



**Student and Family Handbook  
2018-2019 School Year**

**IDEA Public Charter School**

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*IDEA policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.*

Welcome to IDEA Public Charter School!

This handbook is designed to help students and families learn about and understand what it means to be part of the IDEA community. Please read this handbook carefully. If you have any questions about our principles, expectations, or rules, please ask. We will be glad to explain the policies and procedures we have developed to maintain a culture of excellence and respect.

All of us at IDEA are excited to be working with our students and families to build on the strong foundation we have created. We are committed to making sure every student at IDEA has the opportunity and tools to succeed. Whether students choose to pursue college, military service, or a career in technology, IDEA will help prepare them to thrive.

IDEA is committed to developing a results-driven learning environment that includes all students, families, and staff in order to improve practice through productive effort, collaboration, critical thinking, continuous growth and reflection. The underlying principle is that IDEA is a place for learning and collaboration as we prepare for college and career readiness. This handbook sets out rules and guidelines for maximizing learning opportunities for our students in an environment of high-quality education.

We are delighted to have you with us and hope this will be an outstanding academic year for everyone.

Justin Rydstrom, Head of School

Nicole McCrae, Principal

Brad Irvin, Vice Principal

Shomari Jennings, Vice Principal

Melody Washington, Director of Student Support Services

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## ● **IDEA’s Guiding Principles**

Each student is an important and valued member of the IDEA community. In order to be a community member in good standing, one must embody in word and action the following principles that guide who we are and how we behave as members of the IDEA community.

- We are prepared to learn and do our best
- We respect ourselves, each other, and our community
- We take responsibility for our actions and learning
- We work together to resolve challenges in thoughtful and meaningful ways
- We celebrate our individual and collective successes

In order to live out these principles, each IDEA student must consider that his actions affect not only his own and his family’s, but also the reputation of everyone associated with IDEA. For this reason we advocate good behavior within the school and in the larger community. Good behavior is defined as a fundamental understanding of right and wrong, respect for the rights and property of others, and the exercise of self-control. With that in mind, we have created these expectations in and outside of the classroom, as well as a Code of Conduct, to ensure that the school functions in a manner that supports a superior learning environment and student achievement.

## ● **Guiding Principles in Action and Code of Conduct**

Our Code of Conduct stems from our Guiding Principles. We’ve outlined here each principle and what it means for IDEA students to follow that principle. Our Code of Conduct also includes all disciplinary policies and procedures listed and explained elsewhere in this handbook.

### **We are prepared to learn and do our best**

As an IDEA scholar, I will:

- Come to school on time, with my materials, and dressed in the appropriate uniform.
- Participate in my classes and focus on learning while at school.
- Challenge myself to learn and work to the best of my ability.

### **We respect ourselves, each other, and our community**

As an IDEA scholar, I will:

- Treat students and staff with courtesy and decency.
- Take care of school property and the school building.
- Represent IDEA well even when outside school.

### **We take responsibility for our actions and learning**

As an IDEA scholar, I will:

- Demonstrate honesty and integrity inside and outside the classroom.
- Control my thoughts, attitude, efforts, and actions every day.
- Accept the consequences of my decisions.

### **We work together to resolve challenges in thoughtful and meaningful ways**

As an IDEA scholar, I will:

- Work to understand others' perspectives.
- Keep an open mind to new ideas, people, and challenges.
- Keep a positive and encouraging attitude when faced with new opportunities.

### **We celebrate our individual and collective successes**

As an IDEA scholar, I will:

- Encourage my peers to be their best.
- Appreciate and encourage diversity in thoughts and beliefs.
- Celebrate the progress of myself, my peers, and my school.

## **Academic Policies**

### **Academic Communications**

Progress reports are distributed mid-quarter throughout the school year. Report cards are distributed at the end of each quarter according to the academic calendar. Students and families can access the [PowerSchool Student/Parent Portal](#) anytime throughout the quarter for real-time progress updates.

### **Academic Records Requests**

Requests for academic records (transcripts, report cards, conduct, attendance, and/or Verification of Enrollment, etc.) must be submitted in writing to the registrar. The form for such requests is available in the main office or online [here](#). Requests will be processed on a first-come, first-served basis and may take at least two business days to process.

### **Advisory**

The advisory program provides additional support and mentoring for students. Advisory groups will meet twice a week for 40 minutes. The advisory curriculum includes social skills building, goal setting, character education, and intervention.

### **Assessment**

Students in the 9th through 12th grades take a variety of tests, including final exams, internal IDEA assessments, and the following standardized tests:

MAP - Measures of Academic Progress

PARCC - Partnership for Assessment of Readiness for College and Careers

MSAA - Multi-State Alternate Assessment



WIDA - World-Class Instructional Design and Assessment  
ASVAB - Armed Services Vocational Aptitude Battery  
PSAT - Preliminary Scholastic Aptitude Test  
SAT - Scholastic Aptitude Test  
ACT - American College Testing  
The assessment calendar can be found on IDEA's [website](#).

### **Community Service**

Students are required to complete 100 hours of community service to meet graduation requirements set forth by the District of Columbia. Community service must be documented annually by April 15. IDEA guides students to complete 25 hours each academic year to ensure that all 100 community service hours are performed by the end of senior year to meet requirements for graduation. Various programs at IDEA will periodically arrange for community service projects for students.

### **Regulations**

In order to receive credit for community service, students must have an official Community Service Hours Form completed and signed by an adult who oversaw his or her service. This adult may not be an immediate family member. Students may obtain these forms from the Academic Counselor, their grade level dean or the school's [website](#). All completed forms must be handed in to the administrative office to be entered into a student's permanent file.

### **Computer Use and Internet Policy**

IDEA provides Internet access for students to do research for school projects and class assignments. To ensure that students become responsible Internet users, IDEA permits Internet access under adult supervision.

Social media website visits are not permitted, unless they are part of an assignment made by a teacher.

### **Course Offerings**

IDEA publishes course offerings annually. It is important to note that not all courses listed are offered each semester. Course offerings are subject to change. Course offerings may be accessed via the school's [website](#).

### **Course Credit**

To receive course credit to meet promotion and graduation requirements, a student may not score lower than a C- for a final grade for a course. Students who receive final grades that are 69% or below do not receive credit for the course for graduation purposes and no Carnegie Unit will be recorded on the student's transcript. Students who do not successfully master (earn 70% or higher in) a course will be required to retake and master the course to receive credit.

## Credit Recovery

IDEA offers credit recovery (summer school) during the summer for classes not passed during the previous school year.

IDEA reserves the right to offer credit recovery to students during the school year on a case by case basis.

## Grades (Calculating)

Courses are either semester-long or year-long courses.

- **Semester Courses:** For half-credit (.5 credit) courses, both quarters are equal to 100% of the final grade. Quarterly and final exams are calculated as part of the final grade.
- **Year-long Courses:** For year-long courses (1.0 credit), all four quarters are equal to 100% of the final grade. Quarterly and final exams are calculated as part of the second and fourth quarter grades.

## Grade Scale/Policy

Students must earn a grade average of 70% or higher to receive credit for all offered courses at IDEA. IDEA uses a letter grading system to measure student progress in courses, and does not recognize “D” grades as mastery (unless previously awarded from another school). The grading scale is as follows:

Letter Grade	Numeric Range	Grade Point Value
A+	100-97	4.33
A	96-93	4.00
A-	92-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.00
C-	72-70	1.67
F	69-50	0.00

Grades for an academic year are comprised of four quarters that are weighted equally. Percentages per quarter (25%) are determined by a student’s mastery of the curriculum.

## Graduation Requirements

2012 and beyond Graduation Requirements\*  
(Students entering 9<sup>th</sup> grade after September 4, 2007)

IDEA Course	IDEA Graduation Requirements Number of Carnegie Units
English	4.0
Mathematics	4.0
Science	4.0
History	4.0
Foreign Language	2.0
Health and Physical Education	1.5
Art	0.5
Music	0.5
Electives	3.5
Community Service	100 Hours
College Acceptance	Mandatory
Total	24.0

\* Please note that this is subject to change based on curricular needs, which are reviewed on an annual basis.

## Special Education Services

IDEA PCS abides by all applicable laws regarding special education in public schools. IDEA's staff includes special education coordinators, teachers, and social workers to meet the needs of special education scholars and to assist in proper placement.

All scholars for which an area of concern has been identified which is impeding the scholar academically will go through the Student Support Team process. Once that process has concluded and the scholar continues to require academic support or the process has been circumvented directly by the parent (either with a written or verbal request or a Parent Referral Form), the following process will occur.

IDEA must decide whether a student is eligible for special education services within 60 days of receiving a referral, as required by the District of Columbia. IDEA will document all parent or guardian requests for evaluations within three business days. IDEA staff must inform the Director of Special Education as soon as a parent requests an evaluation for his or her scholar. IDEA's special education team will gather all documentation (attendance, discipline referrals, SST

documentation, scholar work, and classroom observations) for submission into the Analyzing Existing Data (AED) section of the eligibility process. Once this has been completed, the team (parent, teacher, Local Education Area (LEA) representative, evaluator and related service provider) will meet to review the documents. At that time, the team will decide whether to move forward with the eligibility process by conducting an evaluation. The goal at IDEA is to serve the scholar in the least restrictive environment (LRE).

Please see the District of Columbia Notice of Procedural Safeguards: [Rights of Parents of Scholars with Disabilities](#)

### **ELL Scholar Placement**

All scholars are given a home language survey asking parents to indicate the primary language spoken in the home. If English is indicated, scholars are assumed to be English proficient. If any language other than English is checked, the scholar's name will be submitted to the English Language Learner Coordinator in order to check the status of previous testing. All other scholars will be tested at the school level to determine their English proficiency level by the ELL Coordinator.

English Language Development (ELD) is a component of a total program designed to serve the needs of English language learners. ELD is a specific curriculum that addresses the teaching of the English language according to the level of proficiency of the ELL scholar.

### **Promotion and Retention Policies**

Students must meet the following criteria to move to the subsequent grade:

	<b>English Credits</b>	<b>Other Credits</b>	<b>Credits for Year</b>
<b>Grade 9 to 10</b>	English 1	Algebra I AND History OR Science	5
<b>Grade 10 to 11</b>	English 2	Geometry AND History OR Science	4
<b>Grade 11 to 12</b>	English 3	Algebra II, Spanish I, History OR Science	7
<b>Grade 12 to graduate</b>	English 4	All	8

Accordingly, students must meet applicable academic, community service, and discipline standards in order to be promoted to the next grade level. All students meeting these benchmarks are automatically candidates for promotion. Students who do not meet these criteria may be retained. To receive a diploma, seniors must meet all graduation requirements.

## **Retention**

If a student fails one or more core classes or does not obtain the necessary Carnegie units, he or she could be retained at the present grade level. Core classes include English, mathematics, history, science, and Spanish.

## **Valedictorian and Salutatorian**

IDEA selects a valedictorian and salutatorian from the senior class each year. To be eligible, a student must have been enrolled at IDEA for three consecutive school years. The valedictorian will be the student who has the highest cumulative grade point average (weighted GPA). The salutatorian will be the student with the second highest cumulative GPA.

The IDEA administration may determine that a student does not qualify to be valedictorian or salutatorian if he or she has any discipline infractions or is not in good standing based on his or her conduct record.

## **Administrative Policies**

### **Attendance Policy**

Daily attendance is critical for student achievement. It is vital that students are present and on time daily.

### **Student Responsibilities**

1. Arriving on time to school each day (fully seated and prepared at the bell)
2. Attending all classes daily

### **Students who are absent (excused or unexcused) from school are not permitted to:**

- Be on school property
- Participate in school activities
- Attend school activities or afterschool activities

### **Tardy Policy**

The following procedures apply if a student is tardy to any class:

- Students who are not seated by start bell are considered tardy.
- If a student is late to class and does not have a pass, he or she may not be admitted to class. Students must report to a dean or administrator to obtain an unexcused tardy pass.
- Students who are repeatedly tardy to school or class or who are excessively tardy (more than 30 minutes) to school may be issued consequences, including parent/family meetings and creating an attendance contract.

### **Late Arrival Procedures**

- Any student who is not seated by 8:30am is considered tardy to school. A phone call will go out no later than 10am daily to inform parents and guardians of their students' tardiness.
- Tardy students must check in at the security desk in the front lobby and obtain a tardy pass and present this pass to their teachers in order to be admitted to class.
- Any student entering the building after 10am without documentation will receive a parent notification and will be responsible for making up instructional time.

### **Early Dismissal Procedures**

In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. A parent or guardian must send documentation in writing to the attendance officer. The attendance officer will verify the documentation and approve or deny the early dismissal. The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
2. If a student becomes ill during the school day, IDEA's on-site nurse may be able to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent or guardian will be contacted. *Early dismissals are only granted when requested from a parent or guardian and/or emergency contacts who are documented during the enrollment process. Students are not allowed to leave school by telephone request or written note alone.*
3. All students leaving the building for early dismissal must be signed out in the front office and at the security desk.

### **Excused Absences (count towards total number of absences)**

- Death in the student's immediate family (verification required)
- Illness of the student (a doctor's note is required for a student absent more than three consecutive days)
- Observance of a religious holiday
- Medical reasons such as a doctor's appointment (a doctor's note should be provided when the student returns to school)
- Out-of-school suspension or in-school suspension
- Other absences approved in advance by the IDEA administration upon the written request of a parent or guardian

*\*Student employment or related absences are not excused absences \**

### **Documenting an Excused Absence**

1. After an absence, students should submit a note to the front office which includes the date(s) of absence, the reason for the absence, and any required documentation.
2. An original doctor's note should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days.
3. Letters documenting an excused absence should be turned in within five days of the absence in order for the student's attendance record to reflect accurate data.

### **When is an absence unexcused?**

An absence is unexcused when a student fails to attend school without a valid excuse (whether or not they have parent or guardian approval). Here are some examples of unexcused absences:

- Lengthy vacations
- No clean uniform
- Oversleeping
- Babysitting
- Skipping class
- Student employment or related absences.

### **Truancy**

Truancy is the willful absence from school by a minor (5–18 years of age) with or without parent or guardian’s approval, knowledge, or consent. A truant is a minor (5–18 years of age) who, without a valid reason and with or without parent or guardian’s knowledge or consent, does not attend school. A truant is defined as any student who accumulates 25 or more unexcused absences in one school year.

All uniformed law enforcement officers in DC are responsible for truancy enforcement. If the police pick up a truant, he or she will be transported in a police vehicle to the school.

Truancy is also defined as an absence from school during any part of the school day without the consent of parent and/or proper school officials. A student is truant if he or she:

- Leaves school without permission
- Attends school, but is absent from class without permission (skipping)
- Obtains a pass to go to a certain place but does not report to the designated location

If a student is found to be truant from school:

- Parents or guardians are notified of the student’s truancy status.
- Parents or guardians and students may be required to attend a school truancy conference.

### **Consequences of Absences**

We understand that children get sick and that emergencies come up, but excellent attendance is critical to their education. IDEA’s intervention process for absent/truant students, is outlined below. Please note:

- Documentation of all interventions will be filed in a student’s permanent file.
- Returned mail may prompt the school to conduct a home visit and/or contact local authorities.
- Calls/alerts are made to parents when a scholar has not arrived to school by 9:30am and a parent or guardian has not called to alert the school of the student’s status.

- When a student acquires five unexcused absences during a quarter, a parent or guardian will be contacted regarding an attendance meeting.
- If a parent or guardian does not show up or refuses to attend an attendance meeting when ample time has been provided, a contract may still be enacted. A copy of the contract will be sent or delivered to the student's home on file.
- If a student has 10 or more consecutive unexcused absences, we will refer the student to Child Protective Services.
- If a student accumulates 15 consecutive unexcused absences, we will refer the student to Truancy Court.
- If a student has 20 or more consecutive unexcused absences, he or she will be automatically unenrolled from IDEA.

Students who are unenrolled due to truancy will not be eligible to return to IDEA for the school year in which they were unenrolled (For more information, see Withdraw/Enrollment policies).

Failure to improve attendance may jeopardize readmission for the following year.

### **How can families help establish consistent and on-time attendance for their students?**

- Engage with your child about the importance of a good education to their future
- Encourage good sleeping and eating habits
- Work with your child to come up with a consistent morning routine that includes plenty of time to get ready for school
- Leave extra time for transportation issues, like metro delays and traffic
- Make sure your child arrives at school at least 15 minutes before class starts
- Schedule medical and dental appointments before or after school when possible

### **Attendance at School Events**

Currently enrolled IDEA students are permitted to attend school-related events without the presence of a parent or guardian. Students under age 18 may attend special events including, but not limited to, prom, graduation, and others as warranted by the IDEA administration without a parent or guardian if they have met the criteria established by the IDEA administration for the specific event. Any current student who is serving an out-of-school suspension is not permitted to attend any IDEA event while serving the suspension. Any student who has been expelled from IDEA is prohibited from attending IDEA events on- or off-campus.

### **Building Hours**

During the school year, the building opens at 7:45am for students. Breakfast is served at 7:45am and ends promptly at 8:15am. Students who arrive before 7:45am must wait until doors are open and then will be permitted into the cafeteria. Students are prohibited anywhere else in the building before 8:15am unless they are under the direct supervision of an adult.



Students are dismissed at 3:25pm Monday, Tuesday, Thursday, and Friday. On Wednesdays, students are dismissed at 1:10pm. Students are expected to vacate the premises unless they are participating in an afterschool program and supervised by an adult.

Students are expected to leave the building in an organized and respectful fashion. Students should be aware that all Code of Conduct rules apply even after they leave the building. Students who violate the Code of Conduct on their way home or to school may be subject to disciplinary action.

### **Closings and Delays**

IDEA follows all DCPS school delay and closing decisions. Information regarding school closings due to snow, excessive heat, or any other reason, as well as other emergency information related to the school, will be announced on local radio and television stations.

In the event that the school is closed for more snow or emergency closing days than allotted per each calendar year, a contingency plan will be enacted to restore academic days.

### **Cell Phone Policy**

We now have Chromebooks available for all students. This means there is no school-related reason for students to bring electronic devices to school. If students do bring devices, they are only permitted to use them in designated locations during morning arrival and lunch and are required to safely store them in their lockers the rest of the day. We want to eliminate distractions for our students. Please note IDEA takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices.

Students will be allowed to use their cell phones during non-instructional school time in the cafeteria. Students may use their cell phones during class time for instructional purposes only with the teacher's permission and during breakfast and lunch. Phones must be on silent and out of sight during instructional time unless approved by the teacher.

### **Cell Phone User Agreement**

**Purpose:** IDEA PCS uses instructional technology as one way of supporting our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. IDEA will allow **cell phones** to be used for instructional purposes, and during breakfast and lunch periods. Students in possession of a cell phone must comply with the Cell Phone Policy / IDEA Acceptable Use Agreement.

### **Cyber Safety**

We will review cyber-safety rules with students frequently throughout the course of the school year and offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

***Violating the established policy will result in the following:***

- First offense: phone taken away until the end of the day by the grade-level Dean.
- Second offense: phone must be picked up by a parent or guardian.
- Third offense: either student receives in-school suspension for one day or the phone is taken away for five school days (parent's choice).
- Any further infractions will result in the student not being allowed to have a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all policies, particularly Internet Acceptable Use.

Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. This includes teacher assistants and students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.

Seniors who have early release or late arrival may not use their cell phones during instructional time. They must wait until they exit the building to access their cell phone.

Approved cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

Students may not use cell phones to bully or to post derogatory statements about students, faculty, or staff via text message or any social media site or app.

Students who need to leave early for appointments or illness must check out through the attendance office or nurse's office. *Students cannot just call or text home and leave.*

A student who has a phone confiscated may not use another student's cell phone.

**Guideline Infractions**

***The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:***

Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.

**Students and Parents and Guardians acknowledge that:**

The school's network filters will NOT be applied to a device's connection to the internet. Therefore, any student who accesses websites that are prohibited by IDEA Acceptable Use Agreement or Student Handbook will be subject to discipline.

IDEA PCS is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

Cell phones should be charged prior to school and run on battery power while at school. IDEA will not provide charging stations for students to charge their cell phone.

**Students are prohibited from:**

- Bringing a cell phone or any other devices on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to hacking, altering, or bypassing network security policies.
- Printing from cell phones at school.

**Lost, Stolen, or Damaged Devices**

Each student is responsible for his or her own cell phone and should use it responsibly and appropriately. IDEA takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

**Usage Charges**

IDEA is not responsible for any possible device charges (e.g. apps a student downloads during class) to your account that might be incurred during approved school-related use.

*School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.*

**Network Considerations**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the IDEA wireless network to access the internet. IDEA does not guarantee connectivity or the quality of the connection with personal devices. IDEA is not responsible for maintaining or troubleshooting student electronic devices.

Any violation is unethical and may result in the loss of network and/or cell phone privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

### **Emergency Contact Information**

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

If the school is unable to establish contact with a student's parent or guardian after multiple attempts, additional steps may be taken including conducting a home visit (announced and unannounced) and contacting authorities.

### **Enrollment**

District of Columbia residents are enrolled according to the enrollment procedures set forth by the Office of the State Superintendent of Education. To be enrolled, a student is required to verify his or her DC residency and complete all necessary documentation and medical and immunization records.

Current students must re-enroll on an annual basis. Re-enrollment takes place in the months of May and June. Families who fail to provide necessary documentation by the re-enrollment deadline may forfeit their seat for the upcoming school year.

Eligible students who wish to attend IDEA, but who have been unenrolled from IDEA in previous years for any reason may be required to meet with the school's administration to review expectations for attendance, academics and behavior, prior to attending IDEA.

### **Entering and Exiting the School**

IDEA is committed to maintaining a safe and organized educational environment.

Students at and visitors to IDEA have two separate entry and exit points. IDEA guests must enter and exit through the main entrance on 45th Street. Students are expected to have their school identification card when entering the building each day, as well as be in full uniform.

Upon entry, all visitors are required to sign in and out at the security desk. When exiting, visitors must return their visitors pass prior to leaving the building. Loitering is not permitted outside the school building before or after school. Students must comply with requests to vacate the premises when given by any staff member, administrator, or the school resource

officer. Students leaving the building unauthorized will receive disciplinary consequences and parents will be notified immediately.

### **Harassment and Sexual Harassment Policy**

IDEA is committed to providing all students with a safe and supportive school environment. Members of the school community, including teachers, students, administrators, and staff are expected to treat each other with respect at all times. This directive is issued to provide guidance on conduct that might give rise to complaints of harassment generally, sexual harassment specifically, and the steps that school officers, parent or guardian, teachers, and students should take in responding to such conduct or complaints.

Harassment is a violation of school policy, and includes verbal, nonverbal, and physical conduct that substantially interferes with a student's education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

Sexual harassment of students and employees is prohibited at IDEA. Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal sexual behavior, or nonverbal sexual behavior that substantially interferes with a student's education or creates an intimidating or hostile environment.

Harassment generally, and sexual harassment specifically, of students by students is specifically prohibited by the IDEA Code of Conduct, and such harassment constitutes grounds for disciplinary actions and/or school exclusions as set forth in those provisions.

Harassment generally, and sexual harassment specifically, of students by employees is specifically prohibited by this directive and IDEA policy. Such conduct by employees will be subject to adverse action provisions as set forth in the Faculty Handbook, and may lead to adverse action including termination of employment.

Complaints of harassment generally, and sexual harassment specifically, of students by students, employees, or other persons may result in an allegation of denial or abridgement of student rights as set forth in the IDEA Code of Conduct. When necessary, students and parents or guardians may avail themselves of the student grievance procedures. Any student who feels he or she has been harassed should report the incident immediately to a school administrator. Administrators include the principal, vice principals, grade level dean, and school social workers.

### **Lockers**

Each student will be issued an IDEA locker. Each student's locker is school property. Students may not use their own locks on these lockers. Students are not permitted to share lockers or give their locker combinations to other students, as each student is responsible for any item

found within his or her assigned locker. School officials may search lockers at any time. Lockers will be cleaned out on the last day of school each year and any remaining contents will be discarded. IDEA is not responsible for any items lost from lockers.

### **Lost and Found**

The lost and found box is maintained at the security desk. Students must ask a staff member for assistance with the lost and found box either before or after school or at lunch. At the end of each month, the items in the lost and found box will be donated or discarded. IDEA is not responsible for lost items or items in the lost and found box. Any item(s) confiscated by school staff must be claimed within the month or it will be discarded.

### **Non-Discrimination Policy**

IDEA PCS does not discriminate on the basis of race, color, religion, national origin, sex, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Justin Rydstrom, Head of School  
IDEA Public Charter High School  
1027 45th Street, NE  
Washington, DC 20019  
Phone: 202-399-4750

### **Prohibited Items and Searches**

Drugs, alcohol, tobacco products, vapors, weapons, sharp objects, aerosols, glass, medications of any kind and other potentially dangerous substances or objects that are, or could be, intended to inflict harm are prohibited. Possessing or using prohibited items is grounds for expulsion.

As part of our continued effort to protect the safety of all members of the IDEA community, the school reserves the right to search any student's backpack, purse, locker, shoes, cell phone history, photos on cell phones, any item of theirs that has pockets or any area that could conceal an item or information that is banned from school (e.g.. drugs, weapons, stolen items, cell phones that are on, etc.) To that end, IDEA also reserves the right to use sniff dogs and the assistance of local law enforcement to search lockers and other parts of the building and campus property, if deemed necessary. If appropriate, the school may contact local authorities, who may take legal action.

### **Residency Verification**

All parents and legal guardians must demonstrate DC residency in order to enroll a student. If there are any residency disputes, the parent or guardian has three calendar days to submit the additional documentation. If residency cannot be proven by this time, the school may

take additional steps, including, but not limited to, home visits and contact Office of the State Superintendent of Education residency office to institute a residency investigation. Falsifying documents will result in immediate withdrawal and a referral to the Office of the State Superintendent of Education.

In some cases, non-residents may attend DC public schools, but they must pay tuition after meeting established criteria. In addition, in order for non-residents to attend a public school, that school may not have any residents on its waiting list.

### **Safety and Security Checks**

Upon entering the school, all students and visitors are expected to comply with the safety and security protocol set forth by the security team. There is a 100% ID check at this facility, No ID means no admittance. Prohibited items will be confiscated and if appropriate, legal authorities may be contacted.

### **Student Activities**

Throughout the school year, students have the opportunity to participate in various activities in and out of the school building. These activities may include field trips, prom, senior class trip, or other school-sponsored events both during and after school. Students must meet eligibility criteria to participate in the event. Criteria for each event are determined on a case-by-case basis and students are informed of the criteria prior to the activity. Criteria include a student's

- Academic standing and performance
- Behavior record according to IDEA's Code of Conduct and the discretion of the administration
- Other criteria determined by the administration as pertaining to the event

### **Student Fees**

Student fees accumulated during any school year must be paid in full to receive final report cards, transcripts, or school records when graduating, withdrawing, or transferring a student. Senior students with an outstanding balance will not be allowed to participate in graduation activities. If students have outstanding bills, they may not be able to participate in school activities throughout the school year or in subsequent school years.

Families receive updates of student account bills throughout the school year. Student fees are assessed for the following:

- Lost or damaged textbooks and class readers/novels
- Lost or damaged Chromebooks
- School uniforms, IDs, and supplies
- Senior fees including graduation, prom, senior trip
- Participation in athletic teams
- Field trips

- Any other item where a fee is assessed by the school

IDEA accepts cash, money orders, and cashier's checks. Families can also pay student fees via Paypal on the school website. We do not accept personal checks.

### **Student IDs**

Each student in the high school will be provided with a photo ID card to identify him or her as a properly enrolled student at the school. This card shall be visible and shown upon request by any IDEA staff person.

### **Kids Ride Free**

The Kids Ride Free (KRF) program enables students to ride for free on Metrobus, the DC Circulator, and Metrorail within the District to get to school and school-related activities. All IDEA students are eligible for a Kids Ride Free card. To order and or replace a lost or stolen card, students should contact the main office.

### **Student Privacy**

IDEA will comply with all DC regulations regarding student privacy. We respect the privacy of all parents and legal guardians and students in regard to student records.

### **Telephone Use**

In order to eliminate the disruptive effect of cell phones and telephones on learning, IDEA permits limited use of these items during the school day. In the event of an emergency, a staff member will contact a parent or guardian on the student's behalf. If a parent or guardian needs to contact his or her student with an emergency message, the parent or guardian must call the main office and leave a message with the main office staff. A staff member will take the message and relay it to the student as soon as possible. If a student has an emergency and absolutely needs to use a telephone, he or she is to report to the office with a pass and ask to obtain permission to use a telephone. The main office and security desk telephone is available for student use before and after dismissal.

### **Uniform Policy: Dressing for Success at IDEA Public Charter School and Beyond**

At IDEA Public Charter School, we believe that dressing for success every day is critical in our scholars' educational experience that will prepare them for success in college, the workforce, and military and social settings. Listed below is what we expect our scholars to wear each day. Please contact your scholar's Dean if you have further questions regarding our uniform policy.

**Tops** (IDEA logo gray polo or IDEA white button-down shirt (long or short sleeve))

- Shirts MUST be tucked into pants
- See-through, torn, cut up, or revealing shorts are prohibited

**Sweaters** (IDEA uniform fleece jacket)



- Must be worn over uniform shirt
- Waist-length, V-neck IDEA sweater, pull over style, or front-button cardigan

### **Pants/Shorts/Skirt** (solid black or khaki)

- Pants must be worn securely around the waist with a belt securely through hoops.
- Pants must be Docker-style or Khakis w/front and back pockets ( no cargo pants, leggings or jeggings)
- Shorts must have a finished hem (no cut-offs) and be no longer than 1” past knee.
- Skorts and skirts must be longer than fingertips if your hands are down by your side.

### **Belts**

- Black leather, leather-like, or braided
- Belt buckles should be gold or silver-toned.

### **Shoes/Socks/Hosiery**

- Any color shoe that covers the entire foot from heel to toe
- Socks or hosiery must be solid in color and worn daily

### **Hat/Headgear/Jewelry**

- No hats can be worn, but headgear such as head wraps that are black, gray, or maroon in color can be worn as well as headgear for religious reasons. Earrings should not be larger than a quarter.

### **JROTC**

- Students must wear the JROTC uniform on the designated day of the week and in the manner outlined by JROTC regulations.

Students are required to wear a school uniform each day. The uniform shirt must be purchased from Risse Brothers Uniforms at 1-888-932-0700, on line at [www.rissebrothers.com](http://www.rissebrothers.com) or at the Risse Brothers store, Lanham, Maryland.

### **Uniform Policy**

Scholars must be in a full, properly worn uniform daily, throughout the day. Scholars are not allowed to enter their learning environment out of uniform; checks are made at the threshold of each classroom while being greeted for the day. Scholars out of uniform will be asked to make the necessary adjustments prior to entering. Failure to comply could lead to phone calls home by teachers, Dean intervention, in-school suspension, or parent conferences. Repeated incidents will result in afterschool reflection to day of the infraction.

We need everyone to participate in ensuring our scholars are prepared daily with a complete uniform. In emergencies, IDEA may provide uniform items. Students will not be permitted to request uniform items on a regular basis.

The following are common uniform policy infractions, which will result in consequences if students do not fix their uniforms and comply completely with IDEA's uniform policy.

- Pant legs may not be rolled up or wrapped around ankle
- All items worn must be school appropriate and not distract from the learning environment
- Outerwear that has not been approved (team logo or brand logo items)
- Hooded sweat jackets or sweaters
- Skull caps of any color
- Baseball caps or visors
- Bandanas in pockets visible to the eye
- Fishnet stockings or hose
- Distressed pants with holes
- Sunglasses worn inside classroom (medical permission only)
- Ski mask
- Fad costume jewelry representing inappropriate images for a professional setting
- Hoop earrings larger than 20mm in diameter

### **Optional clothing wear**

**Prior notification** will go out in writing, or by voice mail, text, or email regarding dress down days, professional dress day, spirit week, testing week wear, or athletic, school, or college gear. **IDEA swag is not optional wear unless otherwise stated.**

### **Allowed with Approval**

An administrator must individually approve religious or cultural head wraps. Any other uniform exceptions for religious reasons must be documented by a parent or guardian and approved by a member of the administrative team.

### **Physical Education Dress Requirement**

Students enrolled in PE class are required to wear appropriate PE attire. Students are expected to dress for class even when they are limited from participating physically (unless permanent or temporary handicap makes it impossible). Classes may be held outdoors in the fall and spring. Students should come to class prepared daily with jacket, sweatshirt and sweatpants as necessary for the weather. The IDEA PE uniform consists of:

- White t-shirt (no lettering/logos)
- Plain black shorts (no lettering/logos) OR black sweatpants
- Sneakers with laces

No jewelry should be worn during class because it can pose a safety hazard.

### **Title IX**

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid

the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. IDEA complies with all requirements of Title IX to ensure equal and fair treatment of boys and girls.

### **Transportation**

Parents and legal guardians are responsible for students' transportation to and from school. IDEA offers a safe passage shuttle to students at designated times in the mornings and afternoons. This shuttle picks up and drops students off at nearby Metro stations (Deanwood, Minnesota Avenue, and Benning Road). The shuttle is not permitted to pick IDEA students up along its route to and from IDEA. Non-IDEA students are not permitted to ride the shuttle. Students waiting for parents or legal guardians to pick them up after school or from a school-related event may wait in the cafeteria with a staff member. Students may not wait in any other area. Parents and legal guardians should pick up or have their student(s) picked up no later than 15-30 minutes after the end of a scheduled event for safety reasons.

### **Video Surveillance**

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

### **Visitor Policy**

- Anyone entering IDEA Public Charter School is subject to be searched
- All visitors must stop at the security desk upon entering the building.
- All visitors must show a valid photo ID
- Upon exit, all visitors must return their visitor pass to the security desk located at the school entrance
- No ID/no entry (no exceptions)
- All visitors have to report to the main office upon receipt of a visitor pass unless otherwise directed by security or staff
- Authorized staff reserves the right to deny admittance as deemed necessary
- All visitors must be escorted once inside the building and upon receiving a visitor pass to their intended destination.
- Visitors may enter the building between the hours of 8am- 4:15pm only unless otherwise scheduled by IDEA staff
- Visitors are restricted from entering the building during dismissals, fire drills, and emergency evacuations
- A visitor wishing to meet with a teacher or other staff member should make an appointment in advance with that person
- Any visitor interfering with the work of an IDEA student or staff will be asked to leave the building immediately

- Any visitor wishing to visit a currently enrolled student must be included on the student's emergency contact form or the school has to have prior knowledge and has authorized the visit (e.g. government agency, personnel). The school will not allow anyone to see a student otherwise. Any changes to the emergency contact form must be done so in writing or in person from the parent or guardian listed as the primary contact for the student.

IDEA believes that maintaining a professional and safe environment is paramount to ensuring a high-quality education and we kindly ask that visitors do not engage in any behavior that may disrupt discipline or instruction. IDEA PCS reserves the right, if any visitor, including parent or guardians engages in disruptive, threatening, or inappropriate behavior while on school property, or directs such behaviors towards any IDEA student or staff member off of school property, to remove that individual from the building and/or permanently bar him or her from the building and school-related activities. Further, the police may be called, and a restraining order may be filed. Visitors who do not follow the procedures outline in this policy will be considered trespassing on school property and may face consequences.

### **Withdrawal (Mandatory or Self-Selected)**

Students may withdraw from IDEA during, before, or after the school year. Students who wish to withdraw must complete the Withdrawal Form, return all assigned textbooks, and pay all outstanding school fees. Proper truancy protocols will be followed. IDEA cannot release student records if the process is not followed.

Eligible students who withdraw from IDEA at any point are eligible to re-enroll during the same school year if space is available. Previous students must begin the enrollment process as new students for subsequent school years. Such students will be evaluated on a case-by-case basis by the school administration pending evaluations, including a transcript review, attendance, and disciplinary data. Students who are scheduled for disciplinary hearings and elect to withdraw may not be eligible to re-enroll in any subsequent year. Students who are expelled from IDEA may not be allowed to re-enroll in any subsequent year.

## **Health and Wellness**

### **Communicable Diseases**

The DC Department of Health does not permit students to remain at IDEA if they have a communicable disease or symptoms of a communicable disease. Parents or legal guardians should notify the school nurse within 24 hours after the student has developed a known or suspected communicable disease. If a student is found to have signs or symptoms of a communicable disease, a notice will be sent home to all families indicating the disease and the nature of the illness. The names of any ill students will not be shared. All information about communicable diseases is confidential.

The following communicable diseases must be posted or reported:

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

### **Drug Policy**

IDEA maintains a drug-free environment. Our Code of Conduct requires IDEA to take disciplinary action against any student involved with drugs. IDEA will also take rehabilitative action in such cases through referrals to appropriate agencies. In accordance with the IDEA Code of Conduct, any student suspected of being under the influence of drugs while on school property will be evaluated by the school nurse to determine if the student is under the influence of a controlled substance which then could lead to disciplinary action. In accordance with the IDEA Code of Conduct, any student in possession of drug paraphernalia will be suspended from school and a disciplinary review hearing may result.

Using, possessing, distributing, purchasing or selling any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, hashish, vape pens, and infused edibles) is strictly prohibited and a Level III violation of the Code of Conduct. Although District of Columbia law permits the use and possession of defined amounts of marijuana by persons 21 and over, possession of marijuana or cannabis on school grounds is illegal and will be referred to Metropolitan Police Department. District of Columbia law permits the use of medical marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards),

for persons 18 years or older, but federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions who are recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed at IDEA PCS; nor is it permitted at any school sponsored event or activity off campus.

This policy applies to students, parents, visitors, and staff in all areas within 1,000 feet of IDEA, as it is a drug-free zone by District law.

### **National School Breakfast and Lunch Program**

IDEA is a Community Eligibility Provision (CEP) school. This provision allows all IDEA students to eat breakfast and lunch free of charge. Students are also allowed to bring their own breakfast and lunch into the building. Refrigeration is not provided by the school. Microwaves are available for student use during breakfast and lunch. If a student brings his or her lunch, she may carry it in the hallway to and from lunch in closed or sealed containers or wrappers, but at no other times. Food may not be stored in school refrigerators or storage units at any time of the day. All food or drinks must be stored in a student's locker during the school day except during his or her lunchtime.

IDEA is a closed campus. Students may not leave campus to obtain food nor are they permitted to order food for delivery (e.g. UberEats). Students are not permitted to eat or drink outside of the cafeteria. Staff and visitors may not bring nor order students food at any point during the school day unless prior approval is given by the principal.

Students with food allergies must bring in documentation of the allergy and provide it to the nurse and front office staff.

The health of our students and community is important to us. Therefore, students may not bring in unhealthy food or drinks such as candy; soda, energy drinks, or other sugary, carbonated, or caffeinated drinks; or messy foods such as sunflower seeds, into the school building. Such foods will be confiscated upon entry of the school building and discarded at the cost of the student. Additionally, students may not enter the school building with any open container of food or drink. Students will be instructed to discard the open or unwrapped items prior to entering the building. These rules apply before, during, and after the school day.

### **Fitness Room**

All PE students will be trained on the use of equipment in the fitness room. Students are not allowed in the fitness room unsupervised. Abuse, destruction, or misuse of equipment will not be tolerated. The fitness room should be left clean. After use, use the appropriate wipes to clean the equipment. All balls, weights, and other apparatus must be returned to the proper place.

## **Gymnasium and Fitness Center Rules**

IDEA rules as specified in the Code of Conduct are applicable to the athletic facility including the gym, classrooms, locker room, and fitness room. Additionally, the following rules will apply to the gym and fitness room:

- Only sneakers are allowed on the gym floor and in the fitness room
- Sneakers must be laced and tied securely
- No balls of any kind hit off walls
- No throwing of objects
- No horseplay
- No gum, candy, seeds, or other food or drink are permissible
- Water bottles are allowed when working out and during PE class as specified by the supervising teacher or coach
- Students may not leave the gym or fitness room without permission
- Students must use appropriate language at all times
- Excessive, rough, or dangerous play will not be tolerated at any time
- Actions that are unsafe to oneself and others will not be tolerated
- Equipment must be used safely and properly and with the direct permission and supervision of the teacher

## **Health Services**

The nurse is responsible for coordinating all medical and nursing services provided in the school. Nursing services include health assessments, health counseling, health care referrals, emergency care, first aid, and supportive health and safety education for all students and school personnel. The nurse or trained staff may administer medication with a physician's authorization and parent or guardian consent. Students must have on file a medication authorization form that can be obtained from the nurse or the Department of Health website.

Students will not be admitted to the health suite without a valid pass from a teacher. The nurse will sign the pass noting the arrival time and the length of stay. The student must give the pass to his or her teacher upon returning to class. If the nurse determines that a student is too ill to remain in school, she will contact the child's parent or guardian. Students who are ill may not leave the building without written authorization from the parent or guardian.

## **Immunizations**

Students must be up to date on all immunizations recommended by the District of Columbia Department of Health. If you do not want your child immunized for medical or religious reasons, you must fill out the appropriate exemption forms available from the nurse.

## **Injuries**

All injuries sustained in physical education (PE) class should be immediately reported to the teacher so that proper action can be taken. Horseplay during class, in the locker room, or in around facility, will not be tolerated.

## **Mandated Reporting**

Student safety is our first priority at IDEA. Because schools are mandated reporters of child abuse and neglect, we will call the Child and Family Services Child Abuse and Neglect Hotline if:

- A student tells a staff member that he or she is being abused at home, has witnessed drug use in the home, has been sexually abused, is engaging in child pornography or prostitution, has witnessed domestic abuse, is being threatened at home, or does not want to go home because he or she is afraid.
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc.
- A staff member notices signs of neglect including lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or that the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, drug use, etc.) and the parents or legal guardian are not able to or are unwilling to intervene.
- A student has 10 or more unexcused absences or an extreme tardy problem
- A student is being kept from school to care for family members or to do chores or work around the house.
- A student is not attending school because he or she is holding a job.
- Parents and legal guardian are repeatedly not returning phone calls, responding to notes or letters home, or coming to school for meetings.

## **Medical Exclusion Criteria**

Children may not attend IDEA if they have any of the following signs or symptoms:

- Any illness that prevents the child from participating comfortably in the school program
- Any illness that results in a greater need for care than staff can provide without compromising the health and safety of other children
- Fever (over 100 degrees by mouth, ear, or rectally)
- Lethargy, irritability, persistent pain, or other sign of possible severe illness
- Vomiting (two or more times in the past 24 hours)
- Contagious rash (chicken pox, impetigo, scabies)
- Infectious conjunctivitis (pink/red eye with white or yellow eye discharge)

If the school nurse or IDEA staff suspect or learn of a student with a communicable disease, contagious symptoms, or any of the above signs or symptoms, the student must submit a physician's note indicating that he or she is eligible to be in school. Students will not be permitted to return to school activity without a physician's clearance.

## **Medical Excuse**

Students in physical education class may be excused from participating in class because of illness or injury up to three days per semester by written note from parent or guardian, or the school nurse stipulating the number of days. Students will still be required to dress for class (unless the medical situation prohibits the changing of clothes). Students will be required to



participate in activities that do not interfere with their medical situation when possible or complete alternative tasks or activities when injury prohibits participating in class activities.

For more than three days of not participating due to illness, students are required to have a note from their doctor. These notes should be presented to the PE teacher and the school nurse. The teacher will make arrangements for the student to complete alternative physical education assignments.

### **Medication**

The school nurse and/or trained staff may administer medication to students while in school. Students must have a current Medication Authorization Form signed by a current physician on file. No medication will be administered unless you have completed a Medical Authorization Form. The form must be completed each school year.

Prescription medicines will be administered by the nurse or trained staff only if left in the original container and only according to the instructions on the container.

IDEA staff and/or nurse will not administer any nonprescription medication without a note from physician. Please cooperate by not asking our staff to administer drugs without instructions from a physician.

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

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parent or guardian the right to access to their children's education records seek to have the records amended have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parent or guardian to the student. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

### **Grievance Policy**

IDEA places a high value on the input of parents and legal guardians and encourages any parent or guardian to offer feedback on any aspect of the school program. If you are a parent or guardian who has a grievance, you are encouraged to contact the appropriate school staff member to discuss the area of concern. If your concerns are not addressed, please feel free to contact the following school leaders at IDEA.

Head of School Justin Rydstrom [rydstrom@ideapcs.org](mailto:rydstrom@ideapcs.org)

Principal Nicole McCrae [mccrae@ideapcs.org](mailto:mccrae@ideapcs.org)

Vice Principal Brad Irvin [birvin@ideapcs.org](mailto:birvin@ideapcs.org)

Vice Principal Shomari Jennings [sjennings@ideapcs.org](mailto:sjennings@ideapcs.org)

If the leaders within the school are unresponsive, parent or guardian should address their concerns with the school's Board of Trustees. The Board of Trustees will try its best to work out all grievances with the family/student. The contact person is below:

Chair, Board of Trustees - Calvin Snowden - [calvinsnowden@comcast.net](mailto:calvinsnowden@comcast.net)

### **Homeless Students (McKinney-Vento Act)**

IDEA provides services for students who qualify as homeless under the McKinney Vento Act. Families receive information on the McKinney-Vento Homeless Education Assistance Act annually. The school's McKinney-Vento liaison acts as the main point of contact for families and government agencies. Referrals may be made to the appropriate administrator or McKinney-Vento liaison.

The McKinney-Vento liaison annually informs staff and parents and legal guardians of steps to take when referring a child for assessment, common signs of homelessness, and services that will be made available to all identified students. Referrals and assessments will be ongoing throughout the year. Once a student is successfully identified, the liaison—in cooperation with school staff—ensures and records that all services are being rendered to the student if need is presented. Metro cards, uniforms, and supplies will be handled through the office of the liaison. All students, regardless of situation, are tracked academically through their advisory. If a student requires an Individualized Education Program (IEP), through the DCPS Office of Special Education, he or she will receive special education in a timely manner through the Office of Special Education. On a quarterly basis, the McKinney-Vento liaison will check in with all students identified as homeless to verify that services are being provided. If, at any time, a disciplinary hearing is required due to an identified student's actions, the liaison will sit in on the meeting to verify that those actions were not as a result of his or her living situation.

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

## **Disciplinary Policies and Procedures**

### **Expectations for Student Behavior**

Each student is an important and valued member of the IDEA Public Charter School community. In order to be a member in good standing, one must embody in word and action the following principles that guide who we are as a community:

- We are prepared to learn and do our best
- We respect ourselves, each other, and our community
- We take responsibility for our actions and learning

- We work together to resolve challenges in thoughtful and meaningful ways
- We celebrate our individual and collective successes

In order to live out these principles, IDEA students must consider that their actions affect not only their own and their family's reputations, but also the reputations of everyone associated with IDEA. For this reason, we advocate good behavior within the school and in the larger community. Good behavior is defined as a fundamental understanding of right and wrong, respect for the rights and property of others, and the exercise of common sense. With that in mind, we have created these discipline policies to ensure that the school functions in a manner that supports a superior learning environment and student achievement. The IDEA Code of Conduct is provided so that students and families understand our expectations and the consequences for failing to meet these expectations.

Enrollment at IDEA means that students have accepted its disciplinary procedures and agree to conduct themselves appropriately. Their conduct must be consistent throughout the school day, during after school programs, at any school-sanctioned event on- or off-campus, and via cyberspace. Students should also be aware that all Code of Conduct rules apply when they are travelling to and from school, when they are leaving the building, while they are on the school grounds, and continue to apply until they have arrived at their home or other destination. Students who violate the Code of Conduct on their way to school or on their way home from school may receive disciplinary consequences. Students and families are expected to sign and return IDEA's Letter of Understanding/Commitment to Excellence, within the first two weeks of school. If the Letter of Understanding/Commitment to Excellence is not signed and returned to the school, it will be automatically enacted with a copy of the contract will be mailed home with a request for a mandatory parent conference.

At IDEA all staff, students, and community members will work to create an atmosphere of decency, trust, and respect in our school community. We believe that this is best served by having explicit behavioral expectations that all members are expected to demonstrate on a daily basis. Behavior that prevents any member of our community from feeling unsafe or unwelcome will not be tolerated. IDEA is committed to our mission of equipping students to graduate from the school as positive members of society. Therefore, it is the expectation at IDEA that students do not encourage unsafe behavior by observing, "standing by," or "watching." Students are expected to report incidences of conduct violations so as to engender an atmosphere where negative behavior is not tolerated at school or school-related activities.

These behavioral expectations stem from our five guiding principles and the following violation levels give examples but not a complete list, of some of possible violations and disciplinary action to the school's expectations.

# IDEA LEVELS OF CONDUCT

## LEVEL 1

Level 1 behaviors are defined as those behaviors that distract or disrupt staff members from teaching, supervising, or otherwise adequately performing their job. Level 1 violations may also be behaviors that distract or disrupt other students from learning and performing to the best of their abilities. Teachers are encouraged to implement a variety of teaching and classroom management strategies. When appropriate, teachers may engage the student's support system to ensure successful learning and consistency of responses and change the conditions that contribute to the student's inappropriate or disruptive behavior. These responses are designed to teach appropriate behavior so that students are respectful and can learn and contribute to a safe environment. These responses should be used in a graduated fashion

- Classroom-based responses (e. g., verbal correction, written reflection/apology, reminders/redirection, role play, daily progress sheet)
- Preventive teaching strategies
- Restorative practices (classroom-based)
- School-based conflict resolution
- School-based conferencing
- Parent or guardian outreach (contact parent or guardian via telephone, email, or text)
- Informal and/or preventative school-based mentoring
- Detention
- Check-in with school counselor/resource specialists

## LEVEL 2

Level 2 behaviors are defined as those behaviors that create or contribute to a physically or emotionally unsafe learning environment for staff or students. These behaviors require staff to immediately intervene, and for student(s) to immediately stop the behaviors and reflect on how their behaviors are impacting others. Many of these responses engage the student's support system and are designed to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm, while keeping the student in school. These responses are designed to teach appropriate behavior so that students are respectful and can learn and contribute to a safe environment. These responses should be used in a graduated fashion. A teacher referral for administrative support is required for any serious incident or other incident that may impact or implicate the health or well-being of students.

- Classroom-based responses (e. g., verbal correction, written reflection/apology, reminders/redirection, role play, daily progress sheet)
- Preventive teaching strategies
- Behavioral contract
- Parent or guardian outreach (contact parent or guardian via telephone, email, or text)
- Check-in with school counselor/resource specialists

- In-school suspension
- Detention
- Temporary removal from class
- Parent or guardian and student conference with teacher
- Informal and/or preventative school-based mentoring
- Referral to student support team
- Restorative practices (classroom-based or specialist-facilitated)
- Peer mediation
- Loss of privileges/removal from extracurricular activities
- School-based or outside facilitated conflict resolution
- School-based or community conferencing

### **LEVEL 3**

Level 3 behaviors are defined as those behaviors that are dangerous, unsafe, and illegal in a school environment. These behaviors require staff to immediately intervene, student(s) to immediately stop the behaviors, the building administrator to conduct an investigation to determine whether student(s) acted in a way that was dangerous or illegal, and to determine the appropriate disciplinary action. These responses address serious behavior while keeping the student(s) in school. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment. These responses promote safety of the school community by addressing self-destructive and dangerous behavior and should be used in a graduated fashion with administrative support.

- Parent or guardian and student conference with administrator
- Formal mentoring program
- Loss of privileges/removal from extracurricular activities
- Restorative practices (specialist-facilitated)
- Restitution
- Detention
- In-school suspension
- Short-term out-of-school suspension (1–4 days)
- School-based or outside facilitated conflict resolution
- Referral to appropriate substance abuse counseling services
- Referral to health/mental health services

## **LEVEL 4**

Level 4 behaviors are defined as those behaviors that are dangerous and pose a serious threat to the safety of staff and students. These behaviors require staff to immediately intervene, the building administrators to conduct an investigation to determine whether student(s) acted in a way that was dangerous or illegal (which may include involving the police) and for a parent/legal guardian to immediately come to the school to meet with administration and pick up the child. These responses remove a student from the school environment for an extended period of time because of the severity of the behavior and potential implications for future harm. They may involve the placement of the student in a safe environment that provides additional structure and services. These responses promote the safety of the school community by addressing self-destructive and dangerous behavior and should be used in a graduated fashion with administrative support.

- Parent or guardian and student conference with administrator
- Loss of privileges/removal from extracurricular activities
- Restitution
- School-based or outside facilitated conflict resolution
- Recommend for further action
- Referral to alternative education
- Referral to student support team
- Out-of-school suspension long-term (5–10 days)
- Referral to appropriate substance abuse counseling services
- Referral to health/mental health services
- Expulsion

**\*\*See consequence grid on IDEA's website\*\***

## **Consequences and Procedures**

### **Academic and Discipline Meetings**

A parent or guardian may be required to attend and participate in open houses, conferences, or meetings related to a student's academic or disciplinary performance to determine the necessary next steps and/or consequences.

### **Reflection (Teacher and Administration Issued)**

Reflections are held before school, during lunch, or after school for a period of between 30 minutes to two hours depending on the length of time assigned by the teacher or the administrator. Students must immediately report to the designated room within five minutes of the start time. A reflection list will be posted in a common area for student reference.

A student who fails to serve a reflection (including being tardy), or does not follow the rules of reflection the first time will face further disciplinary action, which can include, but is not limited to, being reassigned to serve that reflection, serving an extended reflection, a mandatory parent/school discipline meeting, in-school suspension, or out-of-school suspension.

### **Out-of-School Suspension (Level 3 and 4 Violations)**

Out-of-school suspension (OSS) involves separation from the school and all school activities for a specified period of time, which is determined by an administrator. The primary intent is to impress upon the student and parent or guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated. A student who has earned OSS will be required to complete a reflective work assignment during his or her time out of school. The packet must be completed prior to a student re-entering classes and must be presented at the student/family re-entry meeting. A student and parent or guardian must participate in a re-entry meeting prior to the student being allowed to resume his or her normal class schedule.

Students who have earned OSS are responsible for completing any missing class-related work while out of school. Parents and legal guardians may make arrangements with the front office to collect the work.

If a student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, may be immediately removed from school provided that, as soon as possible, the student will have the opportunity to explain his or her side of the story.

If a student is suspended, the following steps will be taken:

The parent legal guardian will be contacted by the administrator or another representative of the school and will be asked to pick up the student as soon as possible or to grant permission to send the student home. The representative will inform the student and his or her parent or guardian of the length of suspension and applicable procedures regarding the suspension.

- While serving OSS, students will be required to complete a reflective work assignment. The completed work must be presented at the re-entry meeting held with a member of the administrative team, the student and the parent or guardian.
- IDEA Public Charter School will present (verbally, electronically, or through mail), a re- entry meeting date and time to the parent or guardian, along with the notice of suspension, which will include an offer to meet with the parent or guardian.
- The student and parent or guardian meet with appropriate staff before the student will be allowed to return to school or resume hihe or sher regular schedule. During this meeting a student may be placed on disciplinary probation. If a student is already on disciplinary probation, the student's status at IDEA Public Charter School will be evaluated.

When a student is serving an OSS, he or she may not be on school grounds before school, during the school day, or after school, or attend any IDEA-sponsored event. Students who

violate this policy will be considered trespassing and may face additional consequences.

A manifestation determination meeting will be held for a student who holds an IEP. IEP students suspended more than ten days in a school year, the school will meet to determine if the behavior that led to the suspension was a manifestation of their disability.

### **Parent or Guardian Shadowing**

As an intervention, the administration may invite a student's parent or guardian to shadow his or her student during the school day to observe behaviors that the student displays throughout the course of the day. All parents/legal guardians must attend a visitor's orientation prior to the observation. This visit has to be scheduled and approved by teacher and IDEA staff.

### **Reflection Assignment**

Out-of-class - Any student who earns a detention, in-school suspension, or out-of-school suspension is expected to complete a reflection assignment. These assignments are written assignments that are designed to challenge students to continually reflect on their choices, particularly when they violate the school Code of Conduct. The assignment will vary in length and theme, depending on the situation and is left to the discretion of the teacher or administrator. Examples of assignments are letters of apology, research papers, and essays. Reflection assignments are mandatory and failure to complete them in the timeframe given may result in further disciplinary actions being taken.

### **Restitution**

A method of holding students accountable for their wrongdoing or inappropriate action. The school may require that a student makes a monetary or non-monetary repayment to the school or victim for the reasonable value of the property lost, damaged, broken, or destroyed as the result of student negligence or vandalism.

### **Parent or Guardian Participation and Guiding Principles Conference**

A parent or guardian of a student may be required to participate in an action taken by IDEA in connection with a student's disruptive or inappropriate behavior, academic concerns or attendance concerns. If a student is disciplined and/or suspended for the remainder of a school day, one of the student's parents/legal guardians must pick up their child at school in a timely manner as requested by the school or grant the school permission to send the child home. If the parent or guardian cannot come up to school within the given time frame, refuses to come to the school, or is non-responsive to the school's attempts to establish contact, the school, IDEA may issue the student in-school-suspension, or out-of-school suspension until the parent or guardian has met with school officials. Repeated non-compliance of a parent or guardian with this policy may be considered "educational neglect," and the school may be required to contact Child and Family Services and/or local authorities.

### **Disciplinary Probation**

A student who has committed repeated violations of the Code of Conduct and/or a major



violation of the Code of Conduct may be placed on disciplinary probation. Prior to the imposition of disciplinary probation, IDEA Public Charter School will provide the student and his or her parents/legal guardian with an opportunity for an informal conference as in the case of suspension, above. If placed on disciplinary probation, the student and his or her parent or guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including expulsion from IDEA Public Charter School.

If, while on disciplinary probation, a student violates another major school policy, he or she may be expelled. Each violation is treated on a case-by-case basis.

The length of disciplinary probation and its conditions will be determined individually for each student by the administration. Probation is a serious status with severe consequences. Students can be expelled for violations of disciplinary probation.

A student's dean will make reasonable attempts (three phone calls or written communications or email or any other form of contact) to contact a parent or guardian regarding a student's disciplinary probation status. If a parent or guardian fails to communicate and/or refuses to sign a contract, the contract shall be enacted. A final copy of the contract will be provided to the parent or guardian.

#### Steps in Disciplinary Probation:

1. After a student is placed on disciplinary probation, she will be required to attend a conference with the dean and/or another member of the administrative team and his or her parent or guardian.
2. During this conference a disciplinary probation contract will be signed stating behavioral goals, interventions, and supports IDEA will provide, and/or a timeline for meeting behavioral goals (e.g. no ISS or OSS and fewer than three detentions).
3. If a student meets the stated expectations of the disciplinary probation, he or she will be reviewed by their dean and/or administration at which point he or she may be removed from disciplinary probation.
4. If a student fails to meet the stated goals of the disciplinary probation contract, the student would be subject to further disciplinary action, which may include a final probation contract or expulsion from IDEA Public Charter School.
5. If the student violates disciplinary probation, he or she may be placed on a final probation contract, if the violation does not warrant expulsion. This contract is a serious document that makes clear that repeated minor or major violations of the Code of Conduct could result in expulsion from IDEA Public Charter School.
6. If a student meets the stated expectations of the final probation contract, he or she will be reviewed by his or her dean and/or administration at which point he or she will be placed on disciplinary probation.
7. If a student fails to meet the stated goals of the final probation contract, a disciplinary hearing will be scheduled, and administration will review the student's behavior to date and make necessary recommendations that could result in expulsion from IDEA Public Charter School.

## Expulsion

Students may be expelled for:

- Any Level 4 violation.
- Extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of IDEA Public Charter School or harm the safety or security of IDEA students, staff, faculty, or others associated with IDEA.
- Repeated violations of the Code of Conduct after appropriate remediation has been attempted.
- Violation of disciplinary probation or a final probation contract.

When expulsion is recommended, the school will do the following to ensure due process:

1. Provide written notice of the intent to expel the scholar to the child's parent or guardian. The vice principal or principal will inform the parent or guardian by telephone and in a meeting with the child and parent, in which they will also provide written notice (in the native language of the parent or guardian) of the proposed expulsion. Parents will be required to sign a document indicating that they have received written notice of the recommended expulsion.
2. Within five school days of the decision to recommend expulsion, the principal will hold a meeting to determine whether or not the school will move forward with a formal expulsion hearing and an independent hearing officer.
3. Following the principal's meeting, the parent or guardian will receive verbal and written documentation of the findings and recommendations from the principal or vice principal. If the principal upholds the recommendation for expulsion, the parent or guardian will be informed in writing of the scholar's right to a hearing. If the decision is overturned, the principal or vice principal will notify the parent or guardian that the student may return to school after the completion of the 10-day suspension.
4. The school will notify the parent or guardian of the scheduled expulsion hearing date and time. The hearing must be held within five school days of receipt of the notice of the administrative decision to recommend expulsion.
5. If a parent or guardian and/or scholar does not attend the expulsion hearing, he or she automatically waives the right to a hearing and the expulsion recommendation is upheld. Therefore, the school will proceed with its determination regarding the proposed charges and the ruling of the disciplinary panel. The findings from the hearing will be approved and take effect immediately. Appeals will not be accepted from students who do not appear at the initial hearing
6. The expulsion hearing consists of an independent hearing officer (someone not

affiliated with IDEA Public Charter School) who will consider all evidence, including possible mitigating factors, any statements heard on behalf of the school or student, the IDEA Public Charter School Code of Conduct, prior conduct, and academic performance and attendance record.

7. Within three business days, the school shall provide written notice to the parent or guardian regarding its final determination. Any appeal of the decision for due process reasons must be submitted in writing to the head of school and board chair within seven days of the official notice date.
8. If the hearing officer determines that an expulsion is not warranted, then the scholar can return to school immediately. A scholar who is expelled may not apply for readmission to IDEA public charter school.

These procedures will also be made clear in the written notice that is given to the parent or guardian following the principal's meeting.

### **Evacuation Procedures**

1. Familiarize yourself with the location of fire extinguishers and fire alarm manual pull stations.
2. Know the location of the exits.
3. Recognize the sound of the fire alarm.
4. Know how to activate the fire alarm at pull stations.
5. Proceed directly to the designated exit whenever the fire alarm is heard.

### **What to Do If You Discover a Fire**

Stay calm; crawl low in smoke, since the air is easier to breathe near the floor.

If trapped in a room:

- Close all doors between you and the smoke
- Seal the cracks around the doors and vents.
- Signal at the window to rescue personnel.
- If there is a phone in the room, give the fire department your exact location, even if they are on the scene.

Evacuation of the complex should begin immediately when an alarm sounds. In addition, designated persons may initiate evacuation in response to other emergency situations.

In the event of a fire emergency and a faculty and/or staff member discovers smoke, they are expected to activate the building fire alarm system. The fire alarms in the cafeteria and in the hallway immediately next to the elevator ring continuously to indicate that the alarm has been triggered. Evacuation should continue even if the ringing ceases. **All occupants must evacuate upon initiation of the fire alarm bells.** Re-entry into the building will only be allowed after the evacuation is complete and cleared by Metropolitan Fire and Rescue Squad.

If the **fire alarm is not operable**, such as in the event of an explosion or gas leak, the security guards, administration and staff will be deployed to all areas of the building to evacuate students, faculty and remaining staff.

If evacuation is called for due to a bomb threat or suspicious package, the method and extent of evacuation will be determined on a case by case basis. **However, use of fire alarms, radios, and telephones for evacuation notification should be avoided.**

Once the emergency situation has been resolved, an **ALL CLEAR** will be issued by the Metropolitan Fire and Rescue Squad, security guard and students and staff may return to the building. Then students will be dismissed only after the school has received clearance by the Fire Department.

## **IDEA FIRE PLAN**

1. Follow the EXIT PLAN AND MAP posted at the door of each classroom.
2. LISTEN to Teacher and/or IDEA Staff instructions.
3. Grab a coat if it is in your immediate vicinity and the weather absolutely requires it, but do not attempt to retrieve a coat, hat, or other belongings from another area. No staff/students should go to their lockers.
4. Exit the classroom quietly and orderly and exit through the assigned stairwells and doors, depending on the instructions in the classroom/office's Exit Plan and Map.
5. Do not take shortcuts or shove or push other occupants.
6. Walk closely to the wall to leave a passageway for emergency personnel.
7. **Do not use elevators!**
8. Continue down the stairs in single-file (please follow map of exit way for each classroom).
9. Once outside, proceed to the designated area.
10. IDEA administration will supervisor and monitor IDEA students during evacuation.
11. The Attendance Monitor and Security Team Members will check with each teacher to determine if any students are missing. It is crucial that students stay with their teachers, in an orderly manner, until the check is completed. We will assume that students not accounted for are still inside the building. Head count for all the students will be taken outside for compliance check.
12. When the Metropolitan Fire Rescue, principal or vice principal gives the ALL CLEAR signal, students will proceed back to class through the main entrance (assigned staff members will stop traffic again to allow students to cross/if needed).

## Appendix A: Glossary

**Bullying/Intimidation/Harassment:** Any severe, persistent, or pervasive physical, electronic, or verbal conduct, including but not limited to harassment based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity/expression, genetic information, disability, or any other distinguishing characteristic, or based on association with a person or group with any of the actual or perceived characteristics listed above.

It is directed toward a student(s) that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student(s) in reasonable fear of physical harm to the student's person or property
2. Causing a substantially detrimental effect on the student's physical or mental health
3. Substantially interfering with the student's academic performance
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

**Cyber bullying:** The use of information and communication technology to bully, embarrasses, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, or abusive.

The use of cell phones and other technology—including computers, email, and social networking sites—to harass, bully, threaten, or defame a student or employee is specifically prohibited. Any student who feels he or she is a victim of cyberbullying should report the incident to his or her dean or an administrator.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action.

**Defiance/Insubordination:** To challenge, confront, resist or repeatedly refuse to respond to the requests and instructions of school personnel. This refusal to change behavior or follow instructions or school and classroom rules may take place within a day or over the course of several days, weeks, etc.

**Depictions/Re-enactments of Prohibited Behavior/Conduct:** Students must not make, reproduce, distribute, view or listen to videos, images, sound recordings or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events. Depictions of such conduct on social networking sites such as Facebook, MySpace, Twitter, Instagram or any other similar websites or mobile applications are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal's designee. Reproducing, viewing, listening to, and/or distributing of these items will result in disciplinary action.

Likewise, students must not encourage the repetition of prohibited or unsafe behavior by laughing, poking fun, "messing with," "playing," joking, "joning," or re-enacting such conduct. Students who participate in such behavior may be subject to disciplinary action.

**Disruption:** Engaging in behavior that prevents others from accessing information.

**Failure to attend/Failure to respond:** After several reasonable attempts to contact the parent or guardian regarding a child's attendance, academics or behavior, without response, the school reserves the right to take any or all of the following actions:

- Send a written notice via Certified Mail with return receipt requested or First-Class Mail
- Conduct a home visit (unannounced)
- Enact the next level of intervention (example: attendance contract or de-enrollment from IDEA PCS)
- Contacting local authorities

**Fighting:** Defined as the exertion of physical force to harm someone or potentially harm someone. Fighting is one of the most egregious violations of the Code of Conduct. If a student engages in a fight, regardless of his or her role, while representing the school, he or she is subject to serious consequences, including, but not limited to, exclusion from school-related and school-sponsored activities (e.g. dances, prom, sports), suspension, expulsion, and possible consequences from law enforcement agencies.

Unless the administration determines, without doubt, that any participant in a physical altercation is clearly defending himself or herself from an aggressor or aggressors, then the physical altercation will be considered a fight in which all parties share equal responsibility.

**Gangs:** Two or more students or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, or interfere with the school's educational processes or mission.

Examples of gang activities include:

- Wearing or displaying any clothing or altering the school uniform (e.g. pants sagging, shirt collar up, pant leg rolled up), dangling belts, chains, jewelry, colors or insignia

that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.

- Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks, or personal items.
- Engaging in activity or discussion promoting gangs by two or more persons.
- Recruiting students for gangs or anti-social behavior.

**Horseplay:** To engage in mutual pushing and shoving, chest bumping, tussling, etc.

**Instigate:** To provoke or incite; to encourage a violation of the Student Code of Conduct.

**Possession:** To have a prohibited item or substance:

- On one's person, in one's vehicle, in the vehicle driven by a student to/on campus or in one's personal effects, such as a coat, purse, backpack, etc.
- Physically touched or handled by oneself
- Under one's control
- In one's locker
- In a vehicle either as a driver or passenger with the knowledge that contraband is contained in the vehicle

**Retaliation:** Any form of intimidation, reprisal, or harassment directed against a student or students who report violations of the code of conduct, provide information during an investigation of conduct violations, or witness or has reliable information about violations of the code of conduct.

**Sexting:** Sending sexually explicit images through electronic media, such as text messaging. Students are prohibited from engaging this type of activity.

**Sexual harassment:** Defined as, but not limited to verbal or nonverbal unwelcome sexual advances or sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment. Sexual harassment is prohibited.

**Slap Boxing/Sparring:** To engage in motions of attack or defense with the arms, hands, legs, or feet.

**Threatening behavior:** Defined as an expressed or implied threat (verbally, physically, electronically, or in writing) to interfere with:

- 1) the health or safety of any individual associated with IDEA Public Charter School
- 2) with IDEA Public Charter School property
- 3) property on IDEA Public Charter School premises belonging to others.

Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Examples of behavior that compromises academic learning environment at IDEA include, but are not limited to:

- Stating that you have a weapon or bomb in your possession at school or that you have the intention of bringing such item to the school.
- Writing, either physically or online, or verbally stating that you plan to cause harm to a student, staff member, or property.

**Trespassing:** All members of the school community (students and staff), visitors, and guests should stay in designated areas of the school to which they have been assigned or have permission to be. Visitors and guests, regardless of the purpose of their visit, must follow the visitor's protocol throughout their visit. Students who are serving an out-of-school consequence may not be on school premises or go to any school related activity during this time. Students who are scheduled to return from an off-campus disciplinary consequence are required to have a re-entry meeting with an administrator and guardian prior to returning to the school. IDEA may consider students who fail to adhere to this process to be trespassing and therefore may contact local law enforcement for assistance.



## **Appendix B: Grievance Procedures**

### **Grievance Procedures for Allegations of Discrimination, Harassment, or Retaliation**

IDEA Public Charter High School does not engage in or permit discrimination, harassment, or retaliation and believes in the basic tenets of equality and fairness. Any person who believes that IDEA Public Charter High School has engaged in discrimination, harassment and/or retaliation on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation may submit a complaint to the principal or to the head of school if the complaint involves the principal, at IDEA Public Charter School, 1027 45th Street, NE, Washington, DC 20019.

The grievance procedures outlined below establish how to file a complaint can and how they will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints and may be used by employees, cadets, parent or guardian or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

IDEA Public Charter School encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint, in order to facilitate prompt resolution. However, individuals are not required to do so before filing a formal complaint.

IDEA Public Charter School will not retaliate against any person who files a complaint or participates in an investigation in accordance with these procedures. IDEA Public Charter School will also not tolerate retaliation against such persons by others, and will take appropriate disciplinary steps against any IDEA Public Charter School employee found to have engaged in retaliation.

A formal complaint may be filed by following the steps outlined below:

#### **Step 1**

Within 90 calendar days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Grievants may use the complaint form attached to the grievance procedure, or submit the complaint in other written form as long as all of the identified information is provided. Grievants are encouraged to include all information and supporting documentation they believe is relevant to the complaint, including identification of any known witnesses, at the time the complaint form is submitted. The complaint form is also available on the IDEA Public Charter School website [www.ideapcs.org](http://www.ideapcs.org) and in the main office. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint. Incomplete complaint forms will be returned to the grievant, with a directive for completion within five business days.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable, and impartial investigation of the complaint. This may include specific requests for additional information from the grievant or other individuals. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation is considered confidential and should be maintained as such by the investigator to the extent not inconsistent with state or federal laws or the requirements for a thorough investigation.

Within 15 school days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the grievant. A copy of the complaint and the response shall be forwarded to the board of trustees at this time as well. If the investigator determines that additional time is needed for the investigation, the individual shall notify the grievant of such information in writing within 15 school days of receiving the written notice of complaint and include the reason for the additional time and the expected date of response. The response will summarize the course and outcome of the investigation and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment has occurred, appropriate corrective and remedial action will be taken.

## **Step 2**

If the grievant wishes to appeal the decision from Step 1, he or she may submit a signed statement of appeal to the executive director within 10 calendar days after receipt of the response. If the Step 1 decision was issued by the executive director (or if the complaint involves the executive director), the appeal may be submitted directly to: Board of Trustees at IDEA Public Charter School, 1027 45th Street, NE, Washington, DC 20019. The written appeal must include all documentation from the initial grievance and the reasons why the grievant does not agree with the decision. The executive director or board will review the submitted information. The executive director or board may, at his or its discretion, request a meeting with the grievant or other involved parties. If the grievant presents to the board, such presentation may be made in public or closed session, as appropriate. Within 15 school days of receiving the statement of appeal, the director will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken. If the appeal is submitted to the board, the board will consider the information at its next regularly scheduled meeting and will provide a written decision to the grievant within 21 calendar days of the meeting where the appeal is considered by the board.

A grievant 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 20202 and can be reached at (202) 453-6020 (ph), (202) 453-6021 (fax).

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

Date: \_\_\_\_\_

I. Name of Person on Whose Behalf Complaint is Being Brought: \_\_\_\_\_

Name of Person Bringing Complaint: \_\_\_\_\_

Relationship/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Location of Alleged Actions: \_\_\_\_\_

Date of Alleged Actions: \_\_\_\_\_

II. SUMMARY OF COMPLAINT (attached additional pages, as needed to fully describe facts related to complaint):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If others are affected by the possible violation, please give their names and/or positions: \_\_\_\_\_

III. Please describe your suggestions for resolving the complaint and any corrective action you wish to see taken if a violation is identified. You may also provide other information relevant to this complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Receiving Grievance

\_\_\_\_\_  
Date

## **Office of Civil Rights**

Parents/legal guardians also have the right to file a complaint with the Office of Civil Rights (usually the regional office), which in addition to technical assistance activities, conducts compliance reviews and complaint investigations. The complaint generally shall be filed within 180 days of the alleged discriminatory action. The address is:

Office for Civil Rights, District of Columbia Office

U.S. Department of Education

1100 PA Ave, NW., Rm. 316

P.O. Box 14620

Washington D.C. 20044-4620

202-786-0500; FAX 202-208-7797; TDD 877-521-2172

## Appendix C: Acceptable Use Policy

IDEA Public Charter School (IDEA PCS) provides students with access to a variety of technology resources. Students must follow acceptable use policies in order to access the technologies. All students have the responsibility to use all technology in a respectable manner.

Students will:

- Use school facilities and equipment only for school related educational activities
- Use the Internet only for activities related to school curriculum and expectations
- Adhere to copyright laws
- Transmit material that is in compliance with school, local, state, and federal laws and regulations
- Use only personal user IDs or passwords and refrain from sharing those or using another student's or staff/faculty member's ID or password
- Access only files, computers, applications, programs, and settings to which they have been granted access to by an authorize staff/faculty member
- Use external storage devices with approval from faculty/staff
- Store or use files or applications that are school related with staff/faculty approval
- Use only school-approved software with licensing agreements
- Adhere to class-specific guidelines as outlined by each classroom teacher
- Not access the school network with a private computer or other device

The use of IDEA PCS technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Students must have a parent or guardian signed Acceptable Use Agreement on file with IDEA PCS to use any school technology.

### **Computers, Laptops, Netbooks, Tablets, and Other Similar Devices**

Students will have access to the computer lab during lunch, advisory, and after school, when available. At the beginning of the year each student must sign a computer use agreement and adhere to the policies set forth by IDEA.

The Internet is a useful tool and should be used as a resource. IDEA PCS will provide you with access to the Internet. The Internet is a powerful, worldwide computer network that can be

used to send electronic mail and to view and display text, graphics, and movies. Internet technology changes constantly as well as the laws that surround it. As the Internet and laws change, IDEA's policy will also change.

Students will be given access to a personal account on IDEANET (or a similar network as determined by the school's technology staff) which will allow them to store files securely. THE USE OF THE IDEANET IS A PRIVILEGE, NOT A RIGHT. Inappropriate use will result in the cancellation of those privileges. The school administration has the right to define inappropriate use and their decision is final. The network administrators, faculty, and staff of IDEA PCS may request that school administrators deny, revoke, or suspend user accounts. The privilege of using IDEA's network is based on the user's promise to adhere to the following appropriate use policy.

### **Student Logins**

User IDs and passwords are keys to accessing data about you and your work for school. In the wrong hands, a user ID and password can be used to impersonate students online and take unauthorized action in a student's name. Except for authorized school system employees, it is against IDEA PCS policy for anyone to disclose his or her user ID and password.

1. Each student will be provided with a user account, which will enable access to school computers and to save information to the network.
2. Students will not share their login/password with others (do not write it down).
3. A generic password will be given initially. Students must change their passwords to prevent outside access to their account by others. Students should change their passwords often for security purposes.
4. Students should never allow anyone to use their computers until they have completely logged off. Students should never leave their computer unattended— always log-out first!
5. Students must notify the network administrator immediately if they suspect that their password has been compromised. Unless an administrator has been notified, a compromised password will not be accepted as an excuse for the violation of the acceptable use policy associated with your log-in.
6. Each student is responsible for all actions while logged into the network.

### **Student Internet Safety and Technology Responsible Use Agreement**

#### Educational Enhancement

- a. Internet access is being provided by IDEA PCS for the sole intent of educational enhancement.
- b. The Internet will be used strictly as a resource to enhance classroom instruction and high-quality research. The school reserves the right to

- monitor and place reasonable restrictions on the material accessed by students through the Internet.
- c. During class, lunch, tutoring, and advisory and before and after school, students may use the Internet for class-related work under the supervision of an authorized adult for a class. The school's schedule, network downtime, or events will, at times, require exceptions to times when students may access the Internet.
  - d. IDEA PCS provides various technologies to access the Internet. All student use of technologies, including but not limited to accessing the Internet, must abide by the Acceptable Use Agreement.

### Access to Materials

- I. The Internet may be used to access materials under the following conditions:
  - a. Internet is appropriately monitored.
  - b. Students will receive instruction that is appropriate for their age regarding strategies to avoid the inadvertent access of inappropriate material and what to do if they accidentally access such material.
  - c. Students may not access prohibited material at any time for any purpose. In agreement with the Children's Internet Protection Act, IDEA PCS designates the following types as prohibited materials:
    - i. Obscene material(s)
    - ii. Child pornography
    - iii. Material that appeals to an unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions
    - iv. Material that has been designated as for adults only
    - v. Material that promotes or advocates illegal activities
    - vi. Materials that include any cyber-bullying, sexting, or other inappropriate content.
  - e. Other materials not specifically named above will be deemed appropriate or inappropriate on a case-by-case basis. Decisions will be based upon age of student and relevance of content to curriculum.
- II. If students mistakenly access inappropriate information, they should immediately disclose this access to a teacher or supervising adult. This protects them against a claim that they have intentionally violated this policy.
- III. The school has installed a filter to protect against access to inappropriate material. The determination of whether material is appropriate or inappropriate is based on the content of the material and the intended use of the material, not on the protective actions of the filter. If students think that the filter has prevented them from accessing appropriate material, they may request that the material be viewed and, if appropriate, unblocked.

## Privacy and Communication Safety Requirements

Personal contact information includes name, together with other information that would reveal location and identity, including, but not limited to, parent's name, home address or location, work address, or phone number.

1. IDEA PCS students are not to disclose personal contact information, except to education institutions for educational purpose, companies or other entities for career development purposes, or with specific approval from school employees.
2. Students are not to disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students are not to forward a message that was sent to them privately without permission of the person who sent them the message.
3. Students must not agree to meet someone they have met online without a parent's approval and participation.
4. Students must promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. They should not delete such messages until instructed to do so by a school employee.

### Illegal, Unauthorized, and Inappropriate Uses and Activities

- I. Illegal Activities
  - a. Students may not attempt to gain unauthorized access to the local area or wide area networked computer system beyond their authorized access. That is, this Agreement prohibits students from seeking any unauthorized access to any computer or network, including "hacking." This includes attempting to login to any site/resource through another person's account or accessing another person's files.
  - b. Students may not make deliberate attempts to disrupt any part of any computer system or destroy data by spreading computer viruses or by any other means.
  - c. Students may not use the Internet or other IDEA PCS technology resources to engage in any other illegal act.
- II. Inappropriate Language

*Restrictions against inappropriate language apply to all speech communicated through the Internet or other networks, including but not limited to public messages, private messages, and material posted on web pages.*

  - a. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - b. Students may not post information that could cause damage, danger, or disruption.
  - c. Students may not engage in personal attacks, including prejudicial



or discriminatory attacks.

- d. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are told by a person to stop sending messages, the student must stop.
- e. Students may not knowingly or recklessly post false or defamatory information about a person or organization.
- f. Students may not knowingly or recklessly post personal information regarding any other person, including but not limited to minors.

### III. Plagiarism and Copyright Infringement

- a. Students may not plagiarize works that they find on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were original.)
- b. Students must respect the rights of copyright owners in the use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. Copyright law can be complicated and confusing. If students have questions, they should communicate with a faculty/staff member.

### IV. System Security

- a. The use of IDEA PCS's technology to access any of the following types of websites without the prior written consent of a school administrator or the technology administrator is prohibited:
  - i. Any site displaying sexually explicit or pornographic content of any kind
  - ii. Online games, including but not limited to gambling, fortune telling, lotteries, sweepstakes, and other games of chance
  - iii. Any site promoting violence, the use of controlled substance, or other illegal activity
  - iv. Any site promoting a multi-level marketing, home based business or other money-making scheme, mass solicitations (known as "spam"), chain letters, or other similar communications
  - v. Any site promoting dating or Internet piracy
- b. Students may not download or install any files, software, or programs unless authorized by a school administrator or the technology administrator.
- c. Excessive use of the Internet may raise a reasonable suspicion that students are using the system in violation of policy and regulations. IDEA PCS complies with federal law requiring that school's Internet safety policy include provisions for monitoring the online activity of minors.
- d. As noted earlier in this Agreement, IDEA PCS complies with federal law that requires the use of technology protection measures (i.e., filtering) to protect against access by adults and minors to visual depictions that are obscene, child pornography or—with respect to use of computer with Internet access by

minors—harmful to minors.

v. School Equipment

- a. Students may not steal, borrow, remove, or switch any school equipment, including but not limited to information technology equipment.
- b. Students may not vandalize, destroy, break, or deface any school equipment or furniture or personal property of students, faculty, staff or visitors—including but not limited to furniture and equipment located in or near the computer lab.

### **Rights and Expectations**

1. Students should expect **no** privacy in the contents of personal files on the school server and records of online activity.
2. Student use of the Internet will be supervised and monitored. The school's monitoring of Internet usage may reveal activities students engage in using the Internet. Routine maintenance and monitoring may lead to discovery that students have violated this policy, the student disciplinary code, or the law. Individual user account searches will be conducted if there is reasonable suspicion that students have violated this policy, or any other codes of conduct set forth by IDEA PCS. Investigations will be reasonable and related to the suspected violation.
3. Parents have the right to request to see the contents of their student's personal data files and other records on their student's online activities by submitting a written request.
4. The school will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school's Internet service.

### **Limitation of Liability**

IDEA PCS will not guarantee that the functions or services provided through the school Internet service will be without error. The school will not be responsible for any damage students may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The school is not responsible for the accuracy or quality of the information obtained through the Internet. The school will not be responsible for financial obligations arising through the use of the Internet. Parents can be held financially responsible for any harm that may result from intentional misuse of the Internet and/or school technology. Students may only use the Internet and school technology if their parent(s) have signed an Internet Acceptable Use Policy.

## **Student Laptop, Netbook, Tablet, E-reader Agreement**

Students must read, understand and agree to abide by this policy before using the IDEA PCS internet, Chromebooks, and other similar technologies. Abuse of this privilege will result in suspension of privileges.

1. Laptops, netbooks, tablets are available to IDEA PCS students for use within the classroom under adult supervision. No overnight use is allowed. Kindles may be assigned to students for overnight use on a case-by-case basis.
  - a. If overnight use is granted, the student and his or her parent or guardian are fully responsible for the technology. Any damage, theft, misuse will be the responsibility of the student and his or her parent or guardian. This may result in financial responsibility.
  - b. If overnight use is granted, the student remains responsible for abiding by all provisions of this Agreement whether using the technology on-site or off-site.
2. All such technology must be returned in the condition received.
3. Students should never save anything to the hard drive of the technology, but should save all documents in their H:/ drive or on a removable drive.
4. The student to whom the technology is checked out is responsible if the technology is lost, stolen, or damaged. IDEA PCS recommends that students do not allow others to use their technology or leave it unattended while in their care.
5. Please report non-working technologies or any with objectionable material downloaded onto them. If available, another technology will be checked out to any student reporting such problems.
6. Students must sign the agreement indicating their agreement with this policy. Use of the technology in any way that violates other IDEA PCS rules, such as the noise policy, is considered a violation of this policy.

As well as the laptop, netbook, tablet, and Kindle use policy, students are expected to abide by the IDEA PCS Internet Usage Agreement and IDEA PCS Code of Conduct.

## **Cameras, Video-Recording Devices, Sound-Recording Devices, and Other Similar Technologies**

IDEA PCS may make available for student use technology equipment such as cameras, digital recorders, video cameras, sound-recording devices. The use of such technologies is a privilege, not a right. Students must be responsible for the use of such technologies and follow the protocols below:

1. Students may only use the technology for school-related curriculum activities.
2. All such technology must be returned in the manner received. Students are

responsible for the technology. Any damage, theft, or misuse of the technology is the student's responsibility. Students (and their parents/guardians) may incur financial responsibility for lost or damaged technology.

3. Students may not record, capture, or film any content or material that is obscene, harms oneself or others, vulgar in content, pornographic, relates to bullying, harassing, abusive behaviors, sexting, or violates any other policies in this agreement.
4. Students may not use any recording devices to capture any audio or visual content without the permission of the person(s) being filmed or taped. Filming, photographing, or recording someone without his or her explicit permission is a violation of this policy.
5. Students in violation of this policy will not be allowed to access any school technology.
6. Students must abide by all other terms of this policy.

### **User Responsibilities**

The following provisions describe further conduct prohibited under these standards and guidelines:

1. Altering system software or hardware configurations without authorization or disrupting or interfering with the delivery or administration of computer resources.
2. Attempting to access or accessing another's account, private files, or email without the owner's permission.
3. Misrepresenting oneself as another individual in electronic communication.
4. Installing, copying, distributing, or using software in violation of copyright and/or software agreements; applicable state and federal laws or the principles described in *Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community*.
5. Using computing resources for commercial or profit-making purposes without written authorization from IDEA PCS.
6. Using computing resources to engage in conduct that interferes with other users' use of shared computer resources or the activities of other users.
7. Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
8. Allowing access to computer resources by unauthorized users.
9. Using computer resources for illegal activities.
10. Leaving any technology unattended.

Users are expected to:

- I. Treat the technology with respect.
  1. Leave toolbars, background, and icons in standard format.
  2. Check hand hygiene before using technology.

3. Never put a pen, pencil, or notebook on your keyboard, screen, or technology.
  4. Do not push the screen backward or back and forth.
  5. Do not have food or drinks around technology at any time.
  6. When turning technology on, do not hit keys. Let it start up on its own. Be patient.
- II. Be considerate of fellow users.
1. Do not save files on the C:/ drive of the laptop or netbook. Save to the H:/ drive or a removable drive only. Do not save any files to other technologies such as tablets, Kindles, or other devices.
  2. Power down all technology upon completion of use. Ensure proper charging directions are followed.
  3. Fully charge any mobile technology as directed by staff/teacher.
  4. Never download, or install any software from the Internet on any of the laptops, netbooks, Kindles, tablets, or similar technology.
- III. Follow appropriate operating procedures.
1. Plug-in and/or set-up all appropriate external elements (e.g. mice, tripod).
  2. When done, shut down all technology. Follow proper protocols for all shut down procedures.
  3. Use only your login/password, when prompted.
  4. When opening applications, let the application open up completely before opening the next.
  5. After the technology has shut down, gently disconnect any external devices.
- IV. Safely moving with technology.
1. Never walk with a laptop, netbook, tablet, Kindle open.
  2. When moving a laptop or netbook from one area of the classroom to another, close the laptop and count to 30 before moving. This allows the hard drive to go to sleep mode and the disk to shut itself down.
  3. When walking with any technology, always hold it with both hands. Never use just one hand.
  4. When returning technology, double check that the power supply is connected as directed.
  5. Never lift a desk with a laptop, netbook, tablet, and/or Kindle on top. Always have someone hold it with both hands.

### **Electronic Bullying, Harassing, and Threatening Behavior**

IDEA PCS outlines expectations for student behavior related to threatening, harassing, violence, and bullying in the Student Handbook. All aspects of such policies apply to technology use.

Students may not use any IDEA PCS technology to engage in actions or behaviors consistent with threats, bullying, harassing, or violence. Any such actions will result in the suspension

and possible termination of technology use by the student and be referred to the dean as a Category III violation. Violations of harassment, cyber-bullying, or threatening behavior may be in the form of language, audio, or visual images.

**Harassment** is defined as verbal, nonverbal, and physical conduct that substantially interferes with a student's education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

**Cyber-bullying** is defined as the use of information and communication technology to bully, embarrasses, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, or abusive.

The use of cell phones and other technology—including computers, netbooks, e-readers, tablets, email, and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels he or she is a victim of cyberbullying should report the incident to the dean of students.

**Threatening behavior** is defined as an expressed or implied threat (verbally, physically, or in writing) to interfere with:

- 1) the health or safety of any individual associated with IDEA PCS
- 2) with IDEA PCS property
- 3) property on IDEA PCS premises belonging to others.

Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action as defined in the IDEA PCS Code of Conduct.

## **Electronic Communications**

IDEA PCS outlines expectations for student behavior related to electronic communication. Electronic communication includes written language, audio, or visual methods. Electronic communication may be in the format of email, twitter, social networking site postings, website postings, blogs, message boards, YouTube, video chats, Internet chats, video postings, pictures, clip art, art, and any similar modes intended to communicate. Communication between students and any other recipients must be appropriate at all times. Students must refrain from any communications that include violent, pornographic, abusive, harassing, or bullying language, images, or audio. This includes the use of "sexting" – the use of pornographic images. IDEA PCS prohibits any communication that includes

violent, pornographic, abusive, harassing, or bullying language, even if it is not received by the recipient. The sole possession of such material is a violation of this policy. Any electronic communication spreading or sharing such communications with others will be deemed a violation of the IDEA PCS Code of Conduct.

Any student found complicit in the posting, sending, or execution of communication that is deemed inappropriate will be subject to disciplinary action as defined in the IDEA PCS Code of Conduct.

Any student found to be using IDEA PCS technology for inappropriate communication will have his or her technology privileges suspended.