



Carlos Rosario International Public Charter School

I. DISCIPLINE POLICY

DISCIPLINARY ACTIONS

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

Student Behavior Expectations

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

Drugs and Alcohol

Students cannot be under the influence of or in possession of non-prescribed drugs, alcohol or any controlled substance while at school or at any school activities, events, classes, or programs. Students' use, possession, distribution and sale of drugs/paraphernalia or alcohol is strictly prohibited on school property or at any school sanctioned activities occurring off-site. Distribution or sale of drugs/paraphernalia or alcohol or the intent to do so may warrant an immediate expulsion and possible reporting to authorities. This policy applies to distance and in person learning.

Weapons

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

Discipline Review Process

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

Discipline Review Process for Expulsions and Suspensions

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

The Discipline Review Process may include the following:

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

Student Code of Conduct

All students agree to comply with the following Code of Conduct when enrolling in the School:

If enrolled, I promise to abide by all the school rules and policies of the Carlos Rosario International Public Charter School as indicated below and in the student handbook:



1. I will bring my ID card to school every day and wear it at all times. I understand I will not be allowed in the building if I do not wear it.
2. I will come to class beginning on the class start date. I understand that if I am absent during the first week of class, I will be dropped from class.
3. I will come to class every day and I will be on time. I understand that if I do not have 75% attendance (3/4 days of attendance per week), I will be dropped from class.
4. I will contact my teacher if I need to change my class schedule. I understand that I might not be able to change my class schedule due to space availability.
5. I will fill out a Leave of Absence form at the Registration Office if I need to leave the school for more than 2 weeks for medical, personal or professional reasons.
6. I will be prepared for class and I will work hard, to the best of my ability, to attain my educational goals.
7. I will demonstrate respect through appropriate actions, dress code, words, tone and body language to my classmates, teachers, staff and school property.
8. I will not be under the influence of drugs, alcohol or any controlled substance while at school or at any school event. Also, I will not use, possess, distribute and/or sale of drugs or alcohol on school property or at any school activities occurring off-site.
9. I will not bring any type of weapon to school.
10. I understand that all students are encouraged to obtain all recommended immunizations/boosters, especially students under 26 years of age. See DC Immunization Act, DC Code section 38-501 et seq. If there are any required immunizations/boosters, I will comply with all requirements or I will be dropped from school.
11. I agree that I will tell the Registration office immediately, and no later than 3 days, if I move.

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

All faculty and staff are trained to respond to Code of Conduct violations. However, disciplinary



action will be executed only by a Principal or Assistant Principal.

EXPULSION = Not permitted to attend classes for up to 1 year, or longer in extreme cases
 MAJOR SUSPENSION = Suspension of 6 to 10 days
 MINOR SUSPENSION = Suspension of 1 to 5 days

<u>Major Infraction</u>	<u>Disciplinary Action</u>
1. Possession of, distribution of, or sale of drugs, drug paraphernalia or alcohol	Expulsion or Major Suspension
2. Attending school or school event under the influence of drugs or alcohol	Expulsion or Major Suspension
3. Bringing a firearm or explosive materials to school	Expulsion
4. Providing fake information for enrollment eligibility (i.e., DC Residency)	Expulsion
5. Making Threats	Expulsion or Major Suspension
6. Fighting or assault	Expulsion or Major Suspension
7. Falsely activating alarm system	Major Suspension
8. Sexual harassment	Major Suspension
9. Failure to adhere to health & safety rules (i.e., Fire Drills, etc.)	Major Suspension
10. Possession of a weapon (Including but not limited to: knives, brass knuckles, nunchucks, taser, stun guns, pepper spray, mace or use of everyday items as a weapon)	Major Suspension
11. Three or more Minor Infractions during a Semester may be treated as a Major Infraction	Major Suspension
<u>Minor Infractions</u>	<u>Disciplinary Action</u>
1.Smoking/Vaping in school (including e-cigarettes)	Minor Suspension
2. Cheating/Plagiarism	Minor Suspension



3. Profane language	Minor Suspension
4. Disruptive behavior/willfully interruption the learning process	Minor Suspension
5. Damage to school property	Minor Suspension
6. Improper use of school equipment	Minor Suspension
7. Solicitation	Minor Suspension
8. Defiant/Confrontational behavior	Minor Suspension
9. Theft	Minor Suspension
10. Vandalism	Minor Suspension
11. Disrespect to any staff or student	Minor Suspension
12. Graffiti or defacing school property	Minor Suspension
13. Improper use of technology equipment	Minor Suspension

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

II. ATTENDANCE POLICY

It is important and necessary to attend class every day and to be on time. If a student is going to be absent for any reason, the teacher should be notified in advance. If a student cannot go to class because he/she is sick or has to work the student must notify the teacher via Remind or follow the teacher's instructions, or call the main office at (202) 797-4700 for the Harvard St. campus or (202) 734-4900 for the Sonia Gutierrez campus, giving the reason and dates of the absence(s).

Teachers will monitor student's attendance, engagement and participation in person or virtually by using various school approved platforms such as Schoology and Remind. Student attendance percentages are a factor considered in the School's Scholarship Application Process.

Letters of attendance are processed by the Registration Department. Please allow three (3) days for your request to be processed.



Students may be dropped from class when attendance is lower than 75% in a month. The school policy aligns with what is appropriate for adult basic education. If a student is dropped due to excessive absences (regardless of the nature of the absence), the student may request to be reinstated to the Registration Department contingent on timing and space availability. Our policy aligns with what is appropriate for non-compulsory adult basic education. The School makes every effort to accommodate students who wish to return to our programs after exiting.

Note: Please refer to the Student Virtual Learning Guide at Student Handbook Addendum D for class expectations on how to succeed as a virtual learner.

III. GRIEVANCE PROCEDURES

COMPLAINT RESOLUTION PROCESS

Carlos Rosario School encourages all students to bring complaints, concerns or grievances to the attention of appropriate Carlos Rosario School officials. A grievance exists when a student claims that a violation, misapplication, or misinterpretation of a Carlos Rosario policy, procedure, or practice has occurred. This process should be used for matters other than discrimination or harassment, which are covered by separate grievance/complaint procedures. During the Complaint Resolution Process, the School will maintain confidentiality to the greatest extent possible, and the School requests that participants in the complaint resolution process do so as well.

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

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

IV. NON-DISCRIMINATION POLICY

Carlos Rosario International Public Charter School does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. Carlos Rosario School also prohibits discrimination in its programs and activities with regard to religion, ethnicity,



marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, familial status, source of income, or other status protected by applicable law.

V. FAMILY AND EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) NOTICE

The federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, gives Eligible Students (Students who are age 18 or older) and their Parents (for Students under age 18) certain rights with respect to the Student's education records.

- (1) **The right to inspect and review** the student's education records within 45 days of the day the School receives a written request for access. Eligible Students or Parents should submit to the Registration Department a written request that identifies the particular record(s) they wish to inspect. The Registrar or other appropriate school official will arrange for access and notify the Eligible Student or Parent of the time and place where the records may be inspected.
- (2) **The right to request amendment** of the Student's education records that the Eligible Student or Parent believes are inaccurate (e.g., clerical error), misleading or otherwise in violation of the Student's privacy rights under FERPA. Amendments requests regarding substantive matters (such as academic decisions or disciplinary matters) are not covered by FERPA and as a result are not covered by this procedure. Eligible Students or Parents who wish to ask the School to amend the Student's education records should write the School's Registrar, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the Eligible Student or Parent, the School will notify the Eligible Student or Parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Eligible Student or Parent when notified of the right to a hearing.
- (3) **The right to provide written consent to disclosures of personally identifiable information (PII)** contained in the Student's education records, except to the extent that FERPA authorizes disclosure without contest. For example, one exception which permits disclosure without consent is disclosure to School officials with legitimate education interests. A School official is a person employed by the School as an administrator, supervisor, instructor, academic support or other support staff member (including student services, accountability and assessments staff); a person serving on the School's Board; a person, company or organization with whom the School has contracted to perform certain tasks (such as security, testing, or consulting); an official of another school or program where a Student seeks or intends to enroll, or where the Student is already enrolled; or a parent, student or other volunteer serving on an official School committee or assisting another School official in performing School tasks. A School official has a legitimate education interest if the official needs to review an education record in order to fulfill their professional responsibility.



- (4) **The right to withhold disclosure of directory information.** At its discretion, the School may disclose basic “directory information” that is generally not considered harmful or an invasion of privacy without the consent of Parents or Eligible Students in accordance with the provisions of DC requirements and FERPA. In general, the purpose is primarily to allow the School to include Student information in certain School programs or publications, such as the Annual Report and School graduation programs. Directory information includes:
1. Student name, including legal name and chosen name
 2. Address
 3. Telephone number
 4. E-mail address
 5. Photograph
 6. Date and place of birth
 7. Country of origin
 8. Grade level
 9. Program and level enrolled in or completed
 10. Dates of attendance
 11. Participation in officially recognized activities, clubs and sports
 12. Degrees, certificates, honors, and awards received
 13. Program completion or graduation
 14. Other educational institutions admitted to, attending or attended
 15. Results of School lottery for available class spaces, which may include lottery ticket number, partial student ID number, and class space randomly selected for, in addition to other directory information.

Eligible Students or Parents may instruct the School to withhold any or all of the directory information identified above by completing the attached “Directory Information Opt-Out Form.” Eligible Students or Parents need to complete and submit this Form to the Registration Department within the first two weeks of the semester or, for those who enroll later, within two weeks of enrolling in School and receiving this Notification. A new Notice and Opt-Out Form will be distributed each school year.

- (5) **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
- (6) This Notice will be provided to Eligible Students or Parents at least once a year, and more frequently if appropriate.
- (7) Anyone with questions should contact the School’s designated FERPA Coordinator, Lynold McGhee, the School’s Director of Learning and Evaluation, who may be reached at (202) 797-4700 ext. 4796 or lmcghee@carlosrosario.org.