate in restraining a scholar. The Nonviolent Crisis Intervention program is the worldwide standard in crisis prevention and intervention, and the program is aligned with each of the aforementioned guiding principles for the use of restraint and seclusion.

Guiding Principles

In addition to following the requirements and procedures for using a seclusion or restraint outlined in Sections I-VI of this policy, the SEED Public Charter School staff will abide by the following 15 principles from the U.S. Department of Education to guide the use of seclusion and restraint at all schools.

- Every effort should be made to prevent the need for the use of restraint and for the use of seclusion.
- Schools should never use mechanical restraints to restrict a child's freedom of movement, and schools should never use a drug or medication to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health professional).

- Physical restraint or seclusion should not be used except in situations where the child's behavior poses an imminent danger of serious physical harm to self or others and other interventions are ineffective and should be discontinued as soon as imminent danger of serious physical harm to self or others has dissipated. (See Sections I-II above.)
- Policies restricting the use of restraint and seclusion should apply to all children, not just children with disabilities.
- Any behavioral intervention must be consistent with the child's rights to be treated with dignity and to be free from abuse.
- Restraint or seclusion should never be used as punishment or discipline (i.e. placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience.
- Restraint or seclusion should never be used in a manner that restricts a child's breathing or harms the child.
- The use of restraint or seclusion, particularly when there is repeated use for an individual child, multiple uses within the same classroom, or multiple uses by the same individual, should trigger a review and, if appropriate, revision of strategies currently in place to address dangerous behavior; if positive behavioral strategies are not in place, staff should consider developing them.
- Behavioral strategies to address dangerous behavior that results in the use of restraint or seclusion should address the underlying cause or purpose of the dangerous behavior.
- Teachers and other personnel should be trained regularly on the appropriate use of effective alternatives to physical restraint and seclusion, such as positive behavioral interventions and supports and, only for cases involving imminent danger of serious physical harm, on the safe use of physical restraint and seclusion.
- Every instance in which restraint or seclusion is used should be carefully and continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel. (See Section III above.)
- Parents should be informed of the policies on restraint and seclusion at their child's school or other educational setting, as well as applicable Federal, State, or local laws.
- Parents should be notified as soon as possible following each instance in which restraint or seclusion is used with their child. (See Section V above.)
- Policies regarding the use of restraint and seclusion should be reviewed regularly and updated as appropriate.
- Policies regarding the use of restraint and seclusion should provide that each incident involving the use of restraint or seclusion should be documented in writing and provide for the collection of specific data that would enable teachers, staff, and other personnel to understand and implement the preceding principles. (See Section V above.)

SELF-DISCIPLINE

is controlling your behavior and actions and doing what is expected of you without reminders.

INTEGRITY
is doing the right thing
even when no one is
looking.

PARENT/GUARDIAN RESPONSIBILITIES

Scholar-Parent-Staff Contract

It is important that we work together to help our scholars achieve high standards. The following are agreed upon roles and responsibilities that we, SEED DC scholars, parents/guardians, and faculty and staff will carry out to support scholar success in school and throughout life.

As a scholar, I will:

- Believe that I can learn and will learn.
- Always try to do my best in my work and in my behavior.
- Work cooperatively with my schoolmates.
- Show respect for myself, my school, and other people.
- Obey school rules and regulations.
- Obey the school uniform dress code policy.
- Take pride in my school
- Come to school prepared with my homework and supplies.

As a Parent/Guardian, I will:

- See that my child attends school regularly and in accordance with all school policies.
- Regularly support school events.
- Obey and respect SEED DC Student Life Policies, especially, check-in and check-out policies, visitation policies, technology policies and the food drop-off policy.
- Provide a home environment that encourages my child to learn.
- Communicate regularly with my child's teacher and Student Life Counselor.
- Support the school in developing positive scholar behaviors.
- Obey the school uniform dress code policy.
- Talk with my child about his/her school activities.
- Show respect and support for my child, the staff, and the school.

As a Staff member, I will:

- Believe that each scholar can learn.
- Show respect for each child and his/her family.
- Come to work prepared to perform my job responsibilities.
- Provide an environment conducive to learning.
- Help each child grow to his/her fullest potential.
- Enforce school and campus rules fairly and consistently.
- Hold scholars accountable to the dress code policy.
- Maintain open lines of communication with the scholars and his/her parents/guardians.
- Seek ways to involve parents/guardians with meaningful and appropriate opportunities in the school program.
- Demonstrate professional behavior and attitude.

Vending Machine and Food Policy

All scholars are provided with three meals and a snack daily (except there is no snack provided on Friday afternoon since scholars check-out). Scholars may bring money for the vending machines to use in the evening hours. Families may donate snacks for their scholar's house or floor in the residence hall. All donated food items should be given to the Student Life Counselor for safekeeping and distribution. For special occasions or incentives, the Directors of Student Life must first approve any other food that is not from campus dining services. In order to maintain a clean environment and to avoid pests, scholars are not permitted to keep food in their rooms at any time. Students are not permitted to order outside food while on campus. Parents and families are also not permitted to bring outside food to students.

The SEED Public Charter School of Washington, D.C. will not permit third-party vendors, staff, students, parents or any other stakeholder to sell foods or beverages of any kind to students on school property from midnight on the day school begins to 90 minutes after the school day ends, in accordance with Healthy Schools Act and USDA Smart Snacks Standards.

Parent Involvement Policy

SEED DC will reach out to parents to include them in the School's LEA Application for entitlement funding under No Child Left Behind, including the approval of the Parental Involvement Policy. The School presents these "Parent/Guardian Responsibilities," that have been agreed upon by parents and the School as the School's Parental Involvement Policy. If parents have comments or issues related to the Policy, the School will include their feedback in the School's LEA application or related reports and will offer opportunities to resolve issues with the Parental Involvement Policy and revise it as necessary.

Parent Contribution to the School Program

One barometer of a healthy school is a vibrant, parent-supported annual fund. SEED DC appreciates parents that support the school through its annual fund with financial contributions.

In addition to the annual parent contribution, we ask that all parents volunteer a minimum of once a month. All volunteers are required to have an updated background on file. The Director of Family and Community Engagement will coordinate all parent volunteer opportunities.

Releases

The following releases are standard release documents that we anticipate needing during the school year. By accepting enrollment at SEED DC and signing the Scholar-Parent Agreement page at the end of this Handbook, the parent(s)/guardian(s) agree and voluntarily execute the releases contained in this section of the Handbook. A parent may strikeout and initial the release

he/she does not want to sign on the Scholar-Parent Agreement or declare in writing to the at the time of signing or enrollment.

Release of All Claims: The undersigned on the Scholar-Parent Agreement is/are the legal guardian(s) of the scholar named on that Agreement.

In consideration of SEED DC allowing the scholar enrolled in SEED DC or named on the Agreement to participate in the following described activities during the school year and her/his association with SEED DC, each parent hereby releases and discharges SEED DC and SEED Foundation ("Foundation"), Washington, District of Columbia, its agents, employees, trustees, and officers, from all claims, demands, actions, judgments, or executions which the undersigned on the Scholar-Parent Agreement might possess or against SEED DC or Foundation or aforesaid other for any or all personal and property injuries, known or unknown, caused by or arising out of the named Scholar's participation in the school year of SEED DC, and any and all activities associated with SEED DC and the named scholar's enrollment at SEED DC. Each parent, furthermore, agrees that any dispute or suit nonetheless arising out of the named scholar's participation in the school year or any and all activities associated with the scholar's enrollment at SEED DC shall be brought exclusively in a court of competent jurisdiction in the City of Washington, District of Columbia, all other forums being hereby waived, and that at all such proceedings applicable District of Columbia law shall be controlling.

Activities

This release includes, but is not limited to, the following activities: riding chartered bus, common carrier, or vehicle driven under the direction of SEED DC Faculty, Staff, or individual approved by the School's Principal, the Directors of Student Life, or the Director of Experiential Learning and External Opportunities; traveling to museums, historical, recreational, or other sites approved by SEED DC or under the direction of SEED DC, attending movies rated: G, PG, PG-13, R, NR; theatre, rock, contemporary, or other musical concerts; participating in hiking, boating, and camping trips; visiting colleges or educational sites; traveling to approved activities at other schools; participating in sport and athletic activities or other extra- and co-curricular activities, This includes attending activities outside of the Washington DC Metropolitan area.

Transportation by other than a scholar's own parent/guardian's automobile or a SEED DC vehicle must be arranged on an individual basis for each trip with the Principal, Directors of Student Life, the Assistant Head of School or the Director of Experiential Learning and External Opportunities or their respective staff representative(s).

Surveys

In order to help SEED DC reach our mission of preparing scholars for college, we prioritize on-going data collection, reflection and growth. At various points throughout the school year, scholars may be asked to anonymously participate in surveys about the quality of the educational program at SEED DC. Scholar feedback will help us learn more about how to best shape our school offerings. If you have questions about surveys, you may contact the Principal, Director of Middle School Academics or the Directors of Student Life depending on whether the survey was conducted during the academic day or Student Life hours.

By signing the Scholar-Parent Agreement or enrolling his/her child in SEED DC, each parent indicates they have read and voluntarily execute this Release with full understanding of its provisions as they pertain to the Scholar named in the Agreement.

Independent Evaluation Consent

As a part of a scholars' enrollment at SEED DC, the scholar and parent will be asked to participate in activities that evaluate the School. A team of independent evaluators will interview scholars and may request an interview with parents. In addition, the evaluators will review scholar records and test results. By signing the Scholar-Parent Agreement in this Handbook or enrolling your child in SEED DC, each parent agrees to participate in the independent review and evaluation of SEED DC.

Each parent understands that evaluators will review his/her child's official school records and report those results along with the results of other scholars and parents in such a way that the parent/guardian name or scholar's name will not be identified or connected to any results or responses.

Each parent understands that the evaluator will assign a code to his/her scholar's name and parent/guardian responses and that neither will be associated with the results or report.

Each parent understands that his/her child will be asked for permission at the time of their interview or group interview, and may refuse to participate if he/she chooses.

Media Release

SEED DC scholars have been featured in many newspaper articles and other media including television. It is cumbersome to get all of the scholar permissions at the time of a media agency requests to access SEED DC. Therefore, scholars will participate, because we have written authorization on file through this Handbook and Scholar-Parent Agreement. The media release allows for scholars to participate in various media agency requests to access SEED DC.

By signing the Scholar-Parent Agreement or enrolling your child in SEED DC, each parent gives permission for his/her child to be filmed, photographed/interviewed by all media agencies that have been allowed to access SEED DC during their child's enrollment and association with SEED DC.

School Property and Textbook Responsibility Acknowledgement

By signing the Scholar-Parent Agreement or enrolling his/her child in SEED DC, each parent acknowledges that they and their child(ren) are financially responsible for School Property that is issued for scholar use. Each parent understands that this property includes, but is not limited to, school facilities, including doors and walls; classroom and resident furniture; textbooks; computers and computer equipment; and uniforms. If you or your child(ren) has outstanding financial obligations for damaged or lost school property, depending on the amount and severity of the damage or loss, you will have to repay the school by direct payment and/or community restitution. All outstanding financial obligations must be paid prior to re-enrolling.

ENROLLMENT FOR THE NEXT SCHOOL YEAR

Enrollment for the next school year is not automatic. Parent(s) and/or guardian(s) will obtain their child's snapcode via email from the Office of Family and Community Engagement. Thereafter, they must complete the online *Re-Enrollment Registration*. *Registration* by the deadline set by the school administrators in order to reserve their place at SEED DC.

A scholar whose parent or guardian has not completed the online *Re-Enrollment Registration* by the designated deadline is at risk of being dropped from enrollment at the school for the next academic year. *Re-Enrollment Registrations* submitted after the deadline may not be accepted.

Submission of the online form only holds a space for your child. Enrollment is not complete until the school receives the necessary residency verification documents and immunization information, as required by law.

Scholars who do not re-enroll for the next academic year are NOT eligible for summer opportunities funded totally or in part by SEED DC or afforded through a partnership with SEED DC. If a scholar participates in a summer program funded by SEED and does not re-enroll for the next academic year, his/her family will be responsible for reimbursing the school for the cost of the summer program(s). The family will also be required to reimburse the school for any related costs provided to the scholar to attend the summer program(s).

WITHDRAWING A SCHOLAR

As a charter school, we value the ability of parents to make choices regarding their child's educational placement. We recognize that for a variety of life situations a parent may make a choice to withdraw their child from SEED DC. Although we regret seeing any member of SEED DC community leave, we will support and assist parents in making such a transitional move.

In order to withdraw a scholar, parents must complete and sign a *Withdrawal and Exit Interview Form* and *Scholar Withdrawal/Enrollment Confirmation Form* with the Office of Family & Community Engagement. Once a decision on the scholar's next school has been finalized, the *Scholar Withdrawal/Enrollment Confirmation Form* must be completed by the receiving (new) school and returned to the Office of Family & Community Engagement before the official educational records will be released. SEED DC will send the academic files to the receiving school within two business days after receipt of the *Scholar Withdrawal/Enrollment Confirmation Form*. However, official educational records will not be released until all outstanding materials and other obligations have been settled.

A parent/guardian should contact a Student Life Administrator to make arrangements to pick up their child's belongings from his/her room.

Once a scholar has formally withdrawn the scholar forfeits her/his assigned enrollment space at SEED DC and will not be eligible to re-enroll.

Scholars who are withdrawn are NOT eligible for summer opportunities afforded through SEED DC.

SIBLING PREFERENCE POLICY

Families are important to SEED DC. SEED DC strives to keep households together for ease of parent/school relationships, transportation, school calendar logistics, etc. With this in mind, enrollment preference is usually given to siblings of any scholar who is attending SEED DC and who submits an enrollment application by the designated deadline.

A sibling is defined as a biological or legally adopted brother or sister, as well as stepbrothers, stepsisters, or foster children residing full-time in the same household with a current SEED DC scholar. Cousins, nieces, nephews and unrelated children sharing an address with a SEED DC scholar are not considered siblings.

In order for eligible siblings of current SEED DC scholars to be considered under the Sibling Preference Policy, the parent or guardian must complete and submit an enrollment application by the designated deadline for each child they wish to enroll at SEED DC. If we have more siblings who apply by the application deadline than we have openings, a sibling lottery will be conducted. If an enrollment application for a sibling is not received by the application deadline, he/she will not qualify for enrollment under the Sibling Preference Policy and will be added to the waiting list in the order that his/her application is received.

Both the current SEED DC scholar and his/her newly enrolled sibling must intend to enroll at SEED DC for the upcoming school year and must have the same primary residence. If for any reason the current SEED DC scholar, on whom the sibling preference was based, withdraws from or is dismissed from SEED DC prior to the start of the school year, the newly enrolled sibling will be removed from enrollment and will be placed on the waiting list.

Each year, public charter schools can use its discretion to extend or not extend the Sibling Preference Policy during an enrollment period. The *Enrollment and Lottery Guidelines* written by the DC Public Charter School Board states, "Schools may grant enrollment preference to siblings of current scholars during the enrollment period." Sibling preference is not a mandated policy for public charter schools. If SEED DC does not offer the Sibling Preference Policy during an enrollment period, siblings will be entered into the general public lottery.

Please note that siblings must also meet all other eligibility requirements to apply for the upcoming school year, which includes:

- Being a D.C. Resident
- Entering the 9th grade for the 2019-2020 school year

Should you have any questions about the Sibling Preference Policy, please contact the Office of Family & Community Engagement via email at admissions@seedschooldc.org or phone at (202) 248-3025.

PARENT/GUARDIAN GRIEVANCE PROCEDURE

SEED DC has the obligation to ensure that the behavior and conduct of employees is acceptable and conducive to learning. Concerns and complaints will not be ignored. Conflicts or complaints should be resolved directly with the employee whenever possible. All cases, concerns, or complaints will be reviewed and addressed by the employee's supervisor. A resolution does not always mean that a final decision has to be sanctioned or approved by the parent/guardian or employee.

When issues of concern fail to be resolved, the parent should complete a *Parent Grievance Form* located in the Office of Family & Community Engagement. This form allows the parent/guardian an opportunity to identify the facts and submit the complaint to facilitate resolution. This form should be submitted to the Director of Family & Community Engagement. The Director will process the grievance form and is obligated to begin a process of seeking resolution within two business days.

Parents/Guardians who are not satisfied with this determination may appeal to SEED DC's Chair of the Board, Desa Sealy, at desasealy@gmail.com. This appeal must be made in writing within 5 calendar days of the final determination.

EMPLOYEE GRIEVANCE PROCEDURE

To secure a working and positive partnership with teachers, appropriate name, administrators, support staff, etc., a form is available for any employee to complete when that individual has experienced a personal violation by any parent/guardian, scholar relative, or visitor. Should any employee of SEED DC experience what is construed as a verbal or physical abuse, threat or violation of said person, which may endanger his/her well-being or is considered to be harassing, confrontational, or of unprofessional behavior, he/she may complete an Employee Grievance Form. This will be submitted to the employee's supervisor or Human Resources Manager for review.

As a result of this review, an investigation may be conducted for determining if any action is necessary or if consequences should be imposed. See "Responsibility to Adhere to Policies" for parent/guardian behavior review process and consequences.

CHECK ACCEPTANCE POLICY

SEED DC does accept personal checks as a form of payment. In the event that your bank returns a check for Insufficient Funds (NSF), a \$10 fee will apply and your name will be placed on the school's NSF list. Report cards, transcripts and other materials will not be released until the amount of the check and NSF fees are reimbursed to the school. After payment of the outstanding amount, your name will remain on the NSF list for 180 days. If, during this period of time, the school receives another NSF check from you, the aforementioned process will begin again. However, this time your name will remain on the NSF list indefinitely and SEED DC will be unable to accept checks from you. You may contact the Finance and Operations Coordinator at (202) 248-3041 if you have questions.

FUNDRAISING POLICY

All SEED DC fundraising projects must receive approval from the Development Office. All staff, parents/guardians and scholars must:

1. Submit a Fundraising Project Form
2. Receive approval of the fundraising project before beginning any fundraising activities, and
3. Submit and report ALL donations received to the Development Office.

This fundraising procedure will ensure that all of our fundraising and development activities are synchronized and in-line with the mission of the SEED DC.

Reasons for the Fundraising Policy

1. The School pursues a number of donations and partners at any given time, and may be soliciting the same individuals and groups that you are contacting for supplies and donations. Many donors can/will only donate one gift per year to an organization, and smaller fundraising efforts (such as asking for small project/equipment donations) may prevent us from obtaining much larger gifts.
2. Many grants have implications for other departments at the School. Example: Some grants or donations may require us to implement special accounting procedures to identify exactly how the funds are spent.
3. Some grants or in-kind donations may create additional work for another department that makes the donation less valuable. Example: SEED DC may receive a donation of used computers, but they have so many problems that it is burdensome for staff to either make them work or throw them away. Another example: A grant may have extensive

Thinking about a fundraising activity?
Contact our Development Office at
(202) 248-3012 or
development@seedschooldc.org.



reporting requirements that require too much time to make the monetary benefit of the grant worth the time required for reporting.

4. Many organizations have reporting requirements. If we fail to comply with these requirements, then we may lose the opportunity to request funds from them again.
5. The School has procedures for recognizing all of our donors (with thank you letters, recognition in the Annual Report, and mailings). It is important to ensure that the School appropriately thanks everyone who supports SEED DC.
6. All solicitations (requests for donations) MUST conform to the mission of SEED DC and contain accurate information about SEED DC. Additionally, all solicitations to potential donors must utilize the same language and organization. This enables SEED DC to communicate a consistent image and message for the School.

The policy applies to ALL fundraising activities that will benefit SEED DC families and staff, including those listed below. If you are unsure whether your idea is a fundraising activity, please contact the development office at development@seedsschooldc.org or (202)-248-3012.

Examples of Fundraising Activities

Off-Campus Fundraising Activities:

- Hosting an event at your home, a restaurant or other site and asking for a donation at the door OR selling tickets to the event.
- A personal friend has offered to provide space and refreshments in a home, restaurant, hotel, etc. free of charge to host an event where you request a cover, donations, host an auction or raffle, etc.
- Sending a letter requesting a donation of cash, goods or services to an individual whom you know or don't know.
- Sending a grant proposal to an individual, corporation, or grant-making organization.

On-Campus Fundraising Activities:

- Hosting an event and asking for a donation OR selling tickets
- Placing a coin jar in classrooms to which scholars and staff members may contribute
- Movie night
- Yard sale
- Dress down day
- Raffle
- Dance
- Auction

Fundraising for Special Groups and Activities

Individual Expenses for Summer Programs, Semester Programs, or Special Projects

Scholars pursuing summer opportunities may need to raise money to support program, travel and living expenses. SEED DC cannot support individual fundraisers on campus, as it would overwhelm staff, scholars and families with requests for support and decrease the success of projects such as class fundraisers, service learning activities, and PTSA fundraisers. Therefore, scholars who seek support for special programs may speak with the Director of Experiential Learning and External Exposure to explore financial support from SEED DC or other sources and may also seek funds from family members, church, neighbors and friends within their personal communities.

Class Fundraisers

If parents/guardians, staff and scholars want to raise money on behalf of their class, they may host on-campus fundraisers. The development office must approve all fundraising activities in advance. Funds raised through the events must be submitted to the Development Office and managed by the School.

Fundraising for Other Charities on SEED DC's Campus

Some members of SEED DC's community raise funds to support other organizations, such as asking for sponsors for a race, selling goods, or holding on-campus activities. This fundraising policy only applies to activities on behalf of SEED DC, but if you are holding an organized event or engaging in any of the on-campus activities outlined below, *please check with the development office to confirm that you do not need to submit a Fundraising Project Form.*

Donations and Reimbursements

Many parents/guardians and staff contribute items towards school events and fundraisers (such as beverages, cash, etc.). These contributions are considered donations. SEED DC will not reimburse parents/guardians and/or staff for such contributions unless prior arrangements have been made.

Fundraising Project Form

The Fundraising Project Form must be submitted to the Development Office prior to the start of any fundraising activities. The Fundraising Project Form is available in the Development Office.

RESPONSIBILITY TO ADHERE TO POLICIES

By accepting enrollment at SEED DC, parents/guardians agree to abide by SEED DC policies contained in this handbook and/or issued by school officials. A parent's/guardian's failure to abide by school policies may result in consequences being applied to the parent/guardian including, but not limited to, restrictions from campus visitation, barring parent/guardian participation in school events, and restrictions to sitting on parent/guardian committees. Parent/Guardian failure to abide by school policies may jeopardize your child's enrollment status. Providing false or misleading information, and/or failing to meet all admissions requirements may disqualify your scholar from remaining enrolled at SEED DC. As a result of a failure to abide by school policies, the Head of School may designate an administrator to conduct an investigation for determining if an additional review is necessary or if consequences should be imposed. The designated administrator may recommend and impose consequences. In addition, the Head of School may form an ad hoc committee of SEED DC administrators and/or staff to serve as a parent/guardian review board to review parent/guardian behavior and impose consequences, up to and including, de-enrollment of a scholar from SEED DC.

COMPASSION

is being concerned,
helpful and supportive
toward other people
and the community and
thinking about how the
other person will
feel before you act.

NOTES

[illegible]

