



**Student and Family Handbook
2015-2016 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!

We've created this handbook 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 any of us or any IDEA teacher or staff member. We will be glad to explain the policies and procedures we have developed to maintain our 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 over the past year. 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 strives to create a community of young people who are academically able, empowered, and prepared to fully engage in our society, whether they choose to attend college, go into the military, or go directly in a career. An important aspect of this process is for students to develop responsibility for their own education. The underlying principle is that IDEA is a place for learning and getting along together. 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
Lanette Bacchus, Principal
Mark Sturdivant, Vice Principal for School Culture

TABLE OF CONTENTS

IDEA’S GUIDING PRINCIPLES	7
GUIDING PRINCIPLES IN ACTION AND CODE OF CONDUCT	8
DAILY CLASS SCHEDULE.....	9
ACADEMIC POLICIES	10
ACADEMIC COMMUNICATIONS.....	10
ACADEMIC RECORDS REQUESTS	10
ADVISORY.....	10
ASSESSMENTS.....	10
COMMUNITY SERVICE	10
COMPUTER USE AND INTERNET POLICY.....	11
COURSE CATALOG	12
COURSE CREDIT.....	12
GRADES (CALCULATING).....	13
GRADE POINT AVERAGE	13
GRADE SCALE/POLICY.....	13
GRADUATION REQUIREMENTS.....	14
HOMEWORK POLICY	15
INDIVIDUALIZED EDUCATION PROGRAM (IEP).....	15
LATE ASSIGNMENTS AND ALTERNATIVE ASSESSMENT POLICY.....	16
LIBRARY HOURS.....	16
MAKE-UP WORK, TEST, AND QUIZ POLICY.....	16
PROMOTION AND RETENTION POLICIES.....	16
RETENTION.....	17
STUDENT SCHEDULES.....	17
TEXTBOOK RETURN.....	18
VALEDICTORIAN AND SALUTATORIAN.....	18
ADMINISTRATIVE POLICIES	18
ATTENDANCE POLICY	18
BACKPACKS AND BOOK BAGS.....	22
BUILDING HOURS	22
CLOSINGS AND DELAYS	23
ELECTRONIC DEVICES.....	23
EMERGENCY CONTACT INFORMATION	24
ENROLLMENT	24
ENTERING AND EXITING THE SCHOOL.....	25
HARASSMENT AND SEXUAL HARASSMENT POLICY	25
LOCKERS.....	26
LOST AND FOUND	26
MATERIALS POLICY	27
NON-DISCRIMINATION POLICY.....	27
PROHIBITED ITEMS AND SEARCHES	27
RESIDENCY VERIFICATION	27
SAFETY AND SECURITY CHECKS	28
STUDENT ACTIVITIES	28
STUDENT FEES.....	28

STUDENT IDS	29
STUDENT PRIVACY	29
TELEPHONE USE.....	29
UNIFORM POLICY.....	29
TITLE IX	34
TRANSPORTATION	34
VIDEO SURVEILLANCE.....	34
VISITOR POLICY.....	34
WITHDRAWAL (MANDATORY OR SELF-SELECTED)	35
HEALTH AND WELLNESS.....	36
COMMUNICABLE DISEASES	36
DRUG POLICY	36
FOOD, DRINK, AND GUM	37
GYM FACILITY AND PHYSICAL EDUCATION PROGRAM.....	37
FITNESS ROOM.....	38
GYMNASIUM AND FITNESS CENTER RULES.....	38
HEALTH SERVICES	38
IMMUNIZATIONS.....	39
INJURIES.....	39
LUNCH	39
MANDATED REPORTING	39
MEDICAL EXCLUSION CRITERIA	40
MEDICAL EXCUSE.....	40
MEDICATION.....	41
STUDENT AND FAMILY RIGHTS AND RESPONSIBILITIES	42
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	42
GRIEVANCE POLICY	42
HOMELESS STUDENTS (MCKINNEY-VENTO ACT).....	42
DISCIPLINARY POLICIES AND PROCEDURES	44
EXPECTATIONS FOR STUDENT BEHAVIOR	44
IDEA’S CODE OF CONDUCT	46
<i>Level 1 Violations.....</i>	<i>46</i>
<i>Level 2 Violations.....</i>	<i>47</i>
<i>Level 3 Violations.....</i>	<i>48</i>
<i>Level 4 Violations.....</i>	<i>49</i>
CONSEQUENCES AND PROCEDURES.....	50
<i>Academic and Discipline Meetings.....</i>	<i>50</i>
<i>Detentions (Teacher and Administration Issued).....</i>	<i>50</i>
<i>In-School Suspension.....</i>	<i>50</i>
<i>Out-of-School Suspension.....</i>	<i>50</i>
<i>Parent/Guardian Shadowing</i>	<i>51</i>
<i>Reflection Assignment.....</i>	<i>52</i>
<i>Restitution.....</i>	<i>52</i>
<i>Parent/Guardian Participation and Guiding Principles Conference</i>	<i>52</i>
<i>Disciplinary Probation.....</i>	<i>52</i>
<i>Expulsion</i>	<i>54</i>
APPENDIX A: GLOSSARY	56

APPENDIX B: GRIEVANCE PROCEDURES	60
DISCRIMINATION/HARASSMENT COMPLAINT FORM.....	63
APPENDIX C: ACCEPTABLE USE POLICY	66
COMPUTERS, LAPTOPS, NETBOOKS, TABLETS, AND OTHER SIMILAR DEVICES.....	66
STUDENT LOGINS.....	67
STUDENT INTERNET SAFETY AND TECHNOLOGY RESPONSIBLE USE AGREEMENT	67
PRIVACY AND COMMUNICATION SAFETY REQUIREMENTS	69
RIGHTS AND EXPECTATIONS	71
LIMITATION OF LIABILITY	71
STUDENT LAPTOP, NETBOOK, TABLET, E-READER AGREEMENT	72
CAMERAS, VIDEO-RECORDING DEVICES, SOUND-RECORDING DEVICES, AND OTHER SIMILAR TECHNOLOGIES	72
USER RESPONSIBILITIES	73
ELECTRONIC BULLYING, HARASSING, AND THREATENING BEHAVIOR.....	74
ELECTRONIC COMMUNICATIONS	75
ACCEPTABLE USE AGREEMENT	77

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, effort 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.

Daily Class Schedule

Monday, Tuesday, Thursday, Friday

Days A/B	9	10	11&12
1st Period	8:30 - 9:55	8:30 - 9:55	8:30 - 9:55
Intervention/ Advisory	10:00-10:50	10:00-10:50	10:00-10:50
2nd Period/ Lunch	10:55-11:30 (L) 11:35-1:00	10:55-12:20 12:25-1:00 (L)	10:55-11:35 11:40-12:15 (L) 12:20-1:00
3rd Period	1:05-2:30	1:05-2:30	1:05-2:30
4th Period	2:35-4:00	2:35-4:00	2:35-4:00

Wednesday Class Schedule (early dismissal for all students)

Days A/B	All Grades (9-12)
1st Period	8:30-9:20 am
Intervention/ Advisory	9:24-10:18 am
2nd Period	10:22-11:12 am
3rd Period	11:16-12:06 pm
4th Period	12:10-1:00 pm

On Wednesdays students will pick up lunches and leave the building right after taking their lunch, since they are dismissed at 1pm.

Academic Policies

Academic Communications

Progress reports are distributed throughout each quarter. Report cards are distributed at the end of each quarter according to the academic calendar.

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. There may be fees associated with requests. Requests will be processed on a first-come, first-served basis and may take at minimum 48 hours to process.

Advisory

The advisory program provides additional support and mentoring for students so that students are on track for promotion. At the beginning of each school year, small groups of students are assigned to faculty advisors. Advisory groups will meet several times a week for 45-50 minutes. Advisory activities include team-building activities; character education; conferencing with individual students about grades, attendance, and other important data; and enrichment activities. Students will need to purchase agenda books at the beginning of the school year for \$5.

Assessments

Students in the 9th through 12th grades take a variety of tests, including mid-term exams, final exams, internal IDEA assessments, the DC CAS, ASVAB, PSATs, SATs, and ACTs.

All students take mandated standardized tests as determined by the District of Columbia. Additionally, all students enrolled in biology must take the biology DC-CAS regardless of grade level.

Community Service

Community service refers to service that a person performs for the benefit of his or her community. These services are designed to improve the quality of life for community residents or to solve particular problems related to their needs. To be considered community service, an activity must be:

- Performed for no pay
- Completed at a nonprofit institution, church, school, community center, library, hospital, or other service-related organization
- Beneficial to at least one other person and the larger community

- Separate from a service activity for which the student is already receiving school credit or those mandated by a court or school disciplinary action.

Examples of activities that meet the community service definition include (but are not limited to):

- Working as a teacher's aide or office assistant
- Shelving books in the library
- Working in any capacity at a nonprofit organization
- Cleaning up the school on a Saturday
- Organizing a drive for the collection of items including clothes, shoes, food, blankets, etc., for the benefit of those in need
- Reading to the elderly in nursing homes
- Restoring a park
- Volunteering at one's church
- Helping at a local fire or police department
- Volunteering as a peer tutor or tutoring younger children

Community service is an important dimension of a student's civic development and inherent in the mission of IDEA. Community service must be documented annually by April 15. Students must complete 100 hours of community service to meet graduation requirements set forth by the District of Columbia. 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.

Community service may be completed on campus or in the student's community. Various programs at IDEA will periodically arrange for community service projects for students. Community service hours must be submitted by April 15 of the current academic year to be counted.

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 main office. 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

The use of computers at IDEA offers opportunities for students to access the Internet; a research database; and word processing, database, and presentation software, in order to enhance educational goals and objectives. Use of equipment in the computer lab, classrooms, and library is a privilege for the user and entails responsibility. The smooth operation of the networked and non-networked computers relies upon the proper conduct of users, who must adhere to guidelines for efficient, careful, ethical, and legal use of the resources. These guidelines are set forth in the Acceptable Use Policy, which

outlines IDEA's expectations for, and the responsibilities of, the computer user. Students and families must complete an acceptable use form in order to be able to use school computers. The Acceptable Use Policy is available for review and signature in the appendices.

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 the following circumstances:

- During class, students may use the Internet for class-related work under the supervision of the teacher of the class.
- Before and after school and during lunch, students may use the Internet to find information about subjects approved by the staff member providing supervision.
- During Advisory, students may use the Internet under the supervision of their advisor.
- During tutoring, students may use the Internet for locating information on homework topics under the supervision of a tutor.

No food, drink, or gum is allowed in any computer area. Chat room/social community visits are not permitted, unless they are part of an assignment made by a teacher. No printing will be allowed without the permission of the supervisor.

Students who violate the school's Acceptable Use Agreement (see Appendix C) will have all computer privileges suspended for a defined period of time.

For the safety and security of our school community, students may not bring their personal laptops to school. Students may not access the school's server at any time. This policy shall apply to all cell phones, laptops, iPads, tablets, e-readers, touchpads, and similar devices whose purpose is not for phone communication.

Course Catalog

IDEA publishes a Course Catalog annually. The Course Catalog includes class offerings and educational opportunities. Information about graduation requirements and scheduling procedures are included. It is important to note that not all courses listed are offered each semester. Some courses may not be offered due to low enrollment, available resources, or teacher availability. Copies of the Course Catalog may be requested from the main office or 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 will who do not successfully master (earn 70% or higher in) a course will be required to retake and master the course to receive credit. Students will not be allowed to take more than one level of a core subject per school year (e.g. a student may not take English II and English III in the same year). Students may not take classes during summer school prior to taking the course during the regular academic school year and receive credit.

Grades (Calculating)

Course offerings are either semester or year-long courses.

Semester Courses: For half credit (.5 credit) courses, both quarters are equal to 100% of the final grade. Mid-term 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. Mid-term and final exams are calculated as part of the second and fourth quarter grades.

Grade Point Average

A student’s grade point average (GPA) is extremely important for the college admissions process. A high GPA enables students to be competitive in the college application process and makes it easier to earn scholarship money to pay for the costs of a college education. Each IDEA student should understand that colleges examine a student’s cumulative GPA from 9th through 12th grade. Students will learn how to calculate their GPAs in Advisory to track their progress.

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. 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	69–60	0.00

WF*	60	0.00
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*Withdrawn failing: Students receive WF due to 5+ unexcused absences in a course during a marking period.

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. How IDEA determines each quarter's percentage is as follows:

Q1 25%	Q2 25%	Q3 25%	Q4 25%	Y 100%
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15% Performance Assessments/ Interim Assessments	Description: Standards-based quarterly assessment of the content taught during the quarter.
75% Mastery of Course Content	Description: Checks for student understanding and mastery of content, which includes but not limited to the following: quizzes, teacher-created tests, projects, essays, presentations, reports (labs or other), journals, computer/technology programs, debates, research papers, portfolios, arts performances, notebooks, exit tickets. *All course syllabi will inform important course content for mastery.
10% Homework	Description: Any course related assignment given outside of the class for the purpose of enhancing learning.

Graduation Requirements

Student schedules are created annually. Students complete the course request process each spring. Student course selections are not final until approved by school administration. Faculty/staff recommendations are part of the student scheduling process. Student schedules cannot be changed after the schedule request class add/drop date established each academic year. Full-year courses may only be changed in the fall. Senior students who have met all graduation requirements may enroll in elective courses or may be granted a Principal approved early release schedule. Students with early release will not be allowed to remain in the building after their release time.

IDEA Public Charter School
 2012 and beyond Graduation Requirements*
 (Students entering 9th grade after September 4, 2007)

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

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

Homework Policy

Homework is an important aspect of schoolwork at IDEA. It helps students prepare for class and extend concepts learned in class. For this reason, homework is given daily at IDEA and makes up 10% of a student’s grade each quarter. Late homework will not receive credit unless the student has a documented excused absence. Students with an excused absence (see attendance policy) have two days to turn in homework assignments. Students with excused, long-term absences can make alternative arrangements with the administration. A teacher may adjust this policy at his or her discretion. It is the student’s responsibility to speak with his or her teacher about late homework assignments the day s/he returns to school.

Individualized Education Program (IEP)

An IEP is a legal document that sets goals and objectives for students with disabilities. IDEA places students with IEPs in the least restrictive environments available for those students. The IEP describes the programs and services that will be offered to help these students reach their goals, both academically and behaviorally. Student IEPs will be reviewed annually as required by the Individuals with Disability Education Act of 1997 (IDEA). The IEP team consists of the student, his or her parent/legal guardian, a special education teacher, general education teachers, and other personnel as needed. An eligibility meeting will be completed at least once every three years to determine whether the student is still eligible for special education services, and what services s/he needs. Students and parents/legal guardians are invited to learn more about the special

education identification process by requesting a Student Support Team (SST) meeting for potential identification for special education services.

Late Assignments and Alternative Assessment Policy

Timely completion of assignments is important for classroom learning and preparation for college, the military, or the work force. Teachers may choose not to accept late projects. If a teacher chooses to accept a late project/alternative assessment the student may not receive full credit for the work. In case of an emergency, it is the student's responsibility to speak with his or her teachers to ask for additional time, which may be granted at the teacher's discretion.

Library Hours

The library is open in the morning, during lunch, and after school for student use. Students may use the library before, during and after school under the supervision of an adult and with prior approval. To establish an environment supportive of school work, study, research, and enjoyment of books and educational media, students must adhere to the Code of Conduct while in the library.

Make-Up Work, Test, and Quiz Policy

We want students to learn and take responsibility for their schoolwork. Students with excused absences must resume their work the day they return to school. It is the student's responsibility to request his or her work from his or her teacher. Students have two days to complete their assignments for each excused day that they were absent. This includes class notes, handouts, and any other academic work that was missed. Students exceeding five excused absences in a row must see their teachers to create make-up work plans. This is the responsibility of the student. No credit will be given if the student does not follow the plan correctly. Adjustments to the plan may be made at the teacher's discretion.

Requests for work should be made directly to that subject area teacher.

In-class quizzes and tests may be made up with a documented excused absence. Students have two days to make up quizzes and tests for each day absent. It is the student's responsibility to arrange for this with his/her teacher(s). Adjustments to this policy may be made at the discretion of the teacher(s).

Promotion and Retention Policies

IDEA believes that students' school performance is a significant measure of what they've learned. For a student to succeed at increasing higher levels of school, s/he needs to have

a sufficient foundation at his/her present level. IDEA believes it is in a student's interest to build a substantial academic foundation before advancing to higher academic levels.

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

	English Credits	Other Credits	Credits for Year
Grade 9 to 10	English 1	Algebra I AND World History 1 OR Science	5
Grade 10 to 11	English 2	Geometry AND World History 2 OR Biology	4
Grade 11 to 12	English 3	Algebra II, Spanish I, JROTC AND US History OR Science	7
Grade 12 to graduate	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 become candidates for retention. To receive a diploma, seniors must meet all graduation requirements.

Retention

If a student fails two or more core classes, s/he will be retained at the present grade level. Core classes include English, mathematics, social studies, science, and Spanish.

Student Schedules

Students receive course request forms in the spring of each school year along with the Course Catalog. This is the student's opportunity to select courses for the following school year. Student schedules are created based on student's graduation needs and academic abilities. Students in the senior year have precedents for course scheduling.

Each year a course add/drop period is offered for student schedule changes. To request a schedule change, a student must complete the Schedule Change Request Form in the main office and submit during the add/drop period. All requests will be reviewed, but a request does not guarantee a change in schedule. No schedule changes will be considered after the add/drop period.

Textbook Return

Students are issued textbooks at the beginning of each school year. Textbooks are property of IDEA and must be returned at the end of the school year. Students who do not return the assigned textbooks or who return assigned textbooks in a damaged condition will be charged the cost of replacing the item. Students and parents/legal guardians will not be able to receive final report cards, transcripts, or withdrawal or transfer records until the balance for any missing or damaged textbooks is paid.

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 grade point average (weighted GPA). The salutatorian will be the student with the second highest GPA.

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

Administrative Policies

Attendance Policy

Because daily attendance is vital to success in school, it is very important that students are present and on time every day of school, for the entire day. By enrolling at IDEA, students have pledged to accept our extended hours, and families have agreed to support students in this endeavor.

Student Responsibilities

1. Arriving on time to school each day (fully seated and prepared at the bell)
2. Attending all classes daily
3. Assuming responsibility for behavior which supports regular attendance
4. Coming to school each day ready to learn and prepared with all required materials

School Hours

Our first class begins at 8:30am (optional breakfast is served from 7:30 am–8:20am) and ends at 4pm (or 1pm on Wednesdays).

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

Students who are not seated by start bell are considered tardy. The following procedures apply if a student is tardy to any class:

- A student will be marked tardy if s/he is up to ten (10) minutes late.
- If a student is late to class and does not have a pass, s/he may not be admitted to class. Students must report to the security desk to obtain an unexcused tardy pass.
- If a student does not sign in at the security table, s/he will be subject to disciplinary actions. This procedure is necessary because it is the school's responsibility to know where all students are during the school day.
- Students who are absent or tardy to class for more than ten (10) minutes will be considered absent/truant from class and will be issued a consequence.
- Students who are repeatedly tardy to school/class within a week or who are excessively tardy (more than 30 minutes) to school may be issued consequences including but not limited to: loss of school privileges/rewards, detention, in-school suspension, out of school suspension, mandatory school/family meeting, and/or attendance contract.
- Three unexcused tardies will equal one unexcused absence.

Late Arrival Procedures

- Any student who is not seated by 8:30 am is considered tardy to school.
- Parents/guardians are expected to call the front office by 8:45 am to inform the school of their child's tardiness.
- Students should arrive to school with documentation explaining his/her 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.

Early Dismissal Procedures

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

1. A parent/legal 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/legal guardian will be contacted. *Early dismissals are only granted when requested from a parent/legal guardian and/or emergency contacts that are documented during the enrollment process. Students are not allowed to leave school by telephone request or written note alone.*

Excused Absences (count towards total number of absences)

- Death in the student's immediate family (verification required)
- Illness of the student (a doctor's certificate is required for a student absent more than two consecutive/three or more 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/legal guardian
- Student employment or related absences are not excused absences

Documenting an Excused Absence

1. Parents/guardians are expected to call the school's front office by 8:45 am that day to inform the school of their child's absence
2. When a student returns to school after an absence, s/he should bring a note to the main office. The note should include the date(s) of the absence, the reason for the absence, and any required documentation. An original doctor's certificate 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 quickly in order for the student's attendance record to reflect accurate data.
4. Parents/guardians will be contacted to verify the validity of the excuse note and the note will be filed in the student's file.

Loss of Credit

- Five unexcused absences in any quarter will result in an automatic 10% letter grade drop for that quarter in that class.
- A total of 10 unexcused absences during any semester in a particular class will result in an automatic loss of credit for the semester.
- A grade of F will be issued to the student for any class in which s/he has exceeded the number of allowable absences.

- Students and parent/legal guardians may appeal a loss of class credit by following the appeals procedure. Appeals procedures may be requested from the academic director. All appeals must be submitted no later than three weeks after the end of any quarter or semester grading period.

Truancy

Truancy is the willful absence from school by a minor (5–18 years of age) with or without parental/legal 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 parental/legal 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, s/he 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/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/legal guardians are notified of the student’s truancy status.
- Parents/legal guardians and students may be required to attend a school truancy conference.

Consequences of Poor School Attendance

Missing school may result in:

- Poor work habits
- Loss of privileges
- Lower grades/loss of credit
- Frustration in learning
- Dropping out of school

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 9:30 am and a parent/legal guardian has not called to alert the school of the student's status.
- Students who have five or more absences (unexcused) per quarter will receive a grade of F due to loss of credit.
- If a parent/legal 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 20 or more unexcused absences (non-consecutive), s/he will be automatically unenrolled from IDEA.
- If a student is absent for 10 consecutive days, unexcused, s/he will be automatically unenrolled from IDEA.
- If a student has 15 or more unexcused absences (consecutive or non-consecutive), we will refer student to Child Protective Services or Truancy Court. Students who are unenrolled will not be eligible to return to IDEA for the school year in which they were unenrolled (For more information, see the Withdraw/Enrollment policies).

Attendance at School Events

Currently enrolled IDEA students are permitted to attend school-related events without the presence of a parent/legal guardian. Individuals under age 18 who are not currently enrolled students at IDEA are not permitted to attend any IDEA events unless accompanied by a parent/legal 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/legal 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.

Backpacks and Book Bags

Backpacks, book bags, and bags of any kind may not be worn or carried throughout the school day. Students must store their backpacks and book bags in their lockers. Students may carry a small purse that is no larger than the size of a shoebox and cannot fit a textbook.

Building Hours

IDEA is open and available to students as much as possible. Following dismissal of regular classes, students are encouraged to use the school building for learning and extracurricular purposes.

During the school year, the building opens at 7:30am for students. Breakfast is served starting at 7:30am and ends promptly at 8am. Students who arrive before 8:20am must report to the cafeteria. Students are not allowed anywhere else in the building before 8:20am unless they have a signed pass from a teacher or staff member, or are under the direct supervision of an adult.

Students are dismissed at 4pm Monday, Tuesday, Thursday, and Friday. If a student chooses, or is otherwise required to stay after school, s/he must be under the supervision of an adult by 4:05pm or must leave for the day. On Wednesdays, students are dismissed at 1pm. Students may only stay after school on Wednesdays if they have a pass from a staff member and must be under the supervision of an adult by 1:05pm or must leave for the day.

Students are expected to leave the building in an organized and respectful fashion. Students should be aware that all Code of Conduct rules apply when they are leaving the building and 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 home or to school may be subject to disciplinary action.

Closings and Delays

IDEA follows all DCPS school delay/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 and/or emergency closing days than allotted per each calendar year, a contingency plan will be enacted to restore academic days.

Electronic Devices

We believe that creating a learning environment that is free of distractions is paramount to a student's ability to achieve his or her academic best. Each day, the staff at IDEA will do our part to eliminate any influences that may decrease a student's time on task. Cell phones, radios, iPods and MP3 players, CD players, video game players, iPads, tablets, e-readers, and other electronic devices must be turned off and stowed prior to entering the school building. Electronic devices are not permitted in common areas, hallways, classrooms, and the cafeteria during school hours. If a student brings any of these items to school, s/he will be required to leave them in his or her locker until dismissal at the end of the day.

Consequences will be issued for any violation of the electronics policy. This means that if a staff member observes a student using, being in possession of (even if it falls out of a pocket), or suspects the presence of (e.g. in pocket or bag) any prohibited electronic device, the following consequences will be issued:

First Violation: The item will be confiscated and given back only when the parent/legal guardian comes by to pick it up and electronics contract is signed by student and parent/legal guardian.

Second Violation: Forfeiture of the electronic device for a period of 1 month (30 academic/school days). The item will be given back only when the parent/legal guardian on file comes to pick it up.

Third Violation: Forfeiture of device for the remainder of the school year.

Parent/legal guardians who need to reach their child (or vice versa) should communicate via the front office only. IDEA PCS will secure confiscated electronic items until parents can pick up. The school will not be responsible for lost, stolen, or confiscated prohibited electronic devices. **IDEA PCS recommends that students DO NOT bring valuable items to school.**

*In order to pick up confiscated items, parents/guardians must contact the front office to set up a time to do so.

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/legal 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/legal guardian must make changes and/or updates to the Emergency Contact Information in writing. Verbal changes will not be accepted.

As student safety is our number one priority, guardians and families are expected to notify the school immediately if contact information changes. At least once per quarter, families will be required to verify/update their contact information with the front office staff.

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

Enrollment

Students are enrolled according to the enrollment procedures set forth by the DC Public Charter School Board. To be enrolled, a student must complete all necessary documentation and provide current proof of residency and medical and immunization records. Failure to provide necessary documentation will result in a loss of enrollment slot.

Current students must complete an Intent to Enroll form annually by the set date. Failure to complete the Intent to Enroll form will result in a student losing his or her slot for the upcoming school year. The student will have to begin the enrollment process as a new entering student and may be placed on the waitlist. Families may only apply once for each child. Multiple applications for a single student will be discarded. Applications and waitlists do not carry over from one year to the next.

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 strives to maintain a safe and organized educational environment with minimal impositions on our community, so there are rules for entering and exiting the building.

Students, family members, and guests must enter and exit through the main school entrance facing 45th Street. Students must have their current school identification card in order to enter the building each day and must present their IDs to security and IDEA staff when entering the school.

Family members and guests entering the school must report to the security desk to sign in, and then proceed to the main office. Before a family member or guest exits the building, s/he must sign out at the security desk. Students must exit the building from the main school entrance facing 45th Street. After a student leaves the building for the day, s/he will not be allowed to re-enter the building that day. Students are not permitted to stand, loiter, or socialize 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. These rules help the security staff maintain the safety of the school.

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/legal 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 parent/legal guardians may avail themselves of the student grievance procedures. Any student who feels s/he has been harassed should report the incident to an administrator as soon as possible.

Lockers

Each student will be issued an IDEA locker. Each student's locker is school property. Students are not allowed to 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, as well as for any items missing. As lockers are IDEA property, school officials may search them at any time. Lockers will be cleaned out on the last day of school each year and any remaining contents will be disposed of. IDEA is not responsible for any items lost from lockers.

Lost and Found

The lost and found box is located in the main office. 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/faculty must be claimed within the month or it will be discarded.

Materials Policy

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parent/legal guardians are responsible for the cost of any school property that is lost or damaged. Students purchase their own notebooks, folders, pens, pencils, paper, and other necessary school supplies.

To enhance their organizational skills, all IDEA students are required to carry an IDEA-issued agenda book to each class/subject during the school day. Agenda books can be purchased for \$10 at the beginning of the school year. If a student loses or misplaces his/her agenda book, a replacement agenda book must be purchased for \$5.

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, and provides equal access to the Boy Scouts and other designated youth groups.. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director, IDEA Public Charter High School, 1027 45th Street, NE, Washington, DC 20019. Phone: 202-399-4750.

Prohibited Items and Searches

Drugs, alcohol, tobacco products, weapons, sharp objects, 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 back pack, 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/legal guardians must prove DC residency in order to enroll a student. If there are any residency disputes, the parent/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 city authorities. Additionally, the child may automatically be de-enrolled. The parent/legal guardian must prove DC residency. If anyone besides the birth mother or birth father is proving residency, legal documentation must be submitted proving guardianship. IDEA may institute a residency investigation upon receiving evidence that a family is not living in the District of Columbia.

Falsifying documents will result in immediate withdrawal and a referral to the Office of the State Superintendent of Education.

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, including passing through the metal detectors and having his/her bag searched. 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 a field trip, guest speaker, 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:

- Textbooks and class readers/novels (lost or damaged)
- School agenda book
- Lunch and breakfast bills
- School uniforms, IDs, and supplies
- Student testing fees (PSAT, SAT, ACT, AP exams)
- Student consumables (workbooks, lab materials, any other supply provided to a student)
- Senior fees including graduation, prom, senior trip
- Any other item where a fee is assessed by the school

IDEA only accepts cash, money orders, or cashier's checks. We do not accept personal checks or credit cards for any reason.

Student IDs

Each student in the high school will be provided with a photo ID card to identify him/her as a properly enrolled student at the school. This card shall be visible and shown upon request by any IDEA staff person. Students will be required to carry the ID badge with them during school hours and when attending all school events. Students who refuse to present their ID upon request may face disciplinary consequences. Students who lose their ID card will be required to purchase another card for \$5, each time it is lost. All bills must be paid in accordance with the school's student fee policy.

Student Privacy

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

Telephone Use

In order to eliminate the disruptive effect of cell phones and telephones on learning, IDEA does not permit use of these items during the school day. There are no telephones available for students at IDEA. In the event of an emergency, a staff member will contact a parent/legal guardian on the student's behalf. If a parent/legal guardian needs to contact his or her student with an emergency message, the parent/legal 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, s/he is to report to the office with a pass and ask to obtain permission to use a telephone. Students may not use cell phones or pagers in the school building at any time, as this is a violation of the Code of Conduct.

Uniform Policy

Virtually all professions have either explicit or implicit standards of dress, and IDEA is no exception. Students must abide by the school's dress code every day.

Students are required to wear a school uniform each day. The uniform shirt must be purchased from Risse Brothers School Uniforms at 1-888-923-0700 or online at www.rissebrothers.com. During cold weather months, students may only wear the IDEA uniform sweater or jacket, also available from Risse Brothers School Uniforms. Financial assistance for uniform purchases is available if needed.

The student uniform policy also requires additional items that must be purchased by the student or his or her parent/legal guardian. Please consult the daily uniform code below.

Daily Uniform Code

Student must be in full uniform when they enter the school building. If a student is not in full uniform, s/he will be required to correct the issue. Disciplinary action will be taken if a student is not in full uniform by the time school starts, or has not made arrangements to be in full uniform.

Each day, students must wear:

- School/Student ID
- Gray polo with IDEA logo or white button-down shirt with IDEA logo that remains tucked in at all times
- Black khaki pants or skirt (no cargo pants allowed)
- All-black or all-white dress shoes or dress sneakers (including laces)
- All-black belt

JROTC students must wear the JROTC uniform on the designated day of the week (Wednesdays), and in the manner outlined by JROTC regulations.

Specific Uniform Requirements

Student ID MUST:

- Be presented to security upon entering the building
- Be visible and worn at all times

Student ID must NOT:

- Be worn on a chain or any distracting or unsafe fastener

Pants/Bottoms MUST:

- Be all black, made of khaki material
- Be worn appropriately at the waist
- Be neat and clean and free of visible debris, dirt or residue
- Cover lower torso (no skin showing on lower back)
- Fit appropriately
- Be wide enough to fit over shoes and boots

Pants/Bottoms must NOT:

- Be cut-offs, shorts, skorts, capri pants, jeans, skinny jeans, cargo pants
- Be made of denim, fleece, legging, tight or spandex material or corduroy
- Be rolled up at the ankles
- Sag or be too tight or too loose
- Have chains, beading, ties, embroidery or additional decoration
- Have multiple pockets such as cargo pants
- Be rolled up (both or one leg)
- Be tucked into shoes/boots

Belts MUST:

- Be all-black
- Have a plain buckle
- Be worn appropriately through the belt loops of the student's pants

Belts must NOT:

- Have designs, inappropriate language, graphics, stickers, patches, chains, attachments
- Be battery-operated, electronic, or made of chains
- Be larger than 2in x 2in

Tops MUST:

- Have the IDEA logo visible
- Be tucked in at all times
- Be neat and clean and free of visible residue or debris

Students may wear the IDEA logo uniform sweater or jacket

Students may wear plain white, plain black or plain grey t-shirts under their IDEA shirt.

Absolutely no writing or logos are permitted on undershirts.

Tops must NOT:

- Be too loose or too short to be tucked in
- Be too tight
- Reveal undergarments
- Have holes or debris

Outerwear MUST:

- Have the IDEA logo visible
- Be neat and clean and free of visible residue or debris

Students may wear the IDEA logo uniform sweater or jacket during the school day

Outerwear must NOT:

Be non-IDEA sweaters or sweatshirts worn during the school day. Students must store their outerwear in their lockers.

Outerwear that does not follow the IDEA uniform expectations will be confiscated and stored in the lost and found. Students are solely responsible for retrieving their items at the end of the day. IDEA is not responsible for items that are lost, misplaced, or stolen.

Shoes MUST:

- Be ALL-black OR ALL-white
- Be dress shoes or sneakers

Shoes must NOT:

- Be heels, wedges, platforms or footwear that are taller than 2 inches
- Be flip-flops, thongs, crocs, slippers, open toed or open backed
- Have different colored laces
- Have pant legs tucked into them
- Have logos, or graphics or colors, including on the laces

Socks, stockings, tights MUST:

Be neat, clean, and free of holes

Socks, stockings, tights must NOT:

- Be fishnets or leggings
- Have tears, rips, or holes

Standard Uniform and Dress Down Clothing Expectations

The expectations below will remain in place throughout the school year, regardless of the day or theme during dress down days (e.g. class color day, pajama day, jeans and sneakers day). Any uniform issues may be addressed by any member of the IDEA team and will be addressed immediately. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the school may require the student to change his/her dress or appearance.

- Hats, sweatbands, ties, scarves, headbands, sun visors, bandanas, skullies, headwraps, bonnets, do-rags, hair picks, and headscarves are not to be worn and must be kept in student lockers during the school day. These items may never be worn in the school building, even when entering or exiting.
- Jewelry, including necklaces, bracelets, earrings, and belt buckles, that is distracting and/or contains inappropriate wording or is nonverbally suggestive is not allowed. As general guidelines, earrings should not be larger than a quarter, no more than one bracelet per arm, and necklaces must be tucked into uniform shirts.

- Students wearing make-up should use natural and neutral colors only. Bright pink, bright red, green, blue, purple, black, etc. are not allowed. Students will be instructed to correct their appearance if the administration deems it necessary.
- Excessive or distracting facial piercings are not allowed.
- Jewelry, belts, shoes, or pants with profanity, that refer to alcohol or drugs, or that are sexually suggestive are not allowed.
- Any article of clothing, accessories, or markings on clothes or skin that could be perceived as gang or crew related is not allowed at any time.
- Pants/bottoms must be free of rips, tears, or chains.
- Pants must be worn at the waist and underwear may not be exposed.
- Sunglasses, large purses, and backpacks must be kept in lockers.
- Clothing may never have low necklines or expose undergarments, cleavage, backs, or midriffs
- Clothing may never be halter tops, tank tops, sleeveless, strapless, spaghetti straps, or see through
- Other inappropriate items determined by an IDEA administrator will not be allowed.

Allowed With Approval

An administrator must individually approve religious/cultural head wraps. Any other uniform exceptions for religious reasons must be documented by a parent/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/or sweatpants as necessary for the weather. IDEA PE uniform consists of:

- White T-shirt (no lettering/logos)
- Plain black shorts (no lettering/logos) OR black sweat pants
- Sneakers with laces

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

Dress Down

Throughout the school year, students may earn the opportunity to dress down. These are limited events and specific clothing guidelines will be outlined ahead of time and must be followed. Students who do not follow the guidelines may be sent home or instructed to correct the issue. Disciplinary action may be taken if a student is not in full uniform, or has

not made arrangements to meet the dress down criteria or be in full uniform, by start of the school day. Students may elect to wear their school uniform on dress down days.

Title IX

In compliance with Title IX of the Education Amendments of 1972, IDEA does not discriminate on the basis of sex or age in the employment of, or admission to, any education program or activity.

Transportation

Parents/legal guardians are responsible for students' transportation to and from school. Monthly bus passes may be purchased during designated times. Students waiting for parents/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.

Video Surveillance

IDEA is secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Students and/or 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/or 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

Family members of students and other guests are welcome at IDEA. Given national incidents of school violence, IDEA has established the following policy to ensure the safety of all members of the school community:

All visitors, including parents, guardians, family members, former students, and former staff members must pass through the security check point, present current identification to be photocopied, and sign in and out at the security desk at the school entrance, every time they wish to enter the building.

Once signed in, the visitor, regardless of the purpose for the visit, must proceed to the main office to receive a visitor's pass and further instructions.

All visitors, other than a student's documented parent/guardian, must show proof that the parent/guardian has granted him/her permission to speak with, see, or receive information regarding the child; and explain the purpose for the visit.

Any visitor wishing to visit a current student must be included on the student's Emergency Contact Form. The school will not allow anyone to see, speak with, or receive information about a student if s/he is not included on the form. Any changes to the Emergency Contact Form must be done so in writing from the parent/legal guardian listed as the primary contact for the student.

A visitor wishing to meet with a teacher or another staff member should make an appointment in advance with that person.

Visitors who wish to observe a classroom will be expected to attend an orientation meeting with a school administrator, prior to the observation. As a courtesy, we ask that visitors make an appointment for a classroom observations at least 24 hours in advance.

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/legal 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. Parent/legal guardians must provide proof of enrollment in a subsequent school. Failure to do so will result in the student being considered truant or a drop-out. Proper truancy protocols will be followed. IDEA cannot release student records if the process is not followed.

Students who withdraw from IDEA at any point may not re-enroll during the same school year. 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 DOH does not permit students to remain at IDEA if they have a communicable disease or symptoms of a communicable disease. Parents/legal guardians should notify the school's 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 in school will be suspended and a disciplinary review hearing may result. 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.

Food, Drink, and Gum

The health of our students and community is important to us. Therefore, students may not bring in unhealthy food or drinks such as soda; candy; energy drinks, 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.

Students may not have food or drinks outside of the cafeteria. If a student brings his or her lunch, s/he 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. Food will not be mixed, heated or cooked for students at any point before, during or after school.

At no time during the school day are visitors allowed to provide students with outside food. Students who have dietary restrictions must present a doctor's note stating the food restrictions to the school prior to the start of the school year.

Energy Drink Defined: A beverage that is not meant to replenish the sugar and minerals lost from the body during physical exercise, but instead act as a stimulant. It is intended to increase a person's energy level and is designed to give the consumer an increased amount of energy by using a combination of caffeine, methyl xanthenes, B vitamins, processed sugar and/or exotic herbal ingredients. Some, but not all energy drinks may be labeled with the wording such as "energy," "energy booster," or similar phrases.

Gym Facility and Physical Education Program

IDEA's campus includes a state-of-the-art facility for student use in the physical education program and athletic program. All students are required to complete 1.5 credits of health and physical education to meet graduation requirements. Students must meet the athletic eligibility guidelines to participate in school-sponsored athletics. The school has

established guidelines and policies guiding the use of the gym facility and physical education classes to ensure the safety of all students and staff. These guidelines are subject to change.

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 in the facility
- Water bottles are allowed when working out and during PE class as specified by the supervising teacher and/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/legal guardian consent. Students must have on file a medication authorization form that can be obtained from the nurse.

The Health Suite is located on the second floor in a central location for all students. 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/legal guardian. Students who are ill may not leave the building without written authorization from the attendance office.

Immunizations

Students must be up to date on all immunizations recommended by the District of Columbia Department of Health (DOH). 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. Students who do not have up-to-date immunizations will not be permitted to attend school.

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 any other facility, will not be tolerated.

Lunch

Lunch is provided to students free of charge through the USDA's Community Eligibility program. Students may also bring their own lunch if they wish, although refrigeration or re-heating is not provided by the school. IDEA is a closed campus; students may not leave campus to obtain food nor are they permitted to order food for delivery. Students are not permitted to eat or drink outside of the cafeteria. Visitors may not bring students food at any point during the school day.

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

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/faculty member that s/he is being abused at home, there is drug use in the home, s/he has been sexually abused, s/he is engaging in child pornography or prostitution, s/he has witnessed domestic abuse, s/he is being threatened at home, or s/he does not want to go home because s/he is afraid.
- A student threatens suicide or threatens to kill or seriously harm another person.
- 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/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 s/he is holding a job.
- Parents/legal guardian are repeatedly not returning phone calls, responding to notes or letters home, or are not 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)
- Difficulty breathing (e.g. uncontrolled asthma attack)
- Lethargy, irritability, persistent pain, or other sign of possible severe illness
- Vomiting (two or more times in the past 24 hours)
- Mouth sores associated with drooling (e.g. herpes stomatitis)
- Contagious rash (chicken pox, impetigo, scabies, ringworm of the scalp)
- Rash with fever or behavior change
- Infectious conjunctivitis (pink/red eye with white or yellow eye discharge)
- Head lice
- Sore throat and swollen glands to the point of discomfort and difficulty eating
- Persistent cough that interferes with activities

If the school nurse or IDEA staff/faculty suspect or learn of a student with a communicable disease, contagious symptoms, or any of the above signs/symptoms, the student must submit a physician's note indicating that s/he 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/legal 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). Additionally, 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 medicine—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.

Non-prescription medicines—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.

Student and Family Rights and Responsibilities

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parent/legal 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/legal 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/legal guardians, and encourages any parent/legal guardian to offer feedback on any aspect of the school program. If you are a parent/legal 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 jrydstrom@ideapcs.org

Principal Lanette Bacchus lbacchus@ideapcs.org

Vice Principal of School Culture Mark Sturdivant msturdivant@ideapcs.org

If the leaders within the school are unresponsive, parent/legal guardian should address their concerns with the school's Board of Trustees.

Chair, Board of Trustees - David Owens - DOwens@eei.org

If the school's Board of Trustees is unresponsive, the parent/legal guardian should then contact the DC Public Charter School Board (PCSB). The parent/legal guardian will be asked at that time to document (notes from conversations, emails, correspondence) their communications with school leaders and the Board. PCSB staff will immediately contact the school to get input from the appropriate school personnel, and will determine if further PCSB action is required. PCSB staff will inform the parent/legal guardian or community member of the PCSB's determination. *See Appendix I for more details on the grievance policy and grievance form.*

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/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, s/he 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's Code of Conduct

Level I Violations

Level 1 behaviors are defined as those behaviors that distract and/or disrupt staff members from teaching, supervising, or otherwise adequately performing their job. Level 1 violations may also be behaviors that distract and/or disrupt other students from learning and performing to the best of their abilities. These misbehaviors are often minor and are usually resolved quickly with an intervention administered by the classroom teacher or staff member who is supervising the student at the time of the misbehavior.

Level 1 violations include, but are not limited to:

- Eating or drinking outside the cafeteria
- Possession or consumption of energy drinks or prohibited food items
- Possession of non-instructional items (including electronics) at any point during the school day or a school sponsored activity
- Intentional off-task, disruptive behavior or excessive noise in the classroom, hall, or building
- Uniform violations or personal grooming outside of the restroom
- Failure to follow directions the first time or refusing to make a timely transition
- Destroying classroom, school or personal property valued at less than \$50

If a student is found to have committed a Level 1 violation of IDEA's Code of Conduct, the following disciplinary measures may be taken:

- Staff redirection
- Behavioral intervention strategies
- Conference (staff member and student)
- Before, during or after school detention
- Parent/legal guardian notification
- Loss of school privileges
- Confiscation of non-instructional item(s)
- Temporary removal from activity
- School/community work tasks

Level 2 Violations

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.

Level 2 violations include, but are not limited to:

- Destruction of school or personal property valued at more than \$50 but less than \$500
- Using profanity or offensive words or gestures towards others (non- sexual or threatening)
- Disrespectful words, actions, or gestures towards other students
- Taunting, mocking, “teasing,” “just playing with,” “joning,” “dissing,” or making fun of others
- Roughhousing or playfighting, slap boxing, sparring
- Horseplay or running in the classroom, hall, or building
- Truancy/skipping class, being out of area
- Forgery (including hall passes) or lying or giving misleading information to staff
- Insubordination, or repeated refusal to follow instructions given by staff or arguing with a staff member
- Cheating or copying another student’s work on a major assignment
- Inappropriate use of instructional technology (laptops, digital cameras, etc.) including use without permission or accessing inappropriate content
- Refusal to surrender electronic device to staff
- Possession of drug paraphernalia

If a student is found to have committed a Level 2 violation of the IDEA’s Code of Conduct, the following disciplinary actions may be taken, in addition to all Level 1 disciplinary actions:

- Mediation
- Counseling/intervention
- Suspension from extracurricular school activities
- Loss of privileges for an extended period of time or criteria period
- In-school suspension (from a class period to up to three days)
- Parent/legal guardian conference with staff or administrator
- Disciplinary probation
- Out-of-school suspension (1-10 days)

Level 3 Violations

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.

Level 3 violations include, but are not limited to:

- Threatening words or offensive gestures (verbally, electronically, or written)
- Communicating slurs based on actual or perceived race, color, religion, national origin, sex, age, marital status, family responsibilities, matriculation, political affiliation, disability, income, or sexual orientation
- Engaging in behavior that demonstrates gang/neighborhood crew affiliation (displaying clothing or gestures associated with gangs)
- Possessing or distributing material or literature that is disrespectful, demeaning, humiliating, obscene, or damaging to students or staff. This includes posting material on the Internet or sending material electronically
- Tampering with, pulling fire alarm, or using extinguishers in non-emergency situations
- Damaging or defacing school or private property valued at more than \$500
- Stealing or attempting to steal school or private property, or knowingly receiving stolen or private property
- Leaving the school premises or a school-sanctioned activity without permission; trespassing on school grounds after-hours or during a suspension
- Instigating or encouraging (verbally or non-verbally) the aggressive or threatening behavior or actions of others
- Refusing to be properly follow the security protocols (wanding, bag checks, etc.)
- Criminal act or any behavior or other conduct not specifically enumerated in any other class that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others

If a student is found to have committed a Level 3 violation of the IDEA's Code of Conduct, the following disciplinary actions may be taken, in addition to all Level 2 disciplinary actions:

- Removal from extracurricular activities for remainder of school year
- Restricted privileges for remainder of school year
- Out-of-school suspension (1-10 school days) and parent/legal guardian conference
- Disciplinary probation
- Disciplinary review hearing

Level 4 Violations

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 administrator 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.

Level 4 violations may include, but are not limited to the following behaviors:

- Repeated/multiple Level 3 behaviors
- Threatening actions or behavior (verbal and non-verbal), bullying or harassment of students or staff (physical, verbal, or electronically), hazing, extortion
- Fighting or showing physical aggression towards students or staff
- Attempting to or threatening to cause physical harm to a staff member or school personnel (assault), including making terrorist threats
- Possession, sale, distribution or use of drugs, alcohol, chemical or organic solvent used to induce euphoria or hallucinations, or other prohibited items, including over-the-counter or prescription medication
- Committing or attempting to commit sexual assault or battery
- Any behavior or other conduct not specifically enumerated in any other class that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others
- Possession or use of mace, pepper spray or any item that can be used as a concealed weapon
- Rioting, group disobedience or disturbance, fighting
- Planning a fight or assault (premeditated participation of self or others)

If a student is found to have committed a Level 4 violation of the IDEA's Code of Conduct, the following disciplinary actions may be taken, in addition to all Level 3 disciplinary actions:

- Out-of-school suspension (including long-term suspension)
- Pre-expulsion behavior contract with improvement plan
- Expulsion/recommendation for dismissal
- Police notification

Consequences and Procedures

Academic and Discipline Meetings

A parent/legal 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.

Detentions (Teacher and Administration Issued)

Detentions 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 detention list will be posted in a common area for student reference.

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

In-School Suspension

During an in-school suspension (ISS), the student remains in school but is not permitted contact with other students, in order to provide the opportunity for individual behavior modification. ISS is assigned by a school administrator. Students who are in ISS are marked absent from class. While in ISS, students will not be allowed to participate in any school activities but will be expected to complete their missed work for the day as well as a reflective ISS work packet. Failure to complete ISS work or to follow ISS rules may result in additional ISS days, a parent/school discipline meeting with the administration, out-of-school suspension, and/or other disciplinary actions.

Out-of-School Suspension

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/legal 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/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/legal guardian must participate in a re-entry meeting prior to the student being allowed

to resume his/her normal class schedule.

Students who have earned OSS are responsible for completing any missing class-related work while out of school. Parents/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/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/legal 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/legal guardian.
- IDEA Public Charter School will present (verbally, electronically, or through mail), a re- entry meeting date and time to the parent/legal guardian, along with the notice of suspension, which will include an offer to meet with the parent/legal guardian.
- The student and parent/legal guardian meet with appropriate staff before the student will be allowed to return to school or resume his/her 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, s/he 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 and has been or would be suspended from school for a period of 10 days or more, per IDEA guidelines.

Parent/Guardian Shadowing

As an intervention, the administration may invite a student's parent/legal guardian to shadow his/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.

Reflection Assignment

- In-class - As an intervention, there may be times that a student will be instructed to move to a quiet area of a classroom to complete a reflection assignment as a means of refocusing the student and keeping him/her in class.
- 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/Guardian Participation and Guiding Principles Conference

A parent/legal 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/legal 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/legal guardian has met with school officials. Repeated non-compliance of a parent/legal 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/legal 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, s/he 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/legal guardian regarding a student's disciplinary probation status. If a parent/legal 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/legal guardian.

Steps in Disciplinary Probation:

1. After a student is placed on disciplinary probation, s/he will be required to attend a conference with the dean and/or another member of the administrative team and his or her parent/legal 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, s/he will be reviewed by their dean and/or administration at which point s/he 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, s/he 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, s/he

will be reviewed by his or her dean and/or administration at which point s/he 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 Public Charter School.
- 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/guardian. The vice principal or principal will inform the parent/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/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/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/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/guardian that the student may return to school after the completion of the 10-day suspension.
4. The school will notify the parent/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/guardian and/or scholar does not attend the expulsion hearing, he/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/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 7 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/guardian following the principal's meeting.

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, e-mail, and social networking sites—to harass, bully, threaten, or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyber bullying 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/instructions of school personnel. This refusal to change behavior or follow instructions or school/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, "messaging 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/legal 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)
- Suspension from school or suspension from regular classes
- 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/her role, while representing the school, s/he 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/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 and/or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school's educational processes and/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/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, back pack, 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, and/or Retaliation

IDEA Public Charter High School does not engage in or permit discrimination, harassment and/or retaliation and believes in the basic tenants 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 Director of Academics or to the Executive Director, if the complaint involves the Director of Academics, 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/legal 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 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/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.

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 of 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 devises 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/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 PCS .

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 PCS'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 PCS'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 laptops, netbooks, tablets, e-readers (e.g. Kindles), 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/her parent/guardian are fully responsible for the technology. Any damage, theft, misuse will be the responsibility of the student and his or her parent/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, e-mail, and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyber bullying 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 e-mail, twitter, social networking site postings, website postings, blogs, message boards, you-tube, 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.



Acceptable Use Agreement

ACCEPTANCE OF CONDITIONS

Print name of student

accepts the conditions, as outline in the Acceptable Use Agreement,
for provision of the Internet and school computers by

IDEA Public Charter School (IDEA PCS)

Student Signature

Date

Parent/Guardian Signature

Date