



# Parent/Student Handbook

**2023-2024**



Friendship Public  
Charter School  
GRADES PRE-K3 TO 12

# 2023-2024 School Calendar

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Student Days In	Cumulative Student	Teacher Days In	Cumulative Teacher					
AUG		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		9	9	19	19
SEP					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	29	20	39
OCT	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				20	49	21	60
NOV			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		17	66	18	78
DEC					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	15	81	15	93
<b>2024</b>																													
JAN	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			19	100	21	114
FEB				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		19	119	20	134
MAR					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	139	21	155
APR	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				16	155	17	172
MAY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22	177	22	194
JUN	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						5	182	5	199
JUL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31						

Term 1 47  
 Term 2 45  
 Term 3 47  
 Term 4 43

SU	Standards University
F	First Day of School
H	Holiday, no school for students and staff
X	No School for Students and Staff
XT	No School for Students
PD	Professional Development for staff, no school for students
PR	Progress Reports
DT/W	1/2 Day Data Talk / 1/2 Day Wellness Day
Q	Quarter Ends
QLC	Quarter Learning Conferences, no school for students
W	1/2 Day Wellness, no school for students
L	Last Day of School
	Early Release Day, District-Wide Based   12:00 PM student dismissal
	Early Release Day, Campus-Based   12:00 PM student dismissal
	Early Release Day Teacher Wellness Day   12:00 PM student dismissal
	First/Last Day of Summer Learning Academy

Hours of Operation (May Vary by School)  
 Student Hours - 7:45-3:30

Hours of Operation (Early Release Friday)  
 Student Hours - 7:45-12:00

Summer Learning Academy (SLA) / Summer School  
 (May Vary By Program)

## Event of School Closings, Delayed Openings, Early Dismissals

We do not follow DC Public Schools' schedule for school closings due to bad weather. In the event of inclement weather or other emergency, please refer to NBC4, ABC7, CBS9 and Channel 5 (FOXNetwork) for information regarding the schedule for that day. Additionally, the school will send messages to your home telephone numbers, so please check your voicemail. Finally, refer to the Friendship mobile app, FPCS Facebook and Twitter for information.

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# About Friendship Public Charter School

## Our Mission

The mission of Friendship Public Charter School is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

## What We Do

Friendship offers innovative and challenging standards-based learning experiences and extended learning programs. We instill an appreciation for education and set high academic and personal standards that prepare students to become responsible contributors to their communities and world.

## Who We Are

Founded in 1997, Friendship Public Charter School is a 501(c)(3) not-for-profit corporation. Friendship established its first charter schools in 1998, opening the Chamberlain and Woodridge elementary campuses. Today, Friendship has elementary, middle and high school charter campuses throughout the District of Columbia, serving over 4,000 children and youth in preschool through grade 12.

The organization is headed by an independent board of trustees, consisting of 13 voting members. Nine are residents of the District of Columbia, including two parent representatives.



Friendship CEO Patricia A. Brantley with Tech Prep scholars.

# Friendship PCS Code of Conduct

## Code of Conduct Introduction

The mission of Friendship Public Charter School is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

In the spirit of the mission, Friendship PCS presents this Code of Conduct to members of our school community. In this Code, Friendship PCS articulates our commitment to creating a safe and nurturing learning environment in which all of our students have the best possible opportunities to thrive both academically and socially.

## Friendship PCS Core Values

The Core Values listed below are characteristics that must be demonstrated by every member of the Friendship PCS community. Students will see the Core Values posted throughout Friendship PCS and will be expected to recite them.

### INTEGRITY

Be honest and fair to others.

### RESPONSIBILITY

Choose right over wrong. Accept consequences for your actions.

### CONFIDENCE

Know that you can achieve.

### CARE

Help others.

### COMMITMENT

Find your purpose and stay true to it.

### PATIENCE

Face challenges by seeking understanding – not with anger and violence.

### PERSISTENCE

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

### RESPECT

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

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

- Attend school and class everyday on time;
- Adhere to the dress code policy;
- Strive for excellence;
- Actively seek opportunities to become involved in extracurricular activities;
- Be respectful and courteous in your interactions with others;
- Contribute to maintaining a safe and welcoming environment for all;
- Seek non-confrontational, non-combative solutions at all times in resolving conflicts;
- Understand your actions have consequences; and
- Embrace your role as representatives of Friendship Public Charter School, both on and off school grounds.





# General Information

## School Contact Information

### Friendship Armstrong Elementary & Middle

111 O Street, NW  
Washington, DC 20001

(202) 518-3928

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

### Friendship Blow Pierce Elementary & Middle

725 19th Street, NE  
Washington, DC 20002

(202) 572-1070

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

### Friendship Chamberlain Elementary & Middle

1345 Potomac Avenue, SE  
Washington, DC 20003

(202) 547-5800

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

### Friendship Collegiate & Collegiate Online Academy

4095 Minnesota Avenue, NE  
Washington, DC 20019

(202) 396-5500

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

### Friendship Ideal Elementary & Middle

6130 N. Capitol St., NW  
Washington, DC 20011

6200 Kansas Ave NE  
Washington, DC 20011

Phone: 202-986-0827

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

### Friendship Online Academy

1351 Nicholson Street, NW  
Washington, DC 20011

(202) 795-7106

### Friendship Southeast Elementary & Middle

645 Milwaukee Place, SE  
Washington, DC 20032

(202) 562-1980

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

### Friendship Technology Preparatory High

2705 Martin Luther King Ave, SE  
Washington, DC 20032

(202) 552-5700

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

### Friendship Woodridge Elementary & Middle

2959 Carlton Avenue, NE  
Washington, DC 20018

(202) 635-6500

School Hours: M-Th 7:45-3:30 pm | F 7:45-12pm

## Other Contact Information

### Friendship PCS Community Office

1400 First St. NW Suite 300  
Washington, DC 20001

Main Office Phone Number: (202) 281-1700

Web address: [www.friendshipschools.org](http://www.friendshipschools.org)







### Office of Parent Relations

Office Phone Number: (202) 281-1756  
[wecare@friendshipschools.org](mailto:wecare@friendshipschools.org)

### Office of Extended Learning

Office Phone Number: (202) 281-1700  
[FriendshipCares@friendshipschools.org](mailto:FriendshipCares@friendshipschools.org)

## Social Media

-  [www.friendshipschools.org](http://www.friendshipschools.org)
-  [twitter.com/FriendshipPCS](https://twitter.com/FriendshipPCS)
-  [www.facebook.com/FriendshipPCS](https://www.facebook.com/FriendshipPCS)
-  [www.linkedin.com/company/friendship-public-charter-school](https://www.linkedin.com/company/friendship-public-charter-school)
-  [www.instagram.com/friendshippcs](https://www.instagram.com/friendshippcs)
-  [www.youtube.com/user/FriendshipPCS](https://www.youtube.com/user/FriendshipPCS)

## Enrollment

**TIP:** Plan ahead. Keep your scholar's enrollment paperwork up-to-date. Re-enrollment month for your scholar is April of each year.

Every year, families must complete the registration process in accordance with District of Columbia laws and school policies. Registration information, including residency verification outlined in the OSSE's Residency Verification Guidelines, and other supporting documentation must be submitted by the deadlines provided in order to reserve enrollment slot. In order to attend a District public school, tuition free, the enrolling person must both be a bona fide District resident and eligible to enroll the student.

### Who is eligible to enroll a student?

Eligibility to enroll a student is limited to the parent, guardian, custodian, other primary caregiver (OPC), or adult student.

### Lottery

Friendship PCS participates in the My School DC common lottery a single, random lottery that determines placement for new students at all participating schools. Student-school matches are based on the number of available spaces at each school; sibling, proximity, and other lottery preferences; how each student ranked their school choices; and each student's random lottery number. Friendship PCS recognizes four (4) lottery preferences during the open enrollment period:

(1) Transfer (A current Friendship student applying to any other Friendship campus), (2) \*Sibling Attending (An applicant with a sibling who is attending the same Friendship campus for SY23-24 and will be re-enrolling for SY24-25), (3) \*Sibling Offered (An applicant whose sibling receives an offer to the same Friendship campus in the SY24-25 lottery) , and (4) Children of Staff (An applicant whose parent or primary guardian is a staff member at Friendship). Students' whose applications are submitted after the deadline specified on the My School DC website ([www.myschooldc.org](http://www.myschooldc.org)) are given post waitlist lottery numbers and will automatically be placed at the end of any waitlists, in the order in which they signed up.

\*Sibling Definition: A child who has at least one parent or legal guardian in common with a current Friendship student (same physical location) and resides in the same household as the student.

### Mid-Year Transfer

Mid-year transfers are for current Friendship PCS students interested in transferring to another Friendship campus. Families must complete an application via My School DC ([www.myschooldc.org](http://www.myschooldc.org)). Families will be placed in order of their application entry on My School DC.

### Withdrawal

If, for any reason, the enrolling parent/guardian intends to withdraw their scholar from Friendship PCS, a completed withdrawal form must be submitted to the campus main office. The records release will be complete upon receipt of a documented formal request from the new enrolling school. Additionally, grades and transcripts will not be released until all accounts/fees are cleared

### Friendship PCS Meals Programs and Policies

Food and Nutrition Services (FNS) supports scholars' health and achievement by ensuring that all FPCS scholars receive nutritious meals that support academic success. We believe in providing appetizing school meals made from fresh, nutritionally balanced ingredients. Making nutritional education available to scholars is a part of our Local Wellness Policy (LWP), and our goal is to help students explore healthy food options and build lasting healthy choices at meal time. FPCS participates in the following Child Nutrition Programs through the United States Department of Agriculture (USDA): School Breakfast Program, National School Lunch Program, Child and Adult Care Food Program, After School Snack Program, Fresh Fruit and Vegetable Program, and the Summer Food Service Program. Meals and snacks provided to scholars through these programs are served at no cost to scholars and comply with all current Federal and District nutritional standards and guidelines.

### School Breakfast Program (SBP)

Recognizing that a healthy breakfast is essential to getting our scholars' learning experience off to a great start every day, we strive to provide every scholar with a breakfast they will enjoy. Breakfast menus include a variety of items such as cereal, pancakes, waffles and breakfast sandwiches, as well as fresh fruit and fruit juice and skim or low-fat milk. PreK – 8th grade scholars are served Breakfast in the Classroom (BIC). High school scholars are offered breakfast in the cafeteria and also have grab 'n' go options.

### National School Lunch Program (NSLP)

Lunch is not only an opportunity to recharge energy levels, but also to allow scholars time to relax and enjoy social time with their peers. Our offerings for lunch are tailored to your scholars' age groups both in portion sizes and age appropriate menu items. Lunch meals include a variety of sandwiches, salads, home-style items like pastas, baked chicken, as well as turkey and gravy; and healthy pizza made with whole grain crust and reduced fat cheese. Those entrees are supplemented with fresh and cooked vegetables, fresh fruits and fruit juice and skim or low-fat milk. Chef Salads are available regularly as an option on the regular menu items offered and include fruit and milk choices.

### **Child and Adult Care Program (CACFP) & After School Snack Program (ASSP)**

Supper meals are provided through our participation in the CACFP. Scholars who are enrolled in Friendship Cares after school programs will be provided supper daily. The meals served are similar to lunch meals, with an enhanced focus on more of the home-style items. For scholars participating in other after school programs and activities such as clubs and tutoring who receive at least one hour of education or enrichment we provide a healthy snack, which includes items such as whole grain snacks, fresh fruit and milk and juice.

### **Fresh Fruit and Vegetable Program (FFVP)**

The goal of the Fresh Fruit and Vegetable Program (FFVP) is to improve scholars' overall diet and create lifelong eating habits to positively impact their present and future health. This program enables students in grades PreK3 – 8 to sample a unique selection of fruits and vegetables several times per week in the classroom and is combined with educational curriculum.

### **General Program Notes**

Following guidelines established by the Healthy Hunger Free Kids Act of 2010 and the DC Healthy Schools Act and Healthy Students Amendment Act of 2018, our meals have evolved to include the following nutritional standards:

- All grain based items are either whole grain or whole grain enriched,
- Sodium levels have been reduced from those prior to the recent regulation updates,
- Calorie ranges and portion sizes are age appropriate for Pre-K, K-5, 6-8, and 9-12th age groups,
- Fruit is served with breakfast, lunch and supper, fruits and vegetables are served at lunch and supper,
- Milk offered is either skim or low-fat and based on DC specific regulations is unflavored, for those scholars who experience lactose intolerance lactose free options will be tailored to your individual scholar's needs and preferences from a list of approved substitutes,
- Vegetarian meals are available upon request for both breakfast and lunch, when the daily offerings don't meet those standards (normally when meat is included in the entrée portion),
- Pork, and items including pork byproducts are not served in any of our meal programs,
- Accommodations for scholars with special dietary needs will be made whenever possible, and include, but are not limited to substitutes for:
  - Diabetes or other health conditions
  - Food allergies
  - Religious or cultural reasons

- Filtered water is available during each meal period and throughout the school day.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **District of Columbia Human Rights Act**

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC law 2-38; DC official code §2-1402.11(2006), as amended) states the following:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any



individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-4559 or [ohr@dc.gov](mailto:ohr@dc.gov)

## Nut Free Policy

**Did you know** there is a tremendous risk that children and adults who are allergic to nuts can face from even the smallest exposure to peanut butter or a piece of nut? Your understanding and support in helping us to provide a **"NUT-FREE ZONE"** within the lobby, lunchroom and classroom areas is greatly appreciated.

Friendship PCS is aware of the tremendous risk children and adults who are allergic to nuts can face from even the smallest exposure to peanut butter or a piece of nut. The consequences are life-threatening in many cases and require immediate intervention with medication, hospitalization or even life support. We want to do all we can to eliminate the possibility of such an occurrence in our schools.

Parents are asked to adhere to the following school-wide protocols:

- Please do not send any peanuts, peanut butter or foods containing peanuts or peanut butter.
- There will be no classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- Please do not enclose candy or other treats with holiday cards.
- If your child ate peanut butter for breakfast, please ensure that your child has washed his/her hands with soap and water before leaving for school. Water alone does not do the trick!

A list of other tree nuts that may trigger an allergic reaction are provided below:

Almond	Coconut	Pecan
Beechnut	Filbert	Pine Nut
Brazil Nut	Gingko Nut	Pistachio
Bush Nut	Hazel Nut	Shea Nut
Butternut	Lichee Nut	Walnut
Cashew	Macadamia Nut	
Chestnut	Nangai Nut	



# Resources for Parents

## Office of Parent Relations

The Office of Parent Relations provides support and information to the parents and families of Friendship PCS. Its services to parents include:

- keeping parents in touch with Friendship PCS news and happenings and providing programs and services that keep parents connected throughout the year;
- listening to parent concerns, providing referral information and coordinating informal resolution meetings; and
- helping parents connect with any special help or services.

## Parent Advisory Council (PAC)

The PAC (Parental Advisory Council) is an organization that brings parents and teachers together to promote the education and welfare of our children.

The primary role of the PAC is to provide a forum through which parents can become more involved in the education of their children. The PAC coordinates a number of activities and services, including:

- outreach to its members to determine the needs and interests of membership;
- recruitment of parents to build a robust parent involvement program;
- information and available educational resources to all parents;
- support and aid for parents with concerns or other issues;
- professional development for its parent membership;
- partnerships with members of the school community (e.g., Director of Parent Relations, Learning Leaders) to offer services to families and share resources;
- representation of parents on School Leadership Teams;
- fund raising activities to benefit the children and PAC;
- parent participation in school activities; and communications (e.g., newsletters, e-mail accounts, websites, phone trees)

Please contact your child's school for more information.

## Contact Us

We encourage family and staff to collaborate in strengthening our schools. If you require support outside of the school campus, please contact the Office of Parent Relations at [wecare@friendshipschools.org](mailto:wecare@friendshipschools.org) or by phone at (202) 281-1756.

## Parent University

Parent University is an initiative designed to inform, involve and empower Friendship PCS families. It provides a combination of resources and course offerings to help parents become full partners in their children's education. Parent University offers parents and other family members a variety of meaningful classes and workshops that will add to their existing skills and give them opportunities for continued growth and development.

The goal of Friendship Parent University is to educate, engage, and involve our parents/guardians as partners and advocates in their children's education.

Parent University's purpose is to:

- Increase access to and understanding of Friendship's core values, policies and practices;
- Increase parental involvement and participation in school;
- Allow parents an opportunity to network with professionals and other parents;
- Help parents develop the skills needed to implement positive parenting practices;
- Empower parents to become effective advocates for their children;
- Strengthen home-school-community partnerships;
- Equip parents with knowledge and awareness of resources available to them;
- Increase the number of parents who feel positively connected to their children's school; and
- Provide opportunities and support for families to achieve personal academic and non-academic goals.

Parent University offers workshops/courses in one of five areas:

- **Social Emotional Learning:** These workshops focus on the social emotional development of children and how it can impact a student's academic and social progress. Information and experiences that empower parents to raise self-confident, disciplined, motivated and educated children from birth through young adulthood will be shared.
- **Technology:** These workshops provide families current information on technology and how it can be used to increase learning for students and parents.
- **Academic Intervention and Support:** These workshops focus on steps that can be taken to assist a student in their academic progress. Parents will learn how to determine whether their children are on track with their learning.
- **Growth and Personal Development:** These workshops provide opportunities for parents to increase their own personal and professional growth, enabling them to effectively advocate for themselves and their children.
- **Education:** These workshops cover information on topics that are beneficial to families for everyday living.

By providing our parents/guardians with the knowledge and experiences to advocate and support their child's learning, parents will become more engaged in supporting quality education for their children in ways that result in improved student outcomes and school improvement.

## How do I sign up to volunteer?

Are you looking for a way to stay involved in your scholar's life? There are many opportunities to become an active participant at Friendship Public Charter School. Through your involvement, you provide vital support while enriching the educational experience for your scholar. The more you give, the more they get! Although your scholar may not admit it, they like having you around...and we do too!

For more information please visit:  
[www.friendshipschools.org/parents](http://www.friendshipschools.org/parents)

## Volunteer / Chaperone Policy

In order to maintain a safe environment for students, employees, and our community, parents/guardians who volunteer on a regular basis (in schools for 10 hours or more per month), coach, chaperone field trips, or are otherwise with Friendship PCS students without FPCS employee supervision, must undergo a background check (which are valid for two years). Please call the school office for additional information.

Volunteers and chaperones are expected to follow the directives of the FPCS employee with whom they are working, to meet the same standards of conduct as FPCS employees, and to conduct themselves as role models for students (e.g. using appropriate language, dressing appropriately for a student audience, respecting student privacy rights, among other things). FPCS reserves the right to dismiss a volunteer or chaperone's services where their conduct violates these standards. Furthermore, FPCS reserves the right to alert the DC Metropolitan Police Department, consistent with federal/state law. Parents/guardians who are either disruptive or exhibit behavioral problems/issues while chaperoning trips will be excluded from chaperoning future trips.

Volunteers and chaperones are expected to adhere to the FPCS Drug and Alcohol-Free Policy, which prohibits students and employees from possessing, using, selling, and/or distributing any of the following:

- Alcohol;
- Tobacco;
- Marijuana, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia;
- Unauthorized possession, use or distribution of over-the-counter medication; and,
- Selling of prescription drugs.

All volunteers and chaperones will be required to sign an acknowledgement form before participating in or assisting with any Friendship event or activity.

## Do you have an inquiry or recommendation?

We encourage family and staff to collaborate in strengthening our schools. Teamwork, shared understanding of our mission, and agreement in moving forward is critical to our success. If parents require support outside of the school campus, please contact the Community Office at (202) 281-1700.

## Quarterly Learning Contract (QLC) Conferences

**During the 2023–2024 academic year, these midquarter conferences are scheduled the week of November 9, February 2 and April 12.**

Parents are required to attend the Quarterly Learning Contract (QLC) day conferences. We do not believe in waiting until the end of the school year for you to know your scholar's progress. At the QLCs you will understand the academic progress your scholar is making throughout the year and receive information about your scholar's progress (including classroom grades, attendance, behavior, and most recent assessment data). You will also work collaboratively with teachers to set performance goals and targets.

On QLC days, parents, students and teachers will:

- review student grade-level proficiency
- assessment data (Benchmarks, Principal's assessments, unit tests, student portfolios, etc.)
- discuss behavior and attendance
- discuss student promotion status
- discuss enrichment opportunities
- review and develop new QLC goals as needed
- develop and sign a plan to reach written goals

**The QLC goals serve as a contractual agreement between three parties:** parent, teacher and student.

The goals will be reviewed and discussed to determine the continuation of goals not met or the development of new goals when mastered. Parents will receive a copy of the Scholar Report Card and QLC at the time of the conference. A final review of QLC goals will be held prior to the end of the school year.

Please contact your child's school if additional information is needed regarding QLC conference times.

## Campus Visits and Classroom Observations

Parents/guardians of record or their documented designees who are interested in observing classrooms must make arrangements in advance through the main office and teacher. Classroom observations are not conferences and parents are therefore asked to observe instruction quietly.

Friendship PCS requires all guests to use the main entrance to our buildings. Guests are required to report to the security desk to sign in and retrieve a visitor badge that must be worn for the duration of your visit.

Guests must follow the direction of security and may not roam the school building. At the completion of the visit, guests must sign out at the security desk. Friendship reserves the right to provide a security escort or bar suspicious or disruptive activity or behavior.

## Expressing Concerns with Staff

Friendship PCS places a great deal of emphasis on parent involvement and we welcome parents/guardians to contact the school with requests for assistance or to express concerns. Contact with Friendship PCS staff regarding concerns should be made in the following order: (1) Teacher or staff member (2) Academy Directors (3) Principal and (4) Friendship PCS Community Office.

If a parent/guardian wants to discuss a matter with a member of the school staff, use the following procedure:

- The parent/guardian should schedule an appointment with the faculty member prior to the meeting date. It is possible that an adequate response can be provided through a telephone discussion. Please refer to your child's schedule, teacher syllabus, or phone the school to schedule a meeting with a teacher or other staff member.
- The parent/guardian must report to the office at the time of the agreed appointment and the main office will notify the staff member of your arrival. To avoid disruption of classes or other school activities, parents/guardians or their designees are not permitted to go to a classroom or other location without prior consent from the main office and/or a security escort.
- If no resolution can be reached through a discussion with a teacher, the parent must contact the main office to schedule appointments in the following order: (1) Academy Director and (2) Principal. Parents/ guardians may contact the Community Office after they have spoken with the principal at the school site.
- While the Director of Parent Relations is there to assist you, we want to ensure that the parent has gone through the appropriate channels at the school level prior to making this contact.
- With regard to discipline hearings for suspensions of 10 days or more and recommendations for expulsion, student/parents/legal guardians can contact the Community Office at 202-281-1700 to request a hearing.

## Visitor Code of Conduct

It is Friendship Public Charter School's expectation that during school visits, all parents/guardians or other visitors are engaged in activities directly related to the purpose of their visit. If any visitor is disruptive or displays threatening or inappropriate behavior towards any person on Friendship PCS property, the school Principal/designee, at his discretion, may proceed with the following:

- Remove the individual from the campus.
- Bar the individual from the building and/or attending future Friendship PCS events
- Call the MPD (See Barring Notices and Procedures Policy below)

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

- Disturbing the school environment or operations, including congregating in hallways, lobbies, stairwells, and other public places.
- Compromising the health, safety, security, or welfare of the school, its students, or school staff.
- Refusing to identify oneself to school staff members or comply with staff instructions.
- Failure to model and support Friendship PCS Core Values.
- Being rude to any school staff members.
- Falsely accusing school staff members.
- Trespassing on school property while school is not in session.
- Refusing to leave a classroom when asked to do so by a teacher.
- Speaking to any other student that is not their own.
- Public intoxication.
- Using profanity or raising of one's voice.

**Friendship is dedicated to bringing parents and teachers together to promote the education and welfare of our children.**

## Barring Notices and Procedures

Friendship PCS reserves the right to deny any individual's access to a school building for violating the Visitor Code of Conduct set forth above. The school Principal/designee shall issue a Barring Notice or Warning if such circumstances arise. A Barring Notice, at minimum, shall include:

- The name of the barred individual.
- The name of the school Principal/designee issuing the barring notice.
- The school from which the individual is barred.
- The reasons for which the individual is barred.
- Notice that –
  - o The barred parents/guardians may request a review meeting not earlier than eight (8) weeks after the barring notice is issued by contacting the school Principal/designee.
  - o Meeting will be held at the school with the Principal/designee.
  - o The barring notice is for a minimum of eight (8) weeks and up to the duration of a current school year (unless cancelled in writing). It will include specifics on how the school will work with the parent to ensure the parent remains an active part of the student's educational experience during the barring period.
- The school and the parent/guardian will develop a plan that addresses the following:
  - o The manner in which parent will receive updates on student progress (i.e. parent conferences, QLC Day, etc.)
  - o The manner in which parent and staff will ensure child's safe entry and exit into the building if child is customarily escorted by parent/guardian.
  - o The manner in which the school will collect paperwork and other information from parent/guardian when required.
  - o Identify of an appointee to represent parent in the aforementioned activities, if s/he chooses to appoint a representative and
  - o Any other plans needed to ensure the parent/guardian remains an active part of the educational experience

### Appealing the Barring Notice

Parent may appeal the barring notice by contacting the Director of Parent Relations at (202) 281-1700 within 48 hours of receiving the barring notice.



## School Health Services

School health services are available at all Friendship PCS campuses. Friendship partners with the DC Department of Health and Children's School Services / Children's National Health System to provide school nursing services to your child(ren).

### The New District of Columbia School Health Services Program

The new School Health Services Program provided by DC Department of Health is based on the Whole School, Whole Community, Whole Child Model. The model is child-centered and emphasizes integration, alignment and collaboration among education, health and the community in order to best support children's health and learning. This comprehensive approach allows us to maximize our resources and our ability to meet students' health needs by using a mixture of clinical and allied health professionals in the schools to improve student health and education outcomes.

The School Health Services Program is designed to have four components:

1. **Clinical Services:** School health services personnel provide clinical services as needed for children with special health care needs (CSHCN), defined as those students who require health and related services beyond those required by children generally. They also provide assessment and short-term management of acute illness and injury, Administration of Medication trainings, follow-up and chronic disease self-management support, and vision and hearing screening for children who have not received these services.
2. **Care Coordination:** Care coordination ensures linkage to a medical home and comprehensive preventive health care services, proactive chronic disease management, and completion of required health forms to identify needs.
3. **Community Navigation:** Community navigators have expert knowledge of community-based resources and are credible messengers, allowing them to link families with programs and care outside of the school. They provide school- wide health-related information and resources and collaborate with school staff to provide family support.
4. **Quality Improvement, Quality Assurance and Evaluation (QI/QA):** The QI/QA team works with all SHSP personnel to ensure services are high-quality, standardized and meet the needs of children and their families. Their role includes assuring quality and consistency in services across all schools, conducting continuous quality improvement for the program, and maintaining a mechanism to receive

and respond to feedback from students, parents and school staff.

Parents should refer to sections below regarding nursing and parent submission of health information.

### School Nursing

The school nurse provides the following services that do not replace the care a student should receive from a regular physician or clinic.

- Basic first aid;
- Administration of certain medications;
- Referrals to emergency and other care in the event that an injury or other condition requires a service the nurse is unable to provide;
- Assistance to students with chronic illnesses that require ongoing prescribed medical treatment including monitoring blood sugar levels, administering tube feedings and performing catheterizations;
- Health screenings, assessments and referrals for health problems and medical conditions (e.g. vision, hearing and scoliosis). Prevention and containment of communicable diseases by ensuring all students are immunized in accordance with District of Columbia laws and regulations; and
- Identification of suspected child abuse, illegal drug use or depression and determine appropriate intervention.

#### **TIP: Parents and guardians can assist the school nurse in serving our students by:**

- Informing the school nurse of any medical conditions or concerns about your child(ren)'s health;
- Making sure the school nurse has accurate, up-to-date emergency contact information;
- Getting your child's immunizations updated in accordance with requirements and promptly submitting your immunization form;
- Completing and promptly submitting the authorization form for administering medications along with any medications, medical equipment or supplies needed during the school day; and
- Providing follow-up information about the outcome of your child's health care referral.

## Immunizations

The Immunization of School Students Act of 1979 established standards for immunizing District students against preventable childhood diseases. DC Official Code requires that no student shall be admitted by a school unless the school has a valid certification of immunization documenting that the student has been successfully immunized in accordance with DC Department of Health immunization requirements.

Schools are required to inform a responsible person (parent or guardian for children under 18) when the school does not have the certification of immunization (DC Official Code § 38–504). Schools are not permitted to allow a student to attend more than 20 school days while the school does not have certification of immunization (DC Official Code § 38–505).

DC law requires your child should receive immunizations against diphtheria, tetanus, pertussis, mumps, measles, rubella, polio, Haemophilus influenza type (Hib), hepatitis B, and varicella in order to attend school. Students in grades 6-12 are also required to receive a Human Papillomavirus (HPV) vaccine or submit an opt-out form, which is available from your school nurse.

## COVID-19 Vaccination

Students and staff should be encouraged to receive the COVID-19 vaccination and booster doses, but it will no longer be required for school attendance.

## Religious and Medical Exemptions

State law requires all students who cannot be immunized due to religious or medical reasons may no longer complete the paperwork online or at the school. Parents/Guardians must report to DC Department of Health and complete the paperwork in person. Please contact DC Department of Health Immunization Division at (202) 576-7130 for questions.

**Please note:** Upon accruing unexcused absences for missing health information, you and your child will be subject to the Attendance Policy of this handbook and D.C. Truancy Law. IMMUNIZATION is a school-required mandate and is considered Medical Neglect by Child and Family Services

Parents must submit forms to the main office and should retain copies in the event the information is requested again. Students without complete, up-to-date immunization forms will receive letters requesting up-to-date records.

## Health Forms

Health physicals and oral health assessments are required annually. These documents are a part of the Friendship's Enrollment Package. Please contact your campus main office to obtain a copy. It will take 24-48 hours for you to receive a copy. Blank forms can be obtain online.

## Authorization for Administering Medication During School Hours

**Please Note:** No medication will be administered at school in the absence of a complete, approved Authorization to Administer Medication form.

In the event that a parent requests that a student take medication during the school day, including but not limited to administering an asthma inhaler or Epi-Pen, please follow these procedures:

1. The Authorization for Administering Medication form must be completed by the parent or guardian. (Please see your child's school nurse to receive form).
2. The Authorization for Administering Medication form must also be completed by the physician.
3. The complete Authorization for Administering Medication form must be on file at school before the medication can be administered at school.
4. The medication must be in the original labeled container as dispensed or in the manufacturer's labeled container. The label must contain the student's name, name of the medication and directions for use and date.
5. Parents or other authorized adults must transport medications and medical supplies to and from school and all medications and medical supplies must be given directly to the nurse.
6. Students may not carry medications (prescription or non-prescription) or supplies except for an inhaler for asthma. Parents who wish to have their children carry or possess an inhaler must still follow the above procedures and communicate directly with the school nurse.
7. All unused medications that have not been picked up by parents by the last day of each school year will be discarded by health office staff.
8. Immediate written notification of changes in medication and/or prescription directions must be provided to the school by the parent/guardian.
9. Annual renewal of authorization is required.

## Food Allergies

If your child is allergic to certain foods, please provide a note to the school nurse, your child's classroom teacher, and the food service coordinator. When submitting documentation to the school, please list all allergies. If medication is being taken at school (i.e., Epi-Pen, etc.), you are also required to fill out the Authorization to Administer Medication form.

## 911

Sometimes the unexpected happens during school hours. If the nurse or a staff member calls 911 for a medical emergency, it required that you bring in the discharge papers as well as any documentation for new prescriptions to the school nurse.

## Asthma Students

Parents are encouraged to bring up to date Asthma Action Plans with current medication. Asthma Action plans are good for 1 year. If your child's medication changes you will also have to provide an updated asthma action plan.



# Friendship PCS Promotion

## What are the requirements for student promotion?

Students will be promoted when their educational growth shows they are prepared to successfully complete the next grade.

Parents of students at risk of not being promoted will be notified through quarterly report cards, during parent conferences, Quarterly Learning Contract (QLC) days and at other times throughout the school year as academic assessment, attendance and other student performance data are available. Parents must track their child(ren)'s academic progress throughout the school year by attending the mandatory QLC days and reviewing their child(ren)'s assessment and grade reports in order to determine whether their child may have to attend Summer Learning Academy.

All students who are candidates for retention will be closely monitored and will be required to attend Summer Learning Academy. Final decisions may be made as late as June as to what is most appropriate for the child and the circumstances.

### NOTE:

**ONLY applicable for high school students, grades 9th-12th:**

*A student may be reclassified during the months of June, August, and January depending on the number of credits earned.*

## Promotion Criteria Promotion to Pre-Kindergarten through 9th Grade

A student will be promoted based on performance in each of the following areas:

- **Academics:**
  - (PK3 – 1st Grade):** Students in preschool and prekindergarten must have consistent attendance (no more than 10 cumulative absences) and meet the social and academic developmental norms to support promotion to the next grade level.
  - (Grades K – 1):** A student must demonstrate grade-level mastery to be promoted to the next grade. In addition, if the child is not meeting social-emotional development standards, the school reserves the right to retain the student.
  - (Grades 2-8):** Students must demonstrate grade-level mastery in order to be promoted. To demonstrate grade-level mastery, students must pass (“D” or

better) their English and mathematics classes. For promotion to 9th grade, students must pass their English and mathematics classes with a “D” or better.

## Promotion to 10th Grade

A student will be promoted based on performance in each of the following areas:

- **Academics:** Student must have successfully completed at least six (6) units of credits, including English, math, science, social studies and two (2) electives/other classes.
- **Teacher and principal recommendations**  
Students who do not meet the grade-level expectations described above will be required to attend and successfully complete Summer Learning Academy to be promoted. Students who fall below certain standards will be required to repeat their current grades and encouraged to participate in Summer Learning Academy for additional support. Successful acquisition of six credits in the 9th grade ensures students are on track to graduate high school in four years.

## Promotion to 11th Grade

A student will be promoted based on performance in each of the following areas:

- **Academics:** Students must pass and receive prerequisites credits in the following courses: Math, English, Science, Social Studies and two (2) electives/other classes.
- **Teacher and principal recommendations.**

Students who do not meet the grade-level expectations described above will be required to attend and successfully complete Summer Learning Academy to be promoted.

Students who fall below certain standards will be required to repeat their current grades and encouraged to participate in Summer Learning Academy for additional support.

## Promotion to 12th Grade

A student will be promoted based on performance in each of the following areas:

- **Academics:** Students must pass and receive prerequisites credits in the following courses: Math, English, Science, Social Studies and two (2) electives/other classes.
- **Teacher and principal recommendations.**



Students who do not meet the grade-level expectations described above will be required to attend and successfully complete Summer Learning Academy to be promoted.

Students who fall below certain standards will be required to repeat their current grades and encouraged to participate in Summer Learning Academy for additional support.

### Students with IEPs

Promotion criteria for students with IEPs are the same as above. Prior to retaining a student with an IEP, the special education team (including relevant teachers and administrators from the school and from the Community Office) will convene to review each student's performance and progress toward meeting his/her IEP goals. Retention of students with IEPs will only occur with the recommendation of the special education team.

### Summer Learning Academy

Summer Learning Academy (SLA) is open to all current Friendship students in Pre-K3 through 12th grade. SLA is designed to support the academic needs of all students by using high-quality instructional tools and engaging experiential learning activities and field experiences that will prepare them for success at the next grade-level.

The Pre-K3 and Pre-K4 summer curriculum is designed to inspire confidence and persistence, build essential STEM (science, technology, engineering and mathematics) skills and improve reading skills. The K-8 summer curriculum focuses on Math for Meaning – Story Problems; Novel Study; and Close Reading for Meaning. Whether your child needs to catch up from the previous year or is on track and want to get ahead, SLA will engage students in authentic learning experiences and increase their college and career readiness.

SLA is required for students who do not meet grade-level mastery of standards by the end of third quarter, or have more than 20 absences from school for the school year. Parents will receive communication from their child's school after the end of third quarter that will provide their child's SLA status. Students cannot miss more than three days of Summer Learning Academy, and participation in SLA does not guarantee promotion to the next grade level.

### High School Summer Learning Academy and Saturday Credit Recovery

High school students may take advantage of Saturday Credit Recovery in order to retake previously failed courses necessary for promotion and graduation.

Friendship PCS will offer summer classes and Saturday credit recovery classes for high school students who are in need of academic course work, skill training, or remedial instruction. **Students are required to make up graduation requirements** and to keep up with their program of study by attending Summer Learning Academy and Saturday school. Participation in Summer Learning Academy or Saturday Credit Recovery does not guarantee promotion.

Summer Learning Academy Attendance: The Summer Learning Academy session dates are noted on the school calendar. No exceptions will be granted in cases of scheduled vacations, etc. due to the advance notice provided in this handbook. Extenuating circumstances will be considered on a case-by-case basis only for documented medical or IEP disability related medical conditions. Students who accrue more than 5 hours (equivalent of one day based on Summer Learning Academy schedule) of absence (including absences and tardiness) during Summer Learning Academy will be dismissed and will not receive credit for their summer courses. **Additionally, students who violate the Code of Conduct and other policies (dress code, etc.)** will be dismissed from Summer Learning Academy.

Given the compressed schedule, enforcement of the attendance and discipline policies will be a priority and no exceptions will be granted to this policy except for documented medical or IEP disability related medical conditions.



## High School Graduation Requirements

### Regular Diploma

All students must earn the following 24.0 credits, which can be a combination of Carnegie and Competency-based units. Competency-based and Carnegie units are equivalent. To earn competency-based credit, students must earn at least a 71% (C-) in the course. Students who participate in sports and athletics for one or more season, may earn .5 or 1.0 physical education credit. If approved by the athletic director, students would receive credit as pass/fail rather than receive a letter grade.

Subject	Credits (Carnegie Units)
English	4.0 Credits
Mathematics ( <i>including Algebra I, Geometry, Algebra II</i> )	4.0 credits
Science ( <i>Must include 3 lab sciences. One (1) of the three (3) lab science units must be a course in Biology.</i> )	4.0 credits
Social Studies ( <i>must include World History 1 and 2, United States History; United States Government, and District of Columbia History</i> )	4.0 credits
World Language	2.0 credits
Art	0.5 credits
Music	0.5 credits
Health and Physical Education	1.5 credits
To earn high school PE credit through participation in sports and/or extracurricular athletic programs at Friendship or a reputable external organization, students must:	
<ul style="list-style-type: none"> <li>• Participate in a sport for one season/semester to earn .5 credits of PE</li> <li>• Participate in sports for two seasons/semesters to earn 1.0 credits of PE</li> </ul>	
Students are required to complete a health class to earn .5 credits of health.	
Academy Courses/Electives	3.5 credits
<b>Total</b>	<b>24.0 credits</b>
<b>Community Service</b>	<b>100</b>

### Certificate of Completion

A Certificate of IEP Completion is earned by students with disabilities who have mastered their IEP goals, completed high school coursework, but have not completed the requirements for a Standard High School Diploma. The IEP team must decide and approve that pursuing a Certificate of IEP Completion is the best course of study irrespective of earned credits. To earn a Certificate of IEP Completion, students must earn 24.0 credits as follows:

Certificate of IEP Completion Core Subject Area Courses and Electives	Credits
English	4.0
Concepts of Mathematics	4.0
Concepts of Science	4.0
Concepts of Social Studies	4.0
Learning Labs	3.0
Electives	2.5
Health and Physical Education	0.5
Transition Coursework	2.0
<b>Total</b>	<b>24.0 credits</b>

Please see your school's Special Education Coordinator for more information.

## 18 High School Grading Scale

Percent	Letter Grade	GPA Points		
		Academic	Honors	AP
98%-100%	A+	4	4.5	5
94%-97%	A	4	4.5	5
91%-93%	A-	3.75	4.25	4.75
88%-90%	B+	3.25	3.75	4.25
84%-87%	B	3	3.5	4
81%-83%	B-	2.75	3.25	3.75
78%-80%	C+	2.25	2.75	3.25
74%-77%	C	2	2.5	3
71%-73%	C-	1.75	2.25	2.75
68%-70%	D+	1.25	1.75	2.25
64%-67%	D	1	1.5	2
61%-63%	D-	0.75	1.25	1.75
60% & below	F	0	0	0

*\*Applies to all transfer students (students entering after 9th grade).*



# Friendship PCS Attendance

## Why is attendance important?

Students who are not in school consistently and on time miss valuable instruction and the opportunity to progress to their fullest potential. Instilling in your child the need to attend school daily and on time will also foster good habits for later in life when they enter college and the workforce. Please let us know if you are experiencing any circumstances that are preventing you from partnering with us to make sure your child attends school regularly and on time.

Students are expected to be present every day. Students must arrive at school prior to the official start of the school day, remain in school until the official close of the school day and arrive to all classes on time in accordance with the school's bell schedule.

**If a student is absent, a parent or guardian must submit valid written documentation to excuse the absence within 5 days of the student's return to school. Failure to submit the written excuse note within 5 days will cause the absence to be unexcused.**

## Friendship PCS Policy and Legal Consequences Regarding Absences

The accumulation of absences will harm your child's academic standing and will result in your violation of the District of Columbia's compulsory school attendance requirements. Failure to meet established attendance guidelines will result in the following consequences except in extenuating circumstances left to the discretion of the principal or school administrator.

**Note:** *Students who are un-enrolled from Friendship PCS are not eligible to return during the school year in which they are un-enrolled. If an un-enrolled student wants to return for the next school year, he or she will need to enroll through the MySchoolDC Common Lottery.*

Triggering Event	Mandated Truancy Intervention
1 unexcused absence	Reasonable and diligent efforts at personal contact with the parent to obtain an explanation of reason for absence
5 unexcused absences within marking period	Referral of student to school-based student support team School-based student support team meets to determine underlying causes of absences Implement action plan for addressing absenteeism
5 Cumulative Absences	Notification to parent regarding absences Mandatory parent conference with school-based student support team to develop a plan for immediate intervention
10 Cumulative Absences	Notification to parent regarding excessive absences Mandatory parent conference with school based student support team to develop a plan for immediate intervention Failing grade(s) in relevant courses School may recommend to Community Office that the student be dropped from enrollment (PK3-PK4 students only)
10 unexcused absences during a school year	Provide plan to School Administrator for immediate truancy intervention including delivery of community-based or other services on an emergency basis
10 unexcused absences during a school year by a child age 5-13	Referral of student to Child and Family Services (CFSA) for educational neglect investigation
15 Cumulative Absences	Mandatory Home Visit
15 unexcused absences within a school year by a child age 14-17	Referral of student to Court Social Services Division for Persons In Need of Supervision (PINS) investigation Referral of student to Office of the Attorney General Juvenile Division for PINS investigation
20 consecutive days of full-day unexcused absences	School may recommend to Community Office that the student be dropped from enrollment

## Excused/Unexcused Tardiness and Early Pick-Up

Late arrival and early pick-up are violations of the attendance policy. Students who are tardy must sign in with the main office and must provide a valid reason for their tardiness. Students arriving late may also be assigned to tardy hall to prevent classroom disruption. Students will be integrated into the classroom as soon as possible. We request that parents schedule medical, dental and other appointments for students outside of school hours. All absences accrued as a result of tardiness and early pick-up are subject to the Friendship PCS attendance requirements.

### Late Pick-Ups

If your child has not been picked up by the official end of the day, we are required to notify Child and Family Services. Your child will be picked up by an MPD officer and taken to the CFSA agency. Please make sure you call the front office in the event of an emergency.

### Excused Absences

Absences can only be excused for the reasons listed below and only with required documentation for excuse notes listed in the following section:

- Student illness (after 3 days a doctor's note is required)
- Quarantine
- Death in the family
- Judiciary proceedings
- Religious holiday
- Temporary closing of the school facility
- Failure of DC government to provide transportation
- Medical or dental appointments (doctor's note required)
- Allowances for the student to visit a parent before or after military deployment
- Other extenuating circumstances left to the discretion of the principal or school administrator
- Out of school suspensions

## Attendance/Truancy Due Process Truancy Cases of Up to 10 Days of Absences

1. Upon receipt of notification citing truancy up to 10 days, a parent/guardian may request a file review by phoning the Community Office at (202) 281-1700.
2. The file review must be requested by a parent/guardian of record within three days of the date indicated on the notice of truancy.
3. The file review will be conducted by a Community Office panel.
4. Failure to request a hearing will result in the Community Office panel automatically rendering a determination.
5. The parent/guardian may submit documentation demonstrating that an absence should be excused in accordance with the attendance policy or any other documentation they deem relevant to the truancy case.
6. The hearing panel shall render a final truancy determination and inform the parent/guardian of record in writing of the determination and related consequences/mandatory interventions.
7. The parent will be required to sign an agreement with the panel regarding student attendance consequences and/or related interventions for the remainder of the school year.

## Attendance/Truancy Due Process Truancy Cases of Greater Than Ten (10) Days Absences

1. Upon receipt of a truancy violation greater than ten (10) unexcused absences, the student or student's parent/guardian of record may request a hearing by contacting the Community Office at (202) 281-1700.
2. The hearing must be requested by a student/parent/guardian of record within three (3) days of the date indicated on the notice of truancy.
3. The hearing will be conducted by a Community Office panel.
4. Failure to request a hearing within 3 school days of receipt of notice will disqualify a student/parent/guardian from being able to request a hearing and the Community Office panel will automatically render representation on his/her behalf.
5. The student or parent/guardian may bring witnesses, evidence, character letters and/or representation on his/her behalf.
6. The hearing panel shall determine that all due process procedures have been followed or waived. The hearing panel may question any witness or party upon the direct or cross-examination testimony and shall examine all documentary evidence.
7. The hearing panel shall ensure that the hearing is conducted in a fair and orderly manner and shall have the authority to exclude any party or other person from the hearing on the grounds of substantial interference or obstruction of the orderly process.
8. After the hearing panel's deliberation and recommendation, the student/parent/guardian of record shall be notified of the final determination in writing along with related consequences/mandatory interventions. This decision is final.
9. The student/parent and/or guardian may be required to sign an agreement with the panel regarding student attendance, consequences and/or related interventions for the remainder of the school year.





# Friendship PCS Uniform Policy

Friendship PCS believes a safe and disciplined learning environment is the first requirement of a high-performing school. School uniforms help minimize disruptive behavior, promote respect for oneself and others, and build school/community spirit. Friendship PCS also believes wearing school uniforms allows for identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

All students are required to wear school uniforms, to be groomed and dressed appropriately for school

and school activities. A student’s dress and/or appearance shall:

- Support, not disrupt, the learning environment;
- Constitute no threat to health or safety;
- Be tasteful and unable to be construed as provocative or obscene;
- Reflect practices of good hygiene and cleanliness.

Uniform requirements are outlined in this section and detail what is and is not appropriate for Friendship scholars to wear.

Tops	Bottoms	Other Items
<p><b>Polo Shirts</b> White turtlenecks can be worn underneath uniform shirt</p> <p>All students must wear the shirt with designated school logo</p> <p><b>NOT ALLOWED</b> Shirts with non-school logos Ruffles</p> <p><b>Oxford Shirts</b> Long or short-sleeve with collar Shirts must be tucked in</p> <p><b>Sweater/Vest/Blazer</b> Any style</p> <p><b>NOT ALLOWED</b> hoods, zippers, inappropriate language, graphics, stickers, patches or logos</p>	<p><b>Pants</b> Docker style, cotton-twill, or khaki with back pockets</p> <p><b>NOT ALLOWED</b> Slits, flared, form-fitting (spandex, stretch), capris, gym/sweat styles, denim, cargo or corduroy</p> <p><b>Jumpers</b> Must be worn with dress shirts and a solid navy blue tie or bow tie  Khaki or cotton-poly blend</p> <p><b>NOT ALLOWED</b> Skirt jumpers shorter than one inch above the knee or overalls</p> <p><b>Skirts</b> One inch above knee or longer, pleats, a-line, straight  Must be worn with tights, pantyhose, socks or designated knee highs and must be white, black or flesh color</p> <p><b>NOT ALLOWED</b> Skirts with front or side slits Shorter than one inch above the knee</p> <p><b>Shorts</b> Worn June 1 to August 20 only  Docker style, cotton-twill, or khaki with back pockets</p> <p><b>NOT ALLOWED</b> Walking/athletic shorts or shorter than one inch above the knee</p> <p><b>Belt</b> Must be worn at all times (with buckle not to exceed 2in x 2in)  Solid colors (black or brown only)</p> <p><b>NOT ALLOWED</b> Belts with designs, inappropriate language, graphics, stickers, patches or battery operated</p>	<p><b>Footwear</b> The sole of the shoe must be solid color black Loafers, black tennis shoes, lace-up shoes</p> <p><b>NOT ALLOWED</b> Athletic sneakers, flip flops, sandals, open-toe or open heel  Socks, stockings, knee-highs or tights with designs or patterns</p> <p><b>Purses/Book Bags</b> Should not exceed 8”w x 8”d</p> <p><b>NOT ALLOWED</b> Book bag style purses, waist bags, front pouch purses, duffle bags with language written on the bag  Unless they can be seen through, book bags are not allowed</p> <p><b>Earrings</b> Metal only (gold, silver, brass)  Cannot be larger than the size of a quarter</p> <p><b>NOT ALLOWED</b> Jewelry consisting of broaches, buttons, charms or spikes</p> <p><b>Headwear</b> <b>NOT ALLOWED</b> Hair rollers, hat scarves, rags, skull caps, etc., worn in the building</p>

Campus	Tops	Bottoms	Shoes	Other
<b>Armstrong Academy</b>	<b>Polo:</b> Pre K-4th grade: Red Polo 5th-8th grade: Black Polo <b>Sweaters:</b> Solid color ONLY- No logos, prints, or patterns	<b>Pants:</b> Docker style khaki <b>Jumpers:</b> Khaki <b>Skirts:</b> Khaki one inch above knee	Safe shoes that cover feet; such as tennis shoes, loafers, etc. must be worn. <b>Preferred Color: Black</b>	Solid Black or Brown belts. Must be worn at <b>all</b> times. No jackets can be worn in classrooms
<b>Blow Pierce Campus</b>	<b>Polo:</b> Pre-K3 – 3rd grade: Navy Blue Only <b>Oxford Shirts:</b> White or Navy Blue <b>Sweater/Vest/Blazer:</b> Navy Blue <b>Polo:</b> 4th – 8th grade: Gray Only <b>Oxford Shirts:</b> White or Gray <b>Sweater/Vest/Blazer:</b> Navy Blue	<b>Pants:</b> Docker style khaki <b>Jumper:</b> Khaki <b>Skirts:</b> Khaki one inch above knee <b>Shorts:</b> Docker style khaki	Safe shoes that cover feet; such as tennis shoes, loafers, etc. must be worn. <b>Preferred Color: Black</b>	<b>Belt:</b> Black or brown. Must be worn at all times
<b>Chamberlain Campus</b>	<b>Polo:</b> Solid Navy <b>Sweater/Vest/Blazer:</b> Navy (solid color - no logo or designs)	<b>Pants:</b> Docker style khaki <b>Jumper:</b> Khaki <b>Skirts:</b> Khaki one inch above knee <b>Shorts:</b> Docker style khaki	Safe shoes that cover feet; such as tennis shoes, loafers, etc. must be worn. <b>Preferred Color: Black</b>	Solid Black or Brown Belts. Must be worn at <b>all</b> times. Solid Navy or White headbands for <b>(GIRLS only)</b> . Solid White or Black socks
<b>Ideal Academy</b>	<b>Polo:</b> White or Forest Green. <b>Oxford Shirts:</b> White ONLY. <b>Sweater/Vest:</b> Forest Green (no logos or designs)	<b>Pants:</b> Docker style khaki <b>Jumper:</b> Khaki <b>Skirts:</b> Khaki one inch above knee <b>Shorts:</b> Docker style khaki	Safe shoes that cover feet; such as tennis shoes, loafers, etc. must be worn. <b>Preferred Color: Black</b>	<b>Belt:</b> Black or brown. Must be worn at all times.
<b>Southeast Academy</b>	<b>Polo:</b> PreK – 7th Grade Solid white or Burgundy <b>Oxford Shirts:</b> White color only <b>Sweater/Vest:</b> Burgundy, white, gray, or tan (solid colors - no logos or designs) <b>8th Grade:</b> Solid Gray with school logo	<b>Pants:</b> Docker style khaki <b>Jumper:</b> Khaki <b>Skirts:</b> Khaki one inch above knee <b>Shorts:</b> Docker style khaki	Solid Black or Brown: Loafers, dress shoes, or lace up shoes. <b>This includes the sole of the shoes.</b>	Solid Black or Brown belts. Must be worn at all times.
<b>Woodridge International Campus</b>	<b>Polo:</b> PreK- 4th Grade- Navy Blue short or long sleeved shirt. <b>Polo:</b> 5th-7th: White or Blue short or long sleeved shirt <b>Oxford Shirts:</b> 8th Grade: White long or short sleeved.	<b>Pants:</b> Tan/khaki colored flat front cotton pants <b>Jumper:</b> Tan/Khaki colored. A-line style, twill jumper dress. <b>Skirts:</b> Tan/Khaki colored. A-line style straight or pleated.	Safe shoes that cover feet; such as tennis shoes, loafers, etc. must be worn. <b>Preferred Color: Black</b>	Solid Black or Brown belts. Must be worn at <b>all</b> times. <b>Purses:</b> Solid color, No graphics, Cross body preferred
<b>Tech Prep High</b>	<b>Oxford:</b> Light Blue or White oxford with school logo. <b>Sweaters:</b> Solid charcoal Gray, Navy, White or Black with school logo. <b>Note: All outdoor must have school logo. Hoodies are only allowed if they are Tech Prep hoodies.</b>	<b>Pants:</b> Docker style khaki <b>Jumpers:</b> School approved plaid or Khaki <b>Skirts:</b> Pleated khaki or pleated school approve plaid. One inch above the knee. <b>Shorts:</b> Docker style khaki one inch above the knee. Shorts can <b>only</b> be worn during the months of <b>August, September, May</b> and <b>June</b> .	Solid Black or Brown: Loafers, dress shoes, or lace up shoes. <b>This includes the sole of the shoes.</b>	<b>Belt:</b> Black or brown. <b>School ID:</b> must be visible and worn at <b>all</b> times. <b>Ties/ Crossbows</b> are solid Navy or Royal Blue. Neckties, bowties and crossbows must be tied or fastened to the neck at all times <b>(crossbows are for females ONLY)</b> Traditional head wraps are permitted if the fabric color(s) is/ are navy blue, royal blue, white, gray or black.
<b>Collegiate Academy</b>	<b>Oxford Shirts:</b> White ONLY with School issued necktie or Navy cross bow for girls <b>Sweaters/ Vest/ Blazers:</b> Solid Navy or White	<b>Pants:</b> Docker style khaki (Traditional Color) <b>Jumpers:</b> Khaki <b>Shirts:</b> Khaki one inch above the knee <b>Shorts:</b> Docker Styles Khaki	Solid Black Dress Shoes or loafers <b>(All Grades)</b>	Solid Black or Brown belts. Must be worn at <b>all</b> times. Solid Navy or White headbands for <b>(GIRLS only)</b> . Solid White or Black socks

**The following items are not a part of the Friendship PCS required uniform:**

1. No open toe shoes or sandals. Heels must be less than one (1) inch.
2. Head coverings (scarves or rags) are not to be worn on school property. (Parent must submit uniform exemption form for religious reasons.)
3. Only clear-transparent book bags can be transported from class to class. All other bags must remain in student lockers.
4. No inappropriate logos, language, graphics or stickers on student uniform.
5. Slickers, windbreakers, athletic jackets and winter coats are not to be worn inside of the school building.
6. No visible undergarments or uncovered tattoos are allowed.

**Religious Exemptions**

A parent/guardian may request a student be exempted from the Friendship PCS Uniform Policy based on religious reasons. In order to exercise this option, the parent or guardian must provide a written statement that states religious objections to the dress code requirements to the Board of Trustees or its designee. If the Board grants the exemption, the Board will give approved options for an alternative dress code to the parents or guardian. Exemption forms are available in the school office during regular school hours. Contact the Community Office at (202) 281-1700 if you have any questions.

**Uniform Assistance**

Students/parents/guardians in need of assistance with obtaining required uniform items, please contact the Community Office at (202) 281-1700



# Authorized Electronic Device Policy

Friendship Public Charter School is not responsible for phones or other mobile devices that are lost, stolen, damaged or confiscated due to the violation of school rules.

## Primary, Elementary and Middle Campuses

Students may possess cell phones on school property. No other electronic devices beyond cell phones are allowed at school (e.g., CD players, pagers, radios, tape players/recorders, MP3 players, tablets, electronic games, etc.) unless they are a part of the student's IEP or educational plan. As part of the permission form, students agree to have the phone turned off and kept in their lockers or a secure location approved by a school administrator during school hours and on school premises. After school hours, students may use cell phones only in a designated area and with the permission of a school administrator or faculty member. Possession of a cellular phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. ONLY cell phones are allowed on school grounds for students at these grade levels. Cell phone use is only permitted after school.

Violation of this policy will result in the following discipline actions for students at the primary, elementary and middle/junior academies:

**1st Offense:** Confiscation, parent pick-up and possible conference regarding cell phone policy

**2nd Offense:** Confiscation, parent pick-up of cell phone and notification to parent regarding loss of cell phone privilege for the remainder of the school year and other disciplinary action taken

Students who possess any electronic device shall assume responsibility for its care. At no time shall the school be responsible for theft, loss or damage to any electronic device brought to school or confiscated due to violation of this policy.

## High School (Grades 9 to 12)

Students are allowed to bring cell phones and audio devices. However, cell phones and audio devices are to remain turned off and in students' lockers at all times.

No other electronic devices are allowed on site (e.g., pagers, radios, tape players/recorders, electronic games, etc.) unless they are a part of the student's IEP or educational plan. Cell phone use is only permitted after school hours. Students may use cell phones after exiting the school building. Possession of a cellular phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violation of this policy will result in the following discipline actions:

**1st Offense:** Confiscation, parent pick-up of electronic device and mandatory parent conference regarding electronic device policy.

**2nd Offense:** Confiscation until the next QLC day. Parent MUST meet with an administrator and the student may be subject to further disciplinary action.

**3rd Offense:** Confiscation until the next QLC Day. Parent MUST meet with an administrator and student will receive further disciplinary action.

A parent will be required to meet with an administrator if a student refuses to relinquish his/her electronic device to a supervising adult before that student returns to class. The student's lack of cooperation will be cited in accordance with the Friendship PCS Discipline Code, resulting in further disciplinary action.

Students who possess any electronic device shall assume responsibility for its care. At no time shall the school be responsible for theft, loss or damage to any electronic device brought to school or confiscated due to violation of this policy.

## Internet Use – Acceptable Use Policy (AUP)

The Internet is available for students enrolled in Friendship PCS. Friendship PCS strongly believes in the educational value of the Internet and sees the potential of the Internet to support curriculum, student learning and our educational mission. Use of the Internet has been established at Friendship PCS for educational purposes only, not for public access service, a public forum, commercial use or for political lobbying. Internet access for students is provided to promote educational excellence by facilitating resource sharing, innovation and communication.

Friendship PCS realizes that while the Internet can provide many opportunities of sound educational value, the Internet also offers persons with illegal or unethical purposes another way to reach students, teachers, parents and others. Friendship PCS has taken and will continue to take, all reasonable precautions to restrict access to inappropriate material that may not be considered of educational value in the context of a school setting. Friendship PCS enforces an Internet safety policy that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. This technology protection measure prevents access to visual depictions that are (1) obscene, (2) Pornographic, or (3) harmful to minors.

However, Friendship PCS also realizes that access to a global network makes it nearly impossible to control all materials and a user may discover inappropriate information when accessing such a network. Friendship PCS believes that the advantage of obtaining materials from the Internet outweighs the possibility that users may obtain material that is not consistent with the educational goals of Friendship PCS.

Students at Friendship PCS will have access to the Internet, including World Wide Web resources. Electronic mail and access to news groups will be available on a limited basis. All of these services are available to students only under the direct supervision of a Friendship PCS staff member. Students are responsible for appropriate behavior on Friendship PCS computer networks. The use of Friendship PCS networks is a privilege, not a right and may be revoked if abused. Students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

The following actions (which are not inclusive) constitute unacceptable use of the Friendship

technology facilities, whether that use is initiated from school or any other site:

- Accessing Friendship PCS network and email accounts outside of school without a parent or guardian supervising the usage, unless the student is 18 or older;
- Revealing personal information about themselves on the internet, including name, address, telephone number and uploading photographs;
- Personally meeting anyone with whom they have only had prior contact with on the internet;
- Using profane, vulgar or abusive language;
- Transmitting fraudulent, harassing, obscene or otherwise inappropriate email messages;
- Displaying or transmitting any images, sounds or messages, or other material that could be considered pornographic in nature or create an atmosphere of harassment or hate;
- Online game playing and gambling, unless these activities are legitimately related to school curriculum and coursework a teacher or other appropriate school personnel is supervising the activity;
- Accessing Internet chat rooms, unless the chat rooms are related to school coursework and access is made under the supervision of a teacher, parent or guardian;
- Accessing social networking sites, including, but not limited to Facebook, Twitter and Instagram;
- Downloading or spreading computer viruses on Friendship PCS network computers or engaging in any other deliberate conduct that disrupts, obstructs or burdens the resources of the Friendship PCS computer network;
- Engaging in any illegal or criminal acts, including, but not limited to, criminal gang activity, threatening the physical safety of another person or computer hacking;
- Installing or running any type of software on a Friendship PCS network computer without the consent of the Office of Information Technology;
- Using network computers for personal financial gain by posting messages that advertise the student's own personal business or any business or venture in which the student has a financial interest;



- Reading, modifying or removing files owned by other students;
- Sharing their password or login identification with any other person;
- Logging into the network by using account information belonging to another student, teacher or network administrator;
- Modifying or rearranging technology equipment belonging to Friendship PCS, including keyboards, monitor, printers and computers;
- Reporting any cases of malfunctioning equipment or other network issues to a teacher, or other school personnel. The teacher or other school personnel shall contact a network administrator;
- When using public workstations, students shall log off of the network before leaving the work station;
- Students shall further ensure that the workstation is in suitable condition for the next student; and
- When using private or individual workstations, students shall lock their computer or log off of the network if they will be away from the workstation for an extended period of time.

If a student discovers or has reason to believe that another student has obtained unauthorized access of his/her account, the student shall contact a teacher or other school personnel, as well as immediately change his/ her password. The teacher or school personnel shall immediately contact the Office of Information Technology or a network administrator.

Content of all files located on computer equipment owned or maintained by Friendship are considered property of Friendship PCS and are subject to search by Friendship PCS at any time and for any reason.

If a student violates any of the above guidelines, automatic notification will be made to the student's parent(s) or guardian(s) of the infraction(s). Depending on the severity of the infraction, ANY of the following consequences may be imposed:

- Conference with parent or guardian;
- Loss of network use for a determined period of time;
- Loss of Individual access privileges;
- Appropriate legal action; and/or
- Severe school disciplinary action according to school regulations.

All students who use Friendship PCS computer systems are solely responsible for their actions and will be held accountable for them. Friendship PCS makes no guarantee that the services provided by or through its computer systems will be error-free or without defect.

Friendship PCS will not be responsible for any damage which may be suffered by those using the Friendship PCS computer systems, including, but not limited to, loss of data or interruptions of service. Friendship PCS is not responsible for financial obligations arising through the unauthorized use of its systems.

## Student e-mail and electronic collaboration

1. You represent, warrant and agree that you will not contribute any Content or User Submission or otherwise use the Services or interact with the services in a manner that:
  - a. Violates any law or regulation;
  - b. Is harmful, fraudulent, deceptive, threatening, abusive, harassing, defamatory, vulgar, obscene or otherwise objectionable;
  - c. Jeopardizes the security of your Google account or anyone else's (such as allowing someone else to log on as you on the Services);
  - d. Attempts, in any manner, to obtain the password, account, or other security information from any other user;
  - e. Violates the security of any computer network, or cracks any passwords or security encryption codes;
  - f. Runs Mail list, Listserv, any form of auto-responder or "spam" on the Services, or any processes that run or are activated while you are not logged into the Services, or that
  - g. Otherwise interfere with the proper working of the Services (including by placing an unreasonable load on the Services' infrastructure);
  - h. "Crawls," "scrapes," or "spiders" any page or portion of the Services (through use of manual or automated means);
  - i. Copies or stores any significant portion of the Content; and
  - j. Decompiles, reverse engineers or otherwise attempts to obtain the source code of the Services.
2. You will not use a log-in credential that you are not authorized to use. For example, if you are a student, this means you will not access (or attempt to access) the account of any other person. If you are a parent or guardian, you will only use your own child's account or log-in credentials.
3. For any Services (or any portions of the Services) that use passwords, you agree to keep your password(s) private and you agree not disclose any passwords

to any individual not authorized to receive such password(s). Do not post passwords in any public way (including on any widely-accessible Internet page or in hard copy on a bulletin board).

4. You will not register (or attempt to register) for the services as any category of user for which you do not legitimately qualify. For example, if you are a student, you will not register as a teacher, parent, administrator, Publisher or any other category Google offers now or in the future.
5. You will respect and practice the principles of community.
  - a. Report threatening or discomfoting materials to a faculty member.
  - b. Communicate only in ways that are kind and respectful.
  - c. Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - d. Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
  - e. Do not intentionally access, transmit, copy or create material that violates Friendship code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
  - f. Do not send spam, chain letters or other mass unsolicited mailings.

## Consequences for Violation

Violations of these rules will or may result in disciplinary action, including the loss of a student's privileges to use the technology resources.

## Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### Content Filtering and Student Monitoring

- The Google Suite in conjunction with Gaggle forms a safe online community. All potentially inappropriate online activities on the Google Collaborative Suite are monitored and reviewed by a Gaggle review team. Activities that are found dangerous, illicit or in contradiction to our AUP, are blocked from transmission and forwarded to Academy Directors.
- All Chromebook and other internet accessible device use while on campus is subject to Friendship PCS' content filter. The content filter blocks access to websites that have been deemed inappropriate for academic use and any violations will be recorded



# Friendship PCS Student Code of Conduct

## Discipline Policy

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission or interfere with the rights of others. Students are expected to recognize that their conduct, especially while wearing the school uniform, should reflect the core principles of Friendship Public Charter School.

The following are details regarding when the policy applies, what disciplinary action may be taken for violating the policy, what the list of infractions are and other school policies parents must review with their children.

## Jurisdiction

The provisions of this Code of Conduct are to control, regulate or establish standards for the actions, behavior or activities of students at Friendship. Provisions are enforceable by school authorities during regularly scheduled school hours, as well as other times and places, including, but not limited to the following:

When a student is on or off school grounds participating in or attending any function or activity (including, but not limited to, the regular school day, extended learning, extra-curricular activities, field trips or class trips) sponsored or funded by Friendship Public Charter School; and/or occurs on public or private transportation (including, but not limited to public transportation such as WMATA, or private transportation such as rideshare, chartered bus/van, personal vehicles, or OSSE DOT vehicles), in which the misconduct directly affects the good order and efficient management of the school day or activity, and/or the physical, social or emotional welfare of other students (including but not limited to bullying and cyberbullying).

## Alternate Instruction

For students who receive out-of-school suspensions, arrangements will be made between the school and each individual family for picking up work and making up any missed assignments and classroom instructional support. Students who are suspended during the period of state assessment administration will be allowed to take the state assessment and will be required to leave school grounds after daily completion of the assessment. Additionally, Friendship complies with the laws and regulations pertaining to special education students receiving appropriate due process and services.

## Behavioral Guidance

The purpose of the behavioral guidance document is to provide teachers and administrators with direction when determining the appropriate tier of interventions and/or responses to address student behaviors.

### TIER 1

**BEHAVIORIAL GUIDANCE:** Appropriate when the behavior is a minor infraction and the student has had no prior incidents.

### RESPONSES:

**Teacher interventions** – These interventions aim to correct behavior so students can learn and demonstrate safe and respectful actions. Teachers are encouraged to implement a variety of teaching and classroom management strategies. Strategies and interventions may be elevated to an administrative response if the teacher is unable to address the behaviors.

### POSSIBLE INTERVENTIONS/CONSEQUENCES:

- Contact parent
- Teacher provides verbal redirection
- Student is required to write a reflection or apology
- Teacher initiates a seat change
- Teacher requests conference with Parent/ Guardian
- Teacher reviews expected behavior and the Classroom system of positive reinforcement with Student
- Teacher / Student conference

## TIER 2

**BEHAVIORIAL GUIDANCE:** Appropriate when supports have been put in place in the classroom and/or school community to address behavior, but the behavior has continued to negatively influence the learning of the student and others.

**RESPONSES: Administrator interventions and responses** – These interventions shall involve the school administrators who aim to correct behavior by stressing the negative impact of the behavior while keeping the student in school.

Tier 2 behaviors result in school-based and administrative intervention responses. These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

### POSSIBLE INTERVENTIONS/CONSEQUENCES:

In addition to the interventions listed under Tier 1, the following may be appropriate:

- Loss of privileges
- Behavior contracts
- Detention (before or after school) with parent or guardian consent
- Conflict resolution by a trained staff member
- Student discussion with appropriate administrator
- Assignment of work projects
- Mentoring
- Referral to substance abuse counseling
- Implementation of de-escalation strategies (i.e., mindfulness, reflection break, relaxation techniques, peace corner)
- Restorative approaches and/or restorative circles

**NOTE:** If the student has had two or more Tier 1 or 2 behaviors, the teacher/school staff is required to make a mandatory referral to the Student Support Team or if the student has a 504 or IEP, the student's 504 team or IEP team must be notified and included in the behavioral interventions. The 504/IEP team should consider counseling and/or a Functional Behavior Assessment and Behavioral Intervention Plan.

## TIER 3

**BEHAVIORIAL GUIDANCE:** Appropriate when the seriousness of the behavior has a negative impact on the school community or when previously documented interventions and supports have been put in place but the behavior is continuing or escalating.

**RESPONSES: Administrator interventions and/or disciplinary responses** – These interventions address behaviors not specifically enumerated in any other tier that cause disruption to the academic environment or harm (physical or emotional) to self and/or others. In addition to lesser consequences, Tier 3 behaviors may result in an on-site suspension. These interventions shall involve school administrators and support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

### POSSIBLE INTERVENTIONS/CONSEQUENCES:

interventions often involve support staff, both school based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

In addition to the interventions listed in Tier 1 and Tier 2, the following intervention may be implemented:

- Temporary Removal of Student from Classroom
- Referral to an appropriate community organization (e.g. outside counseling, mentoring programs)
- Grade reduction for academic dishonesty
- On-site Short-Term Suspension with provision of appropriate intervention services  
K-5: 1-3 days, 6-12: 1-5 days

**NOTE:** If the student has had two or more Tier 2 or 3 behaviors, the teacher/school staff is required to make a mandatory referral to the Student Support Team or if the student has a 504 or IEP, the student's 504 team or IEP team must be notified and included in the behavioral interventions. The 504/IEP team should consider counseling and/or a Functional Behavior Assessment and Behavioral Intervention Plan.

## TIER 4

**BEHAVIORIAL GUIDANCE:** Appropriate when the impact on the school community seriously disrupts the educational process and/or when documented interventions and supports have been put in place but the behavior continues to escalate and disrupt the educational process.

**RESPONSES: Administrator interventions and/or disciplinary responses** – These interventions address behaviors not specifically enumerated in any other tier in this policy that cause serious disruption to the school operation, destroy school property, or cause harm to self or others.

Tier 4 behaviors result in school-based and administrative disciplinary responses that can include an off-site suspension. These interventions shall involve school administrators and support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

### POSSIBLE INTERVENTIONS/CONSEQUENCES:

In addition to the interventions listed above in Tier 1, 2 or 3, the following interventions may be implemented.

- Off-site Short-Term Suspension\*, except in response to unexcused tardiness or absence
  - K-5: 1-5 days in limited circumstances
  - 6-12: 1-10 days

**NOTE:** If the student has had two or more Tier 2, 3 or 4 behaviors, the teacher/school staff is required to make a mandatory referral to the Student Support Team or if the student has a 504 or IEP, the student's 504 team or IEP team must be notified and included in the behavioral interventions. The 504/IEP team should consider counseling and/or a Functional Behavior Assessment and Behavioral Intervention Plan.

## TIER 5

**BEHAVIORIAL GUIDANCE:** May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student has engaged in chronic and extreme disruption of the educational process. This includes acts that are illegal, cause significant disruption to the school operation, or cause substantial harm to self or others.

**RESPONSES:** These intervention shall involve the removal of a student from the school environment because of the severity of the behavior. This may involve the placement of the student in an alternative environment that provides additional structure to address the behavior. These interventions focus on maintaining the safety of the school community and ending behavior that is harmful to the student or others. The duration of an extended suspension, expulsion, or alternative placement will be limited to the least amount of time necessary to adequately address the behavior.

### POSSIBLE INTERVENTIONS/CONSEQUENCES:

In addition to any other interventions listed above in Tier 1, 2, 3 or 4:

- Expulsion

**NOTE:** A student's failure to adhere to mutually agreed upon expectations after an expulsion recommendation has been rescinded will result in the reinstatement of the original expulsion recommendation. This can result in additional disciplinary action that includes expulsion.



## 32 Permitted Exclusionary Times for Disciplinary Actions

### Suspension Day Limitations by Grade Level

GRADE	Maximum Out-of-School Suspension Length (Individual Incident)	Maximum Cumulative Out-of-School Suspension Days During Academic Year*
K-5	5 Consecutive Days.- (See note below for K-5 students)	20 days
6th-8th	10 consecutive days	20 days
9th-12th	10 consecutive days	20 days
Tiers	Grades K-5	Grades 6-12
Tier I	Suspension Not Permitted	Suspension Not Permitted
Tier II	Suspension Not Permitted	Suspension Not Permitted
Tier III	In-School Suspensions 1-3 days	In-School Suspensions 1-5 days
Tier IV	Out-of-school suspensions of 1-5 days. *See Note below	Out-of-school suspensions of 1-10 days
Tier V	Recommendation for Expulsion	Recommendation for Expulsion

**NOTE:**

1. For student grades K-5, school administrator must provide evidence that, consistent with school policy, student willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.
2. No student in Pk3-Pk4 shall receive an out of school suspension.
3. For suspensions that exceed 20 days in an academic year, the CEO, or her designee, must provide a written justification to the student and parent describing why exceeding the 20-day limit is a more appropriate disciplinary action than alternative responses. If the student’s conduct necessitated an emergency removal, the CEO or her designee must provide a written justification for the emergency removal to the student and parent.



Code	Inappropriate behavior	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Police Informed
<b>201</b>	<b>Absences</b>						
201A	Tardies	●					
201B	Unexcused absence from school	●					
201C	Persistent or excessive absences from school	●	●				
201D	Habitual truancy (i.e., unlawfully absent from school for a number of days in excess of 5 days in any quarter, 10 days in any semester, or 20 days in a school year)	●	●				
<b>202</b>	<b>Academic Dishonesty</b>						
202A	Cheating, plagiarizing, etc.	●	●				
202B	Using or allowing access to another student's virtual account to engage in any behavior that is not school sanctioned	●	●	●	●	●	
<b>204</b>	<b>Dress Code</b>						
204	Violating uniform policy	●	●				
<b>301</b>	<b>Activation of False Alarm / Bomb Threat</b>						
301	Student threatens, attempts or willfully activates a false alarm or makes a bomb threat		●	●	●	●	●
<b>302</b>	<b>Defiance of Authority and/or Insubordination</b>						
302A	Failure to respond to school staff questions or requests	●	●	●	●		
302B	Willful and/or purposeful violation of general Health and Safety Guidelines (including but not limited to Covid-19 Health and Safety standards)	●	●	●	●		
<b>303</b>	<b>Forgery/False Information</b>						
303A	Forges, alters, destroys or fabricates any document or item	●	●	●	●		
303B	Lying, misleading, or giving false information to school staff	●	●	●	●		
<b>304</b>	<b>Gambling</b>						
304	Requires the use of money or exchangeable goods	●	●	●	●	●	
<b>401</b>	<b>Inappropriate Use of Technology</b>						
401A	A Use of computers, fax machines, phones, etc. without permission.	●	●	●			
401B	Use of portable electronic communication devices, electronic game devices, and other similar items, at unauthorized times	●	●	●			
401C	Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages	●	●	●			
401D	Using portable electronic communication devices to take, share, record, and/or publish inappropriate pictures, videos, or recordings taken on school grounds, including fights or other disturbances		●	●	●	●	
401E	Cyber Harassing a student while using the Friendship technology and/or networking (including but not limited to social media, emails, direct message, etc.)		●	●	●	●	
401F	Use of a Friendship PCS device and/or network in a non-school sanctioned manner	●	●	●	●	●	

Code	Inappropriate behavior	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Police Informed
<b>402</b>	<b>Threatening</b>						
402A	Threatening or aggressive language or gestures directed toward staff, another adult and/or student		●	●	●		
402B	Persistent threatening or aggressive language or gestures directed toward staff, another adult and/or student			●	●	●	
<b>403</b>	<b>Trespassing</b>						
403	Breaking and entering			●	●	●	●
<b>404</b>	<b>Documented Pattern of Persistent Violations</b>						
404A	Three or more Tier 2 violations in a semester (excluding uniform and/or attendance violations)			●			
404B	Three or more Tier 3 violations in a semester (excluding uniform and/or attendance violations)				●		
<b>501</b>	<b>Attacks on another person</b>						
501	Student threatens, attempts or willfully caused bodily injury or emotional distress to another student		●	●	●	●	
<b>502</b>	<b>Disrespectful Behavior</b>						
502A	Making inappropriate gestures, symbols, or comments, or using profane or offensive language	●	●	●			
502B	Using verbal insults or put-downs	●	●	●			
<b>503</b>	<b>Fighting</b>						
503A	Student threatens, attempts or willfully caused bodily injury or emotional distress to another.		●	●	●	●	
<b>601</b>	<b>Coercion/Inciting Violation of Discipline Policy</b>						
601A	Student who causes a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others and results in others sustaining physical injuries		●	●	●	●	●
601B	Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance that threatens, attempts or willfully causes bodily injury or emotional distress to another student		●	●	●	●	
<b>602</b>	<b>Destruction of Property/Vandalism</b>						
602A	Minor or accidental damage	●	●				
602B	Intentional damage to another person's or school property		●	●	●	●	
<b>603</b>	<b>Harassment</b>						
603	Student who engages in harassment (e.g., persistent or long-term harassment that threatens or seriously intimidates another person, or adversely affects another person's ability to participate in or benefit from a school's educational or curricular program or perform their job		●	●	●	●	●

Code	Inappropriate behavior	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Police Informed
<b>604</b>	<b>Possession of Controlled or Uncontrolled Substance</b>						
604A	Under the influence	●	●	●			
604B	Using or possessing a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school.	●	●	●	●		
604C	Distributing or selling a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school	●	●	●	●	●	
	NOTE: Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bongs, rolling papers etc.) and/or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse.						
<b>605</b>	<b>Possession of Dangerous Objects Not For Any Reasonable Use to Student At School 606</b>						
605A	Brings, possesses, and/or uses a weapon, incendiary (matches or lighter), explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school.	●	●	●	●	●	●
	Mandatory referral to the police or juvenile system for any student who brings or possesses a gun at school (must be expelled for no less than one [1] calendar year under Federal Gun Free Schools Act)						
605B	Brandishing a gun, knife or anything resembling thereof while in a Friendship PCS sponsored virtual learning space.		●	●	●	●	●
<b>606</b>	<b>Robbery/Theft</b>						
606	Taking money or property from another by force or intimidation		●	●	●	●	●
<b>701</b>	<b>Sexually Based Infraction</b>						
701A	A Student who engages in sexual harassment of another (e.g., unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature).		●	●	●	●	
701B	Student who engages in sexual activity or sexual misconduct (e.g., indecent exposure, engaging in sexual activity, etc.)		●	●	●	●	●
701C	Forced sexual act					●	●
701D	Using Friendship technology and/or network to share, record or display inappropriate sexually based content.		●	●	●	●	●
<b>801</b>	<b>Bullying, Including Cyberbullying and Gang-Related Incidents</b>						
801	Student who bullies another student		●	●	●	●	
	NOTE: Refer to the Bullying Definition and investigative process outlined in the Friendship PCS Bullying Policy. This policy can be located on the school web- site at <a href="http://www.friendshipschools.org">www.friendshipschools.org</a> (in the School Policies section). Reports of bullying may be made by mail to Friendship PCS Office of Operations, 1400 First Street NW, Suite 300, Washington, DC 20001, by phone to (202) 281-1700 or by email to <a href="mailto:friend@friendshipschools.org">friend@friendshipschools.org</a> .						

## Infraction Definitions

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

**Attack** – an aggressive and violent action against a person

**Bullying** – Friendship defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. 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 intrafamily 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
2. Can reasonably be predicted to:
  - a. Place the youth in reasonable fear of physical harm to their person or property;
  - b. Cause a substantial detrimental effect on the youth’s physical or mental health;
  - c. Substantially interfere with the youth’s academic performance or attendance; or
  - d. 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.

For the investigative process, please refer to the Friendship PCS Bullying Policy, which is online.

**Disorderly Conduct** – Disorderly conduct includes, but is not limited to: yelling, running, pushing, shoving or engaging in horseplay. Excessive verbal abuse or physical interaction that results in disruption is also considered disorderly conduct.

**Expulsion** – Permanent dismissal of a student from the school program. If an expulsion is approved, it is the responsibility of the parent/guardian to place the student in another school. The special education team will assist a parent of a student with special needs to ensure the student is enrolled at another school.

**Fabrication/Forgery/Alteration/Destruction** Intentional or unauthorized creation, alteration, falsification, destruction or invention of any official document including but not limited to 911 phone calls, issuing a bomb threat, setting off a fire alarm, etc.

**Gambling** – Gambling is the participation in any game where money or other items have been or may be exchanged. Any spectator is deemed a promoter of gambling and therefore will be subject to disciplinary action.

**Gang-related activity** – A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors or symbols. Gang-related activity is any conduct engaged in by a student 1) on behalf of a gang, 2) to perpetuate the existence of any identified gang, or 3) to promote the common purpose and design of any identified gang.

**Group Fighting** – An altercation between more than two (2) participants involved in a physical confrontation.

**Harassment** – Words and/or actions directed toward an individual or group of individuals to intimidate, degrade, and/or fail to respect another person’s dignity. Harassment includes, but is not limited to, references made to a person or group based upon age, sex, sexual orientation, gender, race, religion or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs or spreading sexual rumors directed toward an individual or group is also considered harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature.

**Incendiary** – A bomb or combination of chemicals used to start a fire (i.e., matches lighters, explosives, etc.)

**Possession** – Having the item(s) on one’s personal property; or under one’s control by placement of and knowledge of the location of the item(s) on school property or willing to transfer or accept any prohibited object/item to/from any other person who possesses or brings the item on school grounds.

**Sexual Assault** – Any unwanted sexual contact



or attention achieved by force, threats, bribes, manipulation, pressure, tricks and/or violence.

**Sexual Acts** – Inappropriate touching or feeling.

**Sexual Contact** – engagement in consensual sexual activity including sexting.

**Suspension** – Temporary dismissal of a student from the regular school program and school-sponsored events for the allotted time assigned by a school administrator. Suspensions can range from 1 to 45 school days, depending on the seriousness of the violation. Students are expected to complete work packets while they serve their suspension. Special Education students will receive appropriate services required under the law. After a suspension, parents/guardians are responsible for scheduling a conference with a Friendship administrator on or before the day the student returns from suspension.

**Theft** – Acceptance, possession, sale, purchase, transfer and/or taking of property belonging to another person without his/her consent and knowledge.

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

**Trespassing** – Trespassing is unauthorized presence on school property or at a school event, including those off school grounds. It also includes a student entering any area without authorization to do so. If suspended or expelled from school, a student is not allowed on any school district property or allowed to participate in school sponsored extra-curricular activities on campus or off- site.

**Vandalism, Destruction of property** – Willful or malicious destruction, defacement or damage to school and/or personal property.

**Weapon** – A weapon, device, instrument, material or substance, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury, except that such item does NOT include a pocket knife with a blade of less than 2 ½ inches in length.

## Procedures for Suspension and Expulsion

1. All notices regarding disciplinary action will be provided to the parent in writing on the date the school makes a decision to suspend the student and must be signed by a school administrator or designee.
2. Students under 14 years of age, who have been given an out-of-school suspension or expulsion, may not leave school grounds during school hours unless
  - a. accompanied by a parent/guardian or parent/guardian designee. Parents/guardians of students 14 years of age or older who have been suspended or expelled will be extended the opportunity to be accompanied from school grounds by a parent, guardian or their designee.
3. Short-Term Suspensions: The school administrator or designee may suspend a student for periods of short- term suspensions for no more than nine (9) cumulative days in a school year.
4. Long-term Suspensions of 10 days or more and/or Expulsion: The school administrator or designee may only recommend:
  - a. Long-term suspension of 10 days or more and /or
  - b. Expulsion
5. All recommendations for 6-9 day suspensions or expulsions will be reviewed by the Community Office or Board of Trustees for a final decision. Note: The Board of Trustees' Discipline Committee does, in the event of disagreement between the Community Office and the school administrator, render the final discipline determination.
6. In calculating days of suspension, days served will not include days when school is not in session for students, including but not limited to school closure days, school holidays, spring break and summer break, unless the student is required to attend Summer Learning Academy or extended year services.  
  
For example, if the student is suspended on the day before spring break, the days during spring break will not count as days the student served on suspension.
7. Once a student is suspended, a student homework packet must be available for a parent to retrieve within one business day.

8. For students with IEPs, 504 Plans and students who are in the process of being evaluated for special education who are suspended for more than 10 days in a school year, a multi-disciplinary team will review all relevant educational records contained in the student's file or in possession of the school to determine whether the student's violation of school rules was a manifestation of the student's disability.
  - a. If it is determined that the student's behavior was a manifestation of the student's disability, the student will be returned to his/her educational placement.
  - b. If it is determined that the student's behavior was not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.

## Procedures for Appeal

1. Upon notification of disciplinary action, a parent/guardian/student shall have 48 hours to contact the school administrator to request a meeting.
2. During the meeting, the school administrator, the student/ parent/guardian shall have the right to review the summary of the incident, present witnesses and evidence on their behalf, cross examine witnesses presented by the school and to request that the school administrator reconsider the disciplinary action.
3. In the event that the administrator is unwilling to reconsider the proposed disciplinary action, the student/parent/guardian has the right to appeal any suspension of 10 days or more as well as a recommendation for expulsion by contacting the Community Office at (202) 281-1700 within 24 hours of the meeting with the school administrator.
4. The student / parent/guardian/ can submit letters from witnesses, character letters, a statement from the student and any other information relevant to the case in writing within 48 hours of contacting the Community Office. Community Office representatives, consisting of at a minimum two (2) administrators at the manager level or above, may also elect to speak with the parent and student regarding the incident.
5. The student/parent/guardian may also request as part of their appeal to have a hearing before the representatives or designees of the Board of Trustees. The representatives or designees of the Board of Trustees who will hear the appeal will consist of at a minimum two (2) administrators at the manager level or above.

## Review and Determinations

1. All recommendations for suspensions of 10 days or more and expulsion will be reviewed by the Community Office for final determination, regardless of the parent/guardian/student request for appeal. FERPA authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student's educational records can be disclosed without prior consent if the person or agency to which the records are being disclosed has a legitimate educational interest.
2. In the case of an appeal, additional information submitted by the parent/guardian/student within the 48-hour timeframe, as well as any information obtained from a hearing, if one is requested, will also be considered.
3. Determinations made at the Community Office by representatives or designees of the Board of Trustees shall be final and will be communicated to the parent/guardian/student and school administration in writing.

**Alternative Programs:** A student may be assigned to or offered the opportunity to participate in alternative programs available if, in the opinion of school officials, such assignment would benefit the student. A student with a disability should be referred to the IEP team to determine appropriate services and placement.



# Friendship PCS Student Services and Resources

## What resources are available to students?

We are here to prepare our students to be successful in life. We believe that each student will be successful if s/he takes full advantage of the range of programs offered at Friendship PCS. Refer to your school's supplemental packets for additional information.

### Education of Homeless Children and Youth Program

#### Educational Rights Public Notice

The mission of the Education of Homeless Children and Youth Program is to ensure free, appropriate, public educational opportunities for homeless children and youths; to provide technical assistance to schools, shelters and the community; and to heighten awareness of homeless issues. Homeless children and youth should have equal access to the same educational opportunities and services as non-homeless children and youth. In addition, homeless children and youth should have the opportunity to meet the same challenging academic achievement standards to which all students are held pursuant to the McKinney-Vento Homeless Assistance Act federal law.

#### 1. What is the definition of homeless children and youths?

The term "homeless child and youth" means:

- Children and youth who lack a fixed, regular, and adequate nighttime residence; and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelter (including D.C. transitional housing); are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings;

- Migratory children who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in the circumstances described above.

#### 2. Can a homeless child enroll in school?

Yes. The child may continue enrollment in the school of origin for the duration of homelessness. The school is the one the child attended prior to becoming homeless or the school in which the child was last enrolled. The child may also enroll in the school for the attendance area where he or she is living temporarily. If a dispute arises over school selection or enrollment, the school must immediately enroll the homeless student in the school, pending resolution of the dispute. If the local school cannot resolve the dispute, the school must follow the Dispute Resolution Process, not to exceed fifteen (15) days. The local school must provide the parent, guardian or unaccompanied youth with a written statement of the school placement decision and the appeal rights.

#### 3. Whom should be contacted if a dispute arises regarding enrolling a homeless child or youth in school or if other assistance is needed?

If a homeless child or youth is experiencing difficulty in enrolling in school, please contact the Office of Student Support Services at (202) 281-1700

#### 4. What services are provided by the Homeless Children and Youth Program?

The Homeless Children and Youth Program provides the following services: transportation assistance; dispute resolution; emergency school enrollment assistance; special projects; Homeless Awareness Month; staff development; and interagency collaboration.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

## Home and Hospital Instruction Policy

FPCS adopts and implements the following home and hospital instruction program to:

- a) Promote a participating student's academic progress; allow student to stay current with classroom instruction in core subjects to the greatest extent possible, foster communication between student's classroom teachers and home and hospital instructors; and aid in the reintegration of the student into the classroom instruction when the student is able to return to school.
- b) Ensure coordination of home or hospital instruction with any special education services, IEP or Section 504 plan; and
- c) Designate the following person to oversee the program: Tamika Maulsby, Deputy Chief of Compliance can be reached at [tmaultsby@friendshipschools.org](mailto:tmaultsby@friendshipschools.org) and 202-281-1700.

### What is the definition of a student who requires home and hospital instruction?

A student who will be absent from their school of enrollment for ten (10) or more consecutive or cumulative school days during a school year due to a health condition and who has a medical certification form signed by a licensed physician, licensed nurse practitioner, licensed psychologist, licensed mental health counselor or therapist or physician assistant.

### Approval Process

The student's legal guardian may request approval for home or hospital instruction by making a request either orally or in writing to the above referenced person overseeing the program.

Within (2) two school days of receiving the request the Tamika Maulsby, Deputy Chief of Compliance will provide the legal guardian with FPCS's written application that includes information on the requirements and as well as the process for submitting the application.

Within (5) five calendar days of receiving the request the Tamika Maulsby, Deputy Chief of Compliance will review the request and issue a written decision approving or denying the application.

The written decision will include a written explanation of the basis for the approval or denial. If approved, a written explanation will be provided for the delivery of the services that includes the location, identification of virtual and/or in person delivery, number of hours per week according to the medical certification of need as well as a schedule of service delivery.

### Students with Disabilities

If a student is suspected of being eligible or is eligible for special education services the student's legal guardian will be provided with a copy of the procedural safeguards under IDEA. Consideration will be given to whether home and hospital instruction could impact the student's educational placement in the least restrictive environment and if so, a meeting will be convened to review and revise the educational placement of the student and review and revise the IEP as necessary.

### Right to Appeal

The student's legal guardian may appeal a decision to approve or deny a request by submitting a written request for an appeal to OSSE. **To submit an appeal to OSSE, complete the Home and Hospital Instruction Appeal form located [here](#).** The form must be submitted to OSSE within **10 calendar days** of receipt of FPCS's decision. Upon submission, you will receive an email confirmation of your submission and a member of OSSE's staff will contact you with next steps.





## Extended Learning Programs, Tutoring and Extracurricular Activities

The Office of Extended Learning Programs (OELP) enables and supports all Friendship campuses in offering a variety of high-quality programs that support academic instruction and enrich the development of the whole child outside the regular school day.

Broaden Your Horizons After School:

- Enrichment and after school activities let you explore a world of interests. Singing in the choir, playing in a music ensemble or jazz band and joining the Girl Scouts and Boy Scouts are but a few of the many examples.
- Friendship PCS has partnerships with a multitude of prestigious area organizations—such as NASA, the Kennedy Center and the National Symphony Orchestra. These partnerships are your ticket to engineering, theater, dance, spelling bee, arts and poetry programs and fascinating museums.
- Student clubs and associations let you engage in science, debate, foreign language, drama and art.
- Through additional student clubs, you can be part of student government, work on the yearbook, do community service and more. You also could be tapped to join the regular or junior chapter of the National Honor Society.
- Unique opportunities abound. For example, you can join a Robotics team that competes in national championships.

Participate in Athletics:

- Playing sports not only keeps you active, but also teaches you to work well with others. At Friendship, you can choose from a wide array of sports — baseball, basketball, football, tennis, track and field, soccer and volleyball. You may also join a step team. You may choose from boys-only, girls-only and co-ed teams.
- Per the DCMR, to be eligible to participate in Interscholastic Athletics, a student must maintain the following:
  - Regular school attendance, having been present at least two-thirds (2/3) of the school days during the semester preceding the sport season, and shall have no more than three (3) unexcused absences consistent with chapter 21 of subtitle A of Title 5 during the season of participation. Completion of a Summer Learning Academy shall not be counted as a semester of attendance for the purposes of establishing eligibility pursuant to this subparagraph.

- A student 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.
- A student in grade four (4), five (5), six (6), 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 student wishes to participate.

Please contact your child’s campus to get an updated list of extracurricular activities and clubs that are available for your child.

## Before and Aftercare Services

Friendship CARES is the official before and aftercare program at all Friendship elementary campuses. Friendship CARES is a licensed program through OSSE and is a fee-based program. Parents may qualify to be subsidized to help pay the cost. Friendship CARES is staffed by part-time childcare professionals and many school-day staff. The focus for the Pre-K3 and Pre-K4 students is early literacy development through read alouds, dramatic play, and lessons that teach students to positively self-regulate their emotions. The focus for the Kindergarten and up students is homework help and math and reading intervention. In addition, students will participate in read alouds and independent reading.

### Hours of operation:

#### Before Care:

Monday through Friday – 7:00 am – 7:45 am

#### Aftercare:

Monday through Thursday – 3:30 pm – 6:00 pm  
Fridays – 12:00 pm – 6:00 pm

For questions, contact Friendship’s Office of Extended Learning Programs at 202.281.1714 or [FriendshipCares@friendshipschools.org](mailto:FriendshipCares@friendshipschools.org).

## Special Education Services

The Individual Disabilities Education Improvement Act (IDEIA) is a Federal law, the purpose of which is to “ensure that all children with disabilities have available to them a Free Appropriate Public Education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.”

Friendship PCS does not discriminate against students with disabilities and enrolls and serves all students regardless of the type or severity of disability including but not limited to students with learning disabilities, emotional disabilities, intellectual disabilities, developmental delays, autism, students who are blind, visually impaired, deaf or hard of hearing. Friendship PCS believes all students can learn with appropriate educational services.



Friendship PCS prides itself in providing multiple student supports, including but not limited to specialized instruction from qualified special education teachers and related services including but not limited to the area of counseling, behavioral supports, speech, occupational therapy and physical therapy. Friendship PCS offers a continuum of settings and placements for students with special needs. The goal and mandate of federal law (IDEIA) is to educate students in the least restrictive environment that meets their academic and social emotional needs. Friendship PCS educates students with special needs in the least restrictive environment (LRE).

LRE is an inclusion setting where students with special needs are provided instruction that meets their individual needs in the general education classroom. The student remains with their general education peers, but receives the necessary supports and accommodations from the special and general education teachers to be successful. If a student needs more support than can be provided in an inclusion setting, based on academic and/or social difficulty in the general education classroom, additional classroom environments may be considered. For example, the students may show more success after receiving instruction in a pull-out setting, resource classroom or self-contained classroom. The determination of the LRE is made by a multi-disciplinary team that includes school staff and the parent. After the decision is made, the special education staff regularly review each student's level of service and monitor his/her progress to ensure that the services and setting are appropriate.

You as a parent or legal guardian can request that your child be evaluated. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individualized Education Plans (IEPs), maintaining student records and reporting student progress are managed at each school by the Special Education Coordinator (SEC). If your child is found eligible for special education and related services, the District of Columbia Municipal Regulations mandate that all persons who are residents of the District are entitled to receive those services from birth through age twenty-two. The State Educational Agency provides services to individual's birth to 3 years. Friendship PCS provides services to individuals age 3 to 22.

The cornerstone of IDEIA is the requirement that parents be active participants in determining the services that will appropriately address the special education needs of their children. An effective partnership between parents and educators is necessary and requires that all people involved be fully informed about student's special education needs and collaborate together to address the needs. Sometimes collaboration will include exploration

of additional home and community-based supports that can be provided outside of the school day to assist the student. Opportunities to explore options, alternative or additional, outside the learning environment are important to the overall success of the student. Friendship PCS is committed to partnering with parents to foster a positive educational experience for their child.

### What Is an IEP?

If your child is found eligible for special education services, an Individualized Education Plan (IEP) will be developed with your participation and input. The IEP is a written plan of the specialized instruction and related services specifically designed and necessary to meet the unique educational needs of your child. The IEP states the classroom supports, services and resources that FPCS will provide to each student with a disability. It contains measurable goals in academic and/or social-emotional areas based on the student's present level of educational performance. In addition, the IEP states the setting where the services will be delivered and describes the amount of specialized instruction, related services and supports necessary for the student to make progress on the goals.

The primary contact person for special education services is the School Principal or Special Education Coordinator at your campus.

### Notice of Nondiscrimination

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), as well as all other non-discrimination laws, Friendship Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

For further information on notice of non-discrimination, visit <http://wdrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3491. Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) states the following: Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for

a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual.

The following person has been designated to handle inquiries regarding Friendship PCS' non-discrimination policies:

Tamika Maultsby, Deputy Chief of Compliance  
1400 First Street NW, Suite 300  
Washington, DC 20001  
(202) 281-1700  
tmaultsby@friendshipschools.org

To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-4559 or ohr@dc.gov

## School Safety Omnibus Amendment Act of 2018 (SSOAA)

The School Safety Omnibus Amendment Act of 2018 (SSOAA) requires schools to adopt and implement policies to prevent and address child sexual abuse by staff and student-on-student sexual harassment, assault, and dating violence. It also requires schools to provide training for staff at the time of hiring and at a minimum every two years thereafter on student-on-student acts of sexual harassment, assault, and dating violence. Additionally, schools must provide information for parents/guardians on recognizing the warning signs for student-on-student sexual harassment, sexual assault, and dating violence, as well as effective, age-appropriate methods for discussing such topics with students.

**Please refer to the Policy section of our website to review Friendship's comprehensive Policy for Preventing and Addressing Student Sexual Abuse by Staff and Policy for Preventing and Addressing Student-on-Student Acts of Sexual Harassment, Sexual Assault, and Dating Violence for the 2022-2023 school year.**

The following person has been designated to handle inquiries regarding Friendship PCS' School Safety Omnibus Amendment Act:

Tamika Maultsby, Deputy Chief of Compliance  
1400 First Street NW, Suite 300 Washington,  
DC 20001 (202) 281-1700  
tmaultsby@friendshipschools.org

### AUTHORITY AND APPLICABLE LAW

#### Federal Law

- Every Student Succeeds Act of 2015, 129 Stat. 2120, 20 U.S.C. §7926
- Title IX of the Education Amendments Act of 1972 (Title IX), 20 U.S.C. §1681 et seq.

#### DC Law

- School Safety Omnibus Amendment Act of 2018 (D.C. Law 22-294, D.C. Code §38-951.01, et seq.)
- Anti-Sexual Abuse Act of 1994 (D.C. Law 10-257; D.C. Code §22-3001, et seq.)
- Mandated Reporting Requirements (D.C. Code §4-1321.02)
- D.C. Official Code §4-1501 et seq. (Criminal Background Checks for Government Services to Children)
- D.C. Human Rights Act of 1977, D.C. Code §2-1401 et seq.

#### DC Regulations

6-B DCMR §400 et seq. (Government Personnel Suitability Requirements)

## Title IX of the Education Amendments of 1972 ("Title IX")

Title IX is a federal law that requires equal treatment on the basis of sex, free speech and academic freedom, due process of law, and fundamental fairness. Title IX prohibits discrimination on the basis of sex, including sexual harassment and extends to admission and employment. Any of the following constitutes sexual harassment under Title IX:

- Quid pro quo harassment by a school district employee in the form of conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal educational access to the school's education program or activity.
- Any instance of sexual assault as defined in the Clery Act, 20 U.S.C § 1092(f),, dating violence, domestic violence, or stalking as defined in the the Violence Against Women Act, 34 U.S.C § 1092(f) and 12291 (a) ("VAWA").

All inquiries regarding Title IX should be directed to the following person who has been designated as the Title IX Coordinator:

Rebecca Jarboe Maniscalco, Esq.  
Associate General Counsel

1400 First Street NW, Suite 300  
 Washington, DC 20001  
 (202) 281-1797  
 rjarboe@friendshipschools.org

**Please additionally refer to the Policy section of our website to review Friendship's comprehensive Title IX Policy for the 2022-2023 school year.**

## **Policy and Procedure for Complaints Regarding Sexual Harassment under Title IX**

The procedures outlined below establish how informal and formal complaints regarding discrimination on the basis of sex or sexual harassment as defined above will be investigated and resolved. If the alleged conduct does not fall under Title IX, it will be addressed under the school's general grievance procedures with supportive measures provided. These procedures are intended to provide for a prompt and equitable resolution of complaints as well as the provision of supportive measures offered to the Complainant. Procedures related to employees are addressed in the Friendship PCS staff handbook.

**Who May file:** Any person, including a student, parent or visitor, who believes they have been the subject of discrimination on the basis of sex or sexual harassment may make an informal or formal complaint.

### **FORMAL COMPLAINT**

Any person who believes that they have been the subject of sex discrimination or sexual harassment may file a written Complaint with the Title IX Coordinator or if unable, may request that the Title IX Coordinator document in writing the allegations.

Upon written notice of the allegations submitted by the Complainant or documented by the Title IX Coordinator an investigation of the alleged discrimination or harassment, including sexual harassment as defined above will take place unless the parties after receiving written notice of the allegations agree to an informal resolution process outlined below.

The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process.

The written notice will identify the subject of the complaint, the time frame/date(s) of the occurrence and the resolution or relief sought. The written notice will be signed and dated by the Complainant or Title IX Coordinator. As soon as possible and prior to the initiation of the investigation, supportive measures will

be offered to ensure complainant's continued access and participation in their educational program and activities.

As soon as possible, Friendship PCS will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

### **INFORMAL RESOLUTION PROCESS**

Friendship PCS recognizes that most if not all disputes are capable of being resolved amicably in an informal process. If both parties, after receiving written notice of the allegations voluntarily agree in writing to an informal resolution process, such as mediation, a full investigation will not take place but instead a mediation will be scheduled. However, at any time prior to a Resolution being reached, either party has the right to withdraw and resume the Formal Grievance Process outlined below. Informal Resolution Process is not permitted in the instance of allegations that an employee sexually harassed a student.

### **FORMAL PROCESS**

If both parties do not agree to an informal resolution process then a formal resolution process will take place. Upon the filing of a Complaint, the Title IX Coordinator will provide both the Complainant and the Respondent with written notice of the allegations as well as an equal opportunity to select an advisor (who may be but does not have to be an attorney).

A thorough and impartial investigation of the matters outlined in the complaint will be conducted by trained personnel who will evaluate all evidence without pre-judgment or bias for Complainant or Respondent.

Each investigation will consist of obtaining written evidence, interviewing witnesses and allowing parties to submit and review evidence throughout the investigation.

All matters relating to the investigation and/or the alleged discrimination or harassment are considered confidential and will not be disclosed to persons not involved in the investigation except as required by law.

During the investigation the law requires that the Respondent be presumed innocent until a final determination is made. All evidence will be considered and the standard of "preponderance of the evidence" will be applied in the determination of whether the Respondent is determined to have committed a violation of Title IX.

Following the completion of the investigation which will be undertaken promptly and completed in as short

amount of time as possible, each party will receive a written determination regarding responsibility and explain the basis for the determination. If the Respondent is found responsible for sexual harassment, the school will implement effective remedies for the Complainant.

**APPEAL**

If either party is not satisfied with the outcome of the investigation and findings in the of a written determination they may appeal the determination by notifying the Title IX Coordinator in writing within three (3) school days of receipt written determination.

No less than three Chiefs or Directors of FPCS will hear the appeal. A written copy of the disposition of the appeal shall be sent to each concerned party within seven (7) school days of receipt of the appeal.

A grievant who is not satisfied with the process or response or does not wish to utilize this process may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20212 and can be reached at (202) 453-6020 phone; (202) 453-6021 fax.

**Prohibition Against Retaliation**

Friendship PCS will not tolerate or permit retaliation against a Complainant who files a complaint pursuant to this policy. Immediate action will be taken against any person found to have retaliated against a grievant that has made a complaint.





## Accessing Additional Resources to Support You and Your Child

We understand that students and families may need support beyond the regular school day, and we therefore offer extended learning and referrals to programs to meet practically every need. Please check with the main office, Student Support Managers, or Counselors to request information from our Resource Guide or phone the Community Office at (202) 281-1700 for assistance. Additional Information Resources:

D.C. Public Charter School Board website  
www.dcpsb.org

DC Charter School Alliance website,  
www.dccharters.org

D.C. Public Charter School Association website  
www.dcpsa.org

## What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day Friendship PCS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal or other appropriate school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask Friendship PCS to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If Friendship PCS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA

authorizes disclosure without prior consent to officials and teachers within the school or agency who have a legitimate educational interest and other K-12 schools or school systems to which the student seeks or intends to enroll or is already enrolled as well as post-secondary institutions to which the student seeks to enroll. In the above instances, the student’s educational records can be disclosed without prior consent based on the reason that the person or agency to which the records are being disclosed has a legitimate educational interest.

4. FERPA also authorizes disclosure of directory information unless the parent or student over the age of 18 notifies the school in writing that they do not wish for directory information to be disclosed without prior consent. Directory information includes:
  - A. Student Name; Mailing Address and Telephone Listing
  - B. Photograph
  - C. Date and Place of Birth
  - D. Participation in Officially Recognized Activities and Sports
  - E. Weight and Height of Members of Athletic Teams
  - F. Honors and Awards Received
  - G. Major Field of Study
  - H. Dates of Attendance and Enrollment Status
  - I. Most recent prior school of attendance
5. The right to file a Complaint with the U.S. Department of Education concerning alleged violations of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20212.

Parents or eligible students may instruct Friendship PCS to withhold any or all of the information identified above by completing the “Release of Student Directory Information Form,” available upon request in writing within one month after the first day of the school year.

**Note: The following policies are located on our website ([www.friendshipschools.org](http://www.friendshipschools.org)) under “About Us” within the School Policies section.**

1. Immunization Policy
2. Authorization for Administering Medication during School Hours
3. English Language Learner Student Identification Policy
4. Special Education Services (IDEIA)
5. Section 504 of the Rehabilitation Act of 1973
6. Family Education Rights and Privacy Act (FERPA)
7. Education of Homeless Children and Youth
8. Friendship PCS Bullying Prevention Policy
9. Notice of Nondiscrimination



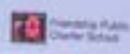


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