



# Carlos Rosario International Public Charter School

## STUDENT HANDBOOK SCHOOL YEAR 2018-2019

Dear Student,

We are delighted to welcome you to Carlos Rosario School. Carlos Rosario is a school for adult basic education and workforce development. This school has been in existence since 1970. It was located in Georgetown as Carlos Rosario Adult Education Center for several years. We have served over 50,000 students from all over the world representing all ethnic groups, major languages and nationalities. We are proud to be here for you again!

The mission of the school is:

*To provide education that prepares the diverse adult immigrant population of Washington, DC to become invested productive citizens and members of American society who give back to family and community. The school accomplishes this through excellence in teaching and learning in partnership with the community and by fostering a safe and compassionate learning environment.*

We offer a variety of courses: ESL classes, foundational literacy and Career Training courses (Culinary Arts, Health, Bilingual Paraeducator, and Information Technology).

Everyone can receive an education and get ahead in the United States, if they try! We encourage you to take advantage of these opportunities and become the master of your own destiny by being a better-educated person and a productive member of American society.

We have an open-door policy and therefore try our best to be available to you as the need arises. Just come to the main office and inquire from our staff who can assist you immediately. Someone will listen to your needs and will try to orient you in the best possible manner.

Welcome to the CARLOS ROSARIO SCHOOL!

Sincerely yours,

**HollyAnn Freso-Moore**  
**Harvard Street Campus**  
**Principal**

**Karen Rivas**  
**Sonia Gutierrez Campus**  
**Principal**

## **SCHOOL POLICIES**

### **ATTENDANCE POLICY**

It is important and necessary to attend class every day and to be on time. If a student is going to be absent for any reason, the teacher should be notified in advance. If a student cannot go to class because he/she is sick or has to work, the student must notify the teacher directly, or if not possible, call the main office at (202) 797-4700 for the Harvard St. campus or (202) 734-4900 for the Sonia Gutierrez campus, giving the reason and dates of the absence(s). Your teacher may drop you from class if you have lower than 75% attendance in a month.

### **SCHEDULE OF CLASSES**

Monday through Thursday:	8:45 - 11:30 a.m. 12:00 - 3:00 p.m. 1:00 - 3:45 p.m. 6:00 - 9:00 p.m.
Friday:	8:45 - 11:30 a.m. 1:00 - 3:45 p.m.

### **CLASSES**

The Carlos Rosario School makes every effort to offer a wide variety of adult basic education and workforce development classes to its students every school year. As an adult basic education school, our charter school funding cannot be used to offer advanced English classes.

### **STUDENT ACADEMIC PREPAREDNESS**

*BE PREPARED:* Education requires concentration and skills. All students must go to school prepared every day with the following:

1. A well-organized notebook or ring binder.
2. Pencils, pens and writing paper.
3. All textbooks required for their course, as prescribed by the teacher(s).

Students who go to school without the necessary tools have to purchase them right away and show proof of seriousness and dedication to their education. Students will not be allowed to sit idly in class while they wait to buy books and textbooks.

### **Student Clubs at Carlos Rosario**

In our mission of promoting civic engagement and supporting students to become productive citizens in the community, we would like to provide our students with the opportunity to create and lead student clubs at Carlos Rosario School. These student-led clubs will be a reflection of the school's mission, purpose, and values, and more importantly, the opportunity for students to be civically engaged and leaders in their communities. Students are able to start a new club at Carlos Rosario if there is not currently a club that aligns with their interest. A list of the current student clubs at Carlos Rosario is located in the Student Services Department.

### **How to Create a Student-Led Club**

- The mission and purpose of the organization must align with the mission and values of the school.
- There must be 4 enrolled Carlos Rosario students interested and willing to participate as leaders in the club.
- Students interested in creating a new student organization should meet with the Student Services Department and become familiar with the student organizational handbook.
- All student clubs at Carlos Rosario must have a faculty/staff advisor. This can be a teacher and/or staff member that will assist you with leading your club.
- Once your club has completed the necessary documents, someone from the Student Services Department will contact you.
- List of items needed to create a club:
  - o Club mission and purpose
  - o Members' names and contact information
  - o Club Advisor Agreement Form

## DRESS CODE

At the Carlos Rosario School, all students are to dress modestly in a way that reflects maturity and respect for the School and for one another. It is imperative, therefore, that students dress in a manner that demonstrates the notion of preparedness. Please note the following basic rules. **THERE WILL BE NO:**

- Shorts or skirts more than 3 inches above the knee
- Low slung pants
- Halter tops or tank tops for men
- Fishnet skirts, shirts cut above the waist or shirts containing obscene words
- Hats, both for men and for women (unless for religious or ethnic reasons)
- Sunglasses
- Tight revealing clothing, spandex tights, dirty or torn clothing

Any student dressing in the above manner will be asked by a school administrator to leave the school premises and return dressed appropriately. Some career training programs have additional dress code requirements.

## STUDENT PROGRESS REPORTS

After 100 hours of instruction a student can request an individual conference with his/her teacher to discuss progress made. During this conference the student should be made aware of his/her current standing, strengths and areas needing improvement. At the end of each semester individual conferences are held by teachers with each student to discuss progress made. At these individual conferences promotion/retention, strengths and areas needing improvement are discussed. Students will receive a Certificate of Completion when being promoted from an exiting class and a Certificate of Recognition when being promoted from all other classes. Certificates of Completion for ESL and GED will be given at the end of the school Year. Students may request a Certificate of Completion after first semester if it is necessary for work or school.

## STUDENT RECORDS

Student Records are housed and controlled by the Registrar's Department at 1100 Harvard Street NW. The Registrar, Chief Executive Officer (CEO), Principal and Assistant Principals have the authority to grant students access to their official student record. The student must make their request at least 24 hours in advance through the Registrar's Department, at which time proper ID must be presented. The Registrar, Chief Executive Officer (CEO), Principal or Assistant Principals will provide the student with their record and will remain with the student until the student has reviewed the record in its entirety. The designated administrator will remain with the student so as to prevent any items from being added or removed from the file. Access to student records will not be granted to any outside agencies, organizations, or individuals requesting access to another student's records. Requests being made for a student's record by an outside agency will only be granted when accompanied by a valid subpoena given to the Chief Executive Officer (CEO) or Principal, unless the student indicates in writing permission to share records. The District of Columbia Public Charter School Board (PCSB) and the District of Columbia Office of State Superintendent of Education (OSSE) may also have access rights to certain student records without obtaining student permission.

## STUDENT ID POLICY

To enter Carlos Rosario School campuses each student must show his/her student ID to security officers. If a student does not have his/her ID he/she will not be permitted to enter the building. **Students must bring and wear their ID every day.**

The principal, assistant principal or night coordinator on duty at the entrance may, at his or her discretion, choose to issue a one-day visitor sticker to a known student who has left his or her ID card at home. The sticker will have the student's name, ID number, date and signature of the issuing manager. The sticker is to be worn at all times in the building and is to be returned on leaving. A student who forgets her or his ID a second time must return home or purchase a new ID.

Students that need to obtain a new ID card because they lost it or left it at home will be able to do so in the Registration office. The ID replacement fee is \$20.00.

## STUDENT POLICIES

- Students are not permitted to bring children to the school during class hours.
- No food, drink or chewing gum is allowed in the classrooms.
- Students are not permitted to use in-classroom phones.
- Students are responsible for their own personal property (i.e., Cellphones, iPods, books and valuables) at all times when in the building. Please take measures to secure your personal items when in and around school property. The school is not liable for any loss or damage to your personal belongings.
- To enter the Carlos Rosario School campuses all students **MUST** use the main entrance. **IT IS PROHIBITED TO USE OTHER DOORS TO ENTER OR EXIT THE BUILDING, UNLESS IN THE CASE OF AN EMERGENCY.**
- The Harvard Street campus parking lot is for staff use only, with limited exceptions, such as students who win the parking lottery. Violators will be towed at their own risk and expense.
- At the Sonia Gutierrez campus students can park for a subsidized fee near the Rhode Island Avenue metro station.
- Letters of attendance are processed by the Registration Department. Please allow three (3) days for your request to be processed.

## PHOTO/VIDEO POLICY

- Photos and videos are taken at both campuses by authorized school personnel regularly. You must inform the photographer/ videographer if you do not wish to have the photo or video of you taken and used.
- Please note that unauthorized persons do not have permission to take photos, audio recordings or videos on either campus.

## SMART PHONE POLICY

Educational use of smartphones (E.g. Blackberries, I-phones, Android and Google Phones) will be determined by the teacher. If educational use is not permitted by the teacher then use of the smartphone is prohibited in the classroom.

- Smartphone use during testing is strictly prohibited
- At no time should video footage of staff, faculty, students, class events or school events be taken. Video recording is strictly prohibited.
- Smartphone usage by students on business in departments throughout the school is strictly prohibited (e.g. Assessment, Registration, Career Training academies, and Student Services).
- Taking photographs on-campus is prohibited unless permission is granted by the person(s) being photographed. See “Cell Phone Policy” below for policy addressing talking and texting

## CELL PHONE POLICY

Cellular phones are to be silenced while in the building. At no time is a student permitted to use a cellular phone (texting and/or phone calls) in the classroom or building. Cellular phone calls and texting in the classroom are disruptive to the teacher and students. Cellular phone calls made in the halls are disruptive to other classes. **All cellular phone calls/texting must be made/done outside of the building, or in the school cafeteria.** The school is a learning environment, not one to conduct personal/business transactions by phone.

## TECHNOLOGY ACCEPTABLE USE POLICY

Computers are provided for the use of Carlos Rosario students as a privilege. Students will abide by policies and procedures as posted in hard copy and/or electronically by the Carlos Rosario School. The word technology as used here refers to equipment such as a computer, computer system, computer network,

information storage media, cameras, camcorders, VCR/DVD player, TV, LCD projector, etc. or its components, and software. Students wishing to bring their own personal laptop to and from school and use their personal laptop for school work may do so only after registering them through the IT department, in concert with School policy and procedures.

*Technology use that is strictly prohibited in school building and using school technology:*

1. Accessing, transmitting, or otherwise making use of pornographic materials of any kind available over the Internet is not permitted.
2. Any form of harassment activity engaged in from Carlos Rosario computers or other technology including but not limited to email transmissions is not permitted in any form.
3. Accessing, transmitting, or otherwise making use of "hate-group" or materials of any kind available over the Internet that may be offensive or harassing to any racial, ethnic group, sexual orientation or gender identity is not permitted.
4. Illegal or unauthorized duplication or transmission of protected software is not permitted.
5. Destruction or theft of school equipment is not permitted.
6. Violation of any of the above policies the first time will result in immediate forfeiture of computer access privileges.
7. The use of external drives such as thumb drives, cell phones, hard drives, etc., is not allowed on Carlos Rosario computers or other technology.
8. Unauthorized photographing, audio and video recording, transmission/posting of photographs, audio or video recordings of staff, faculty, students and school events is not permitted.

## **SOCIAL MEDIA POLICY**

Social Media includes, but is not limited to, personal blogs; sites such as Facebook, LinkedIn, Twitter, video or wiki postings; chat rooms; personal websites; or other similar forms of online journals, diaries or personal newsletters. We recognize that social media can be used for educational purposes, and we encourage responsible use. These guidelines are designed to create an atmosphere of good will, honesty and individual accountability..

Since social media reaches audiences far beyond the community, students should social sites responsibly and be accountable for their actions. The Carlos Rosario School strongly urges students to report any misuse of social media involving the School or its students, staff or programs (i.e. misinformation, identifying students, negative comments, etc.) to the Principal or an Assistant Principal.

The Carlos Rosario School asks students to use discretion when posting to the internet. Because the threat of identity thieves is real, the School discourages students from ever sharing personal information including phone numbers, addresses, etc. on social media sites. Students should not use social media outlets either personal or the School's to defame, threaten, intimidate, harass, discriminate, or retaliate against other students, staff or the School or its programs. In posting about the School or its students, staff or programs, students should make clear that the views they express are their personal views and not on behalf of the School. Use of the Carlos Rosario School logo is prohibited unless authorized by the Chief Executive Officer (CEO) or her designee.

## **PLAGIARISM**

Carlos Rosario does not condone plagiarism, which is "the practice of taking someone else's work or ideas and passing them off as one's own." Violation of this policy will result in minor suspension.

## **METAL DETECTORS/BUILDING SECURITY**

All persons entering the building must pass through a metal detector. The only exceptions are staff and those parking in the school parking lot, in which case these individuals must proceed immediately to the security desk to show or be given proper ID. Any person who sets off the metal detector will be asked to reveal any metal objects he/she may be carrying. Security officers have the right to inspect: backpacks, bags and packages for metal objects/weapons, and thus no one entering the building should have an expectation of privacy. Any student caught carrying a weapon into the school building will face disciplinary action as stated in this handbook under the heading "Code of Conduct."

## **EMERGENCY DRILL PROCEDURES**

Students must participate in all safety drills (fire drills, shelter in place and relocation drills). Students must give their teacher their complete attention and follow all instructions carefully during safety drills. When the fire alarm sounds, assume that it is signaling an emergency and leave the building in a quick but orderly manner.



Please note that school safety is the responsibility of everyone. Students should report any unsafe conditions observe in the building immediately to a member of the faculty or the staff, including the security officers in the building.

### **PARKING**

All students are strongly encouraged to use public transportation. Parking in the surrounding neighborhood is extremely limited. Illegal parking will result in ticketing by DC Parking Enforcement. **Double Parking is NOT PERMITTED** in front of Carlos Rosario School campuses.

### **CAFETERIA**

As an adult education school Carlos Rosario is not mandated to provide food for students. We are fortunate to be able to offer our students meals at a very low cost.

### **VISITORS**

In order to maintain confidentiality, the School will not report a student's attendance to any visitor unless consent is given by the student or the School is presented with a validly issued subpoena or warrant. The safety of all students is our priority! Every visitor entering any of the School's buildings must report to the security desk and sign in. All visitors will then report to the main office or the front desk. Any visitor asking to speak to a specific student will be asked to remain in the main office or the front desk area while an administrator notifies the student of the visitor. If the student wishes to speak to the visitor he/she will speak to the visitor in the main office area. If the student does not wish to speak to the visitor, the visitor will be asked to leave the premises. Please note that students are not allowed to bring children to school while class is in session.

### **SCHOOL CLOSINGS**

When the weather is bad and students want to know if school is closed, students should listen to: El Zol, FM-107.9 and Radio America AM-1540, and/or consult the School's website or Facebook page. During bad weather, students from each session should check to see if classes have been cancelled for their session. If only morning classes are cancelled there will be afternoon and evening classes. If the message on the radio or our Facebook or webpage states that the School is closed, classes in all sessions, morning, afternoon and evening, have been cancelled.

### **DISCIPLINARY POLICIES**

The Carlos Rosario International Public Charter School is a place where all students have the right to come and learn. To allow all students to learn, all students must be respectful of the diverse community. Carlos Rosario students are expected to adopt the shared values of the School community. Carlos Rosario students are lifelong learners who are caring, productive, confident and civic minded. They must be conscientious of the implications of their decisions and should demonstrate empathy, compassion, and respect towards others and themselves.

### **Student Behavior Expectations**

Respect is critical in our diverse community. Students must demonstrate respect through their appropriate actions, words, tone and body language. Unacceptable behavior includes any behavior that infringes on another student's right to learn. These behaviors include, but are not limited to, offensive language and gestures, disrespecting a staff or faculty member, damage to school property, improper use of school equipment, theft, and sexual harassment, making threats against others, harming others, and fighting or committing assaults. Behavior that poses a threat to the health and safety of others may be grounds for immediate expulsion.

### **Drugs and Alcohol**

Students cannot be under the influence of drugs, alcohol or any controlled substance while at school or at any school event. Students' use, possession, distribution and sale of drugs/paraphernalia or alcohol is strictly prohibited on school property or at any school sanctioned activities occurring off-site. Distribution or sale of drugs/paraphernalia or alcohol or the intent to do so may warrant an immediate expulsion and possible reporting to authorities.

### **Weapons**

All weapons including, but not limited to, guns, knives, explosives, are strictly prohibited at the School. Violations will lead to DC Metropolitan Police Department involvement and may be grounds for immediate expulsion. Items that appear to be weapons are banned as well.



### **Discipline Review Process**

When a teacher or staff member finds that a student has committed an infraction that may merit expulsion or suspension, he or she will inform a school official of the infraction. The school official will meet with the student to inform the student of the infraction in question and learn what happened from the student's perspective. If the school official finds that the student is in violation and further concludes that the infraction merits expulsion or suspension, the school official will ensure the discipline review process is followed.

### **Discipline Review Process Policy for Expulsions and Suspensions**

Should a student's behavior be deemed to be a serious violation or infraction, the incident will be reported to a designated school official. The school official will meet with the student, hear the student's perspective on the incident, and then as warranted engage in a variety of appropriate interventions that are commensurate with the nature of the infraction. These interventions can range in a variety of measures including but not limited to a verbal or written warning, mandatory consultations with a counselor and/or follow up conferences with a school official. Violations relating to the sale or distribution of drugs, weapons violations or other serious violations that threaten the health and safety of the school community may result in a suspension or an expulsion.

### **The Discipline Review Process Policy may include the following:**

1. Oral or written notice of the charges based on the School's investigation;
2. If the charges are denied, a student must be given an opportunity to explain his/her version of the events to the suspending school official;
3. A suspension may range from 1 to 10 days in length;
4. Expulsion can be for the rest of the semester or the rest of the school year and, in extreme cases, expulsion can be indefinite;
5. The School will conduct an investigation prior to rendering a decision; any decision rendered will be based upon the School's investigation;
6. With respect to any suspension invoked, the student will be informed of its beginning and ending dates;
7. If an appeal request is made, the student may appear and discuss the suspension or expulsion with the School's Chief Academic Officer (CAO); and
8. If the student wishes to appeal the decision of the CAO, the student may submit his/her appeal in writing to the Chief Executive Officer (CEO) of the School. The student is not entitled to appear and discuss the suspension at this second level of appeal. Instead, the appeal will be based on the written submission of the student and other relevant information.

### **CODE OF CONDUCT**

In an attempt to provide the best possible instruction everyone must establish a peaceful and harmonious environment for all students, faculty and staff. Carlos Rosario School decisions regarding student behavior and discipline will respect individuals, balance the interests of the school community, and minimize disruption of academic instruction.

**All faculty and staff are authorized to enforce all rules. However, disciplinary action will be executed only by administrators.**

EXPULSION = Not permitted to attend classes for up to 1 year, or longer in extreme cases

MAJOR SUSPENSION = Suspension of 6 to 10 days

MINOR SUSPENSION = Suspension of 1 to 5 days

#### Major Infractions

1. Use or sale of drugs or alcohol
2. Bringing a firearm or explosive materials to school
3. Providing false information for enrollment

#### Disciplinary Action

- Expulsion  
Expulsion  
Expulsion

eligibility (i.e., DC Residency)	
4. Making Threats	Expulsion or Major suspension
5. Fighting or assault	Expulsion or Major suspension
6. Falsely activating alarm system	Major suspension
7. Sexual harassment	Major suspension
8. Failure to adhere to health & safety rules (i.e., Fire Drills etc.)	Major suspension
9. Possession of a weapon (Including but not limited to: knives, brass knuckles, nunchuks, taser, stun gun, pepper spray, mace or use of everyday items as a weapon.)	Major suspension

<u>Minor Infractions</u>	<u>Disciplinary Action</u>
1. Smoking/Vaping in school (including e-cigarettes)	Minor suspension
2. Cheating/Plagiarism	Minor suspension
3. Profane language	Minor suspension
4. Disruptive behavior/willfully interrupting the learning process	Minor suspension
5. Damage to school property	Minor suspension
6. Improper use of school equipment	Minor suspension
7. Solicitation	Minor suspension
8. Defiant/Confrontational behavior	Minor suspension
9. Theft	Minor suspension
10. Vandalism	Minor suspension
11. Disrespect to any staff or student	Minor suspension
12. Graffiti or defacing School property	Minor suspension
13. Improper use of technology equipment	Minor suspension

Disciplinary action will be executed by the Chief Executive Officer (CEO), Principal or Assistant Principals with appropriate documentation.

## **NON-DISCRIMINATION POLICY**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code § 2-1402.41, et sec. (Act), and other applicable local and federal law, the Carlos Rosario International Public Charter School, in providing educational programs and services, does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, disability, source of income, , or other status protected by applicable law. Harassment is a form of discrimination, which is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. *Anyone who experiences or observes discriminated or harassed should immediately report the matter to Allison R. Kokkoros, Chief Executive Officer (CEO), 1100 Harvard Street NW, Washington, DC 20009, 202-797-4700*

### **Harassment including Sexual Harassment**

Harassment is a form of discrimination. Carlos Rosario will not tolerate any form of unlawful harassment based on a person's status protected by applicable law, including sexual harassment.

The following behaviors are examples of behavior that is strictly prohibited under this policy:

- Unwelcome sexual advances
- Unwelcome verbal or physical conduct of a sexual nature
- Graphic verbal comments about an individual's body
- Sexually or otherwise degrading comments, jokes, gestures or sounds
- Unwelcome touching
- Unwanted pressure for dates
- Sexually suggestive objects or materials

The consequence for unlawfully harassing a student, staff or faculty member is a major suspension and/or expulsion. If you are a victim and/or a witness of sexual harassment, please contact a school administrator.



## **SAFE RESTROOMS**

All students are entitled to have access to restrooms that are sanitary, safe, and adequate that corresponds to the student's gender identity. We respect diversity in our school. Students can use gender specific restrooms and gender neutral bathrooms based on the particular circumstances.

## **COMPLAINT RESOLUTION PROCESS**

Carlos Rosario encourages all students to bring complaints, concerns or grievances to the attention of appropriate Carlos Rosario officials. A grievance exists when a student claims that a violation, misapplication, or misinterpretation of a Carlos Rosario policy, procedure, or practice has occurred. A student may also have a complaint or grievance when they believe that unlawful harassment or discrimination has occurred, whether by a fellow student, a staff member, or other individual at the School, in violation of the School's Nondiscrimination Policy. During the Complaint Resolution Process, the School will maintain confidentiality to the greatest extent possible, and the School requests that participants in the complaint resolution process do so as well.

A student who wishes to file a complaint or grievance other than those related to discrimination or harassment, which should be immediately reported to the Chief Executive Officer (CEO), should first attempt to informally resolve the issue at its source with the person whom he or she believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that he or she is capable of resolving the matter in this way, he or she is encouraged to meet and discuss the incident with the appropriate supervisor/administrator/official, or with the director of supportive services, who is available to provide guidance through the informal process.

If the student is not satisfied with the result of the informal process, the student may pursue the matter submitting in writing to the Chief Executive Officer (CEO) a detailed account of the complaint or grievance committed and a reason for which the grievance could not be resolved informally. The Chief Executive Officer (CEO) will make the final decision regarding the grievance.

Below you will find a listing of all current Board Member names and titles. If you wish to contact the Board of Trustees please call: 202-797-4700 ext. 155.

## **Board of Trustees**

### **□ Members**

- **Patricia Sosa - Chair**
- **Brahim Rawi - Vice Chair**
- **Margaret Yao - Secretary**
- **James Moore - Treasurer**
- **Sonia Gutierrez - Member**
- **Yeshimebeth T. Belay - Member**
- **Allison R. Kokkoros - *Ex Officio* Member**
- **Vilma Rosario- Member**
- **Bo Pham - Member**
- **Hector Torres - Member**
- **Francisco Ferruffino - Member, Student/Alumni Representative**

We hope that every student's experience at our School is productive and beneficial. If a student has a problem or a question, he/she should speak to his/her teacher, an administrator, counselor or any staff member.

**Welcome to the Carlos Rosario School!**