Parent/Student Handbook
2014–2015

Friendship Southeast Academy

Friendship Chamberlain Elementary and Middle

Friendship Woodridge Elementary and Middle

Friendship Blow Pierce Elementary and Middle

Friendship Technology Preparatory Academy

Friendship Collegiate Academy

These policies are subject to change at the discretion of the Friendship Public Charter School. Donald L. Hense, Chairman
## 2014 – 2015 School Year Calendar

### SCHOOL HOLIDAYS & BREAKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Jul</td>
<td>4th of July</td>
</tr>
<tr>
<td>1 Sep</td>
<td>Labor Day</td>
</tr>
<tr>
<td>13 Oct</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>11 Nov</td>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>27 Nov</td>
<td>Thanksgiving Holiday &amp; Break (Nov 27-28)</td>
</tr>
<tr>
<td>25 Dec</td>
<td>Christmas Day (Winter break Dec 22 - 31)</td>
</tr>
<tr>
<td>1 Jan</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>19 Jan</td>
<td>MLK Jr. Day</td>
</tr>
<tr>
<td>16 Feb</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>6 Apr</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>11 Apr</td>
<td>Spring break Apr 11 - 17</td>
</tr>
<tr>
<td>16 Apr</td>
<td>Emancipation Day</td>
</tr>
<tr>
<td>23 May</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

### LEGEND

- **H**: Holiday (Schools & Offices Closed)
- **T**: Break (No School for teachers & students)
- **PD**: Professional Development (No school for students)
- **DT**: Data Talk Day (No school for students)
- **QLC**: Quarterly Learning Contract (No school for students)
- **B**: Early Release (10/31 & 4/3) and No school for students (1/23)
- **R**: Report Cards Distributed
- **SCR**: Saturday Credit Recovery
- **PR**: Progress Report Cards Distributed
- **SCR**: Saturday Credit Recovery

### Make-Up Dates in the Event of Inclement Weather

- April 6, June 18, June 19

### Friendship Cares & Summer Learning Academy

- Begins: August 25, 2014
- Spring Break Camp: April 13-17, 2015
- Last day for school year: June 17, 2015
- Summer Camp starts: June 29, 2015
- Summer Camp ends: August 7, 2015
- Summer Learning Academy starts: June 29, 2015
- Summer Learning Academy ends: July 29, 2015 (23 days)

### 180 Instructional Days (Half Days 10/31 and 4/3)

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2014</td>
<td>180</td>
</tr>
<tr>
<td>September 2014</td>
<td>180</td>
</tr>
<tr>
<td>October 2014</td>
<td>180</td>
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<tr>
<td>November 2014</td>
<td>180</td>
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<tr>
<td>December 2014</td>
<td>180</td>
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<tr>
<td>January 2015</td>
<td>180</td>
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<tr>
<td>February 2015</td>
<td>180</td>
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<tr>
<td>March 2015</td>
<td>180</td>
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<tr>
<td>April 2015</td>
<td>180</td>
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<tr>
<td>May 2015</td>
<td>180</td>
</tr>
<tr>
<td>June 2015</td>
<td>180</td>
</tr>
<tr>
<td>July/August 2015</td>
<td>180</td>
</tr>
</tbody>
</table>

### School Holidays:

- **4 Jul**: 4th of July
- **1 Sep**: Labor Day
- **13 Oct**: Columbus Day
- **11 Nov**: Veteran’s Day
- **27 Nov**: Thanksgiving Holiday & Break (Nov 27-28)
- **25 Dec**: Christmas Day (Winter break Dec 22 - 31)
- **1 Jan**: New Year’s Day
- **19 Jan**: MLK Jr. Day
- **16 Feb**: Presidents' Day
- **6 Apr**: Easter Monday
- **11 Apr**: Spring break Apr 11 - 17
- **16 Apr**: Emancipation Day
- **23 May**: Memorial Day

### School Breaks:

- **6 Apr**: Easter Monday
- **11 Apr**: Spring break Apr 11 - 17
- **16 Apr**: Emancipation Day
- **23 May**: Memorial Day
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendship Public Charter School Profile</td>
<td>1</td>
</tr>
<tr>
<td>General Information</td>
<td>2</td>
</tr>
<tr>
<td>How do I contact Friendship PCS?</td>
<td>2</td>
</tr>
<tr>
<td>School Contact Information</td>
<td>2</td>
</tr>
<tr>
<td>Friendship PCS Community Office Contact Information</td>
<td>2</td>
</tr>
<tr>
<td>Event of School Closing, Delayed Openings, Early Dismissal</td>
<td>2</td>
</tr>
<tr>
<td>Enrollment</td>
<td>3</td>
</tr>
<tr>
<td>Transfer or Withdrawal of a Student</td>
<td>3</td>
</tr>
<tr>
<td>School Breakfast, Lunch and Supper Programs</td>
<td>3</td>
</tr>
<tr>
<td>Resources for Parents</td>
<td>3</td>
</tr>
<tr>
<td>What is the Office of Parent Relations?</td>
<td>3</td>
</tr>
<tr>
<td>What is the Parent Advisory Council (PAC)?</td>
<td>3</td>
</tr>
<tr>
<td>How Do I sign Up to Volunteer</td>
<td>4</td>
</tr>
<tr>
<td>Is Before and After Care Available</td>
<td>4</td>
</tr>
<tr>
<td>Conferences with Staff/Contacting Your Child’s Teacher or Other School Staff</td>
<td>4</td>
</tr>
<tr>
<td>What are QLC (Quarterly Learning Contract) Days?</td>
<td>4</td>
</tr>
<tr>
<td>Campus Visits and Classroom Observations</td>
<td>5</td>
</tr>
<tr>
<td>Scheduled Conferences with Staff/Your Child’s Teacher or Other School Staff</td>
<td>5</td>
</tr>
<tr>
<td>School Health Services</td>
<td>5</td>
</tr>
<tr>
<td>School Nursing</td>
<td>5</td>
</tr>
<tr>
<td>Authorization for Administering Medication During School Hours</td>
<td>6</td>
</tr>
<tr>
<td>Food Allergies</td>
<td>6</td>
</tr>
<tr>
<td>What are the requirements for Student Promotion?</td>
<td>7</td>
</tr>
<tr>
<td>Summer Learning Academy and Saturday Credit Recovery</td>
<td>8</td>
</tr>
<tr>
<td>Summer Learning Academy Attendance</td>
<td>9</td>
</tr>
<tr>
<td>High School Graduation Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Friendship PCS School Attendance Policy</td>
<td>9</td>
</tr>
<tr>
<td>Why is Attendance Important?</td>
<td>9</td>
</tr>
<tr>
<td>Friendship PCS Policy and Legal Consequences for Absences</td>
<td>10</td>
</tr>
<tr>
<td>Excused/Unexcused Tardiness and Early Pick-Up</td>
<td>10</td>
</tr>
</tbody>
</table>
Late Pick-Ups ................................................................. 11
Excused Absences ........................................................ 11
What is the Friendship PCS Uniform Policy? ...................... 12
Authorized Electronic Device Policy .................................. 14
Internet Use – Acceptable Use Policy .................................. 15
Friendship Public Charter School Code of Conduct and Discipline Policy .................................................. 17
Code of Conduct ............................................................ 17
Discipline Policy ............................................................. 18
Inappropriate and Disruptive Behaviors and Levels of Responses and Interventions ............................. 20
Code of Conduct Definitions ............................................ 22
Procedures for Suspension and Expulsion ............................ 24
Procedures for Appeal ...................................................... 25
Review and Determinations .............................................. 25
Friendship PCS Student Services and Resources .................. 26
Extended Learning Programs, Tutoring and Extra-Curricular Activities .................................................. 26
Notice of Non Discrimination ............................................ 27
Accessing Additional Resources to Support You and Your Child .................................................. 28
Additional Policies .......................................................... 28
FRIENDSHIP PUBLIC CHARTER SCHOOL PROFILE

Community Office: 120 Q Street NE, Suite 200 Washington DC 20002  (202) 281-1700  www.friendshipschools.org

FAST FACTS

<table>
<thead>
<tr>
<th>DATES EACH SCHOOL OPENED</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Chamberlain Elementary and Middle</td>
<td>1998</td>
</tr>
<tr>
<td>Woodridge Elementary and Middle</td>
<td>1998</td>
</tr>
<tr>
<td>Blow Pierce Elementary and Middle</td>
<td>1999</td>
</tr>
<tr>
<td>Collegiate Academy</td>
<td>2000</td>
</tr>
<tr>
<td>Southeast Academy</td>
<td>2005</td>
</tr>
<tr>
<td>Technology Preparatory Academy</td>
<td>2009</td>
</tr>
</tbody>
</table>

Graduation Rate: 95.2%
*4 year adjusted cohort rate for the Class of 2013

ABOUT FRIENDSHIP PUBLIC CHARTER SCHOOL

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

What We Do
Through innovative, challenging standards-based classroom learning experiences and extended learning programs, Friendship instills an appreciation for education, high academic and personal standards that prepare students to become responsible contributors to their communities and world.

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

The organization is headed by an independent board of trustees, consisting of 15 voting members – nine of whom are residents of the District of Columbia, including two parent representatives.
How do I contact Friendship PCS?

School Contact Information

Friendship Blow Pierce Elementary and Middle
725 19th Street, NE
Washington, DC 20002
(202) 572-1070
Principal: Dr. Jeffrey Grant
School Hours: 7:45am-4:00pm

Friendship Chamberlain Elementary and Middle
1345 Potomac Avenue, SE
Washington, DC 20003
(202) 547-5800
Principal: Morrise Harbour
School Hours: 7:45am-4:00pm

Friendship Collegiate Academy
4095 Minnesota Avenue, NE
Washington, DC 20019
(202) 396-5500
Principal: Peggy Jones
School Hours: 7:45am-3:30pm

Friendship Southeast Academy
645 Milwaukee Place, SE
Washington, DC 20032
(202) 562-1980
Principal: Tawana Carr
School Hours: 7:45am-4:00pm

Friendship Technology Preparatory Academy
620 Milwaukee Place, SE
Washington, DC 20032
(Grades 6-7)
(202) 562-1681

2705 Martin Luther King Ave, SE
Washington, DC 20032
(Grades 8-12)
(202) 552-5700
Principal: Doranna Tindle
School Hours:
Grades 6-11 8:00am-3:40pm
Grade 12 7:45am-3:40pm

Friendship Woodridge Elementary and Middle
2959 Carlton Avenue, NE
Washington, DC 20018
(202) 635-6500
Principal: Rictor Craig
School Hours: 7:45am-4:00pm

Friendship PCS Community Office Contact Information
120 Q Street, NE
Suite 200
Washington, DC 20002
Main Office Phone Number: (202) 281-1700
Web address: www.friendshipschools.org

Event of School Closings, Delayed Openings, Early Dismissals
In the event of inclement weather or other emergency, please refer to NBC4, ABC7, CBS9, and Channel 5 (FOX Network) for information regarding the schedule for that day. Additionally, the school will send messages to your home telephone numbers, so please check your voice mail. Finally, refer to the Friendship mobile app for information.
Enrollment
Every year, students must be re-enrolled in school regardless of prior year enrollment and attendance. Parents must take advantage of the early enrollment opportunity and submit residency verification information in early April to ensure that their children have slots reserved. Otherwise, students may lose their slots. Please see www.friendshipschools.org for more detailed information.

Transfer or Withdrawal of a Student
Parents/guardians of record are required to come to the school and sign the necessary forms for a student’s withdrawal or transfer from Friendship. The transfer will not be complete and records will not be released unless a documented formal request is received from the enrolling school. Transfer or withdrawal papers will be processed at that time. Additionally, grades and transcripts will not be released until all accounts/fees are cleared.

School Breakfast, Lunch and Supper Programs
Breakfast and Lunch are served to all students free of charge every day that school is in session. Friendship PCS participates in the National School Lunch Program and School Breakfast Program and offers high quality, nutritionally balanced meals that meet the recently updated USDA guidelines for healthy school meals and also meet the requirements set forth in the Healthy Schools Act. All students who are enrolled in a qualifying after school program will also receive a hot supper at no charge as well.

RESOURCES FOR PARENTS

What is the Office of Parent Relations?
The Office of Parent Relations will:
- Provide support and information to the parents and families of Friendship PCS.
- Keep parents in touch with Friendship PCS news and happenings and provide programs and services that keep parents connected throughout the year.
- Listen to parent concerns, provide referral information and coordinate informal resolution meetings. Keep Friendship PCS parents and families informed, involved and connected with the campus and your student’s education.
- Help parents connect with any special help or services.

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

Roles and Responsibilities
The primary role of the PAC is to provide a forum through which parents can become more involved in the education of their children. The PAC may fulfill this role in a number of ways, including:
- conduct outreach to its members to determine the needs and interest of membership;
- plan activities designed to attract and recruit more parents to build a robust parent involvement program;
- help to provide access to information and available educational resources to all the parents in the school;
- identify issues of concern and work with educators to address these issues;
- provide opportunities for professional development for its parent membership;
- partner with other members of the school community (e.g., Director of Parent Relations, Learning Leaders) to offer services to families and share resources;
- engage in the school-based decision making process involvement and active participation on School Leadership Teams;
- hold and support fund-raising activities to benefit the children and association;
- sustain parent involvement and participation in school activities;
- establish multiple communication systems (e.g., newsletters, e-mail account, websites, phone trees) to ensure regular contact with members.
Why join PAC?
We encourage every family to join Friendship PAC! Besides generally increasing your own child's odds of succeeding at school you can get advice from other parents, you'll gain a greater understanding of educational issues, you'll be up to date on what's going on at school, you'll help improve schools for all students and you can influence important decisions.

How to join?
That's the easiest part! Anyone can join the PAC. Call your child's school and ask for the name of the PAC president, or simply show up at the next meeting. You will be welcomed with open arms.

When does PAC meet?

<table>
<thead>
<tr>
<th>Campus</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blow Pierce Elementary &amp; Middle</td>
<td>Monthly: 4th Tuesdays</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Chamberlain Elementary &amp; Middle</td>
<td>Monthly: 2nd Tuesdays</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Collegiate Academy</td>
<td>Monthly: 2nd Mondays</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Southeast Elementary Academy</td>
<td>Monthly: 3rd Wednesdays</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Technology Preparatory Academy</td>
<td>Monthly: 4th Tuesdays</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Woodridge Elementary &amp; Middle</td>
<td>Monthly: 3rd Tuesdays</td>
<td>5:30 pm</td>
</tr>
</tbody>
</table>

How do I sign up to volunteer?
Friendship PCS encourages and values volunteer involvement. Volunteers expand and enrich educational activities for students and staff by serving as tutors, mentors, providing assistance in the classroom, main office, field trips, etc. To volunteer please contact the school counselor who may recommend opportunities and assist you with the application process.

Friendship Parent Advisory Council will also solicit volunteers as needed. There are several events which require volunteers including the Friends and Family Movie Day, Spring Celebration, Graduations, Lunch duty and many others. Attending Parent Advisory Council meetings is a great way to meet other parents and get involved. All school volunteers must have a background check.

For more information please contact:

Gail B. Sivels
Director of Parent Relations and Sponsored Programs
120 Q Street, NE Washington, DC 20002 202-281-1700
gsivels@friendshipschools.org

Is before-school and/or after-school care available through Friendship PCS?
Friendship CARES is an extended learning program and the official before- and after-school care program of Friendship Public Charter School. The program serves students in grades preschool through 8 at the Chamberlain, Blow Pierce, Woodridge and Southeast campuses. While attending this program, students receive tutoring as well as other enrichment and developmental activities. For additional information, please contact Shakira Hemphill at 202-281-1700.

Conferences with Staff>Contacting Your Child's Teacher or Other School Staff Member:
Friendship PCS provides the following opportunities for parents/guardians to discuss their child’s performance and concerns:

1. Quarterly Learning Contract (QLC) conferences
2. Campus Visits and Classroom Observations
3. Scheduled Conferences with Staff/Your Child’s Teacher or Other School Staff

What are QLC (Quarterly Learning Contract) Days?
A key part of every parent’s engagement is understanding the academic progress your children make throughout the year. Parents will receive information on their child's progress including classroom grades, attendance, behavior and
most recent assessment data. Parents, students, and teachers will work collaboratively to set performance goals and targets. To that end, parents are required to attend the Quarterly Learning Contract (QLC) day conferences. During SY 14-15, these mid-quarter conferences are scheduled on October 31, January 23, and April 3. On QLC days, parents, students and teachers will:

- Review student grade level proficiency assessment data (Benchmarks, Principal’s Assessments, unit tests, student portfolios, etc.)
- Discuss behavior and attendance
- Discuss student promotion status
- Discuss enrichment opportunities
- Develop and sign a plan to reach written goals

Campus Visits and Classroom Observations
Friendship PCS requires all guests to use the main entrance to our buildings. Guests are required to report to the security desk to sign in and retrieve a visitor badge that must be worn for the duration of your visit. Guests must follow the direction of security and may not roam the school building. At the completion of the visit, guests must sign out at the security desk. Friendship reserves the right to provide a security escort or bar suspicious or disruptive activity or behavior.

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

Scheduled Conferences with Staff/Your Child’s Teacher or Other School Staff:
Friendship PCS places a great deal of emphasis on parent involvement and we welcome parents/guardians to contact the school with requests for assistance or to express concerns. Contact with Friendship PCS staff regarding concerns should be made in the following order: (1) Teacher (2) Assistant Principal (3) Principal (4) Friendship PCS Community Office. If a parent/guardian wants to discuss a matter with a member of the school staff, the following procedure should be followed:

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

School Health Services
School health services are available at all Friendship campuses. Friendship Public Charter School partners with the DC Department of Health and Children’s School Health Services to provide school nursing services to your child(ren). Parents should refer to sections below regarding nursing and parent submission of health information.

School Nursing
The school nurse provides the following services which do not replace the care a student should receive from a regular doctor or clinic.

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

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

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

Authorization For Administering Medication During School Hours

Please Note: No medication will be administered at school in the absence of a complete, approved Authorization For Administering Medication Form.

In the event that a parent requests that a student take medication during the school day, please follow these procedures.

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

Food Allergies

If your child is allergic to certain foods please provide a note to the school nurse, your child’s classroom teacher, as well as your child’s food service coordinator. If medication is being taken at school (i.e. Epi-Pen, etc.), you are also required to fill out the Authorization for Administering of Medication Form.
FRIENDSHIP PCS PROMOTION

What are the requirements for student promotion?

How will I know if my child is in danger of retention?

This section outlines information based on student promotion. You will receive this information throughout the school year and at QLC (Quarterly Learning Contract) days (see page 4). Students at risk of not being promoted will be notified through their quarterly report cards, during parent conferences and at other times throughout the school year as academic assessment, attendance and other student performance data are available.

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

Parents must track their child(ren)’s academic progress throughout the school year by attending the mandatory Quarterly Learning Contract (QLC) days and reviewing your child(ren)’s assessment and grade reports in order to determine whether your child may have to attend summer school.

PROMOTION CRITERIA

<table>
<thead>
<tr>
<th>Promotion to Pre-Kindergarten through 8th Grade</th>
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</thead>
<tbody>
<tr>
<td>Promotion is based on students meeting grade-level standards and will be determined by the following:</td>
</tr>
<tr>
<td>• Assessment information – Provided at QLC (Quarterly learning Contract) days. (Student must meet certain targets to be eligible for promotion - including performance on classroom assignments)</td>
</tr>
<tr>
<td>• Teacher recommendation</td>
</tr>
<tr>
<td>• Principal recommendation</td>
</tr>
<tr>
<td>• Attendance (Students must have less than twenty (20) unexcused and/or excused absences. If a child has 20 or more absences, the school reserves the right to retain the student) Students must meet Attendance policy requirements with exception provided for documented medical, IEP disability related, or other administrator-approved reason per the policy.</td>
</tr>
<tr>
<td>• Behavioral conduct records</td>
</tr>
<tr>
<td>• Academic Performance (Final report cards in English/Language Arts /reading and math must be a passing grade)</td>
</tr>
<tr>
<td>• Promotion regarding a student with a disability is determined by the Principal in collaboration with the IEP team. In instances where a student with a disability has 20 or more absences unrelated to the disability, the school reserves the right to retain the student without collaboration with the IEP team.</td>
</tr>
</tbody>
</table>

Students who do not meet grade level standards may be required to attend Summer Learning Academy. Students who fall below certain standards may be required to repeat their current grades.

<table>
<thead>
<tr>
<th>Promotion to Grade 9</th>
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<tbody>
<tr>
<td>To be promoted, students must</td>
</tr>
<tr>
<td>• Be on grade level in English Language Arts/Reading and Math with passing grades (Note: If a student is not meeting grade level standards in the previously identified subjects, he/she may be placed on a 4-5 year plan. The 4-5 year plan will require, at minimum, attendance at summer school annually in order to graduate within 4-5 years.)</td>
</tr>
<tr>
<td>• Attendance (Students must have less than twenty (20) unexcused and/or excused absences. If a child has 20 or more absences, the school reserves the right to retain the student) Students must meet Attendance policy requirements with exception provided for documented medical, IEP disability related, or other administrator-approved reason per the policy.</td>
</tr>
<tr>
<td>• Meet student grade level proficiency targets. Assessment information will be provided on QLC (Quarterly Learning Contract) days.</td>
</tr>
<tr>
<td>• Successfully complete Summer Bridge Program.</td>
</tr>
</tbody>
</table>

Students who do not meet grade level standards may be required to attend Summer Learning Academy. Students who fall below certain standards may be required to repeat their current grades.
Promotion to Grade 10

To be promoted, students must

- Be on grade level in English Language Arts/Reading and Math with passing grades (Note: If a student is not meeting grade level standards in the previously identified subjects, he/she may be placed on a 4-5 year plan. The 4-5 year plan will require, at minimum, attendance at summer school annually in order to graduate within 4-5 years.)
- Earn a minimum of 7 credits, which must include English/Language Arts; Algebra I; Social Studies and Science.
- Demonstrate significant progress toward meeting grade level expectations throughout the year in previously identified subjects’ grade-level assessments.
- Attendance (Students must have less than twenty (20) unexcused and/or excused absences. If a child has 20 or more absences, the school reserves the right to retain the student) Students must meet Attendance policy requirements with exception provided for documented medical, IEP disability related, or other administrator-approved reason per the policy.

Students who do not meet grade level standards may be required to attend Summer Learning Academy. Students who fall below certain standards may be required to repeat their current grades.

Promotion to Grade 11

To be promoted, students must

- Earn a minimum of 14 credits, which must include English/Language Arts; Mathematics; Social Studies; and Science.
- Demonstrate significant progress toward meeting grade level expectations throughout the year in previously identified subjects’ grade-level assessments.
- Attendance (Students must have less than twenty (20) unexcused and/or excused absences. If a child has 20 or more absences, the school reserves the right to retain the student) Students must meet Attendance policy requirements with exception provided for documented medical, IEP disability related, or other administrator-approved reason per the policy.

Students who do not meet grade level standards may be required to attend Summer Learning Academy. Students who fall below certain standards may be required to repeat their current grades.

Promotion to Grade 12

To be promoted, students must

- Earn a minimum of 21 credits, which must include English/Language Arts; Mathematics; Social Studies; and Science.
- Demonstrate significant progress toward meeting grade level expectations throughout the year in previously identified subjects’ grade-level assessments.
- Attendance (Students must have less than twenty (20) unexcused and/or excused absences. If a child has 20 or more absences, the school reserves the right to retain the student) Students must meet Attendance policy requirements with exception provided for documented medical, IEP disability related, or other administrator-approved reason per the policy.

Students who do not meet grade level standards may be required to attend Summer Learning Academy. Students who fall below certain standards may be required to repeat their current grades.

Note for Promotion to all Grades: If your student fails to meet the grade specific promotion criteria listed above, they may be recommended/required to attend Summer Learning Academy and/or Credit Recovery (for high school students). Attendance at Summer Learning Academy or Credit Recovery does not guarantee promotion. Please consult with your child’s Principal.

Summer Learning Academy and Saturday Credit Recovery

Students may take advantage of Saturday Credit Recovery in order to retake previously failed courses necessary for promotion and graduation. Friendship Public Charter School will offer summer classes and Saturday credit recovery classes for high school students who are in need of academic course work, skill training, or remedial instruction. Students are required to make up graduation requirements and to keep up with their program of study by attending summer school and Saturday school.
Summer Learning Academy Attendance:
The Summer Learning Academy session dates are noted on the School Calendar. No exceptions will be granted in cases of scheduled vacations, etc. due to the advance notice provided in this handbook. Extenuating circumstances will be considered on a case by case basis only for documented medical or IEP disability related conditions. Students who accrue more than 6 hours (equivalent of one day based on summer school schedule) of absence (including absences and tardiness) will be dismissed from summer school and will not receive credit for their summer courses. Additionally, students who violate the Code of Conduct and other policies (dress code, etc.) will be dismissed from summer school. Given the compressed summer school schedule, enforcement of the attendance and discipline policies will be a priority and no exceptions will be granted to this policy except for documented medical or IEP disability related medical conditions.

High School Graduation Requirements

<table>
<thead>
<tr>
<th>For students who start in grade 9:</th>
<th>For students who start in grades 10, 11 or 12:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>English/language arts</td>
<td>English/language arts</td>
</tr>
<tr>
<td>Math (Must earn a passing grade in Algebra I)</td>
<td>Math (Must earn a passing grade in Algebra I)</td>
</tr>
<tr>
<td>Science (Must earn a passing grade in Biology)</td>
<td>Science (Must earn a passing grade in Biology)</td>
</tr>
<tr>
<td>Social Studies (Must earn a passing grade in Civics in Action: DC or AP American Government)</td>
<td>Social Studies (Must earn a passing grade in Civics in Action: DC or AP American Government)</td>
</tr>
<tr>
<td>World Language</td>
<td>World Language</td>
</tr>
<tr>
<td>Academy Courses/Electives</td>
<td>Academy Courses/Electives</td>
</tr>
<tr>
<td>Health/PE</td>
<td>Health/PE</td>
</tr>
<tr>
<td>Fine Arts (Music=.5/Art-.5)</td>
<td>Fine Arts (Music=.5/Art-.5)</td>
</tr>
<tr>
<td>Minimum Credit Requirement</td>
<td>Minimum Credit Requirement</td>
</tr>
</tbody>
</table>

All Friendship PCS students are required to complete a minimum of 120 community service hours

FRIENDSHIP PCS SCHOOL ATTENDANCE POLICY

Why is attendance important?
Students who are not in school consistently and on time miss valuable instruction and the opportunity to progress to their fullest potential. Instilling in your child the need to attend daily and on time will also foster good habits for later in life. Please let us know if you are experiencing any circumstances that are preventing you from ensuring your child attends school regularly and on time.

Students are expected to be present every day. Students must arrive at school prior to the official start of the school day, remain in school until the official close of the school day and arrive at all classes on time in accordance with the school’s bell schedule.
Friendship PCS Policy and Legal Consequences Regarding Absences
The accumulation of absences will harm your child’s academic standing and will result in your violation of the District of Columbia’s compulsory school attendance requirements. Failure to meet established attendance guidelines will result in the following consequences except in extenuating circumstances left to the discretion of the principal or school administrator:

<table>
<thead>
<tr>
<th>Grades</th>
<th>5 Absences</th>
<th>10 Absences</th>
<th>15 Absences</th>
<th>20 Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK3 and PK4 (Note: For Pre K 3-4 student attendance issues please refer to the Attendance/Truancy due process.)</td>
<td>5 UNEXCUSED ABSENCES per quarter</td>
<td>10 CUMULATIVE ABSENCES</td>
<td>15 CUMULATIVE UNEXCUSED ABSENCES</td>
<td>20 UNEXCUSED ABSENCES</td>
</tr>
<tr>
<td></td>
<td>• Referral to school-based student support team</td>
<td>• Notification to parent regarding excessive absences</td>
<td>• Mandatory Home Visit</td>
<td>• School may recommend drop from enrollment</td>
</tr>
<tr>
<td></td>
<td>• Mandatory parent conference with school based student support team to develop a plan for immediate intervention.</td>
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<td>• School may recommend drop from enrollment</td>
<td>• School reserves the right to retain the student.</td>
</tr>
<tr>
<td>K-8</td>
<td>5 CUMULATIVE ABSENCES per quarter</td>
<td>10 CUMULATIVE ABSENCES per quarter</td>
<td>15 CUMULATIVE UNEXCUSED ABSENCES</td>
<td>20 UNEXCUSED ABSENCES</td>
</tr>
<tr>
<td></td>
<td>• Referral to school-based student support team</td>
<td>• Failing grade(s) in relevant courses.</td>
<td>• Mandatory Home Visit</td>
<td>• School may recommend drop from enrollment</td>
</tr>
<tr>
<td></td>
<td>• Mandatory parent conference with school based student support team to develop a plan for immediate intervention.</td>
<td>• Official truancy letter to parent from Friendship and MPD with copy of Truancy Prevention Resource Guide.</td>
<td>• School may recommend drop from enrollment</td>
<td>• 5-13 year old students will be referred to Child and Family Services for truancy.</td>
</tr>
<tr>
<td></td>
<td>• Reduction of classroom grade(s) by one letter grade</td>
<td>• 10 UNEXCUSED ABSENCES IN A YEAR</td>
<td>• School may recommend drop from enrollment</td>
<td>• School reserves the right to retain the student.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Official truancy letter to parent from Friendship and MPD with copy of Truancy Prevention Resource Guide.</td>
<td>• School may recommend drop from enrollment</td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td>Same as K-8 above</td>
<td>10 CUMULATIVE ABSENCES</td>
<td>15 CUMULATIVE UNEXCUSED ABSENCES</td>
<td>20 UNEXCUSED ABSENCES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Failing grade(s) in relevant courses.</td>
<td>• Mandatory Home Visit</td>
<td>• School may recommend drop from enrollment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Official truancy letter to parent from Friendship and MPD with copy of Truancy Prevention Resource Guide.</td>
<td>• Mandatory Home Visit</td>
<td>• 5-13 year old students will be referred to Child and Family Services for truancy.</td>
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<tr>
<td></td>
<td></td>
<td>• Mandatory parent conference with school based student support team to develop a plan for immediate intervention.</td>
<td>• School reserves the right to retain the student.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 10 UNEXCUSED CONSECUTIVE ABSENCES</td>
<td>• 25 UNEXCUSED ABSENCES</td>
<td>• 14-17 year olds referred to Court Services for truancy.</td>
</tr>
</tbody>
</table>

Note: Students who are un-enrolled from Friendship Public Charter School are not eligible to return for the school year for which they are un-enrolled. If an un-enrolled student wants to return for the next school year, he or she will need to apply through the new student application process.

Excused/Unexcused Tardiness and Early Pick-Up
Late arrival and early pick-up are violations of the attendance policy. The District of Columbia Compulsory Attendance Regulations state that students must be in school a minimum of 80% of the school day to be marked present. Students who are tardy must sign in with the main office and must provide a valid reason for their tardiness. Please remember that tardy students are a disruption to the educational program. Students arriving late may also be assigned to tardy hall to prevent classroom disruption. Students will be integrated into the
classroom as soon as possible. We request that parents schedule medical, dental and other appointments for students outside of school hours. If a child has more than 20 absences (unexcused or excused) in a school year, the school reserves the right to retain the student.

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

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

- Student Illness
- Quarantine
- Death in the family
- Judiciary proceedings
- Religious holiday
- Temporary closing of the school facility
- Failure of DC government to provide transportation
- Medical or dental appointments
- Allowances for the student to visit a parent before or after military deployment
- Other extenuating circumstances left to the discretion of the principal or school administrator
- Out of School Suspensions
- Employment or other volunteer work approved by the school, provided that the student is seventeen (17) years of age, and provided further that any excused absences under this paragraph shall not adversely impact the student's academic performance or timely graduation.

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

**Attendance/Truancy Due Process for Truancy Cases of Greater Than Ten (10) Days Absences**
1. Upon receipt of a truancy violation greater than ten (10) unexcused absences, the student/student’s parent/guardian of record may request a hearing by contacting the Community Office at (202) 281-1700.
2. The hearing must be requested by a student/parent/guardian of record within three (3) days of the date indicated on the notice of truancy.
3. The hearing will be conducted by a Community Office panel.
4. Failure to request a hearing within 3 school days of receipt of notice will disqualify a student/parent/guardian from being able to request a hearing and the Community Office panel will automatically render representation on his/her behalf.
5. The student or parent/guardian may bring witnesses, evidence, character letters and/or representation on his/her behalf.
6. The hearing panel shall determine that all due process procedures have been followed or waived. The hearing panel may question any witness or party upon the direct or cross-examination testimony and shall examine all documentary evidence.
7. The hearing panel shall ensure that the hearing is conducted in a fair and orderly manner and shall have the authority to exclude any party or other person from the hearing on the grounds of substantial interference or obstruction of the orderly process.

8. After the hearing panel’s deliberation and recommendation, the student/parent/guardian of record shall be notified of the final determination in writing along with related consequences/mandatory interventions. This decision is final.

9. The student/parent and/or guardian may be required to sign an agreement with the panel regarding student attendance, consequences and/or related interventions for the remainder of the school year.

WHAT IS THE FRIENDSHIP PCS UNIFORM POLICY?

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

Campus

**Blow Pierce Elementary and Middle School**

**Polo shirts** White turtlenecks can be worn underneath uniform shirt. All students must wear the designated school logo shirt.

- Grades Pre K-6: White or Navy polo (All polo shirts must have school logo)
- Oxford shirts: Long sleeve with collar or short sleeve with collar (white color only)
- Grades 5-8: White Oxford dress shirt with logo and necktie. Blue or silver necktie for boys and silver crossbow for girls.
- Sweater/vest/blazer: Any style (must be navy)
  
All shirts must have a collar and must be tucked in at all times.

**Pants** – Docker Style, cotton-twill, or khaki with back pockets

**Jumpers** (must be worn with dress shirt and solid navy blue tie or bow tie) - khaki and/or Cotton-Poly blend

**Skirts** (1 inch above knee or longer) - Pleats, A-Line, Straight (must be worn with tights, pantyhose, socks or designated knee highs (must be navy, white or flesh color)

**Shorts** (worn June 1 – August 20 only) – Dockers-Style, cotton-twill, or khaki with back pockets

**Belt** - Must be worn at all times (with buckle not to exceed 2" x 2" - solid colors black or brown only)

**The sole of the shoe must be solid color black.**

- Loafers, Black tennis shoes, Lace up shoes
- Purses should not exceed 8"w x 8”d

**Earrings** (metal only: gold, silver, brass) cannot be larger than the size of a quarter.

Hair should be groomed.

**Chamberlain Elementary and Middle School**

**Polo shirts** White turtlenecks can be worn underneath uniform shirt. All students must wear the designated school logo shirt or the solid white or navy polo shirt.

- Grades Pre K-4: Navy polo
- Grades 5-8: White polo

**Oxford shirts** - Long sleeve with collar or short sleeve with collar (white color only)

**Sweater/vest/blazer** – Any style (must be navy)

**Pants** – Docker Style, cotton-twill, or khaki with back pockets

**Jumpers** (must be worn with dress shirt and solid navy blue tie or bow tie) - khaki and/or Cotton-Poly blend

**Skirts** (1 inch above knee or longer) - Pleats, A-Line, Straight (must be worn with tights, pantyhose, socks or designated knee highs (must be navy, white or flesh color)

**Shorts** (worn June 1 – August 20 only) – Dockers-Style, cotton-twill, or khaki with back pockets

**Belt** - Must be worn at all times (with buckle not to exceed 2" x 2" - solid colors black or brown only)

**The sole of the shoe must be solid color black.**

- Loafers, Black tennis shoes, Lace up shoes
- Purses should not exceed 8"w x 8”d

**Earrings** (metal only: gold, silver, brass) cannot be larger than the size of a quarter.

Hair should be groomed.
<table>
<thead>
<tr>
<th>Campus</th>
<th>Lower School (Grades 9-10)</th>
<th>Upper School (Grades 11-12)</th>
<th>The sole of the shoe must be solid color black.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Long sleeve shirts may be worn under the uniform shirt. However, the shirt must be the same color as the uniform shirt. All shirts must be tucked in at all times.</td>
<td>All 11th and 12th grade students are required to wear dress shirts and must be worn with a school issued or approved necktie (for boys) and crossbow (for girls). Long sleeve button up shirt with a collar (must be white only). All shirts must be tucked in at all times.</td>
<td>Loafers, dress shoes only, oxford-style (lace up), dress boots Jewelry: Earrings/ Necklaces/ Chains (metal only: gold, silver, brass) cannot be larger than the size of a quarter. Students may only wear one (1) necklace, chain, ring, bangle or bracelet to school. Purses (females only) should not exceed 8”w x 8”d Only solid black or white hats may be brought inside of the school building.</td>
</tr>
<tr>
<td></td>
<td>Grade 9 Solid white polo style</td>
<td>Grade 10 Solid navy polo style</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Upper School (Grades 11-12)</em></td>
<td><em>Upper School (Grades 11-12)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Polo shirts</strong> (solid white, burgundy or khaki)</td>
<td><strong>Polo shirts</strong> (short or long sleeved) in solid colors of white or royal blue.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-White turtlenecks can be worn underneath uniform shirt. All students must wear the designated school logo shirt or the solid white polo shirt.</td>
<td>Grades 9-12 Polo shirts (short or long sleeved) in solid colors of white, royal blue or forest green. All shirts must be tucked in such that the waistband or belt is visible.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Oxford shirts</strong> – Long sleeve with collar or short sleeve with collar (white color only)</td>
<td><strong>Polo shirts</strong> (solid white, burgundy or khaki)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Oxford shirts must be worn with a solid maroon tie or bowtie for males and maroon crosttie for females.</td>
<td><strong>Oxford shirts</strong> – Long sleeve with collar or short sleeve with collar (white color only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sweater/vest</strong> – Any style (must be burgundy, white, khaki or tan)</td>
<td><strong>Sweater/vest</strong> – Any style (must be burgundy, white, khaki or tan)</td>
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<tr>
<td></td>
<td><strong>Blazer</strong> – Any style (must be burgundy)</td>
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<tr>
<td></td>
<td><em>Upper School (Grades 11-12)</em></td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Pants</strong> – Docker Style, cotton-twill, or khaki with back pockets</td>
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<tr>
<td></td>
<td><strong>Jumpers</strong> – khaki and/or Cotton-Poly blend</td>
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</tr>
<tr>
<td></td>
<td><strong>Skirts</strong> (khaki or burgundy) - Pleats, A-Line, Straight (must be worn with tights, pantyhose, socks(navy or black) or designated knee highs (must be navy, off white, off black or flesh color only)</td>
<td><strong>Skirts</strong> (khaki or burgundy</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Shorts</strong> (worn June 1 – August 20 only) – Docker-Style, cotton-twill, or khaki with back pockets</td>
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<tr>
<td></td>
<td><strong>Belt</strong> Must be worn at all times (solid black only with buckle not to exceed 2&quot; in x 2&quot;)</td>
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<td><em>Upper School (Grades 11-12)</em></td>
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<tr>
<td></td>
<td><strong>Polo shirts</strong> - Any style (must be navy or white)</td>
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</tr>
<tr>
<td></td>
<td><strong>Sweater/vest/blazer</strong> – Any style (must be burgundy)</td>
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<td></td>
</tr>
</tbody>
</table>

In addition to items listed in the table, please also adhere to the following:

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

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

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

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

1st Offense: Confiscation, parent pick-up and possible conference regarding cell phone policy
2nd Offense: Confiscation, parent pick-up of cell phone and notification to parent regarding loss of cell phone privilege for the remainder of the school year and other disciplinary action taken

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

High School (Grades 9 to 12)
Students are allowed to bring cell phones and audio devices. However, cell phones and audio devices are to remain turned off and in students’ lockers at all times.

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

1st Offense: Confiscation, parent pick-up of electronic device and mandatory parent conference regarding electronic device policy.
2nd Offense: Confiscation until the next QLC day. Parent MUST meet with an administrator and the student may be subject to further disciplinary action.
3rd + Offense: Confiscation until the next QLC day. Parent MUST meet with an administrator and student will receive further disciplinary action.

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

Students who possess any electronic device shall assume responsibility for the theft, loss or damage to any electronic device brought to school or confiscated due to violation of this policy.
INTERNET USE — ACCEPTABLE USE POLICY

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

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

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

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

The following actions (which are not inclusive) constitute unacceptable use of the Friendship technology facilities, whether that use is initiated from school or any other site:

- Accessing Friendship PCS network and email accounts outside of school without a parent or guardian supervising the usage, unless the student is 18 or older; Revealing personal information about themselves on the internet, including name, address, telephone number and uploading photographs;
- Personally meeting anyone with whom they have only had prior contact with on the internet;
- Using profane, vulgar, or abusive language;
- Transmitting fraudulent, harassing, obscene, or otherwise inappropriate email messages;
- Displaying or transmitting any images, sounds, or messages, or other material that could be considered pornographic in nature or create an atmosphere of harassment or hate;
- Online game playing and gambling, unless these activities are legitimately related to school curriculum and coursework a teacher or other appropriate school personnel is supervising the activity;
- Accessing internet chat rooms, unless the chat rooms are related to school coursework and access is made under the supervision of a teacher, parent or guardian;
- Accessing social networking sites, including, but not limited to, My Space, Facebook and Twitter;
- Downloading or spreading computer viruses on Friendship PCS network computers or engage in any other deliberate conduct that disrupts, obstructs or burdens the resources of the Friendship PCS computer network;
- Engaging in any illegal or criminal acts, including, but not limited to, criminal gang activity, threatening the physical safety of another person or computer hacking;
- Installing or running any type of software on a Friendship PCS network computer without the consent of the Office of Information Technology;
- Using network computers for personal financial gain by posting messages that advertise the student’s own personal business or any business or venture in which the student has a financial interest;
- Reading, modifying or removing files owned by other students;
- Sharing their password or login identification with any other person;
Parent/Student Handbook
2014-2015

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

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

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

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

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

All students who use the Friendship PCS computer systems are solely responsible for their actions and will be held accountable for them. Friendship PCS makes no guarantee that the services provided by or through its computer systems will be error-free or without defect. Friendship PCS will not be responsible for any damage which may be suffered by those using the Friendship computer systems, including, but not limited to, loss of data or interruptions of service. Friendship PCS is not responsible for financial obligations arising through the unauthorized use of its systems.

**Student e-mail and electronic collaboration**

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

3. For any Services (or any portions of the Services) that use passwords, you agree to keep your password(s) private and you agree not disclose any passwords to any individual not authorized to receive such password(s). Do not post passwords in any public way (including on any widely-accessible Internet page or in hard copy on a bulletin board, etc).

4. You will not register (or attempt to register) for the services as any category of user that you do not legitimately qualify for. For example, if you’re a student, you will not register as a teacher, parent, administrator, Publisher, or any other category Google offers now or in the future.

5. You will respect and practice the principles of community.
   a. Report threatening or discomforting materials to a faculty member.
   b. Communicate only in ways that are kind and respectful.
   c. Do not use the resources to further other acts that are criminal or violate the school’s code of conduct.
   d. Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Consequences for Violation**

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

**Supervision and Monitoring**

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

**FRIENDSHIP PCS CODE OF CONDUCT AND DISCIPLINE POLICY**

**Code of Conduct**

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

- **Integrity**: Be honest and fair to others.
- **Responsibility**: Choose right over wrong. Accept consequences for your actions.
- **Confidence**: Know that you can achieve.
- **Care**: Help others.
- **Commitment**: Find your purpose and stay true to it.
Parent/Student Handbook
2014-2015

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

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

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

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

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

Discipline Policy
This policy is designed to address conduct that might reasonably lead the school to forecast substantial
disruption of or material interference with school activities, undermine the school’s basic educational mission,
or interfere with the rights of others. The following are details regarding when the policy applies, disciplinary
action that may be taken for violating the policy, a list of infractions and other school policies that parents
must review with their children.

Jurisdiction
While the provisions of this Code of Conduct purport to control, regulate, or establish standards for the actions,
behavior, or activities of students of Friendship Public Charter School, those provisions are enforceable by school
authorities, both during regularly scheduled school hours, as well as such other times and places, including,
but not limited to, the following:

- When the student is on school grounds
- When the student is on or off school grounds participating in or attending any school function or
activity, including, but not limited to, extended learning, extra-curricular activities, field trips, or class
trips sponsored by Friendship Public Charter School
- While the student is away from school grounds if the misconduct directly affects the good order, efficient
management, and welfare of the school or (this specifically includes, but is not limited to, bullying and
cyber bullying)
- When the student is off school grounds while wearing the school’s uniform and traveling on foot or
public transportation or transportation provided by Office of the State Superintendent, Department of
Transportation

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

Disciplinary Action
Students who violate the discipline policy will be subject to one or more of the following documented actions
at the discretion of the school administration and the Board of Trustees. School administrators are encouraged
to utilize positive behavioral interventions and discipline actions that are less severe than an out of school
suspension, when appropriate. A student's failure to adhere to any of the following may result in further
disciplinary action. Mandatory parent involvement is required as part of student re-entry into the classroom
and additional parent involvement may be mandated in some cases.
Parents reserve the right to due process for all expulsion recommendations.
INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSES AND INTERVENTIONS

Class I Infractions: Teacher or Administrator Response (Including, but not limited to Positive Behavior Intervention Responses, unless consistently repeated behavior)

Class II Infractions: Administrator Response or 1 to 5 day out-of-school suspension

Class III Infractions: Administrator Response or Long Term Suspension (6 to a maximum of 20 days) and Possible Recommendation for Expulsion

<table>
<thead>
<tr>
<th>INFRACTION CATEGORIES</th>
<th>CODES</th>
<th>INAPPROPRIATE OR DISRUPTIVE BEHAVIOR Elementary = PreK – Grade 5 Secondary = Grade 6 – Grade 12</th>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
<th>Immediate Referral to MPD and/or outside agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>E-B3</td>
<td>Persistent and/or Excessive Unexcused Absences from School</td>
<td></td>
<td></td>
<td></td>
<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-C7</td>
<td>Commits an act of academic dishonesty • first offense</td>
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<td></td>
<td></td>
<td>Elem</td>
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<tr>
<td></td>
<td>E-C3</td>
<td>Commits an act of academic dishonesty • second offense</td>
<td></td>
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<td></td>
<td>Elem</td>
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<tr>
<td></td>
<td>S-C7</td>
<td>Commits an act of academic dishonesty • 6-12</td>
<td></td>
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<td></td>
<td>Sec</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>E-C10</td>
<td>Commits or is involved in committing false alarms</td>
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<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-C13</td>
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<tr>
<td>Activation of False Alarm/Bomb Threat</td>
<td>E-C11</td>
<td>Assaults or attempts to assault an individual</td>
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<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-C17</td>
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<tr>
<td>Bullying/Cyber Bullying</td>
<td>E-B7</td>
<td>Refer to the Bullying Definition and investigative process outlined in the Friendship PCS Bullying Policy. This policy can be located on the school website <a href="http://www.friendshipschools.org">www.friendshipschools.org</a> in the School Policies section. Reports of bullying may be made by mail to Friendship PCS, 120 Q Street, NE, C/O Charisma Hodge, Washington, DC 20002, by phone to (202) 281-1700 or by email to <a href="mailto:friend@friendshipschools.org">friend@friendshipschools.org</a>.</td>
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<td></td>
<td>E-C14</td>
<td>Incite or coerces another to commit class 2 infraction</td>
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<td>Elem</td>
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<tr>
<td></td>
<td>S-C18</td>
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<tr>
<td></td>
<td>E-C15</td>
<td>Incites or coerces another student to commit a class 3 infraction</td>
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<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-C19</td>
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<td></td>
<td>E-C6</td>
<td>Carries out, possess, creates material and or uses inappropriate language of an offensive nature</td>
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<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-C5</td>
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<tr>
<td>Defiance of Authority/ Refusal to Obey School Policies</td>
<td>E-A3</td>
<td>Is anywhere other than assigned location without permission from school staff or supervising adult</td>
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<td></td>
<td></td>
<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-B3</td>
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<tr>
<td></td>
<td>E-A5</td>
<td>Does not follow directions of an adult</td>
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<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-A4</td>
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<tr>
<td></td>
<td>E-A6</td>
<td>Engages in disorderly conduct</td>
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<td>Elem/Sec</td>
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<td></td>
<td>S-A5</td>
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<tr>
<td></td>
<td>E-C6</td>
<td>Trespass on school property or school event</td>
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<td>Elem/Sec</td>
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<tr>
<td></td>
<td>S-C5</td>
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<tr>
<td>INFRACTION CATEGORIES</td>
<td>CODES</td>
<td>INAPPROPRIATE OR DISRUPTIVE BEHAVIOR</td>
<td>Class 1</td>
<td>Class 2</td>
<td>Class 3</td>
<td>Immediate Referral to MPD and/or outside agency</td>
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<tr>
<td>DETERIORATION OF PROPERTY/ VANDALISM</td>
<td>E-B4</td>
<td>Vandalism or destruction of property - under $100.00</td>
<td></td>
<td></td>
<td>● Elem</td>
<td>●</td>
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<tr>
<td></td>
<td>E-C4</td>
<td>Vandalism or destruction of property - over $100.00</td>
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<td>● Elem</td>
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<tr>
<td></td>
<td>S-C8</td>
<td>Vandalism or destruction of property</td>
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<td></td>
<td>● Sec</td>
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<tr>
<td>DRESS CODE VIOLATION</td>
<td>E-A2</td>
<td>Violates Uniform Policy</td>
<td>● Elem/Sec</td>
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<td>●</td>
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<tr>
<td></td>
<td>S-A2</td>
<td>Violates Uniform Policy</td>
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<td>●</td>
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<tr>
<td>FIGHTING</td>
<td>E-B1</td>
<td>Fights with another student</td>
<td>● Elem</td>
<td></td>
<td>● Sec</td>
<td>●</td>
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<tr>
<td></td>
<td>S-C3</td>
<td>Engages in any gang related activity, including intimidating or threatening violence</td>
<td></td>
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<td>● Sec</td>
<td>●</td>
</tr>
<tr>
<td>FORGERY/FALSE INFORMATION</td>
<td>E-B2</td>
<td></td>
<td>● Elem</td>
<td></td>
<td>● Sec</td>
<td>●</td>
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<tr>
<td></td>
<td>S-C2</td>
<td></td>
<td></td>
<td></td>
<td>● Sec</td>
<td>●</td>
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<tr>
<td>GAMBLING</td>
<td>E-C2</td>
<td>Gambles or is a spectator'</td>
<td>● Elem/Sec</td>
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<tr>
<td></td>
<td>S-C9</td>
<td>Gambles or is a spectator'</td>
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<tr>
<td>HARASSMENT</td>
<td>E-C5</td>
<td>Engages in harassment</td>
<td>● Elem/Sec</td>
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<td></td>
<td>●</td>
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<tr>
<td></td>
<td>S-C4</td>
<td>Engages in harassment</td>
<td></td>
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<td>●</td>
</tr>
<tr>
<td>INAPPROPRIATE USE OF TECHNOLOGY</td>
<td>E-A4</td>
<td>Possess or uses electronic devises not related to instruction</td>
<td>● Elem/Sec</td>
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<tr>
<td></td>
<td>S-A3</td>
<td>Possess or uses electronic devises not related to instruction</td>
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<td></td>
<td>E-B5</td>
<td>Inappropriate use of technology</td>
<td>● Elem/Sec</td>
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<tr>
<td></td>
<td>S-B2</td>
<td>Inappropriate use of technology</td>
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<tr>
<td>POSSESSES, USES SELLS OR DISTRIBUTES A CONTROLLED OR UNCONTROLLED SUBSTANCE</td>
<td>E-C8</td>
<td>Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bongs, rolling papers etc.) and/or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse.</td>
<td>● Elem/Sec</td>
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<td></td>
<td>S-C11</td>
<td>Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bongs, rolling papers etc.) and/or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse.</td>
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<tr>
<td>POSSESSION OF DANGEROUS OBJECTS NOT FOR ANY REASONABLE USE TO STUDENT AT SCHOOL</td>
<td>E-C19</td>
<td>Possesses an object than can be used as a weapon and is not of any reasonable use to the student at school.</td>
<td>● Elem/Sec</td>
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<td>S-C23</td>
<td>Possesses an object than can be used as a weapon and is not of any reasonable use to the student at school.</td>
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<td>E-C20</td>
<td>Distributes, uses and/or sells incendiary device</td>
<td>● Elem/Sec</td>
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<tr>
<td></td>
<td>S-C24</td>
<td>Distributes, uses and/or sells incendiary device</td>
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<tr>
<td></td>
<td>E-C7</td>
<td>Brings, Possesses, and/or Uses a weapon, incendiary, explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school.</td>
<td>● Elem/Sec</td>
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<td>E-B8</td>
<td>Uses, Distributes, and/or Sells an object that can be used as a weapon, explosive, or other dangerous object</td>
<td>● Elem</td>
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<td>● Sec</td>
<td>●</td>
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<td></td>
<td>S-C10</td>
<td>Uses, Distributes, and/or Sells an object that can be used as a weapon, explosive, or other dangerous object</td>
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<td>E-B10</td>
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<td>E-C16</td>
<td>Mandatory referral to the police (or juvenile system for very young child(ren) for any student who brings or possesses a gun at school (must be expelled for not less than one (1) calendar year under Federal Gun Free Schools Act.</td>
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<td>S-C20</td>
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INFRACTION CATEGORIES | CODES | INAPPROPRIATE OR DISRUPTIVE BEHAVIOR | Class 1 | Class 2 | Class 3 | Immediate Referral to MPD and/or outside agency
--- | --- | --- | --- | --- | --- | ---
ROBBERY/THEFT | E-C17 S-C22 | Robbery/ Attempted Robbery | • | | Elem/Sec |
| E-B4 | Theft of property - under $100.00 | | • | | Elem |
| E-C4 | Theft of property - over $100.00 | | | • | Elem |
| S-C8 | Theft of property | | | | Sec |
SERIOUS BODILY INJURY | E-C12 S-C15 | Commits or attempts to commit an act that causes severe injury to another person | • | | Elem/Sec |
SEXUALLY BASED INFRACTION | E-B9 | Engages in sexual contact ( includes inappropriate touching, feeling) | | • | | Elem |
| E-B6 S-C6 | Engagement in sexual acts (includes consensual sexual activity, sexting) | | • | | Sec |
| E-C13 S-C16 | Commits or attempts to commit an act of sexual assault | | • | | Elem/Sec |
THREATENING | E-C9 S-C12 | Commits threatening act against and individual | | • | | Elem/Sec |
| S-C12 | Threatens any individual | | | • | | Chick

**Code of Conduct Definitions**

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

**Assault** – Assault is a physical, unprovoked attack, which causes and/or attempts to cause personal injury to another student, staff member or anyone on school property. Failure to stop fighting after a fight has been broken up, or continuing to fight when the other person cannot or will not defend him/herself, will also be considered assault.

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

1. May be based on a youth’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place or residence or business, or any other distinguishing characteristic, or on a youth’s association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
   a. Place the youth in reasonable fear of physical harm to their person or property;
   b. Cause a substantial detrimental effect on the youth’s physical or mental health;
   c. Substantially interfere with the youth’s academic performance or attendance; or
d. Substantially interfere with the youth’s ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or guarantee.

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

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

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

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

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

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

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

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

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

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

**Sexual Assault** – Any unwanted sexual contact or attention achieved by force, threats, bribes, manipulation, pressure, tricks and/or violence.

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

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

**Suspension** – Temporary dismissal of a student from the regular school program and school-sponsored events for the allotted time assigned by a school administrator. Suspension can range from 1 to 45 school days, depending on the seriousness of the violation. Students are expected to complete work packets while they serve their suspension. Special Education students will receive appropriate services required under the law. After a suspension, parents/guardians are responsible for scheduling a conference with a Friendship administrator on or before the day the student returns from suspension.
Theft – Acceptance, possession, sale, purchase, transfer and/or taking of property belonging to another person without his/her consent and knowledge.

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

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

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

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

Procedures for Suspension and Expulsion

1. All notices regarding disciplinary action will be provided to the parent in writing on the date the school makes a decision to suspend the student and must be signed by a school administrator or designee.
2. Students under fourteen (14) years of age, who have been given an out of school suspension or expulsion, may not leave school grounds during school hours unless accompanied by a parent/guardian or parent/guardian designee. Parents/guardians of students 14 years of age or older who have been suspended or expelled will be extended the opportunity to be accompanied from school grounds by a parent, guardian or their designee.
3. Short Term Suspensions: The school administrator or designee may suspend a student for periods of short term suspensions for no more than 9 cumulative days in a school year.
4. Long term Suspensions of 10 days or more and/or Expulsion: The school administrator or designee may only recommend:
   a. Long term suspension of 10 days or more and/or
   b. Expulsion
5. All recommendations for 6-9 day suspensions or expulsions will be reviewed by the Community Office or Board of trustees for a final decision. Note: The Board of Trustees' Discipline Committee does, in the event of disagreement between the Community Office and the school administrator, render the final discipline determination.
6. In calculating days of suspension, days served will not include days when school is not in session for students, including but not limited to school closure days, school holidays, spring break and summer break, unless the student is required to attend summer school or extended year services. For example, if the student is suspended on the day before spring break, the days during spring break will not count as days the student served on suspension.
7. Once a student is suspended, a student homework packet must be available for a parent to retrieve within one business day.
8. For students with IEPs, 504 Plans and students who are in the process of being evaluated for special education who are suspended for more than 10 days in a school year, a multi-disciplinary team will review all relevant educational records contained in the student's file or in possession of the school to determine whether the student's violation of school rules was a manifestation of the student's disability.
   a. If it is determined that the student's behavior was a manifestation of the student's disability, the student will be returned to his/her educational placement.
   b. If it is determined that the student's behavior was not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.
Procedures for Appeal

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

Review and Determinations

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

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

Extended Learning Programs, Tutoring and Extra-Curricular Activities

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

Participate in Athletics:
- Playing sports not only keeps you active, but also teaches you to work well with others. At Friendship, you can choose from a wide array of sports—baseball, basketball, football, tennis, track and field, soccer and volleyball. You may also join a step team. You may choose from boys-only, girls-only and co-ed teams.
- As a student, you will spend at least 45 minutes a day in physical education. Younger students also will complete the Butterflies and Joey program, which teaches you to take care of your body, to eat healthy food and to manage your weight.

Per the DCMR, to be eligible to participate in Interscholastic Athletics, a student must maintain the following:
- Regular school attendance, having been present at least two-thirds (2/3) of the school days during the semester preceding the sport season, and shall have no more than three (3) unexcused absences
consistent with chapter 21 of subtitle A of title 5 during the season of participation. Completion of a summer school program shall not be counted as a semester of attendance for the purposes of establishing eligibility pursuant to this subparagraph.

- A student in grade nine (9), ten (10), eleven (11), or twelve (12), shall have a grade point average of at least 2.0 ("C") to participate in interscholastic athletics.
- A student in grade four (4), five (5), six (6), seven (7), or eight (8) shall not fail more than one (1) subject in the grading period immediately preceding the sport season in which the student wishes to participate.

**Notice Of Nondiscrimination**

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), Friendship Public Charter School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment in, its programs and activities. The following person has been designated to handle inquiries regarding FPCS' non-discrimination policies:

Tamika Maultsby, Deputy Chief of Staff
Friendship Public Charter School, Community Office
120 Q Street NE
Washington, DC 20002
202-281-1700

**Grievance Policy and Procedure for Parents/Guardians and Students**

The procedures outlined below establish how complaints regarding discrimination or harassment will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. Procedures related to employees are addressed in the Friendship PCS staff handbook.

**Who May File:** Any person, including a student, parent or visitor, who believes they have been discriminated against or been the subject of harassment based on race, color, national origin, sex, age, or disability, in admission or access to, or treatment in, FPCS' programs and activities may make an informal or formal complaint.

**Informal Complaint:** FPCS recognizes that most if not all disputes are capable of being resolved amicably when there is communication between the person who believes they have been discriminated against or the subject of harassment and the school's administration. FPCS encourages but does not require that any person who has a grievance speak directly with the school Principal in an effort to resolve the concern(s).

**Formal Complaint:**

**Step 1 Initiation**
A written notice must be completed and signed by the grievant and submitted to the Principal at the particular campus within ninety (90) calendar days of the alleged discrimination or harassment. A complaint form may also be obtained from the school's front office. The written notice must identify the subject of the complaint, the time frame/date(s) of the occurrence and the resolution or relief sought. The written notice should be signed and dated.

**Step 2 Investigation**
The Principal or his/her designee will promptly conduct a thorough and impartial investigation of the matters outlined in the complaint. Each investigation will consist of obtaining written evidence, interviewing witnesses and allowing parties to present evidence. All matters relating to the investigation and/or the alleged discrimination or harassment are considered confidential and will not be disclosed to persons not involved in the investigation except as required by law.

**Step 3 Response**
Within thirty (30) calendar days of receiving the written notice, the Principal or his/her designee will respond to the grievant in writing, summarizing the information obtained from the investigation, determine whether the grievance was substantiated and if so, propose an appropriate resolution. If the grievance was substantiated immediate action will be taken to rectify the problem.
Step 4 Appeal
If the grievant is not satisfied with the decision of the Principal he/she may appeal the decision through a signed written statement to the Deputy Chief of Staff, Tamika Maultsby at the Community Office, 120 Q Street NE, Washington, DC 20002, phone number 202-281-1700 within ten (10) calendar days of receipt of the Principal’s response. In an attempt to resolve the grievance, the Deputy Chief of Staff or designee shall meet with the concerned parties and their representatives within thirty (30) calendar days of the receipt of such an appeal. A copy of the Deputy Chief of Staff’s or designee’s disposition of the appeal shall be sent to each concerned party within ten (10) calendar days of this meeting.

A grievant who is not satisfied with the process or response or does not wish to utilize this process may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph); (202) 453-6021 (fax).

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

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

Additional Information Resources:
D.C. Public Charter School Board web site: www.dcpubliccharter.com
Friends of Choice in Urban Schools web site: www.focus-dccharter.org
D.C. Public Charter School Association web site: www.dcpcsassoc.org

Note: The following policies are located on our website www.friendshipschools.org under About Us in the School Policies section.

1. Immunization Policy
2. Authorization for Administering Medication during School Hours
3. English Language Learner Student Identification Policy
4. Special Education Services (IDEIA)
5. Section 504 of the Rehabilitation Act of 1973
6. Family Education Rights and Privacy Act (FERPA)
7. No Child Left Behind (NCLB)
8. Education of Homeless Children and Youth
9. Friendship PCS Bullying Prevention Policy
10. Notice of Nondiscrimination
Parent/Student Handbook
2014-2015
GET CONNECTED

Friendship PCS

- Real time news updates
- School and district directories and maps
- Connections to Powerschool for parents and teachers
- Confidential tip line for students
- Sports scores, schedules, calendar information
- Connect to Friendships Facebook, Twitter and YouTube site

Go to your app store and search “Friendship PCS”

Available on the App Store